

AMENDED AGENDA

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, December 12, 2024 - 6:00 PM**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

COMMENTS FROM THE PUBLIC

COMMITTEE CHAIR REPORT

- FINANCE COMMITTEE: Chair Matt Mahoney

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1. ~~ANNUAL UPDATE FROM THE DES MOINES YACHT CLUB~~
- Item 2. ~~UPDATE ON THE CITY'S RESPONSE TO THE SUSTAINABLE
AIRPORT MASTER PLAN~~

CONSENT AGENDA

- Item 1. APPROVAL OF VOUCHERS
Motion is to approve the payment vouchers through November 28, 2024 and payroll transfers through December 05, 2024 in the attached list and further described as follows:

EFT Vendor Payments	#11006-11084	\$ 591,726.10
Wires	#2784-2788	\$2,101,387.27
Accounts Payable Checks	#166212-166262	\$ 523,255.89
Payroll Checks	#19909-19910	\$ 5,960.00
Payroll Voided Advice	#11607-11773	\$ 488,167.26
Payroll Checks	#19911-19914	\$ 11,933.95
Payroll Advice	#11774-11945	\$ 592,262.66

Total Checks and Wires for A/P & Payroll: \$4,314,693.13

[Approval of Vouchers](#)

- Item 2. SENIOR ACTIVITY CENTER SOLAR POWER GRANT ACCEPTANCE
Motion is to approve the Department of Commerce Clean Energy Grant for Energy Retrofits and Solar Power for Public Building in the amount of \$189,200, and authorize the City Manager to sign said Contract substantially in the form as submitted.

[Senior Activity Center Solar Power Grant Acceptance](#)

- Item 3. SOUND TRANSIT CONTRACT AMENDMENT
Motion is to approve Amendment #14 to the Contract with Fredricks Management Consulting, continuing professional consulting services through March 31, 2026, with an increase of \$10,000 for 2024 (bringing the total not-to-exceed amount for 2024 services to \$60,000.00) and up to \$40,000 in 2025 and \$10,000 in 2026 services, and authorize the City Manager to sign the contract amendment substantially in the form submitted.

[Sound Transit Contract Amendment](#)

- Item 4. WATER DISTRICT 54 FRANCHISE AMENDMENT
Motion is to enact Draft Ordinance No. 24-099, amending the franchise agreement with King County Water District 54.

[Water District 54 Franchise Amendment](#)

- Item 5. HEMSTAD CONSULTING CONTRACT RENEWAL (AMENDMENT 3)
Motion is to approve Amendment 3 to the contract between the City and Hemstad Consulting for the purpose of extending and updating the legislative advocacy contract through September 30, 2025, and authorize the City Manager to sign the Amendment substantially in the form as attached.

[Hemstad Consulting Contract Renewal \(Amendment 3\)](#)

- ~~Item 6. INTERLOCAL AGREEMENT FOR COORDINATED SAMP REVIEW
Motion is to approve the Interlocal Agreement between the Cities of Burien, Des Moines, Normandy Park and SeaTac for environmental review of the Sea-Tac Airport Sustainable Airport Master Plan, and to direct the City Manager to execute the ILA, substantially in the form as attached.~~

- Item ~~7~~ 6. 6TH PLACE/287TH STREET PIPE REPLACEMENT PROJECT
CONSULTANT CONTRACT AND GRANT AWARD
Motion 1 is to accept the King County Flood Control District Flood Reduction Grant Award for the 6th Place/287th Street Pipe Replacement Project and authorize the City Manager to sign the Grant Agreement substantially in the form as submitted.
Motion 2 is to approve the 2024-2025 On-Call General Civil Engineering Services Task Assignment 2024-25 with Parametrix to

provide design and permitting services for the 6th Place/287th Street Pipe Replacement Project in the amount of \$314,149.42, and authorize the City Manager to sign said Task Assignment substantially in the form as submitted.

[6th Place-287th Street Pipe Replacement Project Consultant Contract and Grant Award](#)

Item ~~8~~ 7. 2025 VEHICLE PURCHASE

Motion is to approve the purchase of vehicles and equipment identified in Attachment 1 for a total estimated amount of \$880,000 and to authorize the City Manager or the City Manager's designee to sign the purchase orders at the time they are created.

[2025 Vehicle Purchase](#)

Item ~~9~~ 8. CONSULTANT SERVICES CONTRACT FOR TRANSPORTATION ELEMENT

Motion is to approve the consultant Services Contract with Fehr & Peers for the Des Moines Comprehensive Plan Transportation Element in the amount not to exceed \$100,000, and further authorize the City Manager to sign said Contract substantially in the form as submitted.

[Comprehensive Plan Transportation Element Consultant Services Contract](#)

UNFINISHED BUSINESS

Item 1. SQUARE FOOTAGE TAX SECOND READING

Staff Presentation by Assistant City Attorney Matthew Hutchins

[Square Footage Tax Second Reading](#)

[Square Footage Tax 2nd Reading PowerPoint Presentation](#)

Item 2. CITY OF DES MOINES' MISSION, VISION & VALUES

[City of Des Moines' Mission, Vision & Values](#)

Item 3. **UPDATE ON THE CITY'S RESPONSE TO THE SUSTAINABLE AIRPORT MASTER PLAN**

Staff Presentation by Community Development Director Rebecca Deming

Item 4. **INTERLOCAL AGREEMENT FOR COORDINATED SAMP REVIEW**

Staff Presentation by Community Development Director Rebecca Deming

[Interlocal Agreement For Coordinated SAMP Review](#)
[SAMP PowerPoint Presentation](#)

PUBLIC HEARING/CONTINUED PUBLIC HEARING

Item 1. 2024 ANNUAL BUDGET AMENDMENTS

Staff Presentation by Finance Director Jeff Friend

[2024 Annual Budget Amendments](#)
[Budget Amendments PowerPoint Presentation](#)

- Item 2. 2025 2026 BIENNIAL BUDGET
Staff Presentation by Finance Director Jeff Friend
[2025-2026 Biennial Budget](#)
[2025 - 2026 Biennial Budget 2nd Reading PowerPoint Presentation](#)

NEW BUSINESS

- Item 1. DRAFT ORDINANCE 24-088 - SUSPENDING RESTRICTION ON USE OF ONE-TIME REVENUE FOR 2025 AND 2026
Staff Presentation by Finance Director Jeff Friend
[Draft Ordinance 24-088 - Suspending Restriction on Use of One-Time Revenue for 2025 And 2026](#)
[One Time Revenue PowerPoint Presentation](#)
- Item 2. DES MOINES MARINA STEPS PROJECT – BID REJECTION
Staff Presentation by Public Works Director Mike Slevin
[Des Moines Marina Steps Project – Bid Rejection](#)
- Item 3. 2025 AND 2026 HUMAN SERVICES ADVISORY COMMITTEE – FUNDING RECOMMENDATIONS
Staff Presentation by Executive Administrative Analyst
[2025 and 2026 Human Services Advisory Committee – Funding Recommendations](#)
- Item 4. NEW AGENDA ITEMS FOR CONSIDERATION – 10 Minutes

COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

PRESIDING OFFICER'S REPORT

EXECUTIVE SESSION

NEXT MEETING DATE

January 09, 2025 City Council Regular Meeting

ADJOURNMENT

CITY OF DES MOINES
Voucher Certification Approval
December 12, 2024
Auditing Officer Certification

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

As of **December 12, 2024** the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through November 28, 2024 and payroll transfers through December 5, 2024 included in the attached list and further described as follows:

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


 Jeff Friend, Finance Director

		# From	# To	Amounts
Claims Vouchers:				
EFT's		11006	11084	591,726.10
Wires		2784	2788	2,101,387.27
AP Checks		166212	166262	523,255.89
Total Vouchers paid				3,216,369.26
Payroll Vouchers				
Payroll Checks	11/20/2024	19909	19910	5,960.00
Payroll Advice		11607	11773	488,167.26
Payroll Checks	12/5/2024	19911	19914	11,933.95
Payroll Advice		11774	11945	592,262.66
Total Paychecks & Direct Deposits				1,098,323.87
Total checks and wires for A/P & Payroll				4,314,693.13

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Senior Activity Center Solar Power
Grant Acceptance

ATTACHMENTS:

1. Washington State Department of
Commerce Clean Energy Grant 2024
Energy Retrofits and Solar Power for
Public Buildings

AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: November 27, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Director of Marina Redevelopment _____
- ☐ Emergency Management _____
- ☒ Finance *MM 21*
- ☐ 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 Agenda Item is to seek City Council approval of the 2024 Department of Commerce Clean Energy Grant for Energy Retrofits and Solar Power for Public Buildings.

Suggested Motion

Motion: "I move to approve the Department of Commerce Clean Energy Grant for Energy Retrofits and Solar Power for Public Buildings in the amount of \$189,200, and authorize the City Manager to sign said Contract substantially in the form as submitted."

Background

The City successfully applied for a Department of Commerce Clean Energy Grant for Energy Retrofits and Solar Power for Public Buildings in the spring of 2024. This grant will allow Solar Panels to be installed on the roof of the Senior Activity Center located at 2045 S. 216th St.

This grant funding will pay for the purchase and installation of a large solar array (approximately 50 kW DC) on the Des Moines Senior Center's roof. The primary goal of this project is to offset the electricity usage and associated emissions of the facility while bringing it closer to being a fully electrified, indefinitely self-sufficient community center. A secondary benefit of this project would be a reduction in operating expenses for the Senior Center. A third benefit is the reduction of a large load from the grid allowing for reallocation of grid bandwidth in the local area.

Discussion

Given Des Moines' large population of seniors, the Senior Activity Center is a cornerstone of the community with significant programming for both seniors and the wider community. At times the Senior Center has been used as a cooling center for vulnerable individuals and can be used as a key City assembly/distribution point in case of an emergency situation/natural disaster. Further, the installation of a solar array on the Des Moines Senior Center will provide backup power from critical needs during outages and advance community resilience during long duration outages/disasters. Additionally, as the array is a "customer-sited solar array" with advanced inverters that allow production/demand response and control by PSE, it facilitates "grid integration" and reduces a large load from the local Des Moines grid.

The City Council recently approved a full roof replacement at the Senior Activity Center to allow for this planned solar installation.

Alternatives

The City Council could decline the grant funding of \$189,200 however, significant investments have already been made to prepare the site for this project.

Financial Impact

There is no match requirement for this grant.

Recommendation

Staff recommends approval of the suggested motion.



Interagency Agreement with

City of Des Moines

through

Clean Energy Grants 2024
Energy Retrofits and Solar Power for Public Buildings

Contract Number:
24-92601-109

For

Des Moines Senior Center Solar Array

Dated: Friday, November 1, 2024

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DRAFT

Face Sheet

Contract Number: 24-92601-109

Washington State Department of Commerce
Energy Division
Energy Program in Communities Unit
Energy Retrofits and Solar Power for Public Buildings

1. Contractor City of Des Moines 21630 11 th Ave S. Suite C Des Moines, WA 98198		2. Contractor Doing Business As (as applicable)	
3. Contractor Representative Rochelle Caton Executive Administrative Analyst 206-870-6514 rcaton@desmoineswa.gov		4. COMMERCE Representative Paul Larsen Solar Program Manager 360-725-2748 paul.larsen@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
5. Contract Amount \$189,200	6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	7. Start Date 11/01/2024	8. End Date 9/30/2026
9. Federal Funds (as applicable) N/A		Federal Agency: N/A ALN N/A	
10. Tax ID # N/A	11. SWV # SWV0000307-00	12. UBI # 600-016-906	13. UEI # N/A
14. Contract Purpose This project will furnish and install a solar Photovoltaic (PV) system rated for 47.045 kW DC / 50 kW AC at standard test conditions at the City of Des Moines – Senior Activity Center.			
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget, Attachment "C" – Reporting, Attachment "D" - Proviso			
FOR CONTRACTOR _____ Katherine Caffrey, City Manager _____ Date		FOR COMMERCE _____ Michael Furze, Assistant Director, Energy Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

DECLARATIONS

The Washington State Department of Commerce (Commerce) has been appropriated funds by the Washington State Legislature to provide grants to promote Washington's commitment to equitable, clean energy development.

CLIENT INFORMATION

Legal Name:	City of Des Moines
Agreement Number:	24-92601-109
Award Year:	2024
State Wide Vendor Number:	SWV0000307-00

PROJECT INFORMATION

Project Title:	Des Moines Senior Center Solar Array
Project Address:	2045 South 216th Street
Project City:	Des Moines
Project State:	WA
Project Zip Code:	98198

GRANT INFORMATION

Grant Amount:	\$189,200
Non-State Match (1:X)	\$0.00
Type of Match Accepted:	N/A
Earliest Date for Reimbursement:	11/01/2024
Time of Performance:	11/01/2024 to 9/30/2026

Program Specific Terms and Conditions

As identified herein, notwithstanding General & Specific Terms and Conditions SECTIONS, the following Program Specific Terms and Conditions take precedence over any similarly referenced Special or General Terms and Conditions:

1. BILLING AND COMPENSATION FOR PERFORMANCE BASED CONTRACT (Replaces Special Terms and Conditions #4 Billing Procedures and Payment)

COMMERCE will pay Contractor not more often than monthly upon acceptance of services provided and receipt of properly completed invoices for completed milestones, which shall be submitted to the Representative for COMMERCE.

The Contractor shall provide the Representative of COMMERCE a signed electronic Invoice A19 form that includes the contract number referenced on the declarations page.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed and the milestone number(s) achieved.

The Contractor is required to maintain documentation to support invoiced costs and cost share obligations. The Contractor shall make these documents available to COMMERCE if requested.

COMMERCE will pay Contractor the amounts set forth in Attachment B upon full completion of each milestone. Upon full completion of each Milestone, Contractor will provide an invoice and any required supporting documentation to the Representative of COMMERCE. Except as may be agreed by COMMERCE in its discretion, COMMERCE shall only be obligated to make payments upon demonstration of completion of all Deliverables within a given Milestone.

However, it is acknowledged that in the event one or two Deliverables of a Milestone is unduly delayed (more than 3 months) due to circumstances outside Contractor's control, COMMERCE may, in its sole discretion, reasonably negotiate with Contractor regarding paying for those Deliverables of such Milestones that are completed.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

2. SUBCONTRACTING (Replaces General Terms and Conditions #15 Subcontracting)

The Contractor may only subcontract work contemplated under this Contract if it provides written notification to COMMERCE of any subcontractors who will be performing work under this Grant Agreement. The written notice must provide the names and address of the subcontractor with a brief description of which tasks within the Contractor Scope of Work (Attachment A) that will be undertaken by the subcontractor(s).

The Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract.

In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties. Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

All reference to the Contractor under this clause shall also include Contractor's employees, agents or subcontractors.

3. PREVAILING WAGE LAW

The Contractor certifies that all contractors and subcontractors performing work on the Project shall comply with state Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable to the Project funded by this Agreement, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The Contractor shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and shall make such records available for COMMERCE's review upon request.

4. HISTORICAL OR CULTURAL ARTIFACTS

Prior to approval and disbursement of any funds awarded under this Contract, Contractor shall complete the requirements of Governor's Executive Order 21-02, where applicable, or Contractor shall complete a review under Section 106 of the National Historic Preservation Act, if applicable.

Contractor agrees that the Contractor is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless COMMERCE and the state of Washington in relation to any claim related

to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Contract.

In addition to the requirements set forth in this Contract, Contractor shall, in accordance with Governor's Executive Order 21-02 coordinate with Commerce and the Washington State Department of Archaeology and Historic Preservation ("DAHP"), including any recommended consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by Project. Contractor agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Contract.

The Contractor agrees that, unless the Contractor is proceeding under an approved historical and cultural monitoring plan or other memorandum of agreement, if historical or cultural artifacts are discovered during construction, the Contractor shall immediately stop construction and notify the local historical preservation officer and the state's historical preservation officer at DAHP, and the Commerce Representative identified on the Face Sheet. If human remains are uncovered, the Contractor shall report the presence and location of the remains to the coroner and local enforcement

Immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The Contractor shall require this provision to be contained in all subcontracts for work or services related to the Scope of Work attached hereto.

In addition to the requirements set forth in this Contract, Contractor agrees to comply with RCW 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and WAC 25-48 regarding Archaeological Excavation and Removal Permit.

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 21-02.

In the event that the Contractor finds it necessary to amend the Scope of Work the Contractor may be required to re-comply with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act

5. ACKNOWLEDGMENT OF CLIMATE COMMITMENT ACT FUNDING

If this Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

"The [PROGRAM NAME / GRANT / ETC.] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at [CCA brand toolkit](#), including:

- A.** Any project related website or webpage that includes logos from other funding partners;
- B.** Any publication materials that include logos from other funding partners;
- C.** Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
- D.** Any equipment purchased with CCA funding through a generally visible decal.

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed \$189,200, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

EXPENSES

~~Contractor shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by COMMERCE as reimbursable. The maximum amount to be paid to the Contractor for authorized expenses shall not exceed \$0, which amount is included in the Contract total above.~~

~~Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates.~~

4. BILLING PROCEDURES AND PAYMENT (Replaced by Program Specific Terms and Conditions #1 Billing and Compensation for Performance Based Contract)

~~COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.~~

~~The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number _____. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.~~

~~COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.~~

~~No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.~~

Invoices and End of Fiscal Year

~~Invoices are due on the 20th of the month following the provision of services.~~

~~Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date. The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.~~

~~Duplication of Billed Costs~~

~~The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.~~

~~Disallowed Costs~~

~~The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.~~

~~COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).~~

5. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

6. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

7. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

8. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Attachment D – Proviso
- Program Specific Terms and Conditions
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – Reporting
- Application submitted by contractor in response to the Program RFA

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law.

The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures.

The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The

Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING (Replaced by Program Specific Terms and Conditions #2 Subcontracting)

~~The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.~~

~~If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.~~

~~Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.~~

~~Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.~~

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or

acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.

- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. **WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

Scope of Work: Basic Info

Project Name: City of Des Moines – Senior Activity Center Solar Panels

Site Address: 2045 South 216th Street, Des Moines, WA 98198

Serving electric utility: PSE

System Size

Solar array size (kW DC): 47.045
Solar array size (kW AC): 50kW AC: a single SolarEdge 3-phase 208V 50kWac inverter

Mounting Type

☐ Ground	☒ Roof	☐ Canopy
---------------------------------	--	---------------------------------

Major Components: List major equipment to be installed across all project sites.

Quantity	Make and Model	Equipment
97	QCells 485W photovoltaic modules	Solar modules
1	SolarEdge 208V 3-phase inverter	Inverters
97	SolarEdge rapid shutdown compliant devices	Module level power electronics
1	Hybrid ballasted racking system	Racking

Permits Required

☒ Electrical	☒ Building	☐ Land use
☐ SEPA	☐ NEPA	☐ Other (please specify): Click or tap here to enter text.

Project Summary: Installation of new solar panels on the roof of the Senior Activity Center, and associated electrical system connections.

This project will purchase and install a solar photovoltaic (PV) array at the project site(s) above. These systems will provide power to reduce energy costs to the community and decarbonize the electrical grid.

The system will be designed with PV modules warrantied for a minimum of 25 years, and inverters warrantied for a minimum of 10 years. The project owner will maintain the system and train personnel to operate and maintain the system during the equipment's lifetime. If described in the original funding application, facilities will remain grid-tied for the life of the equipment. Exceptions to these conditions may be granted by Commerce in writing on a case-by-case basis.

The scope of work includes:

- **Project Development, Design, and Contracting**
 - Project development and final design to ensure the project is ready for construction.
 - Project schedule: Up-to-date project schedule in Gantt chart format showing the interdependencies between design, procurement, delivery, installation, and commissioning activities. For projects under a \$1,000,000 award value, a simple bulleted project schedule is sufficient.
 - Contracting: Copies of subcontracts for each subcontractor
 - Final design including an electrical diagram, structural engineering, soil analysis as needed, and final solar resource analysis
 - The solar system must meet all applicable industry standards and codes including, but not limited to:
 - UL 1741
 - International Building Code
 - International Fire Code
 - National Electric Code
 - Community engagement, outreach, and education as described in the application
- **Procurement**
 - Procure all equipment to complete the project
 - Obtain a warranty certificate from the contractor
 - Equipment data sheets – compliance with the following is required unless Commerce grants an exception in writing:
 - Inverter-based systems must comply with IEEE 1547, UL 1741, and the interconnection agreement.
 - Non-inverter-based systems must comply with IEEE 1547 and the interconnection agreement
 - Apply for utility interconnection and secure agreement, including any fees
- **Equipment Delivery, Installation, Construction, and Commissioning**
 - Complete site preparation and restoration activities related to mounting type as required to complete the project, including staging of equipment, trenching, roof preparation, concrete pads, fencing, and gravel or other surfacing as needed for safety, code requirements, access, or to prevent vandalism of the equipment. Other landscaping work other than restoring the disturbed areas to pre-construction conditions is not included in this scope.
 - Provide and install electrical gear and feeders required to connect the solar system to existing electrical service, including transformer upgrades and other necessary electrical changes identified in the original funding application.
 - Supply and install a solar array including the equipment listed above
 - Any electrical and control system integration with other generators. Purchase and installation of generators other than the solar generator described above are not included in this scope
 - Procure and set up monitoring software
 - Pass inspections and pay associated fees
 - Any changes to the equipment listed above must be approved by Commerce in writing and pass inspections by all relevant regulators
 - Commission solar PV system and verify all system components are properly designed, installed, and optimized
 - Test the fully functional system and confirm whole system operation follows design intent as described in the application
 - Receive operations and maintenance (O&M) manual and complete training from subcontractor on equipment and controls

- **Analytics and Monitoring**

- Collect a minimum of 1 year of information on the performance of the system and its impact on clean energy production in the community
- Communicate the project narrative with a Fact Sheet based on the Commerce-provided template and at least one other mode of story-telling
- Tax credit records or confirmation a tax credit was not utilized

DRAFT

Attachment B: Budget

All funding is subject to continued legislative authorization and re-appropriation where applicable.

Milestone	Deliverable(s)	Deliverable Description	Expected Completion Date	Percent of Grant	\$ Amount of Grant
A: Project Development, Design and Contracting			January -- 2025	9.2%	\$17,408
	Project Schedule	Up-to-date project schedule in Gantt chart format showing the interdependencies between design, procurement, delivery, installation and commissioning activities. For projects under \$1,000,000 award value, a simple bulleted project schedule is sufficient.			
	Contracting	Subcontract for each subcontractor			
	Final Design	Electrical diagram, structural engineering and/or soil analysis as needed, final solar resource analysis			
B: Procurement			February -- 2025	62.5%	\$118,250
	Procure major equipment and services needed for installation	Paid equipment invoice(s)			
	Warranty Certificate	Certification of equipment warranty			
	Equipment data sheets	Equipment data sheets including documented compliance with IEEE 1547 and UL 1741			
	Apply for utility interconnection	Interconnection application to serving utility.			
C: Equipment Delivery, Installation, Construction, Integration & Commissioning			May -- 2025	27.3%	\$51,650
	All major equipment and materials delivered to site	Bill of Materials (BOM) showing delivery of all major equipment from scope of work to project site.			

