



**AMENDED AGENDA**  
**DES MOINES CITY COUNCIL**  
**REGULAR MEETING**  
City Council Chambers  
21630 11th Avenue S, Suite C  
Des Moines, Washington  
Thursday, September 11, 2025 - 6:00 PM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PROCLAMATIONS**

- Item 1. MOUNT RAINIER POOL DAY PROCLAMATION  
[Mount Rainier Pool Day Proclamation](#)

**CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL**

**COMMENTS FROM THE PUBLIC**

**REGIONAL COMMITTEE REPORT**

**CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS**

- Item 1. RECOGNITION OF LEGACY FOUNDATIONS SKATE PARK  
IMPROVEMENT PROJECT  
[Skateboard Park Presentation](#)
- Item 2. 2025 2ND QUARTER FINANCIAL REPORT  
[2025 2nd Quarter Financial Report](#)  
[Q2 2025 Financial Report Presentation](#)
- Item 3. ~~BOUNDARY LINE ADJUSTMENT WITH NORMANDY PARK~~  
~~DISCUSSION~~  
COUNCIL ZOOM  
[City Hall to Your Home Join Council on Zoom Presentation](#)

## CONSENT AGENDA

Item 1. APPROVAL OF VOUCHERS

**Motion:** To approve the payment vouchers through August 28, 2025 and payroll transfers through August 20, 2025 in the attached list and further described as follows:

|                         |                                 |                |
|-------------------------|---------------------------------|----------------|
| EFT Vendor Payments     | #12224-12407                    | \$2,478,280.90 |
| Wires                   | #3041-3073                      | \$2,248,516.18 |
| Accounts Payable Checks | #166930,167013                  | \$1,364.045.47 |
| Voided Checks           | #165313, 165359, 165476, 166978 | \$ (5,040.91)  |
| Payroll Checks          | #19987-19987                    | \$ 304.00      |
| Payroll Checks          | #19988-20000                    | \$ 12,949.53   |
| Payroll Advice          | #14422-14600                    | \$ 490,381.48  |
| Payroll Checks          | #20001-20001                    | \$ 2,737.34    |
| Payroll Checks          | #20002-20011                    | \$ 13,789.99   |
| Payroll Advice          | #14601-14778                    | \$ 483,727.57  |

Total Checks and Wires for A/P & Payroll: \$7,089,691.55

[Approval of Vouchers](#)

Item 2. APPROVAL OF MINUTES

**Motion:** To approve the minutes from the City Council Regular Meeting held on August 07, 2025.

[Approval of Minutes](#)

Item 3. REDONDO BEACH CONDOMINIUM PUBLIC DRAINAGE EASEMENT

**Motion:** To approve the "Public Drainage Easement" signed by the Redondo Beach Condominium Association, on July 8th, 2025, and to authorize the City Manager to sign the easement on behalf of the City in substantially the form as submitted.

[Redondo Beach Condominium Public Drainage Easement](#)

Item 4. INTERLOCAL AGREEMENT WITH MIDWAY SEWER DISTRICT

**Motion:** To approve the Interlocal Agreement between the City of Des Moines and Midway Sewer District regarding the 16th Ave S Force Main Project, and further authorize the City Manager to sign said Interlocal Agreement substantially in the form as Submitted.

[Interlocal Agreement With Midway Sewer District](#)

Item 5. DRAFT ORDINANCE 25- 062 CITIZENS ADVISORY BOARD - Second Reading

**Motion:** To approve Draft Ordinance No. 25-062 creating a Citizens Advisory Board.

[Draft Ordinance 25- 062 Citizens Advisory Board](#)

- Item 6. ~~BOUNDARY LINE ADJUSTMENT WITH NORMANDY PARK~~  
~~**Motion:** To enact Draft Resolution 25-075 approving an adjustment of the City's common boundary with the City of Normandy Park.~~
- Item 7. SEA-TAC STAKEHOLDER ADVISORY ROUND TABLE (StART)  
POSITION APPOINTMENT  
**Motion:** To appoint of Barton DeLacy to a term on the StART Committee effective immediately and expiring on September 30, 2027.  
[Sea-Tac Stakeholder Advisory Round Table \(StART\) Position Appointment](#)
- Item 8. CITIZEN'S ADVISORY BOARD APPOINTMENTS  
**Motion 1:** To confirm Bill Linscott to the Citizens Advisory Board as the Marina Tenant representative, effective immediately with an expiration date of June 30, 2027.  
  
**Motion 2:** To confirm Jim Lampariello to the Citizens Advisory Board as an At Large representative, effective immediately with an expiration date of June 30, 2027.  
  
**Motion 3:** To confirm Mackenzie Meyers to the Citizens Advisory Board as a Business Owner representative, effective immediately with an expiration date of June 30, 2027.  
  
**Motion 4:** To confirm Alyson Chapin to the Citizens Advisory Board as the North Central representative, effective immediately with an expiration date of June 30, 2027  
[Citizens Advisory Board Appointments](#)

**PUBLIC HEARING/CONTINUED PUBLIC HEARING**

- Item 1. COMPREHENSIVE PLAN PERIODIC UPDATE - First Reading  
Staff Presentation by Community Development Director Rebecca Deming  
[Comprehensive Plan Periodic Update](#)  
[Comprehensive Plan Periodic Update Presentation](#)  
[Public Hearing Public Comment 09.11.2025](#)

**NEW BUSINESS**

- Item 1. PRESENTATION OF GENERAL FUND FINANCIAL FORECAST AND  
DEVELOPMENT IMPACT MODEL BY FCS GROUP  
[Presentation of General Fund Financial Forecast and Development Impact Model by FCS Group](#)  
[General Fund Financial Forecast - Part 1 Presentation](#)

- Item 2. DISCUSSION ON POTENTIAL MANAGEMENT AGREEMENT AND LICENSE BETWEEN CITY OF DES MOINES AND NWS HOLDINGS (PERFECT GAME) FOR STEVEN J. UNDERWOOD FIELDS  
[Discussion on Potential Management Agreement and License between City of Des Moines and NWS Holdings \(Perfect Game\) for Steven J Underwood Fields](#)  
[Perfect Game and Steven J Underwood Sports Complex Presentation](#)  
[NWS Holdings LLC - Steven J Underwood Fields Presentation](#)
- Item 3. NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

## **COUNCILMEMBER REPORTS**

(4 minutes per Councilmember) - 30 minutes

## **PRESIDING OFFICER'S REPORT**

## **EXECUTIVE SESSION**

- Item 1. **LABOR NEGOTIATIONS - RCW 42.30.140(4)(a) - 15 Minutes**

## **NEXT MEETING DATE**

September 25, 2025 City Council Regular Meeting

## **ADJOURNMENT**

[Projected Future Agenda Items](#)

[Public Comment 09.11.2025](#)

City Council meeting can be viewed live on the City's website, Comcast Channel 21/321 or on the City's [YouTube](#) channel.





**Des Moines**  
WATERLAND CITY

# Mission & Vision

Des Moines is a waterfront community committed to maintaining a safe, sustainable environment, while ensuring a high quality of life for all to live, work and play.

## VISION

To be the premier waterfront destination in the Pacific Northwest.

## VALUES

Core Values of the City of Des Moines are:

- Safety
- Sustainability
- Integrity
- Transparency
- Innovation

## AGENDA ITEM

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

SUBJECT: Mount Rainier Pool Day  
Proclamation

ATTACHMENTS:  
1. Proclamation

FOR AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: September 2, 2025

CLEARANCES:

[X] City Clerk *SK*  
[ ] Community Development \_\_\_\_  
[ ] Courts \_\_\_\_  
[ ] Finance \_\_\_\_  
[ ] Human Resources \_\_\_\_  
[X] Legal */s/ TG*  
[ ] Marina \_\_\_\_  
[ ] Police \_\_\_\_  
[ ] Parks, Recreation & Senior Services \_\_\_\_  
[ ] Public Works \_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

**Purpose and Recommendation**

The purpose of this agenda item is to recognize the 50<sup>th</sup> year of Mount Rainier Pool.

**Suggested Motion**

**Motion:** "I move to adopt the proclamation recognizing September 21, 2025 as Mount Rainier Pool Day"

**Background**

The Mount Rainier Pool opened in 1975 and has served the Des Moines and Highline area communities for 50 years. Since its opening, it is estimated that more than 25,000 children have learned to swim at the pool, acquiring lifesaving skills and building confidence in the water. The facility has supported swimmers who have gone on to compete at the high school, collegiate, and Olympic levels, as well as prepared community members for careers that require strong swimming ability and water safety knowledge, including flight attendants, first responders, and military service.

The pool is operated by the Des Moines Pool Metropolitan Park District and remains an important recreational and educational asset for our residents. On Sunday, September 21, 2025, the District will host a community celebration from noon to 3:00 p.m. to commemorate the facility's 50th anniversary.

**Discussion**

The City Council has historically recognized significant community milestones through proclamations. Declaring September 21, 2025, as Mount Rainier Pool Day highlights the important role the pool has played in the safety, health, and recreation of our community over the past five decades.

This recognition provides an opportunity to honor the generations of families who have benefited from swim lessons, youth programs, and competitive training at the pool, as well as to acknowledge the staff and volunteers who have sustained its operation. Adoption of this proclamation reaffirms the City's commitment to supporting community assets that enhance public health, youth development, and quality of life in Des Moines.

**Financial Impact**

None.

**Recommendation**

Staff recommends approving the Proclamation.

## PROCLAMATION

**WHEREAS**, Mount Rainier Pool opened its doors in 1975 and as faithfully served the residents of Des Moines and surrounding communities for 50 years; and

**WHEREAS**, it is estimated that more than 25,000 children have learned to swim at the Mount Rainier Pool, gaining lifesaving skills and fostering a culture of water safety; and

**WHEREAS**, the Mount Rainier Pool has provided opportunities for youth and adults to compete successfully in swimming at the high school, collegiate, and even Olympic levels, bringing pride and recognition to our community; and

**WHEREAS**, countless young people have been prepared for careers as flight attendants, first responders, members of the military, and other professions that require strong swimming ability and water safety knowledge; and

**WHEREAS**, the Mount Rainier Pool, operated by the Des Moines Pool Metropolitan Park District, continues to be a vital community asset promoting health, fitness, safety, and fellowship; and

**WHEREAS**, on Sunday, September 21, 2025, the community will come together from noon to 3:00 p.m. to celebrate the Mount Rainier Pool's 50 years of dedicated service;

NOW, THEREFORE, the Des Moines City Council do hereby proclaim **September 21, 2025, as "Mount Rainier Pool Day"** in the City of Des Moines and encourage all residents to join in recognizing the invaluable contributions of the Mount Rainier Pool to the health, safety, and wellbeing of our community.

**SIGNED this 11th day of September, 2025**

---

**Traci Buxton, Mayor**



# Skateboard Park

# Thank You!

Thank you Des Moines Legacy Foundation for enhancing our community Skateboard Park through collaboration with local artists.



  
**Des Moines**  
WATERLAND CITY

## 2025 2<sup>nd</sup> Quarter Financial Report

### Executive Summary

This report provides a snapshot of the City of Des Moines' financial performance for the second quarter ending June 30, 2025.

#### General Fund Overview

Through the second quarter of 2025, the City received \$12,707,117 in revenue, representing 47% of the total annual revenue budget of \$26,754,202. However, the fund's revenue was slightly below expectations, coming in \$492,915 under budgeted expectations.

#### General Fund Highlights

- Business and Occupation (B&O) Tax: \$729,544 has been collected through the second quarter. This is 17.13% below budgeted expectations but slightly higher than last year.
  - B&O Tax – Square Footage revenue collected in April for the first quarter was approximately \$30,000 while budgeted expectations were to receive \$210,000 per quarter. Therefore, the City has worked diligently in communicating with the business community to bring businesses into compliance with the Des Moines Municipal Code regarding reporting B&O Tax.
- Franchise Fees: Fell short of expectations by \$102,017 (9.77%), but was \$248,639 (36%) higher than last year.
- Sales Tax: \$2,070,471 was collected through the second quarter. Sales tax collections was 8% higher than the same period last year.

#### Other Funds Highlights

- Development Fund: Continued to support fee-based development operations with an operating income of \$162,096.
- Enterprise Funds: The Marina and Surface Water Management (SWM) Funds maintained operations and capital initiatives. The Marina finished the quarter with an operating income of \$794,977. SWM finished the quarter with an operating income of \$998,188.

#### Cash & Investment Management

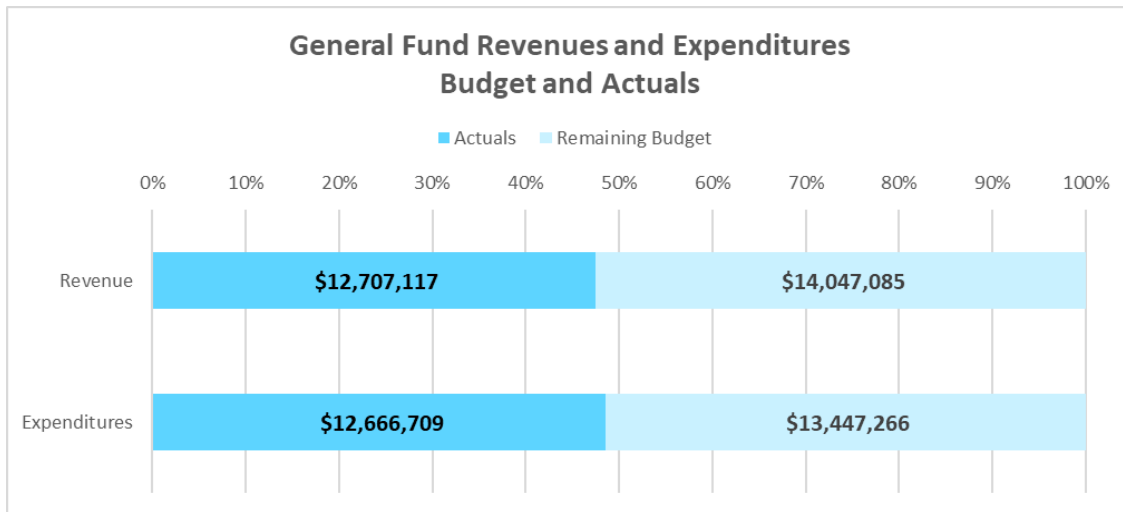
Interest earnings in the Local Government Investment Pool (LGIP) reached \$881,483, down from the prior year.

## GENERAL FUND

The City's **General Fund** is the primary operating fund. It accounts for the majority of the City's day-to-day financial activities and supports essential public services that are not required to be funded by a separate, dedicated source.

Revenues for the general fund typically come from local taxes (such as property taxes, sales taxes, and business licenses), service fees, fines, and intergovernmental transfers. These funds are used to cover general government operations—such as police, public works, parks and recreation, and administration.

Through the second quarter of 2025, the General Fund received \$12,707,117 of revenue, which represents 47% of budgeted revenue for the year. The General Fund also incurred \$12,666,607 of expenditures representing 49% of the annual 2025 expenditure budget.

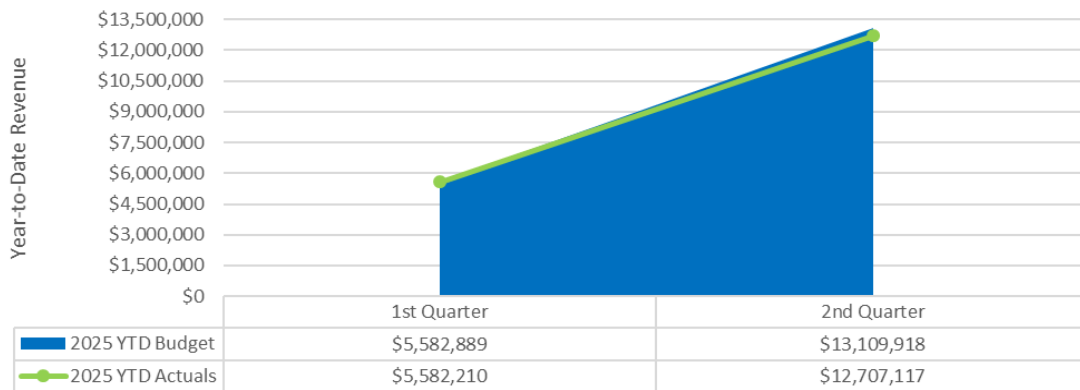




## Revenue

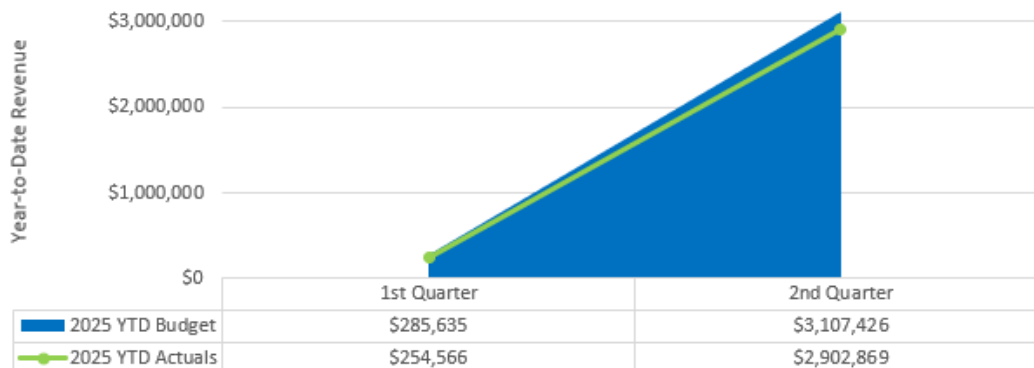
**Total General Fund Revenue** totaled \$12,707,117 at the end of the second quarter of 2025. This amount is \$402,801 (3.07%) under the year-to-date budget and \$519,832 (4.0%) less than the prior year. The adopted budget for 2025 is \$26,754,202.

### General Fund Revenue 2025 Year-To-Date

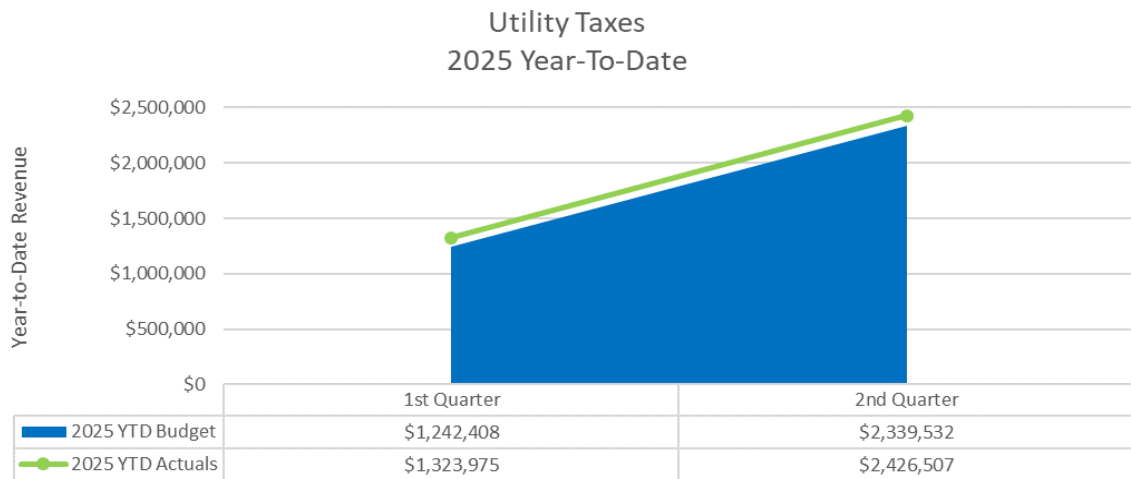


**Property Taxes** are primarily collected in the second and fourth quarters (April and October). Property tax collected through the second quarter was \$2,902,869, which was a \$204,557 (6.58%) lower than budgeted assumptions. The adopted budget for Property Tax revenue for 2025 is \$5,900,000.

### Property Tax 2025 Year-To-Date



**Utility Taxes** collected through the second quarter of 2025 were \$2,426,507, which is a \$86,974 (3.72%) greater than budgeted expectations. The City collects utility tax on the usage of electricity, natural gas, solid waste disposal, cable TV, telephone, and surface water. The City continues to see an increase in utility tax collections over past years. The adopted budget for Utility Tax revenue for 2025 is \$4,310,000.

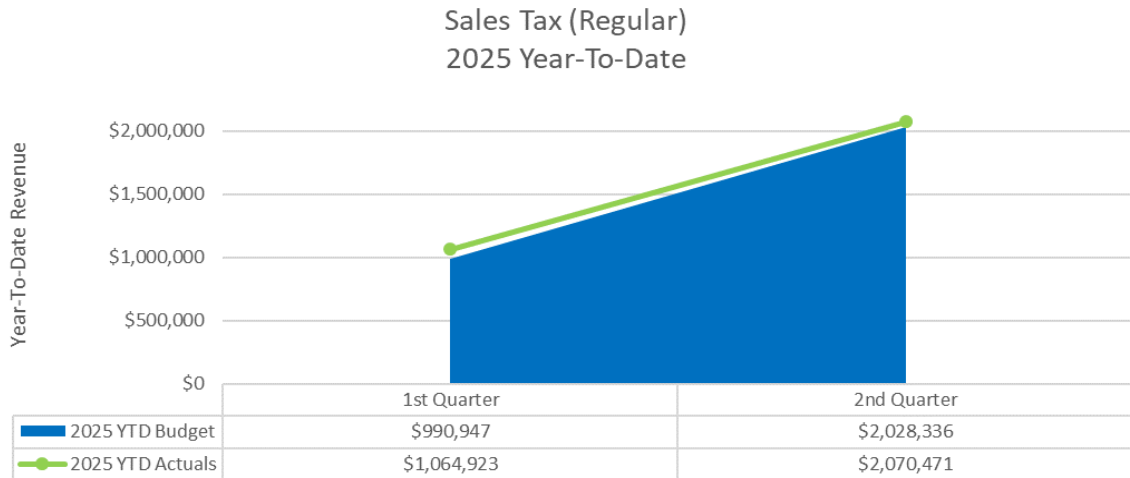


The table below demonstrates actual revenues compared to prior year collections by the different utility categories:

| Utility Tax Type | 2024 Q2 Total       | 2025 Q2 Total       | Change from 2024 |             |
|------------------|---------------------|---------------------|------------------|-------------|
|                  |                     |                     | Amount           | Percent     |
| Electricity      | \$ 878,200          | \$ 968,252          | \$ 90,052        | 10.3%       |
| Natural Gas      | 305,084             | 375,328             | 70,244           | 23.0%       |
| Solid Waste      | 366,165             | 344,157             | (22,008)         | -6.0%       |
| Cable TV         | 379,915             | 290,758             | (89,156)         | -23.5%      |
| Telephone        | 109,734             | 123,347             | 13,613           | 12.4%       |
| SWM*             | 314,631             | 324,664             | 10,033           | 3.2%        |
| <b>YE Total</b>  | <b>\$ 2,353,729</b> | <b>\$ 2,426,507</b> | <b>\$ 72,778</b> | <b>3.1%</b> |

\*Surface Water Management (SWM) billings include a 15% utility tax. The 15% tax is collected by the Surface Water Management Fund then paid to the General Fund and the Street Fund. The General Fund receives 87% of the SWM utility tax with the Street Fund receiving 13%.

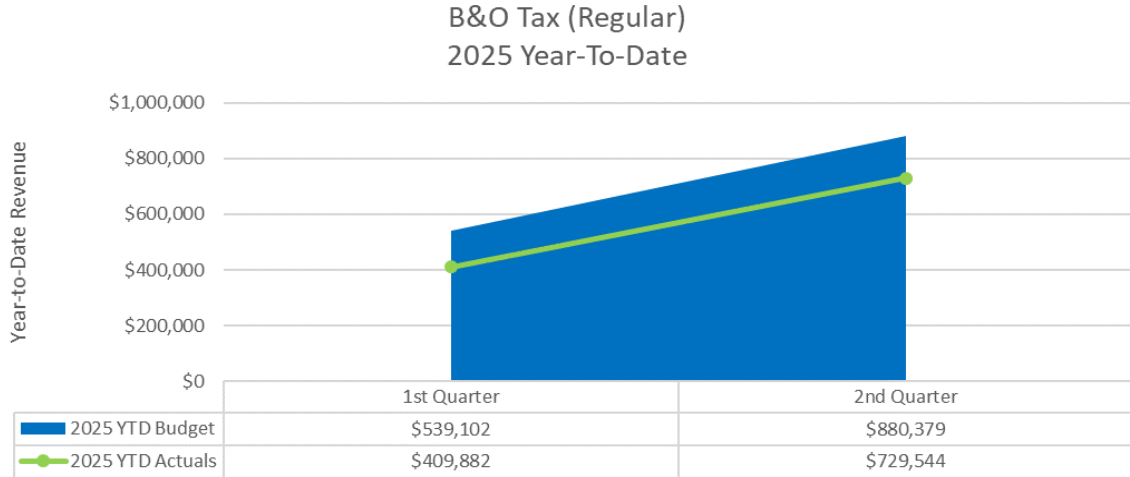
**Sales and Use Tax (Regular)** collection increased \$146,253 (8.0%) over the same period in the prior year. Through the second quarter, the City collected \$2,070,471 in sales tax, which was \$42,134 (2.08%) over budgeted expectations. "Regular" Sales and Use Tax excludes the sales and use tax generated by construction projects that are valued at \$15 million or more. The adopted budget for Sales Tax revenue for 2025 is \$4,200,000.



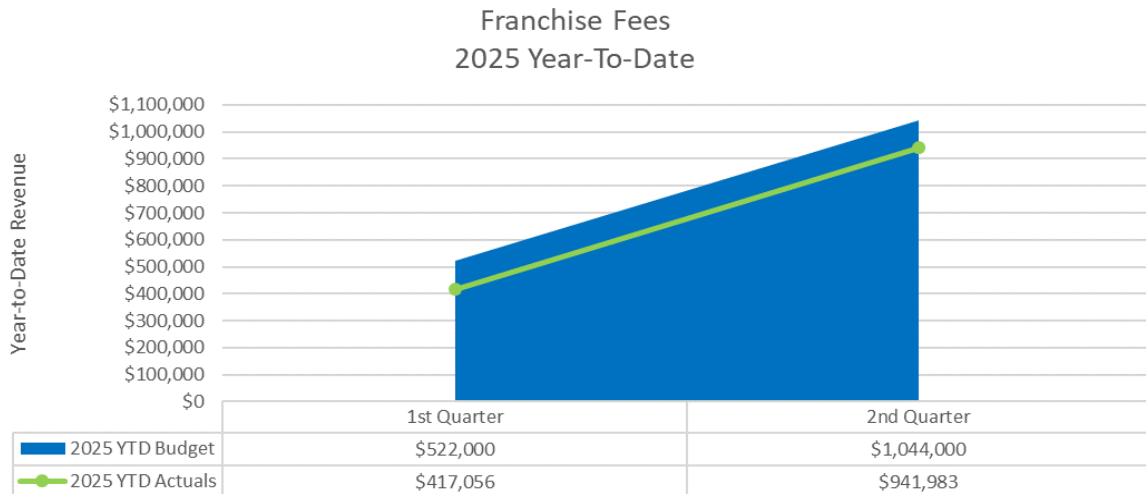
The City receives **One-Time Sales and Use Tax** from construction projects in the City whose permits are valued at \$15 million or more. Through the second quarter of 2025, the City received \$14,765 of One-Time Sales Tax revenue. As new projects are expected to begin in 2025, One-Time Sales Tax is expected to increase. The adopted budget for One-Time Sales Tax revenue for 2025 is \$200,000.

**Please see Attachment #1 for a breakdown of sales tax by revenue category.**

The City received \$729,544 in **Business and Occupation Tax** through the second quarter of 2025. This amount was a \$150,835 (17.13%) less than budget. Collections of B&O Tax through the second quarter were also \$1,396 (0.2%) more than the prior year. The adopted budget for B&O Tax revenue for 2025 is \$1,450,000.

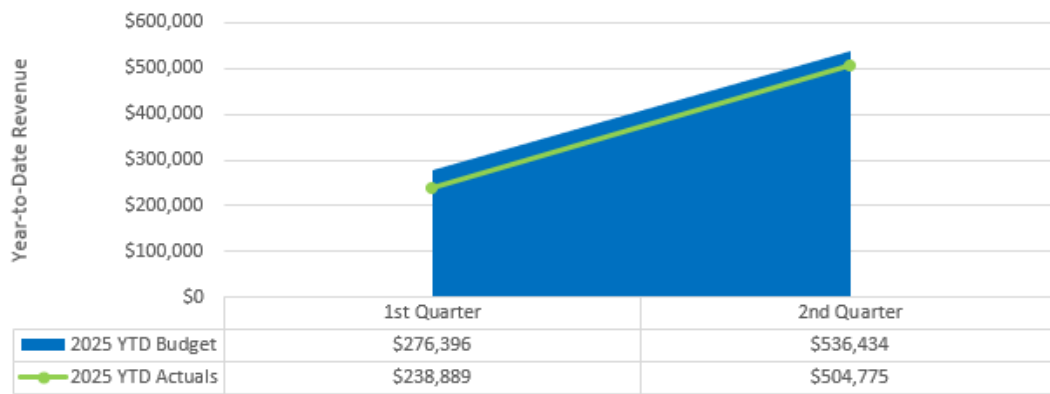


**Franchise Fees** help the City recoup the cost of allowing a utility to use its public space. Through the second quarter of 2025, the City collected \$941,983 in franchise fees, which was \$102,017 (9.77%) less than the year-to-date budget. The adopted budget for Franchise Fee revenue for 2025 is \$2,088,000.



**Red Light Running Infractions** is revenue received from fines generated by the red light camera ticketing system installed at select intersections in the City. Through the second quarter of 2025, the City collected \$504,775 in red light running fee revenue, which was \$11,355 (2.0%) less than the same period in the prior year. This amount follows the trend of safer driving resulting in reduced revenues. The 2025 adopted budget for Red Light Running revenue is \$1.1 million.

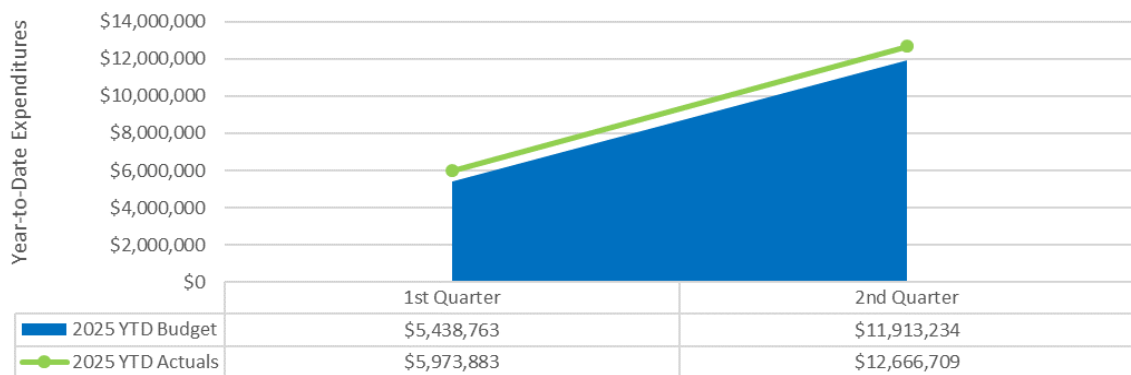
### Red Light Running 2025 Year-To-Date



### Expenditures

General Fund expenditures were \$12,666,709, which was \$753,373 (6.32%) more than budgeted expectations. The adopted budget for General Fund Expenditures for 2025 is \$26,113,975.

### General Fund Expenditures 2025 Year-To-Date



| General Fund<br>Summary of Uses<br>Year to Date through June | 2024              | 2025              | 2025              |                   | 2025 vs 2024   |             | 2025 vs. Budget |             |
|--------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------|-----------------|-------------|
|                                                              | YTD Actual        | Annual Budget     | YTD Budget        | YTD Actual        | \$             | %           | \$              | %           |
| Personnel                                                    | 8,056,977         | 16,791,999        | 7,696,053         | 7,936,745         | (120,232)      | -1.5%       | 240,692         | 3.1%        |
| Supplies                                                     | 390,624           | 588,255           | 294,128           | 363,407           | (27,217)       | -7.0%       | 69,279          | 23.6%       |
| Services                                                     | 3,111,581         | 6,020,345         | 3,158,570         | 3,022,727         | (88,853)       | -2.9%       | (135,842)       | -4.3%       |
| Internal Services                                            | 746,126           | 2,713,376         | 1,356,688         | 1,335,754         | 589,629        | 79.0%       | (20,934)        | -1.5%       |
| Transfers Out                                                | 113,300           | -                 | -                 | 8,075             | (105,225)      | -92.9%      | 8,075           | 0.0%        |
| <b>Total Expenditures</b>                                    | <b>12,479,172</b> | <b>26,113,975</b> | <b>12,505,438</b> | <b>12,666,709</b> | <b>187,537</b> | <b>1.5%</b> | <b>161,271</b>  | <b>1.3%</b> |

Personnel: Personnel costs represent expenditure of funds for salary and benefits expenses. Through the second quarter, personnel costs were \$120,232 (1.5%) higher than at the same point in the prior period and \$240,692 (3.1%) greater than the year-to-date budget. The budget variance is primarily due to payments due to employees who separated from the City.

Supplies: A unbudgeted bodycam refresh expenditure of \$77,230 resulted in supplies expenditures exceeding budget in the second quarter. However, these costs were reimbursed by grant funds.

Internal Services: Internal services increased \$589,629 over the same period of the prior year due to increased budgeted expenditures paid to the Equipment Rental Replacement fund.

Transfers Out: A transfer out to the American Rescue Plan Act (ARPA) Fund was recorded during the second quarter. A reconciliation of ARPA funds found that \$8,075 should not have been transferred to the General Fund in a prior year.

### General Fund Details

| General Fund<br>Summary of Sources and Uses              | 2025                 |                      |                      | 2025 YTD Budget vs Actual |             | 2025                 |
|----------------------------------------------------------|----------------------|----------------------|----------------------|---------------------------|-------------|----------------------|
|                                                          | Adopted Budget       | YTD Budget           | YTD Actual           | Amount                    | Percentage  | Remaining Budget     |
| <b>Operating Revenues (Recurring)</b>                    |                      |                      |                      |                           |             |                      |
| Taxes                                                    | \$ 20,343,457        | \$ 10,356,844        | \$ 9,821,364         | \$ (535,480)              | -5%         | \$ 10,522,093        |
| Licenses and Permits                                     | 425,500              | 233,526              | 237,809              | 4,282                     | 2%          | 187,691              |
| Intergovernmental (Grants, etc.)                         | 910,519              | 455,260              | 523,806              | 68,546                    | 15%         | 386,713              |
| Fees/Charges/Fines                                       | 1,897,100            | 934,984              | 931,860              | (3,123)                   | 0%          | 965,240              |
| Other                                                    | 2,057,758            | 1,003,879            | 1,005,739            | 1,860                     | 0%          | 1,052,019            |
| <b>Total Operating Revenues (Recurring)</b>              | <b>\$ 25,634,334</b> | <b>\$ 12,984,493</b> | <b>\$ 12,520,578</b> | <b>\$ (463,915)</b>       | <b>-4%</b>  | <b>\$ 13,113,756</b> |
| <b>Nonrecurring Revenues</b>                             |                      |                      |                      |                           |             |                      |
| Sound Transit                                            | 154,868              | 77,434               | 88,400               | 10,966                    | 14%         | 66,468               |
| Body Cam Refresh                                         | -                    | -                    | 77,010               | 77,010                    | -           | (77,010)             |
| Sales Tax (One-Time)                                     | 200,000              | 100,000              | 14,765               | (85,235)                  | -85%        | 185,235              |
| B&O Tax (One-Time)                                       | 75,000               | 37,500               | 6,364                | (31,136)                  | -83%        | 68,636               |
| Sale of Property                                         | 690,000              | -                    | -                    | -                         | -           | 690,000              |
| <b>Total Nonrecurring Revenues</b>                       | <b>\$ 1,119,868</b>  | <b>\$ 214,934</b>    | <b>\$ 186,539</b>    | <b>\$ (28,395)</b>        | <b>-13%</b> | <b>\$ 933,329</b>    |
| <b>Total Revenue</b>                                     | <b>\$ 26,754,202</b> | <b>\$ 13,199,427</b> | <b>\$ 12,707,117</b> | <b>\$ (492,310)</b>       | <b>-4%</b>  | <b>\$ 1,877,200</b>  |
| <b>Operating Expenditures (Recurring)</b>                |                      |                      |                      |                           |             |                      |
| City Council                                             | \$ 119,696           | \$ 56,514            | \$ 48,060            | (8,455)                   | -15%        | 71,636               |
| City Manager's Office                                    | 693,087              | 321,096              | 305,391              | (15,705)                  | -5%         | 387,696              |
| City Clerk                                               | 707,046              | 458,340              | 529,691              | 71,351                    | 16%         | 177,355              |
| Human Resources                                          | 279,665              | 133,192              | 115,562              | (17,630)                  | -13%        | 164,103              |
| Emergency Management                                     | 26,283               | 13,142               | 7,266                | (5,876)                   | -45%        | 19,017               |
| Communications                                           | 177,188              | 86,149               | 61,294               | (24,855)                  | -29%        | 115,894              |
| Finance                                                  | 1,306,317            | 606,430              | 638,847              | 32,417                    | 5%          | 667,470              |
| Information Technology Services                          | 1,332,120            | 642,291              | 648,238              | 5,947                     | 1%          | 683,882              |
| Legal                                                    | 1,015,611            | 470,710              | 429,222              | (41,488)                  | -9%         | 586,389              |
| Municipal Court                                          | 1,706,115            | 792,080              | 678,448              | (113,632)                 | -14%        | 1,027,667            |
| Public Safety - (SCORE/Public Defender/Fire Services)    | 1,020,310            | 510,155              | 521,297              | 11,142                    | 2%          | 499,013              |
| Police                                                   | 13,047,031           | 6,155,193            | 6,046,642            | (108,551)                 | -2%         | 7,000,389            |
| Planning and Building (Tax-based)                        | 431,611              | 198,848              | 195,676              | (3,172)                   | -2%         | 235,935              |
| Building and Parks Maintenance                           | 1,800,384            | 853,269              | 850,824              | (2,444)                   | 0%          | 949,560              |
| Community Events and Services                            | 1,860,093            | 888,796              | 881,515              | (7,280)                   | -1%         | 978,578              |
| Non-Departmental - Organizational Memberships            | 97,550               | 58,000               | 59,825               | 1,825                     | 3%          | 37,725               |
| <b>Total Operating Expenditures (Recurring)</b>          | <b>\$ 25,620,107</b> | <b>\$ 12,244,204</b> | <b>\$ 12,017,798</b> | <b>\$ (226,406)</b>       | <b>-2%</b>  | <b>\$ 13,602,309</b> |
| <b>Nonrecurring Expenditures</b>                         |                      |                      |                      |                           |             |                      |
| Sound Transit                                            | 154,868              | 77,434               | 88,400               | 10,966                    | 14%         | 66,468               |
| Professional Development Program                         | 15,000               | 13,800               | 13,800               | -                         | 0%          | 1,200                |
| Professional Services - One-time                         | 100,000              | 50,000               | 28,768               | (21,232)                  | -42%        | 71,232               |
| Sustainable Airport Master Plan                          | 114,000              | 57,000               | 16,985               | (40,015)                  | -70%        | 97,015               |
| Body Cam Refresh                                         | 16,000               | 16,000               | 77,010               | 61,010                    | 381%        | (61,010)             |
| Government relations                                     | 54,000               | 27,000               | 43,351               | 16,351                    | 61%         | 10,649               |
| Communications Contract                                  | 40,000               | 20,000               | 16,370               | (3,630)                   | -18%        | 23,630               |
| Staff Reduction                                          | -                    | -                    | 289,436              | 289,436                   | -           | (289,436)            |
| Encampment Cleanup                                       | -                    | -                    | 66,715               | 66,715                    | -           | (66,715)             |
| Transfers Out - Fund 114 (American Rescue Plan Act Fund) | -                    | -                    | 8,075                | 8,075                     | -           | (8,075)              |
| <b>Total Operating Expenditures (Recurring)</b>          | <b>\$ 493,868</b>    | <b>\$ 261,234</b>    | <b>\$ 648,911</b>    | <b>\$ 387,677</b>         | <b>148%</b> | <b>\$ (155,043)</b>  |
| <b>Total Expenditures</b>                                | <b>\$ 26,113,975</b> | <b>\$ 12,505,438</b> | <b>\$ 12,666,709</b> | <b>\$ 161,271</b>         | <b>1%</b>   | <b>\$ 13,447,266</b> |
| <b>Total Operating Income (Loss)</b>                     | <b>\$ 640,227</b>    | <b>\$ 693,989</b>    | <b>\$ 40,408</b>     | <b>\$ (653,581)</b>       |             |                      |

# OTHER FUNDS



## SPECIAL REVENUE FUNDS

A **special revenue fund** is a type of government fund used to account for money that must be spent on a specific purpose, as required by law or regulation.

Unlike the general fund, which can be used for a wide range of services, special revenue funds are restricted. The money that goes into these funds often comes from dedicated sources—such as grants, special taxes, or fees—and it can only be used for the specific program or service it was intended for.

For example, a city might have a special revenue fund for road maintenance that's funded by a gas tax, or one for parks and recreation funded by a portion of sales tax. The key point is that the money in these funds is legally earmarked and cannot be redirected to unrelated expenses.

These funds help ensure transparency and accountability by making it easier to track how specific revenue sources are used.

### *Summary of Special Revenue Funds:*

| Special Revenue Funds:            | Revenue      |              |             | Expenditures |            |             |
|-----------------------------------|--------------|--------------|-------------|--------------|------------|-------------|
| Fund                              | Budget       | Actual       | % of Budget | Budget       | Actual     | % of Budget |
| Street                            | \$ 2,618,000 | \$ 1,241,922 | 47.4%       | \$ 2,741,053 | \$ 884,882 | 32.3%       |
| Arterial Pavement                 | 1,418,000    | 55,345       | 3.9%        | 1,466,788    | 28,205     | 1.9%        |
| Development Fund                  | 2,885,246    | 1,665,423    | 57.7%       | 3,092,952    | 1,503,327  | 48.6%       |
| Police Drug Seizure               | 26,000       | -            | 0.0%        | 20,500       | 5,135      | 25.0%       |
| Hotel-Motel Tax                   | 125,000      | 42,668       | 34.1%       | 120,000      | 118,000    | 98.3%       |
| Affordable Housing Sales Tax      | 35,000       | 14,626       | 41.8%       | 35,000       | 30,667     | 87.6%       |
| American Rescue Plan Act          | -            | 8,455        | 0.0%        | 1,103,000    | 86,628     | 7.9%        |
| Redondo Zone                      | 129,800      | 640          | 0.5%        | 150,635      | 74,307     | 49.3%       |
| Waterfront Zone                   | 438,550      | 240,403      | 54.8%       | 394,462      | 209,040    | 53.0%       |
| PBPW Automation Fee               | 195,000      | 79,976       | 41.0%       | 120,409      | 43,963     | 36.5%       |
| Urban Forestry                    | 5,000        | -            | 0.0%        | 5,000        | -          | 0.0%        |
| Abatement                         | 3,600        | -            | 0.0%        | 2,500        | -          | 0.0%        |
| Automated Speed Enforcement (ASE) | 360,000      | 93,056       | 25.8%       | 432,976      | 92,106     | 21.3%       |
| Redondo Speed Enforcement Fund    | 1,000,000    | 644,487      | 64.4%       | 938,824      | 251,623    | 26.8%       |
| Transport Benefit District        | 1,040,000    | 550,042      | 52.9%       | 1,400,000    | 450,000    | 32.1%       |

### Development Fund Details

The purpose of the Development Fund is to account for revenue generated by fee-based development-related activities, including permitting, plan review, etc. and the associated cost of providing services. Divisions included in this fund include Planning and Development Services, Building, Joint and Minor Home Repair, Code Enforcement, Engineering Services, and City Project Management.

| Development Fund<br>Summary of Sources and Uses    | 2025                |                     |                     | 2025 YTD Budget vs<br>Actual |             | 2025                |
|----------------------------------------------------|---------------------|---------------------|---------------------|------------------------------|-------------|---------------------|
|                                                    | Adopted Budget      | YTD Budget          | YTD Actual          | Amount                       | Percentage  | Remaining Budget    |
| <b>Operating Revenues</b>                          |                     |                     |                     |                              |             |                     |
| <b>Planning and Building</b>                       |                     |                     |                     |                              |             |                     |
| Building Permits                                   | \$ 685,465          | \$ 342,733          | \$ 481,361          | \$ 138,628                   | 40%         | \$ 204,104          |
| Other Licenses and Permits                         | 351,799             | 175,900             | 157,715             | (18,184)                     | -10%        | 194,084             |
| Intergovernmental (Grants, etc.)                   | 97,749              | 48,875              | 81,160              | 32,286                       | 66%         | 16,589              |
| Charges for Services:                              |                     |                     |                     |                              |             |                     |
| Zoning Fees                                        | 319,278             | 159,639             | 249,106             | 89,467                       | 56%         | 70,172              |
| Plan Check Fees                                    | 638,000             | 319,000             | 499,408             | 180,408                      | 57%         | 138,592             |
| Other Fees                                         | 7,480               | 3,740               | 5,896               | 2,156                        | 58%         | 1,584               |
| Credit Card Fees                                   | 41,200              | 20,600              | 17,363              | (3,237)                      | -16%        | 23,837              |
| Penalties - Stop Work                              | 15,500              | 7,750               | 1,355               | (6,395)                      | -83%        | 14,145              |
| <b>Planning and Building Revenue Subtotal</b>      | <b>\$ 2,156,471</b> | <b>\$ 1,078,236</b> | <b>\$ 1,493,364</b> | <b>\$ 415,129</b>            | <b>39%</b>  | <b>\$ 663,107</b>   |
| <b>Engineering</b>                                 |                     |                     |                     |                              |             |                     |
| Right-Of-Way Permits                               | \$ 137,500          | \$ 68,750           | \$ 68,538           | \$ (212)                     | 0%          | \$ 68,962           |
| Engineering Fees                                   | 159,254             | 79,627              | 66,115              | (13,512)                     | -17%        | 93,139              |
| Interfund Charges/ Engineering CIP Support         | 334,537             | 167,269             | -                   | (167,269)                    | -100%       | 334,537             |
| <b>Engineering Revenue Subtotal</b>                | <b>\$ 631,291</b>   | <b>\$ 315,646</b>   | <b>\$ 134,653</b>   | <b>\$ (180,992)</b>          | <b>-57%</b> | <b>\$ 496,638</b>   |
| Interest Income                                    | 65,000              | 32,500              | 37,406              | 4,906                        | 15%         | 27,594              |
| Transfers In - PBPW Automation Fee Fund            | 32,484              | 16,242              | 0                   | (16,242)                     | -100%       | 32,484              |
| <b>Total Operating Revenues</b>                    | <b>\$ 2,885,246</b> | <b>\$ 1,442,623</b> | <b>\$ 1,665,423</b> | <b>\$ 222,800</b>            | <b>15%</b>  | <b>\$ 1,219,823</b> |
| <b>Operating Expenditures</b>                      |                     |                     |                     |                              |             |                     |
| <b>Planning and Building</b>                       |                     |                     |                     |                              |             |                     |
| Salaries and Benefits                              | \$ 1,613,355        | \$ 739,454          | \$ 749,605          | \$ 10,150                    | 1%          | \$ 863,750          |
| Supplies                                           | 33,351              | 16,676              | 10,772              | (5,904)                      | -35%        | 22,580              |
| Services                                           | 470,649             | 235,325             | 288,844             | 53,520                       | 23%         | 181,805             |
| <b>Planning and Building Expenditures Subtotal</b> | <b>\$ 2,117,355</b> | <b>\$ 991,455</b>   | <b>\$ 1,049,221</b> | <b>\$ 57,766</b>             | <b>6%</b>   | <b>\$ 1,068,135</b> |
| <b>Engineering</b>                                 |                     |                     |                     |                              |             |                     |
| Salaries and Benefits                              | \$ 715,814          | \$ 328,081          | \$ 269,196          | \$ (58,886)                  | -18%        | \$ 446,618          |
| Supplies                                           | 12,000              | 6,000               | 2,309               | (3,691)                      | -62%        | 9,691               |
| Services                                           | 247,783             | 123,892             | 182,602             | 58,710                       | 47%         | 65,181              |
| <b>Engineering Expenditures Subtotal</b>           | <b>\$ 975,597</b>   | <b>\$ 457,973</b>   | <b>\$ 454,107</b>   | <b>\$ (3,866)</b>            | <b>-1%</b>  | <b>\$ 521,490</b>   |
| <b>Total Operating Expenditures</b>                | <b>\$ 3,092,952</b> | <b>\$ 1,449,427</b> | <b>\$ 1,503,327</b> | <b>\$ 53,900</b>             | <b>4%</b>   | <b>\$ 1,589,625</b> |
| <b>Total Operating Income (Loss)</b>               | <b>\$ (207,706)</b> | <b>\$ (6,804)</b>   | <b>\$ 162,096</b>   | <b>\$ 168,901</b>            |             |                     |

## DEBT SERVICE FUND

The **debt service fund** accounts for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

| Debt Service Fund: | Revenue   |         |                    | Expenditures |         |                    |
|--------------------|-----------|---------|--------------------|--------------|---------|--------------------|
| Fund               | Budget    | Actual  | % Actual to Budget | Budget       | Actual  | % Actual to Budget |
| Debt Service Fund  | 1,048,483 | 524,241 | 50.0%              | 1,048,480    | 399,723 | 38.1%              |

## CAPITAL PROJECT FUND

A **capital project fund** is used by a city or town to track money set aside for large, long-term construction or improvement projects—like building a new school, library, fire station, or major road.

These funds are separate from the general fund because capital projects often involve large amounts of money and take multiple years to complete. The money in a capital project fund usually comes from sources like bonds (borrowed money), grants, or dedicated taxes.

The purpose of the fund is to ensure that all the revenues and expenses related to a specific project are kept together in one place, making it easier to manage and monitor.

A capital project fund helps a municipality plan, finance, and track big infrastructure investments over time, separate from everyday operating expenses.

### Summary of Capital Project Managerial Funds

| Capital Project Fund:               | Revenue           |                  |             | Expenditures      |                  |             |
|-------------------------------------|-------------------|------------------|-------------|-------------------|------------------|-------------|
| Fund                                | Budget            | Actual           | % of Budget | Budget            | Actual           | % of Budget |
| REET 1                              | \$ 740,000        | \$ 364,053       | 49.2%       | \$ 2,380,979      | \$ 146,990       | 6.2%        |
| REET 2                              | 700,000           | 325,970          | 46.6%       | 483,504           | 229,436          | 47.5%       |
| Park Levy                           | 150,000           | 147,474          | 98.3%       | -                 | -                | 0.0%        |
| Park in Lieu                        | 27,500            | -                | 0.0%        | 46,000            | 380              | 0.8%        |
| One-Time Sales & B+O Tax Revenues   | 50,000            | 28,192           | 56.4%       | 165,000           | 33,706           | 20.4%       |
| Municipal Capital Improvements      | 5,526,000         | 1,378,190        | 24.9%       | 15,558,000        | 1,740,433        | 11.2%       |
| Transportation Capital Improvements | 8,430,000         | 1,604,286        | 19.0%       | 9,020,000         | 2,000,588        | 22.2%       |
| Traffic in Lieu                     | 460,000           | 459,524          | 99.9%       | -                 | -                | 0.0%        |
| Traffic Impact - Citywide           | 345,000           | 74,671           | 21.6%       | 140,000           | 100,584          | 71.8%       |
| Traffic Impact - Pac Ridge          | 120,000           | 14,153           | 11.8%       | -                 | -                | 0.0%        |
| <b>Total Capital Project Fund*</b>  | <b>16,548,500</b> | <b>4,396,515</b> | <b>27%</b>  | <b>27,793,483</b> | <b>4,252,116</b> | <b>15%</b>  |

\*The Capital Projects Fund exists as a single fund per City Code. The Capital Projects Fund utilizes Managerial funds to facilitate administrative tracking and financial oversight.

## ENTERPRISE FUNDS

An **enterprise fund** is used by a city or town to manage services that operate like a business—where the goal is to cover the cost of providing the service through the fees charged to users.

Common examples include water and sewer utilities, public transportation, or municipal airports. These services are typically self-supporting, meaning the money to run them comes mostly from customer payments, not taxes.

Enterprise funds help keep these business-like operations financially separate from the rest of the city's budget. This makes it easier to see whether a specific service is paying for itself and to manage its revenues, expenses, and long-term investments (like equipment or infrastructure upgrades).

