

AMENDED AGENDA

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, March 28, 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:
- Economic Development: Chair Jeremy Nutting

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

[Fireworks CC Presentation](#)

CONSENT AGENDA

Item 1. APPROVAL OF VOUCHERS

Motion is to approve the payment vouchers through March 14, 2024 and payroll transfers through March 20, 2024 in the attached list and further described as follows:

EFT Vendor Payments	#9759-9846	\$774,268.64
Wires	#2524-2529	\$330,152.90
Accounts Payable Checks	#165694-165754	\$805,306.15
Payroll checks Voided	#165550-165550	\$ (5,000.25)
Payroll Checks	#19806-19811	\$ 10,498.56
Payroll Advice	#8883-9050	\$516,183.05

Total Checks and Wires for A/P & Payroll: \$2,431,409.05

[Approval of Vouchers](#)

- Item 2. SEXUAL ASSAULT AWARENESS MONTH PROCLAMATION
Motion is to approve the Proclamation recognizing April as Sexual Assault Awareness Month.
[Sexual Assault Awareness Month Proclamation](#)
- Item 3. CITIZENS ADVISORY APPOINTMENTS
Motion 1 is to confirm the Mayoral appointments as shown on Exhibit A to be the primary representatives on the Citizens Advisory Committee, effective immediately and expiring on the date listed.

Motion 2 is to confirm the Mayoral appointments as shown on Exhibit B to be the alternate representative on the Citizens Advisory Committee, effective immediately and expiring on the date listed.
[Citizens Advisory Committee Appointments](#)
- Item 4. PERMITTING ILLEGAL FIREWORK INFRACTION
Motion is to enact Draft Ordinance No. 24-011 to make permitting the use or possession of fireworks on one's real property a civil infraction.
[Permitting Illegal Firework Infraction](#)

UNFINISHED BUSINESS

- Item 1. ~~2023~~ 2024 ANNUAL BUDGET AMENDMENTS
Staff Presentation by Finance Director Jeff Friend
[2024 Annual Budget Amendments](#)
[Budget Amendment slides](#)
- Item 2. BIENNIAL BUDGETING (2ND READING)
Staff Presentation by Finance Director Jeff Friend
[Biennial Budgeting](#)
[Biennial Budgeting slides](#)
- Item 3. PROPERTY TAX LEVY LID LIFT, FIRST READING
Staff Presentation by Finance Director Jeff Friend
[Property Tax Levy Lid Lift, First Reading](#)
[Lid Lift Slides](#)

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

NEXT MEETING DATE

April 04, 2024 City Council Study Session

ADJOURNMENT

[Public Comment 03.28.2024](#)

Draft Ordinance 24-011

Permitting Illegal Fireworks Infraction



March 28, 2024

Staff Presentation: Matthew Hutchins,
Acting City Attorney

Background

Impact of fireworks

- ▶ Noise pollution
- ▶ Fire hazard
- ▶ Air pollution

Possession illegal in Des Moines since 2006

Ban has had success, but issues continue

Scenario #1

Single individual lighting fireworks in their yard

- a. The officer observes
- b. The individual admits
- c. Complaining neighbor saw it

- ▶ A violation occurred
- ▶ Can identify who did it

Can issue a ticket*

Scenario #2

4th of July party with multiple people attending - fireworks are lit in the yard

- a. The officer observes
- b. The individual admits
- c. Others at the party identifies who did it
- d. Complaining neighbor can identify who did it

- ▶ A violation occurred
- ▶ Can identify who did it

Ticket

Scenario #3

4th of July party with multiple people attending - fireworks are lit in the yard

- ▶ The officer didn't see it
- ▶ Complaining neighbor can't identify who was doing it
- ▶ No one admits
- ▶ No one willing to point out who did it

(ツ)/

No ticket

Draft Ordinance

Section 1, subsection (1)(a):

“It shall be unlawful for an owner of real property, or a person renting, leasing, or who has control over the use of real property, to permit the property that he or she owns, rents, leases or has control over, to be utilized for the discharge of fireworks unless properly permitted pursuant to this chapter.”

Scenario #4

4th of July party with multiple people attending

► Fireworks set off in the street

- a. The officer observes
- b. The individual admits
- c. Others at the party or neighbor identifies who did it

Can issue a ticket

╰_(ツ)_╯

Draft Ordinance

Section 1, subsection (1)(b):

“It shall be unlawful for an owner of real property, or a person renting, leasing, or who has control over the use of real property, to permit any person to bring, possess, or deposit any fireworks on the property that he or she owns, rents, leases or has control over unless properly permitted pursuant to this chapter.”

Additional provisions

“It shall be unlawful ... to fail to remove any fireworks or parts of fireworks, whether discharged or not, that have been deposited upon any street, sidewalk or other public place by a resident, guest, licensee, or invitee of the property that he or she owns, rents, leases or has control over.” Section 1, subsection (1)(c)

“There shall be a rebuttable presumption that the owner of property, or a person renting, leasing, or who has control over the use of property hosting a gathering where multiple fireworks are discharged has permitted the use, possession, or deposit of fireworks on the property.” Section 1, subsection (2)

“It shall be a defense to a violation of this section that following the discharge or deposit of fireworks, the defendant did not permit the person or persons responsible for depositing or discharging fireworks to return or remain on their property and provided the name of the person or persons responsible to law enforcement.” Section 1, subsection (3)

Being a good neighbor

Questions?

CITY OF DES MOINES
Voucher Certification Approval

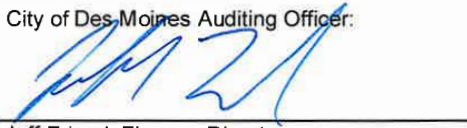
March 28, 2024

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 **March 28, 2024** the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through March 14, 2024 and payroll transfers through March 20, 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		9759		9846	774,268.64	
Wires		2524		2529	330,152.90	
Accounts Payable Checks		165694		165754	805,306.15	
Accounts Payable Voided Check		165550		165550	(5,000.25)	
Total Vouchers paid					1,904,727.44	
Payroll Vouchers						
Payroll Checks	3/20/2024		19806		19811	10,498.56
Payroll Advice			8883		9050	516,183.05
Total Paychecks & Direct Deposits					526,681.61	
Total checks and wires for A/P & Payroll					2,431,409.05	

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Sexual Assault Awareness Month
Proclamation

ATTACHMENTS:
1. Proclamation

FOR AGENDA OF: March 28, 2024

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: March 04, 2024

CLEARANCES:

- ☒ [X] City Clerk JK
☐ [] Community Development ____
☐ [] Courts ____
☐ [] Emergency Management ____
☐ [] Finance ____
☐ [] Human Resources ____
☒ [X] 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 show Council support and proclaim the month of April as Sexual Assault Awareness Month.

Suggested Motion

Motion: "I move to approve the Proclamation recognizing April as Sexual Assault Awareness Month."

Background

Sexual Violence is a widespread problem that affects people of all genders, ages, races, religions, incomes, professions, ethnicities and sexual orientations.

Founded by the Pennsylvania Coalition against Rape in 2000, the National Sexual Violence Resource Center (NSVRC) develops and disseminates resources regarding all aspects of sexual violence prevention and intervention.

2024 marks the twenty-third anniversary of Sexual Assault Awareness Month. This year's campaign theme is Building Connected Communities, and calls on each of us to work together to prevent sexual abuse, harassment, and assault.



City of Des Moines

ADMINISTRATION
21630 11TH AVENUE SOUTH, SUITE A
DES MOINES, IOWA 50319-6398
(206) 878-4595 T.D.D.: (206) 824-6024 FAX: (206) 870-6540

Attachment #1



Proclamation

WHEREAS, Sexual Assault Awareness Month (SAAM) calls attention to the fact that sexual violence is widespread and impacts every person in every community; and

WHEREAS, SAAM aims to raise public awareness about sexual abuse, harassment, and assault and educate communities about how to be involved in prevention; and

WHEREAS, this year's SAAM campaign theme, Building Connected Communities, calls on each of us to work together to prevent sexual abuse, harassment, and assault. We believe when anyone experiences sexual violence, every community member is affected. We must strive to build more connected, respectful, and inclusive communities to promote our collective well-being and protect against the risk of sexual violence; and

WHEREAS, we believe all of our communities will be safer and stronger by making them more equitable for people of all gender identities and sexual orientations, races and ethnic backgrounds, ages, faiths, and abilities; and

WHEREAS, we must strive to create strong, connected communities that take care of one another and make decisions to ensure the safety and well-being of others to end sexual violence; and

WHEREAS, the Building Connected Communities campaign is an opportunity for our community to join with others around the world in committing to prevent sexual abuse, assault, and harassment; **NOW THEREFORE**

THE DES MOINES COUNCIL HEREBY PROCLAIMS the month of April as

SEXUAL ASSAULT AWARENESS MONTH

The City of Des Moines joins advocates and communities across the country in taking action to prevent sexual violence. April is Sexual Assault Awareness Month, and each day of the year is an opportunity to create change for the future.

SIGNED this day 28th day of March, 2024

Traci Buxton, Mayor

The Waterland City

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Citizens Advisory Committee
Appointments

ATTACHMENTS:
1. Applications

FOR AGENDA OF: March 28, 2024

DEPT. OF ORIGIN: Council

DATE SUBMITTED: March 14, 2024

CLEARANCES:

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

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is to recommend to Council approval of Mayoral appointments to the Citizens Advisory Committee.

Suggested Motion

Motion 1: “I move to confirm the Mayoral appointments as shown on Exhibit A to be the primary representatives on the Citizens Advisory Committee, effective immediately and expiring on the date listed.

Motion 2: “I move to confirm the Mayoral appointments as shown on Exhibit B to be the alternate representative on the Citizens Advisory Committee, effective immediately and expiring on the date listed.

Background

The City Council adopted Ordinance No. 1648, establishing the Citizens Advisory Committee on April 28, 2016. Appointments were made at that time and individuals served either a one year, or two year term. All terms expired on December 31, 2018. After that time the Committee was inactive due to lack of interest.

In early 2023 Mayor Mahoney recommended to Council to re-establish the Citizens Advisory Committee due to increased public support. At the end of 2023 a number of the neighborhood terms expired. Staff reached out to members who were no longer serving on the Citizens Advisory Committee, as well as other individuals who has previously applied to see if they had interest to apply.

The Des Moines City Council created the Citizens Advisory Committee to allow citizens, neighborhoods and businesses to engage as broadly as possible in the discussion and resolution of issues and concerns that directly affect them. The City Council feels that the Citizens Advisory Committee will improve communication with and participate in local government on the part of residents, neighborhoods, businesses and property owners in the City of Des Moines and create a more robust discussion of issues and matters facing the City, ultimately resulting in better decision and solutions to problems.

Discussion

This agenda seeks confirmation of the Mayoral appointments to the Citizens Advisory Committee to become effective immediately.

Alternatives

The Council may choose not to approve the Mayor's recommendations and suggest alternative applicants for appointment or the Council may choose not to move forward with this Committee.

Financial Impact

This is unknown at this time, however significant staff time was committed to this Committee when it was previously active and it is likely that will be the result now. This may result in shifting resources from other existing projects/activities.

Recommendation

Staff recommends moving forward with the Mayor's recommendations.

EXHIBIT A				
NEIGHBORHOOD	TERM	MEMBER	PRIMARY	TERM
Central Des Moines	1 Year	Mary Ellen Laird	Primary	12/31/2025
North Central	1 Year	Linda Thompson	Primary	12/31/2025
South Des Moines	1 Year	Magdalena Herrera	Primary	12/31/2025
Zenith	1 Year	Colleen Gants	Primary	12/31/2025

EXHIBIT B				
NEIGHBORHOOD	TERM	MEMBER	ALTERNATE	TERM
Business Owner	2 Year	Charlene Bacalzo	Alternate	12/31/2025
Central Des Moines	1 Year	Richard Laycock	Alternate	12/31/2025
Marina District	1 Year	Bettina Carey	Alternate	12/31/2025
North Central	1 Year	Eleanor Duggar	Alternate	12/31/2025
South Des Moines	1 Year	Teri Chase	Alternate	12/31/2025
Zenith	1 Year	Paul Gustafson	Alternate	12/31/2025



Employment Application | Submitted: 23-Mar-2023

AAA

Bettina Carey



United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA

Department - Administration

Source - Other - Council members

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

There are no files uploaded for this applicant.

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		
Date available for appointment to committee: *	April 13th		
Can you attend evening meetings? *	Yes	0	

Can you attend daytime meetings? *	Yes	0
Can you attend weekend meetings? *	Yes	0
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	8	
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0
If yes, please list the committee(s) below: *	N/A	
Please list any related professional and or community activities that you are involved in. *	I have been coming to various community events since 2017, initially participating as marketing director for B& E Meats and Seafood until March, 2020. By then I was friends with quite a few folks from Des Moines so I would continue to attend annual Destination Des Moines and Rotary sponsored events, among others. I was even in last year's annual parade riding in the boat with former Mayor Matt Pina and his wife Michelle, capturing video for posterity sake. I've been to numerous rotary meetings and even got to attend Veterans Day celebration last year.	
Why do you wish to serve in this capacity and what can you contribute? *	I believe my unique business and marketing background may help generate a new way of thinking in order to bring to fruition new ways to reach the residents of Des Moines.	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	I prefer in-person gatherings of like-minded groups in local restaurants is the most common way, but also I connect with folks by setting up times to walk.	
What current issues are you most interested in? *	I'm pretty much interested in all things Des Moines including airport/Port, safety and security, Marina development, and business growth.	

Please select from the list below
which neighborhood you live in. *

Marina District

0

Signature

Date



Employment Application | Submitted: 07-Mar-2023

AAA

Charlene Bacalzo

📞 (206) 679-0240
✉ charlenebacalzo@gmail.com
🏠 22348 6th Ave So
Des Moines, WA 98198
United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA
Department - Administration
Source - Other - friend/neighbor

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

There are no files uploaded for this applicant.

Text Only Resume

I have lived in Des Moines for over 50 years the last 18 years in the Marina District. I own & operate a business in downtown Des Moines at the north end of town off Marine View Drive/Puddlejumpers Childcare Ctr & Preschool since 1997 going into our 26th year. We have a stellar reputation with quality nurturing care providing a learning environment that is safe secure & happy. Littles from Puddlejumpers go on to kindergarten with confidence ready for their future in education, ready and willing to continue to learn. I am proud to support 5 staff families & myself and continue to provide a service to our community that is needed and rewarding. I have longevity in my staff that is rare in this industry. I am grateful/thankful for their jobs well done. I have strong leadership & management skills as well as empathy and kindness.

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	

Are you a Des Moines Resident? *	Yes	0
If no, please list the City in which you currently live.	This question was not answered.	
Date available for appointment to committee: *	anytime	
Can you attend evening meetings? *	Yes	0
Can you attend daytime meetings? *	Yes	0
Can you attend weekend meetings? *	Yes	0
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	10-20 hrs	
Have you previously served or are you currently on one of the City of Des Moines committees? *	Yes	0
If yes, please list the committee(s) below: *	Park & Rec advisory board in 2007?	
Please list any related professional and or community activities that you are involved in. *	Like to stay informed & current with community activities	
Why do you wish to serve in this capacity and what can you contribute? *	I hope to be a voice & listener with calm & reason aiding in the progress of our town with focus/consideration on what's best for all	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	Verbal, emails, texts	
What current issues are you most interested in? *	The Des Moines Marina development. Would like to see the year round market & switchback access to the marina floor encouraging visitors to a worthwhile adventure to our city	

Please select from the list below
which neighborhood you live in. *

Marina District

0

Signature

Date



**CITY OF DES MOINES
APPLICATION FOR CITY COUNCIL
NEIGHBORHOOD ADVISORY COMMITTEE**

21630 11th Avenue South
Des Moines WA 98198

Name: Colleen Gants
Address: 23660 7th Avenue South
City/Zip: Des Moines, WA 98198
Cell: 206-465-2311 Work: 206-465-2311
Length of residence at the above address: 4 years
Do you: Own Rent (circle one)
E-Mail: cgants@prrbiz.com

- Neighborhood
- | | |
|-------------------------------------|--------------------|
| ☐ | North Hill |
| ☐ | North Central |
| ☐ | Pacific Ridge |
| ☐ | Central Des Moines |
| ☐ | Marina District |
| ☒ | Zenith |
| ☐ | South Des Moines |
| ☐ | Woodmont |
| ☐ | Redondo |
| ☐ | Business Owner |
| ☐ | Marina Tenant |

Professional Background: My background is in community engagement, marketing, PR, and business ownership. I am Principal of PRR, a full-service communications firm/WBE.

Why do you wish to serve in this capacity and what can you contribute? I have been thinking about serving the City of Des Moines for a while and the Citizen Advisory Committee seems like the perfect way to contribute my community engagement expertise and the passion I have for helping Des Moines reach its full potential as a thriving and destination beach community. I'd love to represent my community & give residents a voice.