	All equipment installed	Photos showing all major equipment from scope of work installed.			
	Inspections by AHJs passed	Letter, document or email from AHJ reporting passed inspections.			
	Permission to operate and go live	Document, letter, or email from utility confirming system is ready to operate. Energize system.			
	Full functional system testing	System Acceptance Test (SAT). Tests must confirm that whole system operation follows design intent and meets intended requirements.			
	Owner training - Operations and Maintenance (O&M)	Document, letter, or email confirming subcontractor provided operation and maintenance training to system owner.			
D: Analytics and Monitoring			June -- 2026	1.0%	\$1,892
	System performance data	Collect a minimum of 1 year of information on the performance of the system and it's impact on clean energy production in the community			
	Story telling	Communicate the project narrative with a Fact Sheet based on the Commerce-provided template and at least one other mode of story-telling			
	Tax Credit Records	Tax credit records or confirmation a tax credit was not utilized			
			TOTALS:	100.0%	\$189,200

TOTAL AWARD VALUE: \$189,200.00

Attachment C: Reporting

The Contractor must provide quarterly written reports and/or host a regular quarterly video and/or phone call with COMMERCE for project update purposes. Phone contact should cover current status of the project and any barriers that are potentially affecting the project schedule.

The Contractor shall provide a quarterly report to COMMERCE, no later than 15 days after the end of each quarter. The report form will be provided by Commerce. The report should describe the project activity that occurred during the quarter, including but not limited to:

1. A narrative summarizing project activities, risks and issues mitigated, and lessons learned;
2. The project milestones met to date and anticipated in the subsequent quarter (such as through a project Gantt Chart schedule provided quarterly in Microsoft Project format showing actual progress to date along with the baseline schedule developed at project kickoff etc.); and,
3. Any additional metrics required from the capital budget proviso, legislature, governor's office, or COMMERCE.
4. Quarterly updated invoice projection sheet for grant expenditures. Commerce will provide the invoice projection sheet;

A final report and fact sheet will be submitted to Commerce. Commerce will provide the fact sheet template and may request the fact sheet be updated as conditions warrant.

Quarterly Reports Submission Deadlines

Quarter 1	April 15
Quarter 2	July 15
Quarter 3	October 15
Quarter 4	January 15

Attachment D: Proviso

2023-2025 CAPITAL BUDGET

ENGROSSED SUBSTITUTE SENATE BILL 5949 Chapter 375, Laws of 2024

Sec. 1002. 2023 c 474 s 1007

2023-25 Energy Retrofits and Solar Power for Public Buildings (40000283)

The appropriation in this section is subject to the following conditions and limitations:

(2) \$22,500,000 of the appropriation in this section is provided solely for grants to be awarded in competitive rounds to local governments, public higher education institutions, school districts, tribal governments, and state agencies for projects that involve the purchase and installation of solar energy systems, including solar modules and inverters, with a preference for products manufactured in Washington.

(a) At least 20 percent of each competitive grant round is designated for award to eligible projects in small cities or towns with a population of 5,000 or fewer residents.

(b) In each competitive round, a higher energy savings to investment ratio must result in a higher project ranking. Priority consideration must be given to applicants that have not received grant awards for this purpose in prior biennia.

(c) The department must determine a minimum match ratio to maximize the leverage of nonstate funds.

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Sound Transit Contract Amendment

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Public Works

ATTACHMENTS:

DATE SUBMITTED: December 3, 2024

1. Proposed Amendment #14 to Professional Services Agreement with Fredricks Management Consulting
2. Services Agreement with Fredricks Management Consulting
3. Alternative Amendment #14 to Professional Services Agreement with Fredricks Management Consulting

CLEARANCES:

- ☐ City Clerk N/A
☒ Community Development [Signature]
☐ Courts N/A
☐ Director of Marina Redevelopment N/A
☐ Emergency Management N/A
☒ Finance [Signature]
☐ Human Resources N/A
☒ Legal /s/ TG
☐ Marina N/A
☐ Police N/A
☐ Parks, Recreation & Senior Services N/A
☒ Public Works [Signature]

APPROVED BY CITY MANAGER

FOR SUBMITTAL: [Signature]**Purpose and Recommendation**

The purpose of this agenda item is for the City Council to approve a contract amendment with Fredricks Management Consulting (Attachment 1) for additional 2024, 2025 and 2026 consulting services related to the Sound Transit's (ST) Federal Way Link Extension (FWLE). Funds for the proposed amendment/addendum are available in the 2024 adopted budget and proposed 2025-2026 budget, provided by the Services Agreement between the City and Sound Transit for City FWLE project services through 2026. The following motion will appear on the Consent Agenda:

Suggested Motion

Motion: "I move to approve Amendment #14 to the Contract with Fredricks Management Consulting, continuing professional consulting services through March 31, 2026, with an increase of \$10,000 for 2024 (bringing the total not-to-exceed amount for 2024 services to \$60,000.00) and up to \$40,000 in 2025 and \$10,000 in 2026 services, and authorize the City Manager to sign the contract amendment substantially in the form submitted."

Background

Mr. Fredricks has been providing management consulting services under contract since January 2013 following his retirement from the City in November 2012 (Attachment 2). As a State Personnel System (PERS) 2 retiree, he may work up to 867 hours a year for employers covered by PERS such as the City. All 2024 time was spent on FWLE and will continue to be fully reimbursed by Sound Transit through 2026 under the terms of the City's agreement (Amended Task Order #3).

The City's Services Agreement with Sound Transit was approved by the Council and provided for a series of task orders to be executed for reimbursable City support on the FWLE project. Amendment 3 to Task Order #3 provides \$3.885 million to cover City costs through April 15, 2026.

Discussion

During 2024, Fredricks Management Consulting has been working under a \$50,000 (277 hours) City Council-approved contract on FWLE planning, design review and permitting, managing agreements with Sound Transit, and working with Highline College on the College Way Connection Project (CWCP) in the College East Parking Lot. Fredricks Management Consulting hourly rate was increased to \$180 for 2023 and will remain unchanged through 2024. On January 1, 2025 the hourly rate will increase to \$200 for the remainder of the project.

The FWLE-related work in 2024 has shifted to project and permit closeout but is still more than anticipated when the contract was approved last November. It has included reviewing detailed as-built plans; closing out 40 City-issued building and engineering permits; completing Sound Transit's rights-of-way vacations and dedications including compensation to the City; finalizing the City's Interlocal Agreement with Highline College including the College's funding commitments to the City; supporting City FWLE-designated task force staff through project closeout; finalizing the City Council-approved FWLE Transit Way Agreement and ensuring all ST commitments made in City Council-approved agreements are completed successfully. In 2025, Fredricks Management Consulting will be helping to complete FWLE project closeout readying FWLE for full revenue service in early 2026 and ensuring that all project mitigation is completed and working effectively.

Consultant Selection Process

Professions outside the fields described in RCW 39.80 may provide consulting services such as long-range planning and studies, project management, economic analyses, and real estate negotiations. These consulting services are provided through personal service agreements in accordance with RCW 39.29. For professional service contracts, like the one for Fredricks Management Consulting, the City can select or appoint based on the specific experience of the individual and the proposed work. There are no other specific selection requirements for professional service contracts.

Alternatives

Council may choose not to approve the 2024 contract amendment as proposed, in which case Fredricks Management Consulting will not continue to work beyond 2024. Other staff would be required to fill his assignments until the FWLE is completed in early 2026.

Fredricks Management Consulting reached their \$50,000 2024 contract authority in September but has continued to work on the FWLE anticipating Council would consider this amendment in October. Sound Transit, however, delayed processing City Services Agreement Amendment 3 and it was finally signed in November. To keep Fredricks Management Consulting financially whole, Alternative Contract

Amendment 14 (Attachment 3) is recommended if the City decides to let Fredricks Management Consulting contract end on December 31, 2024.

Financial Impact

The 2024 budget has enough capacity to accommodate up to \$10,000 of additional 2024 spending because Sound Transit fully reimburses his time as provided for in Amended Task Order #3. The proposed 2025-2026 Budget will accommodate up to \$40,000 in 2025 and \$10,000 in 2026 services provided by this contract as proposed, as these costs will continue to be reimbursed by ST in accordance with Amended Task Order #3 authorized by the City Council-approved Services Agreement with ST.

Recommendation

Staff recommends that the Council approve the proposed contract Amendment.

Council Committee Review

Not applicable.

CONTRACT AMENDMENT 14
CONTRACT FOR SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS

THIS AMENDMENT is entered into on this ____ of _____, 2024, pursuant to that certain Contract entered into on the 2nd day of January, 2014 and subsequent amendments between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

The parties herein agree that the Contract dated January 2, 2014, shall remain in full force and effect, except for the amendments set forth as follows:

I) **SECTION II** of Contract is hereby amended to read as follows:

II. **TIME OF COMPLETION.** Upon the effective date of this Amendment, Vendor shall complete the work and provide all goods, materials, and services by March 31, 2026.

II) **SECTION III** of Contract is hereby amended to read as follows:

III. **COMPENSATION.** The City shall pay the Vendor an amount not to exceed \$60,000 for services performed in 2024, not to exceed \$40,000 for services performed in 2025 and not to exceed \$10,000 in 2026 at a rate of \$180.00 per hour in 2024 and \$200.00 per hour in 2025 and 2026 for the goods materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

Except as modified hereby, all other terms and conditions of contract dated January 2, 2014, remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed Amendment 14 as of the date first above written.

GRANT L. FREDRICKS: By: _____ <i>(signature)</i> Print Name: <u>Grant L. Fredricks</u> Vendor _____ DATE: _____	CITY OF DES MOINES: By: _____ <i>(signature)</i> Print Name: <u>Katherine Caffrey</u> Its <u>City Manager</u> DATE: _____ Approved by the Des Moines City Council in an open public meeting on _____, 2024. Attest: _____ Approved as to form: _____ City Clerk _____ City Attorney _____ DATE: _____ DATE: _____ _____
NOTICES TO BE SENT TO: Grant L. Fredricks: dba Fredricks Management Consulting 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Tommy Owen, PE, PTOE City Engineer City of Des Moines 21650 11th Avenue South Des Moines, WA 98198-6317 (p) 206-870-6870 (c) 206-406-2334 (f) 206-870-6596 towen@desmoineswa.gov

SERVICES AGREEMENT between the City of Des Moines and Grant Fredricks

THIS AGREEMENT is made by and between the City of Des Moines, a Washington municipal corporation (hereinafter the "City"), and Grant Fredricks dba Fredricks Management Consulting (hereinafter the "Vendor") as a personal services contract not to exceed \$50,000 in value and expiring December 31, 2014.

AGREEMENT

I. DESCRIPTION OF WORK.

Vendor shall provide the following goods and materials and/or perform the following services for the City. Working with other City staff, assist in:

1. Planning for the extension of light rail through Des Moines.
2. Developing the Des Moines Creek Business Park.
3. Updating the Zoning Code along the Pacific Highway South corridor and in other commercial zones in the City.
4. Helping promote economic development.
5. Commercially developing the Marina.
6. Advising the City Council on policy and other matters.
7. Working on other City Manager assignments as directed.

Vendor acknowledges and understands that it is not the City's exclusive provider of these goods, materials, or services and that the City maintains its unqualified right to obtain these goods, materials, and services through other sources.

II. TIME OF COMPLETION. Upon the effective date of this Agreement, Vendor shall complete the work and provide all goods, materials, and services by December, 31, 2014.

III. COMPENSATION. The City shall pay the Vendor an amount not to exceed \$50,000, at a rate of \$120.00 per hour, for the goods, materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

If the City objects to all or any portion of an invoice, it shall notify Vendor and reserves the option to only pay that portion of the invoice not in dispute. In that event, the parties will immediately make every effort to settle the disputed portion.

- A. Defective or Unauthorized Work. The City reserves its right to withhold payment from Vendor for any defective or unauthorized goods, materials or services. If Vendor is unable, for any reason, to complete any part of this Agreement, the City may obtain the goods, materials or services from other sources, and Vendor shall be liable to the City for any additional costs incurred by the City. "Additional costs" shall mean all reasonable costs, including legal costs and attorney fees, incurred by the City beyond the maximum Agreement price specified above. The City further reserves its right to deduct these additional costs incurred to complete this Agreement with other sources, from any and all amounts due or to become due the Vendor.
- B. Final Payment: Waiver of Claims. VENDOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY VENDOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

IV. INDEPENDENT CONTRACTOR. The parties intend that an Independent Contractor-Employer Relationship will be created by this Agreement and that the Vendor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement.

V. TERMINATION. Either party may terminate this Agreement, with or without cause, upon providing the other party thirty (30) days written notice at its address set forth on the signature block of this Agreement.

VI. CHANGES. The City may issue a written amendment for any change in the goods, materials or services to be provided during the performance of this Agreement. If the Vendor determines, for any reason, that an amendment is necessary, Vendor must submit a written amendment request to the person listed in the notice provision section of this Agreement, section XIV(D), within fourteen (14) calendar days of the date Vendor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Vendor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Vendor on all equitable adjustment. However, if the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Vendor shall proceed with the amended work upon receiving either a written amendment from the City or an oral order from the City before actually receiving the written amendment. If the Vendor fails to require an amendment within the time allowed, the Vendor waives its right to make any claim or submit subsequent amendment requests for that portion of the contract work. If the Vendor disagrees with the

equitable adjustment, the Vendor must complete the amended work; however, the Vendor may elect to protest the adjustment as provided in subsections A through E of Section VII, Claims, below.

The Vendor accepts all requirements of an amendment by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides. An amendment that is accepted by Vendor as provided in this section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect and consequential costs, including costs of delays related to any work, either covered or affected by the change.

VII. CLAIMS. If the Vendor disagrees with anything required by an amendment, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Vendor may file a claim as provided in this section. The Vendor shall give written notice to the City of all claims within fourteen (14) calendar days of the occurrence of the events giving rise to the claims, or within fourteen (14) calendar days of the date the Vendor knew or should have known of the facts or events giving rise to the claim, whichever occurs first. Any claim for damages, additional payment for any reason, or extension of time, whether under this Agreement or otherwise, shall be conclusively deemed to have been waived by the Vendor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement.

At a minimum, a Vendor's written claim shall include the information set forth in subsections A, items 1 through 5 below.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM OR CAUSED BY THAT DELAY.

A. Notice of Claim. Provide a signed written notice of claim that provides the following information:

1. The date of the Vendor's claim;
2. The nature and circumstances that caused the claim;
3. The provisions in this Agreement that support the claim;
4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and
5. An analysis of the progress schedule showing the schedule change or disruption if the Vendor is asserting a schedule change or disruption.

B. Records. The Vendor shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall

have access to any of the Vendor's records needed for evaluating the protest.

The City will evaluate all claims, provided the procedures in this section are followed. If the City determines that a claim is valid, the City will adjust payment for work or time by an equitable adjustment. No adjustment will be made for an invalid protest.

- C. Vendor's Duty to Complete Protested Work. In spite of any claim, the Vendor shall proceed promptly to provide the goods, materials and services required by the City under this Agreement.
- D. Failure to Protest Constitutes Waiver. By not protesting as this section provides, the Vendor also waives any additional entitlement and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).
- E. Failure to Follow Procedures Constitutes Waiver. By failing to follow the procedures of this section, the Vendor completely waives any claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

VIII. LIMITATION OF ACTIONS. VENDOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR VENDOR'S ABILITY TO FILE THAT SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

IX. WARRANTY. This Agreement is subject to all warranty provisions established under the Uniform Commercial Code, Title 62A, Revised Code of Washington. Vendor warrants goods are merchantable, are fit for the particular purpose for which they were obtained, and will perform in accordance with their specifications and Vendor's representations to City. The Vendor shall correct all defects in workmanship and materials within one (1) year from the date of the City's acceptance of the Contract work. In the event any part of the goods are repaired, only original replacement parts shall be used—rebuilt or used parts will not be acceptable. When defects are corrected, the warranty for that portion of the work shall extend for one (1) year from the date such correction is completed and accepted by the City. The Vendor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the City of the defect. If the Vendor does not accomplish the corrections within a reasonable time as determined by the City, the City May complete the corrections and the vendor or shall pay all costs incurred by the City in order to accomplish the correction.

X. DISCRIMINATION. In the hiring of employees for the performance of work under this Agreement or any sub-contract, the Vendor, its sub-contractors, or any person acting on behalf of the Vendor or sub-contractor shall not, by reason of race, religion, color, sex, age,

sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

XI. **INDEMNIFICATION.** Vendor shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the Vendor's performance of this Agreement, except for that portion of the injuries and damages caused by the City's negligence.

The City's inspection or acceptance of any of Vendor's work when completed shall not be grounds to avoid any of these covenants of indemnification.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE VENDOR'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

The provisions of this section shall survive the expiration or termination of this Agreement.

XII. **WORK PERFORMED AT VENDOR'S RISK.** Vendor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize **all** protection necessary for that purpose. All work shall be done at Vendor's own risk, and Vendor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

XIII. MISCELLANEOUS PROVISIONS.

A. Recyclable Materials. The city recommends that its contractors and consultants use recycled and recyclable products whenever practicable.

B. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

C. Resolution of Disputes and Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference or claim, shall only be by filing suit exclusively under the venue, rules and jurisdiction of the King County Superior Court,

King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the City's right to indemnification under Section XI of this Agreement.

D. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

E. Assignment. Any assignment of this Agreement by either party without the written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.

F. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Vendor.

G. Entire Agreement. The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the above documents are hereby made a part of this Agreement. However, should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

H. Compliance with Laws. The Vendor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Vendor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those operations.

I. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement:

IN WITNESS, the parties below execute this Agreement, which shall become effective on the last date entered below.

APPROVED AS TO FORM

City Attorney

CONTRACT AMENDMENT 14
CONTRACT FOR SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS

THIS AMENDMENT is entered into on this ____ of _____, 2024, pursuant to that certain Contract entered into on the 2nd day of January, 2014 and subsequent amendments between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

The parties herein agree that the Contract dated January 2, 2014, shall remain in full force and effect, except for the amendments set forth as follows:

I) **SECTION II** of Contract is hereby amended to read as follows:

II. **TIME OF COMPLETION.** Upon the effective date of this Amendment, Vendor shall complete the work and provide all goods, materials, and services by December 31, 2024.

II) **SECTION III** of Contract is hereby amended to read as follows:

III. **COMPENSATION.** The City shall pay the Vendor an amount not to exceed \$60,000 for services performed in 2024 at a rate of \$180.00 per hour in 2024 for the goods materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

Except as modified hereby, all other terms and conditions of contract dated January 2, 2014, remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed Amendment 14 as of the date first above written.

GRANT L. FREDRICKS: By: _____ (signature) Print Name: <u>Grant L. Fredricks</u> Vendor DATE: _____	CITY OF DES MOINES: By: _____ (signature) Print Name: <u>Katherine Caffrey</u> Its <u>City Manager</u> DATE: _____ Approved by the Des Moines City Council in an open public meeting on _____, 2024. Attest: _____ Approved as to form: _____ _____ City Clerk City Attorney DATE: _____ DATE: _____
NOTICES TO BE SENT TO: Grant L. Fredricks: dba Fredricks Management Consulting 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Tommy Owen, PE, PTOE City Engineer City of Des Moines 21650 11th Avenue South Des Moines, WA 98198-6317 (p) 206-870-6870 (c) 206-406-2334 (f) 206-870-6596 townen@desmoineswa.gov

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Water District 54 Franchise
Amendment

ATTACHMENTS:

1. Draft Ordinance 24-099

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: December 4, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Director of Marina Redevelopment _____
- ☐ Emergency Management _____
- ☒ Finance *MS*
- ☐ Human Resources _____
- ☒ Legal */s/ TG*
- ☐ Marina _____
- ☐ Police _____
- ☐ Parks, Recreation & Senior Services _____
- ☒ Public Works *MPS*

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

Purpose and Recommendation

The purpose of this agenda item is for the Council to consider Draft Ordinance No. 24-099 which would amend the franchise agreement with King County Water District 54 granted in Ordinance No. 1510 to include a 6% franchise payment in lieu of paying a water utility tax.

Suggested Motion

Motion 1: "I move to enact Draft Ordinance No. 24-099, amending the franchise agreement with King County Water District 54."

Background

In response to the challenges facing the City in the 2025-2026 biennial budget, staff brought forward a proposal to impose a 6% gross receipts utility tax on water utilities who had not bargained for an exemption from such a tax in their franchise agreements. Prior to the full Council's consideration of the draft ordinance, Water District 54 contacted the City regarding an amendment to the District's franchise agreement to bring their agreement in line with other water utilities paying a franchise payment in consideration of being exempted from the imposition of a utility tax at an agreed rate for the remaining term of the franchise.

At the October 24, 2024 regular City Council meeting, staff introduced Draft Ordinance 24-083 which would have imposed a 6% gross receipts utility tax on water utilities. A representative from the district and staff informed the Council of the district's request to discuss an amendment to the franchise agreement. Staff recommended to continue the matter to the November 21, 2024 in order to have discussions with the district. The Council directed staff to return to the November 21 meeting with either the draft ordinance for consideration of possible final action or an amendment of the franchise agreement. Draft Ordinance 24-099 was introduced to the Council at the November 21 meeting, and the Council passed the Draft Ordinance to a second reading.

Discussion

The proposed draft ordinance begins to address the lack of uniformity among water utility rate payers in the City while providing vitally needed revenue to support City services. The bargained-for franchise payments contain exclusions for certain gross income of the utilities, including late fees, shut-off and reconnect fees, delinquent service charge collection costs and expenses, impact fees, permit fees and costs or connection charges.

The proposed amendment to the franchise agreement imposes a 6% franchise payment on the revenue of the District subject to the same exclusions contained in the franchise agreements held by the other utilities. In exchange, the City agrees to exempt the District from any water utility tax the City may impose during the term of the franchise. The agreement also eliminates the annual \$5,000 administrative fee paid by the District. Except for these changes, the franchise agreement continues in full force.

Alternatives

The 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 estimates that the franchise payment would provide additional revenue of approximately \$70,000-\$75,000 in the first year.

Recommendation

Staff recommends the Council enact Draft Ordinance 24-099.

Council Committee Review

N/A

CITY COUNCIL'S DRAFT 12/04/2024

DRAFT ORDINANCE NO. 24-099

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON, amending the nonexclusive franchise to King County Water District No. 54, a Washington special purpose municipal corporation, its successors and assigns in Ordinance No. 1510 to construct, maintain, operate, replace, and repair a water system, in, across, over, along, under, through, and below the public rights-of-way of the City.

