

## AGENDA

**DES MOINES CITY COUNCIL  
REGULAR MEETING  
City Council Chambers  
21630 11th Avenue S, Des Moines, Washington  
Thursday, February 22, 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 NOT PREVIOUSLY RECEIVED BY COUNCIL

### COMMENTS FROM THE PUBLIC

### COMMITTEE CHAIR REPORT

- MUNICIPAL FACILITIES COMMITTEE

### CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1.           • DES MOINES YACHT CLUB COMMODORE DEBBIE MINNITI
- Item 2.           • BACKPACK BRIGADE  
[Backpack Brigade PowerPoint](#)
- Item 3.           • LAND STEWARDSHIP PROGRAM PRESENTATION (PORT OF SEATTLE)  
[Des Moines Land Stewardship Presentation](#)

### CONSENT AGENDA

- Item 1.       APPROVAL OF VOUCHERS  
**Motion** is to approve the payment vouchers through February 08, 2024 and payroll transfers through February 07, 2024 in the attached list and further described as follows:

|                         |                |              |
|-------------------------|----------------|--------------|
| EFT Vendor Payments     | #9623-9682     | \$502,403.59 |
| Wires                   | #2479-2498     | \$682,230.47 |
| Accounts Payable Checks | #165623-165637 | \$ 79,603.87 |
| Payroll Checks          | #19785-19793   | \$ 4,796.76  |

|                |               |              |
|----------------|---------------|--------------|
| Direct Deposit | #8371-8539    | \$482,147.23 |
| Payroll Checks | #19664, 19778 | \$ (365.44)  |
| Voided         |               |              |
| Payroll Checks | #19794-19795  | \$ 365.44    |

Total Checks and Wires for A/P & Payroll: \$1,751,181.92

[Approval of Vouchers](#)

Item 2. APPROVAL OF MINUTES

**Motion** is to approval the minutes from the January 04, January 11, and January 25, 2024 Regular City Council Meetings.

[Approval of Minutes](#)

Item 3. REPLACEMENT OF COPIERS

**Motion** is to approve a 60 month lease contract with Copiers Northwest for ten copiers and authorize the City Manager to sign the contract substantially in the form as submitted.

[Replacement of Copiers](#)

Item 4. WOMEN'S HISTORY MONTH PROCLAMATION

**Motion** is to approve the Proclamation recognizing March as Women's History Month.

[Women's History Month Proclamation](#)

## UNFINISHED BUSINESS

Item 1. HEARTS AND MIND FUND DISBURSEMENT

[Hearts and Minds Fund Disbursement Agenda Item](#)

## NEW BUSINESS

Item 1. NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

## COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

## PRESIDING OFFICER'S REPORT

## EXECUTIVE SESSION

Potential Litigation Under RCW 42.30.110(1)(i) – 30 Minutes

## NEXT MEETING DATE

March 07, 2024 City Council Study Session

## ADJOURNMENT

Item 1. [Public Comment 02.22.2024](#)

# About Us:

Many displaced students rely solely on the free breakfasts and lunches they receive at school, so weekends and breaks leave them without a reliable source of food. Every Thursday during the school year, Backpack Brigade volunteers pack bags of nutritious, easy-to-eat food and deliver them to 96 K-12 schools, where they are distributed to students in need. Powered by volunteers and strengthened through donations and sponsors, Backpack Brigade aims to provide better food to more of King County's hungry children each weekend.

## Our Vision

We **END** weekend hunger for kids.

## Our Mission

Backpack Brigade partners with local communities to address food insecurity and hunger. We ensure every child is fed all weekend long.



# Backpack Brigade

## History:

- Backpack Brigade's Story
- In the Fall of 2013, Nichelle Hilton, Backpack Brigade's founder, was running a food bank, and watched a documentary about families not having food for the weekend. One of the children in the documentary said it was hard to focus in class when you picture your teacher as a banana. From that moment, Nichelle knew she needed to address this issue. She gathered several volunteers and went to the closest school and asked if this was indeed a problem there. The answer they received from the family support worker was a resounding YES! Recognizing the serious need, they went back to the food bank and immediately filled backpacks with food for eight kids in the school they visited and Backpack Brigade was born. In 2015, Backpack Brigade became an official non-profit organization.



# Dangers of weekend hunger:

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- There is no possible excuse for children to go hungry in this country. Yet it happens - every day, in every community.
- For children, food insecurity is particularly devastating. Not having enough healthy food can have serious implications for a child's physical and mental health, academic achievement and future economic prosperity. Research shows an association between food insecurity and delayed development in young children; risk of chronic illnesses like asthma and anemia; and behavioral problems like hyperactivity, anxiety and aggression in school-age children. research demonstrates that children from families who are not sure where their next meal may come from are more likely to have lower math scores and repeat a grade, among other challenges. Ultimately, they need to be able to concentrate in the classroom so they can succeed in school and be prepared to enter the workforce as adults.



# What we do:

- While hunger and homelessness remain complicated problems, solving the problem of making sure school children have enough to eat every weekend is straightforward.
- We have 7 menus, Standard, Kosher, Halal, Vegan, Gluten Free, Hispanic, and Asian and now we have added cold bags, that have perishable cheese sticks, go gurts, and apples. Trying to add lil choc milks too!
- Every week, we have 8 shifts of preppers, packers, groups and drivers that create the menus, do the packing of the bags, and then drive in their cars to the 96 schools we serve delivering the crates of bags to the front office so there are no barriers to the food getting to the students.
- Powered by volunteers and strengthened through donations, sponsors, and corporate partners, Backpack Brigade will END weekend hunger for kids in Washington.



# Des Moines Data:

- In Des Moines we service:

|                       |    |
|-----------------------|----|
| Des Moines            | 19 |
| Mt. Rainier HS        | 26 |
| Pacific Middle School | 24 |



For a total of: 69 bags a week

# What people are saying:

- Every week I see the same students grab bags of food, and over the last year or so, I have noticed that the students who are taking the food feel more comfortable asking for other services as well. Providing this food for our students shows them that we care about them even when they go home for the weekend, and this helps them feel more engaged and supported here at school.
- "When I am hungry, I know I have food in my backpack", "I can have a snack anytime I feel hungry", "The fruit snacks are yummy"
- Backpack Brigade means so much to our students. We sometimes have students running up to myself or co-worker asking to be put on the list. The food that is being provided is helping a lot of families. Thank you!! :)
- To our students Backpack Brigade has been more than just food, its been a chance to feel safe at school. They have expressed feeling heard when they ask for help.
- It has been an answer for so many students. I have lots of students who want the bags, more than we get per week. We have increased two times already- the need is so great! We so appreciate those that care, assemble and deliver to us- our students are forever grateful for all you do!!!





# SEA Land Stewardship Program Public Outreach Update

February 22, 2024

**Chipper Maney**  
Program Manager, Natural Resources



# Agenda

1. Background
2. Summary of Public Comments
3. Response to Comments
4. Next Steps



# BACKGROUND

- In 2023, Commission adopted Environmental Land Stewardship Principles and Strategies
- SEA Land Stewardship Plan and SEA Tree Replacement Standards will be adopted in March
- Port implemented public engagement for the Principles, Plan and Standards



# PORT-WIDE ENVIRONMENTAL LAND STEWARDSHIP PRINCIPLES

- Comprehensive
- Capital program integration
- Equity lens
- Community partnerships
- Holistic ecology



# SEA LAND STEWARDSHIP PLAN

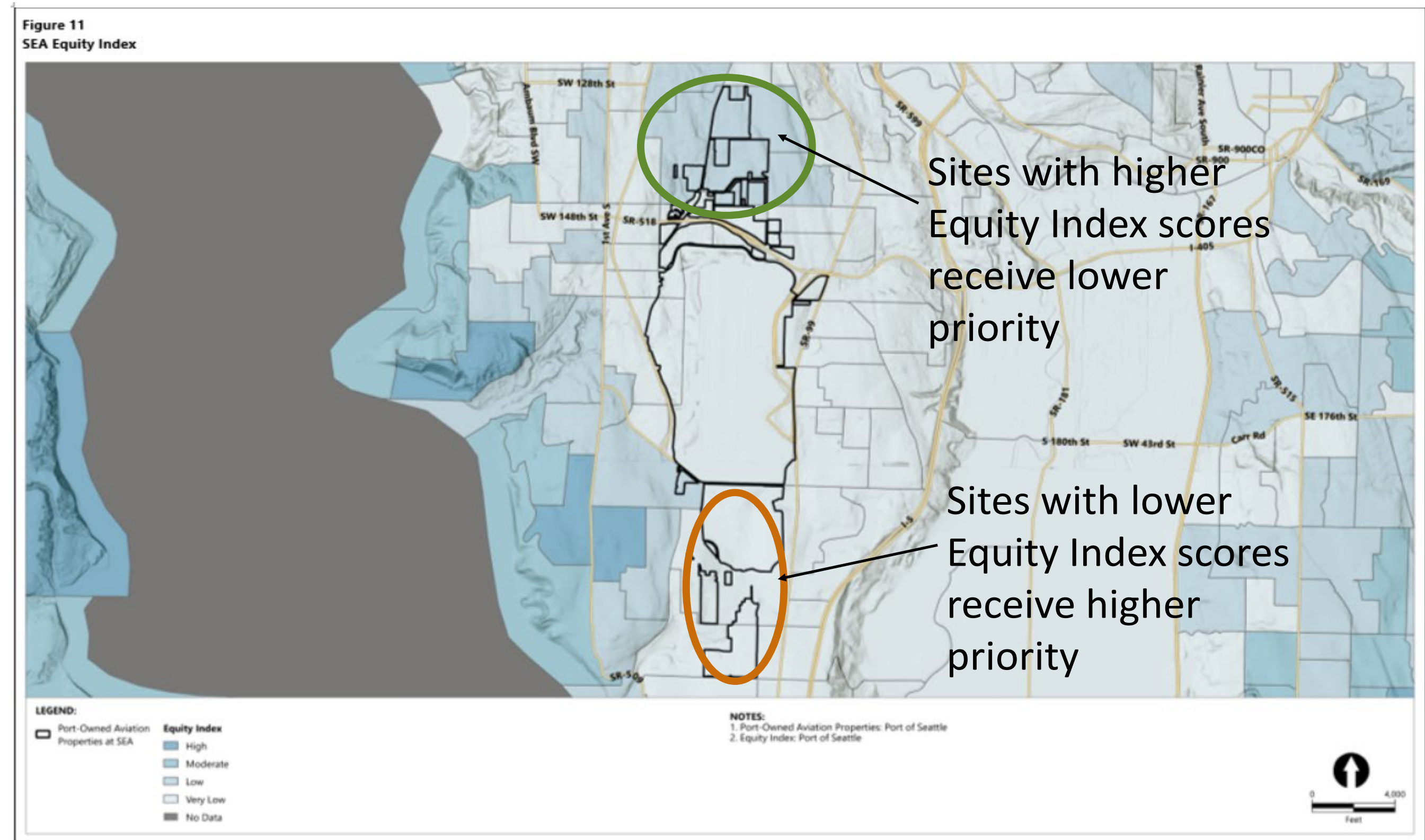
## Objectives

- Inventory, track and report
- Protect and restore habitat
- Connect and expand habitat
- Establish community partnerships
- Offset tree clearing impacts