Would you consider being an alternate: Yes No (circle one)

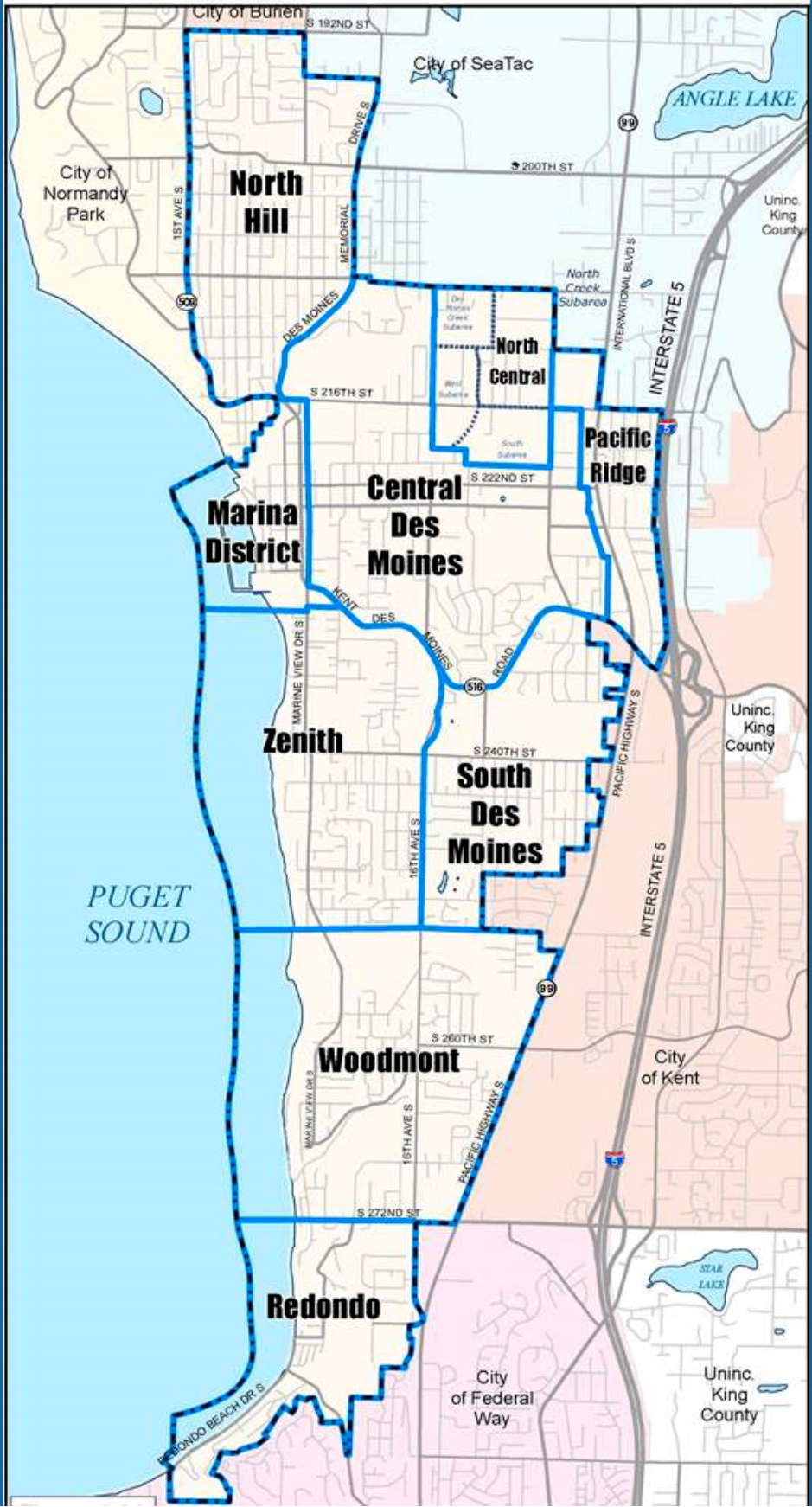
What Events and/or Committees have you served and/or participated in the past? I have not served with any Des Moines committees yet, but I am active in my neighborhood. I hosted a going away party for Merle & Carol Dameron. I attend Council meetings on occasion.

How do you communicate with your neighbors? We have a neighborhood email group that has grown recently and I am the defacto keeper of that list. Since our neighbors, Allen and Donna have moved to Judkins Park, I will be hosting our annual summer gathering.

How often do you communicate with your neighbors? We seem to communicate about 1x every month. I have joined the Des Moines Facebook pages (2) which seem to be good sources of information, as well as NextDoor.

What availability do you have to attend meetings per month/quarter? I can make time for 1-2 evening meetings each month. I imagine if I am on the Citizen Advisory Committee, I will be more likely to attend Council meetings regularly as well.

What current issues are you most interested in? Downtown and Marina revitalization. I have photos of several beach towns I've recently visited. And have loved seeing how new businesses fit in architecturally & culturally; as well as walkability and connectivity.





Employment Application | Submitted: 06-Mar-2023

AAA

Eleanor Duggar

☎ (206) 878-5449
 ✉ eduggar11@gmail.com
 🏠 816 s 216 ST apt TC106
 Des Moines, WA 98198
 United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA
Department - Administration
Source - City of Des Moines Washington Website

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

There are no files uploaded for this applicant.

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		
Date available for appointment to committee: *	04/01/2023		
Can you attend evening meetings? *	Yes	0	

Can you attend daytime meetings? *	Yes	0
Can you attend weekend meetings? *	No	0
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	6 hrs	
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0
If yes, please list the committee(s) below: *	No but I was asked to serve on this committee by Pat Nardo.	
Please list any related professional and or community activities that you are involved in. *	Daughters of the American Revolution, Wesley Cottagers Association	
Why do you wish to serve in this capacity and what can you contribute? *	I have lived here for over 20 years and know many people who live in the city. I hope to be able to contribute new ideas while keeping Waterland an unique city	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	In person, on phone, with email.	
What current issues are you most interested in? *	City planning, and Transportation	
Please select from the list below which neighborhood you live in. *	Central Des Moines	0

 Signature

 Date



Employment Application | Submitted: 06-Mar-2023

AAA

Linda R Thompson

☎ (206) 790-4685
 ✉ Lynn1204@aol.com
 🏠 21634 14th Ave S #C4
 Des Moines, WA 98198
 United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA
Department - Administration
Source - City of Des Moines Washington Website

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Linda resume updated 03062023.doc	🔍 Preview Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		

Date available for appointment to committee: *	when needed	
Can you attend evening meetings? *	Yes	0
Can you attend daytime meetings? *	Yes	0
Can you attend weekend meetings? *	Yes	0
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	up to 30	
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0
If yes, please list the committee(s) below: *	no	
Please list any related professional and or community activities that you are involved in. *	Board of Directors VP - Soundridge Condominiums	
Why do you wish to serve in this capacity and what can you contribute? *	34 years with the City of Seattle - Seattle Public Utilities and Seattle Information Technology experience in Customer Service, Information Technology both as a manager. Experience with Solid Waste, Water and Drainage and Waste water and Field Operations Retired from the City in 2022	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	verbally and in writing	
What current issues are you most interested in? *	Improving communication external and internal, finding efficiencies in process and financial	
Please select from the list below which neighborhood you live in. *	Central Des Moines	0

Signature

Date



Employment Application | Submitted: 28-Mar-2023

AAA

Magdalena Herrera

📞 (206) 769-2686
✉ Mherrera@healthpointchc.org
🏠 1805 S 240th St
Des Moines, WA 98198
United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA
Department - Administration
Source - Other

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

2022 - Magda Herrera de Leon_s resume - Copy.docx

🔍 Preview

Download

Text Only Resume

Magda Herrera de Leon

1805 S 240th St. Des Moines, WA 98198
magdaherreradeleon@gmail.com - 206-769-2686

Health care leader with 22 years of health care management experience in a variety of clinical settings. Extensive experience in operational leadership and administration management, reputation for excellence, high-quality work with a proven record of innovative and effective leadership. Strong commitment to organizational vision and mission and in alignment with our values. Serve as an organization ambassador in various events and venues, representing our organization and its work. Excellent communicator, passionate about sharing our story about what we do to ensure we provide great care for all.

Professional Experience :

July 2018- Present - HealthPoint Midway

Business Director, Organizational Change management, and Natural Medicine operations support.

Responsible for overall patient and staff experience in a health care center that provides medical, dental, complimentary, and integrative health - acupuncture, nutrition and natural medicine, behavioral health, and pharmacy services. Responsible for developing and maintaining excellent relationships within building community partners from Valley Cities Mental Health Counseling and King County Public Health. Accountable for overall center operations including financial stewardship. Lead the team with innovative thinking utilizing lean methodology to allow ideas for improvement to come from the team. Responsible for overall operations of the Thomas Jefferson school-based health center that recently opened its doors.

As the operations support for our CIH program I strive to provide all natural medicine services at our 11 locations and 5 school-based centers, and provide support and guidance to the team, while working on expanding the team. As our organization's change manager particularly for the Catalyst project (enterprise data warehouse) my job is to support the change with a focus on the people going through the change.

July 2013- June 2018 - HealthPoint Midway

Health Center Manager duties include budgeting, tracking, and abiding to budget, track visit productivity to match or surpass budgeted visits. Recruiting, Hiring, Training, Coaching of medical providers, nursing, administrative and support staff. Quality Improvement activities, apply lean methodology and PDSA (Plan, Do, Study, Act) method for the implementation of changes. Create and maintain medical provider schedules, prepare bi-weekly payroll, host and run diverse meetings such as provider team, site, and care team meetings. Work collaborative with pharmacy, dental and community partners such as King County Public Health (WIC and MSS) as well as Valley Cities Counseling (Mental Health, Chemical Dependency, etc.) Serve as a liaison between managers and Nurses team for all HealthPoint medical clinics; Additional duties include Natural Medicine Manager for 13 providers across our system.

November 2010 to June 2013 - HealthPoint Federal Way

As a Health Center Manager my job consisted of the overall management of daily operations of a busy clinic that provided family medicine, pediatrics, obstetrics, and natural medicine practice, a total of 10 medical providers. Responsibilities included, preparing, tracking, and abiding to yearly budget, recruiting, hiring, training, coaching, and addressing personnel issues, quality improvement activities, daily use, and implementation of lean methodology, as well as creating provider's scheduling templates and maintaining provider productivity.

April 2009 to October 2010 - HealthPoint Extended Access Clinic

As a Front Office Representative my job consisted of providing great customer service to patients that seek urgent medical attention. I also served as an interpreter English Spanish for those patients that had difficulty communicating. I helped create a patient survey that has been used to gather data to be used for reporting to grantors and to prove that the objective of the extended access clinic has been met. I also help put together a monthly report that includes not only the results of the patient survey but also a list of ER follow ups seen at the clinic, as well as the number of faxes received by local emergency room as well as other nearby emergency departments.

March 2003 to June 2009 - Sea Mar Des Moines Recovery Center and Renacer Youth Treatment

Program Manager job consisted of the overall supervision of program operations, including the hiring, training, and retaining of employees, attending weekly community meetings with patients, staff schedules for three shifts, conduct staff trainings and meetings, health and safety drills, prepared monthly audits and weekly reports as requested by department head and state contract manager.

Some achievements during this job were the successful implementation of systems and operations that were then established as the standard for other Sea Mar treatment centers, such as increasing staff retention, maintaining facilities at full capacity, which resulted in increased revenue and the addition of intensive inpatient services, improved core curriculum of the program and raised the staff, patients and their families' awareness and knowledge of dialectical behavioral therapy (DBT) .

I also served as a companywide electronic health records trainer and on the transition from paper records to electronic records, as well as helping open new medical clinics and train new management staff on all aspects of medical operations.

In 2009 I was recognized as Manager of the year I received an Award for Excellence, Outstanding Contributions, and Dedicated Service to the Community.

May 2002 to March 2003 - Sea Mar Community Health Centers

As a Front Office Supervisor, my job consisted of the direct supervision of our Front Desk, Medical Records and Managed Care departments, plus, Medical Reception and switchboard; A total of 17 employees. I produced a weekly report of operations and collection, also prepared weekly staff schedules and lead the weekly staff meetings to assist in the improvement of operations. During the time I had the above-mentioned position, I lowered patient complaints and increased the collection rate from 60% to an average of 95%.

In the temporary absence of a Clinic Manager, I assisted with supervision of other employees from several departments, and other Clinic Manager related activities such as recruitment and training, preparation of monthly clinic and call schedules for 22 health care providers and QI audits.

November 2001 to April 2002- Sea Mar Community Health Centers

As a Residency Coordinator/Medical Secretary, my job consisted of coordinating the Family Medicine Residency program in conjunction with Providence/Swedish Hospital Residency and the University of Washington.

Other duties included preparation of clinic schedules for residents; file maintenance, coordination of interviewing and hiring process for new residents and weekly productivity reports.

Medical Secretary my duties consisted of CME tracking and filing, initial provider recruitment, coordination of various meetings, transcribing minutes, translating medical forms from English to Spanish, monthly updating of the Medical Department Policies and Procedure Manual, as well as direct assistance to the Medical Department coordinator to maintain and develop all credentialing files. Prepare and create schedules & evaluations for the medical students and coordinate the International Exchange Program and provide support for the Medical & Clinical Directors & Clinic Manager. I also have experience in JCAHO preparation.

During this year I was nominated as 2001 Employee of the year and received an Award for Excellence, Outstanding Contributions, and Dedicated Service to the Community.

January 2000 to November 2000
Sea Mar Community Health Centers

Unit Secretary - scheduling medical appointments for various doctors, our health educator and the WIC department, and doing reminder calls to patients. I also occasionally helped the front desk and the medical records department and assisted the Clinic Manager with the preparation and revision of the clinic's schedules.

January 1999 to July 1999 - C.C.C.I. (Consulting & Training in International Commerce)
Guadalajara, Jalisco, México

As a regional manager, I hired and trained employees. I scheduled and prepared seminars for various companies dedicated to international commerce.

January 1999 to July 1999 - UNIVER (University of Veracruz) - Guadalajara, Jalisco, México

I was a teacher at university level. I taught Economics, Accounting and Sales

October 1994 to July 1999 - Mary Kay Cosmetics - Guadalajara, Jalisco, México

As a sales director, my job consisted in recruiting and training women as beauty consultants. Also, to create, prepare and organize events to promote our products and line of work. I held meetings in several important cities of the country to inspire, motivate and guide new recruits for their personal growth as well as for the overall growth of the company.

Note : I hold the national record for the youngest sales director in Mary Kay Mexico.

Other relevant experience -

Cookie Lee Jewelry 2006-2015

Direct sales of jewelry through home and office shows as well as online. Was part of the Hispanic Advisory Board and had over 250 consultants in several states, held monthly meetings and ongoing coaching to team members to help them achieve their potential, was one of the top sales directors and earned 6 international trips while working with the company.

Education :

August 1993 to January 1999

Universidad Autónoma de Guadalajara (UAG)

Guadalajara, Jalisco, México

I received my degree as a Public Accountant. (L.C.P.)

Professional References :

Jack Slowriver (360) 808-4400

HealthPoint

Regional Director of Operations

jslowriver@healthpointchc.org

Kathrina Westby-Sharman (206) 913-8171

HealthPoint

VP Patient Experience and Operations

kwestby-sharman@healthpointchc.org

Vanessa Mapp

(253) 380-3639

HealthPoint
Site Manager

vmapp@healthpointchc.org

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		
Date available for appointment to committee: *	anytime		
Can you attend evening meetings? *	Yes	0	
Can you attend daytime meetings? *	Yes	0	
Can you attend weekend meetings? *	Yes	0	
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	4-6 hours		
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0	
If yes, please list the committee(s) below: *	no		
Please list any related professional and or community activities that you are involved in. *	Employed by HealthPoint (a Health Care organization), formerly the business director for the Midway location in the city of Des Moines.		
Why do you wish to serve in this capacity and what can you contribute? *	To give back to my city where I have lived in for 22 years. I can contribute a view of someone that has lived and worked in the		

	city for a long time, the view of a Hispanic/Latina woman and mom	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	in person, Facebook and other local virtual workgroups, at kids school, etc.	
What current issues are you most interested in? *	ways to keep our youth engaged in healthy and local activities, connect with other ethnic groups in the city, how would the light rail extension will change our city,etc.	
Please select from the list below which neighborhood you live in. *	South Des Moines	0

Signature

Date



Employment Application | Submitted: 19-Mar-2023

AAA

MaryEllen Laird**Des Moines Citizens Advisory Committee****Job Location** - Des Moines, WA**Department** - Administration**Source** - Other - Mayor Matt Mahoney

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
98838491 - uploaded resume.doc	Q Preview Download

Text Only Resume

MaryEllen Laird

Phone

Email:

Experience:

WorkForce Central:

March 2012-June 2018: Chief Operations Officer/Workforce Manager

- Responsible for directing the policy, evaluation, planning and activities for the programs funded under the Federal Workforce Innovation and Opportunities Act, Workforce Innovation Funds, Washington Families Funds, National Emergency Grant, Summer Jobs 253 for Job Seeker and Employer Services staff
- Coordinated the flow of information between operational units, committees, and workgroups to ensure services were provided effectively

- Ensured compliance with federal, state and local laws, regulations and policies
- Monitored and promoted the delivery of high-quality services consistent with WorkForce Central's vision, mission, and goals
- Coordinated with diverse groups of external stakeholders to address and resolve policy and program issues
- Developed and tracked budgets and ensured that monies were expended appropriately
- Established and tracked performance goals for both the Job Seeker and Employer Services programs

King County Elections:

June 2007-November 2022: Administrative Specialist 2 (seasonal position)

- Performed a variety of duties necessary to support the administration of Special, Primary and the General public elections in King County, Washington

Washington State Employment Security Department:

April 1974 - October 2006:

Washington Management Services Manager/Administrator

- Responsible for directing the policy, evaluation, planning and special activities for the Federal Workforce Investment Act, Trade, and National Reserve Act programs
- Coordinated with diverse groups of external stakeholders to identify, address and resolve policy and program issues
- Responsible for the allocation of federal funds to Pierce County service providers and ensured that service providers were fully trained and operating their programs in compliance with federal, state and local rules and regulations
- In response to customer's concerns, I spearheaded the Redesign and implementation of the statewide monitoring unit's policies and operating procedures
- Managed the statewide monitoring team as they reviewed local service provider activities relating to contract compliance, fiscal operation, program objectives and federal, state and local laws, regulations and requirements
- Facilitated the resolution of service delivery issues
- Established staff expectations for quality assurance and performance achievement
- Conducted legislative analysis
- Measured service delivery performance and took corrective action as appropriate
- Developed and implemented policies and procedures related to unemployment insurance laws, regulations and rules
- *Developed program year budgets, monitored expenditures, and made necessary adjustments to avoid exceeding the established budget
- *Collaborated with partner agencies to develop strategic plans for WorkSource, including negotiating contracts and Memorandums of Understanding with partners
- Managed a variable number of professional and support staff up to a maximum of 50 employees at one time

Education:

Central Washington University, Ellensburg, WA
 Bachelor's Degree - March 1974
 Majors: Psychology and Sociology

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		
Date available for appointment to committee: *	Immediately		
Can you attend evening meetings? *	Yes	0	
Can you attend daytime meetings? *	Yes	0	
Can you attend weekend meetings? *	Yes	0	
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	As many as necessary to be a successful committee member.		
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0	
If yes, please list the committee(s) below: *	N/A		
Please list any related professional and or community activities that you are involved in. *	I'm currently participating in the Des Moines Police Department's Community Academy.		
Why do you wish to serve in this capacity and what can you contribute? *	I've lived in Des Moines since 1987 and care about my city. I am retired and find that I have time available to contribute to the community. I have 40 plus years working for		

4/6/23, 12:32 PM

Laird, MaryEllen

	governmental agencies, where I served the public and I understand how government works. I try to be collaborative and look for the win/win solutions to issues.	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	Verbally and through Facebook	
What current issues are you most interested in? *	Attracting new businesses, retaining current businesses, keeping our citizens safe, increase our high school graduation rate.	
Please select from the list below which neighborhood you live in. *	Central Des Moines	0

Signature

Date



Employment Application | Submitted: 07-Mar-2023

AAA

Paul Gustafson

☎ (509) 979-5513
 ✉ paul.e.gustafson@ehi.com
 🏠 724 S 231st ST
 Des Moines, WA 98198
 United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA
Department - Administration
Source - Other - n/a

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

There are no files uploaded for this applicant.