WHEREAS, King County Water District No. 54 has a valid franchise agreement with the City that expires in 2031, and

WHEREAS, the existing franchise agreement does not include a franchise payment provision that mirrors the language in other franchise agreements with water or sewer utilities operating in the City, and

WHEREAS, in order to align the terms of this franchise agreement with that of other special purpose districts operating with the City, the parties have agreed to amend the existing franchise to include a franchise payment provision that mirrors other agreements, and

WHEREAS, the City Council has the authority to grant and amend franchises for the use of its right-of-way and other public properties (RCW 35A.47.040), and

WHEREAS, this Ordinance was introduced to the City Council at the November 21, 2024 regular City Council meeting and passed to December 12, 2024 for final action, and

WHEREAS, the City of Des Moines has determined that it is in the best interests of the public to amend the District's franchise on the terms and conditions set forth in this franchise agreement amendment; now, therefore,

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

Sec. 1. Section 1 of Ordinance No. 1510 (uncodified) shall be amended to read as follows:

Definitions. Where used in this franchise agreement ("Franchise"), the following definitions shall apply:

(1) "District" means the King County Water District No. 54, a special purpose municipal corporation, and its respective successors and assigns.

(2) "City" means the City of Des Moines, a Washington municipal corporation, and its successors and assigns.

(3) "Franchise Area" means all of the public roads, streets, avenues, alleys, highways, and other rights-of-way of the City as now laid out, platted, dedicated or improved within the District; and any and all public City roads, streets, avenues, alleys, highways, and other rights-of-way that may hereafter be laid out, platted, dedicated or improved within the area in which the City has jurisdiction; provided,

that the Franchise Area shall not include or convey any right to the District to install facilities on, or to otherwise use, City owned or leased properties; and provided that the terms of this franchise (i.e., permitting and enforcement) shall not apply to those public roads, streets, avenues, alleys, highways, and other rights-of-way that may hereafter be laid out, platted, dedicated or improved within the area until such time that the City has assumed jurisdiction thereof.

(4) "Facilities" means the District's water system, lines, mains, pump stations, appurtenances, and all other necessary or convenient appurtenances for the purpose of providing water service.

(5) "Director" means the City's Director of Planning, Building and Public Works.

(6) "Revenue" means income received by the District from the sale of metered water to direct retail customers whose properties receiving such service from the District's water system are located within the City. Revenue shall not include: late fees; shut-off and reconnect fees; delinquent service charge collection costs and expenses; surcharges; impact or mitigation fees; permit fees and costs; any type of connection charges, general facilities charges, or local facilities charges; local improvement district and utility local improvement district assessments and payments; grants; contributed assets (contributions in aid of construction); income to recover the cost of fire suppression facilities and to pay for the provision of fire suppression services; loans; income from legal settlements not related to water sales to District customers; income from telecommunication leases or licenses; income from real property or from real property sales; income from the sale of surplus equipment, tools or vehicles; interest income; penalties; hydraulic modeling fees; water system extension agreement fees and charges; income from street lights; labor, equipment and materials charges; or any other fees and charges.

Sec. 2. Section 24 of Ordinance No. 1510 (uncodified) shall be amended to read as follows:

Franchise ~~Fee for administrative costs~~Payment.

(1) In consideration of the rights granted the District under this Franchise, the District shall pay to the City a Franchise payment ("Franchise payment") in the amount of six percent (6.0%) of the District's Revenue during the Term of this Franchise, beginning January 1, 2025, subject to the provisions of section 24(2) herein.

(2) Franchise payments shall be paid to the City in bi-monthly installments due and payable within thirty (30) days following the end of the bi-monthly period.

(3) Should the District be prevented by judicial or legislative action from paying any or all of the Franchise payments, the District shall be excused from paying that portion of the Franchise payment. Should a court of competent jurisdiction declare the Franchise payment invalid, in whole or in part, then the District's obligation to pay the Franchise payments to the City under this section shall be terminated in accordance with and to the degree required to comply with such court action, provided, the Parties agree to meet to discuss alternatives and amendments to this Franchise to retain the essential purposes of this section. If the Parties are unable to agree on appropriate amendments to this Franchise, the City shall have the right to void section 24(4) of this Agreement and may impose an Excise Tax on the District's Revenue; provided, if any such Excise Tax exceeds six percent (6%), the District shall have the right to terminate this Franchise and shall have the right to bring an action to challenge the legal validity of any such Excise Tax.

(4) In consideration of the District's payment of a Franchise payment to the City as provided in section 24 herein, and the District's acceptance of the other terms and conditions of this Franchise, the City agrees not to exercise and to forbear any legal authority it may have to impose a utility, business and occupation tax, public utility tax, privilege tax, excise tax or any other tax (collectively "Excise Tax") upon the District based on the District's revenues, gross receipts, or gross income during the term of this Franchise.

(5) If a court of competent jurisdiction determines the City may not agree to forbear its statutory authority to impose an Excise Tax upon the District based on the District's revenues, gross receipts, or gross income during the term of this Franchise, or may not agree to limit any such Excise Tax on the District's revenues, gross receipts, or gross income, and thereafter the City imposes an Excise Tax on the District, the District shall have the cumulative rights and options, at its sole election, to (1) terminate this Franchise and the payment of Franchise payments to the City, or (2) elect not to terminate this Franchise and may elect to pay any such Excise Tax, provided the District's Franchise payments herein to the City shall be credited against any such Excise Tax the City may impose.

(6) The District shall have the right to recover the Franchise payments from the District's ratepayers residing within the City and may identify the Franchise payments as a separate billing item on utility customer billings.

(7) The District agrees while this Franchise is in effect that it will not pursue or support any legal challenge to the Franchise payment set forth herein.

(8) If the District fails to pay any fee required under this Franchise within ninety (90) days after the due date

thereof, there shall be added to such fee a penalty of 1.5 percent (1.5%) of the amount of such fee.

~~The District is to pay an annual fee of \$5000.00. This fee will provide reimbursement to the City for the costs and expenses associated with administrating the franchise by the City. Said annual Franchise Fee shall be paid by February 1st of each year following the acceptance date of this Franchise.~~

Sec. 3. Acceptance by Franchisee. The District shall, within sixty (60) days after the effective date of this Franchise, file with the City Clerk the Statement of Acceptance, attached hereto as Exhibit "A," and incorporated by reference.

Sec. 4. Except as modified by this Ordinance, all terms and conditions of Ordinance No. 1510 shall remain in full force and effect.

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 _____, 2024 and signed in authentication thereof this ____ day of _____, 2024.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Exhibit "A"

HONORABLE MAYOR AND CITY COUNCIL
CITY OF DES MOINES, WASHINGTON

In the Matter of the
Application of King County
Water District No. 54, a
special purpose municipal
corporation, for a Franchise
to Construct, Operate, and
Maintain Facilities In, Upon,
Over, Under Along, Across and
Through the Franchise Area of
the City of Des Moines, WA

FRANCHISE ORDINANCE
NO. _____

ACCEPTANCE

WHEREAS, the City Council of the City of Des Moines, Washington, has granted a franchise to King County Water District No. 54, a special purpose municipal corporation, its successors and assigns, by enacting Ordinance No. 1510, bearing the date of April 28, 2011 and

WHEREAS, the City Council of the City of Des Moines, Washington, has amended the grant of franchise to King County Water District No. 54, a special purpose municipal corporation, its successors and assigns, by enacting Ordinance No. _____, bearing the date of _____, 2024 and

WHEREAS, a copy of Ordinance No. _____ amending said franchise was received by the King County Water District No. 54 on _____, 2024, from said City of Des Moines, King County, Washington; now therefore,

KING COUNTY WATER DISTRICT No. 54, a Washington a special purpose municipal corporation, for itself, its successors and assigns, hereby accepts said Ordinance and all the terms and conditions thereof, and files this, its written acceptance, with the City of Des Moines, King County, Washington.

IN TESTIMONY WHEREOF said King County Water District No. 54 has caused this written Acceptance to be executed in its name by its undersigned _____ thereunto duly authorized on this _____ day of _____, 2024.

ATTEST:

**KING COUNTY WATER DISTRICT No.
54**

**COPY RECEIVED FOR CITY OF DES
MOINES:**

By: _____
Its: _____

Des Moines City Clerk

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Hemstad Consulting Contract
Renewal (Amendment 3)

ATTACHMENTS:

1. Hemstad Amendment 2025
2. Hemstad Scope of Work & Contract Deliverables

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: City Manager's Office

DATE SUBMITTED: December 03, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Communications _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Emergency Management _____
- ☒ Finance *ML*
- ☐ 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 seek City Council approval of an amendment to extend the existing contract with Hemstad Consulting for the purpose of legislative advocacy, intergovernmental relations and economic development on behalf of the City.

Suggested Motion

Motion: "I move to approve Amendment 3 to the contract between the City and Hemstad Consulting for the purpose of extending and updating the legislative advocacy contract through September 30, 2025, and authorize the City Manager to sign the Amendment substantially in the form as attached."

Background

On an annual basis, the City Council establishes legislative priorities for support or opposition by the City for specific legislative and regulatory proposals forthcoming in the State or Federal legislatures. Over the last several years, in an effort to facilitate successful outcomes for these legislative priorities, the City has contracted with Hemstad Consulting to advocate and lobby on the City's behalf. The City pays Consultant \$6,000 per month and the term is for nine months with an option to extend.

Discussion

Since contracting with Hemstad Consulting, the City has made progress on its priorities, including state appropriations, priority legislation, issues related to Sea-Tac airport, and pursuing federal funding opportunities.

Alternatives

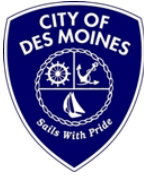
Do not extend the contract or extend it on a more limited basis. This is not recommended given the success that the City has seen since Hemstad Consulting has been engaged to advocate on the City's behalf.

Financial Impact

Funds for this amendment have been included in the City budget for 2025 as a one-time expense. Council can explore future contract extensions at the close of the Legislative Session.

Recommendation

Administration recommends approval of the motion.



CONTRACT AMENDMENT #3

CONTRACT FOR CONSULTING SERVICES BETWEEN THE CITY OF DES MOINES AND HEMSTAD CONSULTING

THIS AMENDMENT is entered into on this _____ day of December, 2024, pursuant to that certain Contract entered into on the 23rd day of December, 2019, and subsequent amendments between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and Hemstad Consulting, (hereinafter "Consultant"),

The parties herein agree that the Contract dated December 23, 2019 and subsequent amendments shall remain in full force and effect, except for the amendments/addendums set forth as follows:

I) **SECTION II** of the Contract is hereby amended to extend the time of completion through September 30, 2025. Exhibit A is also amended to reflect the extension of this Contract through September 30, 2025. By written notice prior to the expiration of this Contract, the City shall have the option to extend the Contract for up to an additional three months under the same Contract terms as currently exist.

Except as modified hereby, all terms and conditions of contract dated December 23, 2019, and subsequent amendments shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

Hemstad Consulting: By: _____ <i>(signature)</i> Print Name: _____ Its _____ <i>(Title)</i> DATE: _____	CITY OF DES MOINES: By: _____ <i>(signature)</i> Print Name: <u>Katherine Caffrey</u> Its <u>City Manager</u> <i>(Title)</i> DATE: _____ Approved as to form: _____ City Attorney DATE: _____
NOTICES TO BE SENT TO: HEMSTAD CONSULTING: Anthony R. Hemstad Hemstad Consulting 130 Sherman St. NW Olympia, WA 98502 anthony@hemstad.us	NOTICES TO BE SENT TO: CITY OF DES MOINES: Katherine Caffrey City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 KCaffrey@desmoineswa.gov

EXHIBIT A - SCOPE OF WORK

Hemstad Consulting Legislative Advocacy

Background

The City Council's approved legislative priorities strategy establishes priorities for support or opposition by the City for specific legislative and regulatory proposals forthcoming in the State of Washington Legislature in the 2025 session. In order to facilitate successful outcomes for these legislative priorities, the City is engaging with the Consultant to perform the following tasks to accomplish legislative advocacy in support of successful outcomes for the legislative priorities.

Actions

The legislative advocate will support successful outcomes for the City's Legislative Priorities, as adopted by City Council. These may include but are not limited to the following areas:

1. State Appropriations & Securing Resources

Proactively seek specific earmarks for agreed Des Moines projects via the Legislative process. Also support general policy changes that allow city governments to secure more resources to meet local needs, such as public safety, housing and general fund enhancement.

2. State Policy Issues

Consultant will work on State policy issues in the Legislature and try to pass, block or amend (as appropriate) bills in those policy areas as identified by the City as priority issues that would directly impact Des Moines. This can be done in alliance with AWC, WASPC and other groups as appropriate.

3. Airport Issues

Des Moines and other cities surrounding Sea-Tac International Airport receive disproportionate impacts of aircraft operations because of their proximity to the airport. As Sea-Tac prepares for significant growth in the future and after experiencing significant growth in recent years, it is imperative that Sea-Tac's negative impacts be mitigated and that long-term options be secured so Sea-Tac is not the lone major airport serving the region.

Consultant will work with StART's Policy Committee on those aspects of the joint State and Federal policy items that are supported by the Des Moines Council. Consultant will also work on other airport-related projects as directed by Council or City Manager that could be different than those adopted by StART.

4. Federal Community Project Funding Assistance

Consultant will liaise with Federal representatives and help with pursuing Federal Community Project Funding opportunities. Consultant will also advise on other Congressional issues as appropriate and as directed, given the constraints of not being based in D.C.

Other legislative priorities that may be identified.

The legislative advocate will:

- * Support enacting of these legislative priorities through the entire state legislative process,
- * Provide regular reports (can be verbal) to the City Manager (or designees) once the legislative session begins,
- * Develop appropriate legislative strategies,
- * Plan any testimony or support the City and its partners can provide to support passage of legislative initiatives, and
- * Work with our legislative delegation to support the enactment of City's legislative priorities and see how the City can enhance those relationships

Meetings

I. The legislative advocate will present to the City Council during development of the City's Legislative priorities and will also give other updates that could include presentations during the Legislative session and a recap after session is over.

Other items as agreed by City Manager and Consultant.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: 6th Place/287th Street Pipe
Replacement Project Consultant
Contract and Grant Award

AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: December 4, 2024

ATTACHMENTS:

1. Agreement for Award of Flood Reduction Grant Funds; 2024
2. Parametrix 2024-2025 On-Call General Civil Engineering Services, Task Assignment 2024-05
3. SWM CIP Project Worksheet

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Director of Marina Redevelopment _____
- ☐ Emergency Management _____
- ☒ Finance *MM*
- ☐ 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 agenda item is to seek City Council acceptance of the King County Flood Control District's Flood Reduction Grant (Attachment 1) and approval of a Task Order Assignment 2024-05 with Parametrix (Attachment 2) that will provide design and permitting services associated with the 6th/287th Pipe Replacement Project. The following motions will appear on the Consent Agenda:

Suggested Motions

Motion 1: "I move to accept the King County Flood Control District Flood Reduction Grant Award for the 6th Place/287th Street Pipe Replacement Project and authorize the City Manager to sign the Grant Agreement substantially in the form as submitted."

Motion 2: "I move to approve the 2024-2025 On-Call General Civil Engineering Services Task Assignment 2024-05 with Parametrix to provide design and permitting services for the 6th Place/287th Street Pipe Replacement Project in the amount of \$314,149.42, and authorize the City Manager to sign said Task Assignment substantially in the form as submitted."

Background

The 6th Place/287th Street Pipe Replacement Project is a high-priority project identified in the 2015 SWM Comprehensive Plan. The project is located in the vicinity of 4th and 6th Pl S near where they intersect with 287th St.

6th Pl S has existing drainage systems that are aging and do not adequately address the current runoff and groundwater conditions experienced in this area. Another existing system on 4th Pl S in the same vicinity experiences seasonal flooding in the fall and winter.

This project would install permanent collection and conveyance to capture runoff and groundwater in an upgraded system and protect against seasonal flooding in high flows.

Discussion

The City applied for the Flood Reduction Grant opportunity in the Summer of 2024. The King County Flood Control District voted to award this project in the amount of \$249,309 to support the 100% Design phase. The City is required to certify funding by signing and returning the Agreement for Award of Flood Reduction Grant Funds (Attachment 1).

In order to fulfill the project design and permitting requirements, consultant support will be needed. City staff utilized the 2024-2025 On-Call General Engineering Services roster for consultant selection. Parametrix was selected based on their experience in environmental permitting and habitat projects, as well as past performance on the North Fork McSorley Creek Diversion Project and the Lower Massey Creek Habitat Restoration Monitoring Project.

Specific elements of work included within the Task Assignment include:

- 100% Preliminary Engineering (Survey, Geotechnical, Landscape Architecture, Civil)
- Cultural Resource Support
- Critical Area Support
- Easement Support
- Permitting Identification Matrix

Financial Impact

The KCFCD Flood Reduction Grant funding will be applied to the 6th Place/287th Street Pipe Replacement Project. The City's CIP Budget Worksheet includes revenues to achieve funding for the Formal Task Assignment (Attachment 3).

Alternatives

Motion 1:

The City Council could elect not to accept the KCFCD Flood Reduction Grant award. As a result, the project funding source would remain solely funding by the Surface Water Utility.

Motion 2:

The City Council could elect not to approve the Task Assignment with Parametrix Inc for Engineering Services. The City would need to review other on-call consultant qualification or issue a Request for Proposal (RFP). This process would add significant time to the consultant selection process and place the 2024 King County Flood Control District Grant at risk for full expenditure.

Recommendation

Staff recommends approval of the proposed motions.

Council Committee Review

The Environment Committee has been routinely updated on the status and programming of this project.

Project Name: 6th Place/ 287th Street Pipe Replacement

Award Number: 4.24.02

**AGREEMENT FOR AWARD OF
FLOOD REDUCTION GRANT FUNDS
BETWEEN THE CITY OF DES MOINES AND KING COUNTY**

This Agreement is made between King County, a municipal corporation, and the **City of Des Moines** (“Recipient”) (collectively referred to as the “parties” and in the singular “party”), for the purposes set forth herein. This Agreement shall be in effect from the date of execution to **December 31, 2027**.

Project Contacts:

Contact for King County: Kim Harper, Grant Administrator, 206-477-6079,
Kim.harper@kingcounty.gov.

Contact for Recipient: Tyler Beekley, Surface Water and Environmental Engineering Manager,
206-870-6869, tbeekley@desmoineswa.gov.

SECTION 1. RECITALS

- 1.1 Whereas, the King County Flood Control District (“District”) is a quasi-municipal corporation of the State of Washington, authorized to provide funding for flood control and stormwater protection projects and activities;
- 1.2 Whereas, King County is the service provider to the District under the terms of an interlocal agreement (“ILA”) by and between King County and the District, dated February 17, 2009, as amended, and as service provider implements the District’s annual work program and budget;
- 1.3 Whereas, on November 12, 2013, the Board of Supervisors of the District (the “Board”) passed Resolution FCD 2013-14 which established a Flood Reduction Grant Program and criteria for awarding grant funding for projects;
- 1.4 Whereas, on November 7, 2023, the Board passed Resolution FCD 2023-10, which authorized an allocation of \$13,415,191 from the District’s 2024 budget to fund flood reduction projects;
- 1.5 Whereas, on October 8, 2024, the Board passed Resolution FCD 2024-11, which approved the flood reduction projects described in Attachment A to that Resolution;
- 1.6 Whereas, in accordance with the terms of these Resolutions, and in its capacity as service provider to the District, King County has established policies and procedures for administering the flood reduction grant program, a copy of which has been furnished to Recipient and which is incorporated herein by this reference (hereinafter “Grant Policies

and Procedures”);

- 1.7 Whereas, the Recipient submitted an application to receive funds for a project to be funded by the Flood Reduction Grant Program;
- 1.8 Whereas, the Board approved funding of Recipient’s application for the project (“Project”), as described in Attachment A to Resolution FCD 2024-11 in the amount of **\$249,309** (“Award”)
- 1.9 Whereas, Exhibit A, attached hereto and incorporated herein by this reference, contains a description of the Project as described in Attachment A to Resolution FCD 2024-11;
- 1.10 Whereas, King County has received a Scope of Work and a Budget for the Project from the Recipient and has determined that the Scope of Work, attached hereto and incorporated herein as Exhibit B (“Scope of Work”), and the Budget, attached hereto and incorporated herein as Exhibit C (“Budget”), are consistent with the Grant Policies and Procedures, the Recipient’s application for the Project, and the Resolution approving funding for the Project; and
- 1.11 Whereas, King County and the Recipient desire to enter into this Agreement for the purpose of establishing the terms and conditions under which King County will provide funding from the District in accordance with Resolution FCD 2024-11 and the Grant Policies and Procedures, and under which the Recipient will implement the Project.

SECTION 2. AGREEMENT

- 2.1. The Recitals are an integral part of this Agreement and are incorporated herein by this reference.
- 2.2. King County agrees to pay the Award amount to the Recipient in the total amount of **\$249,309** from District funds. The Award shall be used by the Recipient solely for the performance of the Project, as described in Exhibit A to this Agreement. King County shall pay the Recipient in accordance with the terms of the Grant Policies and Procedures.
- 2.3. The Recipient represents and warrants that it will only use the Award for the Scope of Work of this Agreement and in accordance with the Project Budget. The Recipient shall be required to refund to King County that portion of the Award which is used for work or tasks not included in the Scope of Work. Further, the Recipient agrees that King County may retain any portion of the Award that is not expended or remains after completion of the Scope of Work and issuance of the Final Report, as further described below.
- 2.4. Activities carried out for this Project and expenses incurred by the Recipient may predate the execution date of this Agreement provided that 1) they have been identified by

Recipient as being within the scopes of numbers 2) and 3) below, and have been approved by King County as being within such scopes; 2) the activities are specified in the Scope of Work of this Agreement; 3) the expenses are incurred in carrying out the Scope of Work and are authorized by the Award as identified in the Budget of this Agreement; 4) such activities and expenses otherwise comply with all other terms of this Agreement; 5) such activities and expenses do not occur prior to the date the grants were approved by the District; and 6) reimbursements shall be paid to the Recipient only after this Agreement has been fully executed.

- 2.5. The Recipient shall invoice King County for incurred expenses using the Request for Payment form and Progress Report form, or online equivalents to these forms upon the County's implementation of an online reporting database, for those documented and allowable expenses identified in the Budget and according to the rules set forth in the Grant Policies and Procedures. A request for payment shall be made no less frequently than every six months after the effective date of this Agreement nor more frequently than every three months after the aforementioned date. A Progress Report form and backup documentation of claimed expenses shall be submitted with all payment requests. A one-time advance may be allowed, in the discretion of King County, for expenses anticipated to be incurred in the three months following the date of submission of the advance Request for Payment only for work that is included in the Scope of Work of this Agreement, and identified as such in the Request for Payment. The amount of the advance may not exceed 25% of the total award amount. Documentation of payments made from advances shall be submitted to King County prior to any further requests for payment.
- 2.6. The Recipient shall be required to submit to King County a final report which documents the Recipient's completion of the work in conformance with the terms of this Agreement within thirty (30) days after the completion of the work. The final report may be submitted on the Close-out Report form, or online equivalent to this form upon the County's implementation of an online reporting database. The final report shall include a summary of the Project's successes and shall address the flood reduction benefits accomplished by the work.
- 2.7. The Recipient's expenditures of Award funds shall be separately identified in the Recipient's accounting records. If requested, the Recipient shall comply with other reasonable requests made by King County with respect to the manner in which Project expenditures are tracked and accounted for in the Recipient's accounting books and records. The Recipient shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles as further described in Section 2.8 below, and to meet the requirements of all applicable state and federal laws.
- 2.8. The Recipient shall be required to track project expenses using the Budget Accounting and Reporting System for the State of Washington ("BARS") or Generally Accepted Accounting Principles set forth by the Financial Accounting Standards Board or by the Governmental Accounting Standards Board.