### Marina Fund Details

The purpose of the Marina Fund is to account for the revenues and expenditures related to Marina operations, construction, and debt.

| Marina Fund<br>Summary of Sources and Uses           | 2025                   |                       |                       | 2025 YTD Budget vs Actual |             | 2025<br>Remaining Budget |
|------------------------------------------------------|------------------------|-----------------------|-----------------------|---------------------------|-------------|--------------------------|
|                                                      | Adopted Budget         | YTD Budget            | YTD Actual            | Amount                    | Percentage  |                          |
| <b>Operating Revenue</b>                             |                        |                       |                       |                           |             |                          |
| Charges for Services                                 | \$ 3,883,417           | \$ 1,941,709          | \$ 2,039,664          | \$ 97,955                 | 5%          | \$ 1,843,753             |
| Fuel Sales                                           | 1,503,000              | 751,500               | 480,888               | (270,612)                 | -36%        | 1,022,112                |
| Parking Fines & Moorage Late Fees                    | -                      | -                     | -                     | -                         | 0%          | -                        |
| Intergovernmental Revenues                           | -                      | -                     | 18,666                | 18,666                    | 0%          | (18,666)                 |
| Miscellaneous Revenues                               | 18,330                 | 9,165                 | 12,429                | 3,264                     | 36%         | 5,901                    |
| Transfer In - One-Time Sales Tax                     | -                      | -                     | -                     | -                         | #DIV/0!     | -                        |
| <b>Operating Revenue Subtotal</b>                    | <b>\$ 5,404,747</b>    | <b>\$ 2,702,374</b>   | <b>\$ 2,551,646</b>   | <b>\$ (150,728)</b>       | <b>-6%</b>  | <b>\$ 2,853,101</b>      |
| <b>Operating Expense</b>                             |                        |                       |                       |                           |             |                          |
| Salaries and Benefits                                | \$ 1,459,598           | \$ 790,616            | \$ 622,787            | \$ (167,828)              | -21%        | \$ 836,811               |
| Supplies                                             | 150,550                | 75,275                | 57,637                | (17,638)                  | -23%        | 92,913                   |
| Fuel Purchases                                       | 1,200,000              | 600,000               | 326,706               | (273,294)                 | -46%        | 873,294                  |
| Services                                             | 713,909                | 356,955               | 223,136               | (133,819)                 | -37%        | 490,773                  |
| Services - Interfund                                 | 1,052,806              | 526,403               | 526,403               | (0)                       | 0%          | 526,403                  |
| <b>Total Operating Expenses (excl. depreciation)</b> | <b>\$ 4,576,863</b>    | <b>\$ 2,349,248</b>   | <b>\$ 1,756,669</b>   | <b>\$ (592,579)</b>       | <b>-25%</b> | <b>\$ 2,820,194</b>      |
| <b>Operating Income/(Loss)</b>                       | <b>\$ 827,884</b>      | <b>\$ 353,125</b>     | <b>\$ 794,977</b>     | <b>\$ 441,852</b>         | <b>125%</b> | <b>\$ 32,907</b>         |
| <b>Non-Operating Revenue</b>                         |                        |                       |                       |                           |             |                          |
| Insurance Recoveries                                 | -                      | -                     | 105                   | 105                       | -           | (105)                    |
| Interest Income                                      | 280,000                | 140,000               | 255,259               | 115,259                   | 82%         | 24,741                   |
| <b>Non-operating Revenue Subtotal</b>                | <b>\$ 280,000</b>      | <b>\$ 140,000</b>     | <b>\$ 255,364</b>     | <b>\$ 115,364</b>         | <b>82%</b>  | <b>\$ 24,636</b>         |
| <b>Non-operating Expense</b>                         |                        |                       |                       |                           |             |                          |
| Capital Outlay                                       | \$ 14,692,000          | \$ 7,346,000          | \$ 2,256,485          | \$ (5,089,515)            | -69%        | \$ 12,435,515            |
| Debt Service                                         | 1,101,996              | 550,998               | 349,614               | (201,384)                 | -37%        | 752,382                  |
| <b>Non-operating Expense Subtotal</b>                | <b>\$ 15,793,996</b>   | <b>\$ 7,896,998</b>   | <b>\$ 2,606,099</b>   | <b>\$ (5,290,899)</b>     | <b>-67%</b> | <b>\$ 13,187,897</b>     |
| <b>Net Change in Unrestricted Net Position</b>       | <b>\$ (14,686,112)</b> | <b>\$ (7,403,873)</b> | <b>\$ (1,555,758)</b> | <b>\$ 5,848,115</b>       | <b>-79%</b> | <b>\$ (13,130,354)</b>   |

### Surface Water Management (SWM) Fund Details

The purpose of the Surface Water Management(SWM) Fund is to account for revenues and expenses related to Surface Water Management operations and construction.

| Surface Water Management Fund<br>Summary of Sources and Uses | 2025                |                       |                     | 2025 YTD Budget vs Actual |              | 2025                |
|--------------------------------------------------------------|---------------------|-----------------------|---------------------|---------------------------|--------------|---------------------|
|                                                              | Adopted Budget      | YTD Budget            | YTD Actual          | Amount                    | Percentage   | Remaining Budget    |
| <b>Operating Revenue</b>                                     |                     |                       |                     |                           |              |                     |
| Charges for Services                                         | \$ 5,794,001        | \$ 1,947,178          | \$ 3,085,818        | \$ 1,138,640              | 58%          | \$ 2,708,183        |
| Intergovernmental Revenue                                    | 844,000             | 422,000               | -                   | (422,000)                 | -100%        | 844,000             |
| <b>Operating Revenue Subtotal</b>                            | <b>\$ 6,638,001</b> | <b>\$ 2,369,178</b>   | <b>\$ 3,085,818</b> | <b>\$ 716,640</b>         | <b>30%</b>   | <b>\$ 3,552,183</b> |
| <b>Operating Expense</b>                                     |                     |                       |                     |                           |              |                     |
| Salaries and Benefits                                        | \$ 2,023,034        | \$ 927,224            | \$ 901,526          | \$ (25,698)               | -3%          | \$ 1,121,508        |
| Supplies                                                     | 119,650             | 59,825                | 37,868              | (21,957)                  | -37%         | 81,782              |
| Services                                                     | 1,698,715           | 849,358               | 642,879             | (206,479)                 | -24%         | 1,055,836           |
| Services - Interfund                                         | 1,012,635           | 506,318               | 505,358             | (960)                     | 0%           | 507,278             |
| <b>Total Operating Expenses (excl. depreciation)</b>         | <b>\$ 4,854,034</b> | <b>\$ 2,342,724</b>   | <b>\$ 2,087,630</b> | <b>\$ (255,094)</b>       | <b>-11%</b>  | <b>\$ 2,766,404</b> |
| <b>Operating Income/(Loss)</b>                               | <b>\$ 1,783,967</b> | <b>\$ 26,454</b>      | <b>\$ 998,188</b>   | <b>\$ 971,734</b>         | <b>3673%</b> | <b>\$ 785,779</b>   |
| <b>Non-Operating Revenue</b>                                 |                     |                       |                     |                           |              |                     |
| Miscellaneous Revenue                                        | \$ -                | \$ -                  | \$ 143              | \$ 143                    | 0%           | \$ (143)            |
| Interest Income                                              | 400,000             | 200,000               | 227,616             | 27,616                    | 14%          | 172,384             |
| <b>Non-operating Revenue Subtotal</b>                        | <b>\$ 400,000</b>   | <b>\$ 200,000</b>     | <b>\$ 227,759</b>   | <b>\$ 27,759</b>          | <b>14%</b>   | <b>\$ 172,241</b>   |
| <b>Non-operating Expense</b>                                 |                     |                       |                     |                           |              |                     |
| Capital Outlay                                               | \$ 2,094,000        | \$ 1,047,000          | \$ 2,217,882        | \$ 1,170,882              | 112%         | \$ (123,882)        |
| Transfers Out to Fund 319 (Transportation Improvemen         | 500,000             | 250,000               | -                   | (250,000)                 | (1)          | 500,000             |
| <b>Non-operating Expense Subtotal</b>                        | <b>\$ 2,594,000</b> | <b>\$ 1,297,000</b>   | <b>\$ 2,217,882</b> | <b>\$ 920,882</b>         | <b>71%</b>   | <b>\$ 376,118</b>   |
| <b>Net Change in Unrestricted Net Position</b>               | <b>\$ (410,033)</b> | <b>\$ (1,070,546)</b> | <b>\$ (991,934)</b> | <b>\$ 78,612</b>          | <b>-7%</b>   | <b>\$ 581,901</b>   |

## INTERNAL SERVICE FUNDS

Internal Service Funds are funds that cities use to manage services provided internally from one department to another, rather than to the public. These funds operate like internal businesses within the government, charging city departments for the services they use—such as vehicle maintenance, information technology support, or insurance coverage.

By tracking these costs separately, Internal Service Funds help ensure accurate budgeting, promote cost accountability, and allow departments to see the true cost of the resources they consume.

The City has internal service funds for:

- Equipment maintenance (repairing city vehicles, etc.)
- Equipment replacement
- Repair and replacement of municipal facilities
- Information technology (managing computers and networks)
- Insurance

| Internal Service Funds:      | Revenue   |           |                    | Expenditures |           |                    |
|------------------------------|-----------|-----------|--------------------|--------------|-----------|--------------------|
| Fund                         | Budget    | Actual    | % Actual to Budget | Budget       | Actual    | % Actual to Budget |
| Equipment Rental Operations  | 1,077,976 | 514,655   | 47.7%              | 855,438      | 355,832   | 41.6%              |
| Equipment Rental Replacement | 2,280,778 | 1,258,524 | 55.2%              | 1,389,000    | 594,081   | 42.8%              |
| Facility Major Repairs       | 2,128,000 | 273,197   | 12.8%              | 2,116,885    | 222,169   | 10.5%              |
| Computer Replacement         | 238,000   | 129,348   | 54.3%              | 460,000      | 103,807   | 22.6%              |
| Self Insurance               | 1,147,472 | 575,467   | 50.2%              | 1,260,971    | 1,151,817 | 91.3%              |
| Unemployment Insurance       | 60,000    | 33,043    | 55.1%              | 300,000      | 56,777    | 18.9%              |

# Investment Report

**City of Des Moines**  
**Cash Deposits and Investment Portfolio**

| Security Type                      | Fair Value as of<br>1/1/2025 | 2025 Activity         | Fair Value as<br>of 6/30/2025 | % of<br>Portfolio |
|------------------------------------|------------------------------|-----------------------|-------------------------------|-------------------|
| Federal Farm Credit Bank           | \$ 7,285,589                 | \$ 23,801             | \$ 7,309,390                  | 10.7%             |
| Federal Home Loan Bank             | 6,394,945                    | (2,439,825)           | 3,955,120                     | 5.8%              |
| Federal Agricultural Mortgage Corp | 4,250,310                    | 18,963                | 4,269,273                     | 6.2%              |
| US Treasury Notes/Bonds            | 2,941,253                    | 1,525,280             | 4,466,533                     | 6.5%              |
| United States Treasury STRIP       | 1,995,369                    | 1,633,291             | 3,628,659                     | 5.3%              |
| Key Bank                           | 5,792,655                    | (433,617)             | 5,359,039                     | 7.8%              |
| LGIP                               | 41,606,900                   | (2,118,517)           | 39,488,383                    | 57.7%             |
| <b>Total</b>                       | <b>\$ 71,759,746</b>         | <b>\$ (3,283,349)</b> | <b>\$ 68,476,397</b>          | <b>100.0%</b>     |

|                                  |                      |             |                      |               |
|----------------------------------|----------------------|-------------|----------------------|---------------|
| Bond Investments                 | \$ 24,360,191        | 33.9%       | \$ 23,628,975        | 34.5%         |
| Local Government Investment Pool | 41,606,900           | 58.0%       | 39,488,383           | 57.7%         |
| Key Bank Account                 | 5,792,655            | 8.1%        | 5,359,039            | 7.8%          |
| <b>Total</b>                     | <b>\$ 71,759,746</b> | <b>100%</b> | <b>\$ 68,476,397</b> | <b>100.0%</b> |

**Local Government Investment Pool Composition**

|                         |                      |             |                      |             |
|-------------------------|----------------------|-------------|----------------------|-------------|
| Operating Funds         | 17,447,505           | 42%         | 17,441,708           | 44%         |
| Debt Proceeds           | 24,159,395           | 58%         | 22,046,675           | 56%         |
| <b>Total LGIP Funds</b> | <b>\$ 41,606,900</b> | <b>100%</b> | <b>\$ 39,488,383</b> | <b>100%</b> |

**Cash Management:**

The City maintains a cash balance with KeyBank to support daily operations, including a dedicated account for Municipal Court functions. All other available funds are invested in either the Local Government Investment Pool (LGIP) or in government debt.

**Investment Interest Earnings**

| Type            | 6/30/2024                                        | 6/30/2025    | Change         |
|-----------------|--------------------------------------------------|--------------|----------------|
| LGIP            | \$991,195.56                                     | \$881,483.48 | ↓ \$109,712.08 |
| Bond Investment | \$329,625.00                                     | \$387,450.00 | ↑ \$57,825     |
| Notes           | Elevated due to bond proceeds being held in LGIP |              |                |

**Interest Allocation:** Investment interest is allocated across all City funds based on their portion of the overall cash balance at the end of the month.

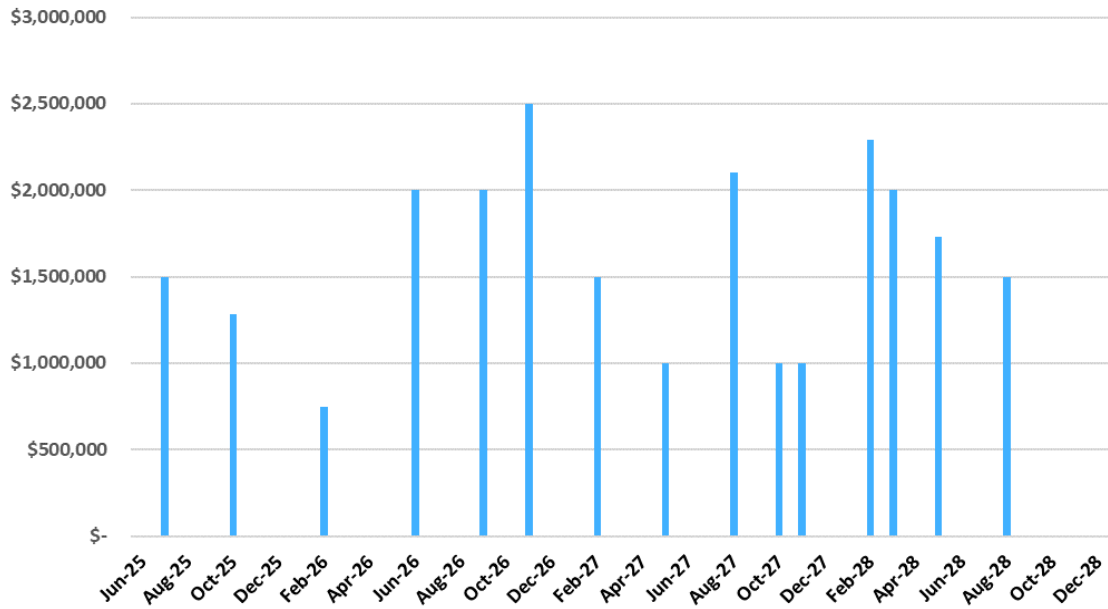
**Investment Transaction Listing**

During the second quarter of 2025, the following investments activity occurred:

| Security Type                    | Amount      | Maturity Date | Yield | Status    |
|----------------------------------|-------------|---------------|-------|-----------|
| Federal Home Loan Mortgage Corp  | \$1,500,000 | 5/1/2025      | 3.12% | Matured   |
| United States Treasury Note/Bond | \$1,500,000 | 8/15/2028     | 3.78% | Purchased |



### City of Des Moines Investment Portfolio Maturity Distribution



### Investment Asset Listing

| CUSIP              | Issuer                             | Investment Type | Moody's Rating | S&P Rating | Days to Maturity | Maturity Date | Interest Rate | Interest Yield | Par Value            | Fair Market Value    | Cost                |
|--------------------|------------------------------------|-----------------|----------------|------------|------------------|---------------|---------------|----------------|----------------------|----------------------|---------------------|
| 3130B2PJ8          | Federal Home Loan Bank             | BONDS           | Aa1            | AA+        | 431              | 9/4/2026      | 3.6250%       | 3.5300%        | 2,000,000            | 1,991,740            | 2,006,922           |
| 313382GT4          | Federal Home Loan Bank             | BONDS           | Aa1            | AA+        | 984              | 3/10/2028     | 3.0000%       | 3.6500%        | 2,000,000            | 1,963,380            | 1,986,448           |
| 3133ENB74          | Federal Farm Credit Bank           | BONDS           | Aa1            | AA+        | 21               | 7/21/2025     | 3.1500%       | 3.0500%        | 1,500,000            | 1,498,995            | 1,504,269           |
| 3133EP2T1          | Federal Farm Credit Bank           | BONDS           | Aa1            | AA+        | 592              | 2/12/2027     | 4.1250%       | 4.3800%        | 1,500,000            | 1,504,365            | 1,492,047           |
| 3133EPNG6          | Federal Farm Credit Bank           | BONDS           | Aa1            | AA+        | 358              | 6/23/2026     | 4.3750%       | 4.8400%        | 2,000,000            | 2,006,680            | 2,010,137           |
| 3133EPYW9          | Federal Farm Credit Bank           | BONDS           | Aa1            | AA+        | 112              | 10/20/2025    | 5.1250%       | 5.0000%        | 1,280,000            | 1,282,470            | 1,283,537           |
| 3133ERDS7          | Federal Farm Credit Bank           | BONDS           | Aa1            | AA+        | 675              | 5/6/2027      | 4.7500%       | 4.5500%        | 1,000,000            | 1,016,880            | 1,006,806           |
| 31422XV66          | Federal Agricultural Mortgage Corp | NOTES           | -              | -          | 217              | 2/2/2026      | 3.9500%       | 4.3000%        | 750,000              | 748,688              | 744,530             |
| 31424WBUS          | Federal Agricultural Mortgage Corp | NOTES           | -              | -          | 501              | 11/13/2026    | 4.8000%       | 4.8000%        | 2,500,000            | 2,526,775            | 2,500,668           |
| 31424WP29          | Federal Agricultural Mortgage Corp | NOTES           | -              | -          | 829              | 10/7/2027     | 3.5800%       | 3.9500%        | 1,000,000            | 993,810              | 991,888             |
| 9128282R0          | US Treasury Notes/Bonds            | NOTES           | Aa1            | -          | 776              | 8/15/2027     | 2.2500%       | 4.4000%        | 2,100,000            | 2,036,748            | 1,987,298           |
| 9128283F5          | US Treasury Notes/Bonds            | NOTES           | Aa1            | -          | 868              | 11/15/2027    | 2.2500%       | 3.4403%        | 1,000,000            | 966,880              | 973,438             |
| 9128284V9          | US Treasury Notes/Bonds            | NOTES           | Aa1            | -          | 1142             | 8/15/2028     | 2.8750%       | 3.7800%        | 1,500,000            | 1,462,905            | 1,469,054           |
| 912833RV8          | United States Treasury STRIP       | STRIPS          | -              | -          | 960              | 2/15/2028     | 0.0000%       | 4.2509%        | 2,290,000            | 2,074,946            | 1,997,171           |
| 912833WQ9          | United States Treasury STRIP       | STRIPS          | -              | -          | 1050             | 5/15/2028     | 0.0000%       | 4.3000%        | 1,730,000            | 1,553,713            | 1,499,969           |
| <b>Grand Total</b> |                                    |                 |                |            |                  |               |               |                | <b>\$ 24,150,000</b> | <b>\$ 23,628,975</b> | <b>\$23,454,181</b> |

## ATTACHMENT 1 – Sales Tax by Category

| SALES TAX SUMMARY            |                                                  | June 2025/April 2025 Sales |                |                |              |
|------------------------------|--------------------------------------------------|----------------------------|----------------|----------------|--------------|
| NACE                         | CONSTRUCTION                                     | 24 TOTAL                   | 24 YTD         | 25 YTD         | YTD          |
| 236                          | Construction of Buildings                        | 24,268                     | 172,559        | 219,520        | 26.9%        |
| 237                          | Heavy & Civil Engineering                        | 1,307                      | 10,349         | 9,849          | 26.9%        |
| 238                          | Specialty Trade Contractors                      | 371,885                    | 156,817        | 161,131        | 4.0%         |
|                              | <b>TOTAL CONSTRUCTION</b>                        | <b>777,560</b>             | <b>351,572</b> | <b>480,500</b> | <b>28.4%</b> |
|                              | Overall Construction Change from Previous Year   |                            |                | <b>102,233</b> |              |
| MANUFACTURING                |                                                  | 24 TOTAL                   | 24 YTD         | 25 YTD         | YTD          |
| 311                          | Food Processing                                  | 27                         | 1,652          | 1,420          | % Diff       |
| 312                          | Beverages & Tobacco Products                     | 2,220                      | 1,310          | 1,310          | 25.3%        |
| 313                          | Textile Mills                                    | 200                        | 111            | 130            | 17.2%        |
| 314                          | Textile Product Mills                            | 175                        | 135            | 91             | -32.6%       |
| 315                          | Apparel Manufacturing                            | 320                        | 164            | 199            | 21.4%        |
| 316                          | Leather & Allied Products                        | 434                        | 202            | 242            | 19.9%        |
| 321                          | Wood Product Manufacturing                       | 6,365                      | 3,831          | 467            | -67.6%       |
| 322                          | Paper Manufacturing                              | 289                        | 83             | 357            | 322.2%       |
| 323                          | Printing & Related Support                       | 4,967                      | 2,400          | 4,614          | 106.2%       |
| 324                          | Chemical & Allied Products                       | 1,367                      | 668            | 662            | -3.3%        |
| 325                          | Chemical Manufacturing                           | 1,367                      | 668            | 662            | -3.3%        |
| 326                          | Plastic & Rubber Products                        | 289                        | 223            | 36             | -42.9%       |
| 327                          | Nonmetallic Mineral Products                     | 4,459                      | 1,666          | 1,524          | -18.3%       |
| 331                          | Primary Metal Manufacturing                      | 68                         | 5              | 12             | 146.8%       |
| 332                          | Fabricated Metal Products                        | 1,653                      | 853            | 955            | 11.9%        |
| 333                          | Machinery Manufacturing                          | 730                        | 1,033          | 918            | 11.9%        |
| 334                          | Computer & Electronic Products                   | 2,730                      | 1,033          | 926            | 10.2%        |
| 335                          | Electrical, Electronic & Other Equipment         | 1,370                      | 1,033          | 926            | 10.2%        |
| 336                          | Transportation Equipment Mfg                     | 15,676                     | 7,712          | 10,746         | 47.7%        |
| 337                          | Furniture & Related Products                     | 4,249                      | 3,122          | 865            | -49.4%       |
| 339                          | Mechanical Manufacturing                         | 4,278                      | 2,399          | 2,867          | 21.0%        |
|                              | <b>TOTAL MANUFACTURING</b>                       | <b>53,099</b>              | <b>26,584</b>  | <b>36,307</b>  | <b>36.6%</b> |
|                              | Overall Manufacturing Change from Previous Year  |                            |                | <b>9,723</b>   |              |
| TRANSPORTATION & WAREHOUSING |                                                  | 24 TOTAL                   | 24 YTD         | 25 YTD         | YTD          |
| 481                          | Air Transportation                               | 2                          | 1              | 10             | 781.2%       |
| 482                          | Rail Transportation                              | -                          | -              | 0              | -            |
| 483                          | Water Transportation                             | -                          | -              | 0              | -            |
| 484                          | Truck Transportation                             | 6,412                      | 3,549          | 2,510          | -20.3%       |
| 485                          | Tram and Ground Passengers                       | -                          | -              | -              | -            |
| 487                          | Scientific and Signaling Trans                   | -                          | -              | -              | -            |
| 488                          | Transportation Support                           | 3,446                      | 1,331          | 1,022          | -23.2%       |
| 489                          | Transportation Equipment                         | 17,776                     | 14,847         | 19,782         | 40.7%        |
| 492                          | Charters & Managers                              | 30,317                     | 14,847         | 19,782         | 40.7%        |
| 493                          | Warehousing & Storage                            | 371                        | 315            | 110            | -46.3%       |
|                              | <b>TOTAL TRANSP &amp; WAREH</b>                  | <b>42,664</b>              | <b>19,301</b>  | <b>34,460</b>  | <b>21.6%</b> |
|                              | Overall Transportation Change from Previous Year |                            |                | <b>15,159</b>  |              |
| WHOLESALE TRADE              |                                                  | 24 TOTAL                   | 24 YTD         | 25 YTD         | YTD          |
| 433                          | Wine, Beer & Liquor Stores                       | 54,807                     | 27,530         | 28,800         | 5.0%         |
| 434                          | Wine, Beer & Liquor Stores                       | 54,807                     | 27,530         | 28,800         | 5.0%         |
| 435                          | Wholesale Electronic Markets                     | 1,310                      | 555            | 551            | -14.4%       |
|                              | <b>WHOLESALE TRADE TOTAL</b>                     | <b>19,865</b>              | <b>9,430</b>   | <b>118,449</b> | <b>20.4%</b> |
|                              | Overall Wholesale Change from Previous Year      |                            |                | <b>118,449</b> |              |

| SALES TAX SUMMARY |                                                             | June 2025/April 2025 Sales |                  |                  |               |
|-------------------|-------------------------------------------------------------|----------------------------|------------------|------------------|---------------|
| NACE              | RETAIL TRADE                                                | 24 TOTAL                   | 24 YTD           | 25 YTD           | YTD           |
| 442               | Furniture & Home Furnishings                                | -                          | -                | -                | -             |
| 443               | Appliances, Electronics, and Appliances                     | -                          | -                | -                | -             |
| 444               | Building Materials & Garden                                 | 96,397                     | 26,351           | 26,351           | 0.1%          |
| 445               | Food & Beverage Stores                                      | 184,264                    | 86,330           | 86,330           | 3.9%          |
| 446               | Health & Personal Care                                      | -                          | -                | -                | -             |
| 448               | Clothing & Accessories                                      | -                          | -                | -                | -             |
| 449               | Furniture, Home Furnishings, Electronics, and Appliances    | 153,056                    | 78,748           | 77,338           | -1.5%         |
| 451               | Sporting Goods, Hobby, Books                                | -                          | -                | -                | -             |
| 452               | General Merchandise Stores                                  | -                          | -                | -                | -             |
| 453               | Gasoline Stations and Fuel Dealers                          | -                          | -                | -                | -             |
| 454               | General Merchandise Retailers                               | -                          | -                | -                | -             |
| 455               | General Merchandise Retailers                               | -                          | -                | -                | -             |
| 456               | Gasoline Stations and Fuel Dealers                          | 63,701                     | 30,711           | 34,545           | 12.5%         |
| 457               | Clothing, Clothing Accessories, Shoes and Jewelry Retailers | 50,449                     | 23,839           | 26,789           | 17.2%         |
| 459               | Sporting Goods, Hobby, Musical Instrument, Book and Misc    | 675,652                    | 326,714          | 327,354          | 5.3%          |
|                   | <b>TOTAL RETAIL TRADE</b>                                   | <b>1,307,450</b>           | <b>646,599</b>   | <b>872,699</b>   | <b>4.2%</b>   |
|                   | Overall Retail Change from Previous Year                    |                            |                  | <b>226,100</b>   |               |
| SERVICES          |                                                             | 24 TOTAL                   | 24 YTD           | 25 YTD           | YTD           |
| 51*               | Information                                                 | 215,632                    | 113,045          | 109,830          | -2.9%         |
| 52*               | Finance & Insurance                                         | 23,566                     | 12,414           | 10,827           | -12.0%        |
| 53*               | Real Estate, Rental, Leasing                                | 66,452                     | 23,815           | 28,417           | 19.3%         |
| 54*               | Professional, Scientific, Tech                              | 86,026                     | 42,258           | 47,566           | 12.5%         |
| 55*               | Computer, Management                                        | 201,664                    | 103,310          | 103,310          | -48.3%        |
| 56*               | Administrative & Support Services                           | 18,566                     | 9,344            | 8,362            | -12.1%        |
| 61*               | Educational Services                                        | 7,133                      | 3,443            | 4,417            | 28.5%         |
| 62*               | Health Care Social Assistance                               | 35,015                     | 15,165           | 17,266           | 15.4%         |
| 71*               | Arts & Entertainment                                        | 429,659                    | 195,859          | 202,504          | 3.3%          |
| 81*               | Accommodation & Food Svcs                                   | 151,162                    | 74,609           | 85,339           | 14.4%         |
| 82*               | Other Services                                              | 840                        | 245              | 652,257          | 251.1%        |
|                   | <b>TOTAL SERVICES</b>                                       | <b>1,307,278</b>           | <b>624,017</b>   | <b>862,257</b>   | <b>4.8%</b>   |
|                   | Overall Services Change from Previous Year                  |                            |                  | <b>238,240</b>   |               |
| MISCELLANEOUS     |                                                             | 24 TOTAL                   | 24 YTD           | 25 YTD           | YTD           |
| 000               | Unknown                                                     | -                          | -                | -                | -             |
| 111-115           | Agriculture, Forestry, Fishing                              | 701                        | 200              | 194              | -7.6%         |
| 211-221           | Mining & Quarrying                                          | 11,644                     | 7,873            | 44,355           | 471.9%        |
| 999               | Unclassified Establishments                                 | 159,910                    | 64,661           | 44,355           | -31.9%        |
|                   | <b>MISCELLANEOUS TOTAL</b>                                  | <b>172,045</b>             | <b>72,834</b>    | <b>88,744</b>    | <b>-47.8%</b> |
|                   | Overall Miscellaneous Change from Previous Year             |                            |                  | <b>(87,149)</b>  |               |
| GRAND TOTALS      |                                                             | 24 TOTAL                   | 24 YTD           | 25 YTD           | YTD           |
|                   | Grand Total Change from Previous Year to Date               | <b>4,033,471</b>           | <b>1,987,102</b> | <b>2,188,655</b> | <b>4.0%</b>   |



# Q2 2025 Financial Report

September 11, 2025



# Headlines

- General Fund
  - B&O – Square Footage Tax Revenue
    - Revenues are lower than expected as the new tax phases in; the budget did not anticipate this ramp-up period.
  - Total Operating Income = \$40,408
  - Ending Cash Balance = \$2,089,775
    - 8.2% of Annual Operating Expenses
- Coming Soon
  - 2025/2026 Biennial Budget Amendments
  - 2026 – 2031 Capital Improvements Plan
  - 2026 Property Tax Levy



# General Fund Revenue

| Revenue                  | 2025 YTD Actuals     | \$ Over/(Under) YTD Budget | % Over/(Under) YTD Budget |   |
|--------------------------|----------------------|----------------------------|---------------------------|---|
| Taxes                    | \$ 9,821,364         | \$ (535,480)               | -5%                       | ● |
| Licenses and Permits     | 237,809              | 4,282                      | 2%                        | ● |
| Intergovernmental        | 523,806              | 68,546                     | 15%                       | ● |
| Fees/Charges/Fines       | 931,860              | (3,123)                    | 0%                        | ● |
| Other                    | 1,005,739            | 1,860                      | 0%                        | ● |
| Non-Recurring (One-Time) | 186,539              | (28,395)                   | -13%                      | ● |
| <b>Total Revenue</b>     | <b>\$ 12,707,117</b> | <b>\$ (492,310)</b>        | <b>-4%</b>                | ● |

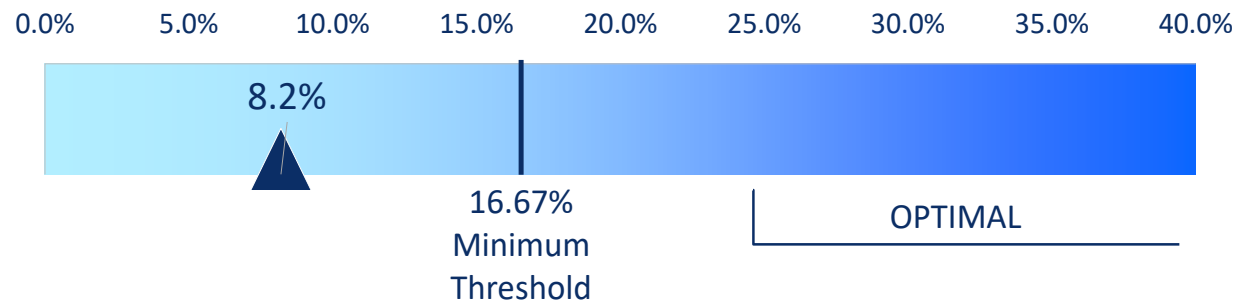


# General Fund Expenditures

| Summary of Uses   | 2025 YTD Actuals     | \$ Over/(Under) YTD Budget | % Over/(Under) YTD Budget |   |
|-------------------|----------------------|----------------------------|---------------------------|---|
| Personnel         | \$ 7,936,745         | \$ 240,692                 | 3%                        | ● |
| Supplies          | 363,407              | 69,279                     | 24%                       | ● |
| Services          | 3,022,727            | (135,842)                  | -4%                       | ● |
| Internal Services | 1,335,754            | (20,934)                   | -2%                       | ● |
| Transfers Out     | 8,075                | 8,075                      | 0%                        | ● |
| <b>Total Uses</b> | <b>\$ 12,666,708</b> | <b>\$ 161,270</b>          | <b>1%</b>                 | ● |



# General Fund Operating Reserves

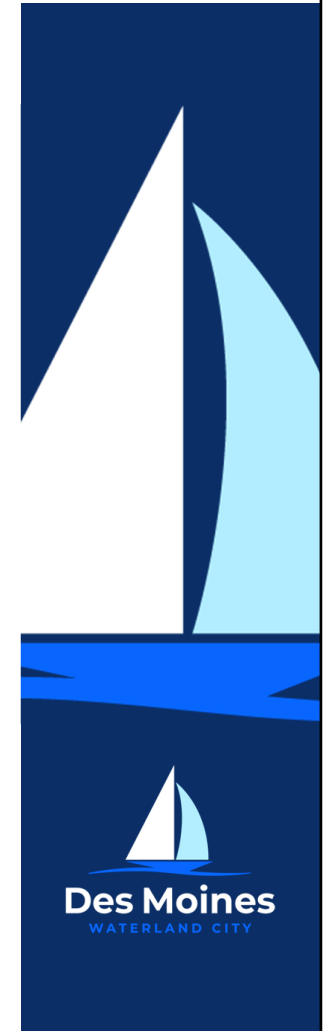


Operating Reserves = \$2.1 million  
16.67% threshold = \$4.2 million



# Marina

| Revenue                    | 2025 YTD Actuals    | \$ Over/(Under) YTD Budget | % Over/(Under) YTD Budget |   |
|----------------------------|---------------------|----------------------------|---------------------------|---|
| Charges for Services       | \$ 2,039,664        | \$ 97,955                  | 5%                        | ● |
| Fuel Sales                 | 480,888             | (270,612)                  | -36%                      | ● |
| Intergovernmental Revenues | 18,666              | 18,666                     | 0%                        | ● |
| Miscellaneous              | 12,429              | 3,264                      | 36%                       | ● |
| <b>Total Revenue</b>       | <b>\$ 2,551,647</b> | <b>\$ (150,727)</b>        | <b>-6%</b>                | ● |





# Marina

| Expenditures          | 2025 YTD Actuals    | \$ Over/(Under) YTD Budget | % Over/(Under) YTD Budget |   |
|-----------------------|---------------------|----------------------------|---------------------------|---|
| Salaries and Benefits | \$ 622,787          | \$ (167,828)               | -21%                      | ● |
| Supplies              | 57,637              | (17,638)                   | -23%                      | ● |
| Fuel Purchases        | 326,706             | (273,294)                  | -46%                      | ● |
| Services              | 223,136             | (133,819)                  | -37%                      | ● |
| Services - Interfund  | 526,403             | (0)                        | 0%                        | ● |
| <b>Total Uses</b>     | <b>\$ 1,756,669</b> | <b>\$ (592,579)</b>        | <b>-25%</b>               | ● |

Operating Income = \$794,977



## Surface Water Management

|                                      | 2025 YTD<br>Actuals |
|--------------------------------------|---------------------|
| Operating Revenue                    | \$ 3,085,818        |
| Operating Expenditures               | (2,087,630)         |
| <b>Total Operating Income/(Loss)</b> | <b>\$ 998,188</b>   |



# QUESTIONS?



 [WWW.DESMOINESWA.GOV](http://WWW.DESMOINESWA.GOV)  206-878-4595  21630 11TH AVENUE SOUTH, SUITE A DES MOINES, WA 98198



# City Hall To Your Home: Join Council on Zoom

# COUNCIL MEETINGS LIVE ON ZOOM

Starting tonight – September 11, 2025 – you can “attend” Council meetings live on Zoom!

- Attend from anywhere – no need to travel to City Hall
- Watch discussion and decisions in real time
- Participate during public comment from the comfort of your home
- Still catch meetings live on the City’s website via YouTube
- All meetings are recorded for easy replay
- Watch anytime – recording stay online for on-demand viewing



# HOW TO JOIN

Steps on how to participate in Public Comment:

- Email the City Clerk at [cityclerk@desmoineswa.gov](mailto:cityclerk@desmoineswa.gov) by noon the Wednesday prior to the meeting and let her know that you would like to make public comment
- Join the meeting
- Make comment
- Sit back, relax and enjoy the rest of the meeting in the comfort of your home





**CITY OF DES MOINES**  
**Voucher Certification Approval**  
**September 11, 2025**  
**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 **September 11, 2025** the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through August 28, 2025 and payroll transfers through August 20, 2025 included in the attached list and further described as follows:

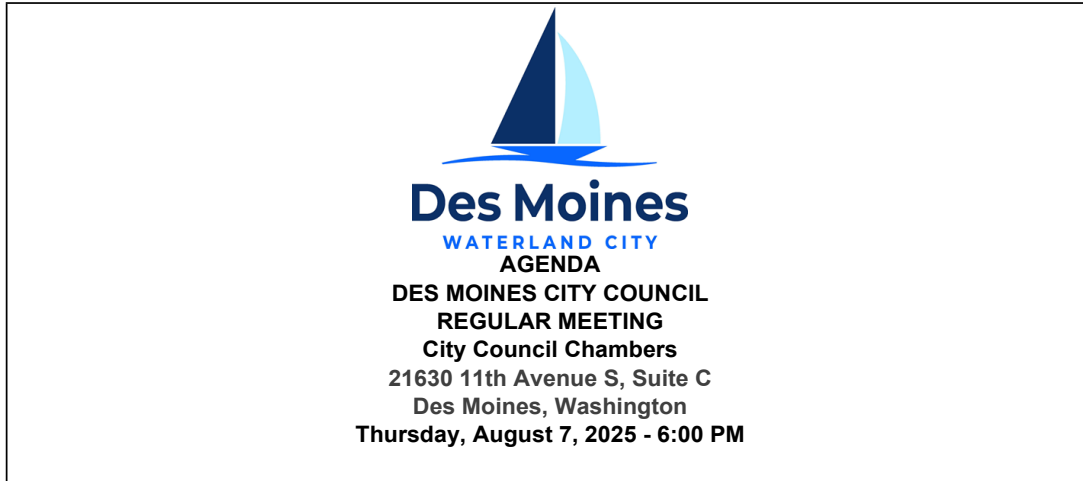
The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer:



Jeff Friend, Finance Director

|                                          |           | # From                         | # To   | Amounts      |
|------------------------------------------|-----------|--------------------------------|--------|--------------|
| Claims Vouchers:                         |           |                                |        |              |
| EFT's                                    |           | 12224                          | 12407  | 2,478,280.90 |
| Wires                                    |           | 3041                           | 3073   | 2,248,516.18 |
| AP Checks                                |           | 166930                         | 167013 | 1,364,045.47 |
| Voided Checks                            |           | 165313, 165359, 165476, 166978 |        | (5,040.91)   |
| Total Vouchers paid                      |           |                                |        | 6,085,801.64 |
| Payroll Vouchers                         |           |                                |        |              |
| Payroll Checks                           | 7/31/2025 | 19987                          | 19987  | 304.00       |
| Payroll Checks                           | 8/5/2025  | 19988                          | 20000  | 12,949.53    |
| Payroll Advice                           |           | 14422                          | 14600  | 490,381.48   |
| Payroll Checks                           | 8/6/2025  | 20001                          | 20001  | 2,737.34     |
| Payroll Checks                           | 8/20/2025 | 20002                          | 20011  | 13,789.99    |
| Payroll Advice                           |           | 14601                          | 14778  | 483,727.57   |
| Total Paychecks & Direct Deposits        |           |                                |        | 1,003,889.91 |
| Total checks and wires for A/P & Payroll |           |                                |        | 7,089,691.55 |





## **CALL TO ORDER**

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

## **PLEDGE OF ALLEGIANCE**

The flag salute was led by Councilmember JC Harris.

## **ROLL CALL**

### **Council Present:**

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

### **Council via Zoom:**

Councilmember Jeremy Nutting

### **Staff Present:**

City Manager Katherine Caffrey; City Attorney Tim George; Director of Administrative Services Bonnie Wilkins; Assistant Police Chief Kevin Penney; Community Development Director Rebecca Deming; City Engineer Tommy Owen; Civil Engineer Allyssa Beaver; IT Manager Chris Pauk; Deputy City Clerk Sara Lee; Administrative Coordinator Laura Hopp; and City Clerk Taria Keane

## **CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL**

- No additional correspondence outside of the emails already received by Council.

## COMMENTS FROM THE PUBLIC

- Richard Nagle, Cruising
- Barbara Callander, Transit

## REGIONAL COMMITTEE REPORT

- No Report

## CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1: ZENITH PROPERTIES FINAL ENVIRONMENTAL IMPACT STATEMENT
- City Manager Katherine Caffrey and Community Development Director Rebecca Deming gave a PowerPoint Presentation on the Zenith Properties Final Environmental Impact Statement.

## COMMENTS FROM THE PUBLIC REGARDING ZENITH PROPERTIES

- Billy Hetherington, Zenith Properties
- Joanne Rice, Zenith Properties
- Barbara McMichael, Zenith Properties
- Daniel Wend, Zenith Properties
- Andrea Ornelas, Zenith Properties
- Lloyd Lytle, Zenith Properties
- Katherine, Zenith Properties
- Vicki Burk, Zenith Properties
- Diane Moorman, Zenith Properties
- Judy Grande, Zenith Properties
- Steve Edmiston, Zenith Properties
- Barbara Callander, Zenith Properties
- Jose Ortuzar, Zenith Properties
- Steve Chapman, Zenith Properties

## CONSENT AGENDA

- Item 1: APPROVAL OF VOUCHERS
- Motion:** To approve the payment vouchers through July 24, 2025 and payroll transfers through July 18, 2025 in the attached list and further described as follows:

|                     |                |                |
|---------------------|----------------|----------------|
| EFT Vendor Payments | #12165-12223   | \$1,022,023.60 |
| Wires               | #3031-3040     | \$ 599,249.28  |
| Accounts Payable    | #166918-166929 | \$ 57,435.02   |

Regular Meeting Minutes  
August 7, 2025

Checks

|                |                           |               |
|----------------|---------------------------|---------------|
| Voided Checks  | #12194, 165114,<br>166753 | \$ (4,931.00) |
| Payroll Checks | #19974-19986              | \$ 12,379.51  |
| Payroll Advice | #14254-14421              | \$ 498,128.12 |

Total Checks and Wires for A/P & Payroll: \$2,184,284.53

Item 2: APPROVAL OF MINUTES

**Motion:** To approve the minutes from the City Council Regular Meetings held on July 10, 2025 and July 24, 2025.

**Direction/Action**

**Motion** made by Councilmember Jeremy Nutting to approve the Consent Agenda as read; seconded by Councilmember Matt Mahoney. Motion passed 7-0.

**NEW BUSINESS**

Item 1: COMPREHENSIVE PLAN UPDATE

- Community Development Director Rebecca Deming, City Engineer Tommy Owen, and Consultants with Fehr & Peers Senior Transportation Engineer Tinotenda Jonga and Associate Transportation Engineer Daniel Dye gave a PowerPoint Presentation on the Comprehensive Plan update.

Following the presentation, the Council provided feedback and suggested changes to the staff.

Item 2: BARNES CREEK TRAIL PROJECT – PUBLIC WORKS  
CONSTRUCTION CONTRACT AWARD AND CONSULTANT  
SERVICES AGREEMENT

- Transportation Engineer Allyssa Beaver gave Council a PowerPoint Presentation regarding the Barnes Creek Trail Project.

**Direction/Action**

**Motion 1** made by Deputy Mayor Harry Steinmetz to direct administration to bring forward a budget amendment to the 2025-2030 Capital Improvement Plan and the 2025 Capital Budget to include the amended Barnes Creek Trail Project as described herein, and include such amendment in the next available budget amendment ordinance; seconded by Councilmember Jeremy Nutting.

Regular Meeting Minutes  
August 7, 2025

Motion passed 7-0

**Motion 2** made by Deputy Mayor Harry Steinmetz to approve the Public Works Contract with Ceccanti, Inc. (Contractor) for the Barnes Creek Trail Project in the amount of \$5,883,017.80, and authorize a project construction contingency in the amount of \$590,000.00, and further authorize the City Manager to sign said Contract substantially in the form as submitted; seconded by Councilmember Jeremy Nutting.  
Motion passed 7-0

**Motion 3** made by Deputy Mayor Harry Steinmetz to approve the Consultant Services Contract with Psomas, Inc. to provide Construction Administration and Inspection Services for the Barnes Creek Trail Project in the amount of \$952,419.00, and further authorize the City Manager to sign said Consultant Services Contract substantially in the form as submitted; seconded by Councilmember Jeremy Nutting.  
Motion passed 7-0

**Motion 4** made by Deputy Mayor Harry Steinmetz to approve the Joint Utility Trench Agreement with Comcast for the Barnes Creek Trail Project and further authorize the City Manager to sign said Agreement substantially in the form as submitted; seconded by Councilmember Jeremy Nutting.  
Motion passed 7-0

**Motion 5** made by Deputy Mayor Harry Steinmetz to accept the Sound Transit System Access Funds for the Barnes Creek Trail Project in the amount of \$1,985,000, and further authorize the City Manager to sign the System Access Fund Project Agreement substantially in the form as submitted; seconded by Councilmember Jeremy Nutting.  
Motion passed 7-0

Item 3: NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

- No New Agenda Items for Consideration

## **COUNCILMEMBER REPORTS**

(4 minutes per Councilmember) - 30 minutes

### **COUNCILMEMBER JC HARRIS**

- King County Flood Control District Advisory Committee
- DNL 65 Sound Insulation

Regular Meeting Minutes  
August 7, 2025

**COUNCILMEMBER GENE ACHZIGER**

- Poverty Bay Brews and Blues Festival

**COUNCILMEMBER MATT MAHONEY**

- City projects including Infrastructure, Marina, Pier, Restrooms, and Parks
- Thank you to staff

**COUNCILMEMBER YOSHIKO GRACE MATSUI**

- August Primary Election
- King County Parks Levy

**COUNCILMEMBER JEREMY NUTTING**

- Thank you to staff

**DEPUTY MAYOR HARRY STEINMETZ**

- Thank you to staff
- Concert in the Park, Queen Mother
- National Night Out Against Crime
- Cambodian Festival at Saltwater State Park, Saturday August 9, 2025
- Poverty Bay Brews and Blues Festival
- Boardwalk Beats in Redondo, last concert September 5, 2025
- Creole Soul Open Mic Blues Night
- Citizen's Advisory Board Meeting Wednesday July 30, 2025

**PRESIDING OFFICER'S REPORT**

- Des Moines Waterfront Farmers Market
- Park Run
- International Arya Samaj Conference at Highline College
- Budget Season
- Strategic Plan
- Planning Commission

**NEXT MEETING DATE**

September 04, 2025 City Council Study Session

**ADJOURNMENT**

**Direction/Action**

Regular Meeting Minutes  
August 7, 2025

**Motion** made by Councilmember JC Harris to adjourn the meeting;  
seconded by Councilmember Jeremy Nutting.  
Motion passed 7-0.

The meeting adjourned at 8:22 p.m.

## AGENDA ITEM

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

SUBJECT: Redondo Beach Condominium Public  
Drainage Easement

ATTACHMENTS:

1. Public Drainage Easement

AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: September 1, 2025

CLEARANCES:

- ☐ City Clerk \_\_\_\_\_
- ☐ Community Development \_\_\_\_\_
- ☐ Courts \_\_\_\_\_
- ☐ Director of Marina Redevelopment \_\_\_\_\_
- ☐ Emergency Management \_\_\_\_\_
- ☒ Finance *ML 28*
- ☐ Human Resources \_\_\_\_\_
- ☒ Legal */s/TG*
- ☐ Marina \_\_\_\_\_
- ☐ Police \_\_\_\_\_
- ☐ Parks, Recreation & Senior Services \_\_\_\_\_
- ☒ Public Works *WPS*

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

#### **Purpose and Recommendation**

The purpose of this item is to seek City Council approval and acceptance of the “Public Drainage Easement” (Attachment 1) signed by the Redondo Beach Condominium Association as a part of the South 284th Street Pipe Connection Project.

#### **Suggested Motion**

**Motion:** “I move to approve the “Public Drainage Easement” signed by the Redondo Beach Condominium Association, on July 8th, 2025, and to authorize the City Manager to sign the easement on behalf of the City in substantially the form as submitted.”

#### **Background**

South 284th Street is situated at a natural low point within the surrounding topography, requiring a drainage connection through the neighboring Redondo Condominiums property at 28303 Sound View Drive South to effectively manage stormwater runoff.

In the summer of 2025, the City of Des Moines Surface Water Maintenance crews, in collaboration with the Redondo Condominium Association, completed the South 284th Street Pipe Connection Project. The project replaced an existing at-grade drainage outfall with a new buried drainage system, directing runoff from South 284th Street through the condominium's existing drainage infrastructure. A right-of-entry agreement was executed to allow the City to complete this public connection on private property.

**Discussion**

A permanent public drainage easement is required due to the alignment of the newly installed drainage system, which necessitates that a portion of the facility be located on private property, as depicted in Exhibit A of Attachment 1.

The easement will convey to the City the perpetual right to construct, operate, inspect, maintain, repair, replace, improve, and, if necessary, remove the public drainage infrastructure located within the defined Easement Area.

**Financial Impact**

The granting of easement includes ten dollars (\$10) from the City to the Grantors and will be paid through the project budget. There are no other financial impacts as the construction of the drainage infrastructure have already been completed.

**Alternatives**

The City Council could elect not to approve the easement and direct staff to evaluate alternative drainage alignments. This would take significant time and resources.

**Recommendation**

Staff recommends approval of the proposed motion.

**Council Committee Review**

Not applicable.



**After Recording, Return to:**  
CITY OF DES MOINES  
ATTN: CITY ATTORNEY  
21630 11<sup>th</sup> Avenue South, Suite C  
Des Moines, WA 98198

**EASEMENT**

|                            |                                                                                                                                                                                                                                                                                                                               |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grantor:                   | Redondo Beach Condominium Association                                                                                                                                                                                                                                                                                         |
| Grantee:                   | City of Des Moines,<br>a municipal corporation of the State of Washington                                                                                                                                                                                                                                                     |
| Legal Description/STR:     | REDONDO BEACH CONDOMINIUM, PER<br>THAT CONDOMINIUM DECLARATION<br>RECORDED UNDER KING COUNTY<br>RECORDER'S NO. 7704120785, AS AMENDED,<br>AND SURVEY MAP AND PLANS RECORDED<br>UNDER KING COUNTY RECORDER'S NO.<br>7704120793, IN VOL. 12 OF CONDOMINIUMS,<br>PGS. 65 TO 71, AS AMENDED OF RECORD,<br>KING COUNTY, WASHINGTON |
| Assessor's Tax Parcel ID#: | 720255-0000                                                                                                                                                                                                                                                                                                                   |
| Property Address:          | 28303 SOUND VIEW DR S 98198                                                                                                                                                                                                                                                                                                   |

**SOUTH 284<sup>TH</sup> STREET PIPE CONNECTION**

THIS EASEMENT AGREEMENT, made this 8th day of July, 2025, by and between Hope Steel ("Grantor" herein), and the CITY OF DES MOINES, a municipal corporation of the State of Washington, ("Grantee" herein),

**WITNESSETH:**

1. **Grant of Easement.** The Grantors, for and in consideration of TEN DOLLARS (\$10.00), and other good and valuable consideration, receipt of which is hereby acknowledged, hereby grant and convey to the City of Des Moines, a municipal corporation of the State of Washington, its contractors, employees, agents, successors and assigns, (Grantee), for the

purposes set forth herein, a non-exclusive perpetual easement for constructing and maintaining a 6" Schedule 80 PVC stormwater pipe connection ("Easement" herein) over, under, along, across, and through the following described real property ("Easement Area" herein) in King County, Washington.

**2. Property Subject to Easement**

a. **Property Description.** The Property subject to this Easement is legally described and shown in Exhibit "A" attached hereto and incorporated by reference.

b. **Easement Areas.** Except as is otherwise set forth herein, Grantee's rights shall be exercised only upon that portion of the property legally described in Exhibit "A" ("Easement Area" herein) attached hereto and incorporated by reference.

3. **Purpose.** Grantee shall have the right to construct, operate, maintain, repair, replace, improve, remove, the stormwater connection, and other associated features within the Easement Areas for the purpose of constructing and maintaining the stormwater connection.
4. **Access.** Grantee shall have the right of access to the Easement Areas over and across the Property to enable Grantee to exercise its rights hereunder. Grantee shall compensate Grantor for any damage to the Property caused by the exercise of such right of access by Grantee.
5. **Easement Area Clearing and Maintenance.** Grantee shall have the right to cut, remove and dispose of any and all brush, trees or other vegetation in the Easement Area. Grantee shall also have the right to control, on a continuing basis and by any prudent and reasonable means, the establishment and growth of brush, tree or other vegetation in the Easement Area.
6. **Grantor's Use of Easement Area.** Grantors reserve the right to use the Easement Area for any purpose so long as the use does not interfere with the Easement rights herein granted. Grantors may install groundcover and shrub landscaping plantings within the Easement Area with Grantee's prior written consent. Grantors shall not alter the ground surface and subsurface with the Easement Area by excavation, placement of fill material, or installation of any wall or rockery, without written consent from the Grantee's Public Works Director or authorized designee. Grantee's prior written consent, where required, shall not be unreasonably withheld. Grantor shall not construct or maintain any buildings within the Easement Area.
7. **Indemnity.** Grantee agrees to indemnify Grantors from and against liability incurred by Grantors as result of Grantee's negligence in the exercise of the rights herein granted to Grantee, but nothing herein shall require Grantee to indemnify Grantors for that portion of any such liability attributable to the negligence of Grantors or the negligence of others.

8. **Covenant Running With the Land.** This Easement shall be covenant running with the land and shall forever bind Grantors, their heirs, successors, and assigns.

Grantors acknowledge that property and/or property rights conveyed herein are in consideration of mutual benefit to be derived; and Grantors has been informed of its right to receive just compensation and have waived said rights.

DATED this 8<sup>th</sup> day of July, 2025.