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		
Date available for appointment to committee: *	3/7/23		
Can you attend evening meetings? *	Yes	0	

Can you attend daytime meetings? *	Yes	0
Can you attend weekend meetings? *	Yes	0
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	5	
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0
If yes, please list the committee(s) below: *	n/a	
Please list any related professional and or community activities that you are involved in. *	National Leadership Council for my employer Young Life Committe Member (former)	
Why do you wish to serve in this capacity and what can you contribute? *	Having recently moved back into the area I am interested in taking an active role in my new community.	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	face to face and text are the most common methods of communication.	
What current issues are you most interested in? *	city growth and public safety	
Please select from the list below which neighborhood you live in. *	Zenith	0

 Signature

 Date



Employment Application | Submitted: 15-Mar-2023

AAA

Richard Laycock

☎ 1 (206) 948-7426
 ✉ maverick864@comcast.net
 🏠 1105 s Rainbow Ln
 Seattle, WA 98198
 United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA
Department - Administration
Source - Other - Neighbor

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

2020_Regular_Resume_Citizen_Advisory.docx

🔍 Preview

Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		

Date available for appointment to committee: *	Anytime	
Can you attend evening meetings? *	Yes	0
Can you attend daytime meetings? *	Yes	0
Can you attend weekend meetings? *	Yes	0
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	5-10 hours	
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0
If yes, please list the committee(s) below: *	No	
Please list any related professional and or community activities that you are involved in. *	Coached Premier Soccer for the Highline area 1998-2011. Volunteered at Des Moines Fire District 26 1985-1992. I am currently a professional Firefighter with another District near the area. I am active with the current Zone-3 Fire Cadet Program in the area. I support businesses in the Des Moines area by conducting my professional and recreational activities within the City.	
Why do you wish to serve in this capacity and what can you contribute? *	I will be retiring in a couple months and would like to get more involved in the City where I have lived, attended High School, raised my children and supported businesses for the last 45 years.	
Would you consider being an alternate? *	Yes	0
How do you communicate with your neighbors? *	Personal one on one conversations mostly.	
What current issues are you most interested in? *	Future vision of the City to Flourish with changing times yet try to establish a collaboration between improvements and maintaining the Des Moines feel.	

Please select from the list below
which neighborhood you live in. *

Central Des Moines

0

Signature

Date



Employment Application | Submitted: 30-Mar-2023

AAA

Teri Chase

☎ (206) 498-4932
 ✉ lionandpenguin1099@gmail.com
 🏠 P.O. Box 98542
 Des Moines, WA 98198
 United States

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA
Department - Administration
Source - Facebook

Resume

You may provide us with your resume here. This is optional but we encourage any additional information that will help in the Committee's review. You may either copy and paste a resume in the space provided or upload a file.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

Teri M. Chase Resume.pdf

🔍 Preview

Download

Text Only Resume

Teri M. Chase lionandpenguin1099@gmail.com
 206-498-4932 Des Moines, WA 98198

Paralegal

Summary

Talented legal professional, adept in managing discovery and litigation administration in support of attorney services across a diverse range of cases. Skilled in conducting legal research in coordination with the preparation of documentation. Able to effectively identify legal articles, codes, judicial decision and materials necessary to prepare written reports for all discovery activities. Expertise driving performance through internal training, and the application of best practices for team members. Success developing databases, proactively managing case information for all investigations utilized within a legal environment.

QUALIFICATIONS SUMMARY

Demonstrated expertise tracking impeachment disclosure materials in coordination with over 30 law enforcement agencies.

Adept in coordinating administrative services utilizing strong leadership skills to coach and mentor paralegals within a collaborative work environment.

Experience managing inter-departmental communications with assistant attorney generals, deputy prosecutors, advocates, law enforcement officers, defense attorneys, investigators, witnesses, and victims in providing accurate documentation supporting cases.

PROFESSIONAL EXPERIENCE

Attorney General of Washington, Seattle, WA 9/2021 - Present
Paralegal 3- Supervisor

Coordinate and support paralegal services for the Social and Health Services Division including assignment of work to paralegals. Ensure that the paralegals comply with AGO and Division policies, and perform complex legal, technical and paralegal duties requiring a high degree of knowledge of legal concepts and issues.

Perform litigation support tasks to assigned attorneys and to other attorneys as needed.

Deliver quality coverage for other paralegals during workload peaks and absences.

Assist with strategic planning goals and recommendations related to succession planning.

Monitor paralegal professional development and recommend training and other skill development opportunities when needed and appropriate.

Consult with Human Resources as necessary to maintain current knowledge of statutes, policies and regulations concerning corrective actions and maintain fair and consistent application of such rules, policies and regulations.

King County Prosecuting Attorney's Office, Seattle, WA 3/2020 - 9/2021
Paralegal

Maximize administrative support utilizing strong communications, and executive assistance to prosecuting attorneys within the Mainstream Early Plea Unit, Felony Trial Unit, and Homicide and Violent Crimes Unit. Manage inter-departmental communications with deputy prosecutors, advocates, law enforcement officers, defense attorneys, investigators, witnesses, and victims in providing accurate documentation supporting cases.

Delivered quality coverage and administrative support for the Western State Hospital Paralegal and the

Discovery Unit Paralegal in managing case work, documentation, and research associated with legal requirements.

Applied research techniques in securing the appropriate case materials utilized by defense council in criminal cases.

Established Interpreter Services throughout multiple organizational levels.

Effectively uploaded information into the case management system using Evidence.com.

Provided continuous process improvements in managing projects related to evidence collection and discovery for diverse cases.

King County Prosecuting Attorney's Office, Kent, WA 4/2014 - 3/2020
Legal Services Supervisor

Delivered key oversight for 12 administrative staff within the Violent and Economic Crimes Unit, the Domestic Violence Unit, and the Special Assault and Sentencing Unit. Integrated leadership in effectively managing cross-functional teams under the Collective Bargaining Agreement between the county and the union. Applied equity and social justice across all aspects of workflow, designing and deploying innovative training programs for teams.

Coordinated communications with external partners, providing administrative support with civil commitment and court order documents.

Implemented constructive feedback for team members during performance issues.

Tracked the development of Potential Impeachment Disclosure materials in collaboration with over 30 law enforcement agencies throughout the county.

Applied strong leadership, training, and interpersonal skills in coaching and mentoring teams in achieving and surpassing organizational goals and objectives.

Identified best practices in proactively managing administrative environments.

King County Prosecuting Attorney's Office, Kent, WA 12/2013 - 4/2014
Paralegal

Expedited initial and pretrial discovery for all criminal cases, assisting prosecuting attorneys assigned to the Mainstream Early Plea Unit with negotiations, and administrative services in support of private law firms and public defender associations.

Achieved the timely development and delivery of documentation and case materials for the defense counsel within criminal cases.

Independently organized and directed the administration of discovery information through copy, scan, bundle, and review.

Successfully assisted leadership with applying best practices in training, leading to improvements in employee performance aligned with regulatory compliance policies and procedures.

King County Prosecuting Attorney's Office, Seattle, WA 8/2011 - 12/2013
Paralegal

Incorporated legal, and administrative support for up to 75 cases for the county, the Sexual Assault Resource Center, and the Seattle Police Department, providing quality assurance in the delivery of documentation for caseloads.

Delivered administrative support for four prosecuting attorneys within the Special Assault Unit through all phases of trial preparation, post-conviction, and post-sentencing.

Drafted and served subpoenas and additional documentation to external organizations.

Coordinated effective communications with the Department of Corrections and medical evaluators in designing reports for hearings.

Assisted in the initiation of a new strategic case management system utilizing throughout multiple office locations.

Additional Experience

Paralegal, King County Prosecuting Attorney's Office, Burien, WA ,9/2007 - 8/2011

Legal Secretary, King County Prosecuting Attorney's Office, Seattle, WA ,3/2006 - 9/2007

Family Law Court Coordinator, King County Superior Court, Kent, WA ,5/2004 - 3/2006

Dependency CASA Coordinator, King County Superior Court, Kent, WA ,12/2000 - 5/2004

Jury Clerk, King County Superior Court, Kent, WA ,2/1998 - 12/2000

EDUCATION

Associate of Applied Science, Paralegal Program
Highline College Des Moines, WA

AFFILIATIONS

Program Manager, Member ,KC PAO Peer Support and Mentoring Steering Committee, 2017 - 2020

Member ,Food Frenzy Committee, 2015 - 2021

Member ,Labor Management Coalition, 2014 - 2021

PROFESSIONAL TRAINING

Leadership

Managing Stressed Employees

Foundations of Successful Supervision

Sexual Harassment Awareness for Managers

Domestic Violence Awareness for Managers and Supervisors

PH Leadership Institute : When and How Best to Conduct a Supervisor Investigation;

Epigenetic Stress Response;

FMLA Classifications/Comp

PH Leadership Institute : An Introduction to Coaching Leaders

Leading Through Values 301 : A Holistic Approach

Introduction to Peacemaking Circle : Point One North Consulting, LLC.

Value-Based Leadership 201 : A Holistic Approach

Developing Leadership Style

Value-Based Leadership 101 : A Holistic Approach

IPMA-HR Workshop : Introduction to Servant Leadership; Whole Person Hiring; The Brain

Science of Employee

Recognition

Mindful Leadership

Leadership Academy

Equity, Diversity, and Social Justice
Expanding Disability Awareness and Reasonable Accommodation
Getting to Diversity-A Focus on Racism, Psychology, and the Law
Diversity, Equity and Inclusion Summit
Neurodiversity
Suicide and Prevention
Inclusion and Belonging
Generations at Work
White Fragility
PH Leadership Institute : Equity and Social Justice in Hiring
Building a Racially Just King County
Anti-Sexual Harassment, Nondiscrimination and Inappropriate Conduct
Understanding Implicit Bias and the Impact of Racial Stereotyping
Cultural Competence
PAO Microaggressions Workshop
The Heart of the Matter : Cognitive Capacity and Abuse of Elders and Adults with Disabilities

Change Management
Performance Management
Building Change Management and Effectiveness
Introduction to Organizational Performance Management
Stress Management
Change Management for Leaders
Managing Up

Employee Development
Adult Mental Health First Aid
Giving and Receiving Feedback
Active Shooter Response and Situational Awareness
Word Watch
Leave Administration Overview for Supervisors
Opportunities at Work : Igniting Employee Development
Motivating for Success
Open Source Intelligence Training
Working with 4 Generations
Strength Based Development
How to Create a Culture of Engagement for Teams
Being an Effective Team Member
Coaching and Giving Feedback
Conflict Resolution
Nuts and Bolts Annual Conference
Keys to Persuasion
Dealing Positively with Difficult People
Conflict Resolution for Supervisors
Difficult Conversations

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Job Questions

Citizens Advisory Committee | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you over 18? *	Yes	0	
Are you a Des Moines Resident? *	Yes	0	
If no, please list the City in which you currently live.	This question was not answered.		
Date available for appointment to committee: *	05/01/2023		
Can you attend evening meetings? *	Yes	0	
Can you attend daytime meetings? *	No	0	
Can you attend weekend meetings? *	Yes	0	
Serving on a committee requires a time commitment. Approximately how many hours each month can you devote to the City Board? *	10		
Have you previously served or are you currently on one of the City of Des Moines committees? *	No	0	
If yes, please list the committee(s) below: *	n/a		
Please list any related professional and or community activities that you are involved in. *	Grandparents club at St. Vincent de Paul		
Why do you wish to serve in this capacity and what can you contribute? *	We need more community involvement. I have lived here for 19 years and have seen so much change. I have a strong legal background with great communication skills.		
Would you consider being an alternate? *	Yes	0	
How do you communicate with your neighbors? *	We have a Facebook page for our neighborhood.		
What current issues are you most interested in? *	the unhoused, increased crime, building up Des Moines		

Please select from the list below
which neighborhood you live in. *

South Des Moines

0

Signature

Date

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT:
Permitting Illegal Firework Infraction

ATTACHMENTS:
1. Draft Ordinance 24-011

FOR AGENDA OF: March 28, 2024

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: March 21, 2024

CLEARANCES:

[] City Clerk _____
[] Community Development _____
[] Courts _____
[] Director of Marina Redevelopment _____
[] Emergency Management _____
[] Finance _____
[] Human Resources _____
[X] Legal /s/MH
[] Marina _____
[X] Police T. Gentry
[] Parks, Recreation & Senior Services _____
[] Public Works _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this agenda item is for the City Council to consider the adoption of Draft Ordinance 24-011, which would create a new civil infraction in DMMC chapter 9.42 prohibiting a person in charge of real property from allowing the possession or use of fireworks on that property.

Suggested Motion

Motion 1: "I move to enact Draft Ordinance No. 24-011 to make permitting the use or possession of fireworks on one's real property a civil infraction."

Background

Personal fireworks have long been an American tradition for celebrations, particularly around the Fourth of July. In the past few decades, though, people have grown more willing to acknowledge the negative effects of lighting fireworks, especially in a neighborhood setting. According to the National Fire Protection Association, more than 19,500 reported fires are started by fireworks annually, and burns account for 44% of the 9,100 injuries treated in emergency rooms seen in the month around July 4. Additionally, the noise from fireworks are known to cause distress in humans and pets. The effect on humans is especially acute among those suffering from PTSD and similar conditions.

Recognizing these negative effects of personal firework use, the Des Moines City Council outlawed the sale, use, or possession of fireworks (other than licensed public displays) in 2005. Every year as the Fourth of July approaches, the City engages in an education campaign to inform and remind residents that personal fireworks are not permitted within the City, led by the Police Department. While compliance is generally high, incidents persist, disturbing and potentially endangering neighbors.

By their nature, firework bans tend to be difficult to enforce. Violations often occur in neighborhoods where police are not on scene. Enforcement tends to be either complaint based or initiated by an officer hearing the noise and having to determine where the sounds are coming from. In either case, there is a delay in response and the perpetrators are generally able see police approaching and stop what they are doing. In cases where multiple individuals are on scene, such as at a Fourth of July barbeque, responding officers were not able to observe which individual(s) were lighting fireworks and no one else on scene is willing to identify the person(s) responsible.

Discussion

When DMPD is not able to hold anyone responsible for discharging fireworks, there is little deterrence, and violators have been known to resume lighting fireworks after receiving a visit and warning from officers. The proposed Draft Ordinance 24-011 is designed to address the situations where party guests are lighting a sufficient amount of fireworks to cause neighbors to complain to police, but the silent complicity of other party goers does not allow DMPD to hold the responsible persons to account.

The possession and use of fireworks in Des Moines has been illegal for nearly twenty years. A resident who allows their guests to light fireworks on their property or to use their property as a storage and staging area for lighting fireworks in the street is enabling that person to commit an illegal act that disturbs and potentially endangers all of their neighbors. And when that resident covers up for that person when DMPD tries to deter that behavior, they are encouraging that behavior to continue.

Ultimately, the owner or renter of real property is the person best able to control what occurs on that property. It is reasonable to put a duty on the person in charge of that property from preventing their guests from committing illegal acts that annoy and endanger their neighbors when that person knows that the acts are or will be occurring. That is what this draft ordinance aims to do.

The draft ordinance as written provides as follows:

- An owner or renter of real property may not permit any person to discharge fireworks on their property.
- An owner or renter of real property may not permit any person to bring onto, possess, or place fireworks on their property.
- An owner or renter of real property must remove fireworks or debris from the street or sidewalk that have been left by their guests.

The draft ordinance also provides a rebuttable presumption to guide an officer or judge that when multiple fireworks have been discharged at a gathering, the host likely knows that fireworks are being discharged and that the host is allowing it to occur. This presumption makes good sense for an activity that tends to create a lot of noise and excitement, but is not binding. If the judge is not convinced more likely than not that the defendant both knew and allowed the activity, they will not be liable.

It also provides a complete defense to the violation if the person in charge of the property removes the person responsible for the fireworks and provides their name to law enforcement. In other words, if the property owner takes action to control their guests and does not impede police from citing the responsible person, they will not be liable for this offense.

A violation would be a class 1 civil infraction with a total penalty of up to \$513.00, including statutory assessments. This is the same penalty as would be assessed to a person found possessing or discharging less than five pounds of fireworks under existing City code. The preferred option for prevention of fireworks events would continue to be on education and voluntary compliance, but where those options have failed, this draft ordinance would give DMPD an additional tool to impose accountability for this dangerous activity when a conspiracy of silence seeks to avoid it.

The end goal of this draft ordinance is to encourage owners and renters of property to help the City make our firework ban effective by creating incentives to make sure their property is not used to facilitate illegal activity by their guests and to make sure DMPD is able to identify and cite the persons involved in the illegal activity when the circumstances require it.

The draft ordinance also contains a minor code clean-up to reflect a recodification in the WAC.

Alternatives

The City Council Draft Ordinance as presented

2. Adopt the Draft Ordinance with amendment(s)
3. Decline to pass the Draft Ordinance

Financial Impact

The City may receive a small amount additional revenue from fines imposed for violation of this ordinance. No other financial impact is anticipated.

Recommendation

Staff recommends adopting Draft Ordinance 24-011 as presented.

Council Committee Review

Draft Ordinance 24-011 was presented to the Public Safety and Emergency Management Committee on March 7, 2024. The Committee recommended that staff bring the Draft Ordinance to the full Council for consideration.

CITY ATTORNEY'S FIRST DRAFT 02/28/2024

DRAFT ORDINANCE NO. 24-011

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to fireworks, regulating the use of real property for the discharge of illegal fireworks, adding a new section to chapter 9.42 DMMC, and amending DMMC 9.42.020.

WHEREAS, the City Council of the City of Des Moines has previously found that the use of personal fireworks create a risk of fire and a danger to public safety, and

WHEREAS, the Council recognizes that firework discharges also create environmental pollution and noise pollution that can cause great distress for both humans and animals, and

WHEREAS, the sale and use of fireworks in the City of Des Moines was prohibited by Ordinance no. 1362, adopted in 2005, and

WHEREAS, enforcement of the prohibition on fireworks has proven difficult, particularly for gatherings around the Fourth of July, because Des Moines Police Officers and willing witnesses rarely have the opportunity to identify which particular person discharged the fireworks, and

WHEREAS, the owner of property who allows their guests to use their real property to discharge fireworks or as a staging area for discharging fireworks in the street should bear some responsibility for enabling this illegal activity that disturbs and endangers their neighbors, and

WHEREAS, the City Council finds that it is appropriate to make permitting the use of one's own real property to discharge fireworks a civil infraction in order to combat the behavior, and

WHEREAS, DMMC 9.42.020 contains an out of date citation and should be updated to cite the correct section of the Washington Administrative Code, and

WHEREAS, the provisions of this Ordinance are necessary and proper to promote public safety, health, and welfare; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES ORDAINS AS FOLLOWS:

Sec. 1. New Section. A new section is added to chapter 9.42 DMMC to read as follows:

Permitting illegal firework discharge.