- 2.9. King County or its representative, and the District or its representative, shall have the right from time to time, at reasonable intervals, to audit the Recipient's books and records in order to verify compliance with the terms of this Agreement. The Recipient shall cooperate with King County and the District in any such audit.
- 2.10. The Recipient shall retain all accounting records and project files relating to this Agreement in accordance with criteria established by the Washington State Archivist Local Government Common Records Retention Schedule (CORE) as revised.
- 2.11. The Recipient shall ensure that all work performed by its employees, agents, contractors, or subcontractors is performed in a manner which protects and safeguards the environment and natural resources, and which is in compliance with local, state and federal laws and regulations. The Recipient shall implement an appropriate monitoring system or program to ensure compliance with this provision.
- 2.12. The Recipient agrees to indemnify, defend and hold harmless King County, and the District, their elected or appointed officials, employees and agents, from all suits, claims, alleged liability, actions, losses, costs, expenses (including reasonable attorney's fees), penalties, settlements and damages of whatsoever kind or nature, arising out of, in connection with, or incident to any acts or omissions of the Recipient, its employees, agents, contractors, or subcontractors in performing its obligations under the terms of this Agreement, except to the extent of the County's or the District's sole negligence.
- The Recipient's obligations under this provision shall include, but not be limited to, the duty to promptly accept tender of defense and provide defense to the County and the District with legal counsel acceptable to the County and the District at Recipient's own expense. Recipient, by mutual negotiation, hereby waives, as respects the County and the District only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event it is necessary for the County or the District to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from Recipient. The provisions of this section shall survive the expiration, abandonment, or termination of this Agreement.
- 2.13. The Recipient agrees to acknowledge the District as a source of funding for the Project on all literature, signage or press releases related to the Project. The Recipient may obtain from King County a District logo that may be used in the acknowledgement.

SECTION 3. GENERAL PROVISIONS

- 3.1. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. The Recipient shall not assign this Agreement to a third party.

- 3.2. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No prior or contemporaneous representation, inducement, promise or agreement between or among the parties which relate to the subject matter hereof which are not embodied in this Agreement shall be of any force or effect.
- 3.3. No amendment to this Agreement shall be binding on any of the parties unless such amendment is in writing and is executed by the parties. The parties contemplate that this Agreement may from time to time be modified by written amendment which shall be executed by duly authorized representatives of the parties and attached to this Agreement.
- 3.4. Unless otherwise specified in the Agreement, all notices or documentation required or provided pursuant to this Agreement shall be in electronic form and shall be deemed duly given when received at the addresses set forth below via electronic mail and transmittal is demonstrated by an electronic delivery receipt or similar confirmation.

King County	Recipient
Kim Harper	Tyler Beekley
Grant Administrator	Surface Water and Environmental Engineering Manager
King County WLRD	City of Des Moines
kim.harper@kingcounty.gov	tbeekley@desmoineswa.gov

Either party hereto may, at any time, by giving ten (10) days written notice to the other party to designate any other address in substitution of the foregoing address to which such notice or communication shall be given.

- 3.5. Each party warrants and represents that such party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such party and that such party is bound by the signature of such representative.
- 3.6. The Project shall be completed by no later than **December 31, 2027**. In the event that the Project is not completed by this date, King County has the discretion, but not the obligation, to terminate this Agreement and retain any unexpended Award funds.
- 3.7. The Agreement will be terminated if the Recipient is unable or unwilling to expend the Award as specified in Section 2.2 and Exhibits B and C. In the event of termination under this section, the County shall be released from any obligation to fund the Project and Recipient shall forfeit all rights to the unexpended portion of the Award.
- 3.8. If the County determines that a breach of contract has occurred or does not approve of the Recipient's performance, it will give the Recipient written notification of unacceptable

performance. Recipient will then take corrective action within a reasonable period of time, as may be defined by King County in its sole discretion in its written notification to Recipient. King County may withhold any payment owed Recipient until the County is satisfied that corrective action has been taken or completed.

- 3.9. Waiver of breach of any provision in this Agreement shall not be deemed to be a waiver of any subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent defaults.
- 3.10. KCC chapters 12.16, 12.17 and 12.18 are incorporated herein by reference and the requirements in these code sections shall specifically apply to this Agreement. In its performance under this Agreement the Recipient shall not discriminate against any person on the basis of race, color, age, gender, marital status, sexual orientation, gender identity or expression, religion, ancestry, national origin, disability or use of a service or assistive animal by an individual with a disability, unless based upon a bona fide occupational qualification, and the Recipient shall not violate any of the terms of chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination in employment.
- 3.11. None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.
- 3.12. This Agreement may be signed in multiple counterparts.
- 3.13. If any provision of this Agreement shall be wholly or partially invalid or unenforceable under applicable law, such provision will be ineffective to that extent only, without in any way affecting the remaining parts or provision of this Agreement, and the remaining provisions of this Agreement shall continue to be in effect.
- 3.14. This Agreement shall be governed by and construed according to the laws of the State of Washington. Actions pertaining to this Agreement will be brought in King County Superior Court, King County, Washington.
- 3.15. The amount of the Award has been fully funded by the District. To the extent that funding of the Award requires future appropriations by the District or the King County Council, King County's obligations are contingent upon the appropriation of sufficient funds by the District or the King County Council to complete the Scope of Work. If no such appropriation is made, this Agreement will terminate at the close of the appropriation year for which the last appropriation that provides funds under this Agreement was made.

Project Name: 6th Place/ 287th Street Pipe Replacement

Award Number: 4.24.02

This document has been approved as to form by the King County Prosecuting Attorney's Office as of March 1, 2023.

KING COUNTY:

RECIPIENT:

By_____

By_____

Name_____

Name_____

Title_____

Title_____

Date_____

Date_____

Project Name: 6th Place/ 287th Street Pipe Replacement

Award Number: 4.24.02

EXHIBIT A: PROJECT DESCRIPTION

PROJECT NAME	RECIPIENT	DESCRIPTION	LEVERAGE	AWARD
6th Place/ 287th Street Pipe Replacement	City of Des Moines	Divert stormwater from an undersized open storm drainline and install a new storm drain system. This project will install approximately 1,670 feet of 12-inch storm pipe, 15 catch basins, and 4 storm drain manholes. The new storm systems will be installed along the northwest side of 4th Pl S, long southeast side of S 287th St, and northwest side of 6th Pl S. The project includes replacing 12" CMP with new 12" storm pipe and installing a diversion structure.	\$0	\$249,309

EXHIBIT B: SCOPE OF WORK

Activity Title	Activity Description	Deliverables	Estimated Percent of Grant Budget	Month/Year Task will be Completed
Task 1: Project Administration (Required)	Submit reimbursement request forms, backup documentation for billing, and progress reports at least every 6 months. Submit a Closeout Report form with the final reimbursement request.	Deliverables will include these reports.	10%	June 2026
Task 2:	City staff will retain the services of a consultant to develop site assessment, initial cultural resource and public outreach support, and project design costs to 100% design & permit identification submittals.	Deliverables will include any reports generated, preliminary permitting recommendations, initial cultural resource recommendations and tribal consultation, public outreach event data, and 100% design plans.	90%	June 2026

EXHIBIT C: BUDGET

BUDGET ITEM	GRANT REQUEST
STAFFING	\$24,809
COMMERCIAL SERVICES & CREW TIME	\$224,500
TOTAL	\$249,309

Formal Task Assignment Document

Task Number __TA 2024-05__

The general provisions and clauses of Agreement On-Call Svcs. shall be in full force and effect for this Task Assignment

Location of Project: Des Moines, WA _____

Project Title: 6th Place and 287th Street Pipe Replacement Project _____

Maximum Amount Payable Per Task Assignment: \$314,149.42 _____

Completion Date: December 31, 2025 _____

Description of Work:

See attached Scope of Work and Budget Estimate.

Agency Project Manager Signature: _____ Date: _____

Oral Authorization Date: _____ See Letter Dated: _____

Consultant Signature: _____ Date: _____

Agency Approving Authority: _____ Date: _____

City of Des Moines
6th Place and 287th Street Pipe Replacement Project

Introduction

The City of Des Moines (City) has requested that Parametrix provide civil engineering and environmental services to obtain permits and prepare construction bidding documents for Surface Water Capital Improvement Project (CIP) 37. CIP 37 will provide a flood reduction benefit that directly addresses existing flooding issues on 6th Place S near S 287th Street. To provide flood reduction, the project design will include adding new and/or replacing storm drain systems along 4th Place S, 6th Place S, and S 287th Street. The project will include hydrologic and hydraulic evaluation of the existing storm drain system to determine the final design and the locations of a flow diversion structure and a flow splitter structure that will be implemented to divert stormwater from an undersized open storm drain to a new storm drain system. The storm drain improvements will likely require a drainage easement to complete the work on the condominium property where the existing storm drain system connects from 6th Place S to 5th Place S. The project intends to use the existing stormwater outfalls to Puget Sound. The project is needed to reduce seasonal flooding of nearby homes in this area. The CIP 37 sheet is attached for reference.

These improvements will include designing new and replaced storm drain pipes and catch basins, trenching and restoration of disturbed portions of 4th Place S, 5th Place S, 6th Place S, and S 287th Street including replacement of pavement and curb, gutter, and sidewalk, where necessary.

The City was awarded Flood Reduction Grant Funds from King County Flood Control District to support the project, which will be used in part to fund the project. The grant agreement states that the project shall be completed no later than December 31, 2027.

Task 01 – Project Management

Objectives

The objective of this task is to provide overall project management of the consultant contract with City's project manager.

This task includes general management functions that include the following:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Monthly weekly design team meetings with an issues list to document project design decisions.
- Monthly Progress Reports – Prepare a monthly invoice for services performed by Parametrix.
- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.

Deliverables

Deliverables for this task include:

- Miscellaneous correspondence to document project management issues.
- Monthly progress reports enclosed with invoices.

Assumptions

Assumptions for this task include:

- Project duration is 12 months.
- Budget assumes 12 project management meetings.
- Budget assumes 1 kickoff meeting with the client and five consultant staff. The kickoff meeting will be 1 hour duration.

Task 02 – Survey and Easements

Measurable Task Objective

The goal of this Task 02 is to prepare a base map for use in design and permitting and to do a cursory regulatory review to confirm permitting needs requirements.

Subtask 02-01 – Boundary and Topographic Survey

Objective/Goal

Parametrix will determine the right of way of 6th Place South, 5th Place South, Sound View Drive South, South 287th Street and including parcel located at 28700 5th Place South, in Des Moines, WA as shown in Exhibit A. In addition, Parametrix will perform a topographic survey within the right of way of the area described above. Storm and sanitary structures to be located shall include one structure upstream and downstream of the property. Contours will be at 1-foot intervals and based on NAVD 88.

Subtask 02-02 – Easement Legal Descriptions & Exhibits

Objective/Goal

Parametrix will produce a legal description and graphical exhibit for up to three proposed permanent or temporary construction easements for a portion of King County Tax Parcel Numbers 7203600230, 7203600235, and 7205450000 in Des Moines, WA.

Approach

Parametrix will perform surveying work associated with topographic mapping of the area within those limits as shown in the attached CIP Project 30 sheet, more specifically being:

This task will include the following:

- Detailed planimetric survey will include, but not be limited to, location of roadway surfaces, curbs, landscape areas, structures, break lines, fences, and visible surface utility features. Storm and sanitary sewer structures in the vicinity of the project work will have accessible

invert elevation data measured. Conductible underground utilities marked by others will also be mapped. In addition, significant trees with a diameter of 6 inches and above will be gathered and incorporated into the base mapping.

- Collect sufficient monumentation to accurately depict the road rights-of-way. Parcel lines in the immediate area will be shown per available GIS data.
- A topographic survey will be performed to create a digital terrain model (DTM) with an accuracy required to produce a 1-foot contour interval map. The field data will be collected and processed in a Civil 3D CAD base map.

Deliverables

At completion of our work on this project, Parametrix will provide:

- One paper copy of the Right of Way and Topographic Survey.
- An electronic drawing file of the Boundary and Topographic Survey in AutoCAD Civil 3D 2024 format in one drawing file.
- Legal Description and exhibit for up to three proposed permanent or temporary construction easements.

Assumptions

This proposal is based on the following assumptions and/or receiving the following site-specific information.

- Parametrix will be provided by the client reasonable access to all areas requiring surveys.
- For safety reasons, Parametrix survey crews are not allowed to enter subsurface vaults. Our work will be conducted from the surface, using measure-down techniques. Crews will also not open any structure covers in excess of 80 pounds.
- All electronic mapping standards will be based on Parametrix drafting standards.
- Parametrix field crews may need to perform minor brushing with machetes to conduct this survey and has client's permission to do so.
- This scope includes the cost of private utility locates.
- The setting of any survey monuments at any of the exterior boundary points of the subject properties has not been included in this proposal. The boundary of the property will be merged into the topographic mapping, as appropriate, and shown for graphical purposes only. This service can be provided if required at a later date; however, any setting of property corners and filing of a record of survey (if required) will be considered additional services and billed separately as described below.
- Only the cost for right of way lines has been included in the scope. If requested by client, adjacent GIS property lines can be shown for graphical purposes only.
- Unless otherwise specified by the client, horizontal datum shall be North American Datum (NAD) 83/11, Washington Coordinate System, North Zone, and vertical datum shall be North American Vertical Datum of 1988 (NAVD 88).
- Parametrix has not accounted for the cost of an arborist.
- This scope does include the cost of up to three title reports to be used for determining the parcels for Task 02.

- Parametrix will be responsible for coordinating with the locate service provider.

Task 03 – Preliminary Design

Measurable Task Objective

The objective of this task is to perform a hydrologic and hydraulic (H&H) evaluation of the existing and proposed storm drain system with the intent of identifying the location of the flow diversion and flow splitter structures and the size of the proposed storm drain pipes. After the H&H evaluation is completed, a stormwater technical memorandum will be prepared as well as preliminary plans and an opinion of cost for review by the City and for use in obtaining permits.

Subtask 03-01 – Hydrologic and Hydraulic Analysis

Objective/Goal

The objective of this task is to perform a hydrologic and hydraulic (H&H) evaluation of the existing and proposed storm drain system to inform the preliminary design.

Approach

Parametrix will delineate drainage catchment areas within the project vicinity, prepare hydrology and hydraulics analysis for the existing and proposed conveyance systems using the Rational Method or other approved methodology in the 2021 King County Surface Water Design Manual and computation software such as EPA SWMM or AutoCAD Storm and Sanitary Analysis. for the existing and proposed conditions.

Parametrix will perform one site visit with two engineers to observe existing conditions and confirm drainage patterns. The total duration will be 6 hours.

Parametrix will prepare a Stormwater Technical Memorandum documenting how the project will meet the minimum requirements of the City's adopted Stormwater Manual. The Engineer will assess the stormwater mitigation requirements by tabulating new and replaced hard surface areas and will determine if any mitigation is required. The draft plan prepared by the City does not appear to require any changes to the overall footprint of the improvements and, therefore, the project should not include any new hard surface areas. Therefore, no additional stormwater mitigation should be necessary and is not included in this scope of services.

Deliverables

- Draft and Final Stormwater Technical Memorandum in electronic format (PDF).

Assumptions

- H&H modeling will consist of one existing conditions model and one proposed conditions model. The proposed conditions model will include up to 3 iterations as the design team evaluates the best location for a flow diversion structure and flow splitter structure.
- The proposed design will be limited to existing outfall locations and pipe capacities. No new outfalls to Puget Sound or outfall pipe improvements are included in this project.

- The conveyance analyses will not consider sea level rise at the outfall to Puget Sound.
- The Stormwater Technical Memorandum is estimated to be approximately 6 pages plus attachments and figures. Documents and figures will be prepared using Parametrix's internal company production standards.
- The project meets the definition of Underground Utility project and is therefore exempt from minimum requirements per the 2019 Stormwater Management Manual for Western Washington. The only requirement that is expected to apply is the need for the Construction Stormwater Pollution Prevention Plan. No new impervious surfaces are anticipated, and the project will be exempt from LID, flow control, and water quality treatment requirements.
- The City will provide one round of consolidated comments to Parametrix for review and response. Comments will be addressed and incorporated into the final technical memorandum.

Subtask 03-02 – Preliminary Plans and Estimate

Objective/Goal

The objective of this task is to develop preliminary plans and an opinion of cost for review by the City and for use in obtaining permits.

Approach

Parametrix will prepare preliminary plans to approximately a 50% design level. The design will establish the “footprint” of the project ensuring the project can be constructed within the existing right-of-way and establishing the areas of required drainage easements; include sufficient detail to provide information for environmental documentation and permits; and provide a basis for an opinion of cost. The approach for completing this task includes the following:

- The preliminary plans will be prepared by the Engineer and may include the following plan sheets, although the plan sheets may be revised if warranted and agreed to by both parties:
 - Cover Sheet and Legend (assume 2 sheets).
 - Existing Conditions and Survey Control (assume 1 sheet).
 - Demolition and TESC Plans (assume 4 sheets).
 - Storm Drain Plan/Profile (assume 4 sheets).
 - Details (assume 1 sheet).Sheet Total = 12

- Parametrix will prepare an opinion of cost based on the preliminary plans.

Deliverables

- Half-size (11"x17") preliminary plans in electronic format (PDF).
- Preliminary opinion of cost in Microsoft (MS) Excel format.

Assumptions

- Documents and figures will be prepared using Parametrix's internal company production standards.
- The City will provide one round of consolidated comments to Parametrix for review and response to. Comments will be addressed and incorporated in Task 04.

Task 04 – Final Design and Contract Documents

Measurable Task Objective

To prepare 100% design-level plans, contract documents, and opinion of cost for review by the City, and subsequently prepare final plans, contract bid documents, and opinion of cost for bidding.

Subtask 04-01 – 100% PS&E

Objective/Goal

To prepare 100% design-level plans, specifications, and opinion of cost for review by the City.

Approach

The approach to completing this task includes the following:

- Following acceptance of the Preliminary Design and delivery of comments from the City to Parametrix, Parametrix will prepare 100% plans and contract documents in accordance with the City's design guidelines.
- Anticipated plan sheets include:
 - Cover Sheet and Legend (assume 2 sheets).
 - Existing Conditions and Survey Control (assume 1 sheet).
 - Demolition and TESC Plans (assume 4 sheets).
 - Storm Drain Plan/Profile (assume 4 sheets).
 - Details (assume 2 sheets).
 - Temporary Traffic Control Plan (assume 1 sheet).Sheet Total = 14
- Parametrix will prepare the contract documents (plans and specifications) to approximately a 100% level of completion and prepare an opinion of cost based upon the work included in the plans. The City will review the 100% submittal and return written comments to Parametrix for incorporation into the final bidding documents.

Deliverables

- Draft 100% plans (half-size plans), specifications and opinion of cost in electronic (PDF/ MS Word /MS Excel) format for review by the City.

Assumptions

- The City will provide their legal documents and contract boilerplate to Parametrix in electronic format (MS Word format assumed). The City will provide special language provisions for Divisions 00 and 01. Parametrix will provide review of Division 1 and prepare Special Provisions for Divisions 2 through 9.
- The contract documents will be prepared using the 2025 WSDOT Standard Specifications.
- The City will provide one round of consolidated comments to Parametrix for review and responses. Comments will be addressed and incorporated into the Contract Documents as part of Subtask 04-02.

Subtask 04-02 – Contract Documents

Objective/Goal

To prepare final plans, contract bid documents, and opinion of cost for bidding to the City.

Approach

The approach to completing this task includes the following:

- Following acceptance of the Preliminary Design and delivery of comments from the City to Parametrix, Parametrix will prepare 100% plans and contract documents in accordance with the City's design guidelines.

Deliverables

- Draft 100% comment responses.
- Final bidding documents will electronic (PDF) copy of contract documents including contract specifications and half size (11"x17") plans.
- Parametrix will provide an electronic copy of the final opinion of cost (MS Excel format) for use in preparing bid tabulations.

Assumptions

- Anticipated plan sheets include the same as in Subtask 04-01. 100% PS&E.
- The Subtask 04-01 assumptions apply.

Task 05 – Environmental Review and Permitting

Objective/Goal

To assist the City in completing required environmental reviews and assist the City with preparing permit applications.

Approach

Project implementation will entail work within 200 feet of the ordinary high water mark of Puget Sound—i.e., within the area identified as the City's shoreline jurisdiction. Because it includes the installation of new storm drain pipes and catch basins to supplement the existing system, the project

is not expected to meet the criteria for “normal maintenance or repair” of existing utilities. As such, it is not eligible for an exemption from shoreline substantial development permitting requirements.

Based on the example of a 2024 project that replaced an existing ditch and culvert system within the right-of-way along Des Moines Memorial Drive, it is expected that a State Environmental Policy Act (SEPA) threshold determination will also be required.

Chapter 12.05 of the Des Moines Municipal Code requires a right-of-way use permit for any private use of a public right-of-way. As a public, City-initiated project, it is expected that the 6th Place and 287th Street Pipe Replacement Project will not require a right-of-way use permit.

Based on the understanding that the project will entail more than 50 cubic yards of grading and filling, it is expected that a grading permit will be required.

As a Type II land use action (administrative decision made after legally required opportunity for public comment), the project will not require a formal pre-application meeting with the City. However, Parametrix will request an informal pre-application meeting to gain clarity about required approvals and environmental reviews.

Parametrix will:

- Attend one (1) informal pre-application meeting with City staff. Up to two (2) consultants will attend the meeting.
- Conduct site visit to screen the project area for possible critical areas such as wetlands and streams.
- Prepare a brief Critical Areas Technical Memorandum describing the findings of the field study.
- Prepare a SEPA Environmental Checklist for the project.
- Prepare an application package for a shoreline substantial development permit, if the need for a permit is confirmed during the pre-application meeting. Consistent with the requirements of Section 7.3.3 of the City’s shoreline master program document, the application package will include the following:
 - Joint Aquatic Resources Permit Application (JARPA) form
 - Identifying information about the project and project applicant
 - Site development plan
 - Completed SEPA checklist
- Prepare an application package for a grading permit, including the following:
 - Grading permit application form
 - Site plans, including grading/clearing plan and slope disturbance plan
 - Temporary erosion and sediment control plan
- Conduct a field survey to identify potential cultural impacts with pedestrian survey transects and subsurface probes in accessible places along the project corridor that have the highest potential to contain buried archaeological resources.
- Prepare a brief Cultural Resources Technical Report describing the findings of the cultural resource assessment.

- Assist the City with responding to comments and/or requests for additional information during the review of permit applications and other environmental documents.