GRANTOR(S):

By: Nape Steel Date: 7-8-25  
on behalf of Redondo Beach Condominiums

By: \_\_\_\_\_ Date: \_\_\_\_\_

GRANTEE:

CITY OF DES MOINES,  
a Washington municipal corporation

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Katherine Caffrey, City Manager

At the direction of the Des Moines City Council on \_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED as to form only:

\_\_\_\_\_  
City Attorney

Date: \_\_\_\_\_

STATE OF WASHINGTON }  
 }  
COUNTY OF KING } SS.  
 }

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he is authorized to execute the instrument and acknowledged it as the \_\_\_\_\_ of \_\_\_\_\_, to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

Dated: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Notary Public in and for the State of Washington  
Notary (print name): \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

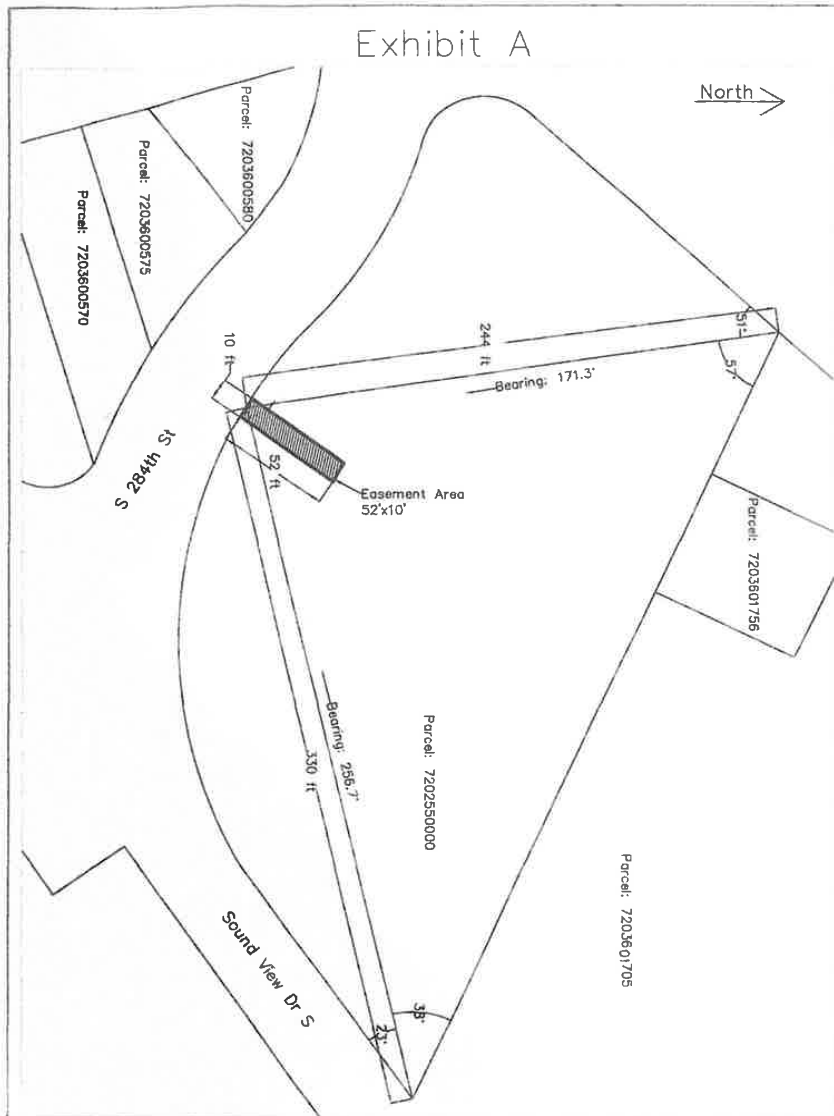
STATE OF WASHINGTON }  
 }  
COUNTY OF KING } SS.  
 }

This instrument was acknowledged before me on 7-8-2025 (date of acknowledgment) by Michael Matthias as City Manager, City of Des Moines, a State of Washington municipal corporation, on behalf of said corporation.



Dated: 7-8-2025  
Signature: Carolyn Hickey  
Notary Public in and for the State of Washington  
Notary (print name): Carolyn M Hickey  
Residing at: Des Moines WA  
My appointment expires: April 22, 2029

# Exhibit A



## LEGAL DESCRIPTION

REDONDO BEACH CONDOMINIUM, PER THAT CONDOMINIUM DECLARATION RECORDED UNDER KING COUNTY RECORDER'S NO. 7704120785, AS AMENDED, AND SURVEY MAP AND PLANS RECORDED UNDER KING COUNTY RECORDER'S NO. 7704120793, IN VOL. 12 OF CONDOMINIUMS, PGS. 65 TO 71, AS AMENDED OF RECORD, KING COUNTY, WASHINGTON

## EASEMENT AREA

A 10' x 52' easement with it's center starting at the property line located 330 ft SW of the Eastern corner of Parcel 7202550000 with a bearing of 256.7 degree and located 244 ft from the NW corner with a bearing of 171.3 degree

## PARCEL NUMBER

720255-0000

## AGENDA ITEM

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

SUBJECT: Interlocal Agreement with Midway  
Sewer District

FOR AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: Public Works

ATTACHMENTS:

1. Interlocal Agreement – City of Des Moines  
and Midway Sewer District

DATE SUBMITTED: September 4, 2025

CLEARANCES:

[ ] City Clerk \_\_\_\_\_  
[ ] Community Development \_\_\_\_\_  
[ ] Courts \_\_\_\_\_  
[ ] Emergency Management \_\_\_\_\_  
[X] Finance *ML* \_\_\_\_\_  
[ ] Human Resources \_\_\_\_\_  
[X] Legal */s/TG* \_\_\_\_\_  
[ ] Marina \_\_\_\_\_  
[ ] Police \_\_\_\_\_  
[ ] Parks, Recreation & Senior Services \_\_\_\_\_  
[X] Public Works *WPS* \_\_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

#### **Purpose and Recommendation**

The purpose of this agenda item is to seek City Council approval for an Interlocal Agreement with Midway Sewer District (Attachment 1). The Interlocal Agreement will allow the City to combine proposed City pavement overlay work with the District's 16<sup>th</sup> Ave S Force Main Replacement Project into a single contract benefiting the City, District, and overall community.

#### **Suggested Motion**

**Motion:** "I move to approve the Interlocal Agreement between the City of Des Moines and Midway Sewer District regarding the 16<sup>th</sup> Ave S Force Main Replacement Project, and further authorize the City Manager to sign said Interlocal Agreement substantially in the form as Submitted."

### **Background**

The City currently has an annual arterial street paving program solely focused on roadway preservation. In efforts to maximize program resources, City staff has been seeking partnership opportunities with the various franchise utilities within the City. Many situations arise where partial roadway restoration is required by a franchise utility for project related work, and where the City has identified the long-term benefit of achieving full roadway restoration.

Midway Sewer District proposes to replace approximately 5,100 linear feet of sewer main as part of their 16th Ave S Force Main Replacement Project along 16th Ave S from approximately 16th Place S to S 252nd Street. As part of this project, Midway Sewer District is responsible for a half-street overlay restoration within their respective project limits.

Upon engineering review of the pavement condition where the half-street overlay will occur, it is recommended that the remaining half-street overlay be completed by the City. The existing pavement is most likely 20 plus years old and has exceeded its expected life span. The proposed full-street overlay will ensure a uniform pavement lifecycle and higher quality of paving. Due to the overall scale of Midway Sewer District's project and included pavement restoration, it is further recommended that all paving operations occur within the 16th Ave S Force Main Replacement Project.

Project design is complete and Midway Sewer District expects to begin construction of the project in fall of 2025.

### **Discussion**

By combining the City's roadway work with Midway Sewer District's utility work into a single contract as proposed in the Interlocal Agreement, staff believes there will be significant benefits, specifically:

- Economy of Scale - Soliciting for bids under a single contract will generate more competition due to larger contract.
- Community Impact - Reduction in impacts to the public and project schedule by combining two projects into one.
- Material Quality Control - A single contract will ensure consistent construction materials and methods are utilized for the entire roadway width vs half-street operations.

Included within the Interlocal Agreement are obligations of the City that provide mutual benefit to the project. In summary, these include:

- Design - The City will compensate the District \$7,133.75 to incorporate the City's work into the District's contract.
- Construction Costs - The City shall reimburse the District 41% of Roadway Schedule B Bid Items/Work, estimated at \$276,626.80 for costs associated with pavement overlay. The 41% percent represents the City's share of the roadway restoration based on total square footage.
- Construction Management - The City shall reimburse the District \$27,600 for costs associated with the construction and contract management of the City's items of work per WSDOT Standard Specifications.

Acceptance of the bids and award of a construction contract will be subject to approval by the City and Midway Sewer District. It is possible that one, or both parties may reject bids.

### **Alternatives**

The City Council could elect not to enter into an Interlocal Agreement with Midway Sewer District. The District and the City would then pursue their projects independently and risk losing the benefits of a combined project, extend the project impacts multiple seasons, and potentially have a lower quality

roadway surface due to half-street roadway improvements or full-street improvements by multiple contractors.

**Financial Impact**

The City's CIP Budget includes revenues associated with this Interlocal Agreement

**Recommendation**

Staff recommends the adoption of the motion.

**Council Committee Review**

The Transportation Committee and Committee of the Whole has been briefed on the potential partnership with Midway Sewer District for paving 16<sup>th</sup> Ave S.



**INTERLOCAL AGREEMENT  
CITY OF DES MOINES AND  
MIDWAY SEWER DISTRICT**

**16TH AVE FORCE MAIN REPLACEMENT PROJECT**

This Agreement (“Agreement”) is made by and between Midway Sewer District, a Washington special purpose municipal corporation (“District”), and the City of Des Moines, a Washington municipal code city (“City”), (individually a “Party” and collectively the “Parties”) for the purposes set forth herein.

**RECITALS**

WHEREAS, the District owns and operates certain sewer utilities located within the right-of-way along 16<sup>th</sup> Ave S, and the District is undertaking a capital improvement project to replace approximately 5,100 linear feet of sewer main known as the 16<sup>th</sup> Ave Force Main Replacement (“Project”); and

WHEREAS, the City is interested in roadway re-paving and improvements as described on **Exhibit A** attached hereto and incorporated herein by this reference (“City Work”) adjacent to the Project solely benefiting the City; and

WHEREAS, Chapter 39.34 RCW authorizes two or more political subdivisions or units of local government of the State of Washington to cooperate on a basis of mutual advantage to provide for services and facilities; and

WHEREAS, integrating the City Work into the Project would be more expedient, less expensive, and less disruptive to the public than if the District and City undertook the Project and the City Work separately; and

WHEREAS, the Parties desire to establish a formal arrangement under which the City will pay the District in consideration of the District incorporating the design of the City Work into the design of the Project and constructing the City Work in conjunction with the construction of the Project; and

WHEREAS, the Parties desire to enter into this Agreement for the purpose of defining their respective rights, obligations, costs, and liabilities regarding this undertaking; and

WHEREAS, the Parties acknowledge the District may enter into a separate cooperative agreement with Midway Sewer District, a Washington special purpose municipal corporation (“Midway”), to include certain water main installation work as part of the Project (“Midway Work”), provided the Parties acknowledge the City would have no obligation to pay for any portion of the Midway Work which may be included

in the Project work;

WHEREAS, the City's City Council has taken appropriate action to approve this Agreement; and the District Board of Commissioners has taken appropriate action to approve this Agreement;

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the Parties agree as follows:

### **AGREEMENT**

Section 1. Purpose. The purpose of this Agreement is to establish a formal arrangement under which the City will pay the District to incorporate the design of the City Work into the Project contract documents and to construct the City Work in conjunction with the District's design and construction of the Project. The terms, conditions, and covenants of this Agreement shall accordingly be interpreted to advance this purpose. This Agreement further seeks to allocate and define the Parties' respective rights, obligations, costs and liabilities concerning the establishment, operation and maintenance of this undertaking.

Section 2. Term. This Agreement shall be effective upon the date by which it has been executed by both Parties ("Effective Date"). Unless terminated in accordance with Section 3, this Agreement shall remain in effect until one of the following events occurs, whichever is later: (a) the City's written acceptance of and payment to the District for the City Work provided pursuant hereto, or (b) December 31, 2026. Thereafter, this Agreement shall expire automatically. The Parties may at their option renew this Agreement for a mutually agreed upon term by a writing signed by both Parties.

Section 3. Termination. Subject to the provisions of Section 4 herein, either Party may terminate this Agreement with cause by providing the other Party with at least thirty (30) days written notice of its intent to terminate. Termination or expiration of this Agreement shall not alter the City's payment obligations under Section 6 for services already rendered, as well as for the normal and reasonable costs incurred by the District's contractor in terminating and closing out the City's portion of the Project work, and shall not alter the Parties' respective obligations under Section 11 of this Agreement.

#### Section 4. Obligations of the City.

- A. The City shall provide payments to the District to reimburse the District for its costs of incorporating the design of the City Work into the Project construction documents, and for constructing the City Work pursuant to Section 6 of this Agreement, **Exhibit A**, and as follows:

a. Engineering/Design. The City shall participate in the design process as follows:

- i. The City will coordinate with the District and its engineering consultants on the preparation of the engineering plans and specifications necessary to accommodate the City Work utilizing WSDOT specifications and bid quantities for common work that is acceptable to the City.
- ii. The City will utilize the District's Project engineering consultants to prepare the engineering plans for the City Work. The City shall review the final Project Plans and Specifications, and provide the District a written notice of acceptance of the plans and specifications associated with the City Work within fifteen (15) days of receipt.
- iii. The City shall reimburse the District for the District's costs for consultant support to incorporate the City Work into the Project Contract Documents totaling a single, lump sum payment of Seven Thousand One Hundred Thirty-Three and 75/100Dollars (\$7,133.75).
- iv. The City agrees to timely review and issue any City permits necessary for the Project, including the City of Des Moines Right-of-Way Use Permit. The City will charge the District a Right-of-Way Permit fee of Ninety-Seven Thousand Four Hundred Ninety-Four and 25/100 Dollars (\$97,494.25).

b. Bid Process. The City shall participate in the District's Project bid process as follows:

- i. Accept or reject bids on bid items associated with the City Work. Those bid items will include the items identified in Schedule B 'Roadway Improvements' of the Bid Proposal.
- ii. Within ten (10) days of receiving the bid tabulation from the District, the City shall notify the District in writing that the City either agrees to proceed with the City Work as part of the Project, or the City chooses to complete the City Work on its own as part of a separate Project, or not to complete the City Work.
- iii. To determine the lowest responsive, responsible bidder, the District will include all Bid Schedules unless the City rejects

the bid for Schedule B.

- c. Construction. If the City elects to proceed with the City Work as part of the Project, the City shall reimburse the District for the District's actual costs for construction of the City Work based upon:

- i. Contractor's bid prices for the City Work, the actual quantities of work installed, and the final actual costs of construction. For the benefit of economies of scale and contract inspection and administration, the City Work and the District road restoration work will be combined into one bid Schedule, Schedule B, and the parties agree the bid schedule shall be 59% the cost of the District and 41% the cost of the City for the following Bid Schedule B Items/Work:

|                                        |                    |
|----------------------------------------|--------------------|
| • Mobilization (10% Maximum)           | Lump Sum (LS)      |
| • Traffic Control                      | Lump Sum (LS)      |
| • 2-Inch Depth Asphalt Planing         | Square Yard (SY)   |
| • 2-Inch Depth HMA Overlay             | Ton (TN)           |
| • Raised Pavement Markers              | Lump Sum (LS)      |
| • Replace Striping                     | Lump Sum (LS)      |
| • HMA Thickened Edge                   | Linear Foot (LF)   |
| • Edge Restoration                     | Lump Sum (LS)      |
| • Apprenticeship Incentive             | Lump Sum (LS)      |
| • Apprenticeship Penalty (Max \$5,000) | Calculated (CALC)  |
| • Minor Changes                        | Force Account (FA) |

The City shall bear the full cost for the following Bid Schedule B Items/Work:

|                                                                                       |                    |
|---------------------------------------------------------------------------------------|--------------------|
| • Unsuitable Foundation Exc. Inc. Haul                                                | Square Yard (SY)   |
| • Pavement Repair                                                                     | Square Yard (SY)   |
| • Minor Change (for City Work)                                                        | Force Account (FA) |
| • Any City initiated change orders or scope modifications attributed to the City Work |                    |

Total cost of City Work to be paid is estimated at Two Hundred Seventy-Six Thousand Six Hundred Twenty-Six and 80/100 Dollars (**\$276,626.80**) as identified in the Engineers Estimate included in **Exhibit B**.

- ii. Applicable Sales Tax for the City Work and associated Bid Schedule B shall be governed by WAC 485-20-171 and its related rules.

- iii. The City shall be responsible for determining and directing the locations and depth to perform subgrade repair under the unit bid prices Unsuitable Foundation Excavation Inc. Haul and Pavement Repair in consultation with the District's engineering consultant in accordance with Section 4.d of this agreement.
  - iv. Additional restoration work identified beyond the initial scope of the City Work shall be at the sole cost of the City. Any additional work shall be in accordance with Section 8 of this Agreement.
  - v. The City will not be responsible for any unit quantities and/or changes in unit quantities for the District Restoration Work that the District is contracted with for the benefit of a third party.
- d. Construction Management and Inspection: The City shall reimburse the District for the City's prorated share of the District's costs incurred for Project construction engineering, construction management, and construction inspection as provided by the District's engineering consultants.

The City's prorated share of engineering and construction management cost for the City Work has been estimated and negotiated by the Parties based on the engineer's estimate for the City Work to be a single, lump sum payment of Twenty-Seven Thousand Six Hundred and 00/100 Dollars (**\$27,600.00**).

The District shall provide construction observation of the Project utilizing the District's engineering consultants. Construction observation will include providing personnel to confirm general Work compliance in accordance with the contract documents and WSDOT Standard Specifications and include applicable material testing per WSDOT guidelines. The City shall coordinate with the District in defining the Scope of Work for the selected Engineering Consultant.

The City Right-of-Way Inspector shall coordinate directly with the District's inspector during the Project construction. The City inspector will have the responsibility for inspection coordination with the District's Engineering Consultant and approval of the City Work and that the contractor employed by the District will be directed to comply with the City's requirements by the District's inspector or designee in accordance with plans and specifications approved by the City. The City's inspector shall immediately notify the District's

inspector, verbally and in writing, of any disapproval of said work and provide said notification to the District prior to progress payment for said work to the Contractor.

The City shall review and approve Requests for Approval of Materials ("RAM") for materials to be used proposed by the contractor for City bid item work as provided by the District as required by the District's Engineering Consultant. When needed, the City shall complete the review and approve or reject the RAM within five (5) business days of receiving any RAM from the contractor or the District, provided, if the City fails to respond to the RAM within five (5) business days, the RAM shall be deemed to have been approved by the City.

- e. Construction Claims: If claim(s) are filed on the Project by the contractor that are directly related to the City Work ("Claim"), the City shall reimburse the District for the District's reasonable expenses incurred to respond to said Claim, including the District's costs incurred for consultant construction engineering and management, if any, and District administration support including legal representation. If required, the City of Des Moines will provide legal representation for City Work in coordination with SeaTac.

Disputes and Claims shall conform to WSDOT Standard Specification 1.09.11. Any settlements are to be reviewed and agreed upon by both Midway Sewer District and Des Moines.

- B. The City shall respond within five (5) business days to information requests submitted by the District or its agents regarding the City Work.
- C. Upon completion of the City Work to the City's satisfaction, the City shall provide written acceptance of the City Work to the District.

#### Section 5. Obligations of the District.

- A. The District shall incorporate the engineering design of the City Work into the construction plans, specifications, and contract documents for the Project.
- B. The District shall assume responsibility for constructing the City Work in accordance with the plans, specifications, and contract documents, including but not limited to securing all necessary consultants, contractors, and subcontractors. All construction contracts shall be procured through a formal competitive bidding process consistent with applicable State laws as may be applicable. The District shall have sole authority to award and manage the

construction contract per the terms of this Agreement.

- C. The District shall periodically submit to the City written invoices for payment in accordance with Section 6. The District shall include copies of invoices or other documentation from consultants and/or contractors, clearly indicating the City's portion of the invoices.
- D. The District shall assume lead agency status and responsibility for applying for and obtaining any and all regulatory permits necessary to complete the Project including the City Work.
- E. The District shall provide City personnel access to the Project's construction area for purposes of inspecting, monitoring, approving or disapproving the progress of work performed on the City Work. The District shall notify a City representative of all construction meetings and shall allow the City's representative to participate in all construction meetings.
- F. The District shall respond promptly to information requests submitted by the City or its agents regarding the Project.
- G. The District shall require the contractor constructing the Project to have the City, its elected and appointed officers, agents and employees named as an additional insured on all policies of insurance to be maintained by contractor(s) under the terms of any Commercial General Liability Insurance, Commercial Automobile Insurance, and Workers Compensation. The District shall provide the City with either a certified copy of all policies with endorsements attached or a Certificate of Insurance with endorsements attached as are necessary to comply with the contract specifications. The District shall provide the City with copies of all such policies and documents upon receipt by the District.

The District shall require the contractor building the Project to indemnify, defend, and save harmless the City and its elected and appointed officers, agents, or employees from any claim, damage, action, liability of proceeding brought or filed against the City or its officers, agents or employees alleging damage or injury arising out of the contractor's participation in the Project. The Contractor shall also be required to waive the Contractor's immunity under Washington's Industrial Insurance Act, RCW Title 51, as to the City solely for the purposes of the indemnification.

The District shall require the contractor to be responsible for compliance with all applicable federal, state and local statutes, regulations and ordinances regarding safety.

Section 6. Payment Schedule. The Parties agree to the following billing and payment schedule:

- A. The engineering costs incurred by the District for the City Work on the Project has been pre-determined and illustrated in Section 4 of this Agreement. The City shall tender payment to the District in the form of a warrant payable to the District in an amount of Seven Thousand One Hundred Thirty-Three and 75/100 Dollars (**\$7,133.75**) within thirty (30) days of execution of this Agreement.
- B. For construction contract costs incurred by the District for the City Work on the Project, the District shall submit invoices to the City for the City's share of said expense for the City Work per the applicable Bid Schedule. Said invoices shall contain a reasonably detailed explanation of the methodology utilized by the District in determining the City's share of each expense. To the extent reasonably possible, the District shall document and tabulate separately the actual quantities of work installed to clearly identify the City's portion of the Project construction cost for the City Work. Final adjustment of prorated costs shall be delivered to the City within thirty (30) days of project close out.
- C. Within thirty (30) days of receiving any invoice pursuant to subsection 6.A, the City shall tender payment to the District in the form of a warrant payable to the District for the invoiced amount, except as to any disputed amounts.
- D. The cost incurred by the District for construction engineering and management, and construction costs incurred by the District for the City Work on the Project has been pre-determined and illustrated in Section 4 of this Agreement. The City shall tender payment to the District in the form of a warrant payable to the District in an amount of Twenty-Seven Thousand Six Hundred and 00/100 Dollars (**\$27,600.00**) within thirty (30) days of execution of the Construction Contract with the Contractor.
- E. If the Parties disagree regarding the City's share of any expense incurred by the District regarding the Project, the Parties may agree to submit the question for resolution in accordance with the mediation/arbitration clause contained herein.
- F. If the City rejects bids for the City Work, the City will pay the District a one-time lump sum payment of ten thousand dollars (\$10,000) for the cost and expense of the District to modify contract documents and rebid the Project, plus any outstanding costs associated with design, engineering & administrative expenses previously incurred prior to rejection of bids for the Cities work specifically Payment shall be within 30 days of the notice by the City rejecting the Bids.

Section 7. (reserved)



Section 8. Change Orders and Authorization of Cost Overruns:

- A. Change Orders. The City shall have the right to approve or reject change orders relating to the City Work. The District shall have the right to approve or reject change orders relating to the Project work. The Parties shall mutually accept or reject change orders relating to joint work. Any dispute between the Parties as to proportional payment for joint element change orders shall be resolved pursuant to the mediation/arbitration clause contained herein.
- B. Cost Overruns. The District is authorized on behalf of the City to negotiate and approve all unit price over-runs in bid quantities and change orders related to the installation of the City Work. The City also authorizes the expenditure by the District of a contingency of up to ten percent (10%) of the contractor's total price for the City's bid items for over-runs in bid quantities and change orders associated with the installation of the City Work. For any quantity overruns that cause the cost of the City Work to exceed the authorized ten percent (10%) contingency amount, the District will notify the City in writing requesting a letter of concurrence allowing the District to exceed the ten percent (10%) contingency before proceeding with the work. The District's notice shall include an explanation of the changed conditions necessitating exceeding the previously approved contingency. A letter of concurrence shall be provided to the District within a reasonable time frame so as to not cause a Project delay. If there is a potential delay due to extra work or a change order, the District will indicate in this notification to the City along with a time for response required from the City. The District will include a progress schedule and any change orders for the City Work with the City's monthly invoice. In any event and even without a letter of concurrence from the City, the District is authorized to take any reasonable action and to expend any reasonable amount of money to assure that the City Work will not interfere or delay the timely completion of the Project.

Section 9. Ownership and Disposition of Property. The City Work pursuant to this Agreement shall become and remain the exclusive property of the City upon completion, acceptance of the City Work by the City, and the District's final acceptance of the Project work, including the City Work. All other work constructed under the Project shall become and remain the exclusive property of the District upon completion. The District will forward and assign to the City any guarantee or warranty furnished as a normal trade practice in connection with the purchase of any equipment, materials, or items used in the construction of the Project. The District shall submit redline drawings to the City upon completion of the Project for City review and approval. The District's contractor shall warrant the workmanship and materials

utilized in the City Work to be free from defects for a period of one (1) year from the date of final completion of the District's Project, provided the City shall retain any rights, claims or demands the City may have against the District's contractor relating to the City Work under applicable statutes of limitation.

Section 10. Administration; No Separate Entity Created. Pursuant to RCW 39.34.030, the City Public Works Director, or his/her designee, shall serve as the City's administrator of this Agreement. The District General Manager, or his/her designee, shall serve as the District's administrator of this Agreement. No separate legal entity is formed by this Agreement.

Section 11. Release, Indemnification and Hold Harmless Agreement. Each Party to this Agreement shall be responsible for its own negligent and/or wrongful acts or omissions, and those of its own agents, employees, representatives, contractors or subcontractors, to the fullest extent required by laws of the State of Washington. Each Party agrees to protect, indemnify and save the other Party harmless from and against any and all such liability for injury or damage to the other party or the other Party's property, and also from and against all claims, demands, and causes of action of every kind and character to the extent arising directly or indirectly, or in any way incident to, in connection with, or arising out of work performed under the terms hereof, caused by its own fault or that of its agents, employees, representatives, contractors or subcontractors.

The City specifically promises to indemnify the District against claims or suits brought under Title 51 RCW by its own employees, contractors, or subcontractors, and waives any immunity that the City may have under that title with respect to, but only to, the limited extent necessary to indemnify the District. The City shall also indemnify and hold the District harmless from any wage, overtime or benefit claim of any City employee, agent, representative, contractor, or subcontractor performing services under this Agreement. The City further agrees to fully indemnify the District from and against any and all costs of defending any such claim or demand to the end that the District is held harmless therefrom.

The District specifically promises to indemnify the City against claims or suits brought under Title 51 RCW by its own employees, contractors, or subcontractors, and waives any immunity that the District may have under that title with respect to, but only to, the limited extent necessary to indemnify the City. The District shall also indemnify and hold the City harmless from any wage, overtime or benefit claim of any District employee, agent, representative, contractor, or subcontractor performing services under this Agreement. The District further agrees to fully indemnify the City from and against any and all costs of defending any such claim or demand to the end that the City is held harmless therefrom.

Section 12. Mediation/Arbitration Clause: If a dispute arises from or relates to this Agreement or the alleged breach thereof and if the dispute cannot be resolved through direct discussions between the Parties, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation before a mutually agreed alternative dispute resolution entity or by mediation administered under the American Arbitration Association's Commercial or Construction Rules before resorting to arbitration. The mediator may be selected by agreement of the Parties or through the American Arbitration Association. Following mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through binding arbitration which shall be conducted under mutually agreed rules, or under the American Arbitration Association's Commercial or Construction Arbitration Rules. The arbitrator may be selected by agreement of the Parties or through appointment pursuant to the rules of the American Arbitration Association.

All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

Section 13. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement shall be brought in King County Superior Court - Kent.

Section 14. No Employment Relationship Created. The Parties agree that nothing in this Agreement shall be construed to create an employment relationship between the District and any employee, agent, representative or contractor of the City, or between the City and any employee, agent, representative or contractor of the District.

Section 15. No Third Party Rights. This Agreement is intended for the sole and exclusive benefit of the Parties and no third party rights are created by this Agreement.

Section 16. Notices. Notices to the City shall be sent to the following address:

**City of Des Moines  
Public Works Director  
21650 11<sup>th</sup> Avenue South  
Des Moines, WA 98198**

Notices to the District shall be sent to the following address:

**Midway Sewer District  
General Manager  
3030 S. 240<sup>th</sup> St.  
Kent, WA 98032**

Section 17. Interlocal Cooperation. Pursuant to RCW 39.34.040, this Agreement shall be filed with the King County Auditor upon full execution or listed by subject on the City's and District's respective web sites.

Section 18. Integration/Entire Agreement. This Agreement constitutes the entire embodiment of the Agreement between the Parties, and, unless modified in writing by an amendment to this Agreement signed by the Parties, shall be implemented as described above. This Agreement supersedes any oral representations that are inconsistent with or modify its terms and conditions.

Section 19. Non-Waiver. Waiver by any Party or any of the provisions contained within this Agreement, including but not limited to any performance deadline, shall not be construed as a waiver of any other provisions.

Section 20. Amendment. This Agreement may be amended only upon consent of the Parties. Any amendment hereto shall be in writing and shall be ratified and executed by the Parties in the same manner in which it was originally adopted.

Section 21. Severability. If any provisions of this Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby.

Section 22. Counterparts. This Agreement shall be effective whether signed by all Parties on the same document or whether signed in counterparts.

Reviewed and approved as authorized by motion of the City of Des Moines City Council on the \_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF DES MOINES

By: \_\_\_\_\_  
Katherine Caffrey, City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Des Moines City Attorney

Reviewed and approved as authorized by Resolution No. \_\_\_\_\_ of the Midway  
Sewer District Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Marc Montieth, General Manager

Date: \_\_\_\_\_

**EXHIBIT A**

**ENGINEERING PLANS**

**DESCRIPTION OF CITY WORK**

**EXHIBIT B**

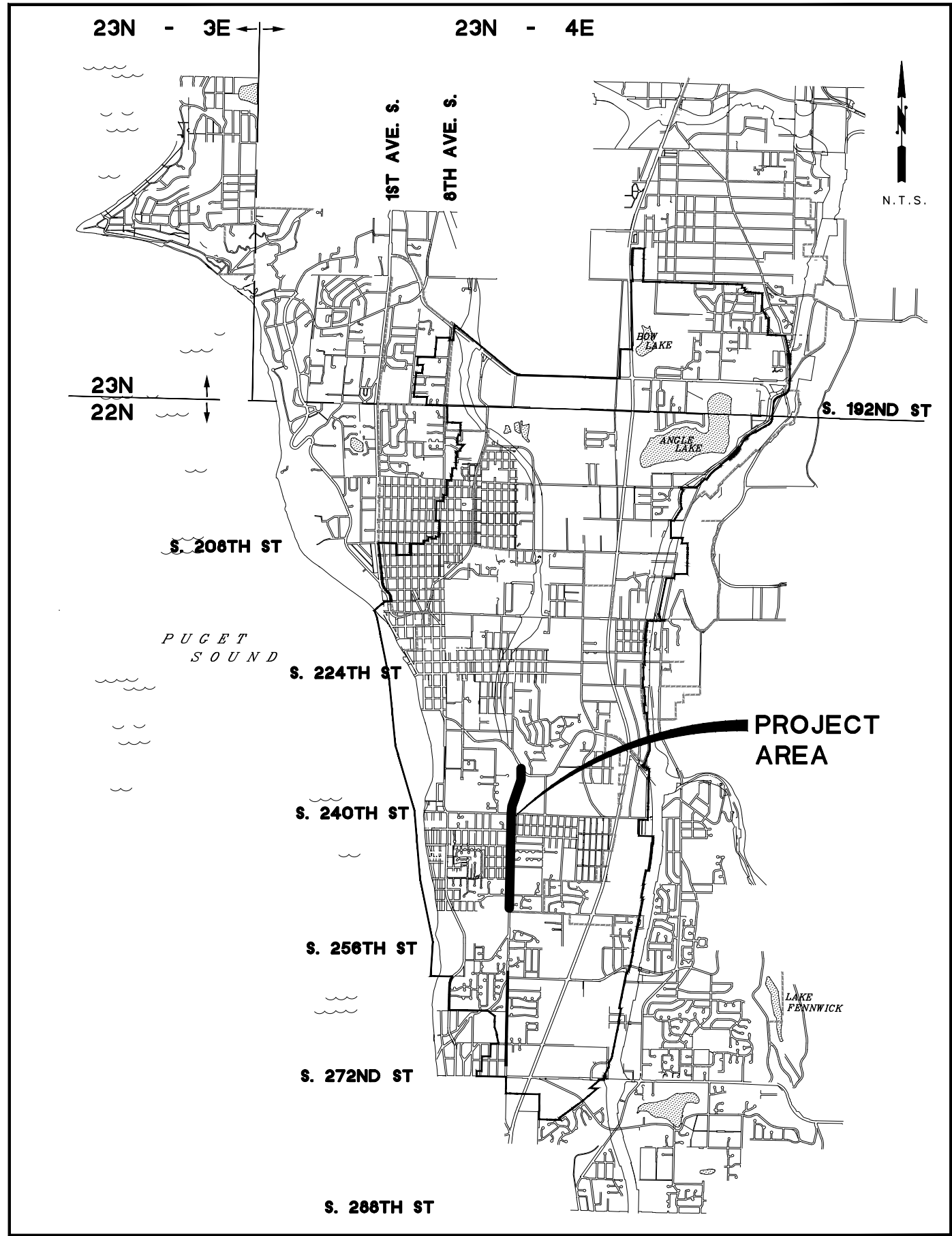
**ENGINEERING COST ESTIMATES**



# 16TH AVE S FORCE MAIN

## AUGUST 2025

### BID SET

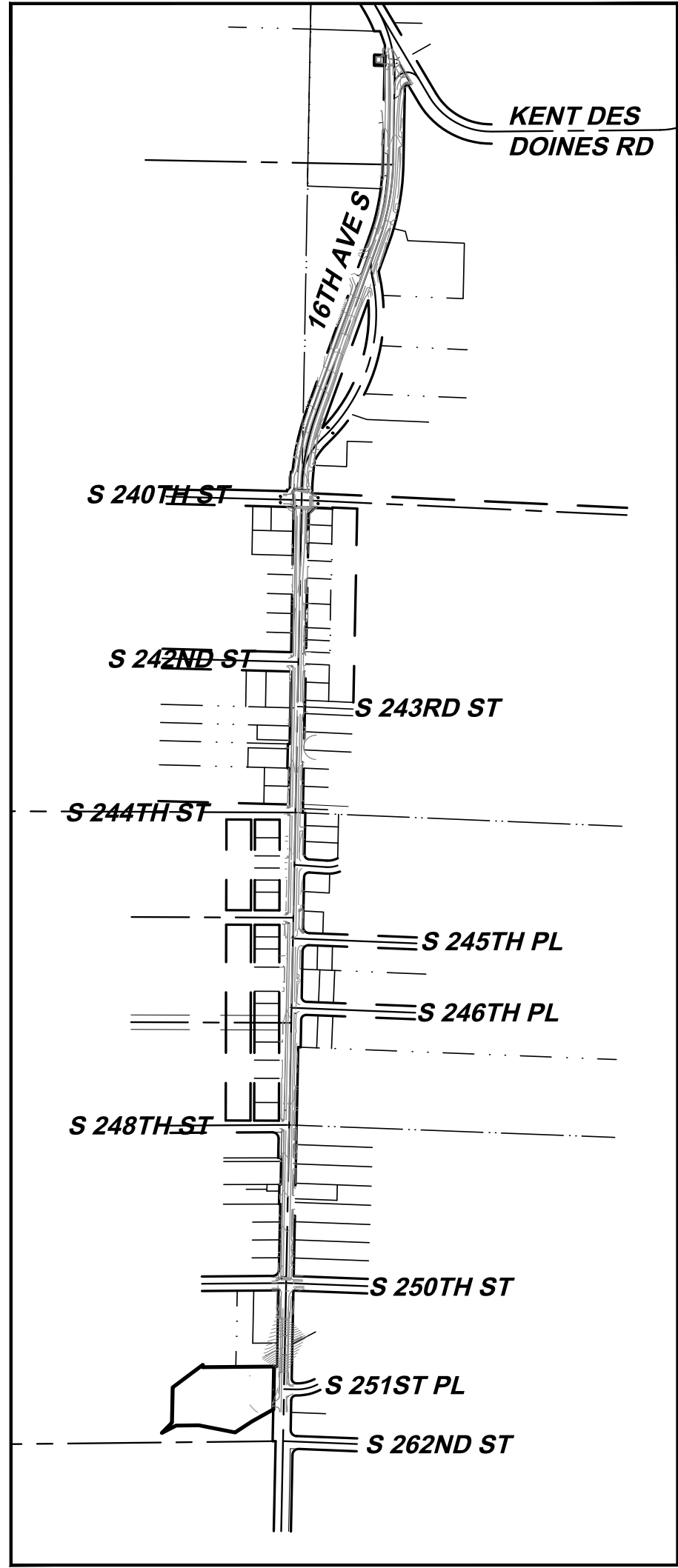


VICINITY MAP  
N.T.S.



#### DISTRICT OFFICIALS

MARC MONTIETH - MANAGER  
JIM BAILEY, COMMISSIONER  
NICK FANNIN - COMMISSIONER  
VINCE KOESTER, COMMISSIONER  
JIM POLHAMUS, COMMISSIONER  
SCOT SANBORN, COMMISSIONER



SITE MAP  
1"=500'

#### SHEET INDEX

| SHEET | SHEET TITLE                              |
|-------|------------------------------------------|
| 1     | COVER SHEET                              |
| 2     | LEGEND, GENERAL NOTES, AND ABBREVIATIONS |
| 3     | TESC NOTES AND DETAILS                   |
| 4     | ROAD DETAILS                             |
| 5     | ROAD RESTORATION DETAILS                 |
| 6     | DETAILS                                  |
| 7     | DETAILS                                  |
| 8     | DETAILS                                  |
| 9     | PLAN & PROFILE (GRAVITY SEWER)           |
| 10    | PLAN & PROFILE (GRAVITY SEWER)           |
| 11    | PLAN & PROFILE (GRAVITY SEWER)           |
| 12    | PLAN & PROFILE (GRAVITY SEWER)           |
| 13    | PLAN & PROFILE (FORCE MAIN & GRAVITY)    |
| 14    | PLAN & PROFILE (FORCE MAIN)              |
| 15    | PLAN & PROFILE (FORCE MAIN)              |
| 16    | PLAN & PROFILE (FORCE MAIN)              |
| 17    | PLAN & PROFILE (FORCE MAIN)              |
| 18    | PLAN & PROFILE (FORCE MAIN)              |
| 19    | PLAN & PROFILE (FORCE MAIN)              |
| 20    | PLAN & PROFILE (FORCE MAIN)              |
| 21    | EXTENDED GRIND AND OVERLAY WORK PLAN     |
| 22    | TEMPORARY TRAFFIC CONTROL PLAN           |

#### CONTACTS

##### Water

Highline Water District  
Jeremy Delmar  
23828 30th Ave. S.  
Kent, WA 98032  
Phone: (206) 824-0375

##### Sewer

Midway Sewer District  
Marc Montieth  
3030 S. 240th St.  
Kent, WA 98032  
Phone: (206) 824-4960

##### Telephone

QWEST Communications  
Mark Kidder  
23315 66th Ave. S.  
Kent, WA 98032  
Phone: (206) 345-4476

##### Power & Gas

Puget Sound Energy  
Anita Yurovchak  
(Cell) (253) 361-6714  
(Office) (253) 476-6304  
John Adamo  
(Cell) (253) 261-3328  
3130 S. 38th St. TAC-LL  
Tacoma, WA 98409

##### Comcast

Jerry Steele  
4020 Auburn Way N.  
Auburn, WA 98002  
Phone: (253) 288-7531

##### Police Department

Des Moines Police  
21900 11th Ave. S.  
Des Moines, WA 98188  
Phone: (206) 878-3301

##### City Of Des Moines

21630 11th Avenue S, Suite A  
Des Moines, WA 98198  
Phone: 206-878-4595

##### Fire Department

South King County Fire & Resuce  
Station 66  
27010 15th Ave S.  
Des Moines, WA 98198



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
paceengrs.com

PACE JOB NO. 22081



SURVEY LEGEND

|  |                               |
|--|-------------------------------|
|  | WATER VALVE                   |
|  | HYDRANT                       |
|  | WATER METER                   |
|  | MANHOLES (SS/SD)              |
|  | OB                            |
|  | POWER/UTILITY POLE            |
|  | ANCHOR POLE                   |
|  | GUY ANCHOR                    |
|  | POWER TRANSFORMER             |
|  | POWER/TELEPHONE VAULT         |
|  | WATER VAULT                   |
|  | POWER METER                   |
|  | TELEPHONE/TV RISER            |
|  | GAS VALVE                     |
|  | JUNCTION BOX                  |
|  | GAS METER                     |
|  | STREET LIGHT                  |
|  | LUMINAIRE                     |
|  | SPOT ELEVATION                |
|  | SIGN                          |
|  | MAILBOX                       |
|  | ROCKERY                       |
|  | CONIFEROUS TREE               |
|  | DECIDUOUS TREE                |
|  | CASED MONUMENT                |
|  | MAGNETIC NAIL W/ WASHER       |
|  | REBAR AND CAP                 |
|  | CENTER LINES                  |
|  | PROPERTY LINES                |
|  | RIGHT-OF-WAY LINES            |
|  | LOT LINES                     |
|  | DITCH LINE                    |
|  | FLOW LINE                     |
|  | WATER LINE                    |
|  | SANITARY SEWER LINE           |
|  | STORM DRAIN LINE              |
|  | GAS LINE                      |
|  | UNDERGROUND POWER LINES       |
|  | UNDERGROUND TELEPHONE LINES   |
|  | UNDERGROUND CABLE TV LINES    |
|  | UNDERGROUND FIBER OPTIC LINES |
|  | OVERHEAD UTILITY LINES        |
|  | CHAIN LINK FENCE              |
|  | WIRE FENCE                    |
|  | WOOD FENCE                    |

CONSTRUCTION LEGEND

| HATCH PATTERN | DESCRIPTION                              |
|---------------|------------------------------------------|
|               | 2" HMA CLASS 1/2" BUTT GRIND AND OVERLAY |

SURVEY DATA:

|                |                |
|----------------|----------------|
| JOB NUMBER     | 22081.10       |
| CLIENT         | MIDWAY SD      |
| PM             | WRH            |
| CAD            | DMB            |
| DRAWING SCALE  | 1"=20'         |
| FIELD CREW     | BL/ROBO PA/D   |
| FIELD BOOKS    | FB NUMBERS     |
| DRAWING NAME   | P22081_CVR.DWG |
| PROJECT NAME   | 16TH AV SW     |
| SURFACE NAME   | V-EG           |
| ALIGNMENT NAME | V--            |



HORIZONTAL DATUM

HORIZONTAL DATUM: NAD 83/11, WASHINGTON COORDINATE SYSTEM NORTH ZONE.  
BASED ON GPS MEASUREMENTS UTILIZING THE VIRTUAL REFERENCE NETWORK AND  
CONSTRAINED TO THE FOLLOWING KING COUNTY CONTROL POINTS:  
DESIGNATION: 23828--SE CORNER SECTION 20/22N/4E  
MONUMENT ID: 42769--MONUMENT W/NAIL IN CONCRETE IN CASE, DOWN 1.3'  
NORTH=139390.23  
EAST=1273742.34

VERTICAL DATUM

VERTICAL DATUM: NAVD 88 BASED ON GPS MEASUREMENTS UTILIZING THE VIRTUAL  
REFERENCE NETWORK AND GEOID 2012A MODEL.  
DESIGNATION: BM 23828  
MONUMENT ID: 42769--TOP OF NAIL  
ELEVATION = 148.59 FEET

ALL DISTANCES SHOWN ARE GROUND DISTANCES UNLESS OTHERWISE NOTED.

THE LOCATION AND DESCRIPTION OF ALL SURVEY MARKERS SHOWN HEREON ARE BASED  
ON FIELD OBSERVATIONS TAKEN IN SEPTEMBER 2022, UNLESS OTHERWISE INDICATED.

WORK PERFORMED IN CONJUNCTION WITH THIS SURVEY UTILIZED THE FOLLOWING  
EQUIPMENT AND PROCEDURES: (A) 1" TRIMBLE S7 SERIES ELECTRONIC TOTAL STATION,  
MAINTAINED TO THE MANUFACTURER'S SPECIFICATIONS PER W.A.C. 332-130-100. (B)  
FIELD TRAVERSE, EXCEEDING REQUIREMENTS SET FORTH IN W.A.C. 332-130-090.  
(C) LEAST SQUARE ADJUSTMENT USING StarNet VERSION 9.0  
EXCEEDING REQUIREMENTS PER W.A.C. 332-130-090.

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT  
PURPORT TO SHOW ALL EASEMENTS.

THIS TOPOGRAPHIC SURVEY DRAWING ACCURATELY REPRESENTS SURFACE FEATURES  
LOCATED DURING THE COURSE OF THIS SURVEY. UNDERGROUND UTILITIES SHOWN  
HEREON ARE BASED SOLELY UPON INFORMATION PROVIDED BY OTHERS AND PACE  
ENGINEERS, INC. DOES NOT ACCEPT RESPONSIBILITY OR ASSUME LIABILITY FOR THEIR  
ACCURACY OR COMPLETENESS. CONTRACTOR/ENGINEERS SHALL VERIFY EXACT SIZE AND  
LOCATION PRIOR TO CONSTRUCTION.  
CALL FOR LOCATE: UTILITY LOCATION SERVICE: 811

GENERAL NOTES

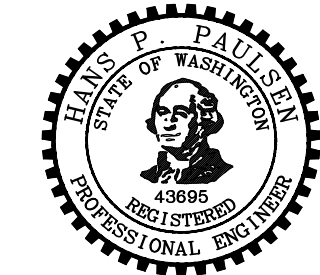
- PROJECT TO BE CONSTRUCTED IN ACCORDANCE WITH MIDWAY SEWER DISTRICT STANDARD DETAILS AND CONTRACT SPECIFICATIONS.
- ALL WORK WITHIN ROAD RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE CITY OF DES MOINES STANDARDS AND SPECIFICATIONS.
- EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE CORRECT LOCATIONS BEFORE DIGGINS. THIS MAY BE DONE BY CALLING 811 OR 1-800-424-5555 FOR THOSE UTILITIES PARTICIPATING IN ONE CALL AND BY DIRECT CONTACT OF ALL OTHER AFFECTED UTILITY COMPANIES.
- NOTIFY THE DISTRICT OFFICE A MINIMUM OF 72 HOURS PRIOR TO PROCEEDING WITH CONSTRUCTION AND PRIOR TO CONNECTING TO EX. SYSTEM.
- CONSTRUCTION SHALL NOT BEGIN WITHOUT WRITTEN APPROVAL FROM MIDWAY SEWER DISTRICT .
- ALL BENDS SHALL HAVE MEGALUG RESTRAINED JOINTS AND CONCRETE THRUST BLOCKING.
- ALL PAVEMENT CUTS SHALL BE SAW CUT TO A NEAT LINE. ALL PAVEMENT EDGES SHALL BE CUT AND TRIMMED SQUARE PRIOR TO FINAL ASPHALT PAVEMENT RESTORATION. ALL PAVEMENT EDGES SHALL BE SEALED WITH AN APPROVED SEALANT AFTER FINAL PERMANENT ASPHALT PATCH IS PLACED. CONTRACTOR TO ADJUST ALL IRONS/UTILITIES TO FINAL GRADE AS NECESSARY.
- IF NECESSARY AND WHENEVER POSSIBLE, THE CONTRACTOR, IN LIEU OF USING BENDS, SHALL DEFLECT PIPE AT PIPE JOINTS IN ORDER TO MAINTAIN SPECIFIED PIPE ALIGNMENT. CONTRACTOR SHALL NOT EXCEED 1/2 OF DEFLECTION LIMIT AS SPECIFIED BY THE MANUFACTURER'S RECOMMENDATIONS. IF NOT POSSIBLE, OR AS DIRECTED, THE CONTRACTOR SHALL INSTALL DUCTILE IRON BENDS.
- ALL EXISTING MAINS SHALL BE KEPT IN SERVICE AT ALL TIMES DURING CONSTRUCTION UNTIL SUCH TIME THAT THE NEW MAIN HAS BEEN TESTED, APPROVED BY THE DISTRICT AND READY FOR PLACEMENT INTO SERVICE.
- IF NECESSARY, OR AS REQUIRED IN ORDER TO INSTALL THE NEW FORCE MAIN, THE CONTRACTOR SHALL REMOVE AND REPLACE ALL EXISTING UTILITIES TO THE SATISFACTION OF THE OWNER OF SUCH UTILITY.
- PRIOR TO CALLING OUT THE DISTRICT TO WITNESS THE PRESSURE TEST, THE CONTRACTOR SHALL HAVE ALL EQUIPMENT SET UP AND COMPLETELY READY FOR OPERATION AND SHALL HAVE SUCCESSFULLY PERFORMED THE TEST TO ASSURE HIMSELF/HERSELF THAT THE PIPE IS IN SATISFACTORY CONDITION.
- CONTRACTOR SHALL PREPARE AND PROVIDE A TRAFFIC CONTROL PLAN TO THE DISTRICT AND TO THE JURISDICTION(S) HAVING AUTHORITY FOR APPROVAL. NO WORK SHALL COMMENCE BEFORE APPROVAL OF TRAFFIC CONTROL PLAN.
- LANE CLOSURE HOURS SHALL BE LIMITED TO THE HOURS OF 9:00 A.M. TO 3:00 UNLESS SPECIFICALLY OTHERWISE APPROVED BY THE ROW AUTHORITY.

FORCE MAIN DESIGN NOTES

- FORCE MAIN WILL BE CONSTRUCTED OF 16" DR-18 PVC C900 AND 16" CL 52 SEWER RATED DI PIPE.
- FORCE MAIN WORKING PRESSURE: 71± PSI.
- FORCE MAIN MAXIMUM SURGE PRESSURE: 191± PSI.
- PVC C900 DR-18 WORKING PRESSURE: 235± PSI.
- PVC C900 DR-18 ALLOWABLE SHORT TERM SURGE PRESSURE: 376± PSI.
- DI CL 52 WORKING PRESSURE: 350±-PSI.

CALL BEFORE  
YOU DIG 811  
UNDERGROUND SERVICE (USA)

BID SET



ORIGINAL COPY OF DIGITALLY SIGNED  
DOCUMENT AVAILABLE UPON REQUEST

FILE NAME: P:\WORK\22081.10\SD 16TH AVE S FORCE MAIN\ENGINEERING\22081.10\22081\_CVR.DWG  
SAVE TIME: 8/6/2025 4:09:09 AM  
DRAWN BY: BJB  
CHECKED BY: HPP  
DATE: 8/6/2025 6:38 AM

|          |      |  |          |  |      |    |       |  |  |
|----------|------|--|----------|--|------|----|-------|--|--|
| DESIGNED | MLBM |  |          |  |      |    |       |  |  |
| DRAWN    | BJB  |  |          |  |      |    |       |  |  |
| CHECKED  | HPP  |  |          |  |      |    |       |  |  |
|          | SYM  |  | REVISION |  | DATE | BY | APP'D |  |  |



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043  
Civil | Structural | Planning | Survey  
www.paceengrs.com



MIDWAY SEWER DISTRICT

VERIFY SCALE  
BAR IS ONE INCH  
ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON  
THIS SHEET, ADJUST  
SCALES ACCORDINGLY.

DATE  
AUG 2025  
SCALE  
AS SHOWN

16TH AVE S FORCE MAIN

LEGEND, GENERAL NOTES, AND ABBREVIATIONS

|                           |
|---------------------------|
| PAGE PROJECT NO.<br>22081 |
| DWG NAME: P22081_CVR.DWG  |
| SHEET 2 OF 22             |



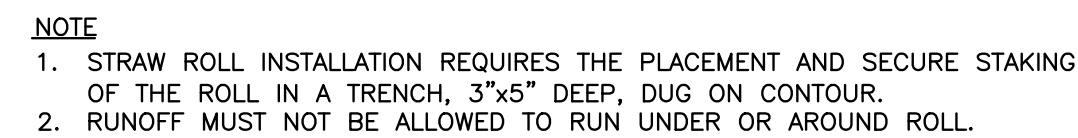
1. THE TEMPORARY EROSION AND SEDIMENTATION CONTROL (TESC) FACILITIES SHALL BE IMPLEMENTED PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITIES, AND IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT WATER DOES NOT ENTER THE DRAINAGE SYSTEM OR VIOLATE APPLICABLE WATER STANDARDS. MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE TESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS APPROVED.
2. THE STORM DRAIN INLET PROTECTION DEVICE SHALL BE SILT SACK OR EQUAL. ALL CATCH BASINS WITHIN THE VICINITY OF THE CONSTRUCTION SHALL HAVE INLET PROTECTION MEASURES.
3. CONTRACTOR SHALL MAINTAIN ALL EXISTING DRAINAGE CHANNELS, CULVERTS, SWALES AND STRUCTURES. WHENEVER EXISTING DRAINAGE FACILITIES ARE DISTURBED, THE CONTRACTOR SHALL PROVIDE SUITABLE MEANS FOR DIVERTING AND MAINTAINING ALL FLOWS DURING CONSTRUCTION IN THAT AREA AT ITS EXPENSE. AFTER CONSTRUCTION HAS BEEN COMPLETED, ALL DRAINAGE CHANNELS, CULVERTS, SWALES AND STRUCTURES DISTURBED SHALL BE RETURNED TO THEIR ORIGINAL CONDITIONS.
4. THE TESC FACILITIES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, TESC FACILITIES SHALL BE MAINTAINED AND UPGRADED AS NECESSARY BY THE CONTRACTOR.
5. CONTRACTOR SHALL INSPECT THE TESC FACILITIES AT THE END OF EACH WORKING DAY TO ASSURE ITSELF THAT THEY ARE IN GOOD CONDITIONS. IF TESC FACILITIES REQUIRE REPAIR/MAINTENANCE, THEY SHALL BE PERFORMED PRIOR TO THE END OF THE WORKING DAY. ALL DISTURBED AREAS SHALL BE PROMPTLY AND THOROUGHLY STABILIZED AGAINST EROSION DURING PERIODS OF WET WEATHER WHEN WORK IS NOT BEING PERFORMED AT THE SITE.
6. ALL UNSUITABLE OR SURPLUS EXCAVATED OR CLEARED MATERIAL SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN AN APPROVED, LEGAL FILL SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ACCEPTABLE DISPOSAL SITES AND ASSURE THAT ALL SURPLUS MATERIAL IS DISPOSED OF IN SAME.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING ALL APPROPRIATE MEASURES NEEDED (STREET SWEEPERS, WATER TRUCKS, ETC.) TO KEEP STREETS AND ROADS USED AS HAUL ROUTES FOR EXPORT OR IMPORT OF MATERIAL CLEAN AND FREE FROM DEBRIS, MUD, ETC.. ADDITIONAL MEASURES MAY BE REQUIRED TO ENSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.