(1) It shall be unlawful for an owner of real property, or a person renting, leasing, or who has control over the use of real property, to:

(a) permit the property that he or she owns, rents, leases or has control over, to be utilized for the discharge of fireworks unless properly permitted pursuant to this chapter; or

(b) permit any person to bring, possess, or deposit any fireworks on the property that he or she owns, rents, leases or has control over unless properly permitted pursuant to this chapter; or

(c) fail to remove any fireworks or parts of fireworks, whether discharged or not, that have been deposited upon any street, sidewalk or other public place by a resident, guest, licensee, or invitee of the property that he or she owns, rents, leases or has control over.

(2) There shall be a rebuttable presumption that the owner of property, or a person renting, leasing, or who has control over the use of property hosting a gathering where multiple fireworks are discharged has permitted the use, possession, or deposit of fireworks on the property.

(3) It shall be a defense to a violation of this section that following the discharge or deposit of fireworks, the defendant did not permit the person or persons responsible for depositing or discharging fireworks to return or remain on their property and provided the name of the person or persons responsible to law enforcement.

Sec. 2. DMMC 9.42.020 and section 2 of Ordinance No. 1362 as amended by section 3 of Ordinance No. 1684 are each amended to read as follows:

Definitions. As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this chapter shall have the indicated meanings.

Ordinance No. ____
Page 3 of 4

(1) The definitions of chapter 70.77 RCW as presently constituted or as may be subsequently amended are adopted by reference and shall govern the construction of this chapter when applicable.

(2) "Fire Marshal" means the Fire Marshal of South King Fire and Rescue.

(3) "Trick and novelty devices" means a device defined in WAC ~~212-17-030~~212-17-025, as presently constituted or as may be subsequently amended.

Sec. 3. Codification. Section 1 of this Ordinance shall be codified as DMMC 9.42.035, entitled *Permitting illegal firework discharge*.

Sec. 4. Severability - Construction.

(1) If a section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

(2) If the provisions of this Ordinance are found to be inconsistent with other provisions of the Des Moines Municipal Code, this Ordinance is deemed to control.

Sec. 5. Effective date. This Ordinance shall take effect and be in full force thirty (30) days after its passage and approval in accordance with law.

PASSED BY the City Council of the City of Des Moines this ____ day of _____, 2024 and signed in authentication thereof this ____ day of _____, 2024.

M A Y O R

Ordinance No. ____
Page 4 of 4

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published:

Effective Date:

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: 2024 Annual Budget Amendments

ATTACHMENTS:

1. Draft Ordinance No. 24-012
2. Appendix A 2024 Amended Annual Budget

FOR AGENDA OF: March 7, 2024

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: February 29, 2024

CLEARANCES:

- ☐ Community Development _____
☐ Marina _____
☐ Parks, Recreation & Senior Services _____
☐ Public Works _____

CHIEF OPERATIONS OFFICER: _____

- ☒ Legal /s/MH
☒ Finance *[Signature]*
☐ Courts _____
☐ Police _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: *[Signature]*

Purpose and Recommendation

The purpose of this Agenda Item is for the City Council to consider Draft Ordinance 24-012, amending the 2024 Annual Budget.

Suggested Motion

MOTION: "I move to enact Draft Ordinance No. 24-012 relating to municipal finance, amending the 2024 Annual Budget adopted in Ordinance No. 1779.

Background

On November 9, 2023, the City Council adopted the 2024 Annual Budget through Ordinance 1779. The 2024 budget included 1) the creation of an Enterprise Fund (Fund 420) for Events and Facilities Rentals and 2) an interfund loan of \$750,000 from the Surface Water Management fund (Fund 450) to the new fund. Additionally, the creation of the Enterprise fund and interfund loan were approved separately from the budget through Ordinances 1782 and 1783, respectively. However, Council repealed this approval on December 14, 2023 through Ordinances 1785 and 1786.

Discussion

Due to the repeal of the creation of the Enterprise Fund and the interfund loan, budget amendments are required to correct the budget to align with the direction of the City Council. Currently, actual revenue and expenses are being recorded in the General Fund but the related budget amounts are in Fund 420 – Events and Facilities Rentals. With budget amounts residing in a different fund than the actual revenues and expenditures, financial reporting is inaccurate and program managers suffer unnecessary difficulty trying to manage their budget.

The overall financial impact on the General Fund is a budgeted loss of \$522,129.

General Fund

GENERAL FUND	Change in Budget Increase/(Decrease)		Footnote	Description
	Revenues	Expenditures		
<i>Events and Facility Rentals</i>	466,570	610,878 65,000 312,821		Revenue from rentals and events Salaries and Benefits Supplies Services
Total Events and Facilities Rentals	466,570	988,699		

Other Funds

FUND	Change in Budget Increase/(Decrease)		Footnote	Description
	Revenues	Expenditures		
<i>Events and Facilities Rental Fund - 420</i>		(610,878) (97,000) (304,021)		Salaries and Benefits Supplies Services
	(484,135) (750,000)			Revenue from rentals and events Interfund Loan
Total Events and Facilities Rental Fund - 420	(1,234,135)	(1,011,899)		
<i>Surface Water Management Fund - 450</i>		(750,000)		Interfund Loan
Total Surface Water Management Fund - 450	-	(750,000)		
Total Other Funds	(1,234,135)	(1,761,899)		

Recommendation

Staff recommends enacting Draft Ordinance 24-012.

CITY ATTORNEY'S FIRST DRAFT 2/15/2024

DRAFT ORDINANCE NO. 24-012

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to municipal finance, amending Ordinance No. 1779 (uncodified) (Budget 2024) and authorizing certain expenditures in the amounts specified in this Ordinance.

WHEREAS, the City Council finds that current and capital revenues and expenditures for the City differ from forecasts used to create the 2024 budget, enacted by Ordinance No. 1779, and further finds that such differences justify certain adjustments regarding obligations incurred and expenditures of proceeds for fiscal year 2024, and

WHEREAS, the City Council finds that the 2024 budget amendments to the City's budget are in the public interest; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES ORDAINS AS FOLLOWS:

Sec. 1. Finding. Each and every of the findings expressed in the recitals to this Ordinance are hereby adopted and incorporated by reference.

Sec. 2. Amendment to 2024 Budget. Appendix "A" of Ordinance No. 1779 (Uncodified) (2024 Budget) are amended by Appendix "A" attached to this Ordinance and incorporated herein by this reference as though fully set out.

Sec. 3. Ratification and confirmation. All acts taken by City officers and staff prior to the enactment of this Ordinance that are consistent with and in furtherance of the purpose or intent of this Ordinance are hereby ratified and confirmed by the City Council.

Sec 4. Severability - Construction.

(1) If a section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

(2) If the provisions of this Ordinance are found to be inconsistent with the other provisions of the Des Moines Municipal Code, this Ordinance is deemed to control.

Sec 8. Effective date. This Ordinance shall take effect and be in full force (5) five days after its final passage by the Des Moines City Council.

PASSED BY the City Council of the City of Des Moines this 28th day of March, 2024 and signed in authentication thereof this 28th day of March, 2024.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

ORDINANCE NO.24-012 - APPENDIX A
SUMMARY OF SOURCES AND USES - 2024 AMENDED BUDGET

FUNDS	2024 ORIGINAL BUDGET				BUDGET AMENDMENTS		2024 AMENDED BUDGET			
	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	Ordinance 24-012		Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance
					Revenue	Expenditure				
General Fund	5,210,847	26,153,182	26,250,237	5,113,792	466,570	988,699	5,210,847	26,619,752	27,238,936	4,591,663
Special Revenue										
Streets	665,191	2,400,331	2,198,602	866,920	-	-	665,191	2,400,331	2,198,602	866,920
Arterial Pavement Pavement	2,936,917	1,122,500	1,308,000	2,751,417	-	-	2,936,917	1,122,500	1,308,000	2,751,417
Development	1,402,794	2,778,462	3,582,824	598,432	-	-	1,402,794	2,778,462	3,582,824	598,432
Police Drug Seizure	138,868	26,000	20,500	144,368	-	-	138,868	26,000	20,500	144,368
Hotel-Motel Tax	179,297	110,750	130,000	160,047	-	-	179,297	110,750	130,000	160,047
Affordable Housing Tax	88,874	30,000	30,000	88,874	-	-	88,874	30,000	30,000	88,874
American Rescue Plan Act	4,393,322	1,750	3,973,617	421,455	-	-	4,393,322	1,750	3,973,617	421,455
Redondo Zone	114,485	69,500	102,151	81,834	-	-	114,485	69,500	102,151	81,834
Waterfront Zone	95,811	260,750	356,204	357	-	-	95,811	260,750	356,204	357
BPBW Automation Fee	624,283	141,500	77,924	687,859	-	-	624,283	141,500	77,924	687,859
Urban Forestry	-	5,000	5,000	-	-	-	-	5,000	5,000	-
Abatement	65,070	5,500	2,500	68,070	-	-	65,070	5,500	2,500	68,070
Automated Speed Enforcement (ASE)	366,229	381,500	442,000	305,729	-	-	366,229	381,500	442,000	305,729
Transportation Benefit District	3,249,291	959,000	1,450,000	2,758,291	-	-	3,249,291	959,000	1,450,000	2,758,291
Total Special Revenue Funds	14,320,432	8,292,543	13,679,322	8,933,653	-	-	14,320,432	8,292,543	13,679,322	8,933,653
Debt Service										
REET 2 Debt Service	6,377	234,576	234,576	6,377	-	-	6,377	234,576	234,576	6,377
2023 LTGO Debt Service	12,360,000	800,000	9,808,000	-	-	-	12,360,000	800,000	9,808,000	3,352,000
2018 LTGO Debt Service	113,352	226,600	226,600	113,352	-	-	113,352	226,600	226,600	113,352
Total Debt Service Funds	12,479,729	1,261,176	10,269,176	119,729	-	-	12,479,729	1,261,176	10,269,176	3,471,729
Capital Project										
REET 1	2,256,606	560,000	1,545,000	1,271,606	-	-	2,256,606	560,000	1,545,000	1,271,606
REET 2	1,401,643	552,500	1,585,576	368,567	-	-	1,401,643	552,500	1,585,576	368,567
Park Levy	427,465	195,500	285,000	337,965	-	-	427,465	195,500	285,000	337,965
Park In Lieu	367,667	100,750	46,000	422,417	-	-	367,667	100,750	46,000	422,417
One Time Sales Tax	1,684,873	5,000	660,000	1,029,873	-	-	1,684,873	5,000	660,000	1,029,873
Municipal Capital Improvements	2,880,300	15,626,000	16,558,359	1,947,941	-	-	2,880,300	15,626,000	16,558,359	1,947,941
Transportation Capital Improvements	1,885,827	8,008,000	8,320,641	1,573,186	-	-	1,885,827	8,008,000	8,320,641	1,573,186
Traffic In Lieu	140,866	452,500	540,000	53,366	-	-	140,866	452,500	540,000	53,366
Traffic Impact - City Wide	616,725	301,250	473,000	444,975	-	-	616,725	301,250	473,000	444,975
Traffic Impact - Pac Ridge (S)	602,702	100,750	-	703,452	-	-	602,702	100,750	-	703,452
Total Capital Project Funds	12,264,674	25,902,250	30,013,576	8,153,348	-	-	12,264,674	25,902,250	30,013,576	8,153,348
Enterprise										
Marina	28,959,052	5,163,967	13,160,007	20,963,012	-	-	28,959,052	5,163,967	13,160,007	20,963,012
Events and Facilities Rentals	-	1,234,135	1,011,899	222,236	(1,234,135)	(1,011,899)	-	-	-	-
Surface Water Management	30,272,432	6,162,436	7,657,981	28,776,887	-	(750,000)	30,272,432	6,162,436	6,907,981	29,526,887
Total Enterprise Funds	59,231,484	12,560,538	21,829,887	49,962,135	(1,234,135)	(1,761,899)	59,231,484	11,326,403	20,067,988	50,489,899
Internal Service										
Equipment Rental Operations	205,981	1,238,024	811,082	632,923	-	-	205,981	1,238,024	811,082	632,923
Equipment Rental Replacement	4,566,172	753,280	1,122,000	4,197,452	-	-	4,566,172	753,280	1,122,000	4,197,452
Facility Repair and Replacement	430,793	461,150	546,000	345,943	-	-	430,793	461,150	546,000	345,943
Computer Replacement	1,523,954	412,800	939,985	996,769	-	-	1,523,954	412,800	939,985	996,769
Self Insurance	874,620	1,286,315	1,266,927	894,008	-	-	874,620	1,286,315	1,266,927	894,008
Unemployment Insurance	496,907	51,950	42,500	506,357	-	-	496,907	51,950	42,500	506,357
Total Internal Service Funds	8,098,427	4,203,519	4,728,494	7,573,452	-	-	8,098,427	4,203,519	4,728,494	7,573,452
	111,605,593	78,373,208	106,770,692	79,856,109	(767,565)	(773,200)	111,605,593	77,605,643	105,997,492	83,213,744



Budget Amendment

CITY OF DES MOINES, WASHINGTON

FUND	Change in Budget Increase/(Decrease)		Footnote	Description
	Revenues	Expenditures		
<i>Events and Facilities Rental Fund - 420</i>		(610,878) (97,000) (304,021)		Salaries and Benefits Supplies Services Revenue from rentals and events Interfund Loan
Total Events and Facilities Rental Fund - 420	(1,234,135)	(1,011,899)		
<i>Surface Water Management Fund - 450</i>		(750,000)		Interfund Loan
Total Surface Water Management Fund - 450	-	(750,000)		
Total Other Funds	(1,234,135)	(1,761,899)		

Removing Interfund Loan and Enterprise Fund Budget

GENERAL FUND	Change in Budget Increase/(Decrease)		Footnote	Description
	Revenues	Expenditures		
<i>Events and Facility Rentals</i>	466,570	610,878 65,000 312,821		Revenue from rentals and events Salaries and Benefits Supplies Services
Total Events and Facilities Rentals	466,570	988,699		

Events and Facility Rentals Budget – General Fund

Budget Amendment

- ▶ Motion: “I move to enact Draft Ordinance No. 24-012 relating to municipal finance, amending the 2024 Annual Budget adopted by Ordinance No. 1779.”

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Biennial Budgeting

ATTACHMENTS:

1. Draft Ordinance No. 24-016
2. Appendix A – RCW 35A.34

FOR AGENDA OF: March 28, 2024

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: March 18, 2024

CLEARANCES:

- ☐ Community Development _____
- ☐ Marina _____
- ☐ Parks, Recreation & Senior Services _____
- ☐ Public Works _____

CHIEF OPERATIONS OFFICER: _____

☒ Legal /s/MH

☒ Finance *[Signature]*

☐ Courts _____

☐ Police _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

Purpose and Recommendation

The purpose of this Agenda Item is for the City Council to consider Draft Ordinance 24-016, adopting a biennial budget process.

Suggested Motions

Motion 1: “I move to enact Draft Ordinance No. 24-016 relating to municipal finance, adopting a biennial budgeting cycle beginning with the 2025-2026 budget.”

Background

Cities, towns, and counties in Washington State operate under either an annual budget (budgeting one year at a time) or biennial budget (budgeting in two-year intervals). Budgeting for a two-year biennium has been permitted for Washington cities since 1985 when the Municipal Biennial Budget Act was adopted. In a biennial budget cycle, a legislative body may approve an appropriation, or budget, for a full two-year term without subsequent action.

If a municipality decides to change from an annual budget cycle to a biennial budget cycle, an ordinance must be passed at least six months before the beginning of the biennium.

A biennium is required by law to start with an odd-numbered year. Cities that budget on a biennial basis must adopt a budget no later than December 31 of the preceding even-numbered year. Additionally, the city must review and modify the budget between September 1 and December 31 of the first (odd-numbered) year of the biennium.

Discussion

Annual budgeting and biennial budgeting each have their advantages and disadvantages. Below is a discussion of the advantages and disadvantages of biennial budgeting:

Commonly cited advantages

- Encourages a long-term planning focus over multiple years instead of just balancing the budget for a single year,
- Reducing the total amount of time spent budgeting over a two-year period and freeing up time for other projects in year two. In year two, all city departments would benefit from the time savings, and
- Budgets could be less politicized as the budgets would only be adopted in non-election years.

Commonly cited disadvantages

- More time and effort to develop the budget in year one,
- A perceived loss of control by the legislative body, since they are approving the budget for two years at a time,
- More difficulty and uncertainty forecasting revenues/expenditures further into the future, and
- Some jurisdictions spending too much time on budget amendments or the mid-biennium review and adjustment, eliminating any time savings in year two.

Biennial budgeting is a common practice in Washington State. Nearby cities that follow a biennial cycle include: Auburn, Bellevue, Bonney Lake, Burien, Federal Way, Fife, Issaquah, Kent, Maple Valley, Normandy Park, Puyallup, Renton, SeaTac, Sumner, Tacoma, Tukwila, and University Place.

Given the financial challenges facing the City, it is the opinion of Finance that the City could benefit greatly from a process that places emphasis on a longer-term perspective. Departments throughout the City could also focus on other projects in year two, which is a more efficient use of City resources.

Recommendation

Staff recommends enacting Draft Ordinance 24-016.

CITY ATTORNEY'S FIRST DRAFT 03/07/2024

DRAFT ORDINANCE NO. 24-016

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to municipal finance; adopting a biennial budget for the City of Des Moines; adding a new chapter to Title 3 DMMC; and amending DMMC 2.28.060, 3.48.070, 3.48.150, 3.51.010, 3.51.101, 3.52.010, 3.56.010, 3.100.020, 18.240.070, and 18.240.120.