Deliverables

- Critical Areas Technical Memorandum
- SEPA Environmental Checklist
- Cultural Resources Technical Report
- Shoreline Substantial Development Permit Application
- Clearing and Grading Permit Application

Assumptions

- The City will review the SEPA environmental checklist and issue a SEPA determination pursuant to City Code.
- The SEPA environmental checklist can be prepared using information developed as part of this scope of work or publicly available resource information. No additional technical studies will be required.
- None of the roadside ditches or other surface waters in the project area are or have a surface connection to any waters of the State or waters of the U.S.
- A separate set of drawings to meet the requirements of the U.S. Army Corps of Engineers will not be required.
- Construction of the proposed stormwater bypass, including inlet and outlet facilities, will not require any work within the ordinary high water mark of Puget Sound.
- The project will involve no ground-disturbing work in areas of special flood hazard and will not trigger any permitting requirements associated with work in flood hazard zones.
- No special environmental studies or hazard analyses will be required.
- A City of Des Moines Critical Area Land Use Permit will not be needed.
- A Right of Way Use Permit will not be required.
- No archaeological or historic built resources are present in areas potentially affected by project activities. If archaeological or historic built resources are found during the cultural resources survey, they will need to be formally evaluated, which would require an amended scope of work.
- The City will secure rights of access to private property.
- All deliverables will be electronic. The City is responsible for distribution and the publication of any required notices and/or design and installation of required signage.
- The City will pay all permit and review fees.
- City will obtain and maintain public liability insurance, if needed, per DMMC 12.05.070(6)
- Securing coverage under the Construction Stormwater General Permit will be the responsibility of the construction contractor.

Task 06 – Geotechnical Support

Approach

Parametrix's geotechnical consultant will:

- Research available geotechnical reports, geologic maps and DNR subsurface boring database to get a preliminary understanding of the subsurface conditions.
- Complete one call utility locates for planned vector truck exploration borings (see attached figure).
- Complete up to 6 vector truck exploration borings to a depth of approximately 5 feet below ground surface to characterize subgrade soil subsurface conditions and obtain disturbed soil samples.
 - Traffic control plans for single lane closures following the MUTCD would be prepared and submitted for expedited approval by the City of Des Moines. Subcontracted traffic control services would be provided by the geotechnical consultant; however, the City of Des Moines could provide this service for a cost savings to the project.
 - Vector exploration borings would be backfilled with native material or bentonite chips, tamped and finished with an asphalt cold patch.
 - Disturbed soil samples will be collected for laboratory testing including grain size analysis.
- Prepare a brief Critical Areas/Geotechnical Technical Memorandum describing the findings of the field study to include.
 - Summary of geologic hazard Critical Areas and review of potential impacts
 - Summary of available explorations from DNR subsurface database
 - Subsurface and groundwater conditions
 - Mitigation considerations to address geologic hazards
 - Provide design recommendations relative to geologic hazard and from the explorations program.

Deliverables

- Critical Areas and Geotechnical Technical Memorandum.

Assumptions

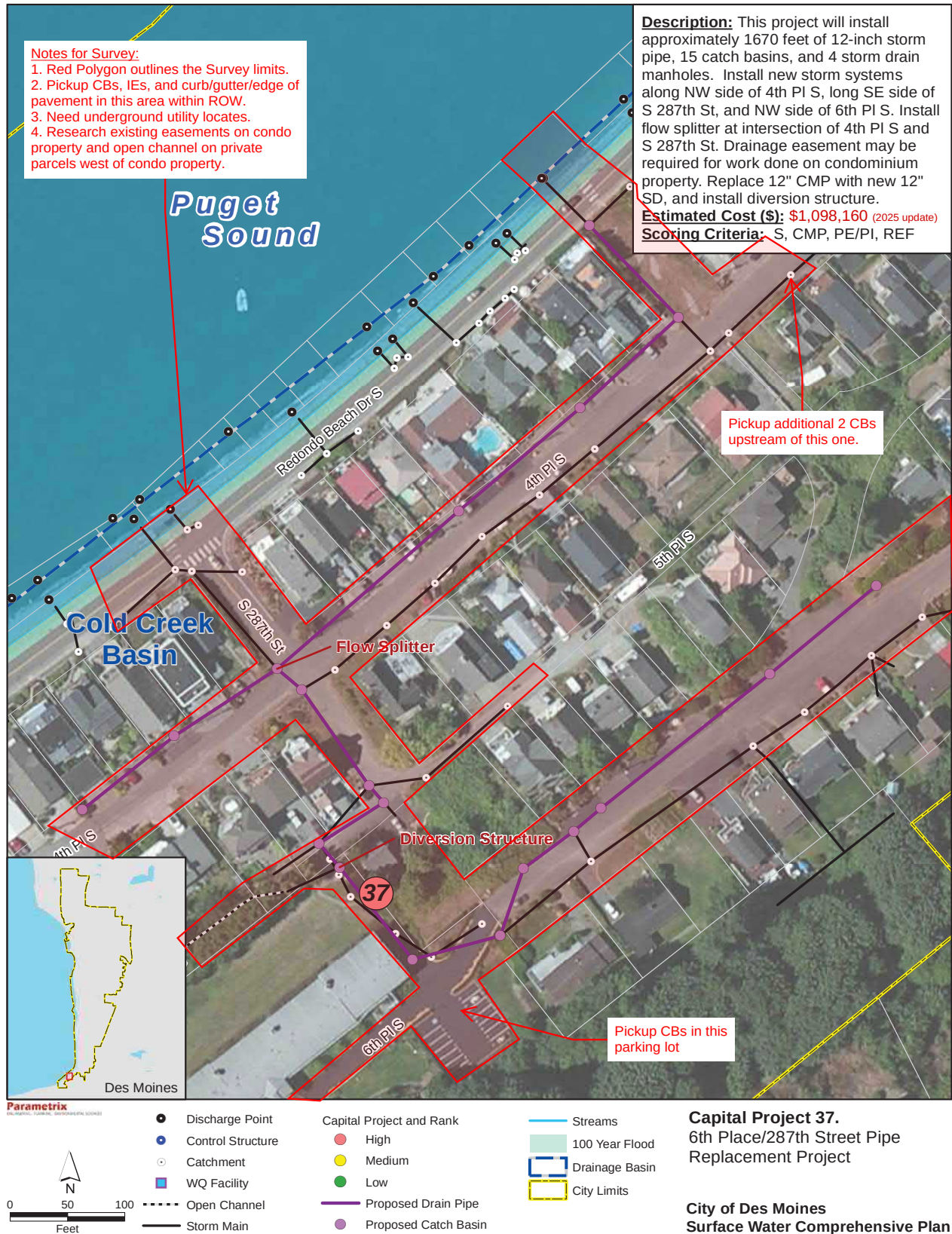
- The City will waive or provide expedited right of way permitting and traffic control plan approval for the vector truck exploration borings.
- Some exploration sites may not require traffic control that closes a lane of traffic if approved by the City.

Task 07 – Additional Services**Measurable Task Objective**

This task is a management reserve task should additional services be determined necessary for design or permitting support services such as geotechnical engineering, critical areas permitting, hydraulic project approval (HPA), etc.

Task 7 is set up with initial reserve of \$20,000, and Parametrix must have the scope of services agreed upon as a Subtask by the City project manager before proceeding with Work in this task.

Exhibit A



Client: City of Des Moines
Project: 6th Place and 287th Street Pipe Replacement
Project No: 213-1792-825

					Craig Bultrago	Theo Prince	Justin Emery	Ken Van Cleave	Whitney Printz	Steven Sharpe	Jeff Bearson	Colston Bravo	Nikki Redden	Mike Hall	Meg Meyer	Butch Purganan	Alex Van Kirk	Tait Elder	Alix Strobeck	Jean Johnson	Amanda Lucas	Karissa Tuttle
					Sr. Consultant	Sr. Engineer	Survey Supervisor	Sr. Surveyor	Project Coordinator	Technical Lead	Surveyor III	Surveyor I	Engineer III	Sr. Scientist/Biologist	Scientist I	Designer IV	Engineer III	Sr. Consultant/Cultural Resources	Project Coordinator	Sr. Contract Administrator	Publications Supervisor	Project Accountant
Billing Rates:					\$257.82	\$239.36	\$219.96	\$162.76	\$112.45	\$152.13	\$162.50	\$87.75	\$156.81	\$234.52	\$98.44	\$208.88	\$134.78	\$270.82	\$102.38	\$202.77	\$151.81	\$101.40
Task	Subtask	Description	Labor Dollars	Labor Hours																		
01		Project Management	\$16,472.01	92	38	0	1	0	0	0	0	0	13	1	0	0	0	0	25	2	0	12
01		General PM	\$10,267.08	62	24														24	2		
01		Kickoff Meeting	\$1,229.31	6	2		1						1	1					1			
01		PM Meetings	\$4,975.62	24	12								12									
01			\$0.00	0																		
02		Survey and Easements	\$45,058.26	320	0	0	14	42	4	80	90	90	0	0	0	0	0	0	0	0	0	0
02	01	Topographic Survey	\$40,808.82	296			8	24	4	80	90	90										
02	02	Easement Legal Descriptions & Exhibits	\$4,249.44	24			6	18														
03		Preliminary Design	\$90,923.69	516	64	44	0	0	0	0	0	0	344	0	0	16	40	0	0	0	8	0
03	01	Hydrologic and Hydraulic Analysis	\$20,426.12	112	12	20							80									
03		Stormwater TM	\$14,949.22	88	12	4							48				16				8	
03	02	Preliminary Plans and Estimate	\$55,548.35	316	40	20							216			16	24					
04		Final Design and Contract Documents	\$83,758.48	472	60	40	0	0	0	0	0	0	320	0	0	16	16	0	0	0	20	0
04	01	100% PS&E	\$59,758.27	340	40	24							232			16	16				12	
04	02	Contract Documents	\$24,000.21	132	20	16							88								8	
05		Permitting	\$22,377.68	140	4	0	0	0	0	0	0	0	12	28	76	0	0	20	0	0	0	0
05		Critical Areas Review	\$2,119.39	16										4	12							
05		Pre-Application Meeting, assistance during reviews	\$2,391.81	10	2									8								
05		SEPA checklist	\$4,754.43	34	2									8	24							
05		Grading permit application package	\$1,565.33	8									4	4								
05		Shoreline Substantial Development Permit application package	\$6,130.28	52									8	4	40							
05		Cultural Resources Review	\$5,416.45	20														20				
06		Geotechnical Services	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06		Subconsultant	\$0.00	0																		
07		Additional Services and Reserve	\$20,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07		TBD	\$20,000.00	0																		
Labor Totals:				1,540	166	84	15	42	4	80	90	90	689	29	76	32	56	20	25	2	28	12
Totals:			\$278,590.12		\$42,798.54	\$20,106.45	\$3,299.40	\$6,835.92	\$449.80	\$12,170.60	\$14,625.00	\$7,897.50	\$108,043.81	\$6,801.08	\$7,481.63	\$6,684.08	\$7,547.54	\$5,416.45	\$2,559.38	\$405.54	\$4,250.61	\$1,216.80

Subconsultants	
Applied Professional Services Inc.	\$6,957.50
Aspect Consulting (Geotechnical Engineer)	\$25,653.00

Subconsultants Total:	\$32,610.50
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Other Direct Expenses	
Title Reports	\$1,080.00
Mileage - \$0.670/mile	\$428.80
Survey Equipment (\$160/Use)	\$1,440.00

Other Direct Expenses Total:	\$2,948.80
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Project Total	\$314,149.42
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CITY OF DES MOINES
2025-2030 CAPITAL IMPROVEMENT PLAN
(Amount in Thousands)

6th Pl/287th Street Pipe Replacement

Project #

SWCIP0029

- Previous Project #

CIP Category: Surface Water Management

Managing Department: Plan, Build & PW Admin

Summary Project Description:

This project will install approximately 1670 ft of 12" 15 catch basins and 4 storm drain manholes. Install new storm systems along NW side of 4th Pl S, long SE side of S 287th St, and NW side of 6th Pl S. Install flow splitter at intersection of 4th Pl S and S 287th St. Drainage easements may be required. Replace 12th CMP with new 12th SD and install diversion structure.

Justification/Benefits: This is a high priority project (CIP-37) listed in the 2015 SWM Comprehensive Plan. This project will reduce/eliminate localized flooding, replace aging CMP pipe and improve drainage conditions for this system of pipe.

PROJECT SCOPE			
Expenditures	Current Budget	Requested Change	Total Budget
Design	170	105	275
Land & Right of Way	80	39	119
Construction	380	100	480
Contingency	94	(9)	85
Total Expenditures	724	235	959

Funding Sources	Current Budget	Requested Change	Total Budget
Surface Water Utility	724	(14)	710
Local Grants (Unsecured)	-	249	249
Total Funding	724	235	959
Funding Shortfall/Excess	-	-	-

OPERATING IMPACT			
Operating Impact	6 Year Total		
Revenue	-	-	-
Expenses	-	-	-
Net Impact	-	-	-

ANNUAL ALLOCATION							
Project to Date 12/31/23	Scheduled Year 2024	Plan Year 2025	Plan Year 2026	Plan Year 2027	Plan Year 2028	Plan Year 2029	Plan Year 2030
-	-	275	-	-	-	-	-
-	-	119	-	-	-	-	-
-	-	-	480	-	-	-	-
-	-	20	65	-	-	-	-
-	-	414	545	-	-	-	-

Project to Date 12/31/23	Scheduled Year 2024	Plan Year 2025	Plan Year 2026	Plan Year 2027	Plan Year 2028	Plan Year 2029	Plan Year 2030
-	-	165	545	-	-	-	-
-	-	249	-	-	-	-	-
-	-	414	545	-	-	-	-

ANNUAL OPERATING IMPACT							
12/31/23	2024	2025	2026	2027	2028	2029	2030
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: 2025 Vehicle Purchase

FOR AGENDA OF: December 12, 2024

ATTACHMENTS:

1. 2025 Vehicle Purchase List

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: December 4, 2024

CLEARANCES:

- ☐ City Clerk _____
☐ Community Development _____
☐ Courts _____
☐ Director of Marina Redevelopment _____
☐ Emergency Management _____
☒ Finance *[Signature]* _____
☐ Human Resources _____
☒ Legal */s/TG* _____
☐ Marina _____
☐ Police _____
☐ Parks, Recreation & Senior Services _____
☒ Public Works *[Signature]* _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

Purpose and Recommendation

The purpose of this agenda item is for City Council to purchase five (5) Police Interceptor AWD/SUV Patrol Vehicles and the accompanying light and electronics set up of said vehicles; purchase of one (1) John Deere Cab Tractor with Alamo Boom Mower attachment. The purchase orders for these purchases are included as Attachment 1. The following motion will appear on the consent calendar:

Suggested Motions

Motion: "I move to approve the purchase of vehicles and equipment identified in Attachment 1 for a total estimated amount of \$880,000 and to authorize the City Manager or the City Manager's designee to sign the purchase orders at the time they are created."

Background

The anticipated 2025 Budget includes the replacement of the following vehicles and equipment:

Police

- Ford Interceptor – 524
- Ford Interceptor – 525
- Ford Interceptor – 545
- Ford Interceptor – 549
- Ford Interceptor – 551

Public Works

- New Holland Tractor and Diamond Boom Mower attachment – P230 A & B

Given that the combined estimated total of these purchases is over the City Manager's authorized signing authority of \$50,000.00, Council approval is necessary for these purchases.

Discussion

Police Department

The anticipated 2025 Budget includes five (5) new Police Department fleet vehicles. The new vehicles are a 2025 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV; and accompanying light and electronics set up. The total price for these five vehicles including tax, equipment and set-up fees is approximately \$600,000.

Public Works Department

The anticipated 2025 Budget includes one (1) new Public Works fleet vehicle. The new vehicle is a John Deere Cab Tractor with Alamo Boom Mower attachment. The total price for the vehicle including tax and additional equipment is approximately \$280,000.

Alternatives

Council could decide not approve the purchase of vehicles and equipment identified in Attachment 1 and direct staff to revisit the fleet replacements in the anticipated 2025 Budget.

Financial Impact

The Vehicle Replacement Fund (Fund 501) has full revenue to support estimated expenditures.

Recommendation

Staff recommends the adoption of the motion.

Council Committee Review

Not Applicable

ATTACHMENT 1

2024 Vehicle/Equipment Purchase List

Description	Estimated Cost	Department	Replaces
Ford Interceptor – Patrol Vehicles (5) w/equipment packages	\$600,000	Police	Fleet # 551, 549, 525, 545, 524
John Deere Cab Tractor (1) w/ Alamo Maverick 2 Boom Mower	\$280,000	PW Streets/SWM	Fleet # P230 (Capital Asset 1538 A & B)
Total Estimated Cost Including Tax	\$880,000		

CITY OF DES MOINES

Finance Division
21630 11TH Avenue South
Des Moines WA 98198-6317
Phone 206.870.6511 Fax 206.870.6540

**PURCHASE ORDER**

THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:

P.O. NUMBER: PBPW 11/06/2024 #111

To: FCI Custom Police Vehicles
45727 SE 140th St
North Bend, WA 98045
ATTN: Alan Bateman
PHONE: (425)831-5203
EMAIL: fcicars@yahoo.com

SHIP TO:
Jonathan Heck, Equipment Shop
City of Des Moines WA
21650 11th Avenue South
Des Moines WA 98198-6317
206.870.6521

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
11/06/2024	Adam O'Donnell			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
5		2025 Ford Explorer Package ** See attached estimate #2949	\$ 26,175.00	\$130,875.00

Authority: At the direction of the Des Moines City Council, taken
at an open public meeting on 12.19.2024.

SUBTOTAL	\$130,875.00
9.1 % SALES TAX	\$ 11,909.65
SHIPPING & HANDLING	
OTHER	
TOTAL	\$142,784.65

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: Address above

INTERNAL INSTRUCTIONS:
CHARGE TO DM CITY CODE: 50106002.564300

Ordered by:
Adam O'Donnell
PW Maintenance Superintendent

Date
11.06.2024

Authorized by:
Michael P. Slevin III, P.E.
Public Works Director

Date
11.06.2024

CITY OF DES MOINES

Finance Division
21630 11TH Avenue South
Des Moines WA 98198-6317
Phone 206.870.6511 Fax 206.870.6540

**PURCHASE ORDER**

THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:

P.O. NUMBER: PBPW 11/06/2024 #112

To: Bud Clary Ford
700 7th Avenue
Longview, WA 98632
ATTN: Marie Tellinghiusen
PHONE: (360)423-4321 Ext: 10945
EMAIL: ford.orders@budclary.com

SHIP TO:
Jonathan Heck, Equipment Shop
City of Des Moines WA
21650 11th Avenue South
Des Moines WA 98198-6317
206.870.6521

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
11/06/2024	Adam O'Donnell			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
5		2025 Ford Police Interceptor, Pursuit-Rated SUV/Utility (AWD)	\$ 46,405.00	\$232,025.00
		** see attached Quote Number:2024-10-287		

Authority: At the direction of the Des Moines City Council, taken
at an open public meeting on 12.19.2024.

SUBTOTAL	\$232,025.00
10.2% SALES TAX	\$ 23,666.55
SHIPPING & HANDLING	
OTHER	
TOTAL	\$255,691.55

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: Address above

INTERNAL INSTRUCTIONS:
CHARGE TO DM CITY CODE: 50106002.564300

Ordered by:
Adam O'Donnell
PW Maintenance Superintendent

Date
11.06.2024

Authorized by:
Michael P. Slevin III, P.E.
Public Works Director

Date
11.06.2024

CITY OF DES MOINES

Finance Division
21630 11TH Avenue South
Des Moines WA 98198-6317
Phone 206.870.6511 Fax 206.870.6540

**PURCHASE ORDER**

THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:

P.O. NUMBER: PBPW 11/06/2024 #113

To: Larsen Sign Company
9411 Lakeview Ave SW
Lakewood, WA 98499
ATTN: Kyle Larsen
PHONE: (253)588-9643
EMAIL: sales@larsensignco.com

SHIP TO:
Jonathan Heck, Equipment Shop
City of Des Moines WA
21650 11th Avenue South
Des Moines WA 98198-6317
206.870.6521

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
11/06/2024	Adam O'Donnell			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
5		Complete Vinyl Lettering Packages Applied to Interceptor SUVs ** See attached proposal	\$ 1,095.00	\$ 5,475.00

SUBTOTAL	\$ 5,475.00
10.1 % SALES TAX	\$ 552.98
SHIPPING & HANDLING	
OTHER	
TOTAL	\$ 6,027.98

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: Address above

INTERNAL INSTRUCTIONS:
CHARGE TO DM CITY CODE: 50106002.564300

Ordered by:
Adam O'Donnell
PW Maintenance Superintendent

Date
11.06.2024

Authorized by:
Michael P. Slevin III, P.E.
Public Works Director

Date
11.06.2024

CITY OF DES MOINES

Finance Division
21630 11TH Avenue South
Des Moines WA 98198-6317
Phone 206.870.6511 Fax 206.870.6540

**PURCHASE ORDER**

THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:

P.O. NUMBER: PBPW 11/06/2024 #114

To: Motorola Solutions

ATTN: Ryan Rogado
PHONE: (425)327-5491
EMAIL: rrogado@daywireless.com

SHIP TO:
Jonathan Heck, Equipment Shop
City of Des Moines WA
21650 11th Avenue South
Des Moines WA 98198-6317
206.870.6521

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
11/06/2024	Adam O'Donnell			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
5		DMPD Vehicle Radios ** See attached Quote-2869702	\$ 3,311.91	\$ 16,559.55

SUBTOTAL	\$ 16,559.55
10.2 % SALES TAX	\$ 1,689.05
SHIPPING & HANDLING	
OTHER	
TOTAL	\$ 18,248.60

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: Address above

INTERNAL INSTRUCTIONS:
CHARGE TO DM CITY CODE: 50106002.564300

Ordered by:
Adam O'Donnell
PW Maintenance Superintendent

Date
11.06.2024

Authorized by:
Michael P. Slevin III, P.E.
Public Works Director

Date
11.06.2024

CITY OF DES MOINES

Finance Division
21630 11TH Avenue South
Des Moines WA 98198-6317
Phone 206.870.6511 Fax 206.870.6540

**PURCHASE ORDER**

THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:

P.O. NUMBER: PBPW 11/19/2024 #115

To: Motorola Solutions

ATTN: Ryan Rogado @ Day Wireless
PHONE: (425)327-5491
EMAIL: rrogado@daywireless.com

SHIP TO:
Jonathan Heck, Equipment Shop
City of Des Moines WA
21650 11th Avenue South
Des Moines WA 98198-6317
206.870.6521

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
11/06/2024	Adam O'Donnell			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
5		DMPD Vehicle M500 Camera Systems ** See Attached Quote #2892499 (minus Line #4)	\$ 7,990.60	\$ 39,953.00

SUBTOTAL	\$ 39,953.00
10.2 % SALES TAX	\$ 4,075.21
SHIPPING & HANDLING	
OTHER	
TOTAL	\$ 44,028.21

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: Address above

INTERNAL INSTRUCTIONS:
CHARGE TO DM CITY CODE: 50106002.564300

Ordered by:
Adam O'Donnell
PW Maintenance Superintendent

Date
11.19.2024

Authorized by:
Michael P. Slevin III, P.E.
Public Works Director

Date
11.19.2024

CITY OF DES MOINES

Finance Division
21630 11TH Avenue South
Des Moines WA 98198-6317
Phone 206.870.6511 Fax 206.870.6540

**PURCHASE ORDER**

THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:

P.O. NUMBER: PBPW 11/05/2024 #107

To: Deere & Company
2000 John Deere Run
Cary, NC 27513

Delivering Dealer: Pape Machinery, Inc.
2700 136th Ave Ct E
Sumner, WA 98390
ATTN: Scott Nordeen TEL: (253)863-4436
EMAIL: SNORDEEN@PAPEMACHINERY.COM
AGSUMNER@PAPEMACHINERY.COM

SOLD TO/SHIP TO
Adam O'Donnell
City of Des Moines WA
Public Works Service Center @ 2255 S 223rd St
Des Moines WA 98198-6317
(206)305-0770

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
11/05/2024	Adam O'Donnell			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1L06110MPPP200553	John Deere 6110M Cab Tractor	\$ 133,530.90	\$ 133,530.90
1		1 Year Pape Machinery Connected Support Package	\$ 1,500.00	\$ 1,500.00
		** See attached Quote ID.: 31400819		

Authority: At the direction of the Des Moines City Council, taken
at an open public meeting on 12/12/2024. If approved,
purchase will be made after 01/01/2025.