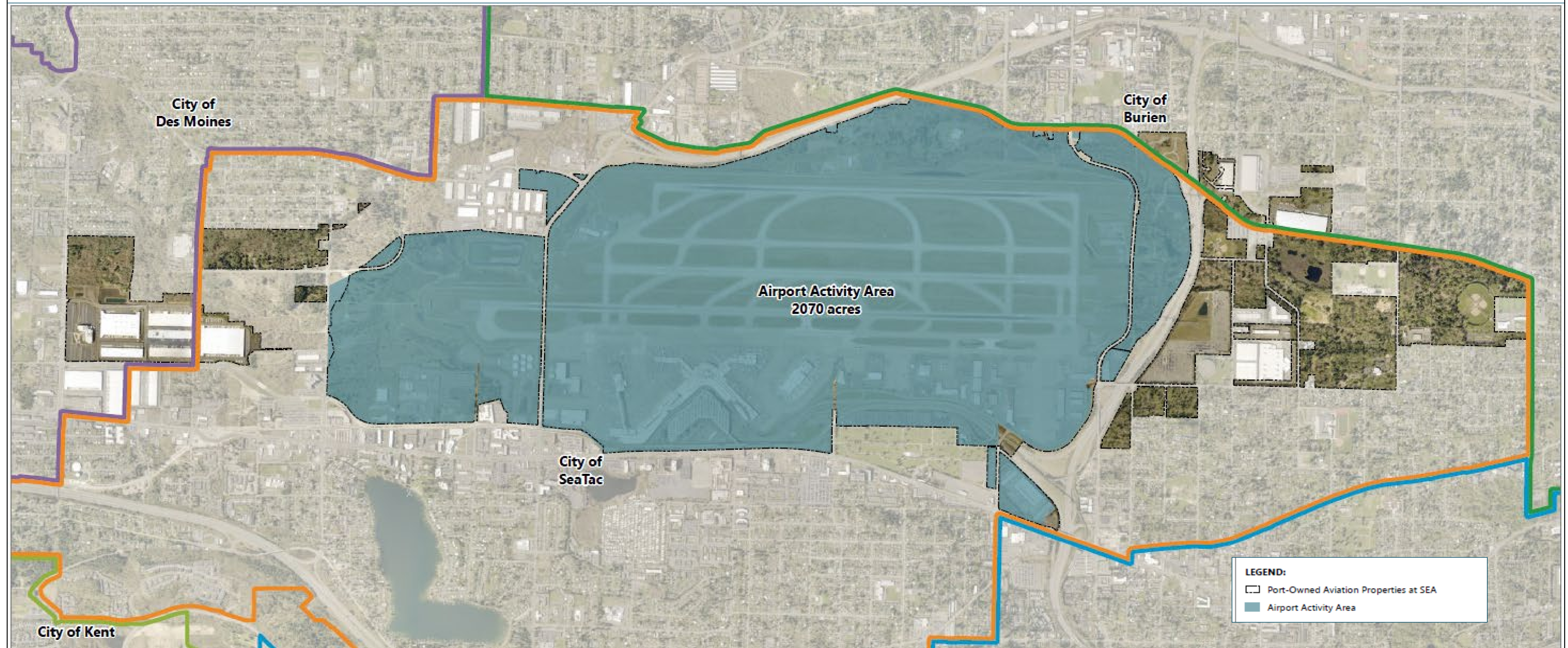


# EQUITY IN LAND STEWARDSHIP PLAN

- Objectives
- Inventory
  - Visual buffer
  - Public access
  - Heat island index
  - Port Equity Index
- Sites with poorest scores for equity are prioritized



# TREE REPLACEMENT STANDARDS



# 4:1 APPROACH CREDITS

Every tree removed will be replaced with four “stewardship credits”

Stewardship credit options:

- **Plant new trees** to increase canopy **(1 tree planted = 1 credit)**
- **Protect the life of existing trees** by removing ivy **(1 tree protected = 1 credit)**
- **Clear invasive species** and restore a native understory **(200 sq feet restored = 1 credit)**

# NEXT STEPS

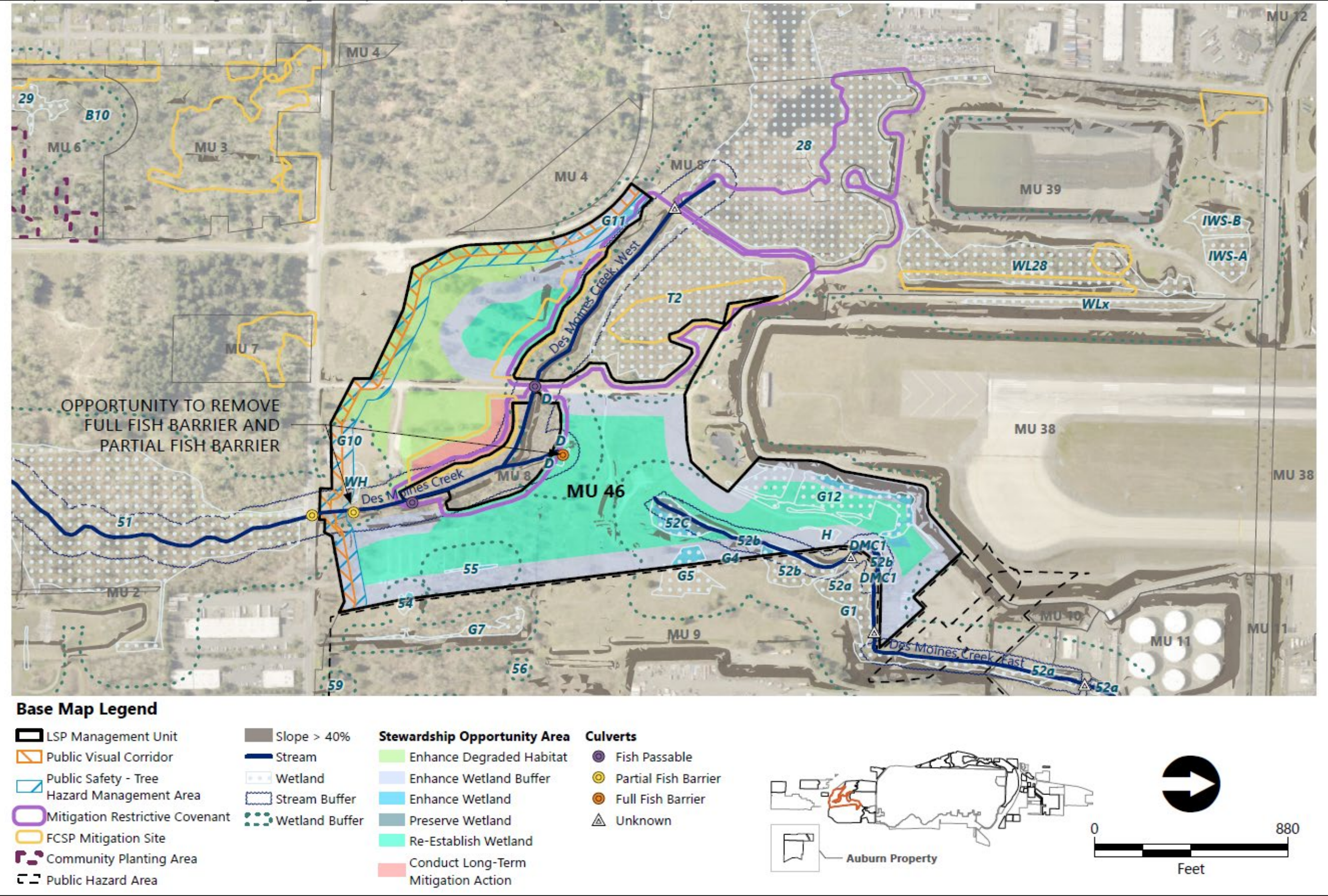
- Thursday February 22
  - Presentation to Des Moines City Council
- Monday, March 4:
  - Publish blog addressing public feedback and questions
  - Email to webinar participants and comment submitters link to blog
- Saturday, March 9: Community Land Stewardship Event (CMR Mohamed attending)
- Tuesday, March 12: Commission Notification
- Tuesday, March 26: Commission Adoption



QUESTIONS

# End of Presentation

# Site Prioritization Example



MU 46 Site Map

## Prioritization Index

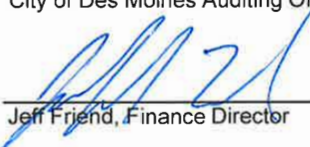
| Metric                     | Score |
|----------------------------|-------|
| Ecological                 |       |
| Within Habitat Corridor    | 2     |
| Connect/Expand Habitat     | 2     |
| Restore Fish Passage       | 2     |
| Community Equity           |       |
| Public Access              | 0     |
| Improve Visual Aesthetics  | 1     |
| Reduce Heat Island Effects | 1     |
| Improve Port Equity Index  | 1     |
| TOTAL SCORE                | 9/10  |

**CITY OF DES MOINES**  
**Voucher Certification Approval**  
**February 22, 2024**  
**Auditing Officer Certification**

Voucher transfers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of **February 22, 2024** the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through February 8, 2024 and payroll transfers through February 7, 2024 included in the attached list and further described as follows:

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer:

  
 Jeff Friend, Finance Director

|                                          |          | # From       | # To   | Amounts      |
|------------------------------------------|----------|--------------|--------|--------------|
| Claims Vouchers:                         |          |              |        |              |
| EFT's                                    |          | 9623         | 9682   | 502,403.59   |
| Wires                                    |          | 2479         | 2498   | 682,230.47   |
| Accounts Payable Checks                  |          | 165623       | 165637 | 79,603.87    |
| Total Vouchers paid                      |          |              |        | 1,264,237.93 |
| Payroll Vouchers                         |          |              |        |              |
| Payroll Checks                           | 2/5/2024 | 19785        | 19793  | 4,796.76     |
| Direct Deposit                           |          | 8371         | 8539   | 482,147.23   |
| Payroll Checks Voided                    | 2/7/2024 | 19664, 19778 |        | (365.44)     |
| Payroll Checks                           |          | 19794        | 19795  | 365.44       |
| Total Paychecks & Direct Deposits        |          |              |        | 486,943.99   |
| Total checks and wires for A/P & Payroll |          |              |        | 1,751,181.92 |

**MINUTES**

**DES MOINES CITY COUNCIL  
REGULAR MEETING  
City Council Chambers  
21630 11th Avenue S, Des Moines, Washington  
Thursday, January 4, 2024 - 6:00 PM**

**CALL TO ORDER**

City Clerk Taria Keane called the meeting order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

The flag salute was led by City Clerk Taria Keane

**ROLL CALL**

**Council Present:**

Councilmembers Traci Buxton; Harry Steinmetz; Gene Achziger; Yoshiko Grace Matsui; JC Harris; Matt Mahoney; and Jeremy Nutting

**Staff Present:**

Interim City Manager Tim George; Interim City Attorney Matt Hutchins; Assistant City Manager Adrienne Johnson-Newton; Finance Director Jeff Friend; Police Chief Tim Gately; Assistant Police Chief Patti Richards; Community Development Director Denise Lathrop; Director of Community Events and Services Nicole Nordholm; Harbormaster Scott Wilkins; Director of Emergency Management and Workplace Safety Shannon Kirchberg; Director of Community/Administrative Services Bonnie Wilkins; Executive Administrative Analyst Rochelle Caton; City Clerk Taria Keane; and Deputy City Clerk Sara Lee

**SWEARING IN OF COUNCILMEMBERS**

- Councilmember JC Harris opted out of the ceremonial swearing in.
- City Clerk Taria Keane called Councilmember Jeremy Nutting to the podium to be sworn in by Director of Community/Administrative Services Bonnie Wilkins.