WHEREAS, the City of Des Moines is an Optional Municipal Code City governed under Title 35A RCW, and

WHEREAS, code cities are by default required to budget on an annual basis, governed by RCW chapter 35A.33, and

WHEREAS, the City of Des Moines since its inception has budgeted on an annual basis, and

WHEREAS, enormous quantities of staff time are spent over the course of several months every year producing a complete budget for the following year, and

WHEREAS, pursuant to RCW 35A.34.040, a code city is authorized by ordinance of the City Council to establish a biennial budget, and

WHEREAS, biennial budgeting reduces staff and Council time required to adopt a full budget every year, freeing time to pursue other projects, and

WHEREAS, biennial budgeting encourages cities to think strategically over multiple years rather than focusing on balancing the budget for a single year, and

WHEREAS, all neighboring cities and virtually all nearby cities have adopted biennial budgeting as a successful strategy, and

WHEREAS, the City Council finds that freeing up City resources that would otherwise be spent preparing budgets every year and the ability to plan long term will allow the City to better serves the residents of Des Moines, and

Ordinance No. ____
Page 2 of 10

WHEREAS, the change to a biennial budget will require certain textual code amendments to accurately reflect the change, and

WHEREAS, the City Council finds that the adoption of this ordinance is appropriate and necessary for the preservation of the public health, safety, and general welfare; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES ORDAINS AS FOLLOWS:

Sec. 1. New Section. A new section is added to Title 3 DMMC to read as follows:

Biennial Budget.

Pursuant to Chapter 35A.34 RCW, there is hereby established a biennial budget for the City of Des Moines, beginning with the biennium starting January 1, 2025. The 2025-2026 Biennial Budget and all subsequent budgets shall be prepared, considered, and adopted under the provisions of this chapter and Chapter 35A.34 RCW.

Sec. 2. New Section. A new section is added to Title 3 DMMC to read as follows:

Mid-Biennial Review.

Pursuant to Chapter 35A.34 RCW the City Council hereby provides for mid-biennial review and modification of each biennial budget. The modification shall occur no sooner than eight (8) months after the start, but no later than the conclusion of the first year of the biennium, as follows:

(1) No sooner than eight months after the start of the fiscal biennium, the City Manager shall prepare a proposed budget modification and shall provide for publication of notice of hearings consistent with publication of notices for adoption of other ordinances of the City of Des Moines.

(2) The City Manager's proposed budget modification shall be submitted to the City Council and shall be filed with the City

Ordinance No. ____
Page 3 of 10

Clerk as a public record to be made available to the public prior to consideration by the City Council.

(3) A public hearing regarding the modification shall be advertised at least once and shall be held at a regular City Council meeting no later than the first regular Council meeting in December and may be continued from time to time. At such a hearing or thereafter, the Council may consider a proposed ordinance to carry out such modifications, which such ordinance shall be subject to the provisions of Chapter 35A.34 RCW.

(4) A complete copy of the budget modification as adopted shall be transmitted to the state auditor and to the association of Washington cities.

Sec. 3. DMMC 2.28.060 and section 7 of Ordinance No. 610 as amended by section 2(7)(part) of Ordinance No. 1135 as amended by section 2 of Ordinance No. 1349 as amended by section 1 of Ordinance No. 1624 are each amended to read as follows:

Compensation. Compensation for the municipal court judge and magistrate shall be set in the ~~annual~~biennial budget ordinance of the city. Judges pro tem shall be compensated pro rata at the compensation rate of the municipal court judge. Commencing September 1, 2015, and thereafter on the first day of September of each successive year, the salary of the Des Moines municipal court judge shall automatically be adjusted to an amount equal to 95 percent of the salary of district court judges as set by the Washington Citizens' Commission on Salaries for Elected Officials for the succeeding year.

Sec. 4. DMMC 3.48.070 and section 25 of Ordinance No. 1144 as amended by section 1 of Ordinance No. 1189 as section 1 of Ordinance No. 1352 as amended by section 1 of Ordinance No. 1642 are each amended to read as follows:

Municipal capital and construction fund.

(1) There is created a "municipal capital and construction fund."

(2) The purpose of the municipal capital and construction fund is for the receipt and expenditure of moneys used to

finance local improvements, including those listed in RCW 35.43.040 as presently constituted or as may be subsequently amended.

(3) Moneys for the municipal capital and construction fund consist of taxes collected under the provisions of Ordinance No. 652 as amended, funds appropriated ~~annually and from time to time~~ by the City Council, and from such other sources as the City Council may determine for deposit in the municipal capital and construction fund.

(4) The municipal capital and construction fund excludes enterprise funds' and internal service funds' capital and construction activity.

Sec. 5. DMMC 3.48.150 and section 2 of Ordinance No. 1642 are each amended to read as follows:

Debt service fund.

(1) There is created a "debt service fund."

(2) The purpose of the debt service fund is for the receipt and expenditure of moneys used to pay for general governmental activities' debt service. Debt service for enterprise funds is paid by the enterprise funds.

(3) Moneys for the debt service fund consist of funds received from the State, appropriated ~~annually and from time to time~~ by the City Council, and from such other sources as the City Council may determine.

Sec. 6. DMMC 3.51.010 and section 1(part) of Ordinance No. 1638 are each amended to read as follows:

General provisions.

(1) Identity and Accounting. Except as otherwise provided in this chapter, each special revenue fund has a separate accounting and identity from other monetary resources of the City.

(2) Sources of Moneys. Except as otherwise provided in this chapter, each special revenue fund receives moneys restricted or designated for the fund's purpose. A substantial amount of each fund's revenues must come from restricted sources.

(3) Expenditures from Funds. Except as otherwise provided in this chapter, expenditures from special revenue funds must be made in accordance to the fund's restrictions.

(4) Transfers from Funds. Moneys in a special revenue fund may be transferred to another City fund as long as the expenditure by the other fund meets the requirements and restrictions related to the special revenue fund's restricted revenues.

(5) ~~Annual~~ Carryover. Except as otherwise provided in this chapter, moneys that have been deposited in each special revenue fund are maintained and carried forward at the end of each ~~budget year~~ fiscal biennium, including interest from investment earnings of the funds and excluding authorized expenditures.

Sec. 7. DMMC 3.51.101 and section 30 of Ordinance No. 1144 as amended by section 11(6) of Ordinance No. 1642 are each amended to read as follows:

Street fund.

(1) There is created a "street fund."

(2) The purpose of the street fund is for the receipt and expenditure of moneys used to construct or maintain streets.

(3) Moneys for the street fund consist of funds received from the state, appropriated ~~annually and from time to time~~ by the city council, and from such other sources as the city council may determine.

Sec. 8. DMMC 3.52.010 and section 32 of Ordinance No. 1144 as amended by section 4 of Ordinance No. 1642 are each amended to read as follows:

General provisions.

(1) Identity and Accounting. Except as otherwise provided in this chapter, each enterprise fund has a separate accounting and identity from other monetary resources of the City.

(2) Sources of Moneys. Except as otherwise provided in this chapter, each enterprise fund receives moneys predominately from external user fees.

(3) Expenditures from Funds. Except as otherwise provided in this chapter, expenditures from each enterprise fund are authorized by motion of the City Council for purposes and uses consistent with law.

(4) Transfers from Funds. Except as otherwise provided in this chapter, excess moneys in an enterprise fund may be not be transferred to another City fund.

(5) ~~Annual~~ Carryover. Except as otherwise provided in this chapter, moneys that have been deposited in each enterprise fund are maintained and carried forward at the end of each ~~budget—year~~fiscal biennium, including interest from investment earnings of the funds and excluding authorized expenditures.

Sec. 9. DMMC 3.56.010 and section 39 of Ordinance No. 1144 are each amended to read as follows:

General Provisions.

(1) Identity and Accounting. Except as otherwise provided in this chapter, each internal service fund has a separate accounting and identity from other monetary resources of the city.

(2) Sources of Moneys. Except as otherwise provided in this chapter, each internal service fund receives moneys budgeted ~~annually~~biennially by all city departments using the item or service described in the purpose of the fund.

(3) Expenditures from Funds. Except as otherwise provided in this chapter, expenditures from internal service funds are made by the city manager and as provided in the annual budget.

(4) Transfers from Funds. Except as otherwise provided in this chapter, excess moneys in an internal service fund may be transferred by motion of the city council to another city fund that the city council, in its discretion, deems appropriate.

(5) ~~Annual~~ Carryover. Except as otherwise provided in this chapter, moneys that have been deposited in each internal service fund are maintained and carried forward at the end of each ~~budget year~~fiscal biennium, including interest from investment earnings of the funds and excluding authorized expenditures.

Sec. 10. DMMC 3.100.020 and section 1(part) of Ordinance No. 1561 as amended by section 1 of Ordinance No. 1607 as amended by section 1 of Ordinance No. 1637 as amended by section 1 of Ordinance No. 1735 as amended by section 1 of Ordinance No. 1741 as amended by section 1 of Ordinance No. 1766 as amended by section 1 of Ordinance No. 1781 are each amended to read as follows:

Phased-in expenditure requirements created.

(1) For the calendar year of 2024, the total amount of one-time revenues to be used to fund the 2024 general fund budget shall not be restricted.

(2) For the ~~calendar year of 2025-2026~~ fiscal biennium and beyond, no one-time revenues shall be used to fund the general fund budget.

Sec. 11. DMMC 18.240.070 and section 586 of Ordinance No. 1591 are each amended to read as follows:

Appointment - Qualifications - Term and compensation.

(1) The Hearing Examiner is nominated by the City Manager or the City Manager's designee and confirmed by the City Council by majority vote.

(2) The deputy Hearing Examiner is nominated by the City Manager or the City Manager's designee upon recommendation of the Hearing Examiner and likewise confirmed by the City Council. Such deputy or examiner pro tem shall have the power to perform the duties of the Hearing Examiner whenever the Hearing Examiner is absent, has a conflict of interest, or otherwise so requests.

(3) The qualifications for the office of Hearing Examiner are expertise in land use law and planning and the training and experience necessary to conduct administrative or quasi-judicial hearings and issue decisions on administrative and land use planning and regulatory matters.

(4) The Hearing Examiner and deputy Hearing Examiner shall be appointed to their respective offices for a term which shall initially expire one year following the date of original appointment and thereafter expire four years following the date of each reappointment.

(5) The Hearing Examiner shall receive compensation at the rate set in the ~~annual~~biennial budget ordinance of the City. Deputy Hearing Examiners shall receive compensation pro rata based on the rate set for the Hearing Examiner.

(6) The City Manager or the City Manager's designee is authorized to appoint a temporary Hearing Examiner for the City during such time as the regular position of Hearing Examiner is vacant. Such individual shall carry out the functions of the Hearing Examiner as described in this chapter. The temporary appointment authorized in this section shall not be construed as the initial term of appointment of the Hearing Examiner contemplated under this chapter. Such temporary appointment shall be for a period of no longer than six months.

Sec. 12. DMMC 18.240.120 and section 591 of Ordinance No. 1591 are each amended to read as follows:

Budget - Administrative support. The Hearing Examiner will be provided with such funds and administrative support as are

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adopted ~~annually~~biennially by the City Council upon recommendation of the City Manager or the City Manager's designee. The Hearing Examiner will meet annually with the City Manager or the City Manager's designee for this purpose.

Sec. 13. Codification. Sections 1 and 2 of this Ordinance shall be codified as a new chapter in Title 3 DMMC entitled *Biennial budget*.

Sec. 14. Severability - Construction.

(1) If a section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

(2) If the provisions of this Ordinance are found to be inconsistent with other provisions of the Des Moines Municipal Code, this Ordinance is deemed to control.

Sec. 15. Effective date. This Ordinance shall take effect and be in full force five (5) days after its final passage by the Des Moines City Council in accordance to law.

PASSED BY the City Council of the City of Des Moines this ____ day of _____, 2024 and signed in authentication thereof this ____ day of _____, 2024.

M A Y O R

APPROVED AS TO FORM:

Acting City Attorney

ATTEST:

Ordinance No. ____
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City Clerk

Published:

**Chapter 35A.34 RCW
BIENNIAL BUDGETS**

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RCW 35A.34.010 Legislative intent. See RCW 35.34.010.

RCW 35A.34.020 Application of chapter. This chapter applies to all code cities which have by ordinance adopted this chapter authorizing the adoption of a fiscal biennium budget. [1985 c 175 § 34.]

RCW 35A.34.030 Definitions. Unless the context clearly indicates otherwise, the definitions in this section apply throughout this chapter.

(1) "Clerk" includes the officer performing the functions of a finance or budget director, comptroller, auditor, or by whatever title the officer may be known in any code city.

(2) "Department" includes each office, division, service, system, or institution of the city for which no other statutory or charter provision is made for budgeting and accounting procedures or controls.

(3) "Legislative body" includes the council, commission, or any other group of officials serving as the legislative body of a code city.

(4) "Chief administrative officer" includes the mayor of cities having a mayor-council plan of government, the commissioners in cities having a commission plan of government, the manager, or any other city official designated by the charter or ordinances of such city under the plan of government governing the same, or the budget or finance officer designated by the mayor, manager, or commissioners, to perform the functions, or portions thereof, contemplated by this chapter.

(5) "Fiscal biennium" means the period from January 1 of each odd-numbered year through December 31 of the next succeeding even-numbered year.

(6) "Fund" and "funds" where clearly used to indicate the plural of "fund" means the budgeting or accounting entity authorized to provide a sum of money for specified activities or purposes.

(7) "Funds" where not used to indicate the plural of "fund" means money in hand or available for expenditure or payment of a debt or obligation.

(8) Except as otherwise defined in this chapter, municipal accounting terms used in this chapter have the meaning prescribed by the state auditor pursuant to RCW 43.09.200. [1985 c 175 § 35.]

"Fiscal biennium" defined: RCW 1.16.020.

RCW 35A.34.040 Biennial budget authorized—Limitations. All code cities are authorized to establish by ordinance a two-year fiscal biennium budget. The ordinance shall be enacted at least six months prior to commencement of the fiscal biennium and this chapter applies to all code cities which utilize a fiscal biennium budget. Code cities which establish a fiscal biennium budget are authorized to repeal such ordinance and provide for reversion to a fiscal year budget. The ordinance may only be repealed effective as of the conclusion of a fiscal biennium. However, the city shall comply with chapter 35A.33 RCW in developing and adopting the budget for the first fiscal year following repeal of the ordinance. [1985 c 175 § 36.]

RCW 35A.34.050 Budget estimates—Submittal. On or before the second Monday of the fourth month prior to the beginning of the city's next fiscal biennium, or at such other time as the city may provide by ordinance or charter, the clerk shall notify in writing the head of each department of a city to file with the clerk within fourteen days of the receipt of such notification, detailed estimates of the probable revenue from sources other than ad valorem taxation and of all expenditures required by the department for the ensuing fiscal biennium. The notice shall be accompanied by the proper forms provided by the clerk, prepared in accordance with the requirements and classification established by the state auditor. The clerk shall prepare the estimates for interest and debt redemption requirements and all other estimates, the preparation of which falls properly within the duties of the clerk's office. The chief administrative

officers of the city shall submit to the clerk detailed estimates of all expenditures proposed to be financed from the proceeds of bonds or warrants not yet authorized, together with a statement of the proposed method of financing them. In the absence or disability of the official or person regularly in charge of a department, the duties required by this section shall devolve upon the person next in charge of such department. [1995 c 301 § 55; 1985 c 175 § 37.]

RCW 35A.34.060 Budget estimates—Classification and segregation.

All estimates of receipts and expenditures for the ensuing fiscal biennium shall be fully detailed in the biennial budget and shall be classified and segregated according to a standard classification of accounts to be adopted and prescribed by the state auditor after consultation with the Washington finance officers association, the association of Washington cities, and the association of Washington city managers. [1995 c 301 § 56; 1985 c 175 § 38.]

RCW 35A.34.070 Proposed preliminary budget. On or before the first business day in the third month prior to the beginning of the biennium of a city or at such other time as the city may provide by ordinance or charter, the clerk or other person designated by the charter, by ordinances, or by the chief administrative officer of the city shall submit to the chief administrative officer a proposed preliminary budget which shall set forth the complete financial program of the city for the ensuing fiscal biennium, showing the expenditure program requested by each department and the sources of revenue by which each such program is proposed to be financed.

The revenue section shall set forth in comparative and tabular form for each fund the actual receipts for the last completed fiscal biennium, the estimated receipts for the current fiscal biennium, and the estimated receipts for the ensuing fiscal biennium, which shall include the amount to be raised from ad valorem taxes and unencumbered fund balances estimated to be available at the close of the current fiscal biennium. However, if the city was not utilizing a fiscal biennium budget for the previous three years, it shall set forth its fiscal years' revenues to reflect actual and estimated receipts as if it had previously utilized a biennial budgetary process.

The expenditure section shall set forth in comparative and tabular form for each fund and every department operating within each fund the actual expenditures for the last completed fiscal biennium, the appropriations for the current fiscal biennium, and the estimated expenditures for the ensuing fiscal biennium. However, if the city was not utilizing a fiscal biennium budget for the previous three years, it shall set forth its fiscal years' expenditures to reflect actual and estimated levels as if it had previously utilized a biennial budgetary process. The expenditure section shall further set forth separately the salary or salary range for each office, position, or job classification together with the title or position designation thereof. However, salaries may be set out in total amounts under each department if a detailed schedule of such salaries and positions be attached and made a part of the budget document. [1985 c 175 § 39.]

RCW 35A.34.080 Preliminary budget. The chief administrative officer shall prepare the preliminary budget in detail, making any revisions or additions to the reports of the department heads deemed advisable by such chief administrative officer. At least sixty days before the beginning of the city's next fiscal biennium the chief administrative officer shall file it with the clerk as the recommendation of the chief administrative officer for the final budget. The clerk shall provide a sufficient number of copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers therefor and have them available for distribution not later than six weeks before the beginning of the city's next fiscal biennium. [1985 c 175 § 40.]

RCW 35A.34.090 Budget message—Hearings. (1) In every city, a budget message prepared by or under the direction of the city's chief administrative officer shall be submitted as a part of the preliminary budget to the city's legislative body at least sixty days before the beginning of the city's next fiscal biennium and shall contain the following:

- (a) An explanation of the budget document;
 - (b) An outline of the recommended financial policies and programs of the city for the ensuing fiscal biennium;
 - (c) A statement of the relation of the recommended appropriation to such policies and programs;
 - (d) A statement of the reason for salient changes from the previous biennium in appropriation and revenue items; and
 - (e) An explanation for any recommended major changes in financial policy.
- (2) Prior to the final hearing on the budget, the legislative body or a committee thereof shall schedule hearings on the budget or parts thereof, and may require the presence of department heads to give information regarding estimates and programs. [1985 c 175 § 41.]

RCW 35A.34.100 Budget—Notice of hearing. Immediately following the filing of the preliminary budget with the clerk, the clerk shall publish a notice once a week for two consecutive weeks stating that the preliminary budget for the ensuing fiscal biennium has been filed with the clerk, that a copy thereof will be made available to any taxpayer who will call at the clerk's office therefor, that the legislative body of the city will meet on or before the first Monday of the month next preceding the beginning of the ensuing fiscal biennium for the purpose of fixing the final budget, designating the date, time, and place of the legislative budget meeting, and that any taxpayer may appear thereat and be heard for or against any part of the budget. The publication of the notice shall be made in the official newspaper of the city if there is one, otherwise in a newspaper of general circulation in the city. If there is no newspaper of general circulation in the city, then notice may be made by posting in three public places fixed by ordinance as the official places for posting the city's official notices. [1985 c 175 § 42.]