1. THE FILTER FABRIC SHALL BE PURCHASED IN A CONTINUOUS ROLL CUT TO THE LENGTH OF THE BARRIER TO AVOID USE OF JOINTS. WHEN JOINTS ARE NECESSARY, FILTER CLOTH SHALL BE SPLICED TOGETHER ONLY AT A SUPPORT POST, WITH A MINIMUM 6-INCH OVERLAP AND BOTH ENDS SECURELY FASTENED TO THE POST.
2. THE FILTER FABRIC FENCE SHALL BE INSTALLED TO FOLLOW THE CONTOURS (WHERE FEASIBLE). THE FENCE POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART AND DRIVEN SECURELY INTO THE GROUND (MINIMUM OF 30 INCHES).
3. WHEN STANDARD STRENGTH FILTER FABRIC IS USED, A WIRE MESH SUPPORT FENCE SHALL BE FASTENED SECURELY TO THE UPSLOPE SIDE OF THE POSTS USING HEAVY-DUTY WIRE STAPLES AT LEAST 1 INCH LONG, THE WIRE OR HOG RINGS.
4. THE STANDARD STRENGTH FILTER FABRIC SHALL BE STAPLED OR WIRED TO THE FENCE, AND 20 INCHES OF THE FABRIC SHALL BE EXTENDED ACROSS THE GROUND, UPSLOPE AND ADJACENT TO THE WOOD POST. THE FABRIC SHALL NOT EXTEND MORE THAN 30 INCHES ABOVE THE ORIGINAL GROUND SURFACE. FILTER FABRIC SHALL NOT BE STAPLED TO EXISTING TREES.
5. WHEN EXTRA FILTER FABRIC AND CLOSER POST SPACING ARE USED, THE WIRE MESH SUPPORT FENCE MAY BE ELIMINATED. IN SUCH A CASE, THE FILTER FABRIC IS STAPLED OR WIRED DIRECTLY TO THE POSTS WITH ALL OTHER PROVISIONS OF STANDARD NOTE 3 APPLYING.
6. FABRIC SHALL BE SECURED AT THE BASE BY PEA-ROCK FILLED SANDBAGS OR STRAW WATTLES PLACED END TO END.
7. FILTER FABRIC FENCES SHALL BE REMOVED WHEN THEY HAVE SERVED THEIR USEFUL PURPOSE, BUT NOT BEFORE THE UPSLOPE AREA HAS BEEN PERMANENTLY STABILIZED.
8. FILTER FABRIC FENCES SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL. ANY REQUIRED REPAIRS SHALL BE MADE IMMEDIATELY.
9. FILTER FABRIC SHALL BE PER CURRENT GEOTEXTILE FABRIC STANDARDS FOR SILT FENCE IN THE DEPARTMENT OF ECOLOGY STORMWATER MANAGEMENT MANUAL FOR WESTERN WASHINGTON.



### BAG DETAIL



1. ALL PVIOUS AREAS THAT HAVE BEEN CLEARED, GRADED OR COMPACTED BY CONSTRUCTION ACTIVITIES SHALL HAVE THE SOIL MOISTURE HOLDING CAPACITY RESTORED TO THAT OF THE ORIGINAL UNDISTURBED SOIL NATIVE TO THE SITE TO THE MAXIMUM EXTENT PRACTICABLE. TRENCH AREAS THAT HAVE BEEN COMPACTED AND HAD THE TOPSOIL OR DUFF LAYER REMOVED SHALL BE AMENDED WITH MIN. 8" OF TOPSOIL PER THE CITY'S SOIL AMENDMENT REQUIREMENTS.
2. NO CONSTRUCTION OR CONSTRUCTION ACCESS IS PERMITTED OUTSIDE THE PROJECT WORK AREA. SOIL DISTURBING ACTIVITIES INSIDE THE PROJECT SITE SHOULD BE MINIMIZED TO THE EXTENT POSSIBLE.

## 4 STRAW WATTLES



**CALL BEFORE  
YOU DIG 811**  
UNDERGROUND SERVICE (USA)

**BID SET**

ORIGINAL COPY OF DIGITALLY SIGNED  
DOCUMENT AVAILABLE UPON REQUEST

|                          |  |
|--------------------------|--|
| DOCUMENT AVAILABLE TO ON |  |
| PACE PROJECT NO.         |  |

22081

DWG NAME: P22081\_TESC\_DETS.DWG

SHEET 3 OF 22

|          |      |     |          |      |          |
|----------|------|-----|----------|------|----------|
| DESIGNED | MLBM |     |          |      |          |
| DRAWN    | BJM  |     |          |      |          |
| CHECKED  | HPP  |     |          |      |          |
|          |      | SYM | REVISION | DATE | BY APP'T |



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
www.paceengrs.com



**MIDWAY SEWER DISTRICT**

**VERIFY SCALE**  
BAR IS ONE INCH  
ON ORIGINAL DRAWING.  
0  1"  
IF NOT ONE INCH ON  
THIS SHEET, ADJUST  
SCALES ACCORDINGLY.

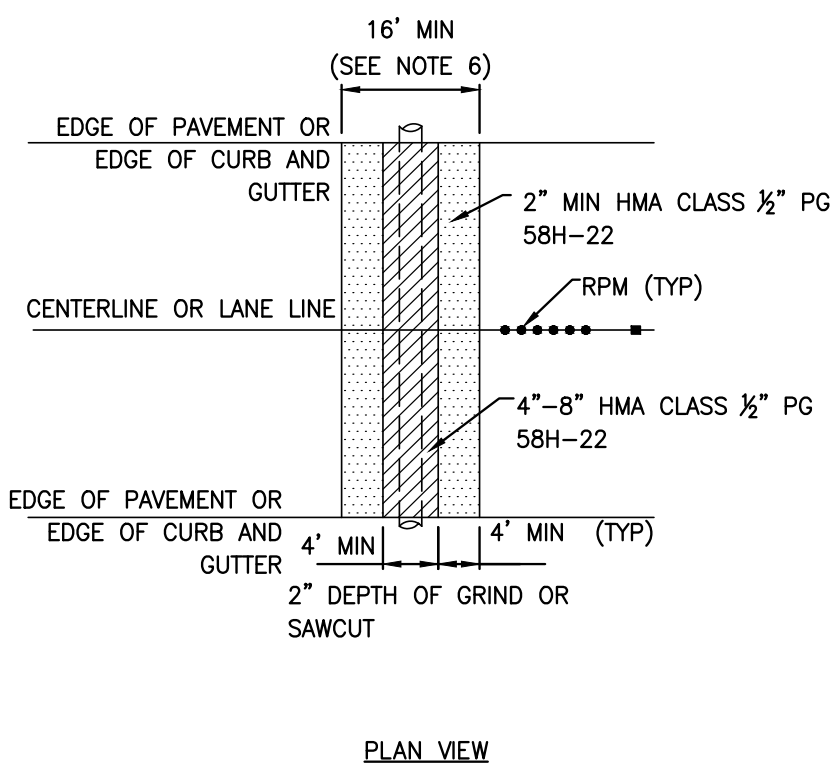
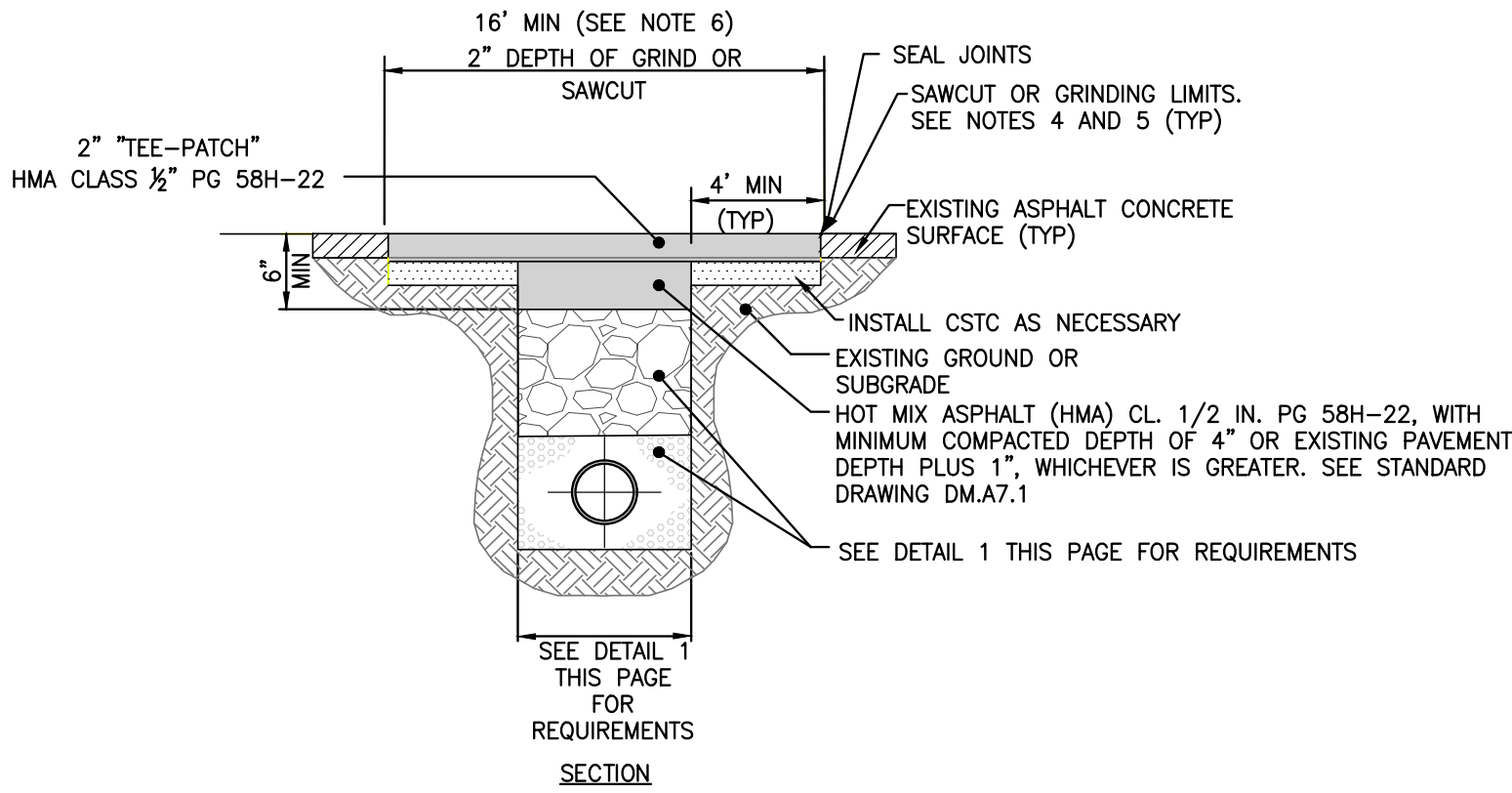
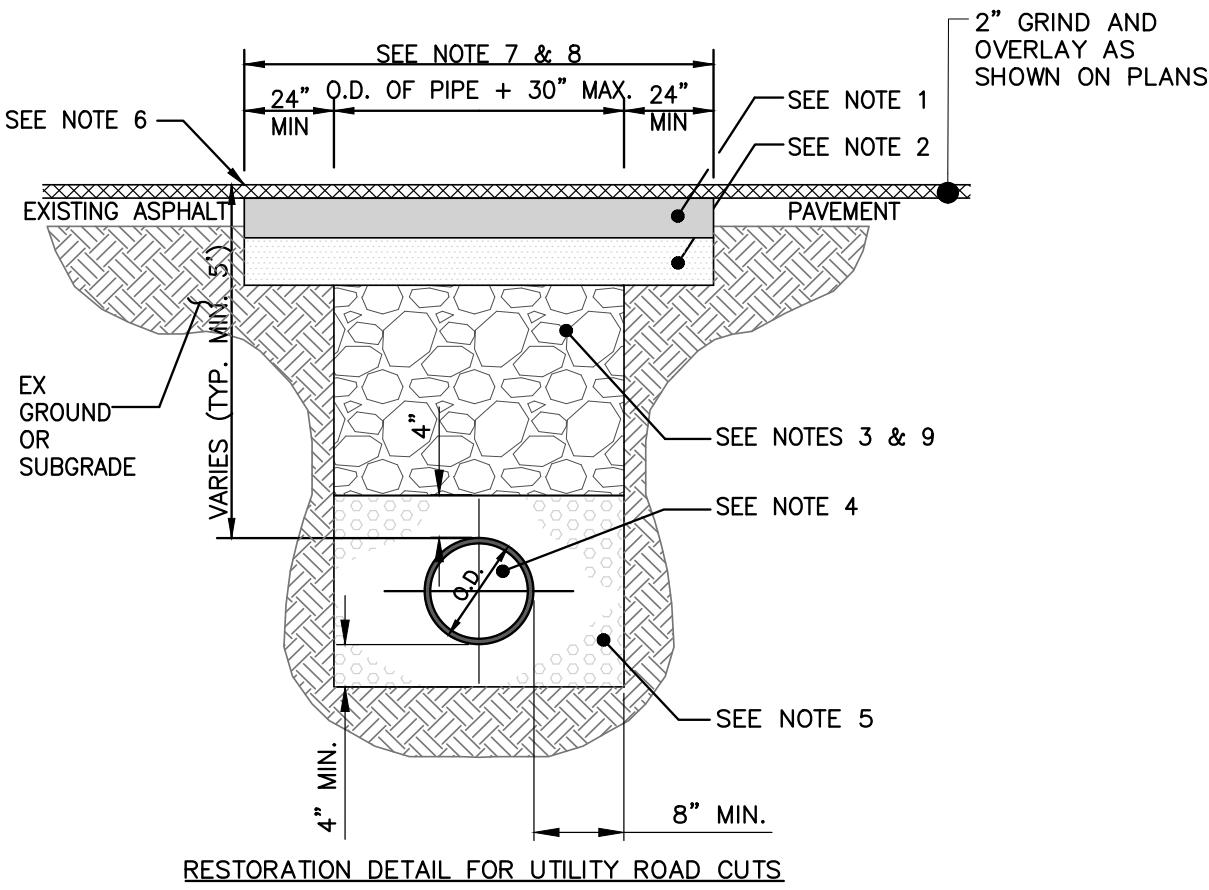
|       |                 |
|-------|-----------------|
| DATE  | <b>AUG 2025</b> |
| SCALE | <b>AS SHOWN</b> |

16TH AVE S FORCE MAIN

### TESC NOTES AND DETAILS



- NOTES:**
- HOT MIX ASPHALT (HMA) CL. 1/2 IN. PG 58H-22, WITH MINIMUM COMPACTED DEPTH OF 4" OR EXISTING PAVEMENT DEPTH PLUS 1", WHICHEVER IS GREATER, PLACE IN LIFTS WITH A MAXIMUM COMPACTED DEPTH OF 2" PER WSDOT STANDARD SPECIFICATION 5-04, AND MACHINE ROLL FLUSH WITH EXISTING PAVEMENT.
  - 5/8" MINUS CRUSHED SURFACING TOP COURSE WITH 2" MINIMUM DEPTH, COMPACTED TO 95% MAXIMUM DENSITY. IF THE EXISTING PAVEMENT DEPTH IS GREATER THAN 8", THE MINIMUM COMPACTED DEPTH OF CRUSHED SURFACING TOP COURSE SHALL BE EQUAL TO THE DEPTH OF THE EXISTING PAVEMENT MINUS 6".
  - EXCAVATION AND BACKFILL SHALL BE IN ACCORDANCE WITH SECTION 2-09 OF THE WSDOT STANDARD SPECIFICATIONS. IMPORTED MATERIAL USED FOR BACKFILL SHALL BE CONSISTENT CRUSHED SURFACE TOP COURSE AS DEFINED IN SECTION 9-03.9 OF THE WSDOT STANDARD SPECIFICATIONS. BACKFILL MATERIAL SHALL BE PLACED IN 1' MAXIMUM LOOSE LIFTS AND COMPACTED TO 95% MAXIMUM DENSITY.
  - PIPE INSTALLATIONS SHALL BE IN ACCORDANCE WITH MIDWAY SEWER DISTRICT STANDARDS AND REQUIREMENTS.
  - MATERIAL USED FOR PIPE BEDDING MATERIAL SHALL BE 5/8" CRUSHED SURFACING TOP COURSE. BEDDING MATERIAL SHALL BE PLACED IN 1' MAXIMUM LOOSE LIFTS AND COMPACTED TO 95% MAXIMUM DENSITY. DEPTH OF MATERIAL SURROUNDING PIPE SHALL BE ADEQUATE TO SUPPORT THE PIPE AND TRENCH.
  - NEAT, UNIFORM AND VERTICAL CUT (TYPICAL BOTH SIDES), CLEAN AND HEAT EDGES AND TACK WITH EMULSIFIED ASPHALT. SEAL JOINT WITH HOT ASPHALT CEMENT (AR 4000 TYPICAL).
  - MINIMUM RESTORATION LIMITS UNLESS OTHERWISE DETERMINED BY THE ENGINEER. IF ANY PORTION OF A LONGITUDINAL PAVEMENT CUT AFFECTS A WHEEL TRACK, 2" HMA OVERLAY FOR MINIMUM HALF ROADWAY REQUIRED OR FULL LANE AS DETERMINED BY THE ENGINEER. WHEREVER AN EXISTING PATCH OR CRACK IS IN CLOSE PROXIMITY TO THE NEW CUT, THE ENGINEER MAY REQUIRE REMOVAL OF THE EXISTING PATCH OR CRACK AND ANY INTERVENING PAVEMENT. DEPTH OF REPLACEMENT ASPHALT SHALL BE IN ACCORDANCE WITH NOTE 1.
  - ALL PERMANENT FINAL PATCHES SHALL BE RECTANGULAR OR CIRCULAR IN SHAPE AND CONSTRUCTED TO BE PARALLEL AND PERPENDICULAR TO THE ROAD CENTERLINE. ALL FINAL RESTORATION LIMITS WILL BE DETERMINED BY PUBLIC WORKS DIRECTOR OR DESIGNEE IN FIELD.
  - CONTROLLED DENSITY FILL (CDF) MAY BE REQUIRED ON PRINCIPAL ARTERIAL ROADWAYS AND SHALL BE PLACED IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS 2-09.3(1)E.



- NOTES:**
- ASPHALT CONCRETE MIX SHALL BE HMA CLASS 1/2 IN. PG 58H-22.
  - REPLACE ALL DISTURBED STRIPING AND MARKINGS.
  - ALL SAW CUTS SHALL BE VERTICAL AND IN STRAIGHT LINES AS DIRECTED BY ENGINEER.
  - TACK ASPHALT FACES OF SAW CUTS AND SEAL SAW CUTS WITH PG 58H-22 OIL.
  - PAVING FABRIC (IF FOUND) WILL NOT REQUIRE REPLACEMENT.
  - PER 9.3.1 OF STREET DEVELOPMENT STANDARDS, ROADWAYS PAVED WITHIN 5 YEARS SHALL BE OVERLAID A MINIMUM OF 25' IN EACH DIRECTION FROM TRENCH.

**1 TYPICAL TRENCH AND ROAD RESTORATION DETAIL**  
NOT TO SCALE

**2 PAVEMENT PATCHING & RESTORATION DETAIL - TRANSVERSE CUTS**  
NOT TO SCALE

FILE NAME: P:\MIDWAY\22081\_16TH\_AVE\_S\_FORCE\_MAIN\ENGINEERING\22081\_RD\_DET.DWG  
DATE: 8/6/2025 11:54:47 PM  
PLOT TIME: 8/6/2025 6:38 AM  
DRAWN BY: MJB

|          |      |  |          |  |      |    |       |  |  |
|----------|------|--|----------|--|------|----|-------|--|--|
| DESIGNED | MLBM |  |          |  |      |    |       |  |  |
| DRAWN    | BUM  |  |          |  |      |    |       |  |  |
| CHECKED  | HPP  |  |          |  |      |    |       |  |  |
|          | SYM  |  | REVISION |  | DATE | BY | APP'D |  |  |



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043  
Civil | Structural | Planning | Survey  
www.paceengrs.com



MIDWAY SEWER DISTRICT

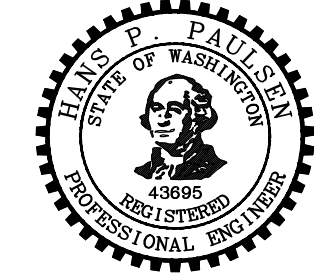
VERIFY SCALE  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DATE  
AUG 2025  
SCALE  
AS SHOWN

16TH AVE S FORCE MAIN  
ROAD DETAILS

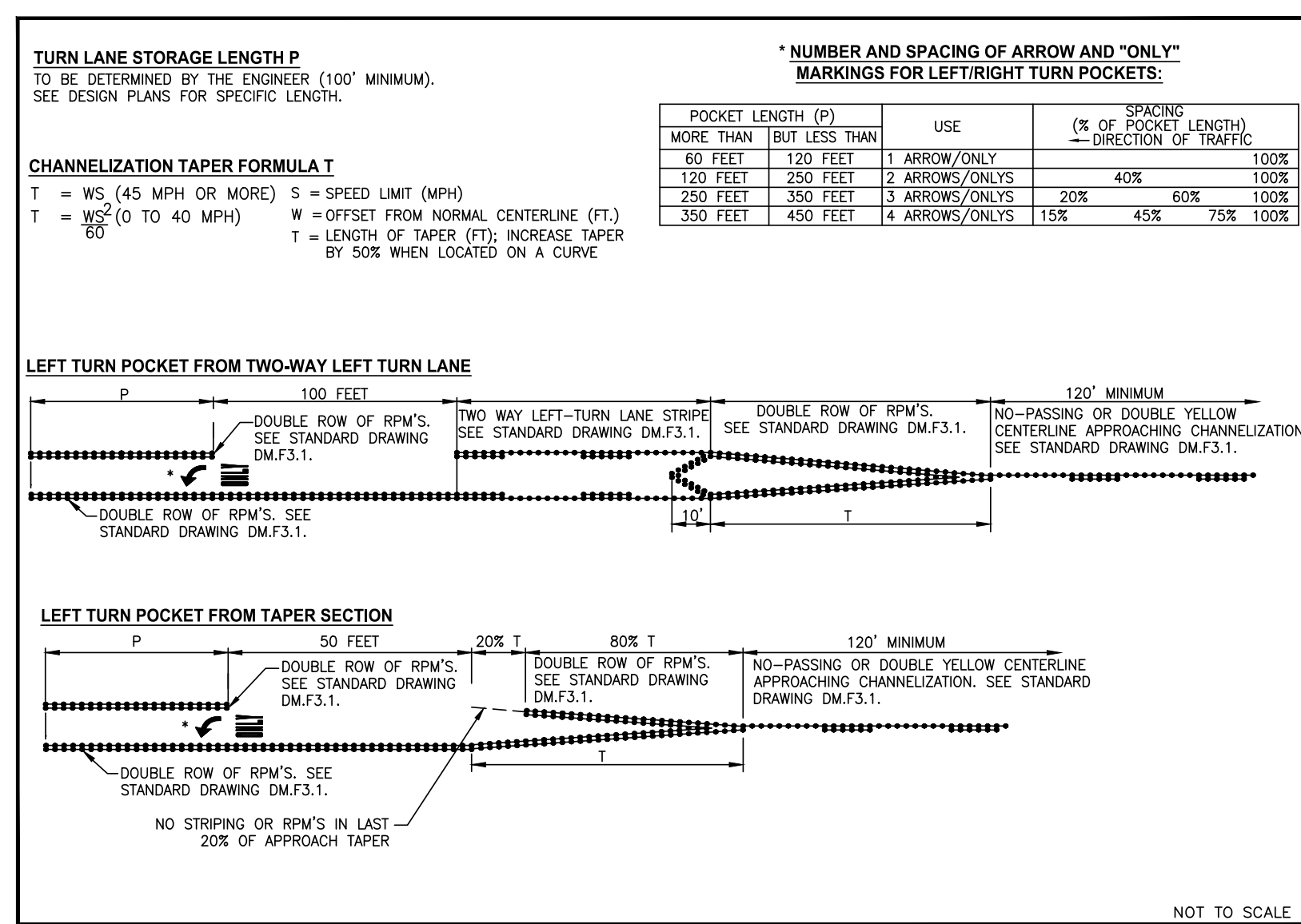
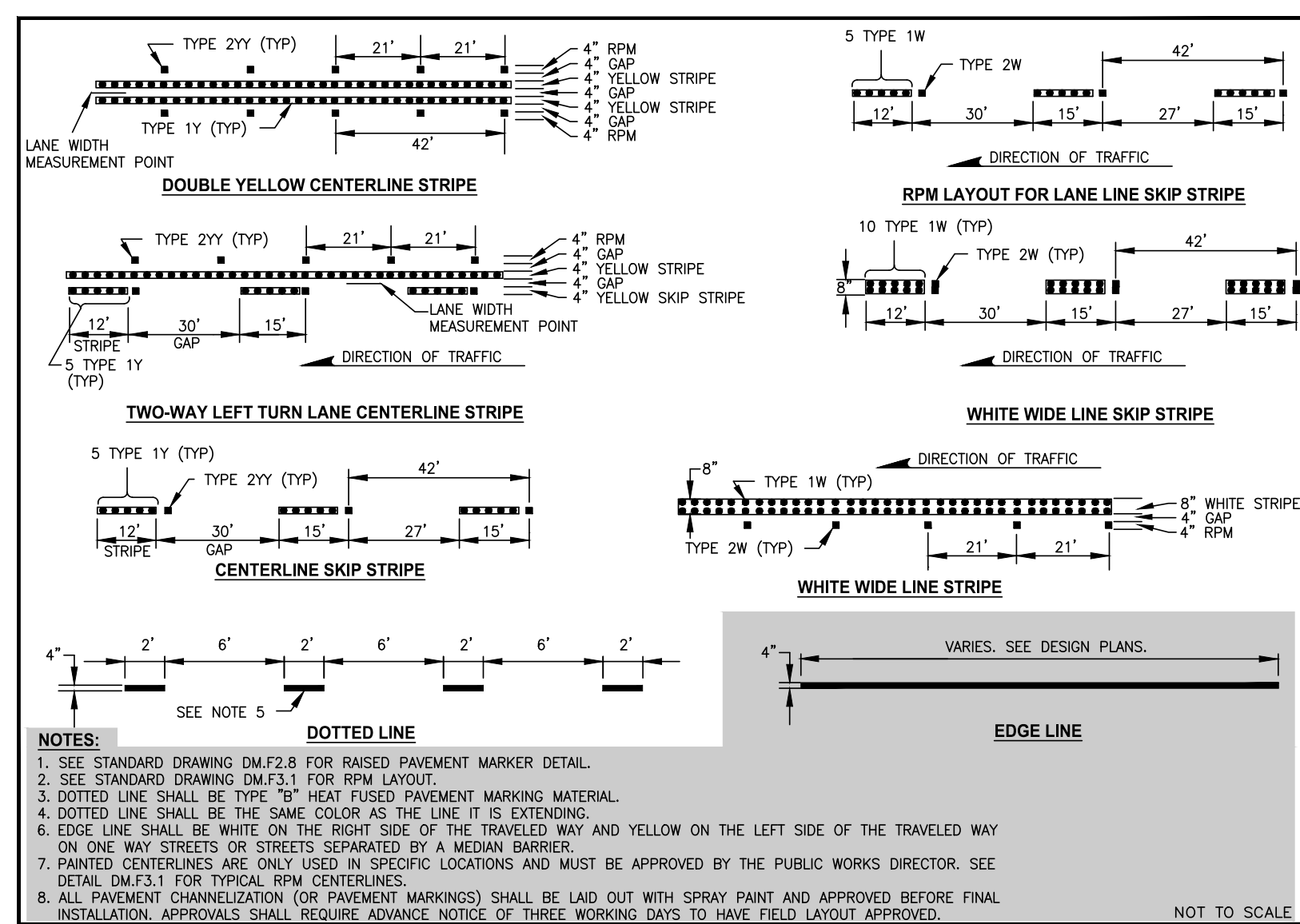
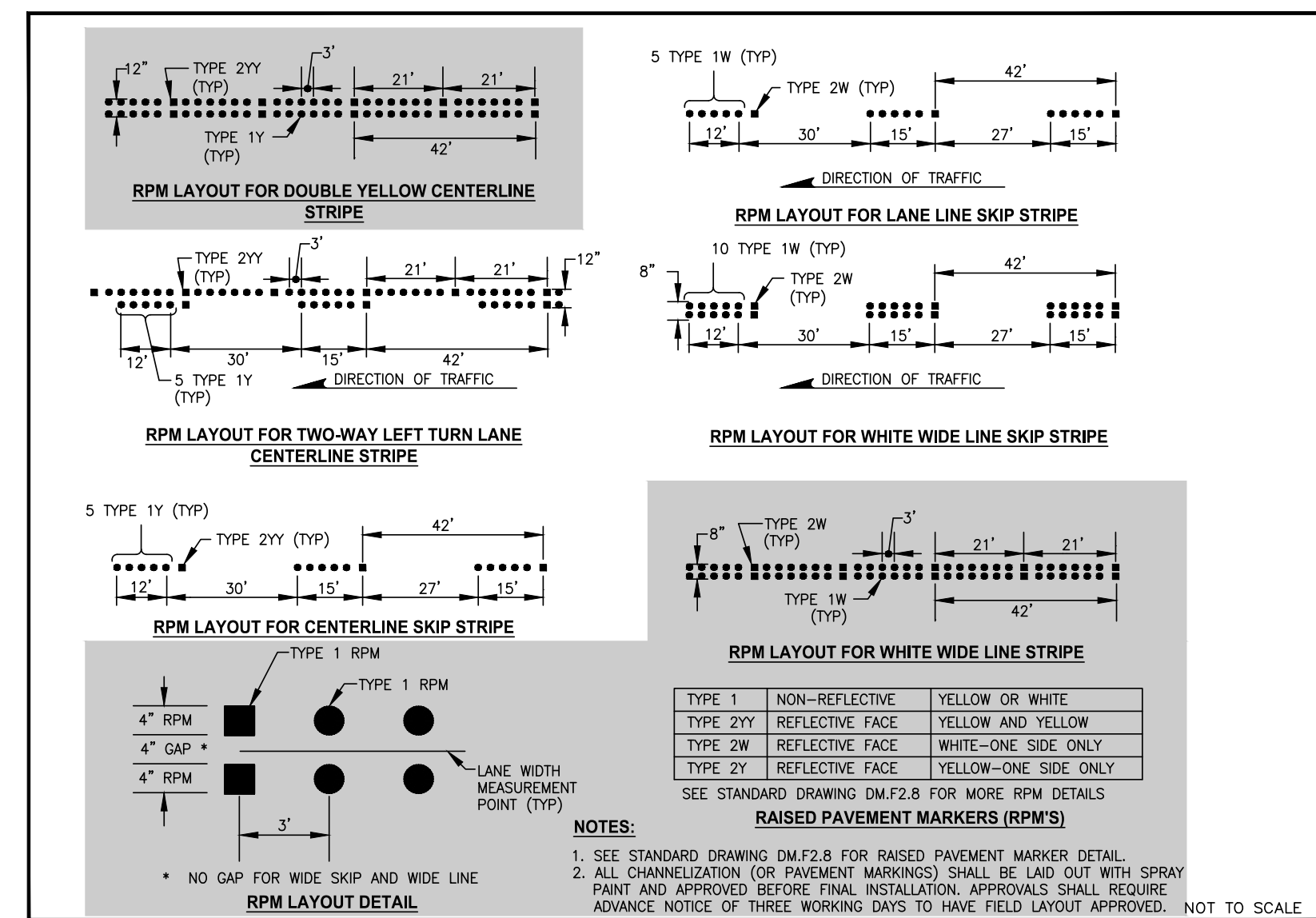
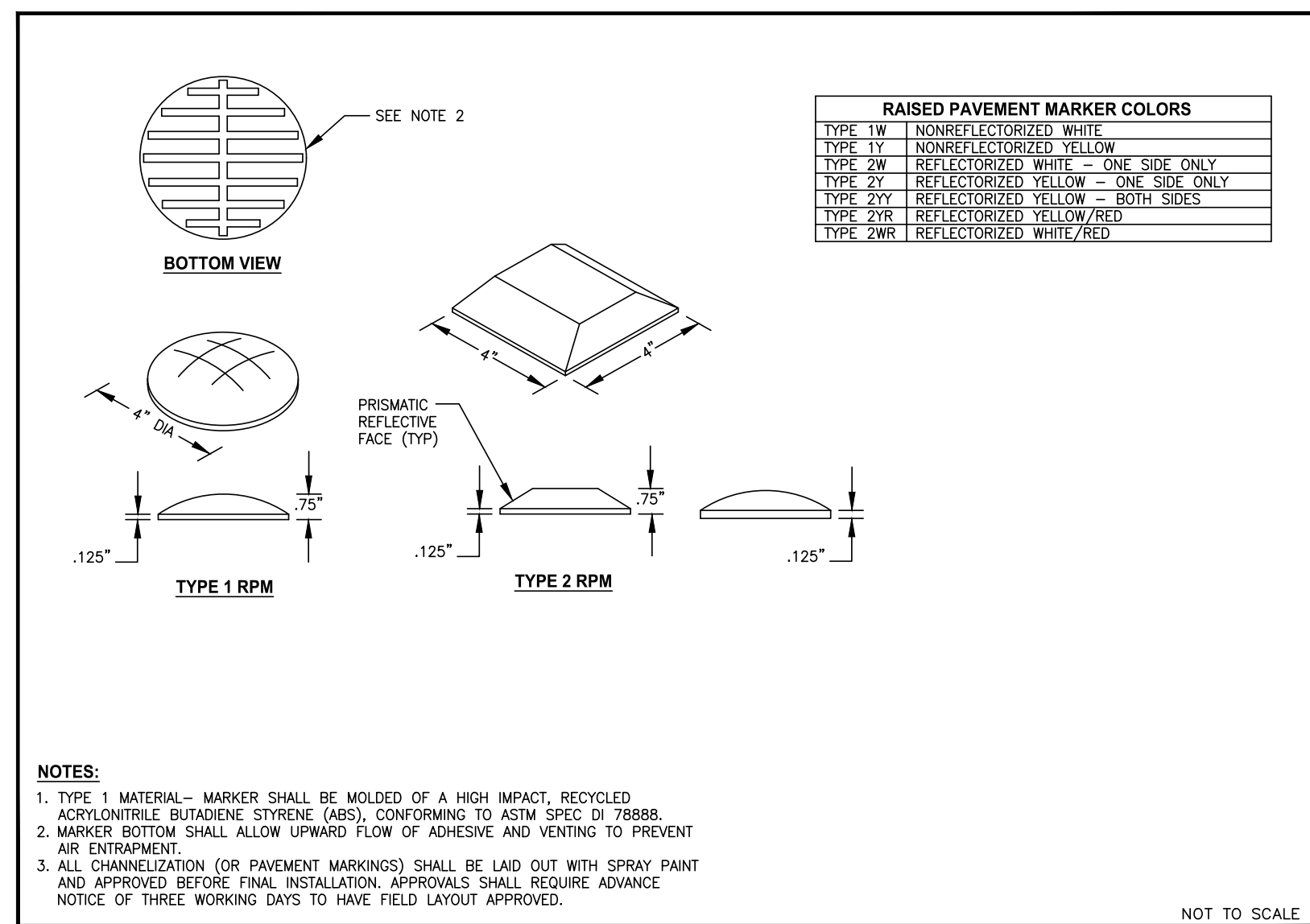
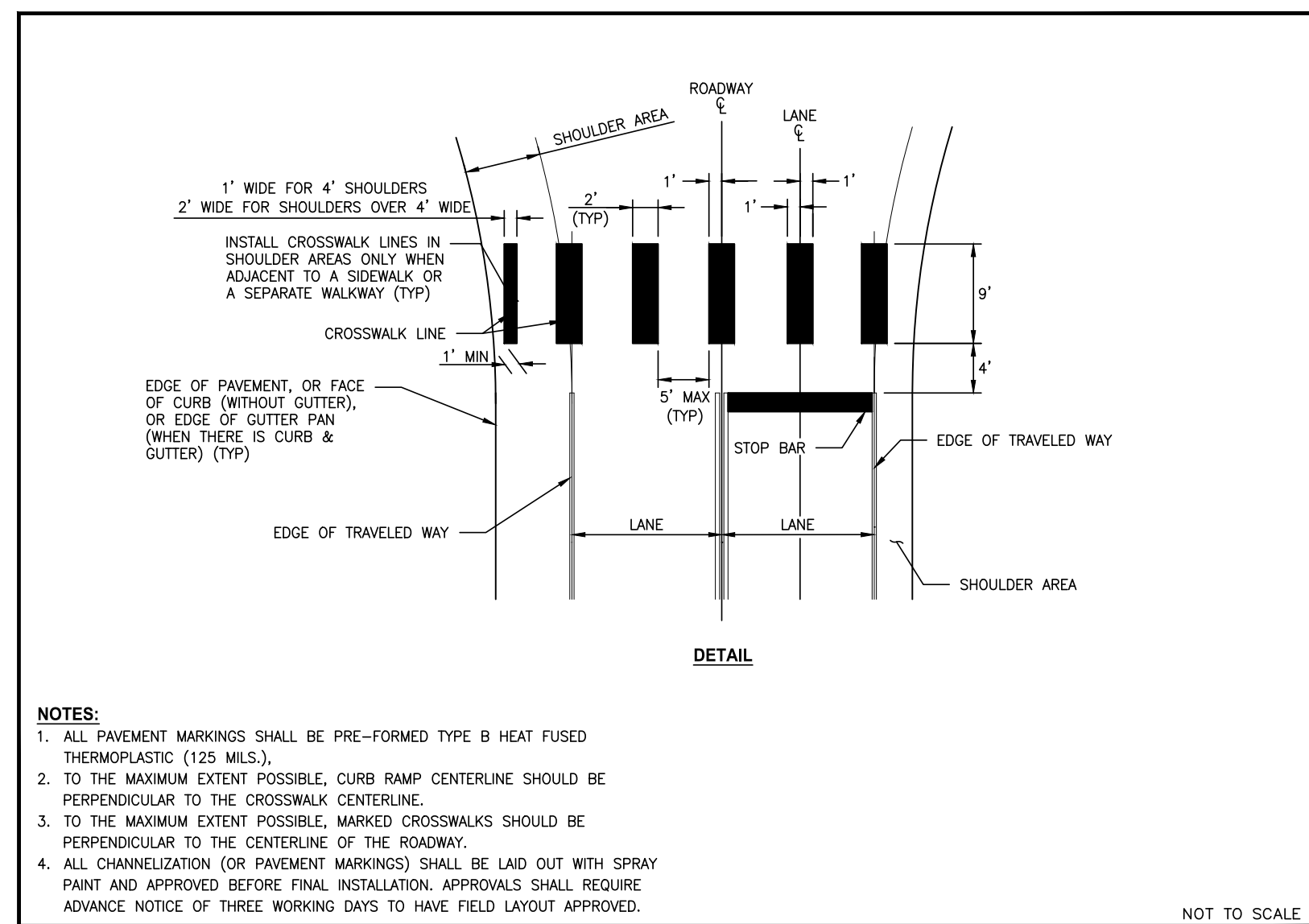
CALL BEFORE  
YOU DIG 811  
UNDERGROUND SERVICE (USA)

BID SET

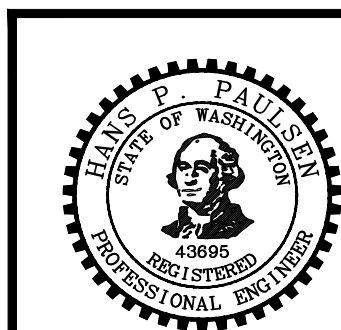


|                                                                   |
|-------------------------------------------------------------------|
| ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST |
| PACE PROJECT NO.<br>22081                                         |
| DWG NAME: 22081_RD_DET.DWG                                        |
| SHEET 4 OF 22                                                     |





**CALL BEFORE  
YOU DIG 811**  
UNDERGROUND SERVICE (USA)

**BID SET**

ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST

|                  |  |
|------------------|--|
| PACE PROJECT NO. |  |
|------------------|--|

22081

DWG NAME: P22081\_RD\_DETSD.DWG

FILE NAME: P:\R\P22\22081 MSD 16TH AVE S FORCE\CAD\ENGINEERING\ SHEETS\P22081\_RD\_DET.DWG  
SAVE TIME: 7/24/2025 3:15:47 PM PLOT TIME: 8/6/2025 6:38 AM  
USER NAME: MICHAEL MARANN

**NOTE:** SFO

AVE  
OT T

16TH  
PLUMSD  
PM

|          |      |     |          |      |          |
|----------|------|-----|----------|------|----------|
| DESIGNED | MLBM |     |          |      |          |
| DRAWN    | BJM  |     |          |      |          |
| CHECKED  | HPP  |     |          |      |          |
|          |      | SYM | REVISION | DATE | BY APP'D |

**PACE**  
An Engineering Services Company

11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
[www.paceengrs.com](http://www.paceengrs.com)


**MIDWAY SEWER DISTRICT**

|                                                                                                                                                      |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>VERIFY SCALE</b><br>BAR IS ONE INCH<br>ON ORIGINAL DRAWING.<br>0 [REDACTED] 1"<br>IF NOT ONE INCH ON<br>THIS SHEET, ADJUST<br>SCALES ACCORDINGLY. | DATE              |
|                                                                                                                                                      | SCALE<br>AS SHOWN |

16TH AVE S FORCE  
ROAD RESTORATION DE



1255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043  
Civil | Structural | Planning | Survey  
www.paceengrs.com



MIDWAY SEWER DISTRICT

|                                                                                                                                                      |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>VERIFY SCALE</b><br>BAR IS ONE INCH<br>ON ORIGINAL DRAWING.<br>0 [REDACTED] 1"<br>IF NOT ONE INCH ON<br>THIS SHEET, ADJUST<br>SCALES ACCORDINGLY. | DATE              |
|                                                                                                                                                      | SCALE<br>AS SHOWN |

16TH AVE S FORCE  
ROAD RESTORATION DE

16TH AVE S FORCE  
ROAD RESTORATION DE





ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST

PACE PROJECT NO.  
**22081**  
 DWG NAME: P22081\_DET.S.DWG  
 SHEET **6** OF **22**

FILE NAME: P:\KIR\P22\22081 MSD 16TH AVE S FORCE\CAD\ENGINEERING\ SHEETS\P22081\_DET.DWG  
 SAVE TIME: 8/6/2025 4:44:32 AM PLOT TIME: 8/6/2025 6:38 AM  
 USER NAME: MICHAEL MARRANAN

|          |      |     |          |      |          |
|----------|------|-----|----------|------|----------|
| DESIGNED | MLBM |     |          |      |          |
| DRAWN    | BJM  |     |          |      |          |
| CHECKED  | HPP  |     |          |      |          |
|          |      | SYM | REVISION | DATE | BY APP'D |



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043  
Civil | Structural | Planning | Survey  
www.paceengrs.com

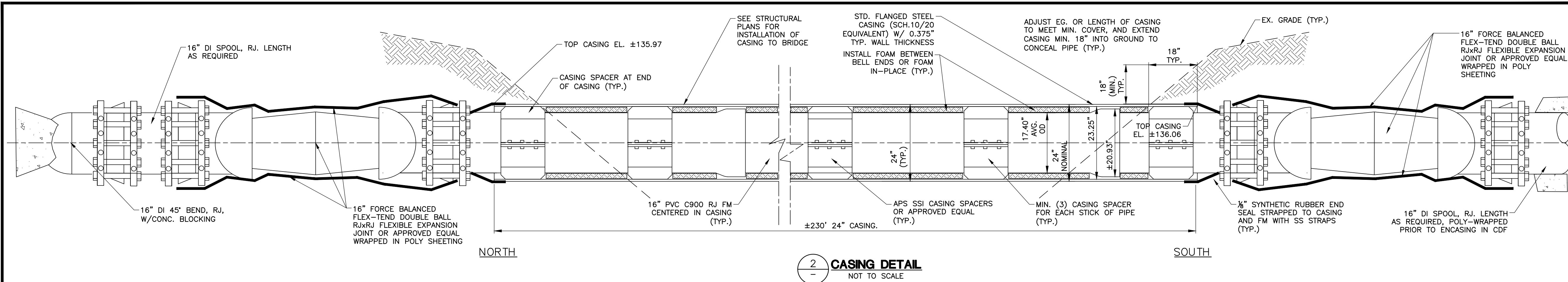


**VERIFY SCALE**  
BAR IS ONE INCH  
ON ORIGINAL DRAWING.  
0  1"  
IF NOT ONE INCH ON  
THIS SHEET, ADJUST  
SCALES ACCORDINGLY.