**SELECTION OF MAYOR**

City Clerk Taria Keane called for nominations for Mayor.

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Councilmember Harry Steinmetz nominated Councilmember Traci Buxton to serve as Mayor for 2024 and 2025. Councilmember Traci Buxton accepted the nomination.

Councilmember JC Harris nominated himself to server as Mayor for 2024 and 2025. Councilmember JC Harris accepted the nomination

City Clerk Taria Keane asked if there were any other nominations. Seeing none, City Clerk Taria Keane called for the vote.

Councilmember Harry Steinmetz voted for Councilmember Traci Buxton.

Councilmember JC Harris voted for Councilmember JC Harris.

Councilmember Gene Achziger voted for Councilmember Traci Buxton.

Councilmember Jeremy Nutting voted for Councilmember Traci Buxton.

Councilmember Traci Buxton voted for Councilmember Traci Buxton.

Councilmember Yoshiko Grace Matsui voted for Councilmember Traci Buxton.

Councilmember Matt Mahoney voted for Councilmember Traci Buxton.

With a vote of 6-1, Councilmember Traci Buxton was elected as Mayor for 2024 and 2025.

## **SELECTION OF DEPUTY MAYOR**

Mayor Traci Buxton called for nominations for Deputy Mayor.

Councilmember Matt Mahoney nominated Councilmember Harry Steinmetz. Councilmember Harry Steinmetz accepted the nomination.

Councilmember Grace Yoshiko Matsui nominated Councilmember Gene Achziger. Councilmember Gene Achziger accepted the nomination.

Councilmember JC Harris nominated himself. Councilmember JC Harris accepted the nomination.

Mayor Traci Buxton asked if there were any other nominations. Seeing none, Mayor Traci Buxton called for the vote.

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Councilmember JC Harris made brief statement as to why he should be elected Deputy Mayor.

Councilmember Gene Achziger voted for Councilmember Gene Achziger.

Councilmember Jeremy Nutting voted for Councilmember Harry Steinmetz.

Councilmember Matt Mahoney voted for Councilmember Harry Steinmetz.

Councilmember Harry Steinmetz voted for Councilmember Harry Steinmetz.

Councilmember JC Harris voted for Councilmember JC Harris.

Councilmember Yoshiko Grace Matsui voted for Councilmember Gene Achziger.

Mayor Traci Buxton voted for Councilmember Harry Steinmetz.

With a vote of 4 for Councilmember Harry Steinmetz, 2 for Councilmember Gene Achziger, and 1 for Councilmember JC Harris, Councilmember Harry Steinmetz was elected as Deputy Mayor for 2024 and 2025.

**CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL**

- There were no additional correspondence outside of the emails already received by Council.

**COMMENTS FROM THE PUBLIC**

- Charlene Bacalzo; Thanked the Council and City Staff; Arson to Business

**CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS**

- Interim City Manager Tim George gave a brief update on the creation of a Finance Committee, Legislative Priorities, and the Request for Proposals for the City Manager Position.
- Director of Finance Jeff Friend gave Council a PowerPoint Presentation on the 2023 Third Quarter Finance Report.

## **NEW BUSINESS**

Item 1: NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

- Councilmember Yoshiko Grace Matsui proposes a Proclamation for Korean American Day to be added to the next consent agenda. Council supports.
- Councilmember Gene Achziger proposes emergency shelters from wildfire smoke and to fix HVAC systems in the Activities Center. Council remanded to the Municipal Facilities Committee.

## **COUNCILMEMBER REPORTS**

(4 minutes per Councilmember) - 30 minutes

### **COUNCILMEMBER MATT MAHONEY**

- Statement on the Past, Present, Future of Des Moines

### **COUNCILMEMBER GENE ACHZIGER**

- No Report

### **COUNCILMEMBER JEREMY NUTTING**

- No Report

### **COUNCILMEMBER JC HARRIS**

- Air Quality Monitoring

### **COUNCILMEMBER YOHISKO GRACE MATSUI**

- Oath of Office and Priorities

### **DEPUTY MAYOR HARRY STEINMETZ**

- Burning Boat Festival
- Thanked Council for Selection as Deputy Mayor

## **PRESIDING OFFICER'S REPORT**

- Future Goals as Mayor
- Regional Appointments in 2024

## **EXECUTIVE SESSION**

Regular Meeting Minutes  
January 4, 2024

### **NEXT MEETING DATE**

January 11, 2024 City Council Regular Meeting

### **ADJOURNMENT**

#### **Direction/Action**

**Motion** made by Councilmember Matt Mahoney to adjourn; seconded by Deputy Mayor Harry Steinmetz.  
Motion passed 7-0.

The meeting adjourned at 7:27 p.m.

**MINUTES**

**DES MOINES CITY COUNCIL  
REGULAR MEETING  
City Council Chambers  
21630 11th Avenue S, Des Moines, Washington  
Thursday, January 11, 2024 - 6:00 PM**

**CALL TO ORDER**

Mayor Traci Buxton called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

The flag salute was led by Councilmember JC Harris.

**ROLL CALL**

**Council Present:**

Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui; Councilmember JC Harris; Councilmember Matt Mahoney; and Councilmember Jeremy Nutting

**Staff Present:**

Interim City Manager Tim George; Interim City Attorney Matt Hutchins; Assistant City Manager Adrienne Johnson-Newton; Police Chief Tim Gately; Harbormaster Scott Wilkins; Finance Director Jeff Friend; Community Development Director Denise Lathrop; Director of Community/Administrative Services Bonnie Wilkins; Director of Community Events and Services Nicole Nordholm; Executive Administrative Analyst Rochelle Caton; Legislative Advocate Anthony Hemstad; City Clerk Taria Keane; and Deputy City Clerk Sara Lee

**CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL**

- There were no additional correspondence outside of those already received by Council.

**COMMENTS FROM THE PUBLIC**

- Steve Edmiston; Airport
- Chuck Coleman; Finance Committee
- Victoria Andrews; Finance Committee
- Barbara McMichael; Des Moines Masonic Home

**COMMITTEE CHAIR REPORT**

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- No Committee Reports

### **CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS**

- Interim City Manager commented on the Redondo Fishing Pier.
- Interim City Manager gave Council a Winter Weather update.
- Chief of Police Tim Gately gave Council a report on Police Activities in lieu of the January Public Safety/Emergency Management Meeting.
- Interim City Manager reminded the Council about some upcoming dates
  - Zenith Environmental Impact Statement Meeting on January 31st
  - Marina Steps Meeting on February 13th
  - Consor Draft Study Report on March 7th

### **CONSENT AGENDA**

Item 1: APPROVAL OF VOUCHERS

**Motion** is to approve the payment vouchers through December 28, 2023 and payroll transfers through December 29, 2023 in the attached list and further described as follows:

|                         |                |                |
|-------------------------|----------------|----------------|
| EFT Vendor Payments     | #9347-9478     | \$1,131,644.29 |
| Wires                   | #2411-2441     | \$1,851,346.84 |
| Accounts Payable Checks | #165488-165554 | \$ 272,884.16  |
| Payroll Checks          | #19771-19772   | \$ 3,147.69    |
| Direct Deposit          | #7872-8040     | \$ 479,928.76  |
| Direct Deposit          | #8041-8041     | \$ 271.88      |

Total Checks and Wires for A/P & Payroll: \$3,739,223.62

Item 2: APPROVAL OF MINUTES

**Motion** is to approve the November 16, 2023 City Council Regular Meeting Minutes.

Item 3: HUMAN TRAFFICKING AWARENESS DAY PROCLAMATION

**Motion** is to approve the Proclamation recognizing January 11th as Human Trafficking Awareness Day.

**Direction/Action**

**Motion** made by Councilmember Jeremy Nutting to approve the Consent Agenda; seconded by Councilmember Matt Mahoney

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Motion passed 7-0.

Mayor Traci Buxton read the Human Trafficking Awareness Day Proclamation into the record.

**NEW BUSINESS**

Item 1: DISCUSSION OF 2024 CITY COUNCIL LEGISLATIVE PRIORITIES  
Staff Presentation by Interim City Manager Tim George

Legislative Advocate Anthony Hemstad gave Council a PowerPoint Presentation on the 2024 City Council Legislative Priorities.

**Direction/Action**

**Motion** made by Councilmember Jeremy Nutting to approve the 2024 City Council Legislative Priorities that was presented in the 6:56 p.m. version; seconded by Councilmember Matt Mahoney.

**Amended Motion** made by Councilmember Gene Achziger to change the order on the City Council Legislative Priorities to have Funding Requests #1, then Airport Issues to moved to #2, Historical Preservation #3, and Airport Issues #4; seconded by Councilmember Yoshiko Grace Matsui.

Amended motion passed 4-3

**For:** Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger, Councilmember Yoshiko Grace Matsui, and Councilmember JC Harris.

**Against:** Mayor Traci Buxton; Councilmember Matt Mahoney, and Councilmember Jeremy Nutting.

**Subsidiary Motion** made by Councilmember Gene Achziger to strike the first 2 sentences of the "Foil Ferry Development."  
Subsidiary motion died for a lack of second.

**Subsidiary Motion** made by Deputy Mayor Harry Steinmetz to add the words, "including HB2103 and SB 5955 Bills" to the end of the Airport Issues; seconded by Councilmember Yoshiko Grace Matsui.  
Subsidiary Motion passed 7-0.

Main Motion passed as amended 7-0.

Item 2: CREATION OF A CITY COUNCIL FINANCE COMMITTEE  
Staff Presentation by Interim City Manager Tim George

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Interim City Manager Tim George gave Council a brief presentation on the Creation of a Finance Committee.

**Direction/Action**

**Motion** made by Councilmember Nutting to create a Finance Committee of the City Council in order to monitor the financial health of the City while exploring opportunities to grow revenue and control expenditures; seconded by Deputy Mayor Harry Steinmetz.  
Motion passed 7-0.

At 8:09 p.m. took a 6 minute break and resumed the meeting at 8:15 p.m.

- Item 3: REQUEST FOR PROPOSAL EXECUTIVE SEARCH RECRUITMENT FIRM FOR CITY MANAGER VACANCY  
Staff Presentation by Assistant City Manager Adrienne Johnson-Newton

Assistant City Manager Adrienne Johnson-Newton gave Council a PowerPoint Presentation regarding the Request for Proposal Executive Search Recruitment Firm for City Manager Vacancy.