RCW 35A.34.110 Budget—Hearing. The legislative body shall meet on the day fixed by RCW 35A.34.100 for the purpose of fixing the final

budget of the city at the time and place designated in the notice thereof. Any taxpayer may appear and be heard for or against any part of the budget. The hearing may be continued from day to day but not later than the twenty-fifth day prior to commencement of the city's fiscal biennium. [1985 c 175 § 43.]

RCW 35A.34.120 Budget—Adoption. Following conclusion of the hearing, and prior to the beginning of the fiscal biennium, the legislative body shall make such adjustments and changes as it deems necessary or proper and, after determining the allowance in each item, department, classification, and fund, shall by ordinance adopt the budget in its final form and content. Appropriations shall be limited to the total estimated revenues contained therein including the amount to be raised by ad valorem taxes and the unencumbered fund balances estimated to be available at the close of the current fiscal biennium. Such ordinances may adopt the final budget by reference. However, the ordinance adopting the budget shall set forth in summary form the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined.

A complete copy of the final budget as adopted shall be transmitted to the state auditor and to the association of Washington cities. [1995 c 301 § 57; 1985 c 175 § 44.]

RCW 35A.34.130 Budget—Mid-biennial review and modification. The legislative authority of a city having adopted the provisions of this chapter shall provide by ordinance for a mid-biennial review and modification of the biennial budget. The ordinance shall provide that such review and modification shall occur no sooner than eight months after the start nor later than conclusion of the first year of the fiscal biennium. The chief administrative officer shall prepare the proposed budget modification and shall provide for publication of notice of hearings consistent with publication of notices for adoption of other city ordinances. City ordinances providing for a mid-biennial review and modification shall establish procedures for distribution of the proposed modification to members of the city legislative authority, procedures for making copies available to the public, and shall provide for public hearings on the proposed budget modification. The budget modification shall be by ordinance approved in the same manner as are other ordinances of the city.

A complete copy of the budget modification as adopted shall be transmitted to the state auditor and to the association of Washington cities. [1995 c 301 § 58; 1985 c 175 § 45.]

RCW 35A.34.140 Emergency expenditures—Nondebatable emergencies. Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by law enacted since the last budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after

adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefor without notice or hearing. [1985 c 175 § 46.]

RCW 35A.34.150 Emergency expenditures—Other emergencies—Hearing. If a public emergency which could not reasonably have been foreseen at the time of filing the preliminary budget requires the expenditure of money not provided for in the budget, and if it is not one of the emergencies specifically enumerated in RCW 35A.34.140, the city legislative body before allowing any expenditure therefor shall adopt an ordinance stating the facts constituting the emergency and the estimated amount required to meet it and declaring that an emergency exists.

The ordinance shall not be voted on until five days have elapsed after its introduction, and for passage shall require the vote of one more than the majority of all members of the legislative body of the city.

Any taxpayer may appear at the meeting at which the emergency ordinance is to be voted on and be heard for or against the adoption thereof. [1985 c 175 § 47.]

RCW 35A.34.160 Emergency expenditures—Warrants—Payment. All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest, and be called in the same manner as other registered warrants as prescribed in RCW 35A.21.110. [1985 c 175 § 48.]

RCW 35A.34.170 Registered warrants—Payment. In adopting the final budget for any fiscal biennium, the legislative body shall appropriate from estimated revenue sources available, a sufficient amount to pay the principal and interest on all outstanding registered warrants issued since the adoption of the last preceding budget except those issued and identified as revenue warrants and except those for which an appropriation previously has been made. However, no portion of the revenues which are restricted in use by law may be appropriated for the redemption of warrants issued against a utility or other special purpose fund of a self-supporting nature. In addition, all or any portion of the city's outstanding registered warrants may be funded into bonds in any manner authorized by law. [1985 c 175 § 49.]

RCW 35A.34.180 Adjustment of wages, hours and conditions of employment. Notwithstanding the appropriations for any salary or salary range of any employee or employees adopted in a final budget, the legislative body of any city may, by ordinance, change the wages,

hours, and conditions of employment of any or all of its appointive employees if sufficient funds are available for appropriation to such purposes. [1985 c 175 § 50.]

RCW 35A.34.190 Forms—Accounting—Supervision by state. The state auditor is empowered to make and install the forms and classifications required by this chapter to define what expenditures are chargeable to each budget class and to establish the accounting and cost systems necessary to secure accurate budget information. [1995 c 301 § 59; 1985 c 175 § 51.]

RCW 35A.34.200 Funds—Limitations on expenditures—Transfers and adjustments. (1) The expenditures as classified and itemized in the final budget shall constitute the city's appropriations for the ensuing fiscal biennium. Unless otherwise ordered by a court of competent jurisdiction, and subject to further limitations imposed by ordinance of the city, the expenditure of city funds or the incurring of current liabilities on behalf of the city shall be limited to the following:

(a) The total amount appropriated for each fund in the budget for the current fiscal biennium, without regard to the individual items contained therein, except that this limitation does not apply to wage adjustments authorized by RCW 35A.34.180;

(b) The unexpended appropriation balances of a preceding budget which may be carried forward from prior fiscal periods pursuant to RCW 35A.34.270;

(c) Funds received from the sale of bonds or warrants which have been duly authorized according to law;

(d) Funds received in excess of estimated revenues during the current fiscal biennium, when authorized by an ordinance amending the original budget; and

(e) Expenditures authorized by budget modification as provided by RCW 35A.34.130 and those required for emergencies, as authorized by RCW 35A.34.140 and 35A.34.150.

(2) Transfers between individual appropriations within any one fund may be made during the current fiscal biennium by order of the city's chief administrative officer subject to such regulations, if any, as may be imposed by the city legislative body. Notwithstanding the provisions of RCW 43.09.210 or of any statute to the contrary, transfers, as authorized in this section, may be made within the same fund regardless of the various offices, departments, or divisions of the city which may be affected.

(3) The city legislative body, upon a finding that it is to the best interests of the city to decrease, revoke, or recall all or any portion of the total appropriations provided for any one fund, may, by ordinance, approved by the vote of one more than the majority of all members thereof, stating the facts and findings for doing so, decrease, revoke, or recall all or any portion of an unexpended fund balance, and by said ordinance, or a subsequent ordinance adopted by a like majority, the moneys thus released may be reappropriated for another purpose or purposes, without limitation to department, division, or fund, unless the use of such moneys is otherwise restricted by law, charter, or ordinance. [1985 c 175 § 52.]

RCW 35A.34.205 Administration, oversight, or supervision of utility—Reimbursement from utility budget authorized. Whenever any code city apportions a percentage of the city manager's, administrator's, or supervisor's time, or the time of other management or general government staff, for administration, oversight, or supervision of a utility operated by the city, or to provide services to the utility, the utility budget may identify such services and budget for reimbursement of the city's current expense fund for the value of such services. [1991 c 152 § 4.]

RCW 35A.34.210 Liabilities incurred in excess of budget. Liabilities incurred by any officer or employee of the city in excess of any budget appropriations shall not be a liability of the city. The clerk shall issue no warrant and the city legislative body or other authorized person shall approve no claim for an expenditure in excess of the total amount appropriated for any individual fund, except upon an order of a court of competent jurisdiction or for emergencies as provided in this chapter. [1985 c 175 § 53.]

RCW 35A.34.220 Funds received from sales of bonds and warrants—Expenditures program—Federal tax law. Moneys received from the sale of bonds or warrants must be used for no other purpose than that for which they were issued. If any unexpended fund balance remains from the proceeds realized from the bonds or warrants after the accomplishment of the purpose for which they were issued, it must be used for the payment of principal of or interest on such indebtedness consistent with applicable provisions of federal tax law. Where a budget contains an expenditure program to be partially or wholly financed from a bond issue to be authorized thereafter, expenditures of amounts anticipated to be reimbursed from the proceeds of the issuance and sale of such bonds must be made or incurred consistent with any applicable federal tax law requirements. [2011 c 210 § 5; 1985 c 175 § 54.]

Application to previously issued bonds—2011 c 210: See note following RCW 39.46.040.

RCW 35A.34.230 Revenue estimates—Amount to be raised by ad valorem taxes. At a time fixed by the city's ordinance or city charter, not later than the first Monday in October of the second year of each fiscal biennium, the chief administrative officer shall provide the city's legislative body with current information on estimates of revenues from all sources as adopted in the budget for the current biennium, together with estimates submitted by the clerk under RCW 35A.34.070. The city's legislative body and the city's administrative officer or the officer's designated representative shall consider the city's total anticipated financial requirements for the ensuing fiscal biennium, and the legislative body shall determine and fix by ordinance the amount to be raised the first year of the biennium by ad valorem taxes. The legislative body shall review such information as is provided by the chief administrative officer and shall adopt an ordinance establishing the amount to be raised by ad valorem taxes during the second year of the biennium. Upon adoption of

the ordinance fixing the amount of ad valorem taxes to be levied, the clerk shall certify the same to the county legislative authority as required by RCW 84.52.020. [1985 c 175 § 55.]

RCW 35A.34.240 Funds—Quarterly report of status. At such intervals as may be required by city charter or city ordinance, however, being not less than quarterly, the clerk shall submit to the city's legislative body and chief administrative officer a report showing the expenditures and liabilities against each separate budget appropriation incurred during the preceding reporting period and like information for the whole of the current fiscal biennium to the first day of the current reporting period together with the unexpended balance of each appropriation. The report shall also show the receipts from all sources. [1985 c 175 § 56.]

RCW 35A.34.250 Contingency fund—Creation. Every city may create and maintain a contingency fund to provide moneys with which to meet any municipal expense, the necessity or extent of which could not have been foreseen or reasonably evaluated at the time of adopting the annual budget, or from which to provide moneys for those emergencies described in RCW 35A.34.140 and 35A.34.150. Such fund may be supported by a budget appropriation from any tax or other revenue source not restricted in use by law, or also may be supported by a transfer from other unexpended or decreased funds made available by ordinance as set forth in RCW 35A.34.200. However, the total amount accumulated in such fund at any time shall not exceed the equivalent of thirty-seven and one-half cents per thousand dollars of assessed valuation of property within the city at such time. Any moneys in the emergency fund at the end of the fiscal biennium shall not lapse except upon reappropriation by the council to another fund in the adoption of a subsequent budget. [1985 c 175 § 57.]

RCW 35A.34.260 Contingency fund—Withdrawals. No money shall be withdrawn from the contingency fund except by transfer to the appropriate operating fund authorized by a resolution or ordinance of the legislative body of the city, adopted by a majority vote of the entire legislative body, clearly stating the facts constituting the reason for the withdrawal or the emergency as the case may be, specifying the fund to which the withdrawn money shall be transferred. [1985 c 175 § 58.]

RCW 35A.34.270 Unexpended appropriations. All appropriations in any current operating fund shall lapse at the end of each fiscal biennium. However, this shall not prevent payments in the following biennium upon uncompleted programs or improvements in progress or on orders subsequently filled or claims subsequently billed for the purchase of material, equipment, and supplies or for personal or contractual services not completed or furnished by the end of the fiscal biennium, all of which have been properly budgeted and contracted for prior to the close of such fiscal biennium, but furnished or completed in due course thereafter.

All appropriations in a special fund authorized by ordinance or by state law to be used only for the purpose or purposes therein specified, including any cumulative reserve funds lawfully established in specific or general terms for any municipal purpose or purposes, or a contingency fund as authorized by RCW 35A.34.250, shall not lapse, but shall be carried forward from biennium to biennium until fully expended or the purpose has been accomplished or abandoned, without necessity of reappropriation.

The accounts for budgetary control for each fiscal biennium shall be kept open for twenty days after the close of such fiscal biennium for the purpose of paying and recording claims for indebtedness incurred during such fiscal biennium; any claim presented after the twentieth day following the close of the fiscal biennium shall be paid from appropriations lawfully provided for the ensuing period, including those made available by provisions of this section, and shall be recorded in the accounts for the ensuing fiscal biennium. [1985 c 175 § 59.]

RCW 35A.34.280 Violations and penalties. Upon the conviction of any city official, department head, or other city employee of knowingly failing, or refusing, without just cause, to perform any duty imposed upon such officer or employee by this chapter, or city charter or city ordinance, in connection with the giving of notice, the preparing and filing of estimates of revenues or expenditures or other information required for preparing a budget report in the time and manner required, or of knowingly making expenditures in excess of budget appropriations, the official or employee shall be guilty of a misdemeanor and shall be fined not more than five hundred dollars for each separate violation. [1985 c 175 § 60.]



Biennial Budgeting

CITY OF DES MOINES, WASHINGTON

BUDGETING IN WASHINGTON STATE

- ▶ Municipal Biennial Budget Act of 1985
 - ▶ Annual or Biennial Budgeting
- ▶ Cities can change to a biennial cycle through issuing an ordinance
 - ▶ The ordinance must be passed six months before beginning of the biennium
 - ▶ A biennium is required by law to start with an odd-numbered year
- ▶ Biennial budgeting is a common practice for cities in Washington State

Budget Cycle – Year One (2024)

Budget Calendar			
Major Steps in Process	City Manager/ Management Team	Committee Meetings	City Council
Preliminary Discussion 2024-2029 CIP Plan to Municipal Facilities and Economic Development Committees		July thru August 2024	
CIP Presented to Council			September 12, 2024
Review Financial/Budget Policies	May-2024		
Determine/Discuss Budget Assumptions	June-2024		
Economic Data - Trends and Comparisons	June-2024		
Update Indirect Cost Allocation Plan	July 31, 2024		
Develop Baseline Budget - Operating Funds Revenue & Expense	To Depts - June 15, 2024 Due - July 15, 2023		
Department Meetings with City Manager	July 17, 2024 thru July 31, 2024		
Initial Five-Year Forecast	August 9, 2024		
Budget and Capital Balancing/Decisions - Finance meets with City Manager and Assistant City Manager to review requests, make decisions and balance funds - meet at least twice a week	August 12, 2024 thru August 23, 2024		
Develop powerpoint with City Manager and Directors	August 26, 2024 thru August 30, 2024		
Powerpoint for Retreat to be completed by	August 30, 2024		
Update Baseline Budget - Revenue & Expense	September		
Budget Message - Draft	September 4th thru 22nd		
Budget Retreat	September 5, 2024		

Budget Cycle – Year One (2024)



Budget Calendar			
Major Steps in Process	City Manager/ Management Team	Committee Meetings	City Council
Finance Prepares Preliminary Budget	September		
Complete 2025/2026 Preliminary Biennial Budget		By October 1st	
Present 2025/2026 Preliminary Biennial Budget			
Present to City Council - Preliminary 2025/2026 Biennial Budget			September 5, 2024
Public Hearing: Preliminary 2025/2026 Biennial Budget - 1st Reading			October 24, 2024
Public Hearing and Adoption: General Property Tax Levy and Revenue Sources			November 14, 2024
Public Hearing and Adoption: Preliminary 2025/2026 Biennial Budget - 2nd Reading			November 14, 2024
Public Hearing and Adoption: Revised 2024 Annual Budget			November 14, 2024

Budget Cycle – Year Two (2025)

Mid-Biennium Review			
Major Steps in Process	City Manager/ Management Team	Committee Meetings	City Council
Preliminary Discussion 2025-2030 CIP Plan to Municipal Facilities and Economic Development Committees		July thru August 2025	
CIP Presented to Council			September 11, 2025
Update Indirect Cost Allocation Plan	July 31, 2025		
Determine/Discuss Budget Assumptions	August-2025		
Economic Data - Trends and Comparisons	August-2025		
Call for mid-biennium review and adjustments	August 1, 2025		
Five-Year Forecast	September 1, 2025		
Mid-biennium adjustment requests due to Finance	September 15, 2025		
Finance/City Manager review budget adjustments	September 16, 2025 thru September 22, 2025		
Budget Adjustment update presented to Finance Committee		October 2, 2025	
First Public Hearing: 2025-2026 Budget Adjustments			October 23, 2025
Second Public Hearing: 2025-2026 Budget Adjustments			November 6, 2025

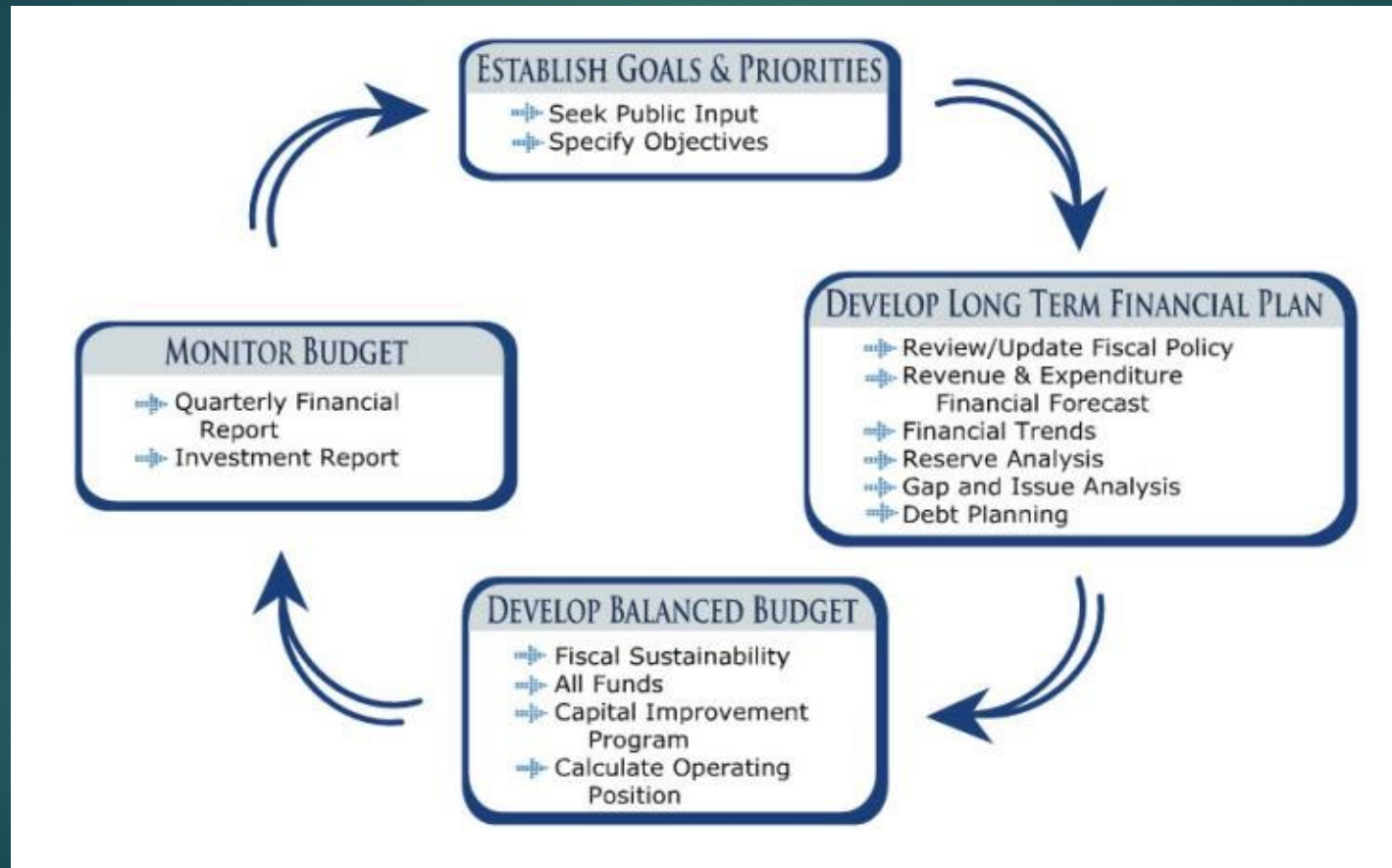
Advantages to Biennial Budgeting

- ▶ Encourages a long-term planning focus over multiple years instead of just balancing the budget for a single year,
- ▶ Reducing the total amount of time spent budgeting over a two-year period and freeing up time for other projects in year two. In year two, all City departments would benefit from time savings.
- ▶ Budgets could be less politicized as the budgets would only be adopted in non-election years.