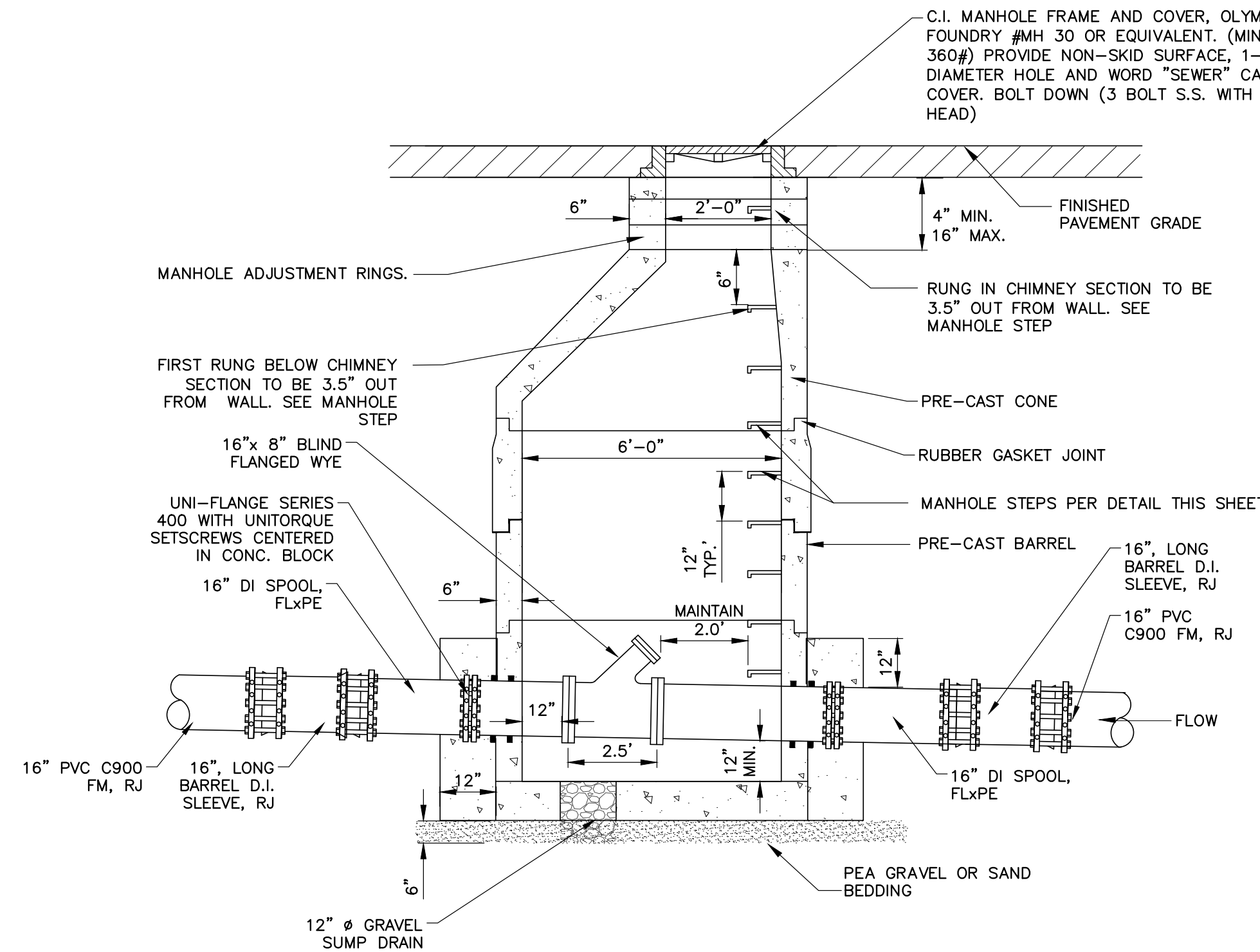
|       |                 |
|-------|-----------------|
| DATE  | <b>AUG 2025</b> |
| SCALE | <b>AS SHOWN</b> |

## DETAILS

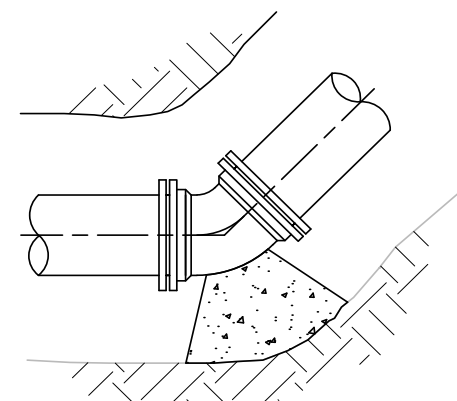




2 CASING DETAIL  
NOT TO SCALE

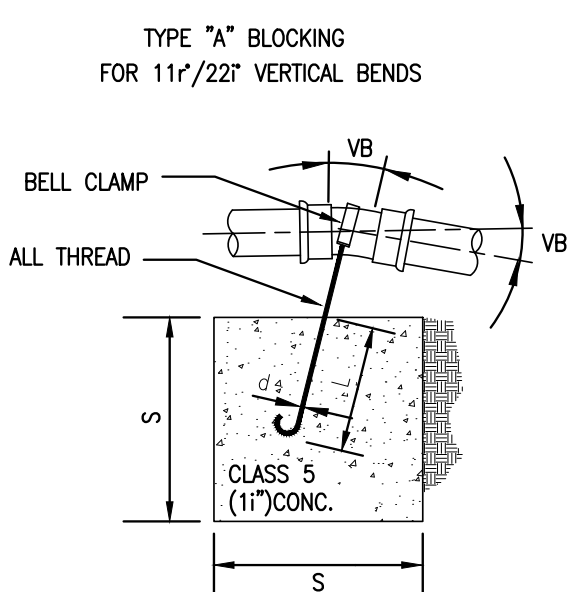


1 CLEAN-OUT MANOLE DETAIL  
NOT TO SCALE

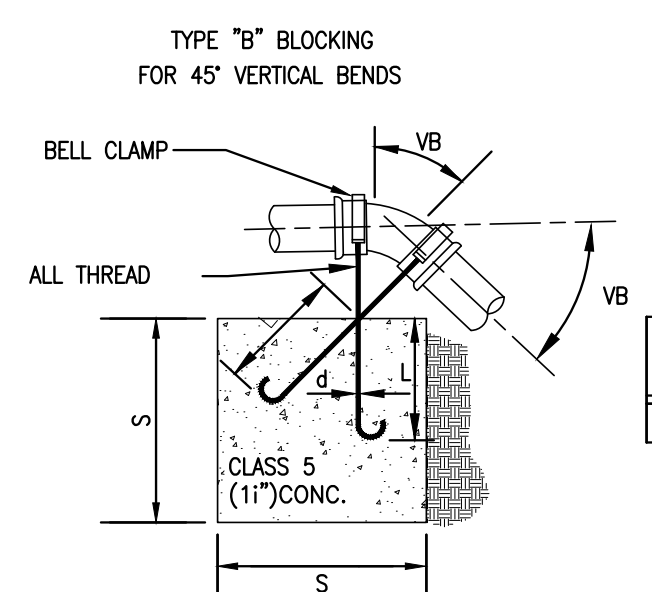


3 HORIZONTAL CONCRETE BLOCKING  
NOT TO SCALE

1. ALL THRUST BLOCKS SHALL BE FORMED IN PLACE. BLOCKS SHALL NOT BE BACKFILLED PRIOR TO SPECIFIC APPROVAL BY THE DISTRICT INSPECTOR, AND THE FIRST STAGES OF THE CONCRETE CURING PROCESS IS EVIDENT.
2. MINIMUM BEARING AREAS ARE BASED ON 225-PSI PRESSURE, AND ALLOWABLE SOIL BEARING LOAD OF 2,000 POUNDS PER SQUARE FOOT.
3. AREAS MAY BE ADJUSTED TO OTHER SOIL CONDITIONS AT THE SOLE DISCRETION OF THE DISTRICT.
4. CONCRETE BLOCKING SHALL BE CAST-IN-PLACE AND SHALL HAVE A MINIMUM OF 1-FOOT BEARING AGAINST THE FITTING.
5. CONCRETE BLOCKING SHALL BEAR AGAINST FITTINGS ONLY AND SHALL BE CLEAR OF JOINTS TO PERMIT DISMANTLING OF OTHER WORK.
6. BLOCKING SHALL WITHSTAND FULL TEST PRESSURE (225-PSI).
7. CONCRETE SHALL HAVE CURED MIN. (7) DAYS BEFORE TESTING THE SYSTEM.



| TYPE "A" BLOCKING<br>FOR 11 1/2" VERTICAL BENDS |                   |                       |                        |                    |                                 |                                |
|-------------------------------------------------|-------------------|-----------------------|------------------------|--------------------|---------------------------------|--------------------------------|
| PIPE SIZE NOM. DIAMETER - INCHES                | TEST PRESSURE PSI | VERTICAL BEND DEGREES | CONC. BLOCKING CU.-FT. | SIZE OF BLOCK FEET | DIAMETER OF SHACKLE RODS INCHES | DEPTH OF RODS IN CONCRETE FEET |
| 16"                                             | 235               | 11 1/4"               | 96                     | 4.5                | 7/8"                            | 3.0                            |
|                                                 |                   | 22 1/2"               | 215                    | 6.0                | 1-1/4"                          | 4.0                            |



| TYPE "B" BLOCKING<br>FOR 45" VERTICAL BENDS |     |     |     |        |     |
|---------------------------------------------|-----|-----|-----|--------|-----|
| 16"                                         | 225 | 478 | 7.8 | 1-1/8" | 4.0 |

4 VERTICAL CONCRETE BLOCKING  
NOT TO SCALE

FILE NAME: P:\V\2201\2201 MS0 16TH AVE S FORCE MAIN ENGINEERING SHEETS P22081\_DET.DWG  
SAVE TIME: 6/6/2025 4:44:37 AM  
DRAWN BY: MLBM  
CHECKED BY: HPP  
DATE: 6/6/2025 6:38 AM

|          |      |          |  |      |    |       |  |  |  |
|----------|------|----------|--|------|----|-------|--|--|--|
| DESIGNED | MLBM |          |  |      |    |       |  |  |  |
| DRAWN    | BJM  |          |  |      |    |       |  |  |  |
| CHECKED  | HPP  |          |  |      |    |       |  |  |  |
| SYM      |      | REVISION |  | DATE | BY | APP'D |  |  |  |

**PACE**  
An Engineering Services Company

11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
www.paceengrs.com

**MIDWAY**  
SEWER DISTRICT

MIDWAY SEWER DISTRICT

VERIFY SCALE  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DATE  
AUG 2025

SCALE  
AS SHOWN

16TH AVE S FORCE MAIN

DETAILS

CALL BEFORE YOU DIG 811  
UNDERGROUND SERVICE (USA)

BID SET

ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST

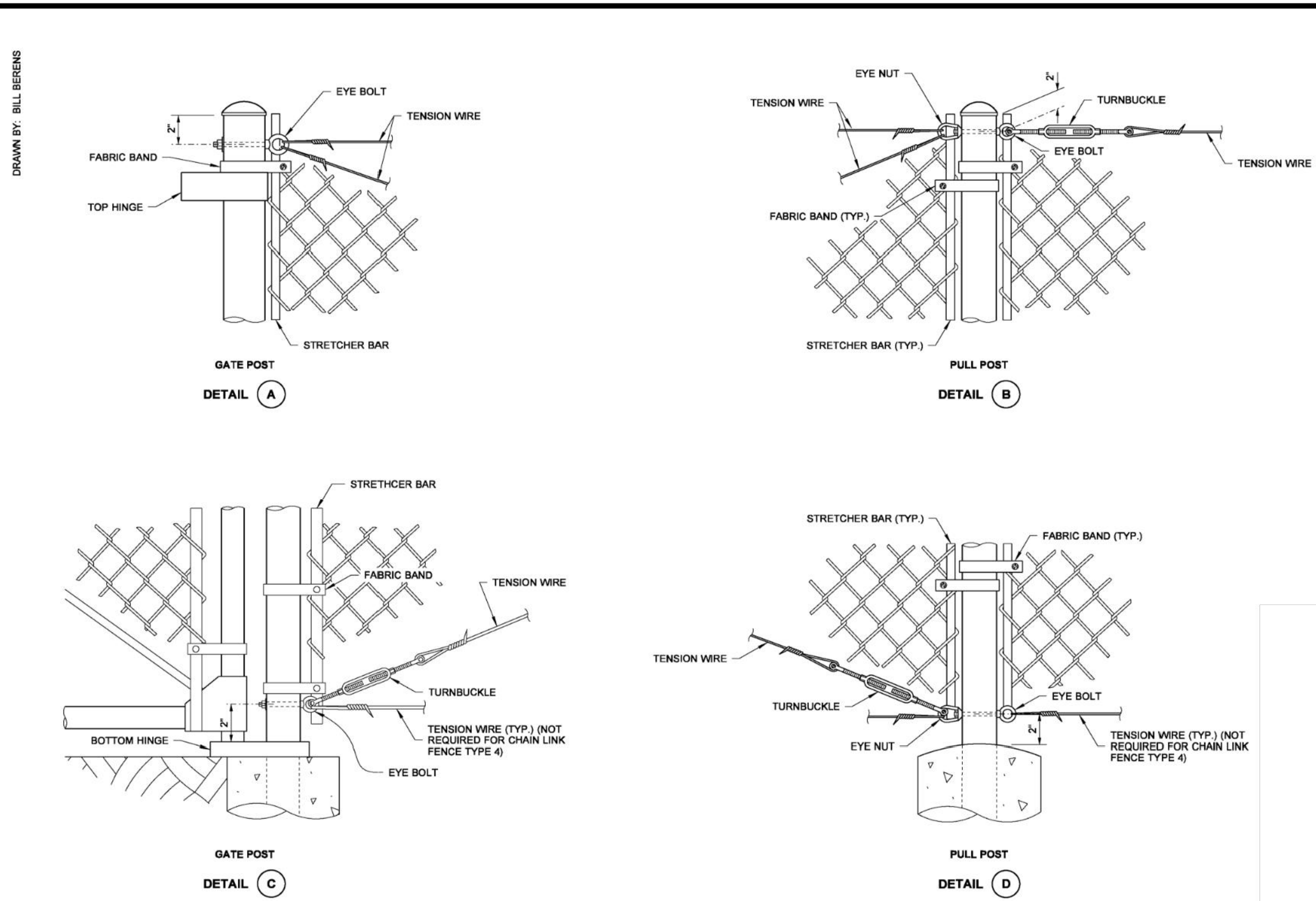
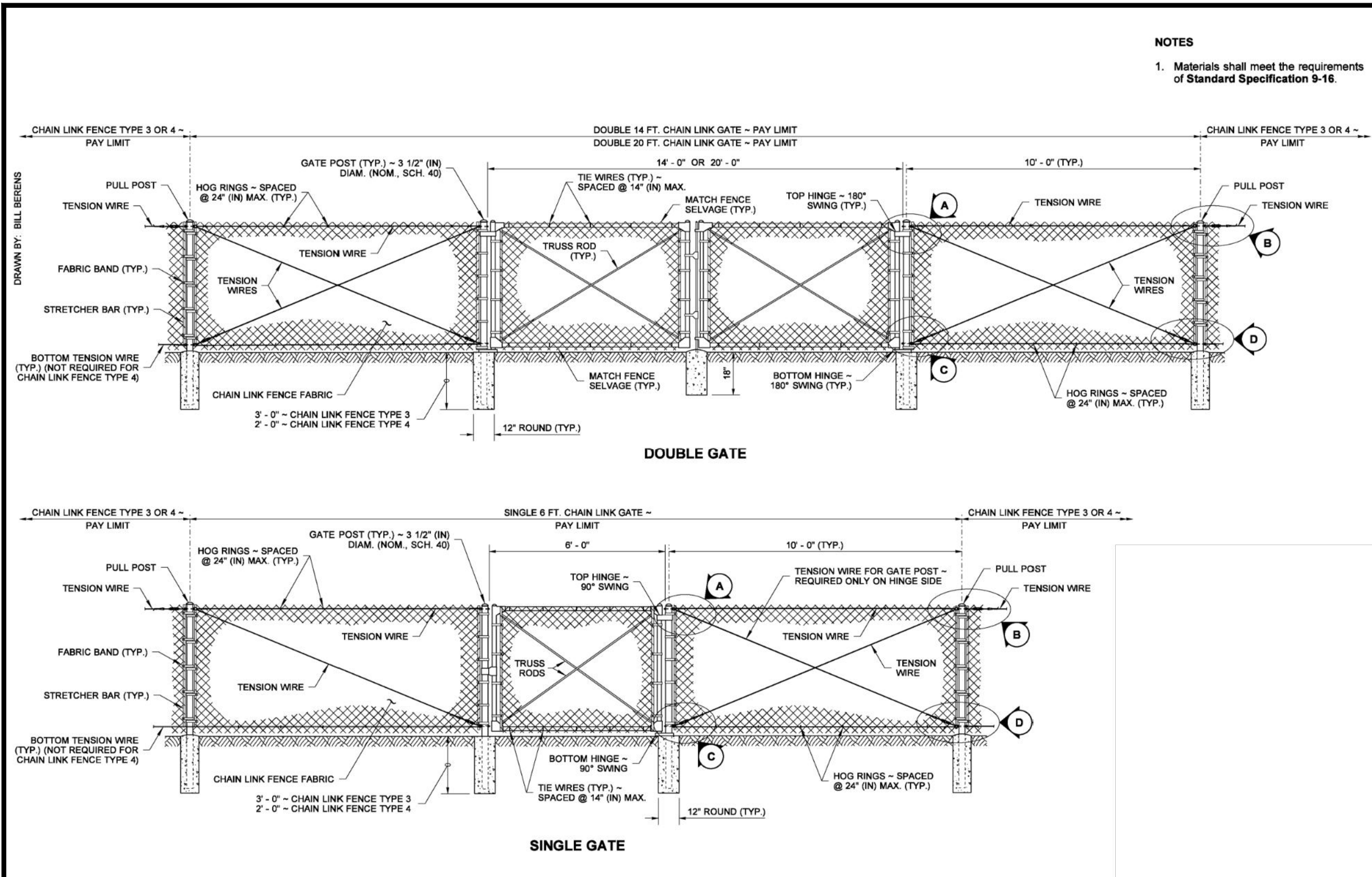
PACE PROJECT NO.  
22081

DWG NAME: P22081\_DET.DWG

SHEET 7 OF 22

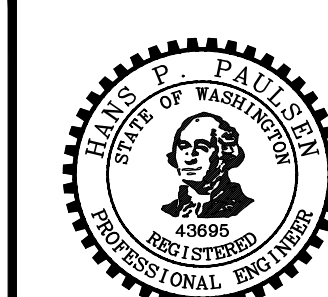


FILE NAME: P:\WA\22081\22081\_MSD\_16TH\_AVE\_S\_FORCE\_MAIN\_ENGINEERING\DWG\22081\_DET.DWG  
SAVE TIME: 6/6/2025 4:44:37 AM PLOT TIME: 6/6/2025 6:38 AM  
DRAWN BY: BJB  
CHECKED BY: HPP



CALL BEFORE  
YOU DIG 811  
UNDERGROUND SERVICE (USA)

|                          |  |                                                                   |
|--------------------------|--|-------------------------------------------------------------------|
| BID SET                  |  | ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST |
| PACE PROJECT NO.         |  | 22081                                                             |
| DWG NAME: P22081_DET.DWG |  |                                                                   |
| SHEET                    |  | 8 OF 22                                                           |



|          |      |          |  |      |    |       |  |  |  |
|----------|------|----------|--|------|----|-------|--|--|--|
| DESIGNED | MLBM |          |  |      |    |       |  |  |  |
| DRAWN    | BJM  |          |  |      |    |       |  |  |  |
| CHECKED  | HPP  |          |  |      |    |       |  |  |  |
| SYM      |      | REVISION |  | DATE | BY | APP'D |  |  |  |

**PACE**  
An Engineering Services Company

11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
www.paceengr.com

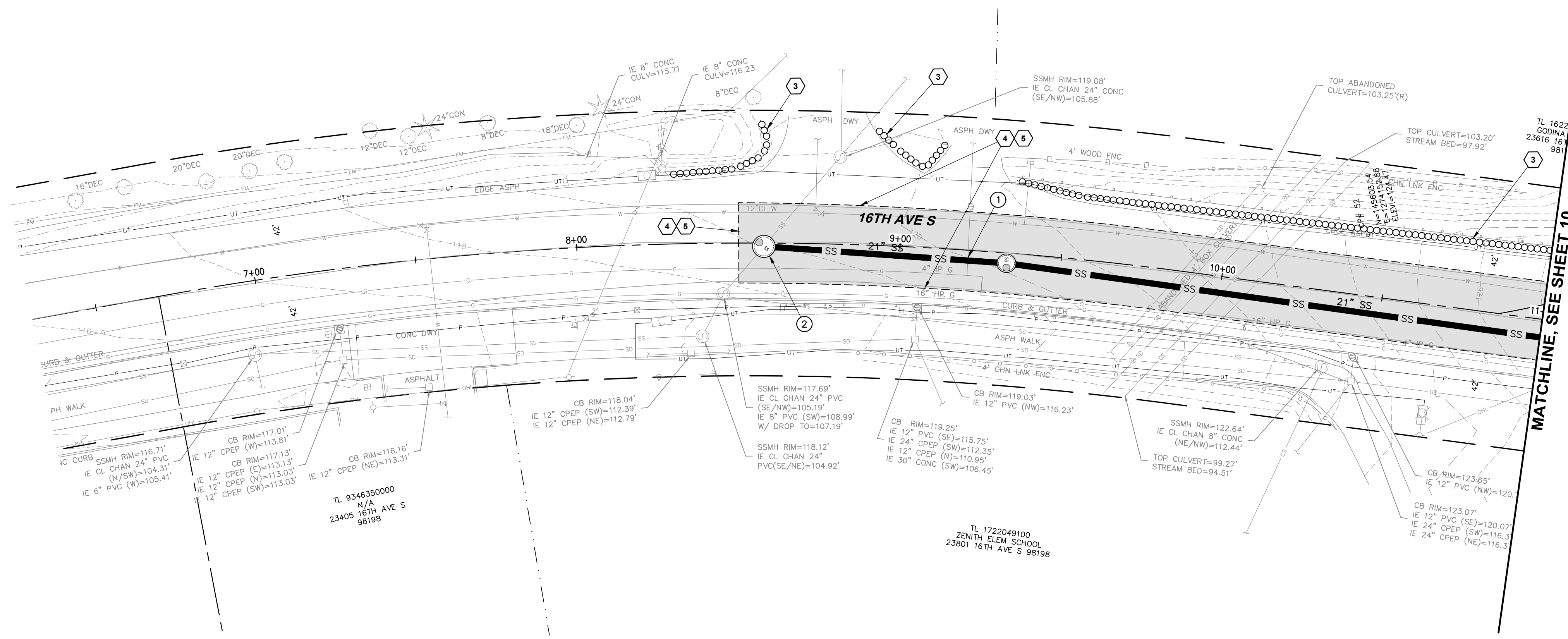
**MIDWAY**  
SEWER DISTRICT

MIDWAY SEWER DISTRICT

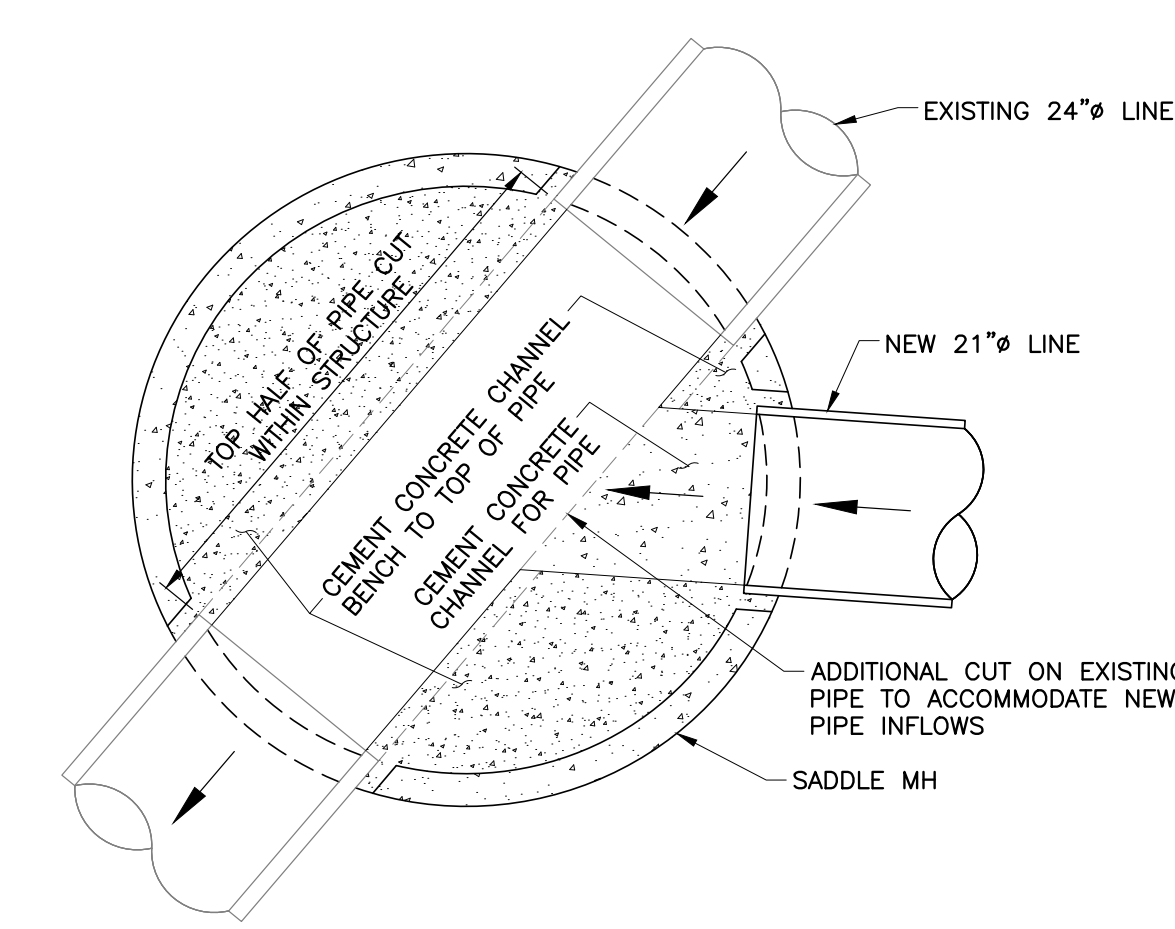
|                                                           |          |
|-----------------------------------------------------------|----------|
| VERIFY SCALE                                              | DATE     |
| BAR IS ONE INCH ON ORIGINAL DRAWING.                      | AUG 2025 |
| IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY. | SCALE    |
|                                                           | AS SHOWN |

|                       |
|-----------------------|
| 16TH AVE S FORCE MAIN |
| DETAILS               |

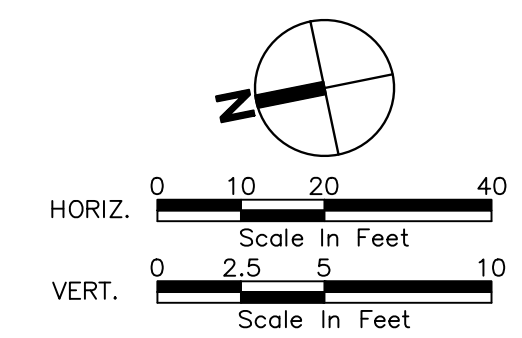
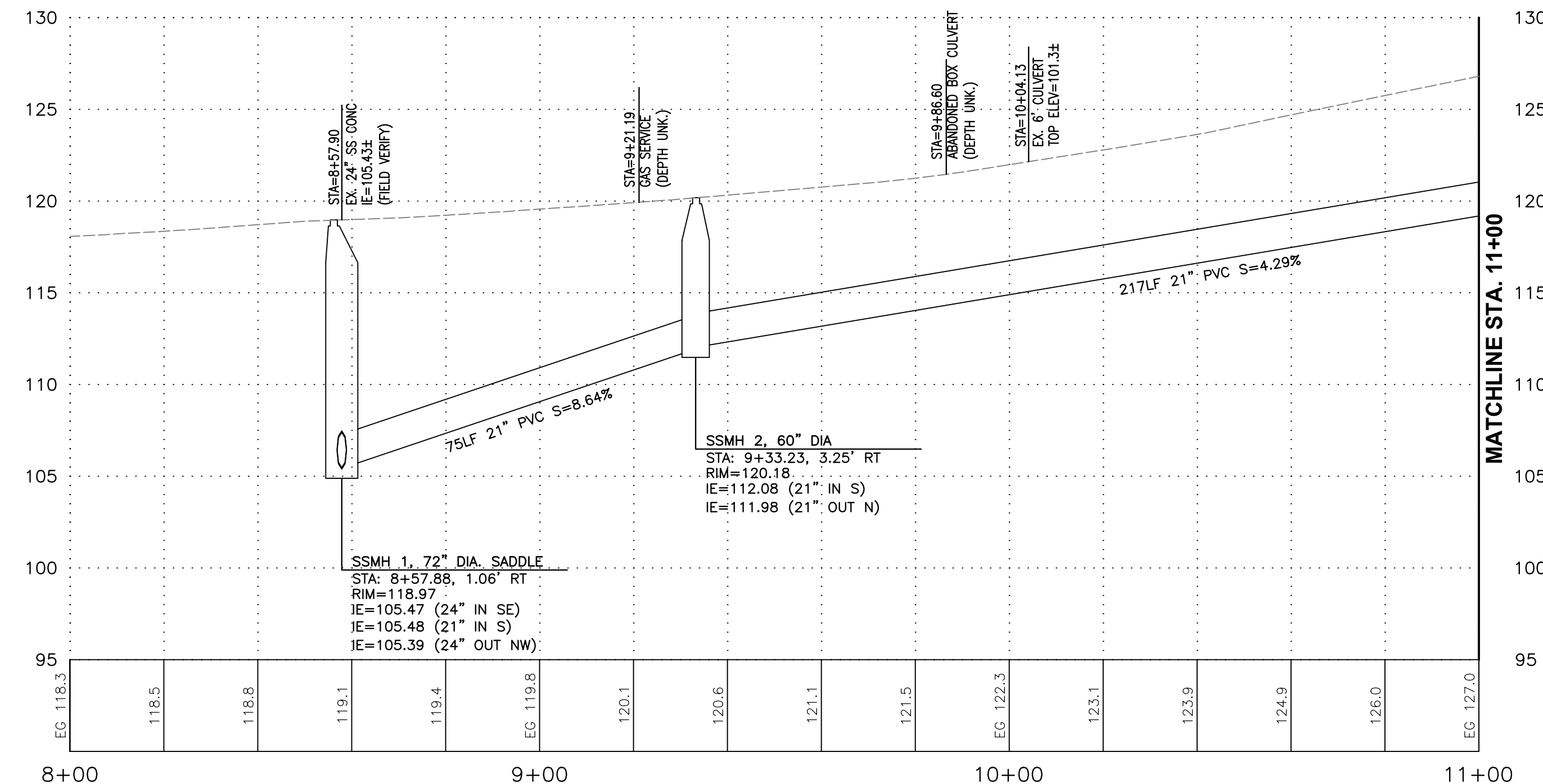




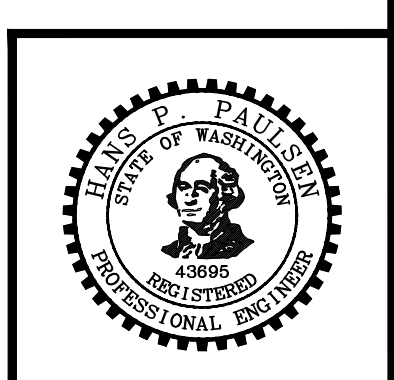
- # KEYED NOTES**
- POTHOLE ALL UTILITY CROSSING PRIOR TO SEWER INSTALLATION TO DETERMINE ELEVATION, SIZE AND MATERIAL.
  - STANDARD 48\"/>
- RESTORATION NOTES**
- NOT ALL RESTORATION REQUIREMENTS MAY BE SHOWN. THE CONTRACTOR SHALL RESTORE ALL EX. IMPROVEMENTS DAMAGED BY CONSTRUCTION TO A CONDITION THAT IS EQUAL TO OR BETTER THAN THAT WHICH EXISTED PRIOR TO CONSTRUCTION, WHETHER OR NOT THE EX. IMPROVEMENTS AND RESTORATION REQUIREMENTS ARE SHOWN ON THE PLANS.
  - PROVIDE A TEE-CUT PRIOR TO ASPHALT PATCHING.
- 2\"/>
- # KEYED TESC & RESTORATION NOTES**
- TEMPORARY EROSION CONTROL FENCE.
  - CATCH BASIN INSERT.
  - STRAW WATTLES.
  - 2\"/>
  - THOROUGHLY TACK ALL EDGES (TYP.)



**1 SADDLE MANHOLE CHANNEL DETAIL**  
NTS



**CALL BEFORE  
YOU DIG 811**  
UNDERGROUND SERVICE (USA)



|                                                                   |
|-------------------------------------------------------------------|
| ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST |
| PACE PROJECT NO.<br><b>22081</b>                                  |
| DWG NAME: P22081_SSNR-PPR01.DWG                                   |
| SHEET <b>9</b> OF <b>22</b>                                       |

FILE NAME: P:\WORK\22081\_16TH AVE S FORCE MAIN\DWG\ENGINEERING\22081\_SSNR-PPR01.DWG  
SAVE TIME: 6/6/2025 6:30:39 AM  
PLOT TIME: 6/6/2025 6:38 AM  
DRAWN BY: BLM  
CHECKED BY: HPP  
DATE: 6/6/2025

|          |      |          |  |      |    |       |  |  |  |
|----------|------|----------|--|------|----|-------|--|--|--|
| DESIGNED | MLBM |          |  |      |    |       |  |  |  |
| DRAWN    | BJM  |          |  |      |    |       |  |  |  |
| CHECKED  | HPP  |          |  |      |    |       |  |  |  |
| SYM      |      | REVISION |  | DATE | BY | APP'D |  |  |  |

**PACE**  
An Engineering Services Company

11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
www.paceengrs.com

**MIDWAY**  
SEWER DISTRICT

MIDWAY SEWER DISTRICT

**VERIFY SCALE**  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DATE  
**AUG 2025**

SCALE  
**AS SHOWN**

**16TH AVE S FORCE MAIN**

PLAN & PROFILE (GRAVITY SEWER)

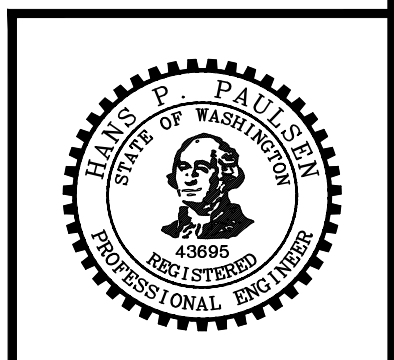
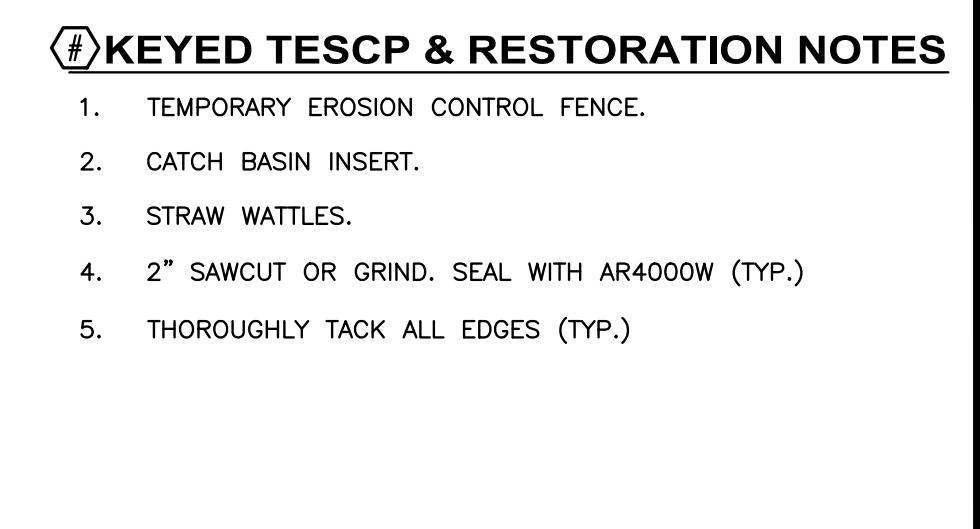
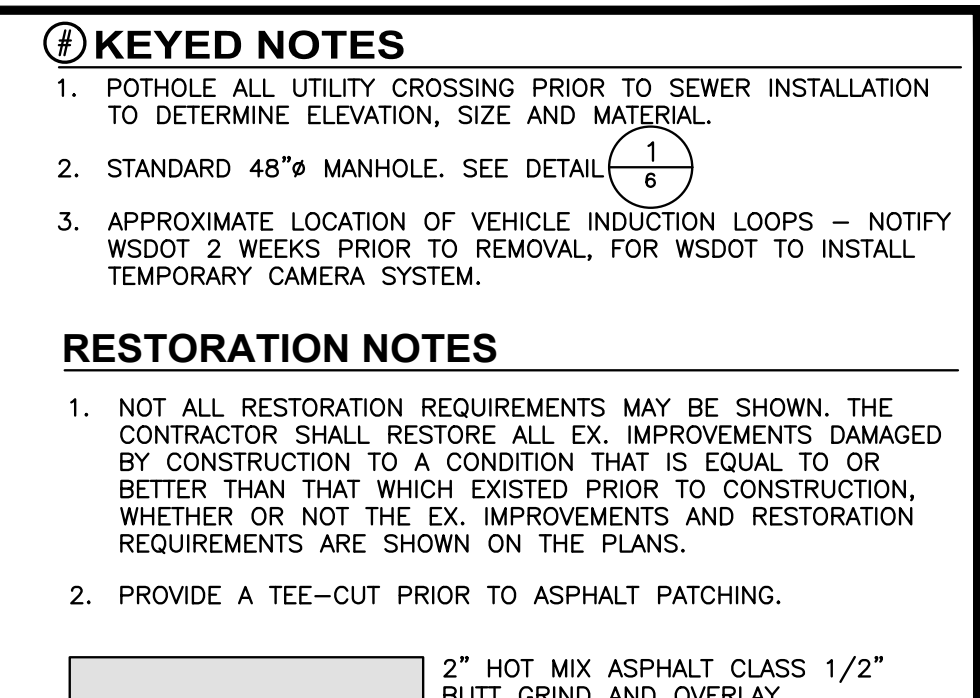












**CALL BEFORE  
YOU DIG 811**  
UNDERGROUND SERVICE (USA)

**BID SET**

ORIGINAL COPY OF DIGITALLY SIGNED  
DOCUMENT AVAILABLE UPON REQUEST

PACE PROJECT NO.  
**22081**

DWG NAME: P22081\_SSWR-PPR02.DWG

SHEET **12** OF **22**

FILE NAME: P:\KIR\P22\22081 MSD 16TH AVE S.FORCE\CAD\ENGINEERING\ SHEETS\P22081\_SSWR-PPR02.DWG  
SAVE TIME: 8/6/2025 6:32:39 AM PLOT TIME: 8/6/2025 6:39 AM  
USER NAME: MICHAEL MARANAN

|          |      |     |          |      |          |
|----------|------|-----|----------|------|----------|
| DESIGNED | MLBM |     |          |      |          |
| DRAWN    | BJM  |     |          |      |          |
| CHECKED  | HPP  |     |          |      |          |
|          |      | SYM | REVISION | DATE | BY APP'D |



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043  
Civil | Structural | Planning | Survey  
www.paceengrs.com



**VERIFY SCALE**  
BAR IS ONE INCH  
ON ORIGINAL DRAWING  
0 [REDACTED] 1"  
IF NOT ONE INCH ON  
THIS SHEET, ADJUST  
SCALES ACCORDINGLY.

|       |                 |
|-------|-----------------|
| DATE  | <b>AUG 2025</b> |
| SCALE | <b>AS SHOWN</b> |

### PLAN & PROFILE (GRAVITY SEWER)



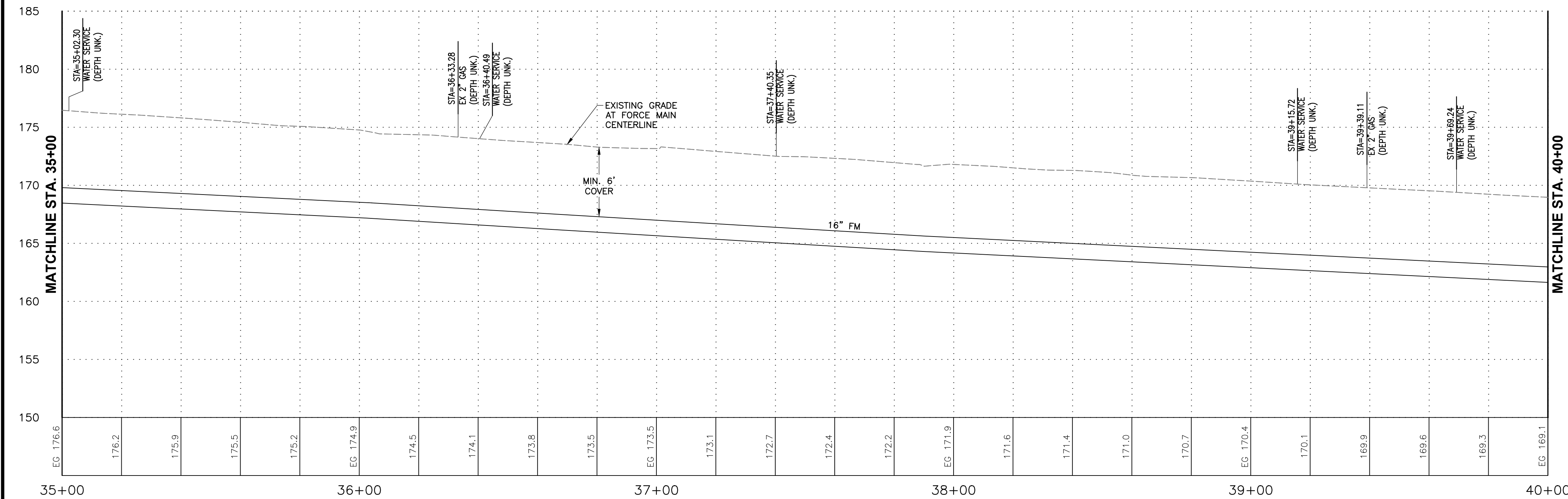
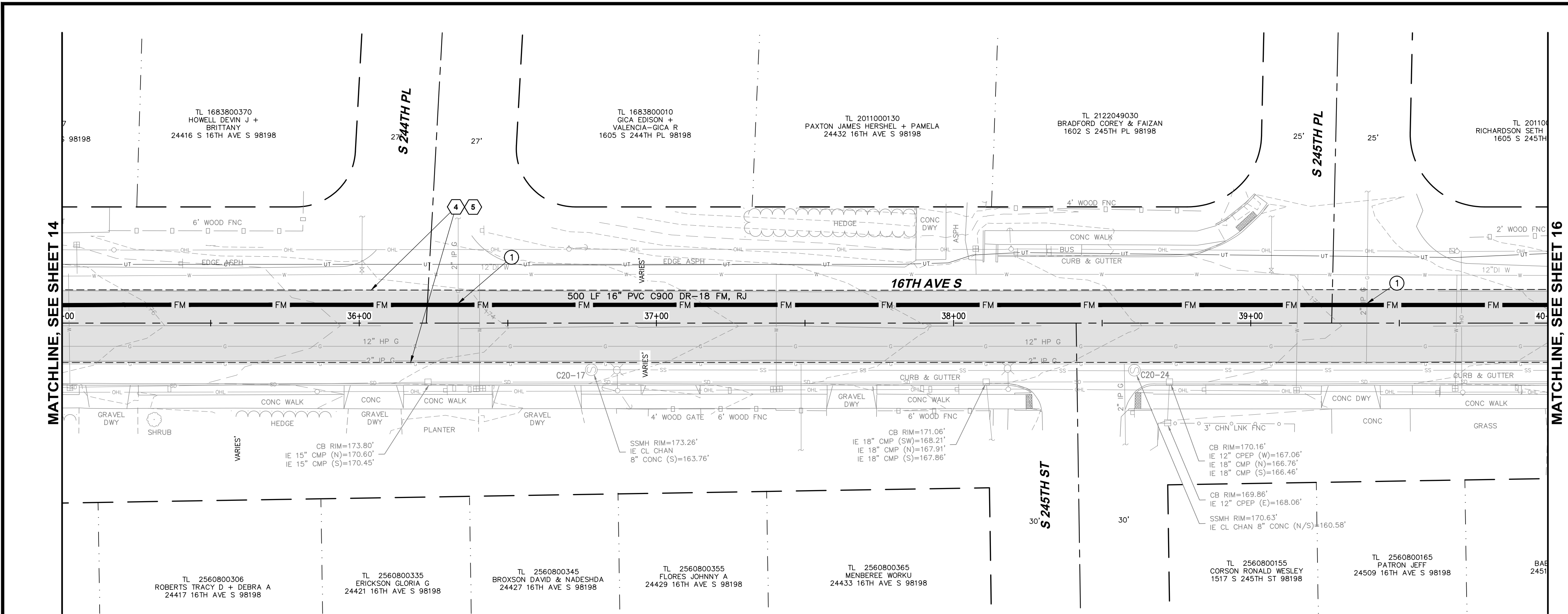








FILE NAME: P:\WORK\22012081\_16TH AVE S FORCE MAIN ENGINEERING\PROJECTS\22081\_SSNR-PPROZ.DWG  
DATE: 6/6/2025 6:40 AM  
DRAWN BY: BJB  
CHECKED BY: HPP  
DESIGNED BY: MLBM  
SCALE: 1"=40'



**FORCE MAIN (FM) CONSTRUCTION NOTES:**

- ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE LINED WITH PROTECTO 401 CERAMIC EPOXY.
- ALL DUCTILE IRON PIPE SHALL BE CLASS 52, HDSS RJ JOINT PIPE BY US PIPE OR APPROVED EQUAL. SIZE SHALL BE 16" UNLESS OTHERWISE SPECIFIED ON THE PLANS.
- ALL FITTINGS SHALL BE MEGA-LUGGED DUCTILE IRON OR APPROVED EQUIVALENT FITTINGS.
- ALL C900 PIPE SHALL BE GREEN EAGLE LOC900 INTERNAL RESTRAINED JOINT PIPE, PRESSURE CLASS 265 (OR 18). INSTALL 14 GAUGE LOCATE WIRE ALONG ALL C900 PIPE.
- ALL BENDS SHALL BE BLOCKED WITH CONCRETE UNLESS SPECIFICALLY CALLED OUT TO BE OMITTED.
- DEFLECT DI PIPE PER MANUFACTURER'S RECOMMENDATION.
- DEFLECT PVC C900 AT MAX. 1/2" THE MANUFACTURER'S RECOMMENDATION.
- MAINTAIN CONTINUOUS POSITIVE GRADE FOR NEW FM. NO HIGH POINTS SHALL EXIST WITH THE EXCEPTION OF THE AIR-VAC AND DISCHARGE MANHOLE.
- MINIMUM VERTICAL SEPARATION BETWEEN FM AND WATER MAIN SHALL BE 18" (SEWER FM BELOW WATER MAIN).
- A FULL STICK OF DI PIPE SHALL BE CENTERED AT THE WATER MAIN CROSSING (FM UNDER WATER).
- WHERE FM PARALLEL TO WATER MAIN WITH LESS THAN 10' SEPARATION FM SHALL BE ENCASED DI PIPE.
- MINIMUM FM VERTICAL SEPARATION TO UTILITIES OTHER THAN WATER SHALL BE 6".
- CONFIRM THE VERTICAL ALIGNMENT AND ELEVATION OF THE FM AS SHOWN ON THE PLAN AND REVISE AS NECESSARY IN CASE OF CONFLICT WITH POTHOLED UTILITY (SEE CONSTRUCTION NOTES).

**KEYED NOTES**

- POT HOLE ALL UTILITY CROSSING PRIOR TO SEWER INSTALLATION TO DETERMINE ELEVATION, SIZE AND MATERIAL.

**RESTORATION NOTES**

- NOT ALL RESTORATION REQUIREMENTS MAY BE SHOWN. THE CONTRACTOR SHALL RESTORE ALL EX. IMPROVEMENTS DAMAGED BY CONSTRUCTION TO A CONDITION THAT IS EQUAL TO OR BETTER THAN THAT WHICH EXISTED PRIOR TO CONSTRUCTION, WHETHER OR NOT THE EX. IMPROVEMENTS AND RESTORATION REQUIREMENTS ARE SHOWN ON THE PLANS.
- PROVIDE A TEE-CUT PRIOR TO ASPHALT PATCHING.

2" HOT MIX ASPHALT CLASS 1/2" BUTT GRIND AND OVERLAY

**KEYED TESC & RESTORATION NOTES**

- TEMPORARY EROSION CONTROL FENCE.
- CATCH BASIN INSERT.
- STRAW WATTLES.
- 2" SAWCUT OR GRIND. SEAL WITH AR4000W (TYP.)
- THOROUGHLY TACK ALL EDGES (TYP.)

HORIZ. 0 10 20 40  
Scale In Feet  
VERT. 0 2.5 5 10  
Scale In Feet

**CALL BEFORE YOU DIG 811**  
UNDERGROUND SERVICE (USA)

**BID SET**

ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST

**16TH AVE S FORCE MAIN**  
**PLAN & PROFILE (FORCE MAIN)**

|          |          |
|----------|----------|
| DESIGNED | MLBM     |
| DRAWN    | BJB      |
| CHECKED  | HPP      |
| SYM      | REVISION |
| DATE     | BY       |
| APP'D    |          |

**PACE**  
An Engineering Services Company

11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043  
Civil | Structural | Planning | Survey  
www.paceengrs.com

**MIDWAY SEWER DISTRICT**

**VERIFY SCALE**  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DATE  
**AUG 2025**  
SCALE  
**AS SHOWN**

**22081**  
DWSG NAME: P22081\_SSNR-PPROZ.DWG  
SHEET **15** OF **22**

**22081**  
PROJECT NO.  
DWSG NAME: P22081\_SSNR-PPROZ.DWG  
SHEET **15** OF **22**









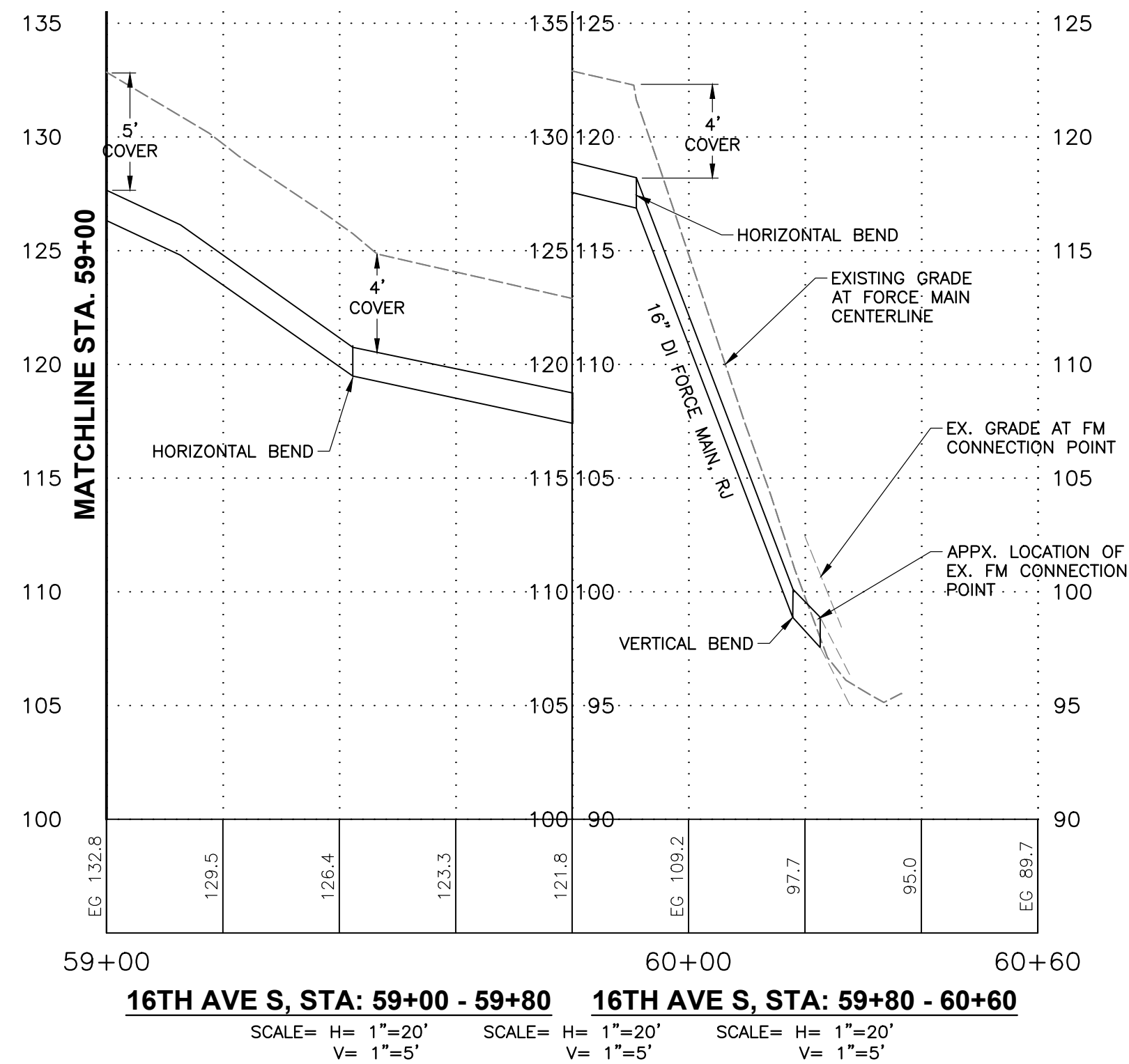
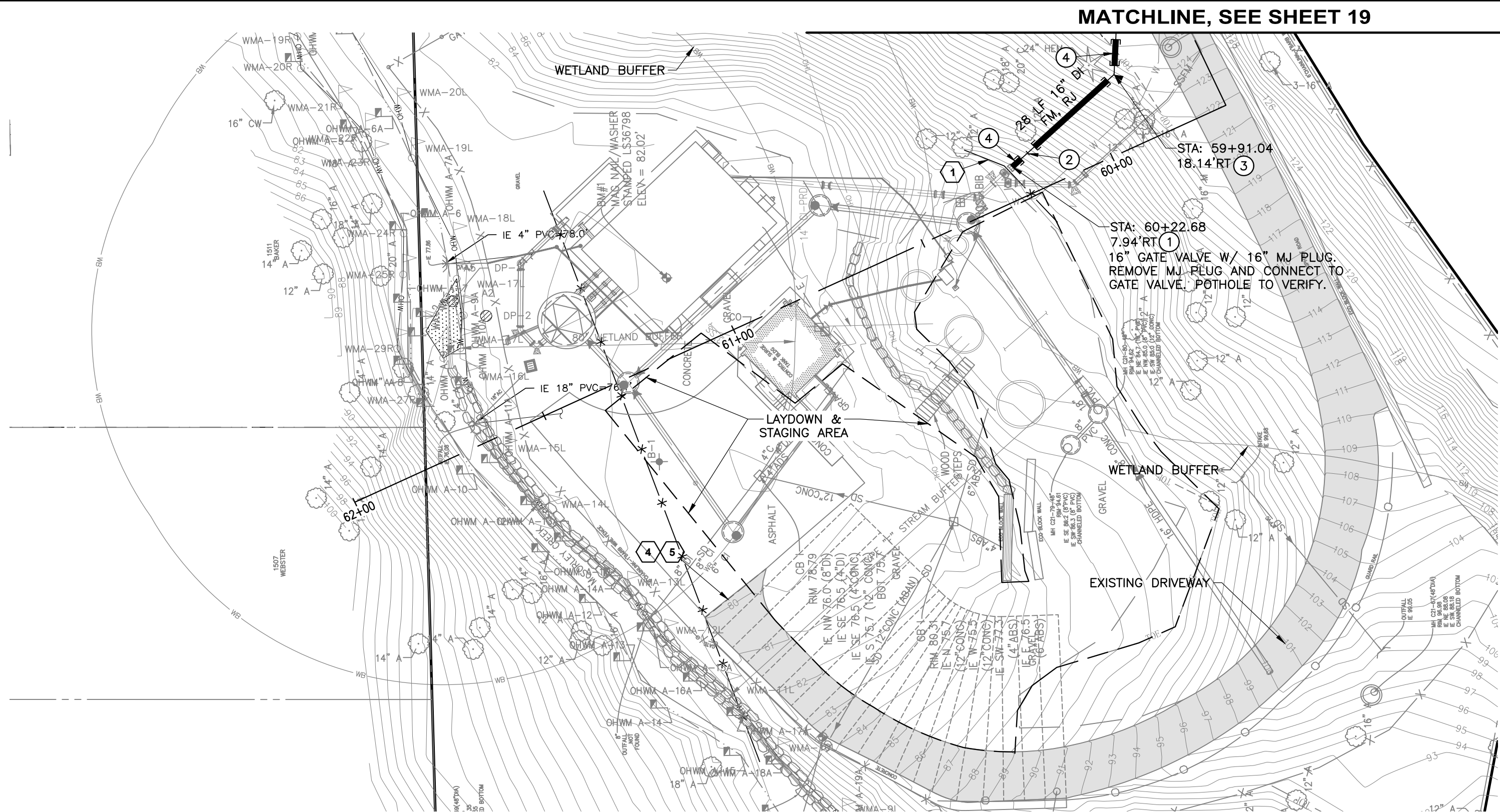












#### FORCE MAIN (FM) CONSTRUCTION NOTES:

1. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE LINED WITH PROTECTO 401 CERAMIC EPOXY.
2. ALL DUCTILE IRON PIPE SHALL BE CLASS 52, HDSS RJ JOINT PIPE, BY US PIPE OR APPROVED EQUAL. SIZE SHALL BE 16" UNLESS OTHERWISE SPECIFIED ON THE PLANS.
3. ALL FITTINGS SHALL BE MEGA-LUGGED DUCTILE IRON OR APPROVED EQUA FITTINGS.
4. ALL C900 PIPE SHALL BE GREEN EAGLE LOC900 INTERNAL RESTRAINED JOINT PIPE, PRESSURE CLASS 265 (OR 18). INSTALL 14 GAUGE LOCATE WIRE ALONG ALL C900 PIPE.
5. ALL BENDS SHALL BE BLOCKED WITH CONCRETE UNLESS SPECIFICALLY CALLED OUT TO BE OMITTED.
6. DEFLECT DI PIPE PER MANUFACTURER'S RECOMMENDATION.
7. DEFLECT PVC C900 AT MAX.  $\frac{1}{2}$  THE MANUFACTURER'S RECOMMENDATION.
8. MAINTAIN CONTINUOUS POSITIVE GRADE FOR NEW FM. NO HIGH POINTS SHALL EXIST WITH THE EXCEPTION OF THE AIR-VAC AND DISCHARGE MANHOLE.
9. MINIMUM VERTICAL SEPARATION BETWEEN FM AND WATER MAIN SHALL BE 18" (SEWER FM BELOW WATER MAIN).
10. A FULL STICK OF DI PIPE SHALL BE CENTERED AT THE WATER MAIN CROSSING (FM UNDER WATER).
11. WHERE FM PARALLEL TO WATER MAIN WITH LESS THAN 10' SEPARATION FM SHALL BE ENCASED DI PIPE.
12. MINIMUM FM VERTICAL SEPARATION TO UTILITIES OTHER THAN WATER SHALL BE 6".
13. CONFIRM THE VERTICAL ALIGNMENT AND ELEVATION OF THE FM AS SHOWN ON THE PLAN AND REVISE AS NECESSARY IN CASE OF CONFLICT WITH POTHOLED UTILITY (SEE CONSTRUCTION NOTES)

#### KEYED NOTES

1. EXPOSE GATE VALVE AT END OF EX. 16" FM AT APPROXIMATE ELEVATION 100' AND VERIFY CONDITIONS PRIOR TO CONNECTING TO EX. PIPE
2. 1 - 16" DI VERTICAL BEND, RJ, W/CONC BLOCKING IF REQUIRED TO ACHIEVE VERTICAL ALIGNMENT.
3. 1 - 16" DI 45° HORIZONTAL BEND, RJ, W/ CONC. BLOCKING. ROTATE BEND AS NECESSARY TO ACHIEVE VERTICAL ALIGNMENT.
4. 1 - 16" DI SPOOL, RJ, LENGTH AS REQUIRED.

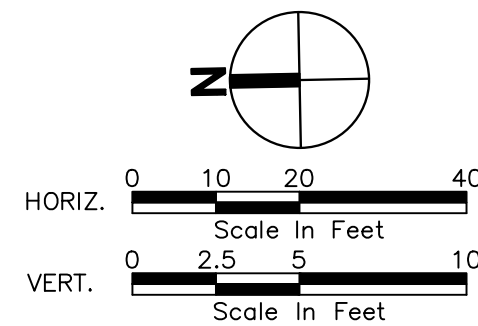
#### RESTORATION NOTES

1. NOT ALL RESTORATION REQUIREMENTS MAY BE SHOWN. THE CONTRACTOR SHALL RESTORE ALL EX. IMPROVEMENTS DAMAGED BY CONSTRUCTION TO A CONDITION THAT IS EQUAL TO OR BETTER THAN THAT WHICH EXISTED PRIOR TO CONSTRUCTION, WHETHER OR NOT THE EX. IMPROVEMENTS AND RESTORATION REQUIREMENTS ARE SHOWN ON THE PLANS.
2. PROVIDE A TEE-CUT PRIOR TO ASPHALT PATCHING.