**Council recommended changes:**

**INTRODUCTION AND BACKGROUND:**

3rd paragraph:

The community has five (5) miles of shoreline on Puget Sound and four (4) public waterfront areas that draw regional tourism and invite economic vision and vibrancy. The Des Moines Marina is a Municipal Marina and the only marina located between Seattle and Tacoma.

5th paragraph:

The City Council is comprised of 7 City Councilmembers, which includes 1 Mayor.

**SCOPE OF SERVICES:**

Nationwide search

Add to #7 – blow out more and talk about community forums and engagement

Provide examples of public engagement process – add later in the RFP

Expand #6 - blow out what type of applications materials we are seeking (example – media search capabilities)

**PROPOSAL REQUIREMENTS:**

Ok as is

**Direction/Action**

**Motion** made by Councilmember Jeremy Nutting to extend the meeting to the end of Request for Proposal Executive Search Recruitment Firm for City Manager Vacancy agenda item; seconded by Councilmember Matt Mahoney.

Motion failed 4-3; to adjourn there must be an approval of 3/4 of the Councilmembers present.

**For:** Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Matt Mahoney, and Councilmember Jeremy Nutting.

**Against:** Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui, and Councilmember JC Harris.

**Direction/Action**

**Motion** made by Councilmember JC Harris to extend the meeting to the end of Request for Proposal Executive Search Recruitment Firm for City Manager Vacancy agenda item and New Items for Consideration; seconded by Councilmember Gene Achziger.

Motion passed 5-2

**For:** Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger, Councilmember Yoshiko Grace Matsui, and Councilmember JC Harris.

**Against:** Councilmember Matt Mahoney, and Councilmember Jeremy Nutting.

**SELECTION PROCESS TIMELINE:**

30 Days

**QUALIFICATIONS AND EXPERIENCE:**

Remove specific terms (36) and (2)

**EVALUATION PROCESS:**

Ok as is

**EVALUATION CRITERIA:**

Condense #5 and 6 together

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**CITY RESPONSIBILITIES:**

Ok as is

**RIGHT TO REJECT:**

Ok as is

**QUESTIONS AND INQUIRIES:**

Questions to Assistant City Manager Adrienne Johnson-Newton

**Direction/Action**

**Motion** made by Councilmember Jeremy Nutting to approve the City to release the Request for Proposal (RFP) for an executive search firm for the City Manager recruitment consistent with the terms as decided by the City Council; seconded by Deputy Mayor Harry Steinmetz.  
Motion passed 7-0.

Item 4: NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

Councilmember JC Harris requested council support on the following sentence "I would like the city to write a letter in support of the University Of Washington Department Of Environmental and Occupational Health Sciences to support their Community Grant Application to cite a fixed air quality monitor within the City of Des Moines."  
Council did not support.

**NEXT MEETING DATE**

January 25, 2024 City Council Regular Meeting

**ADJOURNMENT**

**Direction/Action**

**Motion** made by Councilmember Jeremy Nutting to adjourn; seconded by Deputy Mayor Harry Steinmetz.  
Motion passed 7-0.

The meeting adjourned at 9:28 p.m.

**MINUTES**

**DES MOINES CITY COUNCIL  
REGULAR MEETING  
City Council Chambers  
21630 11th Avenue S, Des Moines, Washington  
Thursday, January 25, 2024 - 6:00 PM**

**CALL TO ORDER**

Mayor Traci Buxton called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

The flag salute was led by Councilmember Matt Mahoney.

**ROLL CALL**

**Council Present:**

Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui; Councilmember JC Harris; Councilmember Matt Mahoney; and Councilmember Jeremy Nutting

**Staff Present:**

Interim City Manager Tim George; Interim City Attorney Matt Hutchins; Assistant City Manager Adrienne Johnson-Newton; Director of Community/Administrative Services Bonnie Wilkins; Assistant Police Chief Patti Richards; Finance Director Jeff Friend; Harbormaster Scott Wilkins; Director of Community Events and Services Nicole Nordholm; Director of Emergency Management and Workplace Safety Shannon Kirchberg; Executive Administrative Analyst Rochelle Caton; and City Clerk Taria Keane

**CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL**

- There were no additional correspondence outside of the emails already received by Council.

**COMMENTS FROM THE PUBLIC**

- Anne Pantzke, Home Amenity Rentals

**COMMITTEE CHAIR REPORT**

- Councilmember Jeremy Nutting gave Council an update on the Economic Development Meeting.

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- Councilmember Matt Mahoney gave Council an update on the Highline Forum.

### CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Interim City Manager Tim George updated the council on the Letter of support sent to University of Washington Study for the air monitoring equipment in proximity to the airport.
- Interim City Manager Tim George gave council an update on the Marina Paid Parking Equipment.

### CONSENT AGENDA

Item 1: APPROVAL OF VOUCHERS

**Motion** is to approve the payment vouchers through January 11, 2024 and payroll transfers through January 5, 2024 in the attached list and further described as follows:

|                         |                |                 |
|-------------------------|----------------|-----------------|
| EFT Vendor Payments     | #9479-9560     | \$1,517,829.93  |
| Voided EFT              | #9410-9410     | \$ (143,527.83) |
| Wires                   | #2442-2462     | \$ 534,311.89   |
| Accounts Payable Checks | #165555-165576 | \$ 37,374.56    |
| Payroll Checks          | #19773-19777   | \$ 1,300.36     |
| Direct Deposit          | #8042-8208     | \$ 464,602.42   |

Total Checks and Wires for A/P & Payroll: \$2,411,891.33

Item 2: BLACK HISTORY MONTH PROCLAMATION

**Motion** is to approve the Proclamation recognizing February as Black History Month.

Item 3: KOREAN AMERICAN DAY PROCLAMATION

**Motion** to approve the Proclamation recognizing January 13, 2024 as Korean American Day.

Item 4: EMERGENCY MANAGEMENT PERFORMANCE GRANT

**Motion** is to accept the 2023 Emergency Management Performance Grant in the amount of \$17,507.00 and to authorize the City Manager to sign the grant agreement substantially in the form as presented.

Item 5: SEA-TAC STAKEHOLDER ADVISORY ROUND TABLE (StART) POSITION - (NOVAK)

**Motion** is to confirm the Mayoral appointment of Steve Novak to a term on the StART Committee effective immediately and expiring on

Regular Meeting Minutes  
January 25, 2024

December 31, 2025.

- Item 6: SEA-TAC STAKEHOLDER ADVISORY ROUND TABLE (StART)  
POSITION (DUSENBURY)  
**Motion** is to confirm the Mayoral appointment of Joe Dusenbury to a term on the StART Committee effective immediately and expiring on December 31, 2025.
- Item 7: SIMPLE POSSESSION ADVOCACY AND REPRESENTATION (SPAR)  
PROGRAM FUNDING AGREEMENT  
**Motion** is to accept the Office of Public Defense: SPAR Grand Award for the City of Des Moines and authorize the City Manager to sign the Grant Agreement substantially in the form as submitted.
- Item 8: DRAFT ORDINANCE 24-001 REPEALING THE CREATION OF A  
"PAYROLL FUND"  
**Motion** is to approve Draft Ordinance 24-001, repealing section 27 of Ordinance No. 1144 and DMMC 3.48.090, Payroll Fund.

**Direction/Action**

**Motion** made by Councilmember Jeremy Nutting to approve the Consent Agenda; seconded by Councilmember Matt Mahoney.

Deputy Mayor Harry Steinmetz pulled Consent Agenda Item #3

The remainder of the Consent Agenda passed 7-0.

Mayor Traci Buxton read the Black History Month Proclamation into the record.

Council discussed Consent Agenda Item #3

**Motion** made by Deputy Mayor Harry Steinmetz to approve the Consent Agenda Item #3 as presented; seconded by Councilmember Jeremy Nutting.

Motion passed 7-0.

Mayor Traci Buxton read the Korean American Day Proclamation into the record.

**NEW BUSINESS**

- Item 1: DRAFT ORDINANCE 24-002 SPEED ENFORCEMENT CAMERA  
PENALTIES  
Staff Presentation by Interim City Manager Tim George

Regular Meeting Minutes  
January 25, 2024

Interim City Manager Tim George along with Interim City Attorney Matthew Hutchins gave Council a presentation on the Speed Enforcement Camera's.

**Direction/Action**

**Motion** made by Councilmember Jeremey Nutting to enact Draft Ordinance No. 24-002, amending DMMC 10.36.070, setting penalties for speed zone camera infractions; seconded by Councilmember Matt Mahoney.

Motion passed 7-0.

Item 2: NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

- There were no new agenda items for future consideration.

**COUNCILMEMBER REPORTS**

(4 minutes per Councilmember) - 30 minutes

**COUNCILMEMBER MATT MAHONEY**

- Finance Committee

**COUNCILMEMBER YOSHIKO GRACE MATSUI**

- No Report

**COUNCILMEMBER JEREMY NUTTING**

- No Report

**COUNCILMEMBER GENE ACHIZER**

- No Report

**COUNCILMEMBER JC HARRIS**

- Korean American Day
- Port Package Bill 2103
- Port of Seattle Commission Meeting

**DEPUTY MAYOR HARRY STEINMETZ**

- Korean American Day
- What's Up Des Monies
- Citizen's Advisory Committee
- Economic Development Meeting

## **PRESIDING OFFICER'S REPORT**

- Senior Services Advisory Committee
- Coffee with a Cop
- Community Domestic Violence Awareness Prevention Meeting
- Went to Olympia to testify on Airport Mitigation and Public Safety
- Breakfast hosted by King County Councilmember Pete von Reichbauer
- Environmental Impact Statement Meeting
- Get Ready King County Meeting

## **EXECUTIVE SESSION**

## **NEXT MEETING DATE**

February 01, 2024 City Council Study Session

## **ADJOURNMENT**

### **Direction/Action**

**Motion** made by Councilmember Matt Mahoney to adjourn; seconded by Councilmember Jeremy Nutting.  
Motion passed 7-0.

The meeting adjourned at 6:52 p.m.

## AGENDA ITEM

### BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Replacement of Copiers

FOR AGENDA OF: February 22, 2024

ATTACHMENTS:

1. Lease Specifications
2. Contract Acknowledgment
3. NASPO Master Agreement between Canon U.S.A. and the State of Washington

DEPT. OF ORIGIN: Information Technology

DATE SUBMITTED: January 29, 2024

CLEARANCES:

- ☐ City Clerk \_\_\_\_\_
- ☐ Community Development \_\_\_\_\_
- ☐ Courts \_\_\_\_\_
- ☐ Emergency Management \_\_\_\_\_
- ☒ Finance *[Signature]*
- ☐ 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 request Council approval for the lease of new Canon copiers from Copiers Northwest.

#### **Suggested Motion**

**Motion:** "I move to approve a 60 month lease contract with Copiers Northwest for ten copiers and authorize the City Manager to sign the contract substantially in the form as submitted"

**Background**

The City's current fleet of copiers is 8 years old and becoming prone to frequent breakdowns. Due to the equipment age it is also become more difficult to obtain repair parts when needed. The City has two competitive bid contracts to choose from when purchasing or leasing copiers, King County Directors' Association (KCDA) or National Association of State Procurement Officials (NASPO) through the Washington State Department of Enterprise Services. The NASPO contract was selected because of the wider range of equipment choices and lower per page operating costs.