Disadvantages to Biennial Budgeting

- ▶ More time and effort to develop the budget in year one,
- ▶ A perceived loss of control by the legislative body, since they are approving the budget for two years at a time,
- ▶ More difficulty and uncertainty forecasting revenues/expenditures further into the future, and
- ▶ Some jurisdictions spending too much time on budget amendments or the mid-biennium review and adjustment, eliminating any time savings in year two

Long-term Financial Planning



Motions

Motion 1: “I move to enact Draft Ordinance No. 24-016 relating to municipal finance, adopting a biennial budgeting cycle beginning with the 2025-2026 budget”

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Property Tax Levy Lid Lift, First
Reading

ATTACHMENTS:

1. Draft Ordinance no. 24-020

FOR AGENDA OF: March 28, 2024

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: March 20, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Emergency Management _____
- ☒ Finance *MH 28*
- ☐ 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 for the City Council to consider Draft Ordinance 24-020 relating to approval of placing a ballot measure for a Property Tax Levy Lid Lift on the ballot in 2024.

Suggested Motion

Motion 1: "I move to pass Draft Ordinance No. 24-020 to a second reading on April 11, 2024 for further City Council consideration."

Background

The post-COVID economic environment has proved to be challenging for municipalities. Costs have risen due to inflation and increased labor costs. For the City of Des Moines, revenue has not kept pace with expenditures. General Fund expenditures increased 6% in 2022 and another 13% in 2023. Rising costs are not unique to Des Moines however, but something that all cities as well as private companies are facing across the country. One obstacle to revenue keeping pace with expenditures is that the City's largest revenue source is property tax, which is statutorily limited to a 1% annual increase.

As the Municipal Research and Services Center (MRSC) states, "The 101% limit obviously restricts revenue growth, especially for jurisdictions that are heavily dependent on property taxes and whose costs are increasing more than 1% per year due to inflation, salary and benefits costs, and other factors."

One way the City can increase revenue would be a property tax levy lid lift. Taxing jurisdictions can place a measure on the ballot to increase a property tax levy more than the statutory limit of 1% per year; this is a "levy lid lift". A simple majority is required to pass a ballot measure.

What is a Levy Lid Lift?

A taxing jurisdiction that is collecting less than its maximum statutory levy rate may ask a simple majority of voters to "lift" the total levy amount collected from current assessed valuation by more than 1% ([RCW 84.55.050](#) – also see [WAC 458-19-045](#), which provides a better understanding of the process than the statute). The new levy rate cannot exceed the maximum statutory rate.

Levy lid lifts may generate revenue for any purpose, but if the amount of the increase for a particular year would require a levy rate above the statutory maximum tax rate, the assessor will levy only the maximum amount allowed by law.

Types of Levy Lid Lifts

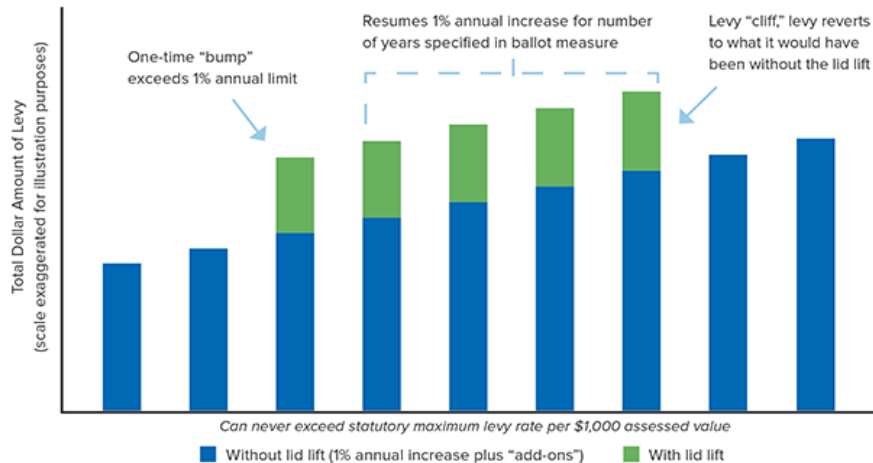
- Single-Year
 - Temporary
 - Permanent
- Multi-year
 - Temporary
 - Permanent

There are two types of levy lid lifts: single-year lifts (sometimes known as "one-year," "one-bump," "basic" or "original" lifts) and multi-year lifts. However, these names can be confusing, since "single-year" levy lid lifts typically last for multiple years too.

A good way to think of the difference between "single-year" and "multi-year" lid lifts is: How many years can the total levy increase by more than 1 percent?

With a single-year lid lift, a taxing district can exceed the 1% annual limit for one year only, and then future increases are limited to 1% (or inflation) for the remainder of the levy. With a multi-year lid lift, a taxing district can exceed the 1% annual limit for up to 6 consecutive years.

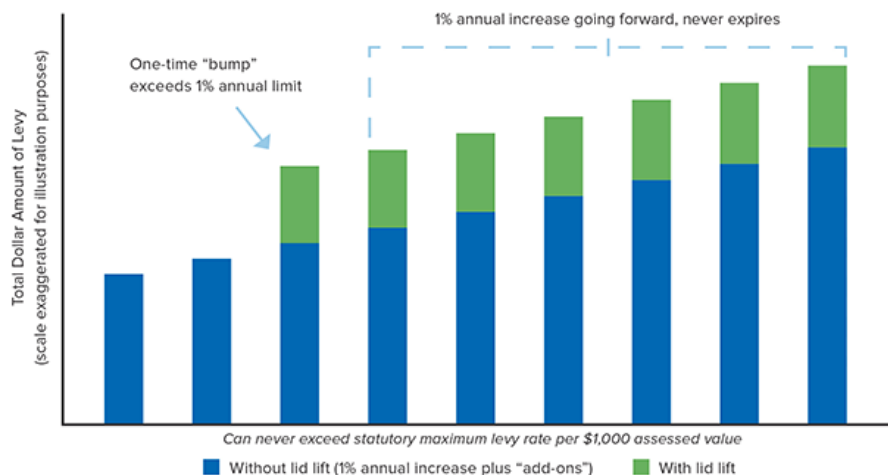
SINGLE-YEAR TEMPORARY LEVY LID LIFT



With a temporary single-year lid lift, the levy lid bumps up more than 1% in the first year, and then that amount is used to calculate all subsequent 1% levy limitations until the measure expires. A temporary lid lift can be used for any purpose and last for any number of years, but if used to pay debt service it may not exceed nine years.

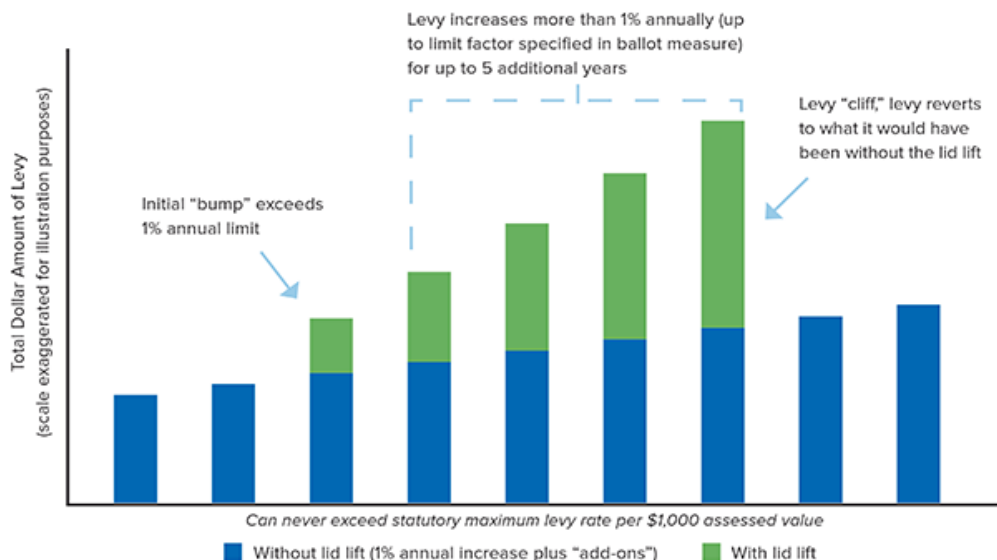
When the lid lift expires, the levy lid reverts to what it *would have been* if the levy lid lift never existed and the jurisdiction had increased its levy by the maximum allowable amount each year in the meantime ([RCW 84.55.050\(5\)](#)).

SINGLE-YEAR PERMANENT LEVY LID LIFT



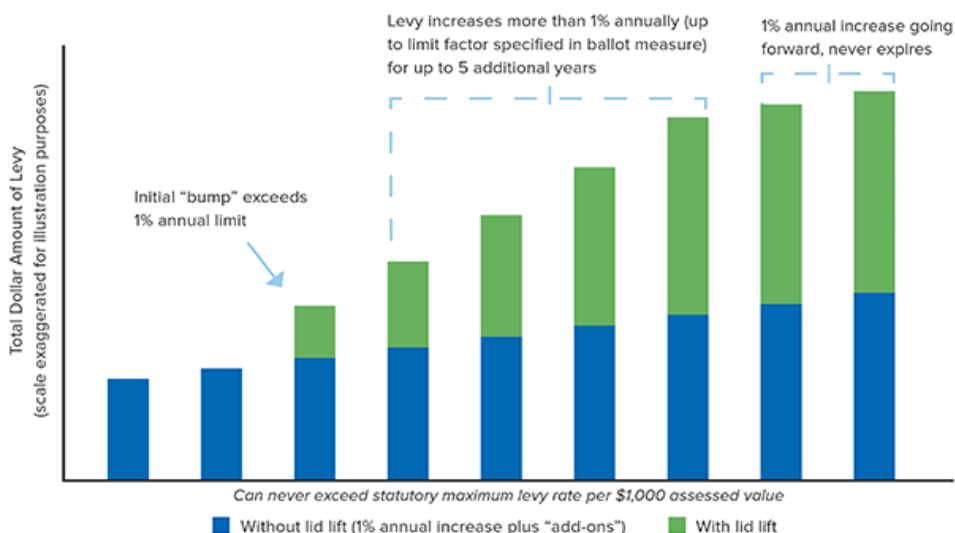
With a permanent single-year lid lift, the levy lid bumps up more than 1% in the first year, and then that amount is used to calculate all future 101% levy limitations. The measure never expires and the levy lid never reverts. However, future annual increases may not exceed 1% without going to the voters for another lid lift.

MULTI-YEAR TEMPORARY LEVY LID LIFT



With a temporary multi-year lid lift, the levy lid bumps up more than 1% each year (subject to the limit factor) for up to six years. When the lid lift expires, the levy lid reverts to what it *would have been* if the levy lid lift never existed and the jurisdiction had increased its levy by the maximum allowable amount each year in the meantime ([RCW 84.55.050\(5\)](#)).

MULTI-YEAR PERMANENT LEVY LID LIFT



Similarly, with a permanent multi-year lid lift the levy lid bumps up more than 1% each year (subject to the limit factor) for up to six years. However, the lid lift does not revert and the maximum levy is then used as the base to calculate all future 1% levy limitations.

Discussion

The purpose of the proposed property levy lid lift is to generate revenue to pay for additional police, the retention of current police positions, public safety related capital purchases, and other costs related to public safety such as court and jail costs.

Specifically, the funding could be used for:

- Add four new patrol officer positions,
- Retain two patrol officer positions originally funded by the American Rescue Plan Act (ARPA),
- Retain a crisis response officer originally funded by the American Rescue Plan Act (ARPA),
- Make permanent a limited-term Crime Analyst position,
- Fund the replacement of police vehicles,
- Add a part-time paralegal to assist with the increase in criminal cases
- Add court staff as necessary to handle an increase in criminal cases
- Pay for increased use of SCORE jail services

Cost Analysis

The average cost of a patrol officer for the City of Des Moines, including salary, benefits, training and equipment is \$215,000 per year. Therefore, adding four new officers would cost approximately \$860,000 per year. Retaining the two officers originally funded through the American Rescue Plan Act (ARPA) would cost an estimated \$430,000 annually. It should also be noted that the current contract with the Police Guild expires at the end of 2024. Negotiations on a new contract are scheduled for this year.

Other current positions to be retained include a Crisis Response Officer (\$135,000) and a Crime Analyst (\$120,000).

An important recruiting tool for the police department is to offer police officers “take home” police cars; which means one car per officer. As a result of the City’s effort to recruit, the police fleet grew from 19 vehicles in 2021 to 30 vehicles in 2023. However, due to the financial challenges of the COVID-19 pandemic, the City lacks funds to set aside for vehicle replacement. Additional funds needed for police vehicle replacement is estimated to be about \$600,000 per year.

Salary and benefits for a part-time (.5 FTE) paralegal would cost an estimated \$70,000.

In 2024, the City will pay the SCORE jail \$1,015,656; an amount that exceeds the City’s budgeted expenditure by \$265,656. As the City would increase jail usage with the addition of new patrol officers, a budget increase of \$400,000 is recommended.

The below schedule summarizes costs to be potentially funded by a property tax levy lid lift.

Item	Amount
Additional Patrol Officers (4)	\$860,000
Retain ARPA Officers (2)	430,000
Retain Crisis Response Specialist	135,000
Retain Crime Analyst	120,000
Police vehicle replacement	600,000
New paralegal (.5 FTE)	70,000
SCORE jail cost increase	400,000
Additional Court staff	200,000
TOTAL	\$2,815,000

A rate of \$1.40 per \$1,000 of assessed value (AV) would have increased the 2024 property tax levy by \$3,078,481. A rate of \$1.40 per \$1,000/AV could potentially raise revenue in the range the City would need to fund the costs above.

Impact to Property Tax Payer

Below is a comparison of a property tax bill with the 2024 levy rate of \$.90262 per \$1,000/AV and the recommended levy lid lift rate of \$1.40 per \$1,000/AV.

Property Value	Property Tax		Increase
	\$.90262 Rate	\$1.40 Rate	
\$ 400,000	\$ 361	\$ 560	\$ 199
\$ 600,000	\$ 542	\$ 840	\$ 298
\$ 800,000	\$ 722	\$ 1,120	\$ 398
\$ 1,000,000	\$ 903	\$ 1,400	\$ 497
\$ 1,200,000	\$ 1,083	\$ 1,680	\$ 597
\$ 1,400,000	\$ 1,264	\$ 1,960	\$ 696
\$ 1,600,000	\$ 1,444	\$ 2,240	\$ 796

Financial Impact

Participating in the August Primary election would cost the City between \$42,000 and \$62,000. The City would also pay around \$2,000 for fees related to the voter's pamphlet.

The levy lid lift could potentially increase funding for current and additional public safety between \$2.5 million and \$3 million depending on the City's assessed valuation.

Recommendation

Staff recommends approval of a ballot measure for the August Primary election for a single-year permanent levy lid lift with a rate of \$1.40 per \$1,000/AV in year 1. The filing deadline for the August election is May 3rd, 2024.

CITY ATTORNEY'S FIRST DRAFT 03/21/2024

DRAFT ORDINANCE NO. 24-020

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to regular property taxes; providing for the submission to the qualified electors of the City at a special election held in conjunction with the state primary election on August 6, 2024, of a proposition authorizing the City to levy regular property taxes in excess of the limitations of chapter 84.55 RCW; setting forth the text of the ballot proposition; directing proper City officials to take necessary actions; and providing for other properly related matters.

WHEREAS, the City's primary source of revenue is property taxes and the City Council has determined that it is essential and necessary for the public health, safety and welfare to submit to the voters a proposition to increase the regular property tax to support the retention of, and an increase in public safety staffing/services levels and related costs, and

WHEREAS, the City Council has determined that the revenues that will be available to the City in calendar year 2025 and beyond will be insufficient to provide for the levels of public safety services currently desired by the community and has therefore determined to submit this levy lid lift proposition to the voters for their approval or rejection; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES ORDAINS AS FOLLOWS:

Sec. 1. Finding. Each and every of the findings expressed in the recitals to this ordinance are hereby adopted and incorporated by reference.

Sec. 2. Calling of Election. The City Council finds that it is in the best interests of the City and its residents to submit to the qualified voters of the City, at an election held on August 6, 2024, in conjunction with the state primary election, a proposition authorizing the City to increase its regular property tax levy for collection in 2025 by an amount greater than otherwise permitted under chapter 84.55 RCW for the purpose described in section 3 of this ordinance. If this proposition is approved, the City Council will be authorized to adopt, in accordance with its regular budget process, an increased regular property tax as described in section 3 of this ordinance.

Ordinance No. ____
Page 2 of 4

Sec. 3. Purpose and Description of Ballot Proposition.

For the purpose(s) identified below, the City Council seeks voter approval under RCW 84.55.050(1) for a levy lid lift.

(a) Purpose. The amounts collected pursuant to the increase authorized may be used for funding the continual provision of public safety and public safety-related costs.