2" HOT MIX ASPHALT CLASS 1/2" BUTT GRIND AND OVERLAY

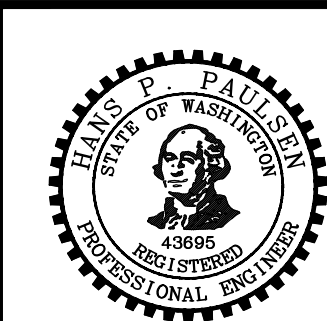
#### KEYED TESC & RESTORATION NOTES

1. TEMPORARY EROSION CONTROL FENCE.
2. CATCH BASIN INSERT.
3. STRAW WATTLES.
4. 2" SAWCUT OR GRIND. SEAL WITH AR4000W (TYP.)
5. THOROUGHLY TACK ALL EDGES (TYP.)



CALL BEFORE  
YOU DIG 811  
UNDERGROUND SERVICE (USA)

BID SET



ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST

PACE PROJECT NO.  
**22081**  
DWG NAME: P22081\_SSNR-PPROJ.DWG  
SHEET **20** OF **22**

FILE NAME: P:\WORK\22081\_SSNR-PPROJ.DWG  
DATE: 6/6/2025 6:41 AM  
DRAWN BY: BLM  
CHECKED BY: HPP  
SYNOPSIS: 16TH AVE S FORCE MAIN (FM) ENGINEERING SHEETS P22081\_SSNR-PPROJ.DWG  
PLOT TIME: 6/6/2025 6:41 AM

|          |      |          |  |      |    |       |  |  |  |
|----------|------|----------|--|------|----|-------|--|--|--|
| DESIGNED | MLBM |          |  |      |    |       |  |  |  |
| DRAWN    | BJM  |          |  |      |    |       |  |  |  |
| CHECKED  | HPP  |          |  |      |    |       |  |  |  |
| SYM      |      | REVISION |  | DATE | BY | APP'D |  |  |  |



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043  
Civil | Structural | Planning | Survey  
www.paceengrs.com



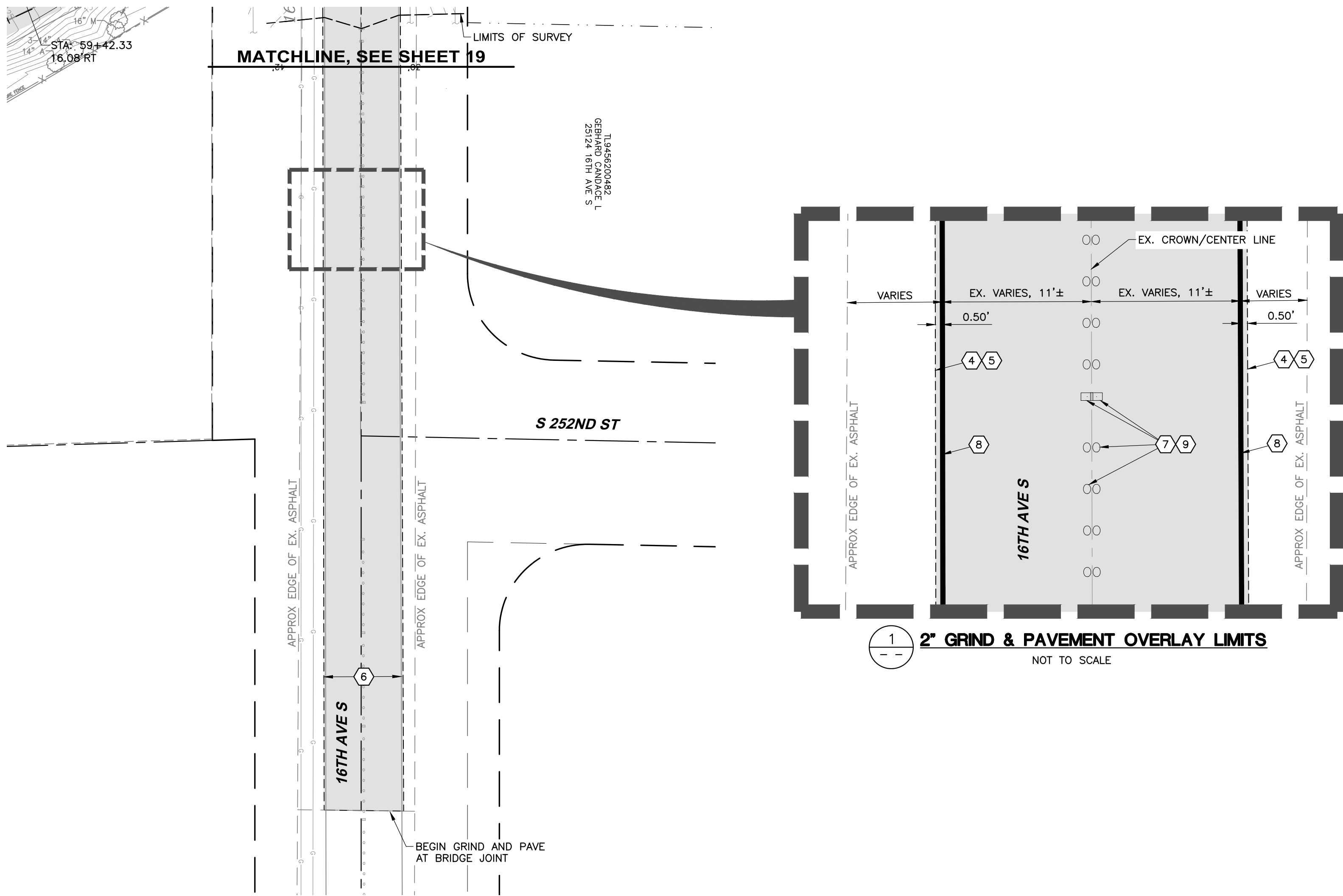
MIDWAY SEWER DISTRICT

VERIFY SCALE  
BAR IS ONE INCH  
ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON  
THIS SHEET, ADJUST  
SCALES ACCORDINGLY.

DATE  
**AUG 2025**  
SCALE  
**AS SHOWN**

**16TH AVE S FORCE MAIN**  
**PLAN & PROFILE (FORCE MAIN)**

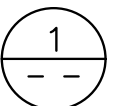


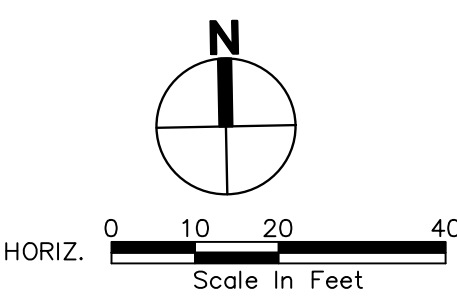


**RESTORATION NOTES**

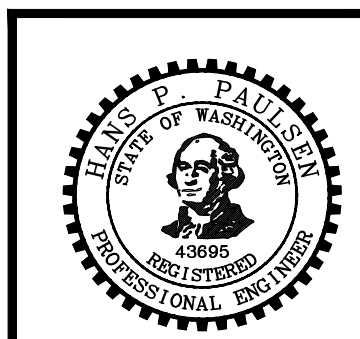
1. NOT ALL RESTORATION REQUIREMENTS MAY BE SHOWN. THE CONTRACTOR SHALL RESTORE ALL EX. IMPROVEMENTS DAMAGED BY CONSTRUCTION TO A CONDITION THAT IS EQUAL TO OR BETTER THAN THAT WHICH EXISTED PRIOR TO CONSTRUCTION, WHETHER OR NOT THE EX. IMPROVEMENTS AND RESTORATION REQUIREMENTS ARE SHOWN ON THE PLANS.
  2. PROVIDE A TEE-CUT PRIOR TO ASPHALT PATCHING.
-  2" HOT MIX ASPHALT CLASS 1/2" BUTT GRIND AND OVERLAY

**#KEYED TESCP & RESTORATION NOTES**

1. TEMPORARY EROSION CONTROL FENCE.
2. CATCH BASIN INSERT.
3. STRAW WATTLES.
4. 2" SAWCUT OR GRIND. SEAL WITH AR4000W (TYP.)
5. THOROUGHLY TACK ALL EDGES (TYP.)
6. SAWCUT/GRINDING LIMITS (TYP.) - SEE DETAIL 
7. REPLACE RPM'S PER CITY OF DES MOINES LAYOUT FOR DOUBLE-YELLOW CENTERLINE STRIPE, STANDARD DRAWING NO. DM.F3.1 IN SHEET 5 (TYP.)
8. REPLACE FOG LINE PER CITY OF DES MOINES EDGE LINE DETAIL, STANDARD DRAWING NO. DM.F3.2 IN SHEET 5 (TYP.)
9. DETAIL REPRESENTATIVE ONLY OF THIS SHEET. OVERLAY SECTIONS NEAR S 240TH ST (SHEETS 11 TO 12) HAVE LEFT-TURN POCKETS FROM TAPER, AND AS SUCH SHOULD REPLACE EXISTING MARKINGS AND RPM'S PER PAVEMENT MARKINGS, STANDARD DRAWING NO. DM.F4.1 IN SHEET 5. AFFECTED CROSSWALKS SHALL ALSO BE REPLACED PER CROSSWALK LAYOUT DETAIL, STANDARD DRAWING NO. DM.F2.2 IN SHEET 5.



**CALL BEFORE  
YOU DIG 811**  
UNDERGROUND SERVICE (USA)



**BID SET**

ORIGINAL COPY OF DIGITALLY SIGNED DOCUMENT AVAILABLE UPON REQUEST

|                         |                        |
|-------------------------|------------------------|
| PACE PROJECT NO.        | <b>22081</b>           |
| DWG NAME: P22081_RD.DWG |                        |
| SHEET                   | <b>21</b> OF <b>22</b> |

FILE NAME: P:\WORK\22081\_16TH AVE S FORCE MAIN\ENGINEERING\22081\_RD.DWG  
SAVE TIME: 7/1/2025 11:05 PM PLOT TIME: 8/6/2025 6:41 AM  
DRAWN BY: BJM  
CHECKED BY: HPP  
SYMBOLS: SYM

|          |      |          |  |      |    |       |  |  |  |
|----------|------|----------|--|------|----|-------|--|--|--|
| DESIGNED | MLBM |          |  |      |    |       |  |  |  |
| DRAWN    | BJM  |          |  |      |    |       |  |  |  |
| CHECKED  | HPP  |          |  |      |    |       |  |  |  |
| SYM      |      | REVISION |  | DATE | BY | APP'D |  |  |  |



**PACE**  
An Engineering Services Company

11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
www.paceengrs.com



**MIDWAY SEWER DISTRICT**

|                                                                                                                          |                         |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>VERIFY SCALE</b><br>BAR IS ONE INCH ON ORIGINAL DRAWING.<br>IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY. | DATE<br><b>AUG 2025</b> |
| SCALE<br><b>AS SHOWN</b>                                                                                                 |                         |

|                                             |
|---------------------------------------------|
| <b>16TH AVE S FORCE MAIN</b>                |
| <b>EXTENDED GRIND AND OVERLAY WORK PLAN</b> |







**MIDWAY SEWER DISTRICT  
16TH AVE S FORCE MAIN RELOCATION  
BID LEVEL ESTIMATE OF PROBABLE CONSTRUCTION COSTS**

August 19, 2025

| Item No. | Schedule 'A'<br>Description                          | Units | Quantity | Unit Price  | Total Amount          |
|----------|------------------------------------------------------|-------|----------|-------------|-----------------------|
| A-1      | Mobilization                                         | LS    | 1        | \$381,500   | \$381,500.00          |
| A-2      | Temporary Erosion and Sediment Control               | LS    | 1        | \$10,000    | \$10,000.00           |
| A-3      | Trench Safety Systems                                | LS    | 1        | \$15,000    | \$15,000.00           |
| A-4      | Silt Fencing                                         | LF    | 325      | \$5         | \$1,625.00            |
| A-5      | Traffic Control                                      | LS    | 1        | \$200,000   | \$200,000.00          |
| A-6      | 72" Sanitary Sewer Manhole - Saddle                  | EA    | 1        | \$25,000    | \$25,000.00           |
| A-7      | 60" Sanitary Sewer Manhole (w/ Base Liner)           | EA    | 8        | \$17,500    | \$140,000.00          |
| A-8      | 60" Sanitary Sewer Manhole - FM Discharge            | EA    | 1        | \$20,000    | \$20,000.00           |
| A-9      | 72" Sanitary Sewer Manhole - FM Clean-Out            | EA    | 2        | \$30,000    | \$60,000.00           |
| A-10     | 72" Sanitary Sewer Manhole - FM Air-Vac in Road      | EA    | 2        | \$35,000    | \$70,000.00           |
| A-11     | 60" Sanitary Sewer Manhole - FM Air-Vac outside Road | EA    | 1        | \$25,000    | \$25,000.00           |
| A-12     | 21" PVC SDR-35 Gravity Sewer                         | LF    | 2,045    | \$225       | \$460,125.00          |
| A-13     | 16" PVC C900 DR-18 Force Main                        | LF    | 2,500    | \$200       | \$500,000.00          |
| A-14     | 16" DI, CL 52 Force Main                             | LF    | 340      | \$225       | \$76,500.00           |
| A-15     | 16" PVC C900 DR-18 In Casing                         | LF    | 230      | \$300       | \$69,000.00           |
| A-16     | Casing Installation on Bridge                        | LS    | 1        | \$700,000   | \$700,000.00          |
| A-17     | Additional DI Fittings                               | LBS   | 1,500    | \$5         | \$7,500.00            |
| A-18     | Connect to Ex. Lift Station Discharge                | LS    | 1        | \$7,500     | \$7,500.00            |
| A-19     | Final Sawcut (up to 12" Thickness)                   | LF    | 9,850    | \$7.50      | \$73,875.00           |
| A-20     | Crushed Rock Bedding & Backfill                      | TON   | 12,500   | \$40        | \$500,000.00          |
| A-21     | HMA Temporary Asphalt Trench Patch                   | TON   | 275      | \$175       | \$48,125.00           |
| A-22     | HMA Permanent Asphalt Trench Patch                   | TON   | 1,250    | \$200       | \$250,000.00          |
| A-23     | Replace Ex. Fence and Gate                           | LS    | 1        | \$25,000    | \$25,000.00           |
| A-24     | Restoration and Clean-Up                             | LS    | 1        | \$15,000    | \$15,000.00           |
| A-25     | Apprenticeship Incentive                             | LS    | 1        | \$25,000    | \$25,000.00           |
| A-26     | Apprenticeship Penalty (Max. \$25,000)               | CALC. | 1        | \$0         | \$0.00                |
| A-27     | Guardrail and Barrier Restoration                    | LS    | 1        | \$10,500    | \$10,500.00           |
| A-28     | Force Account - Minor Changes                        | FA    | 1        | \$100,000   | \$100,000.00          |
|          |                                                      |       |          |             |                       |
|          | Subtotal                                             |       |          |             | \$3,816,250.00        |
|          | 10.2% Washington State Sales Tax                     |       |          |             | \$389,257.50          |
|          | <b>Construction Subtotal, Schedule 'A'</b>           |       |          |             | <b>\$4,205,507.50</b> |
|          |                                                      |       |          |             |                       |
| Item No. | Schedule 'B'<br>Description                          | Units | Quantity | Unit Price  | Total Amount          |
| B-1      | Mobilization                                         | LS    | 1        | \$61,000    | \$61,000.00           |
| B-2      | Traffic Control                                      | LS    | 1        | \$10,000    | \$10,000.00           |
| B-3      | 2-Inch Depth Asphalt Planing                         | SY    | 15,000   | \$8         | \$120,000.00          |
| B-4      | 2-Inch Depth HMA Overlay                             | TON   | 1,800    | \$200       | \$360,000.00          |
| B-5      | Replace Raised Pavement Markers                      | LS    | 1        | \$15,000.00 | \$15,000.00           |
| B-6      | Replace Paint Striping                               | LS    | 1        | \$10,000.00 | \$10,000.00           |
| B-7      | HMA Thickened Edge                                   | LF    | 150      | \$75        | \$11,250.00           |
| B-8      | Edge Restoration                                     | LS    | 1        | \$10,000    | \$10,000.00           |
| B-9      | Apprenticeship Incentive                             | LS    | 1        | \$5,000     | \$5,000.00            |

|      |                                            |       |   |          |                     |
|------|--------------------------------------------|-------|---|----------|---------------------|
| B-10 | Apprenticeship Penalty (Max. \$25,000)     | CALC. | 1 | \$0      | \$0.00              |
| B-11 | Force Account - Minor Changes              | FA    | 1 | \$10,000 | \$10,000.00         |
|      |                                            |       |   |          |                     |
|      | Subtotal                                   |       |   |          | \$612,250.00        |
|      | 10.2% Washington State Sales Tax           |       |   |          | \$62,449.50         |
|      | <b>Construction Subtotal, Schedule 'B'</b> |       |   |          | <b>\$674,699.50</b> |

#### **Schedule B Cost Sharing**

|                                                                |                     |
|----------------------------------------------------------------|---------------------|
| <b>41% City of Des Moines:</b>                                 | <b>\$276,626.80</b> |
| <b>59% Midway Sewer District:</b>                              | <b>\$398,072.71</b> |
| <b>City of Des Moines Construction Management Costs (10%):</b> | <b>\$ 27,600.00</b> |

## AGENDA ITEM

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

SUBJECT: Draft Ordinance 25- 062 Citizens  
Advisory Board

ATTACHMENTS:

1. Draft Ordinance 25-062

FOR AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: September 2, 2025

CLEARANCES:

- ☒ City Clerk *JK*  
☐ Community Development \_\_\_\_  
☐ Courts \_\_\_\_  
☐ Finance \_\_\_\_  
☐ Human Resources \_\_\_\_  
☒ Legal */s/TG*  
☐ Marina \_\_\_\_  
☐ Police \_\_\_\_  
☐ Parks, Recreation & Senior Services \_\_\_\_  
☐ Public Works \_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

**Purpose and Recommendation**

The purpose of this agenda item is for Council to consider Draft Ordinance 25-062 which would create the newly structured Citizens Advisory Board.

**Suggested Motion**

**Motion:** "I move to approve Draft Ordinance No. 25-062 creating a Citizens Advisory Board."



### **Background**

There are currently 7 appointive committees in the City, not including the newly created Airport Committee and a proposed Planning Commission.

At the March 6, 2025 study session, given the large number of appointive committees, lack of discussion topics/meetings, and limited staff resources, staff recommended combining the Arts Commission, Human Services Advisory Board, and the Senior Services Advisory Committee into a single board. Council provided feedback that they would like staff to gather input from current members of those committees and come up with other options.

At the May 8, 2025 study session the Council was presented with two other options for merging committees. Option A expanded the Citizens Advisory Committee (“CAC”) by creating Arts, Human Services, and Senior Services subcommittees within the CAC. Option B maintained the CAC, but added a Human Services subcommittee, and created a new committee titled Community Events and Services Committee which would address senior services, the arts, and parks and recreation. At that meeting the Council opted for Option A creating an expanded CAC.

At the May 22, 2025 Council meeting the Council discussed how they would like this new, expanded CAC to be structured. After being presented with staff recommended options, the Council decided to allow anyone currently sitting on the listed committees to be given priority to apply for the new CAC and that anyone of those members who applied would be granted a seat. Thus the new CAC would have 12 neighborhood seats and an unspecified number of At-Large seats.

The CAC met on May 28, 2025 to discuss this new structure approved by Council and voted to change the name of the committee to the Citizens Advisory Board (“CAB”). At the June 25<sup>th</sup> CAB meeting, the members voted for a 3 person minimum and 9 person maximum for subcommittee members, and that they would prefer reports to City Council be made by a member of the CAB rather than an attending Council member. On June 26, 2025 the Council appointed the new members of the CAB.

At the July 24, 2025 City Council meeting, staff presented Draft Ordinance 25-062 for the newly named and restructured Citizens Advisory Board. Council members expressed a desire to replace the Mayor with the Deputy Mayor as the presiding officer so as to comport with current practice and voted to pass the draft ordinance to a second reading on September 11, 2025.

### **Discussion**

Draft Ordinance 25-062 updates the City Code to reflect the creation of this new, expanded CAB and repeals the current code Chapters creating the Arts Commission, the Human Services Advisory Board, and the Senior Services Advisory Committee and creates subcommittees for these former committees within the CAB Ordinance by changing the language regarding composition and terms.

The proposed changes are:

1. Change the name of the committee by changing the word “Committee” to “Board” as requested by the members of the CAB.
2. Folds the Arts Commission, the Human Services Advisory Board, and the Senior Services Advisory Committee into the CAB as subcommittees and provide for a minimum and maximum number of subcommittee members. Staff concurs with the minimums and maximums voted on by the CAB members because 3 to 9 per subcommittee would be an appropriate number of

subcommittee members to maintain efficiency while also accomplishing the goals/duties of the subcommittees.

3. Eliminate alternate neighborhood seats and set the maximum number of at large seats at eleven. This number will accommodate all of the current applicants that either did not wish to represent a neighborhood or who were placed in at large seats due to their neighborhood seat already being filled. Staff feels that allowing more than 11 at large members would decrease the effectiveness and efficiency of the Board.
4. Set term limits at 4 years but with staggered 2 and 4 years terms initially. Staff recommend staggering the initial terms so that not all members of the CAB will need to be replaced every 4 years, reducing the impact to staff and ensuring continuity within the Board.
5. Amend this section to add the duties of the subcommittees. Further, staff is recommending to add language that the CAB will receive reports from the subcommittees and decide what information is relayed to Council which will create a clear chain of reporting from the subcommittees to the Council.

#### **Alternatives**

Council may:

1. Enact the draft ordinance as presented
2. Enact the draft ordinance with changes
3. Decline to enact the draft ordinance

#### **Financial Impact**

Staff does not anticipate any financial impact.

#### **Recommendation**

Staff recommends the Council enact the draft ordinance as presented.

**CITY ATTORNEY'S SECOND DRAFT 07/14/2025**

**DRAFT ORDINANCE NO. 25-062**

**AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON** relating to the Citizens Advisory Committee, reorganizing the senior services, human services, and art committees as subcommittees of the newly renamed Citizens Advisory Board; amending and adding a new section to DMMC chapter 4.60; and repealing DMMC chapters 4.44, 4.48, and 4.56.

**WHEREAS**, there are currently seven appointive committees in the City with two additional committees slated to be created this year, and

**WHEREAS**, each appointive committee requires two City staff to attend, create agendas, and keep records, and

**WHEREAS**, the City has limited staffing due to budget constraints, and

**WHEREAS**, current members of the Citizen's Advisory Committee, the Human Services Advisory Committee, the Senior Services Advisory Board, and the Arts Commission have felt underutilized due to infrequent meetings and lack of topics to address, and

**WHEREAS**, the City Council desires to reduce the number of appointive committees and best utilize limited City staff and committee members by incorporating human services, senior services, and arts into a newly created Citizen's Advisory Board; now therefore,

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

**Sec. 1.** DMMC 4.60.010 and section 1 of Ordinance No. 1648 as amended by section 1 of Ordinance No. 1654 are each amended to read as follows:

**Title.**

A new chapter is added to Title 4 DMMC entitled "Citizens Advisory ~~Committee~~Board."

**Sec. 2.** DMMC 4.60.020 and section 2 of Ordinance No. 1648 as amended by section 2 of Ordinance No. 1654 are each amended to read as follows:

**Application.**

This chapter shall apply to the creation and the responsibilities and activities of the Citizens Advisory ~~Committee~~Board.

**Sec. 3.** DMMC 4.60.030 and section 3 of Ordinance No. 1648 as amended by section 3 of Ordinance No. 1654 are each amended to read as follows:

**Purpose.**

The purpose of this chapter is to establish a Citizens Advisory ~~Committee~~Board to encourage and promote citizen and neighborhood involvement in an advisory capacity to the City Council, to define the roles and responsibilities of the Citizens Advisory ~~Committee~~Board, to determine eligibility to serve on the Citizens Advisory ~~Committee~~Board, and to determine the number of members of the Citizens Advisory ~~Committee~~Board and the length of their terms.

**Sec. 4.** DMMC 4.60.050 and section 5 of Ordinance No. 1648 as amended by section 4 of Ordinance No. 1654 are each amended to read as follows:

**Citizens Advisory ~~Committee~~Board composition.**

(1) ~~There shall be 12 regular members of the Citizens Advisory Committee, one each from the City's nine neighborhood planning areas, two Des Moines business owners, and one marina tenant.~~The Citizens Advisory Board shall consist of one member from each of the City's nine neighborhoods, two members who are Des Moines business owners, one member who is a marina tenant, and no more than eleven additional at large members.

(2) ~~There shall be one alternate member from each of the City's neighborhood planning areas who will serve in the absence of his or her neighborhood planning area regular member, one~~

~~alternate Des Moines business owner and one alternate marina tenant.~~

~~(3) Regular members and alternate members~~Members representing neighborhood planning areas must be residents of Des Moines who own or rent property in Des Moines and have lived in their neighborhood planning area for at least one year~~i~~ a business owner member must have who has owned and operated ~~said~~the business in Des Moines for at least one year~~i~~or a marina tenant must have been a tenant for at least one year~~i~~and at large members must have lived in Des Moines for at least one year.

~~(4)~~ All regular members ~~and alternate members~~ must be at least 21 years of age and eligible to live in the United States.

**Sec. 5.** DMMC 4.60.060 and section 6 of Ordinance No. 1648 as amended by section 5 of Ordinance No. 1654 are each amended to read as follows:

**Term.**

(1) Citizens Advisory Board

(a) The regular term of office for members ~~and alternates~~of the Citizens Advisory Board shall be ~~two~~four years.

(2b) The initial appointment term shall be ~~six members and six alternates for one year and six members and six alternates for two years~~two years for half of the members and four years for the other half. The initial appointment terms shall expire on ~~December 31, 2017~~June 30, 2027, and ~~December 31, 2018~~June 30, 2029, respectively. ~~It shall be the Mayor's discretion who he or she shall appoint to which length of initial term. The member representing a neighborhood planning area, business, or marina tenants and the alternate representing that same neighborhood planning area, businesses or marina tenants do not necessarily have to have the same length of initial term.~~The length of the initial terms shall be decided at random.

(c) No person may serve more than two consecutive terms on the Citizens Advisory Board. Any member having served two consecutive terms must remain off the Board for at least two years before they may be allowed to reapply to serve on the Board.

(2) Subcommittees. Subcommittees shall not have a term limit.

**Sec. 6.** DMMC 4.60.070 and section 7 of Ordinance No. 1648 as amended by section 6 of Ordinance No. 1654 are each amended to read as follows:

**Scope of duties.**

(1) The duties of the Citizen's Advisory Board shall be:

(a) Review and provide input to the City Council on matters and issues as delegated by the City Council.

(2b) Support and promote citizen participation and neighborhood enhancement.

(3c) Promote and facilitate open communication between the City, residents, businesses, and other neighborhood organizations such as homeowner associations, block watches, etc.

(4d) Review the City's budget and provide input to the City Council.

(5e) Provide input to the City Council in advance of its annual planning/goal setting retreat.

(6f) Bring matters and issues to the City Council that the Citizens Advisory ~~Committee~~ Board believes require City Council attention.

(g) Receive reports and recommendations from the subcommittees and choose to either adopt the recommendations, or draft separate recommendations, to relay to the City Council.

(h) Perform such other tasks as are assigned by the City Council.

(2) The duties of the Senior Services subcommittee shall be:

(a) To identify and address the needs and interests of the senior population within the City.

(b) To advise the Citizen's Advisory Board on policies, programs, and services that promote independence, well-being, and active engagement in the community.

(c) To support public awareness efforts and encourage civic participation among seniors.

(d) Draft reports and recommendations to be given to the Citizen's Advisory Board.

(e) Perform such other tasks as are assigned by the City Council or the Citizen's Advisory Board.

(3) The duties of the Human Services subcommittee shall be:

(a) Evaluation and recommendation on funding human service requests submitted to the City.

(b) Evaluation and review of the performance of individual human service organizations and agencies.

(c) Draft reports and recommendations to be given to the Citizen's Advisory Board.

(d) Perform such other tasks as are assigned by the City Council or the Citizen's Advisory Board.

(4) The duties of the Arts subcommittee shall be:

(a) To promote the enrichment of the community through the support, development, and integration of the arts.



Ordinance No. \_\_\_\_

Page 6 of 8

(b) Advise the Citizen's Advisory Board on public art projects and recommend policies and programs that foster a vibrant cultural environment.

(c) Encourage and aid programs for the cultural enrichment of the citizens of Des Moines and encourage more public visibility of the arts.

(d) Draft reports and recommendations to be given to the Citizen's Advisory Board.

(e) Perform such other tasks as are assigned by the City Council or the Citizen's Advisory Board.

**Sec. 7.** DMMC 4.60.080 and section 8 of Ordinance No. 1648 as amended by section 7 of Ordinance No. 1654 as amended by section 2 of Ordinance No. 1686 are each amended to read as follows:

**Meetings.**

The Citizens Advisory ~~Committee~~Board shall meet at least three times per year, including one meeting to discuss the City's budget and once to create input for the City Council to consider in advance of its annual planning/goal setting retreat. The Citizens Advisory ~~Committee~~Board shall also meet as needed to discuss issues and matters delegated to it by the City Council. All Citizens Advisory ~~Committee~~Board meetings will be meetings with a minimum of three members of the Des Moines City Council. The Deputy Mayor will act as the presiding officer of the meetings. In the Deputy Mayor's absence, the ~~Deputy~~ Mayor will be the presiding officer.

Meeting agendas shall be created by City staff for Citizen's Advisory Board meetings and shall be posted to the City website at least a week prior to meetings. Minutes shall be recorded and kept by City staff for every Citizen's Advisory Board meeting.

Subcommittees are expected to meet independently and are to utilize staff support only when necessary. After each

subcommittee meeting, the subcommittee shall give a report at the next Citizen's Advisory Board meeting.

**NEW SECTION. Sec. 8.** A new section is added to chapter 16.04 DMMC to read as follows:

**Subcommittees.**

(1) The Citizen's Advisory Board shall include subcommittees on Human Services, Senior Services, and the Arts, along with any additional subcommittees as established by the City Council.

(2) Subcommittees shall have a minimum of three and a maximum of nine members selected by the presiding officer from current Citizen's Advisory Board members.

(3) Members of the Citizen's Advisory Board may not serve on more than one subcommittee unless a subcommittee does not have the minimum number of members.

**Sec. 9. Repealer.** The previously codified provisions of chapter 4.44 DMMC and sections 1 through 7 of Ordinance No. 1161 are each repealed.

**Sec. 10. Repealer.** The previously codified provisions of chapter 4.48 DMMC and sections 1 through 3 of Ordinance No. 1047 are each repealed.

**Sec. 11. Repealer.** The previously codified provisions of chapter 4.56 DMMC and sections 1 through 6 of Ordinance No. 1393 are each repealed.

**Sec. 12. Codification.** Section 8 of this ordinance shall be codified as DMMC 4.60.055.

**Sec. 13. 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.

Ordinance No. \_\_\_\_  
Page 8 of 8

(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. 14. 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 \_\_\_\_\_, 2025 and signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
M A Y O R

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: Sea-Tac Stakeholder Advisory Round  
Table (StART) Position Appointment

FOR AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: Community Development

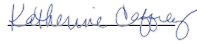
ATTACHMENTS:

DATE SUBMITTED: August 27, 2025

CLEARANCES:

☐ City Clerk \_\_\_\_\_  
☒ Community Development   
☐ Courts \_\_\_\_\_  
☐ Finance \_\_\_\_\_  
☐ Human Resources \_\_\_\_\_  
☒ Legal /s/ TG  
☐ 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 City Council approval of Barton DeLacy, a member of the Airport Advisory Committee to the StART Committee as Des Moines community representative. The following motion will appear on the consent agenda:

#### **Suggested Motion**

**Motion: “I move to the appointment of Barton DeLacy to a term on the StART Committee effective immediately and expiring on September 30, 2027.”**

#### **Background**

The StART Committee is a regional airport city committee that was convened by Sea-Tac International Airport and includes non-elected representatives from airport cities, the Federal Aviation Administration, the airlines, the Port of Seattle, and Sea-Tac Airport. The purpose of the StART is to review airport related issues with an emphasis on noise, health, ultrafine particulates, and other aspects of airport operations. The goal of the StART is to provide advisory guidance to minimize impacts on airport cities and provide a forum for discussion.

**Discussion**

Each city listed above designates three members to serve on StART. The members are joined by airline representatives, an air cargo representative, and Port staff. The FAA also provides agency expertise. Currently, the City has two citizen representatives and a City staff member who represent the City. One citizen representative position is currently vacant and the other is currently served by Joe Dusenbury with a term expiring on December 31, 2025.

Mr. DeLacy was appointed to the Airport Advisory Committee on June 12, 2025, and at the Airport committee's meeting in August, they voted to recommend Mr. DeLacy's appointment to the StART Committee.

**Alternatives**

Decline to confirm Mr. DeLacy (not recommended). The City would lack a representative on the Committee if Mr. DeLacy is not approved.

**Financial Impact**

No financial impact.

**Recommendation/Concurrence**

Des Moines supports the recommendation for the appointment of Barton DeLacy to the StART Committee.

August

## AGENDA ITEM

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

SUBJECT: Citizens Advisory Board  
Appointments

ATTACHMENTS:  
1. Applications

FOR AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: August 28, 2025

CLEARANCES:

☐ City Clerk \_\_\_\_\_  
☐ Community Development \_\_\_\_\_  
☐ Courts \_\_\_\_\_  
☐ Finance \_\_\_\_\_  
☐ Human Resources \_\_\_\_\_  
☒ Legal /s/ TG  
☐ Marina \_\_\_\_\_  
☐ Police \_\_\_\_\_  
☐ Parks, Recreation & Senior Services \_\_\_\_\_  
☐ Public Works \_\_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

#### **Purpose and Recommendation**

The purpose of this agenda item is to recommend that the Council approve the Mayor's appointments to the open Marina Tenant seat, Business Owner seat, North Central seat, and At Large seat on the Citizens Advisory Board.

#### **Suggested Motion**

**Motion 1: "I move to confirm Bill Linscott to the Citizens Advisory Board as the Marina Tenant representative, effective immediately with an expiration date of June 30, 2027."**

**AND**

**Motion 2: "I move to confirm Jim Lampariello to the Citizens Advisory Board as an At Large representative, effective immediately with an expiration date of June 30, 2027."**

**AND**

**Motion 3: "I move to confirm Mackenzie Meyers to the Citizens Advisory Board as a Business Owner representative, effective immediately with an expiration date of June 30, 2027."**

**AND**

**Motion 4: "I move to confirm Alyson Chapin to the Citizens Advisory Board as the North Central representative, effective immediately with an expiration date of June 30, 2027."**

**Background:**

At the June 26, 2025 City Council meeting, Council members voted to confirm the Mayor's appointments to the newly formed Citizen's Advisory Board. After those appointments there remained three open seats for the Marina Tenant, North Central neighborhood, and Pacific Ridge neighborhood seats.

Shortly before selecting terms at the July 30, 2025 Citizens Advisory Board meeting, it was discovered that the Harpreet Kaur appointed to one of the Business Owner seats was not the same individual who owns a business in Des Moines. Instead, she was a different Harpreet Kaur who did not own a business and lives in Federal Way, making her ineligible to serve on the Board. As a result, there were four open seats on the Board at that time.

At that July Board meeting the terms for the four open seats were selected as follows: Business Owner – 2 years, Marina Tenant – 2 years, North Central neighborhood – 2 years, and Pacific Ridge neighborhood – 4 years.

Subsequently, Lin Cashman chose to resign from her At Large seat on the Board. Her At Large seat was selected as a 2 year term at the July meeting. Therefore, there are currently five open seats on the Board:

1. Business Owner – 2 year term
2. Marina Tenant – 2 year term
3. North Central – 2 year term
4. Pacific Ridge – 4 year term
5. At Large – 2 year term

The City Clerk has received eight applications since the Mayoral appointments were confirmed at the June 26, 2025 Council Meeting: one eligible for the Marina Tenant seat, six eligible for the At-Large seat, and one eligible for the Business Owner seat. These applications have been reviewed by the Mayor, and if the Council confirms the mayoral appointments, the following individuals would be seated: Bill Linscott for the Marina Tenant seat, Jim Lampariello for the remaining At-Large seat, Mackenzie Meyers for the Business Owner seat, and Alyson Chapin for the North Central neighborhood seat. Although Ms. Chapin resides in the Central District, her home is in close proximity to the North Central neighborhood. Given this, along with the historical difficulty in filling the North Central seat, the Mayor has appointed her to represent that neighborhood.

**Discussion:**

Under DMMC 4.24.040(1), members of appointive committees are appointed by the Mayor and must be confirmed by a majority of the City Council.

If the Council confirms the Mayoral appointments, this would just leave the Pacific Ridge neighborhood seat as yet unfilled.

Staff will continue to compile submitted applications for the open seat for the Mayor's review, appointment, and Council vote on confirmation.



**Financial Impact:**

There is no anticipated financial impact if these Citizens Advisory Board appointments are confirmed.

**Alternatives:**

Council may choose not to confirm the Mayor's appointments and request alternative candidates.

**Recommendation:**

N/A

Attachment #1



## Employment Application |

AAA

Alyson Chapin



Des Moines, WA 98198  
USA

Des Moines Citizens Advisory Committee

Job Location - Des Moines, WA

Department - Administration

Source - Other - Councilman JC Harris

## Resume

Providing a resume is optional, but additional information can help during the review process. You may upload a file or copy and paste your resume in the space provided below.

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

## File Name

## Link

Resume\_Alyson-Chapin\_June-2025.docx

[🔍 Preview](#)   [Download](#)

## Text Only Resume

Marketing Manager

Alyson Chapin

Objective

I am an expert email marketer of 10+ years of experience, with a proven track record of scaling programs, owning tech stacks, and developing and executing strategies to drive measurable results. Managed projects and programs for 10 years. I am mission-driven, searching for an organization I am proud to work for and with people I connect.

Experience      November 2022 - Current

Sr. Manager, Email Marketing Seabourn

Own and manage B2C email marketing program. Manage the strategy and day-to-day content calendar to drive bookings and revenue through the email channel. Manage segmentation and targeting, monitor and analyze campaign KPIs, prepare and present weekly and monthly reports, manage martech stack with tech, three direct reports, two vendors, and the email budget. Project managed migration from Responsys to Iterable and Salesforce Marketing Cloud and implemented Moveable Ink. Drove positive YoY KPI results (FY23-FY24) : +19% Unique Open Rate, +62% Unique Click-through-Rate, +6% Online Conversions, -6% Opt-Outs.

**April 2021 - November 2022****Email Marketing Manager Amazon Buy with Prime**

Developed and implemented the Email Marketing strategy for BwP, focused on B2B customer lifecycle. Conducted competitive landscape research to inform benchmarks and goals. Partnered with Marketing Automation and Salesforce teams to implement Pardot and collaborated across teams to inform program strategies and objectives. I managed vendor for template design, and managed campaign execution, from conception to launch, collaborating with creative and content teams, stakeholders, legal, and the bar raiser.

**November 2020 - April 2021 (Contract)****US Consumer Marketing Manager Amazon Pay**

Responsible for B2C marketing. Strategized, executed, and assessed awareness and acquisition experiments through email and homepage. Built content calendar in Asana, Style Guide on team wiki (intranet) , updated SIM ticket requesting system, and mechanism for streamlining team assets library.

**July 2016 - October 2020****Marketing Automation Specialist & Program Manager, UnCruise Adventures**

Managed B2B and B2C email campaigns and generated B2C leads via email marketing, Pay Per Click, Social Media advertising, industry banner advertising, print ads and brochure. Managed segmentation and targeting strategies, A/b testing strategies, and strategized, built, executed, and maintained automated nurture programs. Managed Pardot instance and integration with Salesforce. January 2018 to December 2019 , drove average 23.4% open rate, 2.4% unique CTR, and generated over 8% of total booking revenue.

**Education**

B.A. Environmental Studies & Mass Communications

Western Washington University

**Skills**

Data Analysis

HTML & CSS

Creative copy & visuals

Cross-team collaboration

Organization

Strategy and goal setting

Project Management : Jira, Confluence, Asana

**Platforms**

Iterable, Responsys, Pardot, Salesforce Marketing Cloud

Salesforce, Oracle Siebel

Simon Data

Adobe Analytics & PowerBI

Figma for design

Contact

Des Moines, WA



## Employment Application |

Jim Lampariello



Des Moines, WA 98198  
USA

Des Moines Citizens Advisory Committee

**Job Location** - Des Moines, WA

**Department** - Administration

**Source** - City of Des Moines Washington Website

## Employment History

Please list your previous employers starting with your current, or most recent employer.

*Note: If you are unable to provide a phone number, enter 000-000-0000.*

---

### Blue Origin - Current Employer

---

**Job Title:** Senior Manager, Mission Design

**Supervisor Name:**

**Dates Employed From:** Mar/2022

**Dates Employed To:** Currently Employed

**Employment Length:** 3 years, 5 months

**Duties:** ▪ Technical lead for team of nine engineers. Responsible for tasking, schedule, and overall success. ▪ Representing team at system-level reviews and meetings, including presentations to executive leadership. ▪ Developing operational flight dynamics rules and procedures for Blue Origin's first lunar mission

**Reason For Leaving:** Currently Employed

**Address:** 21601 76th Ave S Kent, WA,  
98032, U S

**Phone:**

**May We Contact?** No

SpaceX

---

**Job Title: Senior Guidance, Navigation, and Control Engineer****Dates Employed From:** Sep/2021**Dates Employed To:** Mar/2022**Employment Length:** 0 years, 6 months**Duties:** ▪ Analyzed attitude determination and control systems. Designed safe-mode plan for contingency recovery ▪ Conducted satellite operations, including maneuver commands and vehicle updates**Reason For Leaving:** Accepted better offer at Blue Origin**Supervisor Name:****Supervisor Phone:****Address:** 1 Rocket Rd Hawthorne, CA, 90250, UNITED STATES**Phone:****May We Contact?** No**Blue Origin****Job Title: Mission Design Engineer****Dates Employed From:** Oct/2017**Dates Employed To:** Sep/2021**Employment Length:** 3 years, 11 months**Duties:** ▪ Responsible for overall success of Mission Design group. Coordinated tasking and data exchange for multi-organizational team of nine engineers. ▪ Authored Mission Design and Navigation Databook, a 100+ page document detailing trajectory analysis,  $\Delta V$  budgets, optimization strategy, performance, and requirement verification data. ▪ Performed nominal and dispersed in-space, lunar descent, and lunar ascent trajectory design. ▪ Managed interfaces with NASA insight team, balancing verification requests and team workload.**Reason For Leaving:** Accepted better offer at SpaceX**Supervisor Name:****Supervisor Phone:****Address:** 21601 76th Ave S Kent, WA, 98032, UNITED STATES**Phone:****May We Contact?** No**Employment Additional Questions**

The applicant did not answer any Additional Questions

**Education**

List below your educational background, including high school, all colleges, trade and military service schools.

**University of Colorado | College or University****Degree:** Master of Science**Major:** Aerospace Engineering**Location:** Boulder, CO, UNITED STATES**Graduated?** Yes**Years Attended From:** 2014**Years Attended To:** 2016**University of Notre Dame | College or University****Degree:** Bachelor of Science**Major:** Aerospace Engineering**Location:** Notre Dame, IN, UNITED STATES**Graduated?** Yes**Years Attended From:** 2009**Years Attended To:** 2013**University of Colorado | College or University**

**Degree:** Master of Engineering  
**Major:** Engineering Management  
**Location:** Boulder, CO, UNITED STATES

**Graduated?** Yes  
**Years Attended From:** 2014  
**Years Attended To:** 2016

## Education Additional Questions

The applicant did not answer any Additional Questions

## 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                                                                                        |          |
|-----------------------------------|---------------------------------------------------------------------------------------------|----------|
| JLampariello Resume CAC.pdf       |  Preview | Download |
| JLampariello CAC Cover Letter.pdf |  Preview | Download |

## Text Only Resume

No Text Only Resume on File

## References

Please fill out the information below regarding references.

*Note: If you are unable to provide a phone number, enter 000-000-0000. If you are unable to provide an email address, enter noreply@noemail.com*

**Relationship:** Friend  
**Company:** Department of Commerce, State of Washington  
**Occupation:** Manager

**Phone:**

**Relationship:** Supervisor  
**Company:** Blue Origin  
**Occupation:** Engineering Manager

**Phone:**

**Relationship:** Supervisor  
**Company:** United Launch Alliance  
**Occupation:** Senior Engineer

**Phone:**



## Employment Application | Submitted:

Bill Linscott



Des Moines, WA 98198  
USA

Des Moines Citizens Advisory Committee

**Job Location** - Des Moines, WA

**Department** - Administration

**Source** - City of Des Moines Washington Website

## Employment History

Please list your previous employers starting with your current, or most recent employer.

*Note: If you are unable to provide a phone number, enter 000-000-0000.*

---

**Employment Gap - Unemployed**

Jan/2020 - Jan/2025

---

**Details:** Retired in 2013

**Length:** 5 years

**The Boeing Company (Retired in 2013)**

---

**Job Title:** Director of Global Trade Control

**Supervisor Name:**

**Dates Employed From:** May/1999

**Dates Employed To:** Jul/2013

**Employment Length:** 14 years, 2 months

**Duties:** Responsible for corporate leadership on export and import authorizations.

**Reason For Leaving:** Retired. Start date was 1973, but this year is not available in drop down

**Supervisor Phone:**

**Address:** P. O. Box 3707 Seattle, WA, 98124, UNITED STATES

**Phone:**

**May We Contact?** Yes

## Employment Additional Questions

The applicant did not answer any Additional Questions

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

---

**Jacksonville State University | College or University**



**Degree:** BS in Business Management  
**Major:** Business Management  
**Location:** Jacksonville, AL, UNITED STATES

**Graduated?** Yes  
**Years Attended From:** 1969 to 1973  
**Years Attended To:** 4 years

## Education Additional Questions

The applicant did not answer any Additional Questions

## 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

CAC Application.docx

 Preview Download

### Text Only Resume

Citizen Advisory Committee (CAC) Application  
Major, Deputy Mayor, Council Members and City Manager,  
I am applying for the Citizen Advisory Committee position of Marina Tenant Representative. I have lived in Des Moines for 23 years and have been a tenant in the Marina for 18 of those years. My wife and I are active boaters and engaged with the PNW boating community. We are members of the Classic Yacht Association (CYA) and for years have hosted their boat show event at the marina during the Des Moines Waterland Weekend. In addition, we are members of the Des Moines Yacht Club and the Recreational Boating Association of Washington. In past years, I have served on the Des Moines Marina Association (DMMA) board and am familiar with many of the other tenants in the marina. I am enthused with the City's plans for Marina re-development and dock replacement. I have participated with the City in much of the planning efforts over the past several years. I believe I can continue to assist with the City's marina tenant communications and insight. The success of the marina projects are essential to the success of Des Moines. The Des Moines Marina must be redeveloped to meet the boating needs of the future. I would appreciate an opportunity to help with that.  
Sincerely,  
Bill Linscott

## References

Please fill out the information below regarding references.

*Note: If you are unable to provide a phone number, enter 000-000-0000. If you are unable to provide an email address, enter noreply@noemail.com*

**Relationship:** Friend  
**Company:** Highline School District  
**Occupation:** Retired counselor

**Phone:**

---

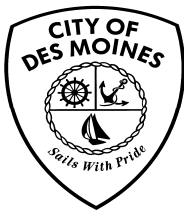
**Relationship:** Friend  
**Company:** Des Moines Yacht Club  
**Occupation:** Past Commodore

**Phone:**

---

**Relationship:** Marina Harbormaster  
**Company:** City of Des Moines  
**Occupation:** Harbormaster

**Phone:**



**CITY OF DES MOINES  
APPLICATION FOR CITIZENS  
ADVISORY BOARD**

21630 11th Avenue South  
Des Moines, WA 98198

Received \_\_\_\_\_

Please Check

- ☒ Business
- ☐ Central Des Moines
- ☐ Marina District
- ☐ North Central
- ☐ Pacific Ridge
- ☐ Redondo
- ☐ South Des Moines
- ☐ Woodmont
- ☐ Zenith
- ☐ At Large

NAME: Mackenzie Meyers  
ADDRESS: \_\_\_\_\_  
CITY/ZIP: \_\_\_\_\_  
PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_  
LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 2months  
REGISTERED VOTER? Yes  
E-MAIL ADDRESS: \_\_\_\_\_

EMPLOYMENT SUMMARY LAST FIVE YEARS: Managed Quarterdeck 2019-2023.  
Owner at Quarterdeck 2023-present

Are you related to anyone presently employed by the City or a member of a City Board?  
No If yes, explain: \_\_\_\_\_

Do you currently have an owning interest in either real property (other than your primary residence or a business) in the Des Moines planning area? No if so, please describe: \_\_\_\_\_

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Why do you wish to serve in this capacity and what can you contribute? To help City of Des Moines keep growing and to add insight as a business owner in the city. I also would like to help educate city residents as we have many that come through quarterdeck.

2. What problems, programs or improvements are you most interest in? Anything within the Marina, building and improving the downtown area, anything community driven. Environmental, activities for children and elderly.

3. Please list any Des Moines elective/appointive offices you have run/applied for previously: \_\_\_\_\_  
Citizen advisory board, I'm also part of Lodging Tax committee

## AGENDA ITEM

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

SUBJECT: Comprehensive Plan Periodic Update

FOR AGENDA OF: September 11, 2025

ATTACHMENTS:

1. Draft Ordinance 25-087
2. [Exhibit A - Imagine Des Moines 2044](#)
3. [Exhibit B - Land Use Map](#)
4. [Comprehensive Plan Changes 9.11.25 Chart](#)
5. [Commerce Comments and City Response](#)
6. [PSRC Comments and City Response](#)
7. [Land Use Map Changes](#)
8. [Chapter 1: Introduction – Redlines](#)
9. [Chapter 2: Land Use Element - Redlines](#)
10. [Chapter 3: Transportation Element - Redlines](#)
11. [Chapter 4: Conservation, Energy, and Environment Element - Redlines](#)
12. [Chapter 5: Capital Facilities, Utilities, and Public Service Element - Redlines](#)
13. [Chapter 6: Parks, Recreation, and Open Space Element - Redlines](#)
14. [Chapter 7: Housing Element - Redlines](#)
15. [Chapter 8: Economic Development Element - Redlines](#)
16. [Chapter 9: North Central Neighborhood Element - Redlines](#)
17. [Chapter 10: Marina District Neighborhood Element - Redlines](#)
18. [Chapter 11: Pacific Ridge Neighborhood Element - Redlines](#)
19. [Chapter 12: Healthy Des Moines Element – Redlines](#)

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: August 28, 2025

CLEARANCES:

- ☐ City Clerk \_\_\_\_\_
- ☒ Community Development 
- ☐ Courts \_\_\_\_\_
- ☐ Finance \_\_\_\_\_
- ☐ Human Resources \_\_\_\_\_
- ☒ Legal /s/ TG
- ☐ Marina \_\_\_\_\_
- ☐ Police \_\_\_\_\_
- ☐ Parks, Recreation & Senior Services \_\_\_\_\_
- ☐ Public Works \_\_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: 

#### **Purpose and Recommendation**

The purpose of this agenda item is for the Council to hold a Public Hearing and consider passing a Draft Ordinance to a second reading adopting the 2024 periodic update to the Des Moines Comprehensive Plan.

### **Suggested Motion**

**Motion: “I move to pass draft Ordinance 25-087 to a second reading on September 25, 2024.”**

### **Background**

The Des Moines Comprehensive Plan is a policy document that describes how the City will manage its growth and provide necessary services and facilities over a 20-year planning horizon (Year 2044). Des Moines is designated as a High Capacity Transit Community and needs to plan for an additional 3,800 housing units, 2,380 new jobs and 726 net new permanent Emergency Housing Units by 2044.

The comprehensive plan includes 12 elements that address community characteristics; land use; transportation; conservation and environment; capital facilities, utilities and public services; parks, recreation and open space; housing; economic development; neighborhoods (North Central, Marina District and Pacific Ridge); and health. Each element includes a general summary of existing conditions along with goals and policies, and implementation strategies that indicate how the city, programs, and priorities will implement the Plan’s goals and policies.

The periodic update requires a thorough review of each element of the Plan to ensure it reflects new laws and requirements, demonstrates capacity to meet our growth targets, responds to changing conditions within the community and addresses agency, tribal, and community interests expressed via our public outreach efforts.

To help frame the scope of our update, our consultant AHBL completed a review of the existing comprehensive plan and development regulations for consistency with the Washington State Department of Commerce’s update checklists, legislative amendment to the Growth Management Act (GMA), Vision 2050 and Countywide Planning Policies (CPPs), and identified updates needed to comply with these requirements.