**Discussion**

After evaluating the various brands and matching those with the features needed by staff it was determined that Canon offered the best range of equipment. Since every vendor would be offering the same contract pricing the IT Director recommends that the City continue to use Copiers Northwest because of their excellent level of service and expertise with the Canon line.

The City has the option of purchasing or leasing the copiers. Purchase would total \$77,612.91, including sales tax. A 60 month lease would cost \$1,657.79 per month, including tax, totaling \$99,467.40 for the full term. Staff recommends leasing instead of purchasing to preserve cash reserves. Leasing also ensures that we continue to modernize the equipment on a consistent basis to take advantage of improving technology.

**Alternatives**

Council could:

1. Approve the 60 month lease
2. Choose to purchase the copiers outright
3. Continue use of the current copiers

**Financial Impact**

The lease would result in a monthly charge of \$1,657.79 to be paid out of the equipment replacement fund.

**Recommendation**

Staff recommends approving the lease for copiers as presented.

**Concurrence**

The finance department concurs with this recommendation.

January 25, 2024 PO#

To:  
**Canon Financial Services**  
**14904 Collections Center Drive**  
**Chicago, IL 60693**

Ship To:  
City of Des Moines  
21630 11<sup>th</sup> Ave S, Suite A  
Des Moines, WA 98198

**60 Month, FMV lease on NASPO contract # 140595/06619 for the following items;**

| <u>Qty</u>                           |                           | <u>Unit</u> | <u>Total</u> |
|--------------------------------------|---------------------------|-------------|--------------|
| 1                                    | Canon IR DX C259iF        | \$35.45     | \$35.45      |
| 1                                    | Canon IR DX C359iF        | \$41.53     | \$41.53      |
| 2                                    | Cassette Feeding Unit-AJ1 | \$ 7.32     | \$14.64      |
| 1                                    | Staple Finisher-Z1        | \$17.50     | \$17.50      |
| 4                                    | Canon IR DX C3926i        | \$66.96     | \$267.84     |
| 1                                    | Canon IR DX C3935i        | \$127.30    | \$127.30     |
| 1                                    | Cabinet Type-W            | \$ 2.11     | \$ 2.11      |
| 4                                    | Cassette Feeding Unit-AW1 | \$21.17     | \$84.68      |
| 1                                    | Inner 2way Tray-M1        | \$ 1.47     | \$ 1.47      |
| 4                                    | Inner Finisher-L1         | \$17.50     | \$70.00      |
| 2                                    | Inner 2/3 Hole Puncher-D1 | \$ 9.87     | \$19.74      |
| 1                                    | Canon IR DX C5850i        | \$161.65    | \$161.65     |
| 1                                    | Canon IR DX C5860i        | \$185.90    | \$185.90     |
| 1                                    | Canon IR DX C5870i        | \$226.31    | \$226.31     |
| 3                                    | Cassette Feeding Unit-AQ1 | \$21.17     | \$63.51      |
| 3                                    | Staple Finisher AB2       | \$35.50     | \$106.50     |
| 3                                    | 2/3 Hole Puncher Unit-A1  | \$12.42     | \$37.26      |
| 1                                    | Paper Deck Unit-F1        | \$30.64     | \$30.64      |
| 1                                    | Super G3 FAX Board-AX1    | \$11.68     | \$11.68      |
| Total Monthly Payment                |                           |             | \$1,505.71   |
| Total Monthly Payment with Sale Tax: |                           |             | \$1,657.79   |

The cost-per-copy of the service-supply plan which is IR DX C259iF .0144 B/W & .0819 per color copy, IR DX C359iF .0137 B/W & .0819 per color copy, IR DX C3726i .0111 B/W & .0683 per color copy, IR DX C3935i .0095 B/W & .0651 per color copy, IR DX C5850i .0078 B/W & .0525 per color copy,

IR DX C5860i .0078 B/W & .0525 per color copy, IR DX C5870i .0078 B/W & .0525 per color copy.

Send all invoices & correspondences to:

City of Des Moines

Attn: Accounts Payable

21630 11<sup>th</sup> Ave S, Suite A

Des Moines, WA 98198

X \_\_\_\_\_  
Authorized by

X \_\_\_\_\_  
Date



**Contract Acknowledgement in lieu of Purchase Order**

I, \_\_\_\_\_, as an authorized agent of \_\_\_\_\_ am making  
(Purchasing Agent Name) (Agency Name)  
the attached ***purchase / lease / rental*** as specified in agreement see attached under the  
(circle procurement type) (Purchase Agreement Number)  
terms and conditions of State/Association Contract Number NASPO WA #140595/06619  
(State/Association Contract Number)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**PARTICIPATING ADDENDUM**

**NASPO VALUEPOINT**

**COPIERS & MANAGED PRINT SERVICES**

Administered by the State of Colorado (hereinafter "Lead State")

**MASTER AGREEMENT**

**Master Agreement No: 140595**

**Canon U.S.A. Inc.**

(hereinafter "Contractor")

and

**State of Washington**

(hereinafter "Participating State")

**WASHINGTON MASTER CONTRACT No.: 06619**

This Participating Addendum for the above referenced Master Agreement ("Participating Addendum") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Canon U.S.A. Inc., a New York corporation ("Contractor") and is dated and effective as of March 2, 2020.

**RECITALS**

- A. Pursuant to Legislative authorization codified in RCW 39.26.060, Enterprise Services, on behalf of the State of Washington, is authorized to participate in cooperative purchasing agreements to develop master agreements to procure goods and/or services and to make such competitively solicited and awarded contracts available to Washington state agencies and designated eligible purchasers consistent with terms and conditions set forth by Enterprise Services.
- B. Enterprise Services timely provided public notice of the competitive solicitation process conducted by the above-referenced lead state through Washington's Electronic Business Solutions (WEBS) system.
- C. The above-referenced Lead State, as part of its competitive solicitation process, evaluated all responses to its procurement and identified Contractor as an apparent successful bidder and awarded a Master Agreement to Contractor.
- D. Enterprise Services has determined that participating in this Master Agreement is in the best interest of the State of Washington.
- E. The purpose of this Participating Addendum is to enable eligible purchasers, as defined herein, to utilize the Master Agreement as conditioned by this Participating Addendum.

## A G R E E M E N T

**NOW THEREFORE**, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

1. **SCOPE:** This Participating Addendum covers the following Copiers and Managed Print Services contract categories led by the State of Colorado for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state contracts with the prior approval of the State's chief procurement official.
  - Group A – MFD, A3
  - Group B – MFD, A4
  - Group C – Production Equipment
  - Group D – Single-function Printers
  - Group E – Large/Wide Format Equipment
  - Group F – Scanners
  - Supplies
  - Software
  - Accessories for Discontinued Base Units
2. **PARTICIPATION:** Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the prior approval of the respective State chief procurement official. Issues of interpretation and eligibility for participation are solely within the authority of the State chief procurement official. Pursuant to this Participating Addendum, the Master Agreement may be utilized by the following ("Purchasing Entities" or "Purchasers"):
  - (a) WASHINGTON STATE AGENCIES. All Washington state agencies, departments, offices, divisions, boards, and commissions.
  - (b) WASHINGTON STATE INSTITUTIONS OF HIGHER EDUCATION (COLLEGES). Any the following specific institutions of higher education in Washington:
    - State universities – i.e., University of Washington & Washington State University;
    - Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University
    - Evergreen State College;
    - Community colleges; and
    - Technical colleges.
  - (c) MCUA PARTIES. The Master Agreement also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
    - Political subdivisions (e.g., counties, cities, school districts, public utility districts, ports) in the State of Washington;
    - Federal governmental agencies or entities;
    - Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that

receive federal, state, or local funding); and

- Federally-recognized Indian Tribes located in the State of Washington.

By placing an order under this Participating Addendum, each Purchasing Entity agrees to be bound by the terms and conditions of this Participating Addendum, including the Master Agreement. Each Purchasing Entity shall be responsible for its compliance with such terms and conditions.

**3. PARTICIPATING STATE MODIFICATIONS OR ADDITIONS TO MASTER AGREEMENT:**

3.1. **WASHINGTON'S ELECTRONIC BUSINESS SOLUTIONS (WEBS) SYSTEM:** Within seven (7) days of execution of this Participating Addendum, Contractor shall register in the Washington State Department of Enterprise Services' Electronic Business Solutions (WEBS) System at [WEBS](#). Contractor shall ensure that all of its information therein is current and accurate and that, throughout the term of the Master Agreement, Contractor shall maintain an accurate profile in WEBS.

3.2. **WASHINGTON'S STATEWIDE PAYEE DESK:** To be paid for contract sales, Contractors must register with Washington's Statewide Payee Desk. Washington state agencies cannot make payments to a contractor until it is registered. Registration materials are available here: [Receiving Payment from the State](#).

3.3. **CONTRACT SALES REPORTING:** Contractor shall report total contract sales quarterly to Enterprise Services, as set forth below.

(a) **REPORTING.** Contractor shall report quarterly Contract sales in Enterprise Services' [Contract Sales Reporting System](#). Enterprise Services will provide Contractor with a login password and a vendor number.

(b) **DATA.** Each sales report must identify every authorized Purchasing Entity by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The "Miscellaneous" option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized Purchasing Entities specified herein during the term of this Participating Addendum. Refer sales reporting questions to the Primary Contact set forth below. If there are no contract sales during the reporting period, Contractor must report zero sales.

(c) **DUE DATES FOR CONTRACT SALES REPORTING.** Quarterly Contract Sales Reports must be submitted electronically by the following deadlines for all sales invoiced during the applicable calendar quarter:

| For Calendar Quarter Ending | Contract Sales Report Due |
|-----------------------------|---------------------------|
| March 31                    | April 30                  |
| June 30                     | July 31                   |
| September 30                | October 31                |
| December 31                 | January 31                |

3.4. **VENDOR MANAGEMENT FEE:** Contractor shall pay to Enterprise Services a vendor management fee ("VMF") of 1.5 percent on the purchase price for all contract sales (the purchase price is the total invoice price less applicable sales tax) authorized by this Participating Addendum.

(a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:

Amount owed to Enterprise Services = Total contract sales invoiced (not including sales tax) x .0150.