(b) Maximum Levy Rate. The maximum total regular levy rate for collection in 2025 authorized is \$1.40 per \$1,000 of assessed value. The dollar amount of the maximum allowable levy under chapter 84.55 RCW levied for collection in 2025 is to be used for the purpose of computing the limitations on subsequent levies under chapter 84.55 RCW.

Sec. 4. Ballot Proposition. The Director of Records and Elections of King County, Washington (the "County Elections Official"), as ex officio supervisor of elections within the City, is hereby requested to call and conduct a special election in the City, in the manner provided by law, to be held on the date identified in section 2 of this ordinance, for the purpose of submitting to the voters of the City, a proposition in substantially the following form:

City of Des Moines, Washington

Proposition ____

Levy Lid Lift

The City Council has adopted Ordinance 24-020 concerning providing adequate funding for continual public safety.

If approved, this proposition would authorize the City Council to increase the 2025 regular property tax levy rate to not more than \$1.40/\$1,000 assessed value for the purpose of funding public safety service levels desired by the community, all as described in the Ordinance. Subsequent levy limits would be based on the 2025 maximum allowable levy.

Should this proposition be: ____ Approved? ____
Rejected?

Ordinance No. ____
Page 3 of 4

Sec. 5. Notices Relating to Ballot Proposition. For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the City Council hereby designates: (a) Jeff Friend, City Finance Director, jfriend@desmoineswa.gov; and (b) special counsel to the City, Stradling Yocca Carlson and Rauth, LLP (Alice Ost diek, aostdiek@stradlinglaw.com) as the individuals to whom such notice should be provided.

Sec. 6. Authorization to Deliver Resolution and Perform Other Necessary Duties. The City Clerk (or the City Clerk's designee) is authorized and directed, no later than May 3, 2024, to certify a copy of this ordinance to the County Elections Official and to perform such other duties as are necessary or required by law to the end that the proposition described herein should appear on the ballot at the special election identified in section 2 of this ordinance.

Sec. 7. Local Voters' Pamphlet. The City authorizes participation in the County local voters' pamphlet to provide information on this ballot proposition. Committees to prepare arguments advocating approval and disapproval of the measure shall be appointed in accordance with RCW 29A.32.280, either by motion of the City Council or otherwise in accordance with the procedures of the County Elections Office. Each committee shall be composed of not more than three persons, and the committee advocating approval shall be composed of persons known to favor the ballot proposition and the committee advocating disapproval shall be composed of persons known to oppose the ballot proposition.

Sec. 8. Severability - Construction. If any provision of this Ordinance shall be declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be separable from the remaining provisions and shall in no way affect the validity of the other provisions, or of the levy or collection of the taxes authorized herein.

Sec. 9. Effective date. This ordinance shall take effect and be in full force five (5) days after its passage, approval, and publication in accordance with law.

Ordinance No. ____
Page 4 of 4

PASSED BY the City Council of the City of Des Moines this
____ day of _____, 2024 and signed in authentication thereof
this ____ day of _____, 2024.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published:



Property Tax Levy Lid Lifts

CITY OF DES MOINES, WASHINGTON

Property Tax Levy Increases

- Taxing districts with a population of 10,000 or more may not increase the total levy amount collected from current assessed valuation by more than 1% or the rate of inflation, whichever is lower
- Two ways to increase property tax levies more than the 1% limit:
 - Banked capacity
 - Levy lid lift

What is a Levy Lid Lift?

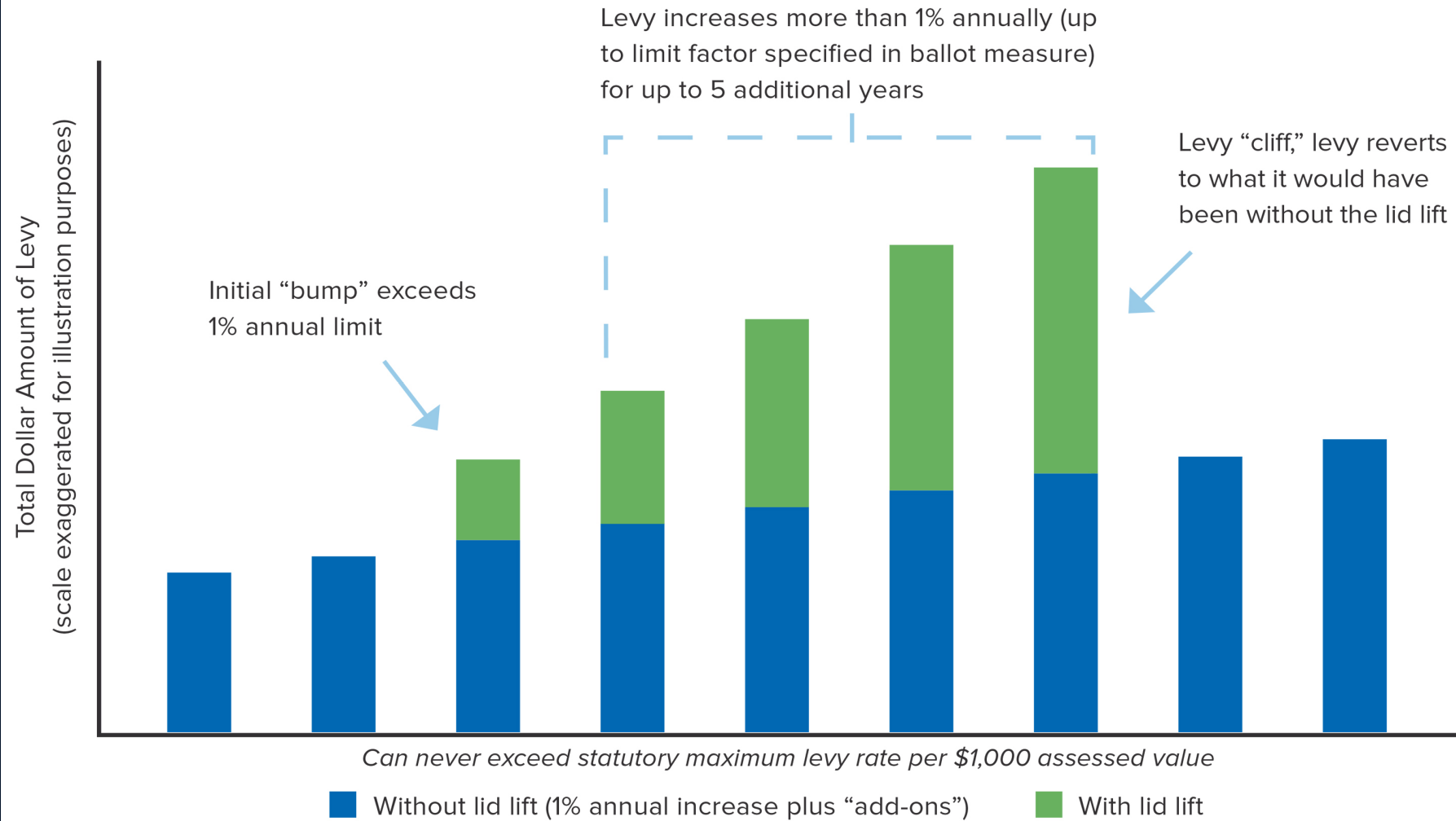
- A taxing jurisdiction that is collecting less than its maximum statutory levy rate may ask a simple majority of voters to “lift” the total levy amount collected by more than 1%. The new levy rate cannot exceed the maximum statutory rate.
- Four types of levy lid lifts
 - Single-year temporary
 - Single-year permanent
 - Multi-year temporary
 - Multi-year permanent



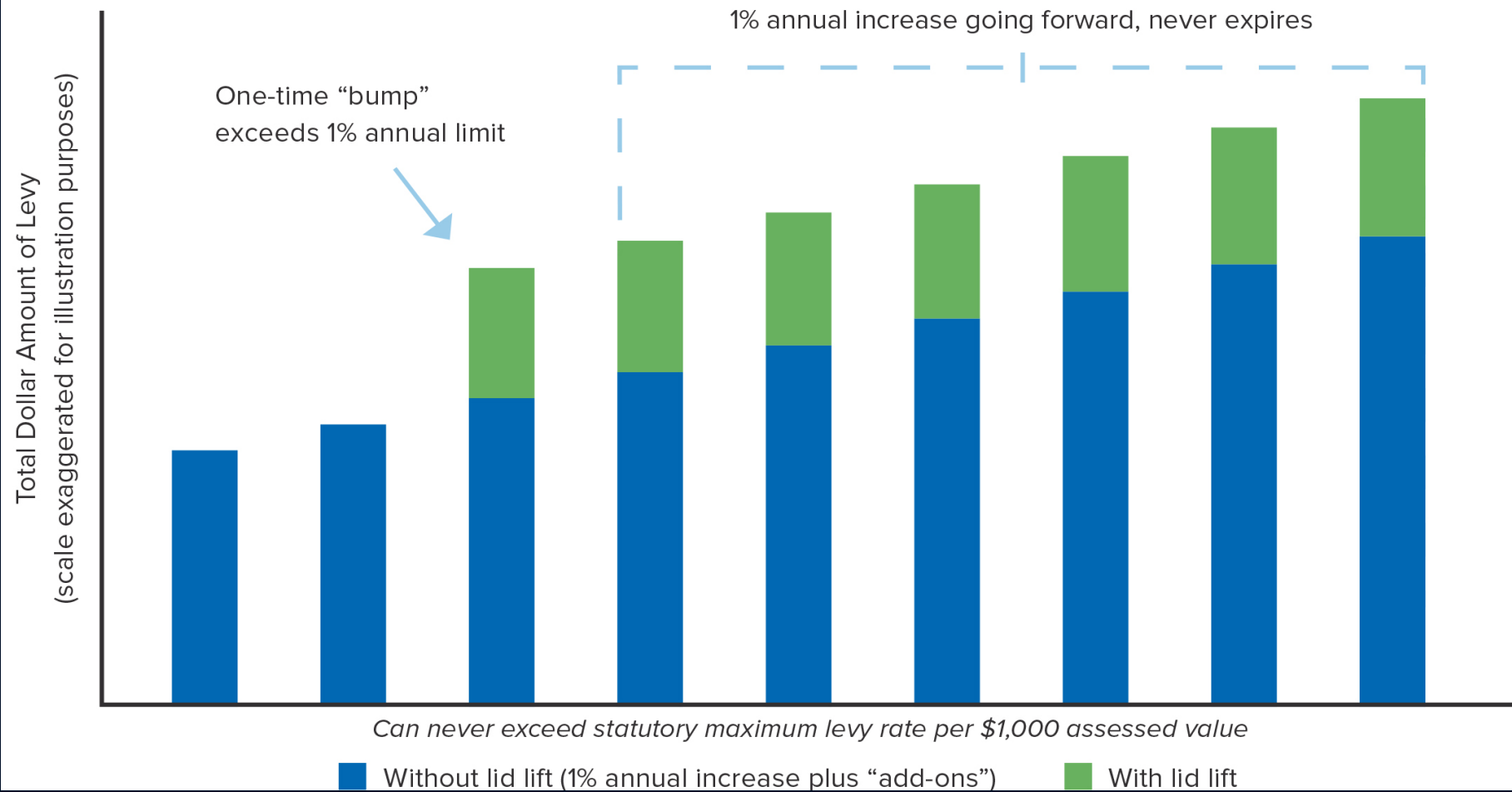
SINGLE-YEAR TEMPORARY LEVY LID LIFT



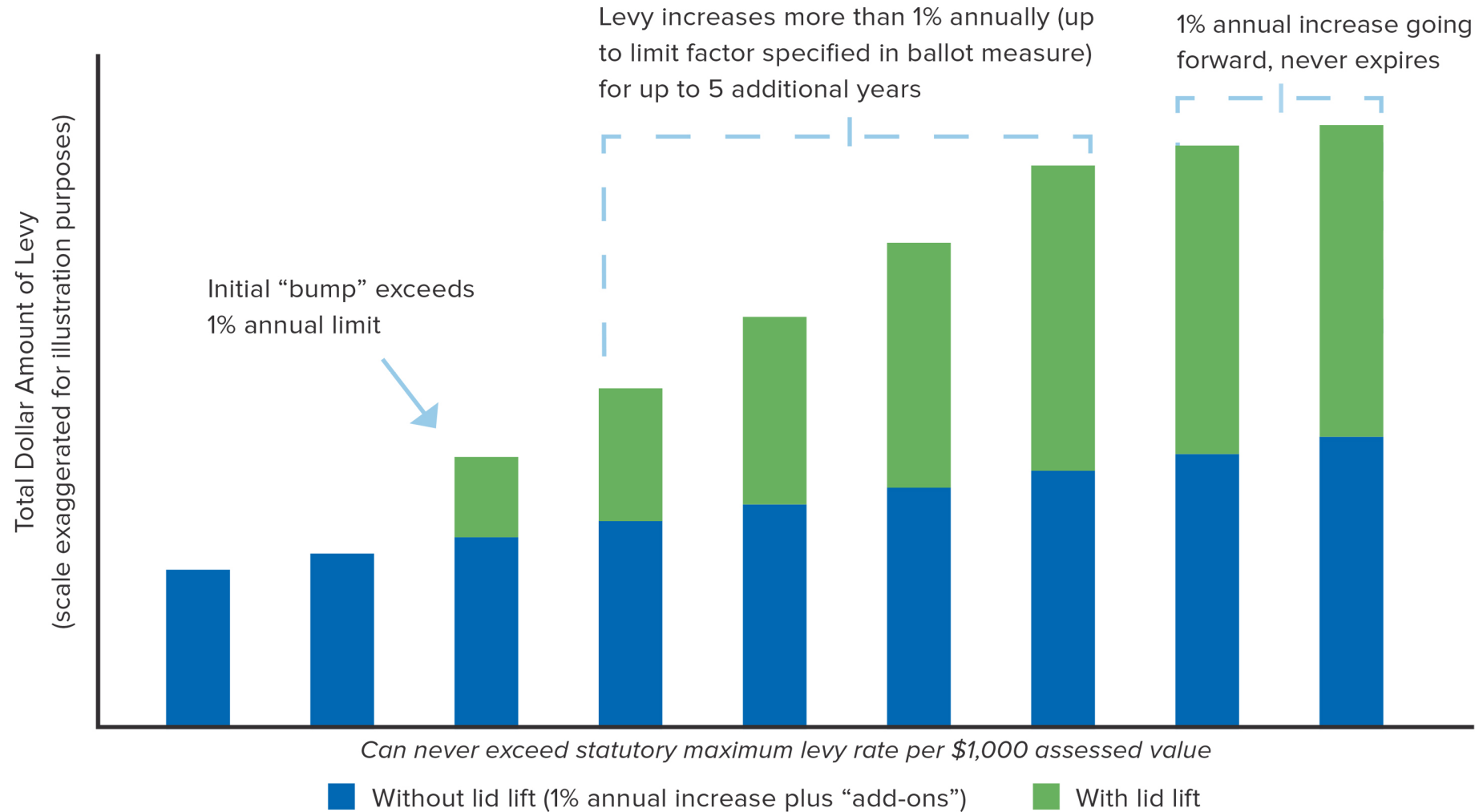
MULTI-YEAR TEMPORARY LEVY LID LIFT



SINGLE-YEAR PERMANENT LEVY LID LIFT



MULTI-YEAR PERMANENT LEVY LID LIFT



Why a Levy Lid Lift?

- “The 101% limit obviously restricts revenue growth, especially for jurisdictions that are heavily dependent on property taxes and whose costs are increasing more than 1% per year due to inflation, salary and benefits costs, and other factors.” – *Municipal Research and Services Center*
- Property Tax is Des Moines’ largest revenue source
- General Fund expenditures increased
 - 6% in 2022
 - 13% in 2023

Which option is best?

- It depends on:
 - How much money the taxing district needs to raise,
 - What the revenue is needed for, and for how long (for instance, continued operating costs versus a capital project that will only last a few years),
 - How quickly the taxing district's costs, and property values, are increasing,
 - The desired election date (special, primary, or general),
 - How it's perceived that voters will respond to the different alternatives (for instance, a permanent versus temporary tax).

Proposed Uses

Item	Amount
Additional Patrol Officers (4)	\$860,000
Retain ARPA Officers (2)	430,000
Retain ARPA Crisis Response Specialist	135,000
Retain Crime Analyst	120,000
Police Vehicle Replacement	600,000
New paralegal (.5 FTE)	70,000
SCORE jail cost increase	400,000
Additional Court Staff	200,000
TOTAL	\$2,815,000

Impact on Property Tax Revenue

Rate	Levy	Increase over Actual 2023 Levy
\$1.35	\$8,355,683	\$2,769,011
\$1.40	\$8,665,153	\$3,078,481

2023 Property Tax Levy = \$5,586,671
Levy Rate = \$.90262

Impact to Property Tax Payer

Property Value	\$.90262 Rate	\$1.40 Rate	Increase
\$400,000	\$361	\$560	\$199
\$600,000	\$542	\$840	\$298
\$800,000	\$722	\$1,120	\$398
\$1,000,000	\$903	\$1,400	\$497
\$1,200,000	\$1,083	\$1,680	\$597
\$1,400,000	\$1,264	\$1,960	\$696
\$1,600,000	\$1,444	\$2,240	\$796

Median property value in the City of Des Moines is \$521,000.

Exemptions

State law provides a tax benefit program for senior citizens, persons with disabilities, and disabled veterans.

Under the exemption program, the value of a residence is frozen for property tax purposes, and you become exempt from all excess and special levies and possible regular levies – resulting in a reduction of your property taxes.

Qualifications

- Annual household income less than \$84,000
- Own and occupy property as principal residence for over six months per year
- Are over the age of 61, disabled, or a veteran with at least an 80% total VA disability rating.

Pro and Con Committees

- Consist of up to three members
- Must be appointed no later than the resolution filing deadline
 - May 3rd for August Primary Election
 - Appointments could be made on April 28th
- Must be individuals who are known to favor or oppose the ballot measure
- If no appointment is made, the county auditor shall whenever possible make the appointments

Recommendation

- Permanent Levy Lid Lift
- Single-year
- Levy Rate of \$1.40
- August Election

Motion

- Motion 1: “ I move to pass Draft Ordinance No. 24-020 to a second reading on April 11, 2024 for further City Council consideration.”



CITY COUNCIL REGULAR MEETING

Speaker Sign-Up Sheet

March 28, 2024

NAME (PLEASE PRINT)	CITY YOU LIVE IN	TOPIC	PHONE/E-MAIL ADDRESS
Victoria Andrews	Des Moines	Budget, Levy	VAndrews11@MSN.COM
Jim Lamp	DES MOINES	LEVY	ROCKETFAN456@gmail.com