SUBTOTAL	\$ 135,030.90
10.2% SALES TAX	\$ 13,773.15
SHIPPING & HANDLING	\$
OTHER	
TOTAL	\$ 148,804.05

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: Address above

INTERNAL INSTRUCTIONS:

CHARGE TO DM CITY CODE:

50% 50106004.564400
50% 50106003.564450

Ordered by:
Adam O'Donnell
Maintenance Superintendent

Date
11.05.2024

Authorized by:
Michael P. Slevin III, P.E.
Public Works Director

Date
11.05.2024

CITY OF DES MOINES

Finance Division
21630 11TH Avenue South
Des Moines WA 98198-6317
Phone 206.870.6511 Fax 206.870.6540

**PURCHASE ORDER**

THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:

P.O. NUMBER: PBPW 11/05/2024 #108

To: Deere & Company
2000 John Deere Run
Cary, NC 27513

Delivering Dealer: Pape Machinery, Inc.
2700 136th Ave Ct E
Sumner, WA 98390
ATTN: Scott Nordeen TEL: (253)863-4436
EMAIL: SNORDEEN@PAPEMACHINERY.COM
AGSUMNER@PAPEMACHINERY.COM

SOLD TO/SHIP TO
Adam O'Donnell
City of Des Moines WA
Public Works Service Center @ 2255 S 223rd St
Des Moines WA 98198-6317
(206)305-0770

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
10/24/2024	Adam O'Donnell			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	MV2-24-240601	2024 ALAMO Maverick 2 boom	\$ 93,644.40	\$ 93,644.40
1		ALAMO 48" flail axle with shd head	\$ 25,092.00	\$ 25,092.00
		** See attached Quote ID.: 31867884		

Authority: At the direction of the Des Moines City Council, taken
at an open public meeting on 12.12.2024. If approved,
purchase will be made after 01/01/2025.

SUBTOTAL	\$ 118,736.40
10.2% SALES TAX	\$ 12,111.11
SHIPPING & HANDLING	\$
OTHER	
TOTAL	\$ 130,847.51

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: Address above

INTERNAL INSTRUCTIONS:

CHARGE TO DM CITY CODE:

50% 50106004.564400
50% 50106003.564450

Ordered by:
Adam O'Donnell
Maintenance Superintendent

Date
11.05.2024

Authorized by:
Michael P. Slevin III, P.E.
Public Works Director

Date
11.05.2024

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Comprehensive Plan Transportation
Element Consultant Services Contract

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Community Development

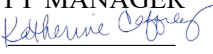
DATE SUBMITTED: December 2, 2024

ATTACHMENTS:

1. Consultant Services Contract with Fehr & Peers

CLEARANCES:

- ☐ City Clerk _____
- ☒ Community Development 
- ☐ Courts _____
- ☐ Emergency Management _____
- ☒ 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 seeking approval of the Consultant Services Contract with Fehr & Peers (Attachment 1) for support on the periodic update to the Des Moines Comprehensive Plan Transportation Element. The following motion will appear on the Consent Agenda:

Suggested Motion

Motion: “I move to approve the Consultant Services Contract with Fehr & Peers for the Des Moines Comprehensive Plan Transportation Element in the amount not to exceed \$100,000, and further authorize the City Manager to sign said Contract substantially in the form as submitted.”

Background

The Department of Commerce provided the City of Des Moines a \$125,000 non-competitive grant to help fund the periodic review and update to the Des Moines Comprehensive Plan and development regulations, however, the grant has already been full expended on other elements of the comprehensive plan, and additional funding and consultant services are needed to complete the periodic update work.

The grant was split between two fiscal year (FY) funding cycles. Council previously approved the FY2023 grant funds (Contract No. 23-63210-010) which covered work completed between July 1, 2022 and June 30, 2023. City Council also authorized the City Manager to sign the contract for the subsequent amendments for FY24 (Contract No. 24-63335-209) which covered work completed between July 1, 2023 to June 30, 2024. These funds were expended with the AHBL contract for other portions of the Comprehensive Element. Additional Funds from Redondo Speed Camera Funds may used to fund the transportation element.

Discussion

Staff is requesting that the City Council approve the Consultant Services Contract with Fehr & Peers in the amount not to exceed \$100,000 to provide the necessary support to complete the periodic update process.

As Council is aware, our consultant AHBL has been supporting the periodic review and update to the comprehensive plan and development regulations. Due to staff vacancies in Planning during 2023 (about 1.2 Full Time Equivalent) and planning analysis for the North Central Neighborhood, additional consultant support has been necessary to keep the project moving. AHBL would usually subcontract the transportation element, however the City may save overhead costs by contracting directly with the Fehr & Peers, the transportation element consultant.

Alternatives

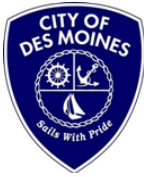
1. The City Council may decline to approve the Consultant Services Contract with Fehr & Peers; however, this would result in the Transportation Element not being updated and out of compliance with the Growth Management Act, other planning efforts. Additionally, the City does not have adequate resources to perform this work in house.
2. The City Council may continue this Agenda Item and request that staff provides additional information on the Consultant Services Contract.

Financial Impact

The 2025 budget has the capacity to accommodate the Consultant Services Agreement. Funding can be partially supplemented by the restricted Redondo Speed Camera Funds.

Recommendation

Staff recommends the adoption of the motion.



CONSULTANT SERVICES CONTRACT between the City of Des Moines and Fehr & Peers

THIS Contract is made between the City of Des Moines, a Washington municipal corporation (hereinafter the "City"), and Fehr & Peers organized under the laws of the State of California, located and doing business at 950 Pacific Avenue, Suite 1220, Tacoma, WA 98402 (hereinafter the "Consultant").

I. DESCRIPTION OF WORK.

Consultant shall perform the following services for the City in accordance with the following described plans and/or specifications:

As detailed in Exhibit A to update the Des Moines Transportation Element of the Comprehensive Plan.

Consultant further represents that the services furnished under this Contract will be performed in accordance with the skill, care, and diligence ordinarily exercised by professionals practicing in the same or similar locale performing similar services and under the same or similar conditions as Consultant under this Contract.

II. TIME OF COMPLETION. The parties agree that work will begin on the tasks described in Section I above immediately upon the effective date of this Contract. Upon the effective date of this Contract, Consultant shall complete the work described in Section I by July 31, 2025. However, notwithstanding the foregoing, Consultant shall not be liable or responsible for delays in the performance of its duties and obligations under this Agreement if such delays are due to circumstances beyond Consultant's reasonable control.

III. COMPENSATION.

- A. The City shall pay the Consultant, based on time and materials, an amount not to exceed \$100,000 for the services described in this Contract. This is the maximum amount to be paid under this Contract for the work described in Section I above, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed amendment to this Contract. The Consultant agrees that the amount budgeted for as set forth in Exhibit A for its services contracted for herein shall remain locked at the negotiated rate(s) for a period of one (1) year from the effective date of this Contract.

CONSULTANT SERVICES CONTRACT
(Various)

- B. The Consultant shall submit monthly payment invoices to the City for work performed, and a final bill upon completion of all services described in this Contract. The City shall provide payment within thirty (30) days of receipt of an invoice. If the City reasonably objects to all or any portion of an invoice, it shall notify the Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the parties will immediately make every effort to settle the disputed portion.

IV. INDEPENDENT CONTRACTOR. The parties intend that an Independent Contractor Relationship will be created by this Contract and that the Consultant has the ability to control and direct the performance and details of its work; however, the City shall have authority to ensure that the terms of the Contract are performed in the appropriate manner.

V. CHANGES. The City may issue a written change order for any change in the Contract work during the performance of this Contract, with Consultant's approval with respect to any increases in services. If the Consultant determines, for any reason, that a change order is necessary, Consultant must submit a written change order request to the person listed in the notice provision section of this Contract, section XVI(C), within fourteen (14) calendar days of the date Consultant knew or should have known of the facts and events giving rise to the requested change. If the change increases or decreases the Consultant's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Consultant on all equitable adjustments. The Consultant shall proceed with the change order work upon receiving either a written change order from the City or an oral order from the City before actually receiving the written change order. If the Consultant fails to require a change order within the time specified in this paragraph, the Consultant waives its right to make any claim or submit subsequent change order requests for that portion of the contract work. If the Consultant disagrees with the equitable adjustment, the Consultant must complete the change order work; however, the Consultant may elect to protest the adjustment as provided in subsections A through E of Section VI, Claims, below.

The Consultant accepts all requirements of a change order by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides. A change order that is accepted by Consultant as provided in this section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect and consequential costs, including costs of delays related to any work, either covered or affected by the change.

VI. CLAIMS. If the Consultant disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Consultant may file a claim as provided in this section. The Consultant shall give written notice to the City of all claims within fourteen (14) calendar days of the occurrence of the events giving rise to the claims, or within fourteen (14) calendar days of the date the Consultant knew or should have known of the facts or events giving rise to the claim, whichever occurs first. Any claim for damages, additional payment for any reason, or extension of time, whether under this Contract or otherwise, shall be conclusively deemed to have been waived by the Consultant unless a

timely written claim is made in strict accordance with the applicable provisions of this Contract.

At a minimum, a Consultant's written claim shall include the information set forth in subsections A, items 1 through 5 below.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM OR CAUSED BY THAT DELAY.

- A. Notice of Claim. Provide a signed written notice of claim that provides the following information:
1. The date of the Consultant's claim;
 2. The nature and circumstances that caused the claim;
 3. The provisions in this Contract that support the claim;
 4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and
 5. An analysis of the progress schedule showing the schedule change or disruption if the Consultant is asserting a schedule change or disruption.
- B. Records. The Consultant shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall have access to any of the Consultant's records needed for evaluating the protest.

The City will evaluate all claims, provided the procedures in this section are followed. If the City determines that a claim is valid, the City will adjust payment for work or time by an equitable adjustment. No adjustment will be made for an invalid protest.

- C. Consultant's Duty to Complete Protested Work. In spite of any claim, the Contractor shall proceed promptly to provide the goods, materials and services required by the City under this Contract.
- D. Failure to Protest Constitutes Waiver. By not protesting as this section provides, the Consultant also waives any additional entitlement and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).
- E. Failure to Follow Procedures Constitutes Waiver. By failing to follow the procedures of this section, the Consultant completely waives any claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

VIII. TERMINATION. Either party may terminate this Contract, with or without cause, upon providing the other party thirty (30) days written notice at its address set forth on the signature block of this Contract. After termination, the City may take possession of all records and data within the Consultant's possession pertaining to this project, which may be used by the City without restriction. If the City's use of Consultant's records or data is not related to this project, it shall be without liability or legal exposure to the Consultant.

IX. DISCRIMINATION. In the hiring of employees for the performance of work under this Contract or any subcontract, the Consultant, its subcontractors, or any person acting on behalf of the Consultant or subcontractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

X. INDEMNIFICATION. Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by the negligent acts, errors or omissions of the Consultant in performance of this Contract, except for injuries and damages to the extent caused by the negligence of the City.

The City's inspection or acceptance of any of Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THIS WAIVER HAS BEEN MUTUALLY NEGOTIATED BY THE PARTIES.

The provisions of this section shall survive the expiration or termination of this Contract.

XI. INSURANCE. The Consultant shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

No Limitation. Consultant's maintenance of insurance as required by the Contract shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance. Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance: Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

C. Other Insurance Provisions.

1. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

E. Verification of Coverage Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contract before commencement of the work.

F. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within ten business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. City Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

XII. EXCHANGE OF INFORMATION. The City will provide its best efforts to provide reasonable accuracy of any information supplied by it to Consultant for the purpose of completion of the work under this Contract. Consultant shall be able to rely on the completeness and accuracy of such information, or any other information provided by the City.

XIII. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS. Original documents, drawings, designs, reports, or any other records developed or created under this Contract (Work Product) shall belong to and become the property of the City. All records submitted by the City to the Consultant will be safeguarded by the Consultant. Consultant shall make such data, documents, and files available to the City upon the City's request. The City's use or reuse of any of the documents, data and files created by Consultant for this project by anyone other than Consultant on any other project shall be without liability or legal exposure to Consultant. Consultant shall bear no liability for any unauthorized use of, reuse of, or modifications to the Work Product without the Consultant's written consent or professional involvement.

XIV. CITY'S RIGHT OF INSPECTION. Even though Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Contract, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure completion in accordance with this Contract.

XV. WORK PERFORMED AT CONSULTANT'S RISK. Consultant shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and

CONSULTANT SERVICES CONTRACT 6
Fehr & Peers

subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Consultant's own risk, and Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

XVI. MISCELLANEOUS PROVISIONS.

A. Non-Waiver of Breach. The failure of either party to this Contract to insist upon strict performance of any of the covenants and agreements contained in this Contract, or to exercise any option conferred by this Contract in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

B. Resolution of Disputes and Governing Law.

1. Alternative Dispute Resolution. If a dispute arises from or relates to this Contract or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS. Following mediation, or upon written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to this Contract or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. 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.

2. Applicable Law and Jurisdiction. This Contract shall be governed by the laws of the State of Washington. Although the agreed to and designated primary dispute resolution method as set forth above, in the event any claim, dispute or action arising from or relating to this Contract cannot be submitted to arbitration, then it shall be commenced exclusively in the King County Superior Court or the United States District Court, Western District of Washington as appropriate. In any claim or lawsuit for damages arising from the parties' performance of this Contract, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the City's right to indemnification under Section X of this Contract.

C. Written Notice. All communications regarding this Contract shall be sent to the parties at the addresses listed on the signature page of this Contract, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract or such other address as may be hereafter specified in writing.

D. Assignment. Any assignment of this Contract by either party without the written consent of the non-assigning party shall be void. If the non-assigning party gives

its consent to any assignment, the terms of this Contract shall continue in full force and effect and no further assignment shall be made without additional written consent.

E. Modification. No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by a duly authorized representative of the City and Consultant.

F. Entire Contract. The written provisions and terms of this Contract, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Contract. All of the above documents are hereby made a part of this Contract. However, should any language in any of the Exhibits to this Contract conflict with any language contained in this Contract, the terms of this Contract shall prevail.

G. Compliance with Laws. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Consultant's business, equipment, and personnel engaged in operations covered by this Contract or accruing out of the performance of those operations.

H. Business License. Contractor shall comply with the provisions of Title 5 Chapter 5.04 of the Des Moines Municipal Code.

I. Counterparts. This Contract may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Contract.

J. Records Retention and Audit. During the progress of the Work and for a period not less than three (3) years from the date of completion of the Work or for the retention period required by law, whichever is greater, records and accounts pertaining to the Work and accounting therefore are to be kept available by the Parties for inspection and audit by representatives of the Parties and copies of all records, accounts, documents, or other data pertaining to the Work shall be furnished upon request. Records and accounts shall be maintained in accordance with applicable state law and regulations.

IN WITNESS, the parties below execute this Contract, which shall become effective on the last date entered below.

CONSULTANT: By: <u>Kendra Breiland</u> (signature) Print Name: <u>Kendra Breiland</u> Its <u>Principal</u> (Title) DATE: <u>11/27/24</u>	CITY OF DES MOINES: By: _____ (signature) Print Name: <u>Katherine Caffrey</u> Its <u>City Manager</u> (Title) DATE: _____ Approved as to form: _____ City Attorney DATE: _____
NOTICES TO BE SENT TO: CONSULTANT: Daniel Dye Fehr & Peers 950 Pacific Avenue, Suite 1220 Tacoma, WA 98402 253-617-4433	NOTICES TO BE SENT TO: CITY OF DES MOINES: Rebecca Deming Community Development Director City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 206.870.6563 (telephone)

EXHIBIT A

The City of Des Moines and AHBL are working together to update the City's comprehensive plan. As part of the comprehensive plan update, the City requested a scope and fee proposal from Fehr & Peers for a high level update to the City's Transportation Element. The tasks needed for this update are detailed below.

Task 1: Project Management

1.1 Kickoff Meeting and MMLOS Workshop

Fehr & Peers will facilitate an in-person kick-off meeting and multimodal level of service (MMLOS) workshop with the City and AHBL to review the Transportation Element scope. Up to two Fehr & Peers team members will attend the meeting. The meeting will be at the City's offices and will be scheduled for three hours.

Deliverable(s): Meeting agenda, MMLOS workshop slides and packet, and notes recapping action items and next steps.

1.2 Project Meetings, Coordination, and Monthly Invoicing

Fehr & Peers will lead up to six virtual team meetings. Project team meetings are anticipated to be half-hour check-in calls. Fehr & Peers will submit monthly progress reports with invoices over the duration of the project.

Deliverable(s): Meeting agendas and notes recapping action items and next steps. Monthly invoices showing the previous month's billing by hours and tasks, and a project status report by task.

Task 2: Transportation Demand Model

Fehr & Peers will review and refine a version of the regional activity-based model (developed by the Puget Sound Regional Council [PSRC]) to develop future year forecasts for the City of Des Moines. This effort will include a high-level calibration and validation to ensure the model is reasonably estimating 2023 travel conditions within the City. Traffic volumes to be used for validation will be collected as detailed in Task 3.1. One future year scenario will be developed consistent with the planning year of the Comprehensive Plan and will be used to develop future year forecasts.

2.1 Existing Year Model

PSRC's SoundCast model will be used as a foundation for developing future year forecasts. Fehr & Peers will update the existing year of the model to reflect 2023 existing conditions within and around the City of Des Moines. This will be accomplished by interpolating the land use assumptions by traffic analysis zone (TAZ) and coding in major transportation improvement projects that have recently been completed. The land use assumptions and transportation network characteristics within the City of Des Moines will be reviewed and verified by Fehr & Peers and City Staff to ensure consistency with 2023 conditions. The existing year scenario will be calibrated and validated citywide by comparing observed traffic volumes with estimated model volumes across multiple screenlines. The validation effort will focus on PM peak hour conditions. The refinement of the model will be documented in a technical memo.

2.2 Future Year Scenario

Fehr & Peers will develop a future year scenario using land use data and a list of transportation improvement projects provided by City staff. Only one scenario will be developed. Fehr & Peers will run the model, extract citywide metrics (VMT, VHT, and mode splits), generate future intersection forecasts for up to twenty intersections, and forecast traffic volumes on state highways.

CONSULTANT SERVICES CONTRACT 10
Fehr & Peers

Assumptions: City staff provide edits to PSRC default existing and future land use data at the TAZ level and list of transportation improvement projects to assume for 2044.

Task 2 Deliverable(s): Prepare draft technical memorandum documenting model development process and future volume forecasts, review with City staff, and edit based on one consolidated set of comments.

Task 3: Traffic Operations Analysis

Fehr & Peers will collect traffic counts, analyze existing conditions, and forecast future year traffic operations for up to twenty study intersections.

3.1 Existing Conditions

Due to the project schedule and school being out of session for the summer, Fehr & Peers will use Streetlight anonymized big data sources to generate PM peak hour vehicle turning movement counts for up to 20 study intersections. These turning movement counts will be supplemented by review of any recent (within the last three years) traffic counts the City provides for the study intersections. Using Highway Capacity Manual methodology and Synchro traffic operations software, Fehr & Peers will analyze the existing Level of Service and average delay per vehicle for the PM Peak hour at each of the 20 study intersections.

3.2 Future Conditions

Using the travel demand model and future intersection volume forecasts generated as part of Task 2.2, Fehr & Peers will analyze future conditions at the 20 study intersections. Any known transportation improvements that are very likely to be built within the next twenty years will be provided by City staff and incorporated into the future analysis. If any LOS standard failures are projected by this analysis, Fehr & Peers will create and model potential improvements that could mitigate these failures. We will use an approach that seeks the least cost improvement in order to meet or exceed the standard. Potential mitigation projects will be provided to City staff for review, and subsequently included in the City's existing transportation project list.

Assumptions: City will provide one organized set of existing turning movement counts collected over the last three years at study intersections and the existing project list including information on which projects should be assumed built in the next twenty years.

Deliverables: Traffic operations analysis memo and LOS results for existing and future conditions.

Task 4: Multimodal Level of Service

Using information and feedback from City staff as part of the MMLOS workshop (Task 1.1), Fehr & Peers will propose multimodal level of service standards for Des Moines. These will include vehicle, pedestrian, bike, and transit mode standards. Using the LOS standards for pedestrian, bike, and transit modes, Fehr & Peers will analyze existing conditions versus these standards and identify gaps and potential projects that could address these gaps.

Assumptions: Projects may include programmatic improvements (such as "fill sidewalk gaps" or specific projects such as "bike facility on Marine View Drive", as time and budget allows.

Deliverables: Multimodal Level of Service Standards memo and potential multimodal projects list.

Task 5: Transportation Element Update

Fehr & Peers will draft a Transportation Element (TE) update for City review and will respond to one set of consolidated comments. The update will include information summarized from the previous tasks and will be in a basic Word document format provided by the City or AHBL. The memos created as part of previous tasks will be included as appendices. As part of the TE updates, Fehr & Peers will review the City's existing transportation goals and policies versus Washington Department of Commerce and PSRC transportation element checklists. Fehr & Peers will provide draft additional goals and policies that may be needed to meet state, regional, and countywide requirements, but will not provide a completely new set of goals and policies. City staff will review the additional policies and provide one consolidated set of feedback.

Assumptions: Fehr & Peers will reserve up to 20 hours of staff time to respond to comments on the draft TE, plus an additional 5 hours for response to goals and policies comments. Additional effort above and beyond these will be out of scope and may require additional budget.

Deliverables: Draft and final Transportation Element and Appendices, draft and final transportation goals and policies.

Optional Task: Adoption Support

As part of an optional task, Fehr & Peers can provide adoption support for the Transportation Element. Such support could include in person or virtual presentations to City Council or other community or City bodies. This task includes a bank of up to twenty hours of staff support, which could cover preparation for and attendance at up to 4 virtual meetings or 2-3 in person meetings.

Assumptions: This task includes a bank of hours, the number of meetings that can fit within this bank of hours is dependent on meeting length, travel time, etc.