- (b) The VMF must be rolled into Contractor's current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.
  - (c) Enterprise Services will invoice Contractor quarterly based on contract sales reported by Contractor. Contractor shall not remit payment until it receives an invoice from Enterprise Services. Contractor's VMF payment to Enterprise Services must reference the following:
    - This Washington Master Contract Number: 06619
    - The NASPO Master Agreement Number: 140595
    - The year and quarter for which the VMF is being remitted, and
    - Contractor's name as set forth in this Contract, If not already included on the face of the check.
  - (d) Contractor's failure accurately and timely to report total net sales, to submit usage reports, or remit payment of the VMF to Enterprise Services, may be cause for suspension or termination of this Participating Addendum or the exercise of any other remedies as provided by law.
  - (e) Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase reduce or eliminate the VMF for subsequent purchases.
  - (f) For purposes of the VMF, the parties agree that the initial management fee is included in the pricing. Therefore, any increase or reduction of the management fee must be reflected in contract pricing commensurate with the adjustment.
- 3.5. **CONTRACTOR REPRESENTATIONS AND WARRANTIES:** Contractor makes each of the following representations and warranties as of the effective date of this Participating Addendum and at the time any order is placed pursuant to the Master Contract. If, at the time of any such order, Contractor cannot make such representations and warranties, Contractor shall not process any orders and shall, within three (3) business days notify Enterprise Services, in writing, of such breach.
- (a) **WAGE VIOLATIONS.** Contractor represents and warrants that, during the term of this Master Contract and the three (3) year period immediately preceding the award of the Master Contract, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW chapters 49.46, 49.48, or 49.52.
  - (b) **PAY EQUALITY.** Contractor represents and warrants that, among its workers, similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by

quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Participating Addendum and Master Contract and any Purchaser hereunder similarly may suspend or terminate its use of the Master Contract and/or any agreement entered into pursuant to this Participating Addendum.

- (c) EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS (MANDATORY INDIVIDUAL ARBITRATION). Contractor represents and warrants, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Master Contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.
  - (d) OCIO POLICY & SECURITY COMPLIANCE: Contractor represents and warrants that it shall comply, to the extent applicable, with the Washington Office of the Chief Information Officer (OCIO) statewide information technology policies *141.10 – Securing Information Technology Assets Standards* and *188 - Accessibility*, as applicable, for Purchasing Entity and for Contractor's Product(s) procured by Purchasing Entity. Such policies are located on the OCIO website at <https://ocio.wa.gov/policies>. Prior to final execution of a Washington State Agency's Order with a Contractor, the Contractor's Product(s), as implemented by the Washington State Agency, may be subject to a security design review performed by Washington Consolidated Technology Services to ensure compliance with *OCIO Policy 141.10 - Securing Information Technology Assets Standards*.
  - (e) GREEN/SUSTAINABLE. Contractor represents and warrants that Contractor shall endeavor to supply and delivery goods in alignment with the State of Washington's green/sustainability strategy which, at a minimum is designed to minimize the use of unnecessary product packaging, reduce the use of toxic chemicals, and offer Purchasers, where practicable, 'green products' that provide equivalent performance.
- 3.6. **COMPLIANCE WITH LAW; TAXES, LICENSES, & REGISTRATION:** Contractor shall comply with all applicable law. Prior to making any sales hereunder, if Contractor is not already registered, Contractor shall register to conduct business in the State of Washington and promptly acquire and maintain all necessary licenses and registrations and pay all applicable taxes and fees. In addition, for all sales to Purchasers in the State of Washington, if Contractor does not currently do so, Contractor shall calculate, collect, and remit, as appropriate, the applicable state and local sales tax on all invoices.

**3.7. CONTRACTOR'S SALES AUTHORITY; PURCHASE ORDERS; & INVOICES:**

- (a) **CONTRACTOR'S SALES AUTHORITY.** Pursuant to this Participating Addendum, Contractor and designated local dealer network are authorized to provide only those Products set forth in the Master Agreement as conditioned by this Participating Addendum. Contractor shall not represent to any Purchasing Entity hereunder that it has any authority to sell any other materials, supplies, services and/or equipment.
- (b) **INVOICES.** Contractor and designated local dealer network must provide a properly completed invoice to Purchasing Entity. All invoices are to be delivered to the address indicated in the purchase order. Each invoice must include the:
  - Washington Master Contract Number 06619;
  - Lead State Master Agreement Number: 140595;
  - Contractor's statewide vendor registration number assigned by the Washington State Office of Financial Management (OFM);
  - Applicable Purchasing Entity's order number;

Invoices must be prominently annotated by the Contractor with all applicable volume discount(s).

4. **LEASES:** Any Purchaser that desires to lease equipment pursuant to the Master Agreement, must have the authority to do so. This Participating Addendum does not provide independent authorization for Purchaser to lease equipment. In addition, Purchaser, that are state agencies must follow the Office of Financial Management (OFM) Statewide Administrative and Accounting Manual (SAAM), [policy 30.20.70](#) and 90.40.45 regarding any leases of equipment.
5. **PRIMARY CONTACTS:** The primary contact individuals for this Participating Addendum are as follows (or their named successors):

**Contractor**  
Canon U.S.A. Inc.,  
One Canon Park  
Melville, New York 11747

Attn: Dave Rothauser  
Tel: (631) 330-5443  
Email: [isgbidadmin@cusa.canon.com](mailto:isgbidadmin@cusa.canon.com)

**Participating State**  
State of Washington  
Department of Enterprise Services  
Contracts & Procurement Division  
P.O. Box 41411  
Olympia, WA 98504-1411

Attn: Breann Aggers  
Tel: (360) 407-9416  
Email: [breann.aggers@des.wa.gov](mailto:breann.aggers@des.wa.gov)

6. **CONTRACTOR'S AUTHORIZED LOCAL DEALER NETWORK :** Contractor shall provide the products/services through its Authorized Local Dealer Network. For purposes of this Master Agreement and Participating Addendum, Contractor's Authorized Local Dealer Network for the State of Washington are those firms listed on the dedicated Exhibit A - Authorized Local Dealer Network set forth in this agreement for this Master Agreement. Contractor shall ensure that each of its Authorized Local Dealer Network perform in accordance with the terms and conditions set forth in the Master Agreement and this Participating Addendum.

- (a) **SUBCONTRACTORS:** Except for subcontracts with Contractor's Local Dealer Network ("Local Dealer Network" or "Designated Subcontractors"), Contractor shall not subcontract, assign,

or otherwise transfer its obligations under the Master Agreement and this Participating Addendum without Enterprise Services' prior written consent. Violation of this condition shall constitute a material breach establishing grounds for termination of this Participating Addendum.

- **SUBCONTRACTOR AUTHORIZATION.** Contractor is authorized, without additional Participating State consent, to utilize its Authorized Local Dealer Network to provide sales and service support to Purchasers hereunder; *provided*, however, that such participation shall be in accordance with the terms and conditions set forth in the Master Agreement and this Participating Addendum. Contractor shall maintain a list of such Authorized Local Dealer Network utilized for this Participating Addendum, and, upon request, promptly provide Enterprise Services with such list and any updates.
- **CONTRACTOR RESPONSIBILITY FOR SUBCONTRACTORS.** Contractor shall be responsible to ensure that all requirements of the Master Agreement (including, but not limited to, insurance requirements, indemnification, Washington state business registration, etc.) flow down to any and all Authorized Local Dealer Network. In no event shall the existence of a subcontract between Contractor and its subcontractor operate to release or reduce Contractor's liability to the Participating State or any Purchaser for any breach of the Master Agreement or this Participating Addendum. As to Participating State and Purchasers hereunder, Contractor shall have full and complete responsibility and liability for any act or omission by Contractor's Designated Local Dealer Network.
- **PURCHASER PAYMENT REGARDING CONTRACTOR'S LOCAL DEALER NETWORK.** Notwithstanding any provision to the contrary, the parties understand and agree that for any contract sales or service provided pursuant to the Master Agreement and this Participating Addendum, Purchaser payment shall be made directly to Contractor as the awarded vendor pursuant to the competitive procurement; *provided*, however, that, in the event any such sales or services are performed by a Local Dealer Network for Contractor, Contractor may instruct such Purchaser to make payment for such sales or services to Contractor's identified Local Dealer Network. Regardless of whether Contractor instructs a Purchaser to make such payment to Contractor's Local Dealer Network, Contractor shall remain responsible for performance.
- **CONTRACT SALES REPORTING.** Notwithstanding any provision to the contrary, Contractor shall report to Enterprise Services total contract sales, delineated by purchaser, made by each individual Authorized Local Dealer Network and also report total contract sales, delineated by purchaser, on a consolidated Contractor 'roll-up' basis. Contractor shall maintain records supporting such reports in accordance with the Master Agreement's records retention requirements.

**7. SHOWROOM EQUIPMENT:** Upon request by a Purchasers, showroom Equipment for Groups A, B, and C may be converted to a purchase, lease, or rental providing the following conditions are met:

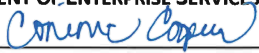
- a. The meter count on Group A and Group B Devices does not exceed 10,000 copies total (i.e. b&w and color combined); and the meter count on Group C Devices does not exceed 50,000 copies total (i.e. b&w and color combined);

- b. The Device must be discounted by at least 5% off the Master Agreement pricing for that same Device; and the Purchasing Entity and the Contractor must indicate on the Order that the Device is a showroom model.
- 8. **SOFTWARE:** Purchasers that acquire software shall be subject to the license agreements distributed with such software. Software subscriptions shall not be subject to automatic renewals. Purchasers shall have the option to finance software subscriptions by utilizing Contractor lease and rental rates. Notwithstanding the foregoing, in the event of a conflict in language between an end user license agreement (EULA) and the Master Agreement, the language in the Master Agreement will supersede and control. In addition, any language in a EULA which violates a participating state's constitution or a statute of that state; or violates the laws of a local entity making a purchase, will be deemed void, and of no force or effect, as applied to the participating or purchasing entity.
- 9. **AUTHORIZED LOCAL DEALER NETWORK:** Contractor's Authorized Local Dealer Network to do business in Washington is provided in Participating Addendum Exhibit A - Authorized Local Dealer Network.
- 10. **ORDERS:** Unless the parties to the Order agree in writing that another contract or agreement applies to such order, any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions of) the Master Agreement as conditioned by this Participating Addendum.
- 11. **GENERAL:**
  - (a) **INTEGRATED AGREEMENT; MODIFICATION.** This Participating Addendum and Master Agreement, together with its exhibits, set forth the entire agreement and understanding of the Parties with respect to the subject matter and supersede all prior negotiations and representations. This Participating Addendum may not be modified except in writing signed by the Parties.
  - (b) **AUTHORITY.** Each party to this Participating Addendum, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Participating Addendum and that its execution, delivery, and performance of this Participating Addendum has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
  - (c) **ELECTRONIC SIGNATURES.** A signed copy of this Participating Addendum or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Participating Addendum or such other ancillary agreement for all purposes.

- (d) COUNTERPARTS. This Participating Addendum may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Participating Addendum at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Participating Addendum.

EXECUTED as of the date and year first above written.

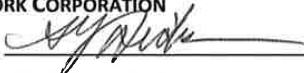
STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

By: 

Corinna Cooper

Its: Enterprise Procurement Manager

CANON U.S.A. INC.,  
NEW YORK CORPORATION

By: 

Shinichi Yoshida

Its: Executive Vice President & G.M.

**Exhibit A**  
**Authorized Local Dealer Network**

For  
Canon U.S.A Inc.