### **Council History**

|            |                                                                                                                                                                                          |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6/22/2023: | Economic Development Committee Briefing                                                                                                                                                  |
| 7/13/2023: | City Council Briefing                                                                                                                                                                    |
| 1/25/2024: | Economic Development Committee Update (Timeline)                                                                                                                                         |
| 3/28/2024: | Economic Development Committee Presentation (Introduction and Land Use Elements)                                                                                                         |
| 4/11/2024: | Environment Committee Presentation (Conservation and Environment Element)                                                                                                                |
| 4/25/2024: | Economic Development Committee Presentation (Economic Development, North Central Neighborhood, Marina District, and Pacific Ridge Elements)                                              |
| 5/9/2024:  | Environment Committee (Conservation and Environment Element Follow-up)                                                                                                                   |
| 5/9/2024:  | Transportation Committee (Comp Plan Briefing and Transportation Goals)                                                                                                                   |
| 6/22/2024: | Economic Development Committee (Comp Plan Housing Bills Update)                                                                                                                          |
| 6/27/2024: | Economic Development Committee (Capital Facilities, Utilities & Public Services, and Parks, Recreation & Open Space Elements)                                                            |
| 7/25/2024: | Economic Development Committee (Healthy Des Moines Element)                                                                                                                              |
| 9/26/2024: | Economic Development Committee (Housing Element)                                                                                                                                         |
| 4/3/2025:  | City Council Study Session (Introduction, Conservation & Environment, Capital Facilities, Utilities, & Public Services, Parks, Recreation & Open Space, and Healthy Des Moines Elements) |
| 5/1/2025:  | City Council Study Session (Economic Development, North Central Neighborhood, Marina District, and Pacific Ridge Elements)                                                               |
| 6/5/2025:  | City Council Study Session (Land Use and Housing Elements)                                                                                                                               |

8/7/2025: City Council Meeting (Transportation Element)

Public Outreach

Dedicated Website: <https://imaginedesmoines2044.com/>

Public Survey open from 7/27/2023 – 12/4/2023 with 482 Responses

Booth at Farmers Market & National Night Out

City Currents Articles

Discussion

As part of the Comprehensive Plan Update, the project team incorporated several changes to the 2015 Comprehensive Plan to align with current regional and State guidance and meet updated requirements. Additionally, the updates incorporate community input.

The project team referenced the following regional and State guidance and requirements in updating the Des Moines Comprehensive Plan:

- [Periodic Update Checklist for Fully-Planning Cities](#), Washington State Department of Commerce (Revised November 2023)
- [VISION 2050 PLANNING RESOURCES – Plan Review Manual](#), Puget Sound Regional Council (PSRC), (Updated September 2022)
- [VISION Consistency Tool for Local Comprehensive Plans](#), PSRC (Updated September 2022)
- [Countywide Planning Policies, King County](#) (Updated November 2023)

A majority of the updates have been presented to the Council over the last several months. Additional amendments incorporated are proposed based on Council direction or response to comment letters received through submittal to Commerce and PSRC. Attachment 4 is a chart of amendments from the previously presented chapters, which are highlighted within the redlined text. Additionally, the Glossary that of Common terms that was posted on the Comprehensive Plan website has been added to the back of the document for reference. All of the previous chapter documents can be found on the City’s website at: [Comprehensive Plan Documents](#).

Chapter 1: Introduction

The Introduction provides information about our community along with an overview of the Growth Management Act (GMA), Countywide Planning Policies (CPPs), Vision 2050, and the comprehensive plan. The Comprehensive Plan is a twenty (20) year plan that articulates the community’s vision and values. The plan also addresses the targeted population, housing, and employment growth through 2044 and how facilities and services will accommodate that growth.

Chapter 2: Land Use Element

The Land Use Element (LUE) addresses the general location and distribution of land uses within the City, the design and quality of the built environment, and provides the framework for other Plan Elements. The goals, policies, and strategies listed in this element are meant to promote land use decisions and zoning to create future development opportunities in suitable locations for the next 20 years. Key considerations to be covered in the LUE are outlined in RCW 36.70A.070(1).

Chapter 4: Conservation and Environment Element

The Conservation and Environment Element contains goals, policies, and implementation strategies aimed at environmental stewardship and protecting the City’s environmental assets, with particular emphasis on environmentally critical areas, shorelines, surface and groundwater quality, and climate change. The Washington State Growth Management Act mandates the protection of aquifer recharge areas, fish and wildlife habitat conservation areas, flood hazard areas, geologically hazardous areas,

wetlands, and stream corridors while the Shoreline Management Act provides for the protection of shorelines. Recognizing that a substantial portion of the City is located in geologically hazardous areas, this element also addresses the health of ecological functions, public safety, and protection from natural dangers, including erosion, landslides, and seismic hazards.

#### Chapter 5: Capital Facilities, Utilities, and Public Services Element

The Capital Facilities, Utilities, and Public Services Element discusses facilities needed for public services that will support planned population and employment growth. The GMA sets out statutory requirements for local governments in planning for Capital Facilities. In addition, the rules in Washington Administrative Code (WAC) 365-196-415 provide guidance to meet the requirements. Additional direction has been provided by the Growth Management Hearings Board. By planning ahead to identify which facilities will be needed, the City is better able to ensure that expectations for quality of service can be met. The direction, goals, policies and implementation strategies in this element guide the City to ensure facilities adequately support new development, address any system deficiencies, and maintain established Level of Service standards.

#### Chapter 6: Parks, Recreation, and Open Space Element

Per RCW 36.70A.020(5), the GMA encourages local jurisdictions, through comprehensive plans and development regulations, to retain open space and green space, enhance recreational opportunities, enhance fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities. Additionally, to ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.

#### Chapter 7: Housing Element

This Housing Element contains the goals and policies that identify steps the City of Des Moines can take in response to housing issues found within the community. These steps are intended to ensure the vitality of the existing residential stock, estimate current and future housing needs, and provide direction to implement programs that satisfy those needs consistent with the goals and requirements of the GMA.

#### Chapter 8: Economic Development Element

Des Moines' Economic Development Element establishes the goals, policies, and strategies for economic growth and vitality that will enhance the City's branding, marketing, and quality of life. A healthy economy plays an important role in ensuring that Des Moines is a vibrant and sustainable community for living and working. This element describes Des Moines' economic role locally and identifies appropriate partnerships within the South King County and the Central Puget Sound regional economy. It discusses the importance of economic development to address priorities and needs of the community while accommodating employment growth targets (2,380 new jobs) by the year 2044.

#### Chapter 9: North Central Neighborhood Element

The North Central Neighborhood is Des Moines' primary location dedicated for office, research and development, manufacturing, distribution, and large-scale industrial development. It is envisioned as a thriving center for trade-related activity that generates new family wage jobs and revenue for the City and advances the region's vitality by linking businesses to world markets via Sea-Tac Airport.

#### Chapter 10: Marina District Element

The Marina District Neighborhood encompasses the Downtown central business district, Marina, and Beach Park. It is the historic and cultural center for Des Moines. The neighborhood is developed with a variety of land uses, including commercial, professional office, single family, multifamily, mixed-use, and recreational uses. A number of buildings in the neighborhood are not well-maintained or in a state of disrepair, and several are vacant or have minimal physical improvements.

#### Chapter 11: Pacific Ridge Element

This element was the outgrowth of the Pacific Ridge Neighborhood Improvement Plan and SEPA Planned Action that was completed in the 2000-2001 timeframe. The City envisioned a complete transformation of this neighborhood into a vibrant urban village that could accommodate much of the City's future job and housing growth. The Plan and Element are complemented by the Pacific Ridge Neighborhood Design Guidelines that promote economic investment, quality design, character, pedestrian amenities, open space and safety.

#### Chapter 12: Healthy Des Moines Element

The Healthy Des Moines Element is considered an optional element and not required under the GMA. However, the GMA requires us to review and update the City's Comprehensive Plan every 10 years and update all the City's elements/chapters. The Healthy Des Moines Element establishes goals, policies and strategies related to healthy food access, community gardens, nutrition standards for City programs, safe routes to school and complete streets.

#### Alternatives

None provided.

#### Financial Impact

No financial impact. However, when the City of Des Moines has a certified Comprehensive Plan, the City is eligible for various grants.

#### Recommendation/Concurrence

Staff recommends passing Draft Ordinance adopting the 2024 periodic update to the Des Moines Comprehensive Plan to a second reading on September 25, 2025.



**CITY ATTORNEY'S FIRST DRAFT**

**DRAFT ORDINANCE NO. 25-087**

**AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON** adopting the 2024 periodic update to the Des Moines Comprehensive Plan and amending DMMC 18.05.050, 18.05.060 and 18.25.120.

**WHEREAS**, the 1990 Growth Management Act is codified in Chapter 36.70A RCW and requires that each jurisdiction produce a Comprehensive Plan that contains, at a minimum, elements pertaining to land use, transportation, capital facilities, housing, and utilities, and

**WHEREAS**, the most recent major periodic update to the Des Moines Comprehensive Plan was adopted by the City Council on June 25th, 2015 by enactment of Ordinance No. 1623, and

**WHEREAS**, there have been subsequent amendments to the Des Moines Comprehensive Plan, and

**WHEREAS**, each amendment of the Comprehensive Plan was processed in accordance with the requirements of the State Environmental Policy Act and public hearings were conducted in accordance with law, and

**WHEREAS**, the Growth Management Act requires, among other things, that "cities ... take action to review and, if needed, revise their **comprehensive plans** and development regulations (*emphasis added*) to ensure the plan and regulations comply with the requirements of this chapter . . . Any amendment of or revision to development regulations shall be consistent with and implement the comprehensive plan," and

**WHEREAS**, the City of Des Moines is required to conduct a periodic update of its comprehensive plan and development regulations, pursuant to RCW 36.70A.130(1), and

**WHEREAS**, public engagement and participation was gathered in many different ways including meetings, development and maintenance of a project website, and a survey, and

**WHEREAS**, the goals and policies for growth and the provision of services are guided by GMA requirements and are based in part upon state and regional goals, and reflect the vision and goals of elected officials, and

**WHEREAS**, during the course of developing the proposed Comprehensive Plan, various means of public outreach were used including, but not limited to, public meetings, a comprehensive plan webpage, booths at various events, notification of public hearings, and

**WHEREAS**, notice of the public hearing before the City Council was given to the public in accordance with law and a public hearing was held on the 11th day of September 2025, and all persons wishing to be heard were heard, and

**WHEREAS**, the Des Moines Community Development Director acting as the SEPA responsible official issued a determination of nonsignificance (DNS) on the 12th day of August 2025 and the accompanying comment and appeal periods have lapsed, and

**WHEREAS**, proper and timely notice was given to the Washington State Department of Commerce of these amendments as required by Chapter 36.70A RCW, and

**WHEREAS**, the City Council finds that the amendments contained in this ordinance are appropriate and necessary for the preservation of the public health, safety, and welfare; now therefore,

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

**Sec. 1.** DMMC 18.05.050 and section 19 of Ordinance No. 1591 as amended by section 1 of Ordinance No. 1623 as amended by section 1 of Ordinance No. 1664 as amended by section 1 of Ordinance No. 1712 as amended by section 1 of Ordinance No. 1731 as amended by section 1 of Ordinance No. 1775 are each amended to read as follows:

**Preferred land use map designation.** The map filed in the City Clerk's office and marked Exhibit "B" to ~~Ordinance No. 1469 and adopted November 12, 2009, as amended by Exhibit "B" to Ordinance No. 1528, as amended by Exhibit "B" to Ordinance No. 1551, as amended by Exhibit "B" to Ordinance No. 1623, as amended by Exhibit "B" to Ordinance No. 1664, as amended by Exhibit "B" to Ordinance No. 1712, as amended by Exhibit "B" to Ordinance No. 1731 is amended as described in Exhibit "A" to Ordinance No. 1775~~

~~and this ordinance~~ constitutes the comprehensive land use map, also referred to as the ~~preferred~~ land use map, for the City. The map referenced herein supersedes all previously adopted ~~preferred~~ land use maps.

**Sec. 2.** DMMC 18.05.060 and section 20 of Ordinance 1591 as amended by section 2 of Ordinance No. 1623 are each amended to read as follows:

**Adoption of Comprehensive Plan.** The document consisting of 12 chapters, entitled "Imagine Des Moines 2044" and attached as Exhibit "A" to ~~Ordinance No. 1623 as amended by Section 20 of Ordinance No. 1591~~this ordinance is adopted by reference and constitutes the Comprehensive Plan for the City.

**Sec. 3.** DMMC 18.25.120 and section 3 of Ordinance 1623 as amended by section 2 of Ordinance No. 1664 as amended by section 2 of Ordinance No. 1712 as amended by section 2 of Ordinance No. 1731 as amended by section 1 of Ordinance No. 1746 are each amended to read as follows:

**Comprehensive ~~p~~Plan amendments.** There is adopted by reference a Comprehensive Plan, on file with the City Clerk, as subsequently amplified, augmented and amended pursuant to the provisions in this Title, as identified below.

- (1) Chapter 1: Introduction;
- (2) Chapter 2: Land Use Element;
- (3) Chapter 3: Transportation Element;
- (4) Chapter 4: Conservation and Environment Element;

~~— (a) 2019 Amendment: Selected portions of this element of the Comprehensive Plan are amended as described in Exhibit "A" to Ordinance No. 1731.~~

- (5) Chapter 5: Capital Facilities, Utilities, and Public Services Element;

~~(a) 2018 Amendment: Selected portions of this element of the Comprehensive Plan are amended as described in Exhibit "A" to Ordinance No. 1712;~~

(6) Chapter 6: Parks, Recreation, and Open Space Element;

~~(a) 2016 Amendment: This element of the Comprehensive Plan is amended as described in Exhibit "A" to Ordinance No. 1664.~~

~~(b) 2018 Amendment: Selected portions of this element of the Comprehensive Plan are amended as described in Exhibit "A" to Ordinance No. 1712;~~

~~(c) 2019 Amendment: Selected portions of this element of the Comprehensive Plan are amended as described in Exhibit "A" to Ordinance No. 1731.~~

~~(d) 2020 Amendment: Selected portions of this element of the Comprehensive Plan are amended as described in Exhibit "A" to Draft Ordinance No. 20-044.~~

(7) Chapter 7: Housing Element;

(8) Chapter 8: Economic Development Element;

(9) Chapter 9: North Central Neighborhood Element;

(10) Chapter 10: Marina District Element;

(11) Chapter 11: Pacific Ridge Element;

(12) Chapter 12: Healthy Des Moines Element;

~~(13) Appendix A: City of Des Moines Buildable Lands Report;~~

~~(14) Appendix B: Transportation Technical Memorandum;~~

~~(15) Appendix C: City of Des Moines Housing Inventory and Needs Assessment.~~

#### **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 five (5) days after its passage, approval, and publication in accordance with law.

**PASSED BY** the City Council of the City of Des Moines this \_\_\_\_ day of \_\_\_\_\_ 2025 and signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

Published:



# COMPREHENSIVE PLAN PERIODIC UPDATE

CITY COUNCIL 9/11/2025

## Purpose of Periodic Review and Update

- GMA requires the City to review and revise its comprehensive plan and development regulations (RCW 36.70A).
- Key Considerations:
  - Reflect new laws and requirements;
  - Demonstrate capacity to meet growth targets;
  - Respond to changing conditions with the community; and
  - Address Agency, Tribal and community interests expressed via public outreach efforts.



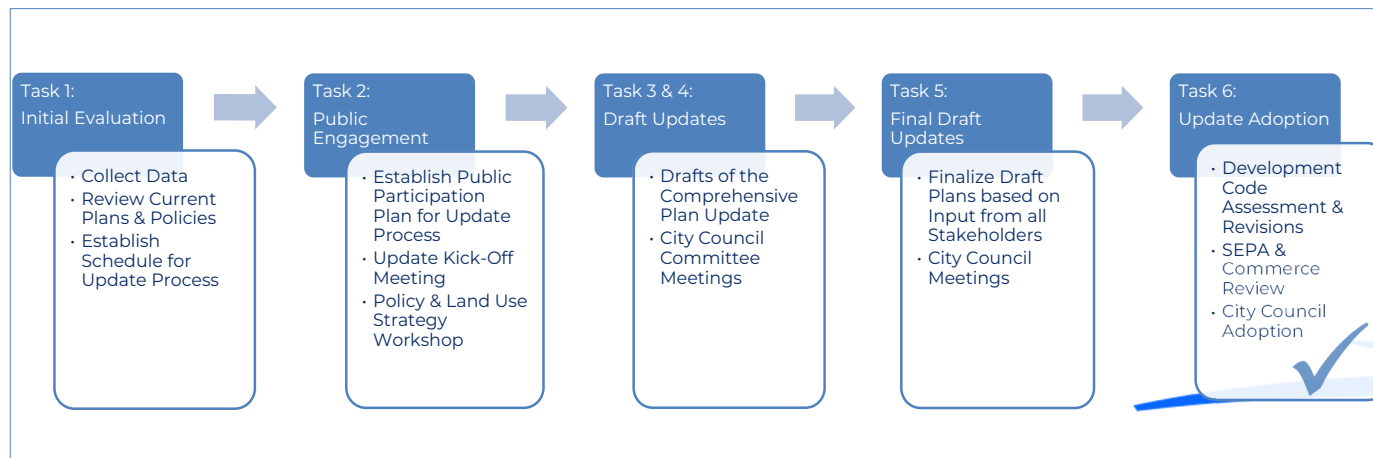
## Comprehensive Plan Elements (Chapters)

- Introduction
- Land Use
- Transportation
- Conservation and Environment
- Capital Facilities, Utilities, and Public Service
- Parks, Recreation, and Open Space
- Housing
- Economic Development
- North Central Neighborhood
- Marina District Element
- Pacific Ridge Element
- Healthy Des Moines





# Comprehensive Plan Update Process

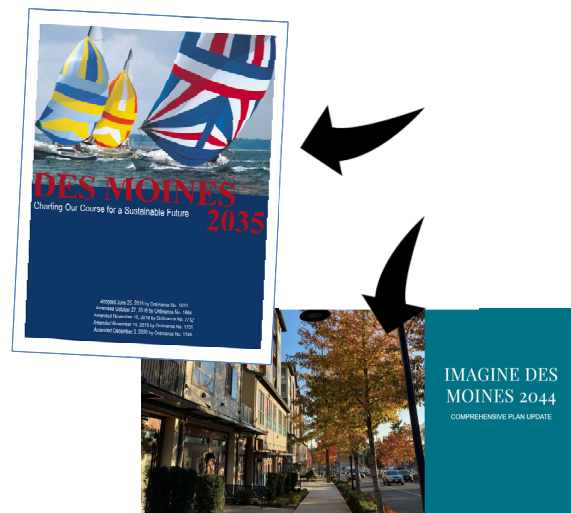


September:  
Public Hearing



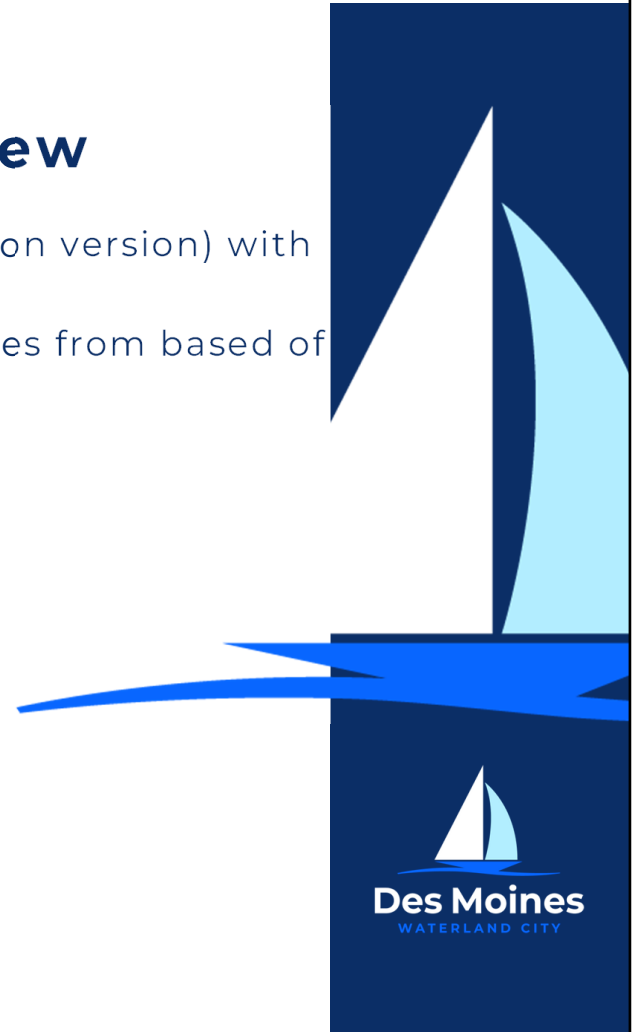
## What is the Comprehensive Plan?

- 20-year plan to articulate a community vision through a series of goals, objectives, and policies.
- The Growth Management Act (GMA) requires that cities update local comprehensive plans every 10 years.
- Integrate other related efforts (i.e. mobility plans or economic development plans) into a cohesive, interconnected framework of policies.
- Includes required growth targets
- High-level policy document.



## Comprehensive Plan Update Review

- Provided Excel Summary of Changes (from study session version) with rationale
- Redlined copy of each chapter with highlighted updates from based of Council comments or Commerce/PSRC review
- Public Hearing



## Council Review History

6/22/2023: Economic Development Committee Briefing  
7/13/2023: City Council Briefing  
1/25/2024: Economic Development Committee Update (Timeline)  
3/28/2024: Economic Development Committee Presentation (Introduction and Land Use Elements)  
4/11/2024: Environment Committee Presentation (Conservation and Environment Element)  
4/25/2024: Economic Development Committee Presentation (Economic Development, North Central, Marina District, and Pacific Ridge Elements)  
5/9/2024: Environment Committee (Conservation and Environment Element Follow-up)  
5/9/2024: Transportation Committee (Comp Plan Briefing and Transportation Goals)  
6/22/2024: Economic Development Committee (Comp Plan Housing Bills Update)  
6/27/2024: Economic Development Committee (Capital Facilities, Utilities & Public Services and Parks, Recreation & Open Space Elements)  
7/25/2024: Economic Development Committee (Healthy Des Moines Element)  
9/26/2024: Economic Development Committee (Housing Element)  
4/3/2025: City Council Study Session (Introduction, Conservation & Environment, Capital Facilities, Utilities, & Public Services, Parks, Recreation & Open Space, and Healthy Des Moines Elements)  
5/1/2025: City Council Study Session (Economic Development, North Central Neighborhood, Marina District, and Pacific Ridge Elements)  
6/5/2025: City Council Study Session (Land Use and Housing Elements)  
8/7/2025: City Council Meeting (Transportation Element)  
9/11/2025: City Council Meeting (Public Hearing)

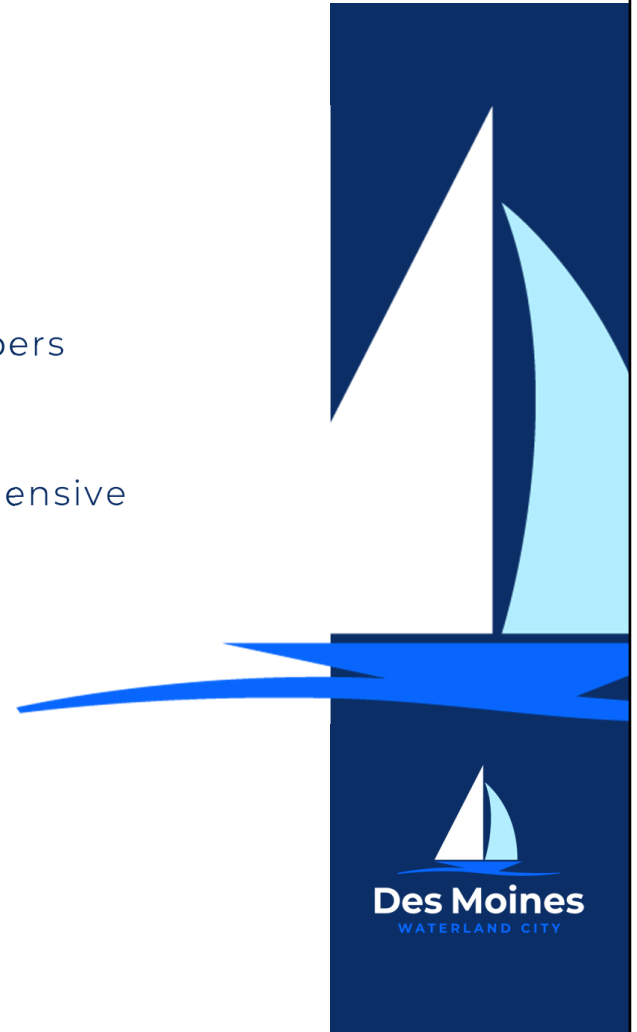


## **Chapter 1: Introduction**

Summary of Major Changes from 2015 Comp Plan:

- Addition of Land Acknowledgment
- Updated Census/Office of Finance Management Numbers
- Updated Council Mission/Vision/Values
- Updated 2044 Des Moines Housing Targets
- Updated public engagement information for Comprehensive Plan

No Changes from Council Study Session



## **Chapter 2: Land Use Element**

Summary of Major Changes from 2015 Comp Plan:

- Updated housing and job targets
- PSRC 2050 Data
- Updated policies state/regional/county requirements related to GMA, HB 1110, HB 1799, and King County Policies.

Summary of Changes from Council Study Session:

- Figure 2-1 added
- LU 2.1.14 was modified to say "various neighborhoods throughout the City"



## **Chapter 3: Transportation Element**

Summary of Major Changes from 2015 Comp Plan:

- Updated regional and state guidance/requirements
- Multimodal Level of Service (MMLoS)
- Des Moines Travel Demand Model
- Safety Analysis
- Project Prioritization and Funding Evaluation

Summary of Changes from Council Study Session:

- Added "taking the ferry" to the purpose language LU 2.1.14 was modified to say "various neighborhoods throughout the City"
- Added information about the use of water transportation
- Added information about the use of water transportation and ferry service in Multimodal Network
- Modified Implementation Strategy TR 2.7.1 to add "and encourage use of designated truck corridors"



## **Chapter 3: Transportation Element**

Summary of Changes from Council Study Session:

- Added Goal TR 6.3: "Consider parking needs as the Marina expands..."
- Modified Implementation Strategy TR 7.5.1 to add "prioritizing traffic calming measures"
- Modified Policy TR 7.6 to add "and ferries"
- Added "using ferry service" to the future Transportation System language
- Added information about the use of water transportation and ferry service in Transit Network & Planning Guidelines





## **Chapter 4: Conservation & Environment**

### **Element**

Summary of Major Changes from 2015 Comp Plan:

- Fish & Wildlife background information added
- Shoreline Master Plan (SMP) discussion
- Puget Sound Water Quality Management Program discussion
- HB 1181 Future Climate Element
- New policies relating to tree preservation
- New policies relating to critical areas
- New Goal and policies relating to the Shoreline Master Program (SMP)
- New water management policies, including but not limited to a new goal and policies to maintain tree canopy
- New Fish and Wildlife policies
- New Energy policies relating to climate change
- New Air Quality and Noise policies, including policies related to tree preservation, disproportional impacts, and Sea-Tac Airport impacts.
- Updated Figure 4-7



## **Chapter 4: Conservation & Environment**

### **Element**

Summary of Changes from Council Study Session:

- Under Implementation Strategy CE 4.5.1 the word "encourage" is changed to say "Supporting" Added information about the use of water transportation
- Added Implementation Strategy CE 5.3.4: "Support programs that remove artificial tire reefs and replace..."
- Modified the language in Implementation Strategy CE 8.1.10 regarding regional collaborative meetings
- Added Implementation Strategy CE 9.1.4: "Encourage and promote tree replacement programs..."



## **Chapter 5: Capital Facilities, Utilities, & Public Services Element**

Summary of Major Changes from 2015 Comp Plan:

- New franchise agreement discussion
- Update to Adopted Plans by City of Des Moines and Plans the City review by other agencies
- Updates to information from each utility/service provider

Summary of Changes from Council Study Session:

- Corrected the typo "understanded" to instead say "overstated"
- Numbering was corrected (but not shown with highlighted text)
- Updated references to "Lakehaven Utility District" or "Districts" to "Lakehaven Water and Sewer District"



## **Chapter 6: Parks, Recreation, & Open Space Element**

Summary of Major Changes from 2015 Comp Plan:

- Consistency with 2022 Parks, Recreation, and Senior Services Master Plan (PRSS)
- Americans with Disabilities Act (ADA) Transition Plan Discussion
- Clean up language to clarify what are Goals & Policies and implementation within City Code.

Summary of Changes from Council Study Session:

- At Implementation Strategy PR 1.1.4 the phrase "with population growth" is changed to "by population"



## **Chapter 7: Housing Element**

Summary of Major Changes from 2015 Comp Plan:

- Housing Action Plan
- Equity Considerations per King County
- Expanded GMA requirements, including racially disparate impacts, displacement, and exclusion in housing.
- Growth Target Revisions
- King County Countywide Planning Policy requirements
- PSRC VISION 2050
- New policies related to state/regional/county requirements including HB 110, HB 1220, and HB 1337

Summary of Changes from Council Study Session:

- Added the phrase "in the future" to the 3rd paragraph for context.
- Added for context "Together, these documents set out programs and actions..."



## **Chapter 7: Housing Element**

Summary of Changes from Council Study Session:

- For Implementation Strategy HOU 1.2.1 added the acronym "SKHHP"
- For Implementation Strategy HOU 2.1.2 added "[housing partners], such as SKHHP"
- Added Implementation Strategy HOU 5.1.3: "Document and recognize historic racially exclusive and..."
- Revisions were made to cite and discuss the recently adopted Middle Housing Ord
- Revisions were made to clarify the emergency housing/shelters permit process
- Revisions were made to show areas where Supportive Housing (and other types) can go



## **Chapter 8: Economic Development**

### **Element**

Summary of Major Changes from 2015 Comp Plan:

- Key Strategic Advantages
- Employment Data
- New policies related mixed use/major transit areas
- New policies related climate change
- New policies related support of small business

Summary of Changes from Council Study Session:

- Added "and strategic plan" to second paragraph
- Added "mixed-use" to third paragraph under Key Strategic Advantages
- Modified Implementation Strategy ED 1.8.1 to say "link regional transit, the marina and downtown;" the word marina was added



## **Chapter 9: North Central Neighborhood**

### **Element**

Summary of Major Changes from 2015 Comp Plan:

- 2023 Innovation District Information
- New Innovation District Goals & Policies

Summary of Changes from Council Study Session:

- Added the graphic for Figure 9-1 (Subareas) - from the previous plan (this change is not highlighted)
- Added image (aerial view) showing the district boundaries ( this change is not highlighted)
- Added "education, and training" to the discussion about the Innovation District Overlay (last paragraph before the "Goals" section)
- Modified Implementation Strategy NCN 1.1.3 to add "education and training" after "workforce housing"
- Modified Policy NCN 2.1 to say "the Innovation Overlay District" (not "Districts")





## **Chapter 10: Marina District Element**

Summary of Major Changes from 2015 Comp Plan:

- Recent capital projects information
- New policies relating local business within the district and at the waterfront
- New policy relating to art and wayfinding

Summary of Changes from Council Study Session:

- Added image (aerial view) showing the district boundaries (this change is not highlighted)
- Removed two projects which were previously proposed to be listed from the "recent projects" list
- Modified Policy MD 2.2 to say "Building height should enhance the pedestrian-friendly street environment and not adversely impact the nearby land uses"



## **Chapter 10: Marina District Element**

Summary of Changes from Council Study Session:

- Modified Implementation Strategy MD 2.7.1 to add the clarification: "(including but not limited to connecting Barnes Creed Trail, the Marina, and Des Moines Creek Trail)"
- Corrected Implementation Strategy MD 2.8.2 to remove the extra word "required" (typographical error)
- Added Implementation Strategy MD 2.8.3: "Fund projects that invite community gathering, business opportunities, and tourism through multi-model accessibility, walkability, and public amenities."



## **Chapter 11: Pacific Ridge Element**

Summary of Major Changes from 2015 Comp Plan:

- None

Summary of Changes from Council Study Session:

- Added image (aerial view) showing the district boundaries (this change is not highlighted)



## **Chapter 12: Healthy Des Moines Element**

Summary of Major Changes from 2015 Comp Plan:

- Update on Community Programs
- Information about Wellness
- Census information for household income, rates of disability, and mortality rates by census tract.
- Use of grants funds for parks or trails
- New Goals and Policies relating to:
  - Noise and air pollution
  - RCO Physical Activity Task Force Report
  - Health disparities for underrepresented groups

Summary of Changes from Council Study Session:

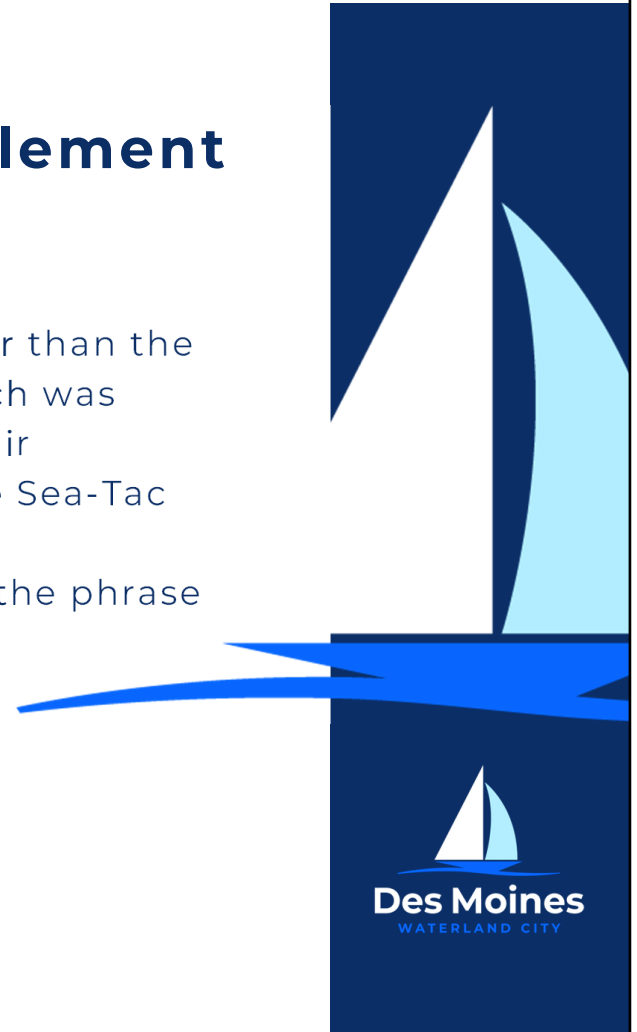
- Corrected all uses of "SeaTac" to instead say "Sea-Tac" (these changes are not shown with highlighted text)
- Removed the words "Follow on" from first paragraph
- Changed the word "aligning" to "align" in the third paragraph



## **Chapter 12: Healthy Des Moines Element**

Summary of Changes from Council Study Session:

- Modified Goal HD 3 for more precise language use
- Modified Policy HD 3.1 to say "studies" which is broader than the specific reference to "the 'Clearing the Air' study" which was removed; removed the phrase "of noise and ultrafine air pollution" to be less specific and instead reference the Sea-Tac Airport
- Modified Implementation Strategy HD 3.1.1 to remove the phrase "on aircraft flying through the airport"



## Review

- Questions
- Public Hearing

Motion: I move to pass draft Ordinance 25-087 to a second reading on September 25, 2024.







# CITY COUNCIL

## Public Hearing Speaker Sign-Up Sheet Comprehensive Plan Periodic Update

September 11, 2025

| NAME (PLEASE PRINT) | CITY YOU LIVE IN | TOPIC                 | PHONE/E-MAIL ADDRESS                       |
|---------------------|------------------|-----------------------|--------------------------------------------|
| ✓ Jonathan Boyen    | Town/Des Moines  | Judson Park Re-Zoning | 206-829-4000<br>Jonathan.Boyen@HumaGov.org |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |
|                     |                  |                       |                                            |



## AGENDA ITEM

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

SUBJECT: Presentation of General Fund  
Financial Forecast and Development Impact  
Model by FCS Group

FOR AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: City Manager

DATE SUBMITTED: September 2, 2025

ATTACHMENTS:

1. Presentation

CLEARANCES:

- ☐ City Clerk \_\_\_\_\_
- ☐ Community Development \_\_\_\_\_
- ☐ Courts \_\_\_\_\_
- ☒ Finance *MM RL*
- ☐ Human Resources \_\_\_\_\_
- ☐ Legal */s/TG*
- ☐ 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 present the General Fund Financial Forecast and Development Impact Model prepared for the City of Des Moines by the FCS Group.

#### **Background**

At the April 10, 2025, City Council meeting, the Council approved a professional services agreement with FCS Group to prepare a Long-Range Financial Plan for the City. The resulting Long-Range Financial Plan and Development Impact Analysis evaluated the City's overall financial health and produced a fiscal forecast. As part of this work, the Development Impact Model examined vacant and underutilized parcels to estimate their potential revenue generation and service cost impacts, and to analyze how different types of development may affect the City's financial resources.

Representatives from FCS Group will present their findings at the meeting and respond to questions from the City Council.

This information will provide the Council with a solid financial foundation as staff bring forward potential revenue-enhancement options at future meetings and as the Council begins consideration of the 2026 budget.



Des Moines <sup>WA</sup>  
The Waterland City

## PART 1: General Fund Financial Forecast



Todd Chase, AICP, LEED Principal  
Tim Wood, Project Manager  
Luke Nelson, Senior Analyst





## Review: City Policy on Forecast Overview

- City financial policies direct staff to conduct a **six-year financial forecast** as part of the budget process
- To develop the forecast, **City policies provide the following guidance:**
  - » **Conservative approach** to forecasting revenues and expenditures
  - » **Maintain minimum fund balance equivalent to 15 percent** of recurring expenses in each year of forecast (~\$129,000 in 2025)



## Financial Forecast Objectives

- *Best practices* for government financial planning
  - » Evaluate current and future fiscal conditions to guide policy and programmatic decisions
  - » Identify future revenue and expenditure trends that may impact City's policies, goals, and services
  - » Integral part of the annual budgeting process
- City financial policy requires a six-year financial forecast as part of biennial budget development
  - » Evaluate revenue, operating, debt, and capital expenditures, and reserve management
  - » Achieve financial structural balance: one-time resources support one-time expenditures. Ongoing expenditures supported by ongoing resources.

Source: Government Finance Officers Association, Best Practices: Financial Forecasting in the Budget Preparation Process



Slide 3



## Key Financial Forecast Assumptions



### Forecast Basis

2025 Adopted  
Budget with 95%  
Realization Factor



### Sales Tax Revenue

4% Annual Increase  
Adjust 2025 by  
+\$0.3M



### Property Tax Revenue

1% Annual Increase



### Labor Expense

4% Annual Increase



### Benefit Expense

3% Annual Increase



### Police Services Contract

3.5% Annual Increase

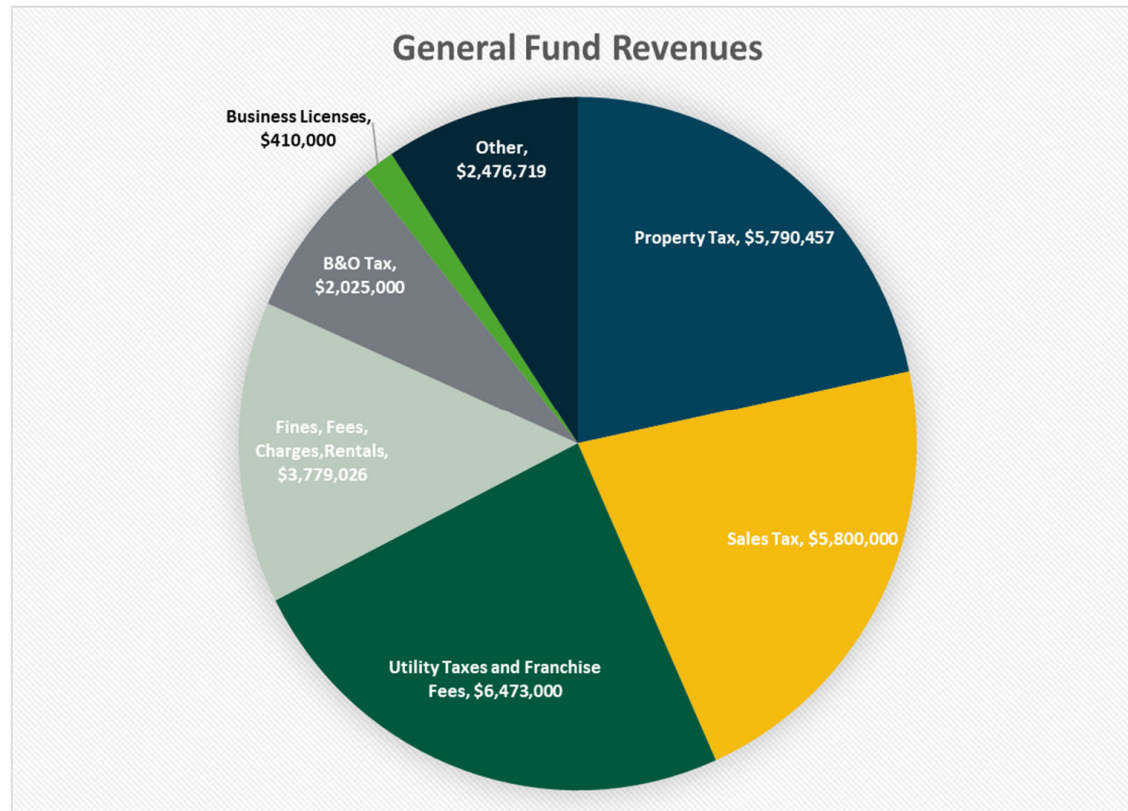


## 2025-2035 Financial Forecast Assumptions

- Revenues are expected to generally increase by 1.5% per year based on historical growth
- Softening of sales tax revenues and B&O taxes in late 2024 and 2025 lowered the outlook.
- Utility Tax revenue is expected to increase 3% for Electric, Solid Waste and Natural Gas and increase 1% for all other.
- Expenses are expected to increase by inflationary factors and expected salary increases of 4%



## General Fund Revenue Sources (2025 Estimate)







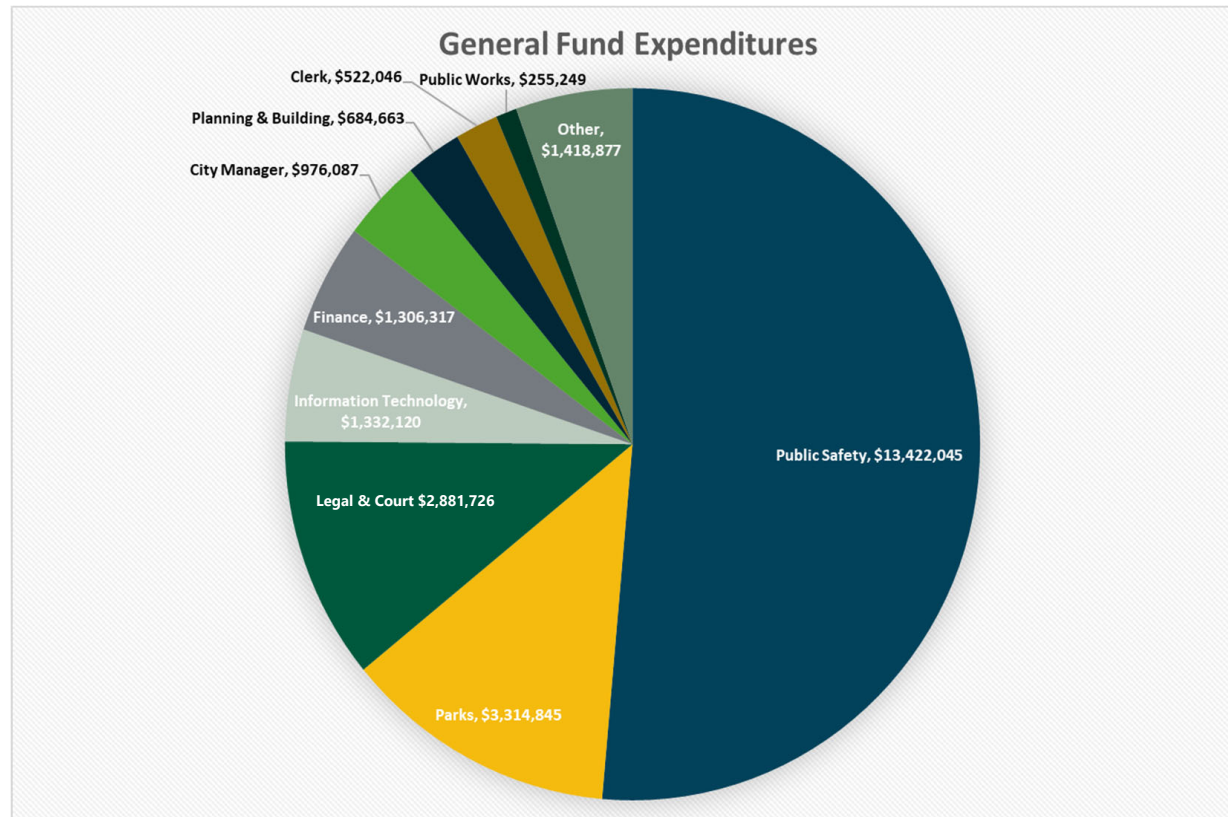
## General Fund Revenue Stability

|                                              | Share of 2022<br>General Fund<br>Revenues | Historical Stability<br>(2011-2021) |
|----------------------------------------------|-------------------------------------------|-------------------------------------|
| Sales Taxes                                  | 21%                                       | Stable                              |
| Property Taxes                               | 22%                                       | Very Stable                         |
| Utility Tax and Franchise Fees               | 24%                                       | Mixed                               |
| Business Licenses                            | 2%                                        | Stable                              |
| Business and Occupation<br>Taxes             | 8%                                        | Stable                              |
| Fees, Fines, Charges for<br>Service, Rentals | 14%                                       | Less Stable                         |

Note: This list only includes major General Fund revenue sources. Revenue from other sources comprise the remaining 9 percent of revenue.

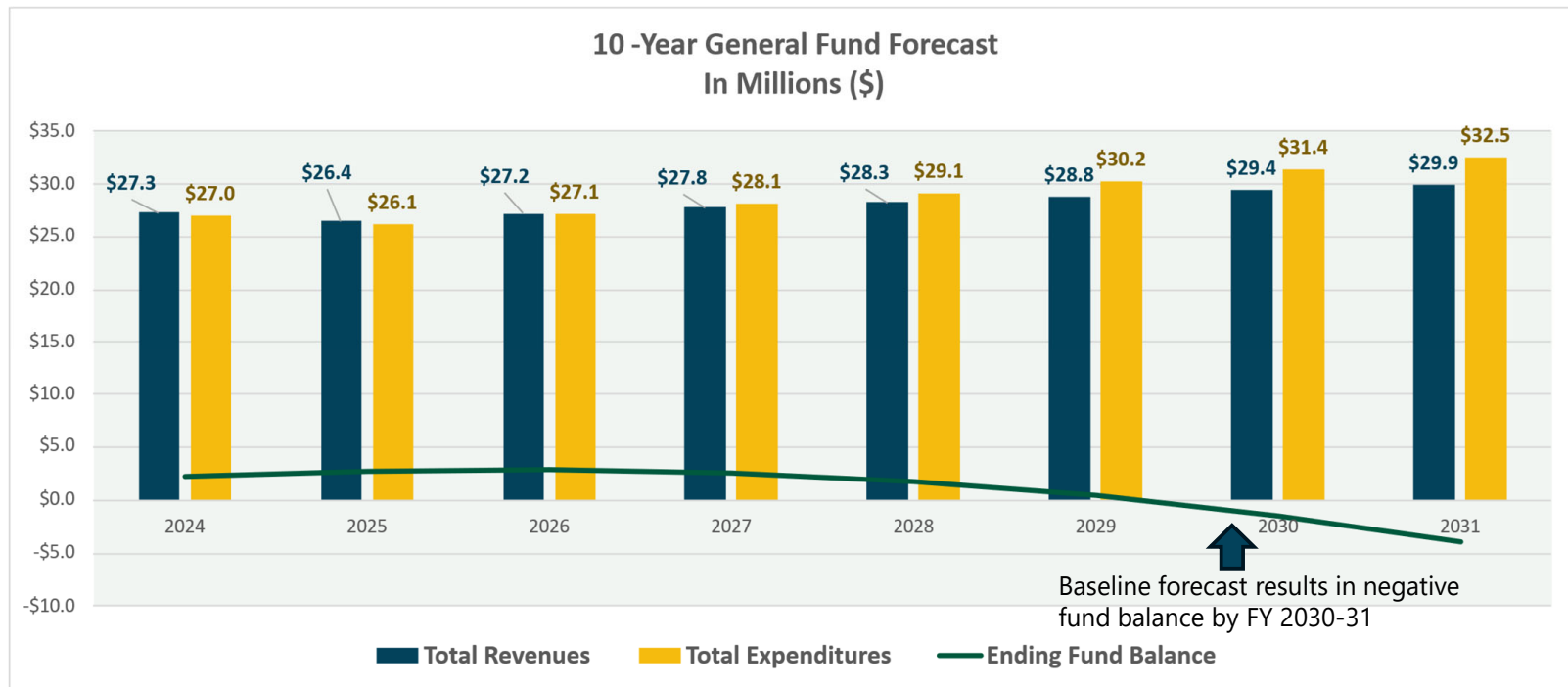


## General Fund Expenditure Uses (2025)





## Current General Fund Financial Forecast





## 2025-2035 Financial Forecast Summary

- The General Fund with existing revenue sources will be under the council reserve target by FY 2029-30.
- Key cost drivers of expenditure projected change in Public Safety and overall Personnel increases.
- Baseline Forecast is escalated based on 2025 expenditure budget with known changes since adoption
- New Revenue Sources should be evaluated in near-term



## Overview of Major Councilmanic Revenue Options

| Option                                       | Description                                                                                |
|----------------------------------------------|--------------------------------------------------------------------------------------------|
| Property Tax Levy<br>Maximum/Banked Capacity | Raise local agency taxes to levy maximum and/or take available banked capacity.            |
| Transportation Benefit District              | Can assess up to \$50 car tab and/or .1% sales tax.                                        |
| Utility Taxes                                | Up to 6% on electric, cable, gas, no limit on public utilities.                            |
| Business and & Operations Tax<br>(B&O)       | Gross receipts tax that can be set by business category and size                           |
| Other Business License Fees                  | Square footage, per employee                                                               |
| Admissions Tax                               | Taxes on specific events or activities in the jurisdiction                                 |
| Fee and Fine Revenues                        | Evaluate methods for enhancing fee revenues for development, recreation, police and fines. |

# Part 1: Discussion





Des Moines <sup>WA</sup>  
The Waterland City

## PART 2: Development Impact Model



Todd Chase, Principal  
Tim Wood, Project Manager  
Luke Nelson, Senior Analyst





## Part 2 Approach

- Key Objectives
  - » Consider value of redevelopment of vacant and underutilized parcels
  - » Analyze impacts of different development types on city financial resources
  - » Provide a new tool for staff to understand cost/benefit of proposed developments
- Discuss Assumptions
- Review DRAFT Findings





## Development Assumptions

- Identify development typologies
  - » Mixed-use residential
  - » Multi-family
  - » Highway Commercial
  - » Single-Family Detached
    - Included as a baseline comparison, not as a likely land use.
- Evaluate potential opportunities
  - » Focused on downtown area
  - » Eight sites included in initial model





## Development Typologies



Slide 16



## Approach

- Analyze Sample of Site Typologies
  - » Highline Place II (Mixed Use Residential w/commercial)
  - » Woodmont (Multifamily apartments)
  - » Walgreens (Highway Commercial)
  - » Burger King/Popeye's (Highway Commercial)
  - » Single-Family Detached housing (for comparison only)
- Gather Key Data
  - » Population and household size by type (U.S. Census)
  - » Des Moines Housing Action Plan
  - » Assessed value and mil rate (King County Assessor)
  - » Employment density (industry standards)



## Approach: Fiscal Impact Assumptions

- Budget Assumptions
  - » Analyze 3 years of budget data
  - » Identify revenues and expenses impacted by new development
  - » Consider 1-time vs. reoccurring fiscal impacts
  - » Weight Gen. Fund line items by population & jobs
  - » Apply appropriate cost escalators (CPI, CCI, other)
  - » Calculate avg. fiscal impact per change in pop., jobs, Taxable Assessed Value (TAV)