Deliverables: Presentation slides and attendance (virtual or in person) at meetings

Schedule

Fehr & Peers will complete this work as expeditiously as possible. We propose to complete the update on the following timeline, provided timely data sharing and review from City staff:

- Task 1: Kickoff meeting in Month 1, invoicing and other project meetings throughout the course of the project.
- Task 2: Month 1-Month 3
- Task 3: Month 2-Month 4
- Task 4: Month 1-Month 3
- Task 5: Month 4-Month 5
- Optional Task: As needed adoption support

Fee

Fehr & Peers proposes to complete the Task 1-5 scope with a total not to exceed \$87,695, as detailed in the attached fee table. As an optional Task, Fehr & Peers can provide adoption support for \$6,210.

Fee Proposal for Des Moines Transportation Element Update

Tasks	Fehr & Peers					Labor Hours	Direct Costs	Total
	Project Manager	Principal-in-Charge	Planner	Modeler	Project Coordinator			
	\$250	\$350	\$155	\$220	\$160			
Task 1 - Project Management and Meetings								
	20	8	10		5	43	\$710	\$10,860
Task 2 - Transportation Demand Model								
	15	4	40	20	10	89	\$1,210	\$18,560
Task 3 - Traffic Operations Analysis (Includes Cost for Data)								
	15	5	35	10	8	73	\$9,010	\$23,415
Task 4 - Multimodal Level of Service								
	20	5	30	5	8	68	\$960	\$14,740
Task 5 - Transportation Element Update								
	30	10	40		10	90	\$1,320	\$20,120
Optional Task - Adoption Support								
	12	8				20	\$410	\$6,210
Total for Tasks 1-5	50	32	155	35	41	363	\$13,210	\$87,695
Total for Tasks 1-5 & Optional	112	40	155	35	41	383	\$13,620	\$93,905

Notes:

This fee proposal is valid for a period of 90 days from the proposal submittal date.

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.

Mileage is billed at the IRS rate plus 10% handling fee.

Rates and non-key staff are subject to change at any time, without notice, and within the total budget shown.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Square Footage Tax Second Reading

FOR AGENDA OF: December 12, 2024

ATTACHMENTS:

1. Draft Ordinance 24-082
2. Draft Ordinance 24-082-B

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: December 4, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Director of Marina Redevelopment _____
- ☐ Emergency Management _____
- ☒ Finance *MM RL*
- ☐ 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 the City Council to consider for a second reading and adoption of an Ordinance which would impose a square footage tax on businesses employing a warehouse in the course of engaging in business in the City of Des Moines.

Suggested Motion

OPTION 1

Motion: "I move to enact Draft Ordinance 24-082, imposing a square footage tax."

Or

OPTION 2

Motion 1: “I move to introduce substitute Draft Ordinance 24-082-B for Council consideration.”

and

Motion 2: “I move to enact Draft Ordinance 24-082-B, imposing a square footage tax.”

Background

With the City of Des Moines facing revenue constraints under its current tax and fee structure, due in part to the state-imposed annual 1% cap on increase the total property tax levy, staff began to look for other opportunities to generate revenue to support vital City services, such as public safety, parks, and senior services. Staff brought one of these potential opportunities to the Finance Committee which would impose a square footage tax on warehouse businesses. The Finance Committee approved the item and it was brought to the full City Council at the November 21, 2024 regular council meeting in the form of Draft Ordinance 24-082.

A square footage tax is a means to tax business activities in warehouse operations such as those located in Des Moines Creek Business Park that can be greatly undervalued under a traditional gross receipts tax. While warehouse businesses may bring tens of millions of dollars of merchandise into and out of the city to the financial benefit of the business, a gross receipts tax may assess literally no tax on the business who benefits from the provision of city services.

The proposed Draft Ordinance 24-082 presented to the Council on November 21 would assess an alternative business and occupation tax on businesses that operate warehouses in the course of business in the City that would apply if the square footage tax assessed exceeds the tax assessed on gross receipts. The initial quarterly tax rate would total \$0.13 per square foot of total warehouse area. The tax was also proposed to adjust annually per the Seattle area CPI. The tax would not apply to taxpayers whose taxable warehouse area totals less than 4,000 square feet in the City. This is a threshold after which the tax would apply to all taxable area, and not an exemption. Businesses renting warehouse space where they maintain control over the premises would be responsible for the tax rather than the owner of the warehouse.

Following the presentation and discussion among the Council, the Council asked the City Manager to research tax rates in other cities and to determine whether the proposed rate should be adjusted. The Council also tasked the City Manager with exploring other possible mechanisms to adjust the tax rate to account for inflation.

Discussion

Following discussions between the City Manager and staff, two Draft Ordinances are being brought to the Council for consideration: the original Draft Ordinance 24-082 and an alternative Draft Ordinance 24-082-B containing the City Manager’s proposed amendments. The changes included in Draft Ordinance 24-082-B are an increase in the rate to \$.135/square foot per quarter (.005 increase) and a 3% increase per year (rather than CPI increase).

A survey of Washington cities known to have a square footage tax found the following tax rates for the year 2025:

- Algona: \$.015/square foot per quarter

- Auburn: \$0.10/square foot per quarter
- Bellevue: \$0.32/square foot per quarter
- Dupont: \$0.15/square foot per quarter
- Kent: \$0.12/square foot per quarter
- North Bend: - \$0.15/square foot per quarter for the first 25,000 square feet
 - \$0.10/square foot per quarter for the next 25,000 square feet
 - \$0.04/square foot per quarter for each square foot >50,000

Staff originally proposed a \$.10/square foot per quarter tax rate to the finance committee, where after discussion among the committee, the committee suggested that the tax rate brought to Council be set at \$.13, based on that rate being a rough mid-point among the most comparable cities of Auburn, Dupont, Kent, and North Bend. Algona's rate can reasonably be considered an outlier, and Bellevue's square footage tax is targeted not at warehouse businesses, but rather large office spaces. After discussing the rate with staff, the City Manager has recommended increasing the rate to \$.135/square foot per quarter to account for Des Moines' proximity to SeaTac airport, providing a benefit to warehouse operators and making warehouses in the business park more attractive to businesses.

Among the cities with square footage taxes, two have built automatic adjustments to the tax rate into their ordinance. Kent's current version of the square footage tax contains adjustments that cover the years 2019-2028 and does not have any built-in increases afterwards. In 2019, the rate was \$0.06/square foot per quarter, increasing to \$0.09 for 2020-2024, then \$0.12 for 2025-2027, and \$0.15 beginning in 2028. Of course, Kent has the ability to amend their ordinance to set adjustments for future years at any time. Bellevue's ordinance contains an annual adjustment similar to the CPI adjustment proposed in Draft Ordinance 24-082, but pegged to the U.S. City Average Urban Wage Earners and Clerical Workers Consumer Price Index, rather than the Seattle area CPI-U.

In response to Council concerns regarding lack of predictability for taxpayers, the City Manager has proposed an annual 3% increase in the tax rate rather than an increase tied to CPI. A 3% annual increase based on an initial tax rate of \$.135/square foot per quarter would result in a tax rate of \$.139 in year two, an increase of four tenths of a cent. In 2028, the resulting tax rate would be approximately \$.148/square foot per quarter, slightly less than the rate set to be imposed in Kent beginning that year.

Alternatives

The Council may:

1. Enact Draft Ordinance 24-082
2. Enact substitute Draft Ordinance 24-082-B
3. Adopt a draft ordinance with changes
4. Decline to adopt a draft ordinance

Financial Impact

Staff estimates that the tax could provide approximately an additional \$700,000-\$800,000 in revenue in the first year. Should the Des Moines Creek Business Park West project develop as proposed, this could result in over \$200,000 in additional annual revenue.

Recommendation

Staff recommends the Council enact Draft Ordinance 24-082-B.

Council Committee Review

The Finance Committee reviewed a staff proposal to impose a square footage tax at the October 3, 2024 committee meeting. The committee provided direction on details of the proposal such as tax rate and threshold exemption amounts and recommended staff prepare a draft ordinance for consideration by the full council. Draft Ordinance 24-082 was presented to the full Council for a first reading November 21, 2024.

CITY COUNCIL'S DRAFT 12/04/2024

DRAFT ORDINANCE NO. 24-082

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to taxation, imposing a square footage tax, and amending DMMC 3.84.050.

WHEREAS, RCW 35A.82.020 authorizes code cities to impose business licensing requirements and excises upon business transacted within such a city to the extent permitted by the general law, and

WHEREAS, in 2004, the City Council of the City of Des Moines enacted Ordinance no. 1355, enacting a Business and Occupation (B&O) tax at a rate of 0.2% of gross receipts of the business, codified at DMMC chapter 3.84, and

WHEREAS, in 2012, the City Council enacted Ordinance no. 1555 repealing and replacing DMMC chapter 3.84 to bring the B&O tax provisions in line with the model ordinance developed by the Association of Washington Cities to promote uniformity among Washington cities, and

WHEREAS, with the passage of several measures that limit sources of revenue for cities, including I-695 and I-747, the City B&O tax has become a significant stable source of ongoing revenue to help provide vital City services, such as public safety, roads maintenance, parks and recreation, and human services, and

WHEREAS, entities doing business in the City benefit from City services funded by the B&O tax and those services allow them to generate profits for shareholders, and

WHEREAS, the development of the Des Moines Creek Business Park has enabled millions of dollars of commercial activity to occur in the City, spread over more than a million square feet of commercial space, and

WHEREAS, despite the high level of commercial activity generated in the DMCBP benefitting from the provision of public safety and other services provided by the City, the B&O tax based on gross receipts has failed to assess an equitable tax burden on warehouse businesses relative to other businesses in the City, and

WHEREAS, other Washington cities have found that imposition of a business and occupation tax assessed on the square footage of

Ordinance No. ____
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warehouse space utilized in the conduct of business in the city allowed the cities to bring more equity between businesses and generate revenue to fund important city services, and

WHEREAS, the City Council finds that imposition of a square footage tax in the City of Des Moines will likewise allow warehouse businesses to fund City services in a manner that more reasonably reflects the benefit received relative to other businesses located in the City and generate vital revenue to support those services, and

WHEREAS, the City Council finds that this Ordinance is appropriate and necessary to preserve the public health, safety, and general welfare; now therefore,

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

Sec. 1. DMMC 3.84.050 and section 6 of Ordinance No. 1555 are amended to read as follows:

Imposition of the tax - Tax or fee levied.

~~(1)~~ Except as provided in subsection (23) of this section and in the exemptions in DMMC 3.84.110, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the city, whether the person's office or place of business be within or without the city. The amount for the gross receipts tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including by-products, as the case may be, as ~~follows described in subsection (1) of this section. The amount for the square footage tax shall be determined by application of rates against the square footage of the business space within the city as described in subsection (2) of this section. The amount of tax due to the city shall be the larger of the amounts calculated under each tax, as measured for each tax reporting period.~~

(1) Gross receipts tax

(a) Upon every person engaging within the city in business as an extractor; as to such persons the amount of

the tax with respect to such business shall be equal to the value of the products, including by-products, extracted within the city for sale or for commercial or industrial use, multiplied by the rate of two-tenths of one percent. The measure of the tax is the value of the products, including by-products, so extracted, regardless of the place of sale or the fact that deliveries may be made to points outside the city.

(b) Upon every person engaging within the city in business as a manufacturer, as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, manufactured within the city, multiplied by the rate of two-tenths of one percent. The measure of the tax is the value of the products, including by-products, so manufactured, regardless of the place of sale or the fact that deliveries may be made to points outside the city.

(c) Upon every person engaging within the city in the business of making sales at wholesale, except persons taxable under subsection (2) of this section; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of two-tenths of one percent.

(d) Upon every person engaging within the city in the business of making sales at retail, as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of two-tenths of one percent.

(e) Upon every person engaging within the city in the business of (i) printing, (ii) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (iii) publishing newspapers, magazines and periodicals, (iv) extracting for hire, and (v) processing for hire; as to such persons, the amount of tax on such

business shall be equal to the gross income of the business multiplied by the rate of two-tenths of one percent.

(f) Upon every person engaging within the city in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of two-tenths of one percent.

(g) Upon every other person engaging within the city in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of two-tenths of one percent. This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service.

(2) Square footage tax

(a) Upon every person who leases, owns, occupies, or otherwise maintains a business warehouse or outdoor warehouse within the city for purposes of engaging in business activities in the city there shall be a tax measured by the number of square feet of business warehouse floor space or outdoor warehouse space. Beginning January 1, 2025, the amount of the tax shall be equal to \$0.13 for each quarterly period of a calendar year for each square foot of business warehouse or outdoor warehouse floor space that is leased, owned, occupied, or otherwise maintained within the city during the reporting period, calculated to the nearest square foot. On January 1 of each successive year, the rate shall be increased by the product of the prior year's rate and the Consumer Price Index, All Urban Consumers, Seattle-Tacoma-Bellevue, Washington area, for the preceding 12-month period ending August 31st, published

by the U.S. Department of Labor, Bureau of Labor Statistics ("CPI"), rounded to the nearest tenth of one cent (\$0.001).

(b) For purposes of this subsection, "business warehouse" means every structure or any part thereof that is used for the storage of merchandise, goods, wares, commodities, inventory, materials, equipment or other items (whether or not for compensation) in furtherance of engaging in business.

(c) For purposes of this subsection, "outdoor warehouse" means an area that is outdoors and primarily used for the storage of merchandise, goods, wares, commodities, inventory, materials, equipment or other items (whether or not for compensation) in furtherance of engaging in business.

(d) For purposes of this subsection, the square footage of a business warehouse shall be computed by measuring to the inside finish of permanent outer building walls and shall include space used by columns and projections necessary to the building. Square footage shall not include stairs, elevator shafts, flues, pipe shafts, vertical ducts, heating or ventilation shafts, janitor closets, and electrical or utility closets.

(e) For purposes of this subsection, outdoor warehouse space is measured based on the entire space used for outdoor warehousing and is not measured solely based on the size of the goods, wares, merchandise, or commodities that are being stored. The square footage of an outdoor warehouse shall only include those areas used and/or intended to be used for the storage of goods, wares, merchandise, commodities, inventory, materials, equipment, or other items (whether or not for compensation) in furtherance of engaging in business.

Square footage shall not include: areas used only for employee, customer, or visitor parking; dock high loading areas; buildings or areas used only for retail floor space or rentals to consumers; landscaped areas; storm water facilities; maneuvering areas or drive aisles; areas used only for garbage or recycling pickup; rights-of-way; or

other areas clearly not used for the storage of items described in this subsection.

(f) Persons with more than one business warehouse or outdoor warehouse within the city must include all business warehouse floor space and outdoor warehouse space for all locations within the city.

(g) When a person rents space to another person, the person occupying the rental space is responsible for the square footage business tax on that rental space. Space rented for the storage of goods in a business warehouse or outdoor warehouse where no walls or other barriers separate the goods, and where the exclusive right of possession in the space is not held by the person to whom the space is rented, shall be included in the warehouse floor space of the person that operates the warehouse, and not by the person renting the warehouse space. Space rented out in "self-storage" facilities whereby customers have direct access to individual storage areas by separate entrances, shall be included in the warehouse business floor space of the person that operates the warehouse business, and not by the person renting the warehouse space.

(23) The gross receipts tax imposed in subsection (1) of this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including by-products, as the case may be, from all activities conducted within the city during any calendar year is equal to or less than \$50,000. The square footage tax imposed in subsection (2) of this section shall not apply to any person unless that person's total area of warehouse space within the city exceeds four thousand square feet.

Sec. 2. Petition for referendum.

(1) **Referendum allowed.** A referendum procedure is required pursuant to RCW 35.21.706 for cities first imposing a business and occupation tax. A petition for referendum may be filed with the City Clerk within seven (7) days of passage of this ordinance. Within ten (10) days, the City Clerk shall confer with the Petitioner concerning form and style of the petition, issue the petition an identification number, and secure an accurate,

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Page 7 of 8

concise, and positive ballot title from the designated local official. The Petitioner shall have thirty (30) days in which to secure the signatures of not less than fifteen percent (15%) of the registered voters of the City, as of the last municipal general election, upon petition forms which contain the ballot title and the full text of the measure to be referred. The City Clerk shall verify the sufficiency of the signatures on the petition and, if sufficient valid signatures are properly submitted, shall certify the referendum measure to the next election ballot within the City or at a special election ballot as provided pursuant to RCW 35.17.260(2).

(2) **Exclusive referendum procedure.** The referendum procedure provided for in this ordinance shall be exclusive in all instances for any City ordinance imposing a business and occupation tax or increasing the rate of the tax, and shall supersede the procedures provided under chapter 35A.11 RCW and all other statutory or ordinance provisions for initiative or referendum which might otherwise apply.

Sec. 3. 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. 4. Effective date. This ordinance shall take effect and be in full force on January 1, 2025.

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

Ordinance No. ____
Page 8 of 8

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

Effective Date: _____

CITY ATTORNEY'S FIRST DRAFT 11/13/2024

DRAFT ORDINANCE NO. 24-082-B

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to taxation, imposing a square footage tax, and amending DMMC 3.84.050.

WHEREAS, RCW 35A.82.020 authorizes code cities to impose business licensing requirements and excises upon business transacted within such a city to the extent permitted by the general law, and

WHEREAS, in 2004, the City Council of the City of Des Moines enacted Ordinance no. 1355, enacting a Business and Occupation (B&O) tax at a rate of 0.2% of gross receipts of the business, codified at DMMC chapter 3.84, and

WHEREAS, in 2012, the City Council enacted Ordinance no. 1555 repealing and replacing DMMC chapter 3.84 to bring the B&O tax provisions in line with the model ordinance developed by the Association of Washington Cities to promote uniformity among Washington cities, and

WHEREAS, with the passage of several measures that limit sources of revenue for cities, including I-695 and I-747, the City B&O tax has become a significant stable source of ongoing revenue to help provide vital City services, such as public safety, roads maintenance, parks and recreation, and human services, and

WHEREAS, entities doing business in the City benefit from City services funded by the B&O tax and those services allow them to generate profits for shareholders, and

WHEREAS, the development of the Des Moines Creek Business Park has enabled millions of dollars of commercial activity to occur in the City, spread over more than a million square feet of commercial space, and

WHEREAS, despite the high level of commercial activity generated in the DMCBP benefitting from the provision of public safety and other services provided by the City, the B&O tax based on gross receipts has failed to assess an equitable tax burden on warehouse businesses relative to other businesses in the City, and

WHEREAS, other Washington cities have found that imposition of a business and occupation tax assessed on the square footage of

warehouse space utilized in the conduct of business in the city allowed the cities to bring more equity between businesses and generate revenue to fund important city services, and

WHEREAS, the City Council finds that imposition of a square footage tax in the City of Des Moines will likewise allow warehouse businesses to fund City services in a manner that more reasonably reflects the benefit received relative to other businesses located in the City and generate vital revenue to support those services, and

WHEREAS, the City Council finds that this Ordinance is appropriate and necessary to preserve the public health, safety, and general welfare; now therefore,

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

Sec. 1. DMMC 3.84.050 and section 6 of Ordinance No. 1555 are amended to read as follows:

Imposition of the tax - Tax or fee levied.

~~(1)~~ Except as provided in subsection (23) of this section and in the exemptions in DMMC 3.84.110, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the city, whether the person's office or place of business be within or without the city. The amount for the gross receipts tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including by-products, as the case may be, as ~~follows described in subsection (1) of this section. The amount for the square footage tax shall be determined by application of rates against the square footage of the business space within the city as described in subsection (2) of this section. The amount of tax due to the city shall be the larger of the amounts calculated under each tax, as measured for each tax reporting period.~~

(1) Gross receipts tax

(a) Upon every person engaging within the city in business as an extractor; as to such persons the amount of

the tax with respect to such business shall be equal to the value of the products, including by-products, extracted within the city for sale or for commercial or industrial use, multiplied by the rate of two-tenths of one percent. The measure of the tax is the value of the products, including by-products, so extracted, regardless of the place of sale or the fact that deliveries may be made to points outside the city.

(b) Upon every person engaging within the city in business as a manufacturer, as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, manufactured within the city, multiplied by the rate of two-tenths of one percent. The measure of the tax is the value of the products, including by-products, so manufactured, regardless of the place of sale or the fact that deliveries may be made to points outside the city.

(c) Upon every person engaging within the city in the business of making sales at wholesale, except persons taxable under subsection (2) of this section; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of two-tenths of one percent.

(d) Upon every person engaging within the city in the business of making sales at retail, as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of two-tenths of one percent.

(e) Upon every person engaging within the city in the business of (i) printing, (ii) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (iii) publishing newspapers, magazines and periodicals, (iv) extracting for hire, and (v) processing for hire; as to such persons, the amount of tax on such

business shall be equal to the gross income of the business multiplied by the rate of two-tenths of one percent.

(f) Upon every person engaging within the city in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of two-tenths of one percent.

(g) Upon every other person engaging within the city in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of two-tenths of one percent. This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service.

(2) Square footage tax

(a) Upon every person who leases, owns, occupies, or otherwise maintains a business warehouse or outdoor warehouse within the city for purposes of engaging in business activities in the city there shall be a tax measured by the number of square feet of business warehouse floor space or outdoor warehouse space. Beginning January 1, 2025, the amount of the tax shall be equal to \$0.135 for each quarterly period of a calendar year for each square foot of business warehouse or outdoor warehouse floor space that is leased, owned, occupied, or otherwise maintained within the city during the reporting period, calculated to the nearest square foot. On January 1 of each successive year, the rate shall be increased by three percent (3%), rounded to the nearest tenth of one cent (\$0.001).

(b) For purposes of this subsection, "business warehouse" means every structure or any part thereof that is used for the storage of merchandise, goods, wares, commodities, inventory, materials, equipment or other items (whether or not for compensation) in furtherance of engaging in business.

(c) For purposes of this subsection, "outdoor warehouse" means an area that is outdoors and primarily used for the storage of merchandise, goods, wares, commodities, inventory, materials, equipment or other items (whether or not for compensation) in furtherance of engaging in business.

(d) For purposes of this subsection, the square footage of a business warehouse shall be computed by measuring to the inside finish of permanent outer building walls and shall include space used by columns and projections necessary to the building. Square footage shall not include stairs, elevator shafts, flues, pipe shafts, vertical ducts, heating or ventilation shafts, janitor closets, and electrical or utility closets.

(e) For purposes of this subsection, outdoor warehouse space is measured based on the entire space used for outdoor warehousing and is not measured solely based on the size of the goods, wares, merchandise, or commodities that are being stored. The square footage of an outdoor warehouse shall only include those areas used and/or intended to be used for the storage of goods, wares, merchandise, commodities, inventory, materials, equipment, or other items (whether or not for compensation) in furtherance of engaging in business.

Square footage shall not include: areas used only for employee, customer, or visitor parking; dock high loading areas; buildings or areas used only for retail floor space or rentals to consumers; landscaped areas; storm water facilities; maneuvering areas or drive aisles; areas used only for garbage or recycling pickup; rights-of-way; or other areas clearly not used for the storage of items described in this subsection.

(f) Persons with more than one business warehouse or outdoor warehouse within the city must include all business warehouse floor space and outdoor warehouse space for all locations within the city.