The Washington State Department of Enterprise Services is committed to providing the maximum practicable opportunity for small and diverse businesses to participate in state contracting opportunities. Accordingly, please identify each authorized dealer (the person or firm you contractually authorize to fulfill contractual duties as set forth in the Master Agreement) and, for each authorized dealer, please identify whether the authorized dealer is a small business, microbusiness, minibusiness, Washington State Office of Minority and Women's Business Enterprise (OMWBE) certified minority owned (MBE) or women owned business (WBE), or Washington Department of Veteran's Affairs (DVA) certified veteran-owned business.

|                               |                                                    |
|-------------------------------|----------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Pacific Office Automation Inc.</b>              |
| <b>Certifications Status:</b> | N/A                                                |
| <b>Address:</b>               | 14747 Nw Greenbrier Prkwy.,<br>Beaverton, OR 97006 |
| <b>Contact:</b>               | Peter Dresler                                      |
| <b>Phone:</b>                 | 503-641-2000                                       |
| <b>Email:</b>                 | peter.dresler@pacificoffice.com                    |

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Copiers Northwest Inc.</b>                    |
| <b>Certifications Status:</b> | N/A                                              |
| <b>Address:</b>               | 1400 King St, Suite 106,<br>Bellingham, WA 98229 |
| <b>Contact:</b>               | Gregg Petrie                                     |
| <b>Phone:</b>                 | 360-714-8697                                     |
| <b>Email:</b>                 | gpetrie@copiersnw.com                            |

|                               |                                                |
|-------------------------------|------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>H&amp;H Business Systems</b>                |
| <b>Certifications Status:</b> | N/A                                            |
| <b>Address:</b>               | 733 - 5th St., Ste. #H,<br>Clarkston, WA 99403 |
| <b>Contact:</b>               | Yousif Kaddoura                                |
| <b>Phone:</b>                 | 509-922-1000                                   |
| <b>Email:</b>                 | yousifk@handhsystems.com                       |

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Pacific Office Automation Inc.</b>         |
| <b>Certifications Status:</b> | N/A                                           |
| <b>Address:</b>               | 1010 SE Everett Mall Way<br>Everett, WA 98208 |
| <b>Contact:</b>               | James Pierson                                 |
| <b>Phone:</b>                 | 503-601-2238                                  |
| <b>Email:</b>                 | james.pierson@pacificoffice.com               |

|                               |                                                 |
|-------------------------------|-------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Electronic Business Machines</b>             |
| <b>Certifications Status:</b> | N/A                                             |
| <b>Address:</b>               | 802 134th St., SW-STE 170,<br>Everett, WA 98204 |
| <b>Contact:</b>               | Dave Schlosser                                  |
| <b>Phone:</b>                 | 425-347-2244                                    |
| <b>Email:</b>                 | dschlosser@ebmco.com                            |

|                               |                                             |
|-------------------------------|---------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Copiers Northwest Inc.</b>               |
| <b>Certifications Status:</b> | N/A                                         |
| <b>Address:</b>               | 5007 Pacific Hwy., E #23,<br>Fife, WA 98424 |
| <b>Contact:</b>               | Debbie Raphael                              |
| <b>Phone:</b>                 | 253-926-3003                                |
| <b>Email:</b>                 | draphael@copiersnw.com                      |

|                               |                                                     |
|-------------------------------|-----------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>United Business Machines of Washington, Inc.</b> |
| <b>Certifications Status:</b> | N/A                                                 |
| <b>Address:</b>               | 3202 20th Street East,<br>Fife, WA 98424            |
| <b>Contact:</b>               | Todd Gregg                                          |
| <b>Phone:</b>                 | 253-572-6482                                        |
| <b>Email:</b>                 | tgregg@ubmofwa.com                                  |

|                               |                                                 |
|-------------------------------|-------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Canon Solutions America</b>                  |
| <b>Certifications Status:</b> | N/A                                             |
| <b>Address:</b>               | 8601 W. Clearwater Ave.,<br>Kennewick, WA 99336 |
| <b>Contact:</b>               | Jonathan Hall                                   |
| <b>Phone:</b>                 | 509-581-3912                                    |
| <b>Email:</b>                 | johall@csa.canon.com                            |

|                               |                                                |
|-------------------------------|------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Copiers Northwest Inc.</b>                  |
| <b>Certifications Status:</b> | N/A                                            |
| <b>Address:</b>               | 7103 W Clearwater Ave.,<br>Kennewick, WA 99336 |
| <b>Contact:</b>               | Forrest Alexander                              |
| <b>Phone:</b>                 | 509-735-9795                                   |
| <b>Email:</b>                 | falexander@copiersnw.com                       |

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|-------------------------------|--------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Pacific Office Automation Inc.</b>            |
| <b>Certifications Status:</b> | N/A                                              |
| <b>Address:</b>               | 7913 W. Grandridge Blvd.,<br>Kennewick, WA 99336 |
| <b>Contact:</b>               | James Freeman                                    |
| <b>Phone:</b>                 | 509-735-0502                                     |
| <b>Email:</b>                 | James.Freeman@pacificoffice.com                  |

|                               |                                                     |
|-------------------------------|-----------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>United Business Machines of Washington, Inc.</b> |
| <b>Certifications Status:</b> | N/A                                                 |
| <b>Address:</b>               | 11050 118th Place NE,<br>Kirkland, WA 98033         |
| <b>Contact:</b>               | Todd Gregg                                          |
| <b>Phone:</b>                 | 425-827-0611                                        |
| <b>Email:</b>                 | tgregg@ubmofwa.com                                  |

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|-------------------------------|--------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Copiers Northwest Inc.</b>              |
| <b>Certifications Status:</b> | N/A                                        |
| <b>Address:</b>               | 655 Golf Club Place SE,<br>Lacey, WA 98503 |
| <b>Contact:</b>               | Debbie Raphael                             |
| <b>Phone:</b>                 | 360-438-1107                               |
| <b>Email:</b>                 | draphael@copiersnw.com                     |

|                               |                                                     |
|-------------------------------|-----------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>United Business Machines of Washington, Inc.</b> |
| <b>Certifications Status:</b> | N/A                                                 |
| <b>Address:</b>               | 3773 Martin Way E, Ste. 103C,<br>Olympia, WA 98506  |
| <b>Contact:</b>               | Todd Gregg                                          |
| <b>Phone:</b>                 | 360-438-8315                                        |
| <b>Email:</b>                 | tgregg@ubmofwa.com                                  |

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Pacific Office Equipment Inc.</b>          |
| <b>Certifications Status:</b> | N/A                                           |
| <b>Address:</b>               | 314 East 8th Street,<br>Port Angeles WA 98362 |
| <b>Contact:</b>               | Tom Baermann                                  |
| <b>Phone:</b>                 | 360-417-3600                                  |
| <b>Email:</b>                 | SALES@POEINC.COM                              |

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Imperial Office Machines, Inc.</b>         |
| <b>Certifications Status:</b> | N/A                                           |
| <b>Address:</b>               | 3929 SE Hawthorne Blvd,<br>Portland, OR 97214 |
| <b>Contact:</b>               | Rick Gardner                                  |
| <b>Phone:</b>                 | 503-233-1127                                  |
| <b>Email:</b>                 | rgardner@imperialofficesolutions.com          |

|                               |                                                |
|-------------------------------|------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>H&amp;H Business Systems</b>                |
| <b>Certifications Status:</b> | N/A                                            |
| <b>Address:</b>               | 5140 East Seltice Way,<br>Post Falls, ID 83854 |
| <b>Contact:</b>               | Yousif Kaddoura                                |
| <b>Phone:</b>                 | 509-922-1000                                   |
| <b>Email:</b>                 | yousifk@handhsystems.com                       |

|                               |                                                      |
|-------------------------------|------------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Excel Business Systems Inc.</b>                   |
| <b>Certifications Status:</b> | N/A                                                  |
| <b>Address:</b>               | 1340 Lumsden Rd., Ste 110,<br>Port Orchard, WA 98367 |
| <b>Contact:</b>               | Mark Trenary                                         |
| <b>Phone:</b>                 | 253-473-9663                                         |
| <b>Email:</b>                 | mtrenary@ebs-nw.com                                  |

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Pacific Office Equipment Inc.</b>          |
| <b>Certifications Status:</b> | N/A                                           |
| <b>Address:</b>               | 1139 Water Street,<br>Port Townsend, WA 98368 |
| <b>Contact:</b>               | Tom Baermann                                  |
| <b>Phone:</b>                 | 206-385-7547                                  |
| <b>Email:</b>                 | SALES@POEINC.COM                              |

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|-------------------------------|------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Pacific Office Automation Inc.</b>          |
| <b>Certifications Status:</b> | N/A                                            |
| <b>Address:</b>               | 6729 E Marginal Way South<br>Seattle, WA 98108 |
| <b>Contact:</b>               | James Pierson                                  |
| <b>Phone:</b>                 | 206-305-8328                                   |
| <b>Email:</b>                 | james.pierson@pacificoffice.com                |

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|-------------------------------|---------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Copiers Northwest Inc.</b>               |
| <b>Certifications Status:</b> | N/A                                         |
| <b>Address:</b>               | 601 Dexter Avenue NO.,<br>Seattle, WA 98109 |

|          |                       |
|----------|-----------------------|
| Contact: | Gregg Petrie          |
| Phone:   | 206-282-1200          |
| Email:   | gpetrie@copiersnw.com |

|                           |                                    |
|---------------------------|------------------------------------|
| <b>Authorized Dealer:</b> | <b>Copiers Northwest Inc.</b>      |
| Certifications Status:    | N/A                                |
| Address:                  | 615 S Alaska,<br>Seattle, WA 98108 |
| Contact:                  | Gregg Petrie                       |
| Phone:                    | 206-282-1200                       |
| Email:                    | gpetrie@copiersnw.com              |

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|---------------------------|---------------------------------------------|
| <b>Authorized Dealer:</b> | <b>Pacific Office Automation Inc.</b>       |
| Certifications Status:    | N/A                                         |
| Address:                  | 1064 4th Avenue South,<br>Seattle, WA 98134 |
| Contact:                  | James Pierson                               |
| Phone:                    | 503-601-2225                                |
| Email:                    | james.pierson@pacificoffice.com             |

|                           |                                                   |
|---------------------------|---------------------------------------------------|
| <b>Authorized Dealer:</b> | <b>Canon Solutions America</b>                    |
| Certifications Status:    | N/A                                               |
| Address:                  | 10102 E Knox Ave., Ste. 400,<br>Spokane, WA 99206 |
| Contact:                  | Michael Wayne Davis                               |
| Phone:                    | 509-242-2140                                      |
| Email:                    | michdavis@csa.canon.com                           |

|                           |                                                |
|---------------------------|------------------------------------------------|
| <b>Authorized Dealer:</b> | <b>H&amp;H Business Systems</b>                |
| Certifications Status:    | N/A                                            |
| Address:                  | 15320 E Marietta, Ste #9,<br>Spokane, WA 99216 |
| Contact:                  | Yousif Kaddoura                                |
| Phone:                    | 509-922-1000                                   |
| Email:                    | yousifk@handhsystems.com                       |

|                               |                                                    |
|-------------------------------|----------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Copiers Northwest Inc.</b>                      |
| <b>Certifications Status:</b> | N/A                                                |
| <b>Address:</b>               | 10102 E Knox Suite 500<br>Spokane Valley, WA 99206 |
| <b>Contact:</b>               | Forrest Alexander                                  |
| <b>Phone:</b>                 | 509-892-0700                                       |
| <b>Email:</b>                 | falexander@copiersnw.com                           |