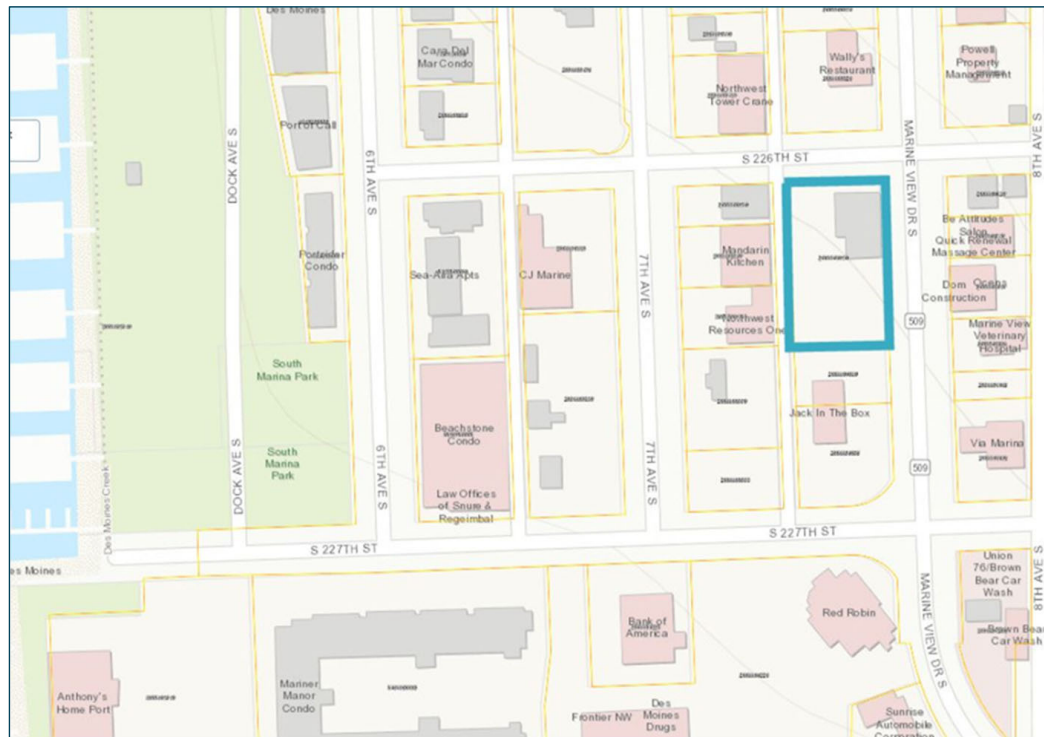






## Seascape Property (aka. "The Pit")

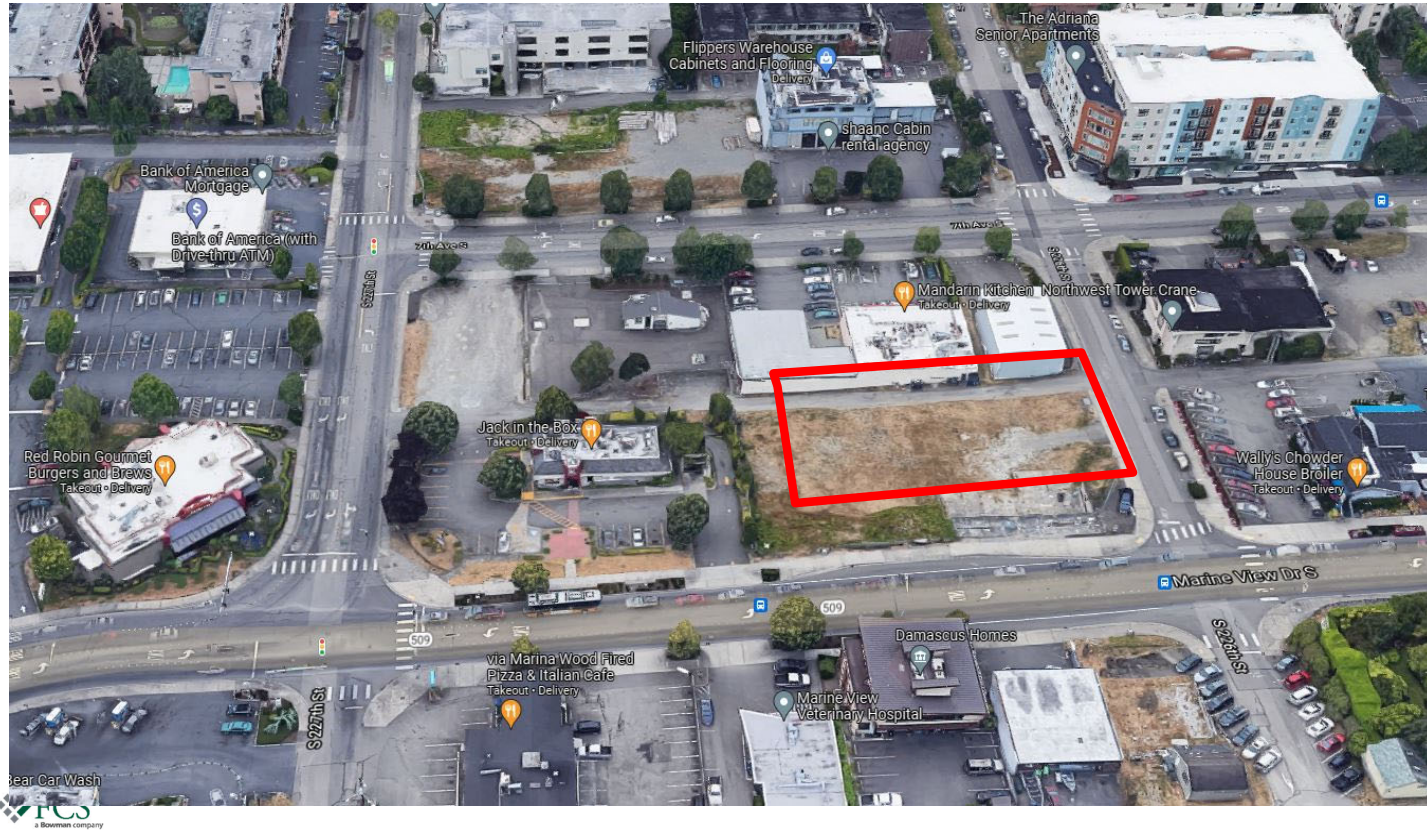
- Location: S. 226<sup>th</sup> & Marine View Drive S.
- Lot Size: 24,000 square feet
- Zoning: Downtown – Commercial
- Taxable Property Value: \$624,000



FCS  
a Boorman company

Slide 19

## Seascape Property (The Pit)



Slide 20



## Findings – Mixed-Use Development at Seascape Site

- Parcel would transition from vacant to a mixed-use development
  - » 49 apartment or condo units + 7,660 SF of commercial space
- Cost to serve new mixed-use: \$841,000 over ten years
- Revenue from new mixed-use: \$858,000 over ten years
- **10-year General Fund impact: +\$17,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10) |
|--------------------------------|-----------|-------------------|------------------|
| Avg. Annual Revenue            | \$        | 85,800            | \$ 858,003       |
| Avg. Annual Additional Costs   |           | 84,079            | 840,788          |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>1,722</b>      | <b>\$ 17,216</b> |

| One Time Revenues              | 2026             |
|--------------------------------|------------------|
| Construction Sales Tax         | \$179,269        |
| Traffic Impact Fees            | \$279,927        |
| <b>Total One Time Revenues</b> | <b>\$459,196</b> |



## Results – Surface Parked Multifamily Development at Seascape Site

- Parcel would transition from vacant to a surface parked multifamily development
  - » 17 apartment units added
- Cost to serve new multifamily use: \$209,000 over ten years
- Revenue from new multifamily use: \$151,000 over ten years
- **10-year General Fund impact: -\$58,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) |           | Aggregate (1-10) |  |
|--------------------------------|-----------|-------------------|-----------|------------------|--|
| Avg. Annual Revenue            | \$        | 15,068            | \$        | 150,678          |  |
| Avg. Annual Additional Costs   |           | 20,884            |           | 208,843          |  |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>(5,816)</b>    | <b>\$</b> | <b>(58,164)</b>  |  |

| One Time Revenues              |  | 2026             |
|--------------------------------|--|------------------|
| Construction Sales Tax         |  | \$60,897         |
| Traffic Impact Fees            |  | \$95,090         |
| <b>Total One Time Revenues</b> |  | <b>\$155,988</b> |





## Findings – Highway Commercial Development at Seascape Site

- Parcel would transition from vacant to a highway commercial development
  - » 3,300 SF of new commercial space
- Cost to serve new commercial use: \$96,000 over ten years
- Revenue from new commercial use: \$226,000 over ten years
- **10-year General Fund impact: +\$129,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)  |
|--------------------------------|-----------|-------------------|-------------------|
| Avg. Annual Revenue            | \$        | 22,583            | \$ 225,828        |
| Avg. Annual Additional Costs   |           | 9,645             | 96,446            |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>12,938</b>     | <b>\$ 129,382</b> |

| One Time Revenues              | 2026             |
|--------------------------------|------------------|
| Construction Sales Tax         | \$42,180         |
| Traffic Impact Fees            | \$110,355        |
| <b>Total One Time Revenues</b> | <b>\$152,536</b> |



## Findings – Single-Family Detached Development at Seascape Site

- This analysis is purely for illustrative purposes
- Parcel would transition from vacant to a single family detached development
  - » 4 new dwelling units
- Cost to serve new single-family use: \$64,000 over ten years
- Revenue from new single-family use: \$47,000 over ten years
- **10-year General Fund impact: -\$17,000**

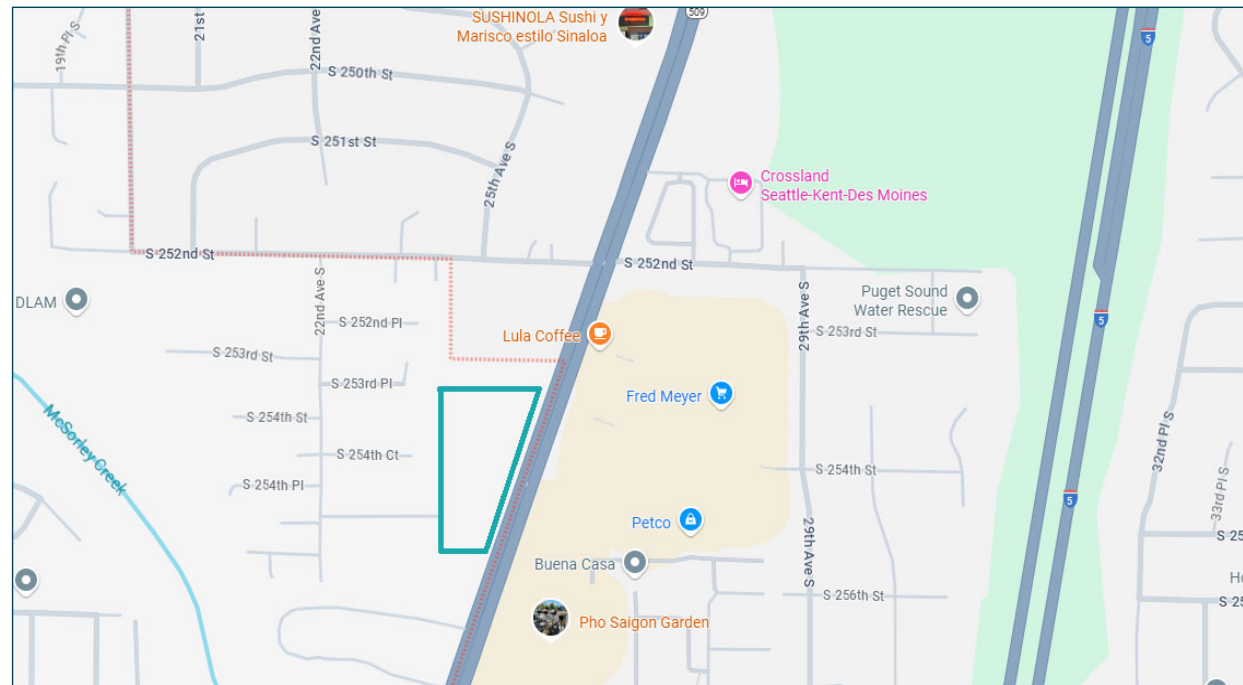
| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)   |
|--------------------------------|-----------|-------------------|--------------------|
| Avg. Annual Revenue            | \$        | 4,690             | \$ 46,898          |
| Avg. Annual Additional Costs   |           | 6,383             | 63,833             |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>(1,693)</b>    | <b>\$ (16,935)</b> |

| One Time Revenues              | 2026            |
|--------------------------------|-----------------|
| Construction Sales Tax         | \$16,900        |
| Traffic Impact Fees            | \$31,920        |
| <b>Total One Time Revenues</b> | <b>\$48,820</b> |



## Pacific Highway Example

- Location: Pacific Highway, just south of S 252<sup>nd</sup> St.
- Lot Size: 5 acres
- Zoning: Highway Commercial
- Taxable Property Value: \$2 million



## Pacific Highway Site





## Findings – Mixed-Use Development at Pac. Highway Site

- Parcel would transition from vacant to a mixed-use development
  - » 445 dwelling units, 62,000 SF of commercial space
- Cost to serve new mixed-use: \$7.49 million over ten years
- Revenue from new mixed-use: \$7.55 million over ten years
- **10-year General Fund impact: +\$64,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10) |
|--------------------------------|-----------|-------------------|------------------|
| Avg. Annual Revenue            | \$        | 754,954           | \$ 7,549,537     |
| Avg. Annual Additional Costs   |           | 748,529           | 7,485,287        |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>6,425</b>      | <b>\$ 64,250</b> |

| One Time Revenues              | 2026               |
|--------------------------------|--------------------|
| Construction Sales Tax         | \$1,627,729        |
| Traffic Impact Fees            | \$2,544,499        |
| <b>Total One Time Revenues</b> | <b>\$4,172,227</b> |



## Findings – Highway Commercial Development at Pacific Highway Site

- Parcel would transition from vacant to a highway commercial development
  - » 22,000 SF of new commercial space
- Cost to serve new commercial use: \$720,000 over ten years
- Revenue from new commercial use: \$1.8 million over ten years
- **10-year General Fund impact: +\$1.1 million**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)    |
|--------------------------------|-----------|-------------------|---------------------|
| Avg. Annual Revenue            | \$        | 180,315           | \$ 1,803,152        |
| Avg. Annual Additional Costs   |           | 71,932            | 719,323             |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>108,383</b>    | <b>\$ 1,083,829</b> |

| One Time Revenues              | 2026               |
|--------------------------------|--------------------|
| Construction Sales Tax         | \$278,376          |
| Traffic Impact Fees            | \$1,003,116        |
| <b>Total One Time Revenues</b> | <b>\$1,281,493</b> |





## Findings – Single-Family Detached Development at Pacific Highway Site

- This analysis is purely for illustrative purposes
- Parcel would transition from vacant to a single family detached development
  - » 33 new dwelling units
- Cost to serve new single-family use: \$423,000 over ten years
- Revenue from new single-family use: \$177,000 over ten years
- **10-year General Fund impact: -\$246,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)    |
|--------------------------------|-----------|-------------------|---------------------|
| Avg. Annual Revenue            | \$        | 17,670            | \$ 176,700          |
| Avg. Annual Additional Costs   |           | 42,287            | 422,874             |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>(24,617)</b>   | <b>\$ (246,173)</b> |

| One Time Revenues              | 2026             |
|--------------------------------|------------------|
| Construction Sales Tax         | \$151,815        |
| Traffic Impact Fees            | \$290,147        |
| <b>Total One Time Revenues</b> | <b>\$441,962</b> |



Slide 29



## Overall Findings

- Takeaways

- » Mixed-use developments & highway commercial uses often provide a net positive reoccurring fiscal impact.
  - Examples include 5-story multifamily and commercial retail developments
- » Surface-parked multifamily & single-family often have negative fiscal impacts
- » Redevelopment sites with high existing values tend to generate lower net new fiscal benefits
- » One-time revenues (construction-related sales taxes, impact fees) can be more significant than reoccurring fiscal impacts.

- Next Steps:

- » Development Impact Model will be refined based on tonight's input
- » Model & guidebook to be provided to city staff for ongoing use



## Part 2: Discussion

**Thank you!**

Todd Chase, Principal  
Tim Wood, Project Manager  
Luke Nelson, Senior Analyst





Des Moines <sup>WA</sup>  
The Waterland City

## PART 1: General Fund Financial Forecast



Todd Chase, AICP, LEED Principal  
Tim Wood, Project Manager  
Luke Nelson, Senior Analyst





## Review: City Policy on Forecast Overview

- City financial policies direct staff to conduct a **six-year financial forecast** as part of the budget process
- To develop the forecast, **City policies provide the following guidance:**
  - » **Conservative approach** to forecasting revenues and expenditures
  - » **Maintain minimum fund balance equivalent to 15 percent** of recurring expenses in each year of forecast (~\$129,000 in 2025)



## Financial Forecast Objectives

- *Best practices* for government financial planning
  - » Evaluate current and future fiscal conditions to guide policy and programmatic decisions
  - » Identify future revenue and expenditure trends that may impact City's policies, goals, and services
  - » Integral part of the annual budgeting process
- City financial policy requires a six-year financial forecast as part of biennial budget development
  - » Evaluate revenue, operating, debt, and capital expenditures, and reserve management
  - » Achieve financial structural balance: one-time resources support one-time expenditures. Ongoing expenditures supported by ongoing resources.

Source: Government Finance Officers Association, Best Practices: Financial Forecasting in the Budget Preparation Process



Slide 3



## Key Financial Forecast Assumptions



### Forecast Basis

2025 Adopted  
Budget with 95%  
Realization Factor



### Sales Tax Revenue

4% Annual Increase  
Adjust 2025 by  
+\$0.3M



### Property Tax Revenue

1% Annual Increase



### Labor Expense

4% Annual Increase



### Benefit Expense

3% Annual Increase



### Police Services Contract

3.5% Annual Increase

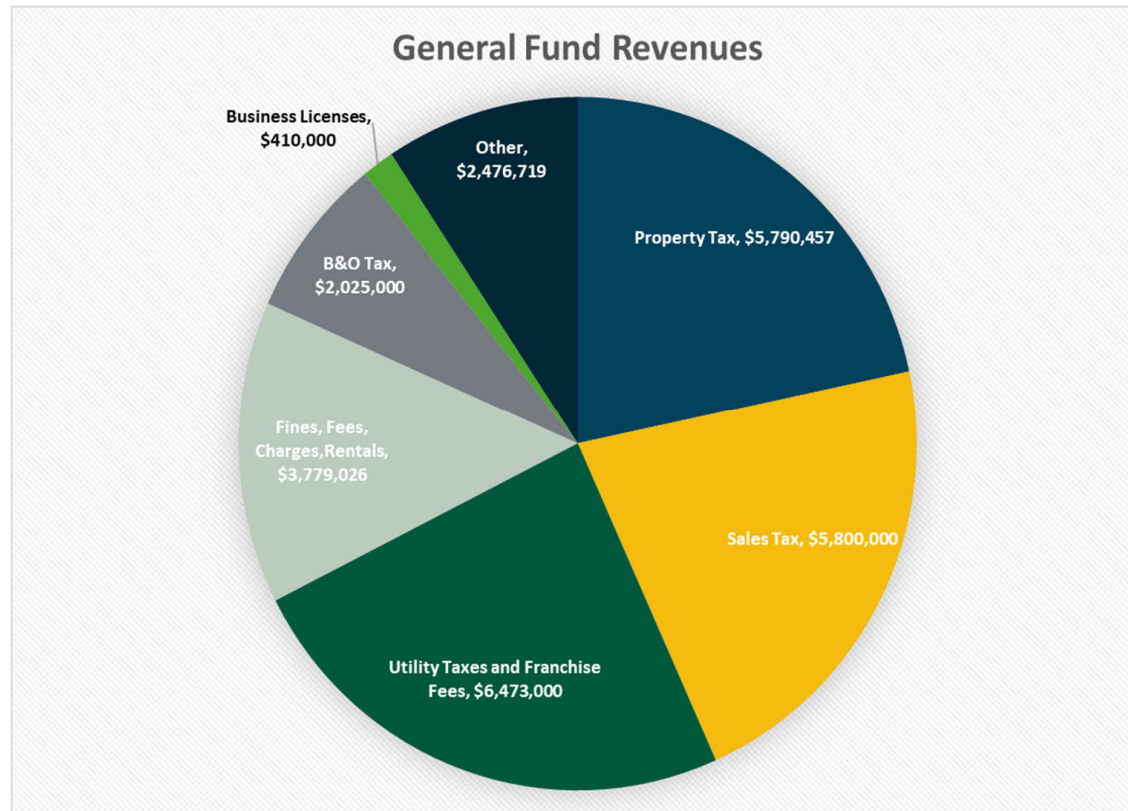


## 2025-2035 Financial Forecast Assumptions

- Revenues are expected to generally increase by 1.5% per year based on historical growth
- Softening of sales tax revenues and B&O taxes in late 2024 and 2025 lowered the outlook.
- Utility Tax revenue is expected to increase 3% for Electric, Solid Waste and Natural Gas and increase 1% for all other.
- Expenses are expected to increase by inflationary factors and expected salary increases of 4%



## General Fund Revenue Sources (2025 Estimate)





## General Fund Revenue Stability

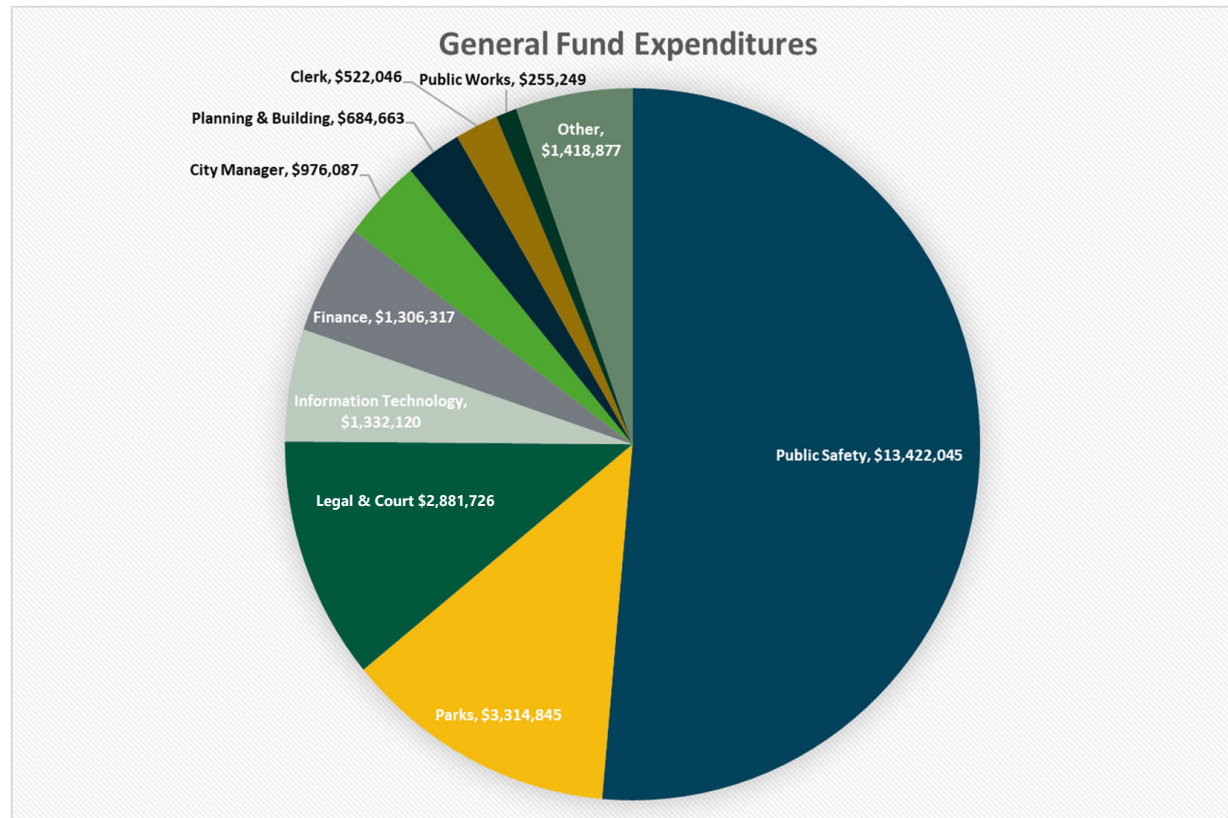
|                                              | Share of 2022<br>General Fund<br>Revenues | Historical Stability<br>(2011-2021) |
|----------------------------------------------|-------------------------------------------|-------------------------------------|
| Sales Taxes                                  | 21%                                       | Stable                              |
| Property Taxes                               | 22%                                       | Very Stable                         |
| Utility Tax and Franchise Fees               | 24%                                       | Mixed                               |
| Business Licenses                            | 2%                                        | Stable                              |
| Business and Occupation<br>Taxes             | 8%                                        | Stable                              |
| Fees, Fines, Charges for<br>Service, Rentals | 14%                                       | Less Stable                         |

Note: This list only includes major General Fund revenue sources. Revenue from other sources comprise the remaining 9 percent of revenue.



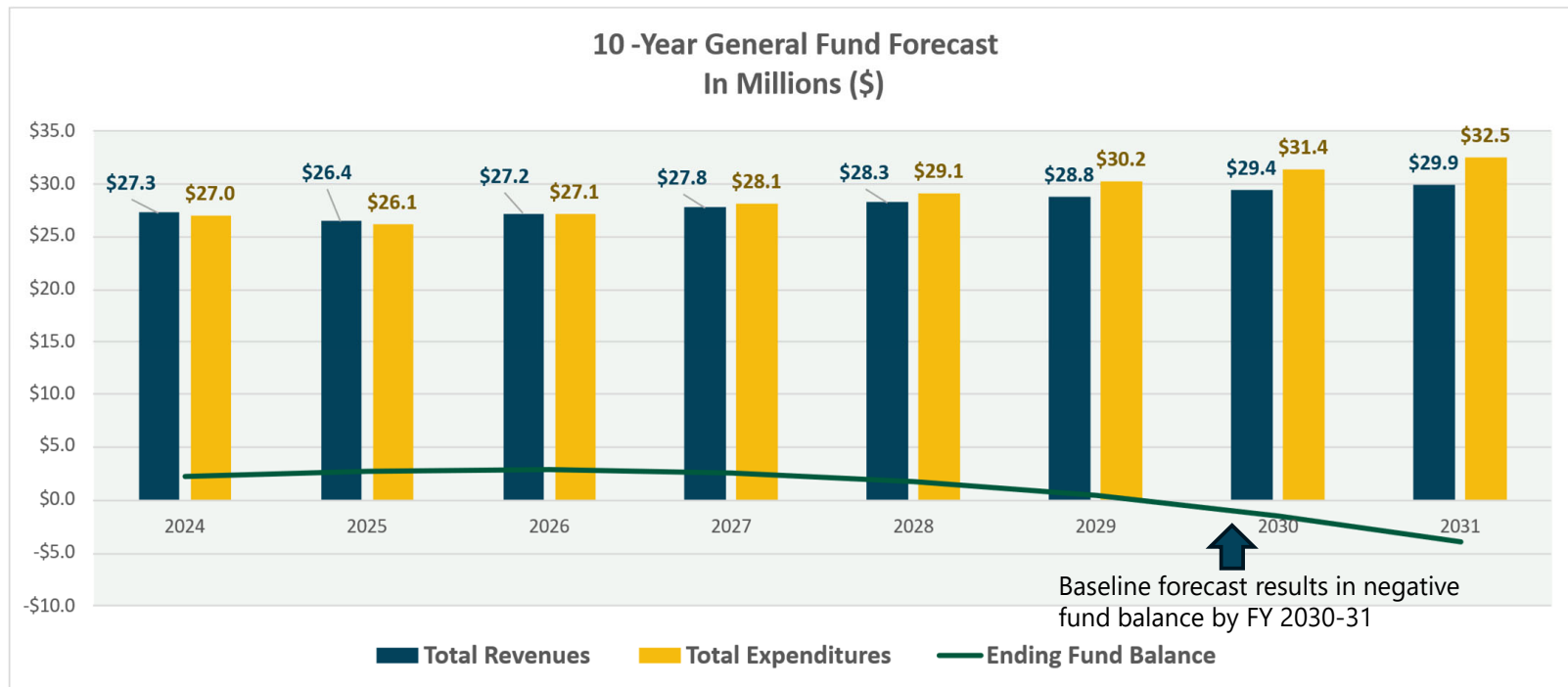


## General Fund Expenditure Uses (2025)





## Current General Fund Financial Forecast





## 2025-2035 Financial Forecast Summary

- The General Fund with existing revenue sources will be under the council reserve target by FY 2029-30.
- Key cost drivers of expenditure projected change in Public Safety and overall Personnel increases.
- Baseline Forecast is escalated based on 2025 expenditure budget with known changes since adoption
- New Revenue Sources should be evaluated in near-term



## Overview of Major Councilmanic Revenue Options

| Option                                       | Description                                                                                |
|----------------------------------------------|--------------------------------------------------------------------------------------------|
| Property Tax Levy<br>Maximum/Banked Capacity | Raise local agency taxes to levy maximum and/or take available banked capacity.            |
| Transportation Benefit District              | Can assess up to \$50 car tab and/or .1% sales tax.                                        |
| Utility Taxes                                | Up to 6% on electric, cable, gas, no limit on public utilities.                            |
| Business and & Operations Tax<br>(B&O)       | Gross receipts tax that can be set by business category and size                           |
| Other Business License Fees                  | Square footage, per employee                                                               |
| Admissions Tax                               | Taxes on specific events or activities in the jurisdiction                                 |
| Fee and Fine Revenues                        | Evaluate methods for enhancing fee revenues for development, recreation, police and fines. |

# Part 1: Discussion





Des Moines <sup>WA</sup>  
The Waterland City

## PART 2: Development Impact Model



Todd Chase, Principal  
Tim Wood, Project Manager  
Luke Nelson, Senior Analyst





## Part 2 Approach

- Key Objectives
  - » Consider value of redevelopment of vacant and underutilized parcels
  - » Analyze impacts of different development types on city financial resources
  - » Provide a new tool for staff to understand cost/benefit of proposed developments
- Discuss Assumptions
- Review DRAFT Findings





## Development Assumptions

- Identify development typologies
  - » Mixed-use residential
  - » Multi-family
  - » Highway Commercial
  - » Single-Family Detached
    - Included as a baseline comparison, not as a likely land use.
- Evaluate potential opportunities
  - » Focused on downtown area
  - » Eight sites included in initial model







## Development Typologies



Slide 16



## Approach

- Analyze Sample of Site Typologies
  - » Highline Place II (Mixed Use Residential w/commercial)
  - » Woodmont (Multifamily apartments)
  - » Walgreens (Highway Commercial)
  - » Burger King/Popeye's (Highway Commercial)
  - » Single-Family Detached housing (for comparison only)
- Gather Key Data
  - » Population and household size by type (U.S. Census)
  - » Des Moines Housing Action Plan
  - » Assessed value and mil rate (King County Assessor)
  - » Employment density (industry standards)



## Approach: Fiscal Impact Assumptions

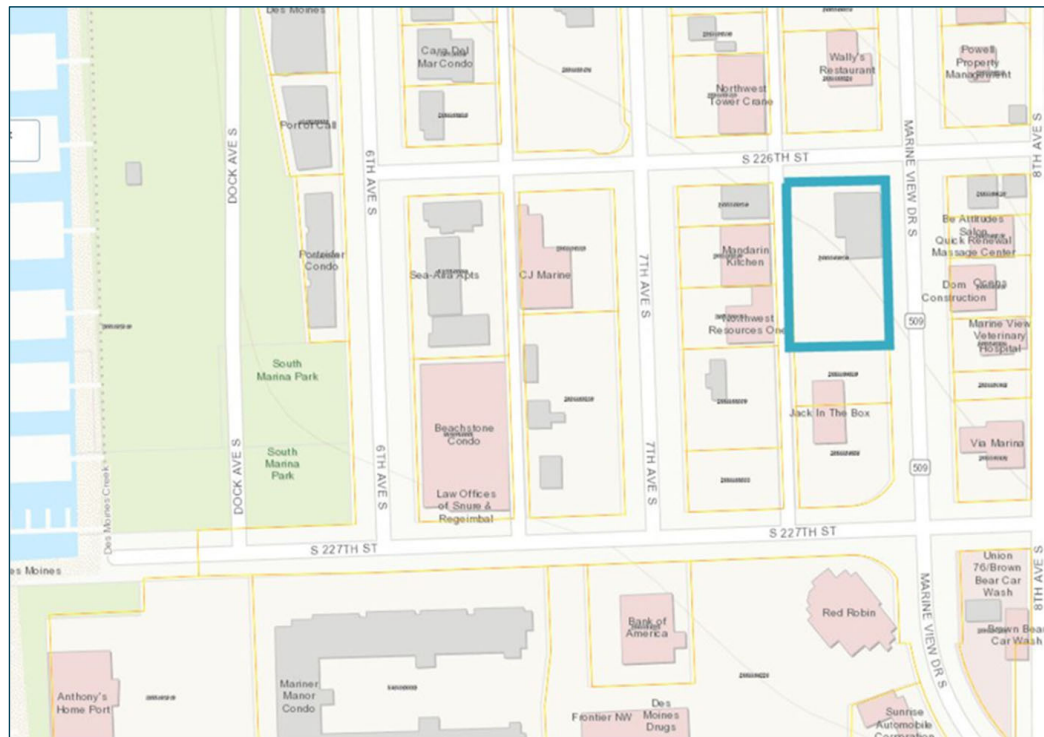
- Budget Assumptions
  - » Analyze 3 years of budget data
  - » Identify revenues and expenses impacted by new development
  - » Consider 1-time vs. reoccurring fiscal impacts
  - » Weight Gen. Fund line items by population & jobs
  - » Apply appropriate cost escalators (CPI, CCI, other)
  - » Calculate avg. fiscal impact per change in pop., jobs, Taxable Assessed Value (TAV)





## Seascape Property (aka. "The Pit")

- Location: S. 226<sup>th</sup> & Marine View Drive S.
- Lot Size: 24,000 square feet
- Zoning: Downtown – Commercial
- Taxable Property Value: \$624,000

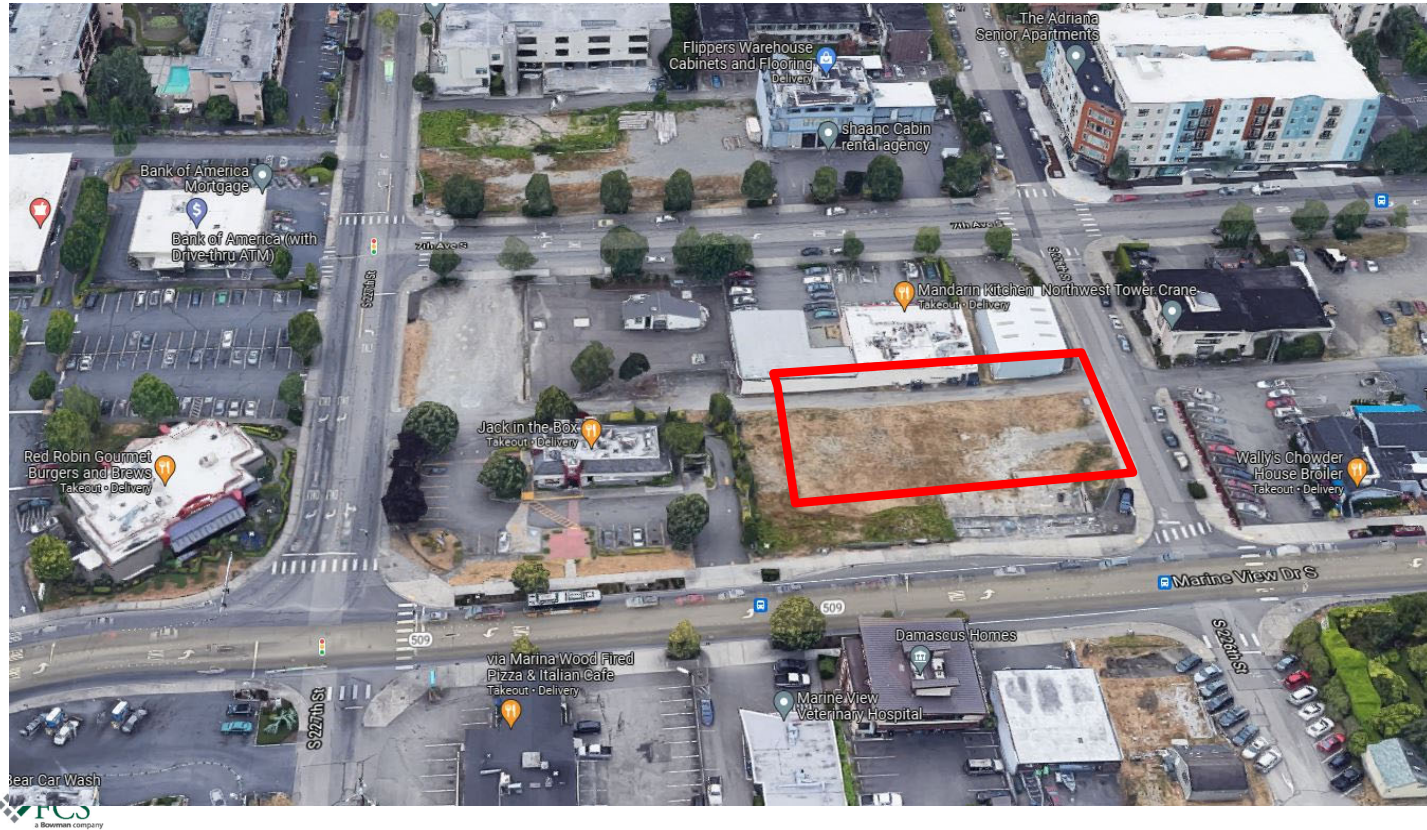


FCS  
a Boorman company

Slide 19



## Seascape Property (The Pit)



Slide 20



## Findings – Mixed-Use Development at Seascape Site

- Parcel would transition from vacant to a mixed-use development
  - » 49 apartment or condo units + 7,660 SF of commercial space
- Cost to serve new mixed-use: \$841,000 over ten years
- Revenue from new mixed-use: \$858,000 over ten years
- **10-year General Fund impact: +\$17,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) |           | Aggregate (1-10) |  |
|--------------------------------|-----------|-------------------|-----------|------------------|--|
| Avg. Annual Revenue            | \$        | 85,800            | \$        | 858,003          |  |
| Avg. Annual Additional Costs   |           | 84,079            |           | 840,788          |  |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>1,722</b>      | <b>\$</b> | <b>17,216</b>    |  |

| One Time Revenues              |  | 2026             |
|--------------------------------|--|------------------|
| Construction Sales Tax         |  | \$179,269        |
| Traffic Impact Fees            |  | \$279,927        |
| <b>Total One Time Revenues</b> |  | <b>\$459,196</b> |



## Results – Surface Parked Multifamily Development at Seascape Site

- Parcel would transition from vacant to a surface parked multifamily development
  - » 17 apartment units added
- Cost to serve new multifamily use: \$209,000 over ten years
- Revenue from new multifamily use: \$151,000 over ten years
- **10-year General Fund impact: -\$58,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) |           | Aggregate (1-10) |  |
|--------------------------------|-----------|-------------------|-----------|------------------|--|
| Avg. Annual Revenue            | \$        | 15,068            | \$        | 150,678          |  |
| Avg. Annual Additional Costs   |           | 20,884            |           | 208,843          |  |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>(5,816)</b>    | <b>\$</b> | <b>(58,164)</b>  |  |

| One Time Revenues              |  | 2026             |
|--------------------------------|--|------------------|
| Construction Sales Tax         |  | \$60,897         |
| Traffic Impact Fees            |  | \$95,090         |
| <b>Total One Time Revenues</b> |  | <b>\$155,988</b> |



## Findings – Highway Commercial Development at Seascape Site

- Parcel would transition from vacant to a highway commercial development
  - » 3,300 SF of new commercial space
- Cost to serve new commercial use: \$96,000 over ten years
- Revenue from new commercial use: \$226,000 over ten years
- **10-year General Fund impact: +\$129,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)  |
|--------------------------------|-----------|-------------------|-------------------|
| Avg. Annual Revenue            | \$        | 22,583            | \$ 225,828        |
| Avg. Annual Additional Costs   |           | 9,645             | 96,446            |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>12,938</b>     | <b>\$ 129,382</b> |

| One Time Revenues              | 2026             |
|--------------------------------|------------------|
| Construction Sales Tax         | \$42,180         |
| Traffic Impact Fees            | \$110,355        |
| <b>Total One Time Revenues</b> | <b>\$152,536</b> |





## Findings – Single-Family Detached Development at Seascap Site

- This analysis is purely for illustrative purposes
- Parcel would transition from vacant to a single family detached development
  - » 4 new dwelling units
- Cost to serve new single-family use: \$64,000 over ten years
- Revenue from new single-family use: \$47,000 over ten years
- **10-year General Fund impact: -\$17,000**

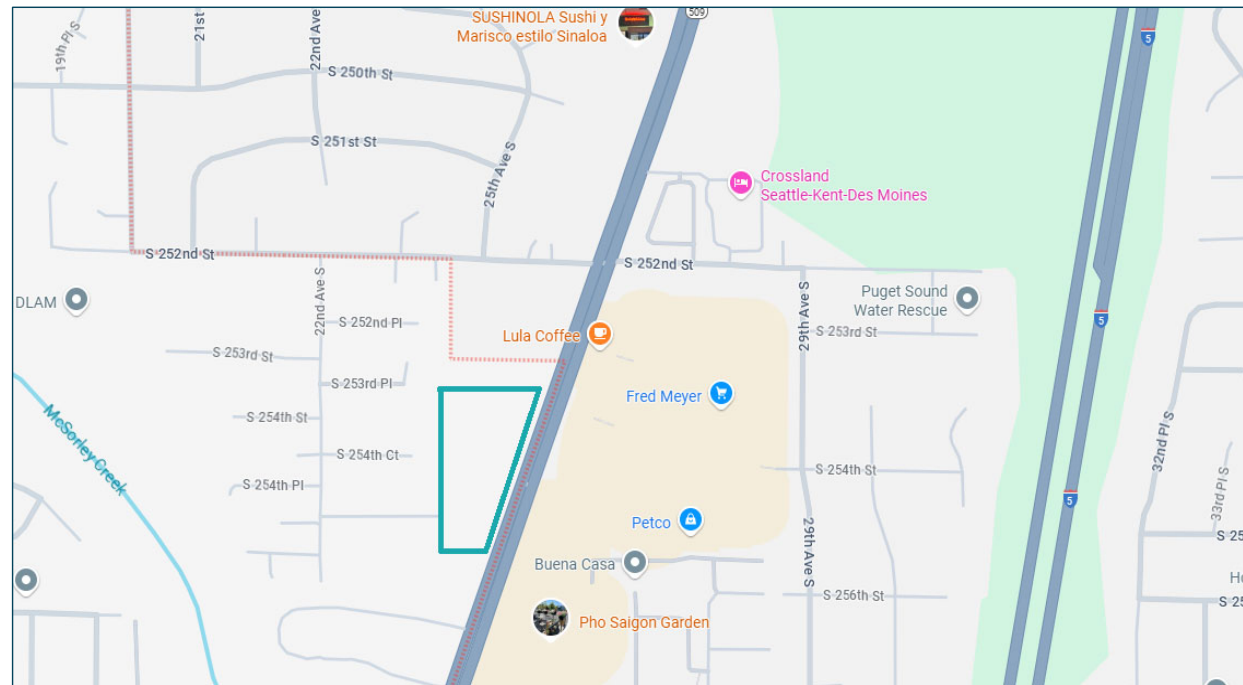
| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)   |
|--------------------------------|-----------|-------------------|--------------------|
| Avg. Annual Revenue            | \$        | 4,690             | \$ 46,898          |
| Avg. Annual Additional Costs   |           | 6,383             | 63,833             |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>(1,693)</b>    | <b>\$ (16,935)</b> |

| One Time Revenues              | 2026            |
|--------------------------------|-----------------|
| Construction Sales Tax         | \$16,900        |
| Traffic Impact Fees            | \$31,920        |
| <b>Total One Time Revenues</b> | <b>\$48,820</b> |



## Pacific Highway Example

- Location: Pacific Highway, just south of S 252<sup>nd</sup> St.
- Lot Size: 5 acres
- Zoning: Highway Commercial
- Taxable Property Value: \$2 million



## Pacific Highway Site





## Findings – Mixed-Use Development at Pac. Highway Site

- Parcel would transition from vacant to a mixed-use development
  - » 445 dwelling units, 62,000 SF of commercial space
- Cost to serve new mixed-use: \$7.49 million over ten years
- Revenue from new mixed-use: \$7.55 million over ten years
- **10-year General Fund impact: +\$64,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10) |
|--------------------------------|-----------|-------------------|------------------|
| Avg. Annual Revenue            | \$        | 754,954           | \$ 7,549,537     |
| Avg. Annual Additional Costs   |           | 748,529           | 7,485,287        |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>6,425</b>      | <b>\$ 64,250</b> |

| One Time Revenues              | 2026               |
|--------------------------------|--------------------|
| Construction Sales Tax         | \$1,627,729        |
| Traffic Impact Fees            | \$2,544,499        |
| <b>Total One Time Revenues</b> | <b>\$4,172,227</b> |



## Findings – Highway Commercial Development at Pacific Highway Site

- Parcel would transition from vacant to a highway commercial development
  - » 22,000 SF of new commercial space
- Cost to serve new commercial use: \$720,000 over ten years
- Revenue from new commercial use: \$1.8 million over ten years
- **10-year General Fund impact: +\$1.1 million**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)    |
|--------------------------------|-----------|-------------------|---------------------|
| Avg. Annual Revenue            | \$        | 180,315           | \$ 1,803,152        |
| Avg. Annual Additional Costs   |           | 71,932            | 719,323             |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>108,383</b>    | <b>\$ 1,083,829</b> |

| One Time Revenues              | 2026               |
|--------------------------------|--------------------|
| Construction Sales Tax         | \$278,376          |
| Traffic Impact Fees            | \$1,003,116        |
| <b>Total One Time Revenues</b> | <b>\$1,281,493</b> |



## Findings – Single-Family Detached Development at Pacific Highway Site

- This analysis is purely for illustrative purposes
- Parcel would transition from vacant to a single family detached development
  - » 33 new dwelling units
- Cost to serve new single-family use: \$423,000 over ten years
- Revenue from new single-family use: \$177,000 over ten years
- **10-year General Fund impact: -\$246,000**

| Summary: Revenues and Expenses |           | Annual Avg (1-10) | Aggregate (1-10)    |
|--------------------------------|-----------|-------------------|---------------------|
| Avg. Annual Revenue            | \$        | 17,670            | \$ 176,700          |
| Avg. Annual Additional Costs   |           | 42,287            | 422,874             |
| <b>Total Fiscal Impact</b>     | <b>\$</b> | <b>(24,617)</b>   | <b>\$ (246,173)</b> |

| One Time Revenues              | 2026             |
|--------------------------------|------------------|
| Construction Sales Tax         | \$151,815        |
| Traffic Impact Fees            | \$290,147        |
| <b>Total One Time Revenues</b> | <b>\$441,962</b> |



Slide 29



## Overall Findings

- Takeaways

- » Mixed-use developments & highway commercial uses often provide a net positive reoccurring fiscal impact.
  - Examples include 5-story multifamily and commercial retail developments
- » Surface-parked multifamily & single-family often have negative fiscal impacts
- » Redevelopment sites with high existing values tend to generate lower net new fiscal benefits
- » One-time revenues (construction-related sales taxes, impact fees) can be more significant than reoccurring fiscal impacts.

- Next Steps:

- » Development Impact Model will be refined based on tonight's input
- » Model & guidebook to be provided to city staff for ongoing use



## Part 2: Discussion

**Thank you!**

Todd Chase, Principal  
Tim Wood, Project Manager  
Luke Nelson, Senior Analyst





## AGENDA ITEM

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

SUBJECT: Discussion on Potential Management Agreement and License between City of Des Moines and NWS Holdings (Perfect Game) for Steven J. Underwood Fields

ATTACHMENTS:

FOR AGENDA OF: September 11, 2025

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: September 5, 2025

CLEARANCES:

- ☒ City Clerk *SK*
- ☐ Community Development \_\_\_\_\_
- ☐ Courts \_\_\_\_\_
- ☒ Finance *AM*
- ☐ Human Resources \_\_\_\_\_
- ☒ Legal */s/ TG*
- ☐ Marina \_\_\_\_\_
- ☐ Police \_\_\_\_\_
- ☐ Parks, Recreation & Senior Services \_\_\_\_\_
- ☒ Public Works *WPS*

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

**Purpose and Recommendation:** The purpose of this item is to inform City Council about ongoing negotiations between NWS Holdings, LLC (Perfect Game) and the City of Des Moines for a long term operation and management lease for the Steven J Underwood sports complex

### **Background**

The Steven J. Underwood (SJU) Sports Complex is owned, operated, and maintained by the City of Des Moines. During the COVID-19 pandemic, field use came to a halt, and since that time, rental activity has not returned to pre-pandemic levels. At the same time, operational and maintenance costs have continued to rise. Current rental and usage fees no longer cover expenses, and the facility is now operating at an annual deficit of more than \$100,000.

### **Discussion**

Des Moines was approached by Perfect Game USA, a national baseball tournament organizer, in July of 2025 to see if the City would be interested in exploring a long-term lease to operate and maintain the SJU complex. The intent of the lease would be to allow Perfect Game to utilize and maintain the fields as part of regional baseball tournament infrastructure. The City began discussions with Perfect Game on the possibilities of a lease in August of this year and have reached a point in which Staff would like Council input on this possibility.

The City of Everett recently entered into a lease with Perfect Game under a similar arrangement, and the City has reviewed that lease agreement and spoken with City of Everett officials.

#### **Key Points in Potential Lease:**

- Term of Arrangement: Five year lease, with option for two additional five year renewals if both parties agree
- NWS Holdings (Perfect Game) responsible for:
  - Manage and operate the fields under agreed standards
  - Reimburse City for all utility costs including water, electricity, and gas
  - Pay \$1,100/ month for janitorial costs related to the SJU bathrooms
  - Offer programs, tournaments, rentals, and summer youth camps.
    - Discounts: 10% weekday rental discount for Des Moines residents; 50% off summer camps for Des Moines youth (with waivers for low-income families).
  - Develop and implement an annual service plan and maintenance plan.
  - Maintain most field equipment, fixtures, above ground irrigation and grounds at its cost.
  - Carry required insurance (general liability \$2M, property, workers comp, auto as needed).
  - Allow for City use of fields with timely coordination ahead of time
- City of Des Moines responsible for:
  - Retain ownership of the property
  - Maintain ballfield lighting, playground, parking lot, restroom/concession roofs, and underground irrigation system.
  - Approve service plans, fees, and improvements.

- Retain rights to inspect and access the property.
- Approve marketing, signage, and sponsorships.

The proposed agreement also includes initial capital improvement of soil improvements and grass restoration (exact details still being finalized). Perfect Game will pay for all design, construction and permitting costs associated with any capital improvements, and the improvements become City property upon completion.

In the past, the City has organized recreational t-ball for young kids. The City will continue to offer this program and utilize the baseball field at the Field House. Perfect Game primarily focuses on “select” sports so we do not believe this will cause a conflict for either party.

Perfect Game has indicated they anticipate hosting numerous tournaments and recreational programs at the fields, which will bring in a significant number of visitors to the community.

In the spring and summer, the goal is to host about 25 tournament events between March and July. In the fall, the target is to hold 8 to 12 tournament events between September and November. During a tournament weekend, the complex is expected to host 18 total teams per day, with an average of 12 players per team, totaling about 216 players. With an average of 2.5 spectators per player, that equates to approximately 540 spectators per weekend.

Perfect Game currently runs recreational programs nationally, and while none are currently offered in this region, the goal is to establish them locally. These programs would register recreational players ages 9–14, form league teams, and schedule weeknight games.

Perfect Game has indicated that they expect to draw teams primarily from the greater metro area, so a significant increase in hotel usage is not anticipated. However, the influx of weekend tournament visitors may have a positive impact on local businesses and restaurants.

### **Alternatives**

The City could choose to continue operating and maintaining the SJU Complex directly. However, with recent reductions in parks staff, the facilities would likely remain underutilized, while all maintenance costs would continue to be borne by the City.

### **Financial Impact**

If a favorable lease agreement could be negotiated, then the city would forgo the majority of operational maintenance costs as well as receiving a small fee for the facilities. Estimated maintenance and operational savings through a lease agreement would be estimated at approximately \$100,000 per year.

### **Recommendation**

Staff recommends continuing negotiations with Perfect Game to determine whether a favorable lease agreement can be finalized, transferring day-to-day operations of the SJU Sports Complex to them. Under such an arrangement, the City would reduce its operating costs, while Perfect Game would program the facility with regional events, ensuring it is utilized to its highest and best potential. In addition, activating the fields for tournaments would attract visitors to Des Moines and generate increased business for local restaurants and shops.



# Perfect Game and Steven J Underwood Sports Complex

# Steven J Underwood Sports Complex

- Steven J Underwood (SJU) sports complex is owned and operated by the City of Des Moines.
  - Three baseball fields
  - Playground
  - Restrooms facilities
- Operations and maintenance costs for the facility are variable but are approximately \$100,000 per year.
- Post Covid the facilities have not seen a demand for usage and are not offsetting O&M costs.



## Perfect Game USA

- Perfect Game USA is a national baseball tournament organizer who is represented regionally by NWS Holding LLC.
- In July of 2025, the City of Des Moines staff was approached by Perfect Game to see if a lease agreement could be reached with the City for use of the SJU facility for regional tournaments.
- If approved the lease would transfer operations and maintenance of the fields to Perfect Game who would program them for tournament use. Perfect Game would bring the fields back to tournament condition and begin operations.
- Perfect Game would take over maintenance responsibilities for fields and utilities, the city would maintain lighting, existing bathrooms and playground.





# NWS Holdings LLC – Steven J. Underwood Fields

Long-Term Lease & Development  
Plans

Des Moines, Washington



# Lease Agreement Overview

- Agreement with City of Des Moines
- Term: Oct 1, 2025 – Sept 30, 2030
- NWS Holdings LLC (Perfect Game) will manage & operate Fields 1-3
- NWS is responsible for maintenance & operations

# Planned Facility Improvements

- Expand infield dimensions to accommodate a larger range of age groups
- New dirt for better drainage & weather durability
- Enhanced field quality for participants
- All improvements at no cost to the City

# Community Programming

- Weeknight programs:
  - Youth Leagues
  - Slow pitch softball leagues
  - Baseball & softball practices
  - Local rentals ( Will be a discounted rate)
- Community Recreation League
  - Aim to develop a baseball league for 8-14 year olds that practices/ plays 1-2 times a week using all 3 fields.
  - 50% discount for Des Moines residents & underprivileged groups.
- Summer youth camps:
  - Athlete development focus
  - 50% discount for Des Moines residents & underprivileged groups

# Long-Term Benefits

- High-quality field operations & maintenance from a leader in the industry.
- Partnering with Perfect Game WA will bring in roughly 350 teams from outside the area for weekend tournaments. This will bring in roughly 9,000 additional people visiting the city throughout the year

# Long-Term Benefits

- Perfect Game hosts recreational leagues around the country and has a proven model and platform for providing local league play.
- Darren has 25+ years of experience running tournaments and hosting leagues.
- Lee has 10 years years of experience running tournaments in the Northwest.



# CITY COUNCIL REGULAR MEETING

## Speaker Sign-Up Sheet

September 11, 2025

| NAME (PLEASE PRINT) | ADDRESS                   | TOPIC              | PHONE/E-MAIL ADDRESS                |
|---------------------|---------------------------|--------------------|-------------------------------------|
| ✓ Steven Larson     | 22822 13th Ave            | Short term rentals | 206-461-5858<br>Larsons54@gmail.com |
| ✓ SCOTT DESCHENES   | REPRESENT MT RAINIER POOL |                    | 206.429.3852                        |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |
|                     |                           |                    |                                     |