|                               |                                            |
|-------------------------------|--------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Excel Business Systems Inc.</b>         |
| <b>Certifications Status:</b> | N/A                                        |
| <b>Address:</b>               | 5449 South Tacoma Way,<br>Tacoma, WA 98409 |
| <b>Contact:</b>               | Mark Trenary                               |
| <b>Phone:</b>                 | 253-473-9663                               |
| <b>Email:</b>                 | mtrenary@ebs-nw.com                        |

|                               |                                                |
|-------------------------------|------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Canon Solutions America</b>                 |
| <b>Certifications Status:</b> | N/A                                            |
| <b>Address:</b>               | 12856 Interurban Ave. S.,<br>Tukwila, WA 98168 |
| <b>Contact:</b>               | Christopher Rees Thrower                       |
| <b>Phone:</b>                 | 206-694-1821                                   |
| <b>Email:</b>                 | ctthrower@csa.canon.com                        |

|                               |                                           |
|-------------------------------|-------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Canon Solutions America</b>            |
| <b>Certifications Status:</b> | N/A                                       |
| <b>Address:</b>               | 550 Andover Park W.,<br>Tukwila, WA 98188 |
| <b>Contact:</b>               | Christopher Rees Thrower                  |
| <b>Phone:</b>                 | 206-694-1821                              |
| <b>Email:</b>                 | ctthrower@csa.canon.com                   |

|                               |                                           |
|-------------------------------|-------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Canon Solutions America</b>            |
| <b>Certifications Status:</b> | N/A                                       |
| <b>Address:</b>               | 801 West Yakima Ave.,<br>Yakima, WA 98902 |
| <b>Contact:</b>               | Jonathan Roensch                          |
| <b>Phone:</b>                 | 503-277-1121                              |
| <b>Email:</b>                 | jroensch@csa.canon.com                    |

|                               |                                         |
|-------------------------------|-----------------------------------------|
| <b>Authorized Dealer:</b>     | <b>Copiers Northwest Inc.</b>           |
| <b>Certifications Status:</b> | N/A                                     |
| <b>Address:</b>               | 1101 Yakima Avenue,<br>Yakima, WA 98902 |
| <b>Contact:</b>               | Forrest Alexander                       |
| <b>Phone:</b>                 | 509-654-7640                            |
| <b>Email:</b>                 | falexander@copiersnw.com                |

|                               |                                                     |
|-------------------------------|-----------------------------------------------------|
| <b>Authorized Dealer:</b>     | <b>United Business Machines of Washington, Inc.</b> |
| <b>Certifications Status:</b> | N/A                                                 |
| <b>Address:</b>               | 2201 W. Nobb Hill Blvd.,<br>Yakima, WA 98902        |
| <b>Contact:</b>               | Todd Gregg                                          |
| <b>Phone:</b>                 | 509-248-3708                                        |
| <b>Email:</b>                 | tgregg@ubmofwa.com                                  |

**A G E N D A   I T E M**

**BUSINESS OF THE CITY COUNCIL**  
City of Des Moines, WA

SUBJECT: Women’s History Month  
Proclamation

FOR AGENDA OF: February 22, 2024

DEPT. OF ORIGIN: Police Department

ATTACHMENTS:  
1. Proclamation

DATE SUBMITTED: January 31, 2024

**CLEARANCES:**

- ☒ City Clerk   
☐ Community Development \_\_\_\_  
☐ Courts \_\_\_\_  
☐ Director of Marina Redevelopment \_\_\_\_  
☐ Emergency Management \_\_\_\_  
☐ Finance \_\_\_\_  
☐ Human Resources \_\_\_\_  
☐ Legal \_\_\_\_  
☐ Marina \_\_\_\_  
☐ Police \_\_\_\_  
☐ Parks, Recreation & Senior Services \_\_\_\_  
☐ Public Works \_\_\_\_

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: 

**Purpose and Recommendation**

The purpose of this item is to proclaim March as Women’s History Month.

**Suggested Motion**

**Motion:** “I move to approve the Proclamation recognizing March as Women’s History Month.”

### **Background**

Women's History Month had its origins as a national celebration in 1981 when Congress passed Pub. L. 97-28 which authorized and requested the President to proclaim the week beginning March 7, 1982 as "Women's History Week."

Throughout the next five years, Congress continued to pass joint resolutions designating a week in March as "Women's History Week." In 1987 after being petitioned by the National Women's History Project, Congress passed Pub. L. 100-9 which designated the month of March 1987 as "Women's History Month." Between 1988 and 1994, Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as Women's History Month.

Since 1995, presidents have issued a series of annual proclamations designating the month of March as "Women's History Month." These proclamations celebrate the contributions women have made to the United States and recognize the specific achievements women have made over the course of American history in a variety of fields.

Some notable Washington State Women's history facts:

- 1912 – The first women were elected to the Washington State Legislature (Frances C. Axtell of Bellingham, and Nena J. Croake of Tacoma).
- 1923 – Reba Hurn of Spokane was the first woman elected to the Washington State Senate. An attorney, Hurn was also one of the first women admitted to the Washington State Bar.
- 1924 - Seattle's Bertha Knight Landes was the first woman Mayor of a major U.S. city, appointed in 1924 and elected in 1926. It would be nearly 100 years before the second woman Mayor was elected in Seattle, in 2017. Knight Landes was also one of the first two women elected to the Seattle City Council (along with Kathryn Miracle) in 1924.
- 1965 – Marjorie Edwina Pitter King of Seattle was appointed by the King County Council to the Washington State Legislature, the first African-American woman to serve in the Washington State Legislature.
- 1977 – Dixie Lee Ray became Washington State's first woman Governor.
- 1981 – Justice Carolyn Dimmick became the first woman to serve on the Washington State Supreme Court. Later that year, Justice Sandra Day O'Connor became the first woman appointed to the United States Supreme Court.
- 1992 – Washington State elected its first United States Senator, Patty Murray.



## Proclamation

**WHEREAS**, throughout American history, women and girls have made vital contributions, often in the face of discrimination and undue hardships; and

**WHEREAS**, courageous women marched for and won the right to vote, campaigned against injustice, shattered countless barriers, and expanded the possibilities of American life; and

**WHEREAS**, our history is also replete with examples of the unfailing bravery and grit of women in America, particularly in times of crisis and emergency; and

**WHEREAS**, women served our Nation during World War II, led organizing and litigation efforts during the Civil Rights movement, and represented the United States on the global stage in the fight for human rights, peace and security; and

**WHEREAS**, far too often, their heroic efforts and their stories have gone untold, especially the millions of African-American woman, immigrant women, and others from diverse communities who have strengthened America across every generation.

**NOW THEREFORE, THE DES MOINES COUNCIL HEREBY PROCLAIMS** March as

### *Women's History Month*

and urges all residents to join them in this recognition.

**SIGNED** this day 22<sup>nd</sup> day of February, 2024

\_\_\_\_\_  
Traci Buxton, Mayor

**A G E N D A   I T E M**

**BUSINESS OF THE CITY COUNCIL**  
City of Des Moines, WA

SUBJECT: Hearts and Minds Fund Disbursement

FOR AGENDA OF: February 22, 2024

**ATTACHMENTS:**

1. N/A

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: February 14, 2024

**CLEARANCES:**

- ☒ City Clerk 3X  
☐ Community Development \_\_\_\_  
☐ Courts \_\_\_\_  
☐ Emergency Management \_\_\_\_  
☒ Finance 28  
☐ Human Resources \_\_\_\_  
☐ Legal \_\_\_\_  
☐ Marina \_\_\_\_  
☐ Police \_\_\_\_  
☐ Parks, Recreation & Senior Services \_\_\_\_  
☐ Public Works \_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: [Signature]

**Purpose and Recommendation**

The purpose of this item is for the Council to approve the expenditure of the remaining balance of the Hearts & Minds Fund.

**Optional Motions**

**Motion:** “I move to approve the expenditure of \_\_\_\_\_ (INSERT DOLLAR AMOUNT) from the Hearts & Minds Fund in support of \_\_\_\_\_ (INSERT COMMUNITY ORGANIZATION).”

**OR**

**Motion:** “I move to approve the expenditure of the remaining balance of the Hearts & Minds Fund in support of the Officer Steven J. Underwood Scholarship awarded by Des Moines Dollars for Scholars.

**Background**

After discussion at the February 1, 2024 City Council Study Session, the Council voted to disband the Hearts and Minds Fund and requested administration to bring a future item to the agenda to disburse the remaining balance to local organizations.

**Discussion**

As a result of the February 1<sup>st</sup> approved motion, the Hearts and Minds Fund has been disbanded. At the current time, there is \$4,411.06 of unspent funds that needs to be disbursed. During the discussion on February 1, the Council generally agreed that they would like to continue supporting the annual scholarship in honor of fallen Des Moines Police Officer Steven J. Underwood. This scholarship is facilitated by Des Moines Dollars for Scholars. A motion to disburse the remaining funds to Dollars for Scholars has been provided above. Alternatively, the Council could elect to disburse the funds to a number of different groups.

As an administrative note, the Hearts and Minds Fund account only has one remaining check. If the Council decides to disburse the funds to multiple organizations, staff will need to purchase additional checks which will lower the total amount of available funds by a small amount.

**Alternatives**

1. Disburse the funds to a number of organizations.
2. Disburse the entirety of the remaining funds to Des Moines Dollars for Scholars to support the annual Steven J. Underwood Memorial Scholarship.

**Financial Impact**

The funds at issue are the private funds of the City Council. There is no financial impact to the City. By disbanding the fund, staff will no longer spend time on administration of the account, which will provide a nominal savings of staff time. The Council can continue to fund scholarships as a group through pay check deductions via agreement among themselves. The Council can also continue to send flowers or gifts when deemed appropriate through private agreements among themselves.

**Recommendation**

N/A



# CITY COUNCIL REGULAR MEETING

## Speaker Sign-Up Sheet

February 22, 2024

| NAME (PLEASE PRINT) | CITY YOU LIVE IN | TOPIC                        | PHONE/E-MAIL ADDRESS                     |
|---------------------|------------------|------------------------------|------------------------------------------|
| ✓ Kathy Scott       | Des Moines       | paid parking                 | 253-228-1538<br>Katsquilts373@gmail.com  |
| ✓ Matthew Kimmerly  | Des Moines       | Masonic Building             | 360 259 7600<br>mjkimmerly@gmail.com     |
| ✓ Bill Linscott     | Des Moines       | Marine Strip                 | 206 445 2009                             |
| ✓ Gary Beisheim     | Des Moines       | Masonic Bldg                 | (425) 351 0125<br>G.BEISHEIM@COMCAST.NET |
| ✓ Barbara McMichael | Des Moines       | Masonic Home/Port of Seattle | 206.878-6917<br>BarbaraMcM@qmail.com     |
| ✓ STUART QUINN      | D.M.             | Commun. center               | on file                                  |
| ✓ Tina Orwall       | DPM              | Landmark                     |                                          |
| ✓ David Braungardt  | Des Moines       | Landmark                     | 206 510 8305                             |
| ✓ Lloyd Lytle Jr.   | Des Moines       | "                            | 323-605-5548                             |
| ✓ George Pettibone  | "                | "                            | gepettibone@comcast.net                  |
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