(g) When a person rents space to another person, the person occupying the rental space is responsible for the square footage business tax on that rental space. Space rented for the storage of goods in a business warehouse or outdoor warehouse where no walls or other barriers separate the goods, and where the exclusive right of possession in the space is not held by the person to whom the space is rented, shall be included in the warehouse floor space of the person that operates the warehouse, and not by the person renting the warehouse space. Space rented out in "self-storage" facilities whereby customers have direct access to individual storage areas by separate entrances, shall be included in the warehouse business floor space of the person that operates the warehouse business, and not by the person renting the warehouse space.

(23) The gross receipts tax imposed in subsection (1) of this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including by-products, as the case may be, from all activities conducted within the city during any calendar year is equal to or less than \$50,000. The square footage tax imposed in subsection (2) of this section shall not apply to any person unless that person's total area of warehouse space within the city exceeds four thousand square feet.

Sec. 2. Petition for referendum.

(1) **Referendum allowed.** A referendum procedure is required pursuant to RCW 35.21.706 for cities first imposing a business and occupation tax. A petition for referendum may be filed with the City Clerk within seven (7) days of passage of this ordinance. Within ten (10) days, the City Clerk shall confer with the Petitioner concerning form and style of the petition, issue the petition an identification number, and secure an accurate, concise, and positive ballot title from the designated local official. The Petitioner shall have thirty (30) days in which to secure the signatures of not less than fifteen percent (15%) of

Ordinance No. ____
Page 7 of 8

the registered voters of the City, as of the last municipal general election, upon petition forms which contain the ballot title and the full text of the measure to be referred. The City Clerk shall verify the sufficiency of the signatures on the petition and, if sufficient valid signatures are properly submitted, shall certify the referendum measure to the next election ballot within the City or at a special election ballot as provided pursuant to RCW 35.17.260(2).

(2) **Exclusive referendum procedure.** The referendum procedure provided for in this ordinance shall be exclusive in all instances for any City ordinance imposing a business and occupation tax or increasing the rate of the tax, and shall supersede the procedures provided under chapter 35A.11 RCW and all other statutory or ordinance provisions for initiative or referendum which might otherwise apply.

Sec. 3. 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. 4. Effective date. This ordinance shall take effect and be in full force on January 1, 2025.

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

M A Y O R

APPROVED AS TO FORM:

Ordinance No. ____
Page 8 of 8

City Attorney

ATTEST:

City Clerk

Published: _____

Effective Date: _____

Draft Ordinance 24-082

Square Footage Tax – Second Reading



December 12, 2024
Staff Presentation: Matthew Hutchins,
Assistant City Attorney

First Reading - Nov 21

Introduced Draft Ordinance 24-082

- ▶ Square footage tax on warehouse businesses
- ▶ New revenue to support city services
- ▶ Current revenues limited by state law

Draft Ordinance 24-082

- ▶ Assessed on square foot warehouse space used in business
- ▶ Space used for non-storage purposes excluded
- ▶ Alternative tax -- not additional
- ▶ Initial rate \$0.13 per square foot per quarter
- ▶ Annual CPI adjustment
- ▶ Threshold floor area 4,000 square feet
 - ▶ Businesses under the threshold not assessed sq ft tax

Alternative Draft Ordinance 24-082-B

- ▶ Initial rate \$0.135 per square foot per quarter
- ▶ Annual 3% increase
- ▶ Threshold floor area 4,000 square feet
- ▶ Assessed on square foot warehouse space used in business
- ▶ Space used for non-storage purposes excluded
- ▶ Alternative tax -- not additional

Suggested Motion

- ▶ **Motion 1:** “I move to introduce substitute Draft Ordinance 24-082-B for Council consideration.”

and

- ▶ **Motion 2:** “I move to enact Draft Ordinance 24-082-B, imposing a square footage tax.”

- Or -

- ▶ **Motion:** “I move to enact Draft Ordinance 24-082, imposing a square footage tax.”

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: City of Des Moines' Mission, Vision
& Values

ATTACHMENTS:

1. City of Des Moines' Mission & Vision

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: City Manager's Office

DATE SUBMITTED: December 3, 2024

CLEARANCES:

- ☐ City Clerk _____
☐ Communications _____
☐ Community Development _____
☐ Courts _____
☐ Emergency Management _____
☐ 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 seek City Council's formal approval of the Mission, Vision, and Values Statement created and designed by City Council on November 17, 2024.

Suggested Motion

Motion:

"I move to approve the City of Des Moines' Mission, Vision, and Values Statement."

Background

The City Council met on November 17, 2024 to create the Mission, Vision, and Core Values Statement for the City of Des Moines. This document will provide important guidance to the organization moving forward.

Discussion**Alternatives****Financial Impact****Recommendation**

Administration recommends approval of the motion.



Mission & Vision

Des Moines is a waterfront community committed to building a safe, sustainable environment, by providing a high quality of life for all to live, work and play.

VISION

To be the premiere marine 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: Interlocal Agreement For Coordinated
SAMP Review

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Legal

ATTACHMENTS:

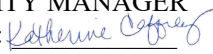
DATE SUBMITTED: December 6, 2024

1. 2024 ILA Between Burien, Des Moines,
Normandy Park and SeaTac for
Environmental Review of Sea-Tac Airport
Sustainable Airport Master Plan
2. 2018 ILA Between Burien, Des Moines,
Normandy Park and SeaTac for
Environmental Review of Sea-Tac Airport
Sustainable Airport Master Plan
3. First Amendment to 2018 ILA

CLEARANCES:

- ☐ City Clerk _____
- ☒ Community Development 
- ☐ Courts _____
- ☐ Director of Marina Redevelopment _____
- ☐ Emergency Management _____
- ☐ 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 consider and approve an Interlocal Agreement (ILA) between the Cities of Burien, Des Moines, Normandy Park and SeaTac, to establish a process for coordinated review, analysis, and response to the environment process, impacts and concerns related the Port of Seattle's Sea-Tac Airport Sustainable Airport Master Plan (SAMP).

Suggested Motion

Motion 1: "I move to approve the Interlocal Agreement between the Cities of Burien, Des Moines, Normandy Park and SeaTac for environmental review of the Sea-Tac Airport Sustainable Airport Master Plan, and to direct the City Manager to execute the ILA, substantially in the form as attached."

Background

Beginning in the prior decade, the Port of Seattle began drafting a “Sustainable Airport Master Plan” (“SAMP”) that will plan for future airport growth; growth that could have significant negative impacts on surrounding cities. The plan itself was completed in 2018. Pursuant to the National Environmental Policy Act (“NEPA”) and the Washington State Environmental Policy Act (“SEPA”), the Port was required to prepare for agency and public review and comment environmental documents, up to and including an Environmental Impact Statement.

In 2017, the cities of Burien, Des Moines, Normandy Park and SeaTac determined that it was in their best interest to coordinate their review, analysis, and responses concerning the environmental review process and the impacts that are addressed in environmental documents issued by the Port, resulting in the execution of an interlocal agreement between the cities in 2018.

The purpose of the ILA was stated as follows:

The purpose of this Agreement is for the Parties to establish a process for review, analysis, and responding to the environmental process, impacts and concerns related to the SAMP, including those issues raised during the Port’s SEPA and NEPA processes. By coordinating their efforts, the Parties will be in a better position to evaluate and respond to the Port’s environmental review process. The Parties may jointly hire and fund consultants to assist with review and preparation of formal comments regarding the environmental review process and the SAMP’s environmental impacts. This Agreement establishes a process for the selection and funding of these consultants.

The environmental review process of the SAMP has been significantly delayed, well past the time frame anticipated by the ILA parties. The draft environmental analysis has just recently been released, and the comment period ends December 13, 2024.

Discussion

The ILA memorializing the intent of the party cities to coordinate their response to the SAMP has expired, but the underlying purpose of the agreement remains the same. Staff of the four cities met with the sense that the will of their respective city councils was to continue to pursue the cooperative goals of the original ILA. The consensus was to draft a new ILA to accomplish the goals of the original ILA, but to extend the date to allow for the goals to be realized. The attached draft ILA was drafted by the city attorney for Burien.

The new agreement essentially restates the original ILA, incorporating an amendment made in 2020 to assign contract management to the City of Des Moines. The term of the new agreement lasts until December 31, 2027 or the end of the SAMP environmental process, whichever comes first. The agreement can be extended by agreement of the parties.

Alternatives

The Council may:

1. Approve the ILA
2. Approve the ILA with amendments and submit the amended ILA for approval with the other cities
3. Decline to pass the ILA

Financial Impact

The City has previously committed to contributing up to \$74,170.00 towards funding consultant services to fulfill the purpose of the agreement. Each city's contribution is based on relative population. The ILA would reaffirm this commitment.

Recommendation

Staff recommends approval of the ILA

**INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BURIEN, DES MOINES, NORMANDY PARK
AND SEATAC FOR ENVIRONMENTAL REVIEW OF THE SEA-TAC AIRPORT
SUSTAINABLE AIRPORT MASTER PLAN**

Pursuant to RCW 39.34, the Interlocal Cooperation Act, this Agreement is entered into between the City of Burien, a municipal corporation, hereinafter referred to as "Burien," the City of Des Moines, a municipal corporation hereinafter referred to as "Des Moines," the City of Normandy Park, a municipal corporation hereinafter referred to as "Normandy Park," and the City of SeaTac, a municipal corporation hereinafter referred to as "SeaTac," and all four cities collectively referred to as the "Parties" or "Cities," for the purpose of review and commenting on the environmental review process, analysis and documents prepared for the Port of Seattle's the Sea-Tac Airport Sustainable Airport Master Plan.

1. Background. The Port of Seattle ("Port") operates the Sea-Tac International Airport ("Airport" or "Sea-Tac"). The Port is currently drafting a "Sustainable Airport Master Plan" ("SAMP") that will plan for airport growth over the next 20 years; growth that could have significant negative impacts on surrounding cities. Pursuant to the National Environmental Policy Act ("NEPA") and the Washington State Environmental Policy Act ("SEPA"), the Port may prepare, for agency and public review and comment, environmental documents, up to and including an Environmental Impact Statement. The Parties have determined that it is in their best interest to coordinate their review, analysis, and responses concerning the environmental review process and the impacts that are addressed in environmental documents issued by the Port.

2. Purpose. The purpose of this Agreement is for the Parties to establish a process for review, analysis, and responding to the environmental process, impacts and concerns related to the SAMP, including those issues raised during the Port's SEPA and NEPA processes. By coordinating their efforts, the Parties will be in a better position to evaluate and respond to the Port's environmental review process. The Parties may jointly hire and fund consultants to assist with review and preparation of formal comments regarding the environmental review process and the SAMP's environmental impacts. This Agreement establishes a process for the selection and funding of these consultants.

3. Review and Commenting. The environmental review process will include opportunities for the Parties to provide formal comments to the Port. This could include commenting on the Port's selected environmental review process and any documents which may be issued as part of that process. The Parties agree to coordinate their comments at each of these steps and to issue a single comment letter signed by each Party's designated representative.

4. Consultant Selection. It may be in the best interest of the Parties to jointly hire a consultant to assist with review and commenting on the SAMP's environmental review and impacts. If it is agreed to hire a consultant, the Parties will work cooperatively and collaboratively on every aspect of the consultant selection process and shall be in mutual agreement prior to moving to the next step. It is anticipated that only one consultant will be retained, with the understanding that the retained consultant may use sub-consultants to complete specific tasks. Generally, the steps will be as follows:

- a. Determine what consultant expertise is needed;
- b. Determine which Party will be the lead for contract administration;
- c. Determine project budget and contribution amount from each Party;
- d. Drafting a Request for Qualifications (RFQ);
- e. Publish/Circulate Notice Requesting Statement of Qualifications;
- f. Review of statements and selection for interviews;
- g. Conducting interviews, with interested Parties represented;
- h. Final consultant selection;
- i. Developing a final Scope of Work;
- j. Negotiation of consultant contract;
- k. Approval of Consultant Contract by the lead City in accordance with its contract approval procedures.

5. Consultant Funding. If consultants are hired as contemplated in Section 4 of this Agreement, the Parties will individually commit to a level of funding to be provided. These funds must be committed prior to requesting Statements of Qualifications as noted above. The management of these funds will be as described in Section 8. Such funding determinations shall be documented in writing.

6. Joint Roles and Responsibilities. Each Party shall be responsible for the following:

- a. Each Party shall assign a representative(s) ("Party Representative(s)") to help prepare and/or participate in review of draft work products. The Party Representative administering any consultant contract will communicate any changes to schedules, budgets, and any other pertinent information in a timely manner so as to keep each jurisdiction apprised of the status of the consultant's work.
- b. Time is of the essence for the review of environmental documents. The Parties shall work expeditiously and in good faith to achieve the smooth progress of review and commenting. This includes allocating adequate staff time and providing all necessary data and other information or materials needed for timely review and commenting.
- c. The Party Representatives shall receive copies of consultant invoices. All concerns with consultant billing shall be communicated to the contract administrator in a timely manner.

d. Should any Party wish to file an appeal of any Port environmental decision, the Party Representatives shall discuss whether such an appeal should be pursued jointly. If an individual jurisdiction appeal is filed, the appeal shall be immediately transmitted to all Parties, so that they can decide whether to intervene in the appeal in order to provide assistance.

e. The Parties shall work together in good faith to assure comments are made within the deadlines prescribed by law.

7. **Contract Management.** Contracts for consultant(s) shall be administered by the City of ~~SeaTac~~ Des Moines. These responsibilities include monitoring of work of the consultant in terms of content and timeliness; coordinating with the City of Burien regarding the consultant invoices and payments; arrangement of meetings to address the comments of the Parties; etc.

8. **Fiscal Management.** Management of fiscal matters associated with this Agreement shall be administered by the City of Burien. These responsibilities include processing consultant invoices and payments on a monthly basis; invoicing other Parties to the agreement; periodic fiscal reports to the Parties; etc.

9. **Additional Consultant Services.** Each Party retains the right to hire their own consultants at their own expense to complete work necessary for the project, so long as the work does not conflict with the Project. In such cases, the results of any consultant work will be shared with the other Parties. Nothing herein shall be construed as an affirmative duty to share work product prepared by legal counsel for a Party with the other Parties.

10. **Administration of Agreement.** Supervision and administration of this Agreement shall be the responsibility of each Parties' City Manager or his/her respective designee.

11. **Duration.** This Agreement shall be effective upon execution by each party and shall remain in full force and effect through the completion of the SAMP environmental review process, anticipated to be completed by December 31, 2027. This Agreement may be extended upon mutual agreement of all Parties.

12. **Termination.** Any party may withdraw from this Agreement, effective upon thirty (30) days written notice to the other parties. However, the withdrawing Party shall still be responsible for the payment of any costs incurred prior to the effective date of withdrawal.

13. **Modification.** This Agreement may be modified by further written agreement upon mutual acceptance by all parties.

14. **Alternative Dispute Resolution.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first

to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS.

15. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of transmittal and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

16. **Hold Harmless.** Each party to this Agreement shall defend, indemnify and hold the other party, its appointed and elected officers and employees, harmless from claims, actions, injuries, damages, losses or suits including attorney fees, arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this Agreement to the extent caused by the fault or negligence of the indemnitor, its appointed or elected officials, employees, officers, agents, assigns, volunteers or representatives.

17. **Non-Discrimination.** The Parties shall not discriminate in any manner related to this Agreement on the basis of race, color, national origin, sex, sexual orientation, religion, age, marital status or disability in employment or the provision of services.

18. **Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of both parties.

19. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. Any modifications or amendments to this Agreement shall be in writing and shall be signed by each party.

Dated this ____ day of November 2024.

CITY OF BURIEN

CITY OF DES MOINES

Adolfo Bailon, City Manager

Katherine Caffrey, City Manager

APPROVED AS TO FORM

APPROVED AS TO FORM

Garmon Newsom II, City Attorney

Tim George, City Attorney

CITY OF NORMANDY PARK

Amy Arrington, City Manager

APPROVED AS TO FORM

Kari Sand, City Attorney

CITY OF SEATAC

Kyle Moore, Interim City Manager

APPROVED AS TO FORM

Mary Mirante Bartolo, City Attorney

**INTERLOCAL AGREEMENT BETWEEN THE CITIES
OF BURIEN, DES MOINES, NORMANDY PARK AND
SEATAC FOR ENVIRONMENTAL REVIEW OF THE
SEA-TAC AIRPORT
SUSTAINABLE AIRPORT MASTER PLAN**

Pursuant to RCW 39.34, the Interlocal Cooperation Act, this Agreement is entered into between the City of Burien, a municipal corporation, hereinafter referred to as "Burien," the City of Des Moines, a municipal corporation hereinafter referred to as "Des Moines," the City of Normandy Park, a municipal corporation hereinafter referred to as "Normandy Park," and the City of SeaTac, a municipal corporation hereinafter referred to as "SeaTac," and all four cities collectively referred to as the "Parties" or "Cities", for the purpose of review and commenting on the environmental review process, analysis and documents prepared for the Port of Seattle's the Sea-Tac Airport Sustainable Airport Master Plan.

1. **Background.** The Port of Seattle ("Port") operates the Sea-Tac International Airport ("Airport" or "Sea-Tac"). The Port is currently drafting a "Sustainable Airport Master Plan" ("SAMP") that will plan for airport growth over the next 20 years; growth that could have significant negative impacts on surrounding cities. Pursuant to the National Environmental Policy Act ("NEPA") and the Washington State Environmental Policy Act ("SEPA"), the Port may prepare, for agency and public review and comment, environmental documents, up to and including an Environmental Impact Statement. The Parties have determined that it is in their best interest to coordinate their review, analysis, and responses concerning the environmental review process and the impacts that are addressed in environmental documents issued by the Port.
2. **Purpose.** The purpose of this Agreement is for the Parties to establish a process for review, analysis, and responding to the environmental process, impacts and concerns related to the SAMP, including those issues raised during the Port's SEPA and NEPA processes. By coordinating their efforts, the Parties will be in a better position to evaluate and respond to the Port's environmental review process. The Parties may jointly hire and fund consultants to assist with review and preparation of formal comments regarding the environmental review process and the SAMP's environmental impacts. This Agreement establishes a process for the selection and funding of these consultants.
3. **Review and Commenting.** The environmental review process will include opportunities for the Parties to provide formal comments to the Port. This could include commenting on the Port's selected environmental review process and any documents which may be issued as part of that process. The Parties agree to coordinate their comments at each of these steps

and to issue a single comment letter signed by each Party's designated representative.

4. **Consultant Selection.** It may be in the best interest of the Parties to jointly hire a consultant to assist with review and commenting on the SAMP's environmental review and impacts. If it is agreed to hire a consultant, the Parties will work cooperatively and collaboratively on every aspect of the consultant selection process and shall be in mutual agreement prior to moving to the next step. It is anticipated that only one consultant will be retained, with the understanding that the retained consultant may use sub-consultants to complete specific tasks. Generally, the steps will be as follows:
 - a. Determine what consultant expertise is needed;
 - b. Determine which Party will be the lead for contract administration;
 - c. Determine project budget and contribution amount from each Party;
 - d. Drafting a Request for Qualifications (RFQ);
 - e. Publish/Circulate Notice Requesting Statement of Qualifications;
 - f. Review of statements and selection for interviews;
 - g. Conducting interviews, with interested Parties represented;
 - h. Final consultant selection;
 - i. Developing a final Scope of Work;
 - j. Negotiation of consultant contract;
 - k. Approval of Consultant Contract by the lead City in accordance with its contract approval procedures.
5. **Consultant Funding.** If consultants are hired as contemplated in Section 4 of this Agreement, the Parties will individually commit to a level of funding to be provided. These funds must be committed prior to requesting Statements of Qualifications as noted above. The management of these funds will be as described in Section 8. Such funding determinations shall be documented in writing.
6. **Joint Roles and Responsibilities.** Each Party shall be responsible for the following:
 - a. Each Party shall assign a representative(s) ("Party Representative(s)") to help prepare and/or participate in review of draft work products. The Party

Representative administering any consultant contract will communicate any changes to schedules, budgets, and any other pertinent information in a timely manner so as to keep each jurisdiction apprised of the status of the consultant's work.

- b. Time is of the essence for the review of environmental documents. The Parties shall work expeditiously and in good faith to achieve the smooth progress of review and commenting. This includes allocating adequate staff time and providing all necessary data and other information or materials needed for timely review and commenting.
 - c. The Party Representatives shall receive copies of consultant invoices. All concerns with consultant billing shall be communicated to the contract administrator in a timely manner.
 - d. Should any Party wish to file an appeal of any Port environmental decision, the Party Representatives shall discuss whether such an appeal should be pursued jointly. If an individual jurisdiction appeal is filed, the appeal shall be immediately transmitted to all Parties, so that they can decide whether to intervene in the appeal in order to provide assistance.
 - e. The Parties shall work together in good faith to assure comments are made within the deadlines prescribed by law.
7. **Contract Management.** Contracts for consultant(s) shall be administered by the City of SeaTac. These responsibilities include monitoring of work of the consultant in terms of content and timeliness; coordinating with the City of Burien regarding the consultant invoices and payments; arrangement of meetings to address the comments of the Parties; etc.
8. **Fiscal Management.** Management of fiscal matters associated with this Agreement shall be administered by the City of Burien. These responsibilities include processing consultant invoices and payments on a monthly basis; invoicing other Parties to the agreement; periodic fiscal reports to the Parties; etc.
9. **Additional Consultant Services.** Each Party retains the right to hire their own consultants at their own expense to complete work necessary for the project, so long as the work does not conflict with the Project. In such cases, the results of any consultant work will be shared with the other Parties. Nothing herein shall be construed as an affirmative duty to share work product prepared by legal counsel for a Party with the other Parties.

10. **Administration of Agreement.** Supervision and administration of this Agreement shall be the responsibility of each Parties' City Manager or his/her respective designee.
11. **Duration.** This Agreement shall be effective upon execution by each party and shall remain in full force and effect through completion of the SAMP environmental review process or December 31, 2020, whichever comes first. This Agreement may be extended upon mutual agreement of all Parties.
12. **Termination.** Any party may withdraw from this Agreement, effective upon thirty (30) days written notice to the other parties. However, the withdrawing Party shall still be responsible for the payment of any costs incurred prior to the effective date of withdrawal.
13. **Modification.** This Agreement may be modified by further written agreement upon mutual acceptance by all parties.
14. **Alternative Dispute Resolution.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS.
15. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of transmittal, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
16. **Hold Harmless.** Each party to this Agreement shall defend, indemnify and hold the other party, its appointed and elected officers and employees, harmless from claims, actions, injuries, damages, losses or suits including attorney fees, arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this Agreement to the extent caused by the fault or negligence of the indemnitor, its appointed or elected officials, employees, officers, agents, assigns, volunteers or representatives.
17. **Non-Discrimination.** The Parties shall not discriminate in any manner related to this Agreement on the basis of race, color, national origin, sex, sexual orientation, religion, age,

marital status or disability in employment or the provision of services.

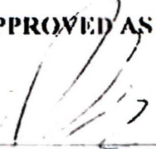
18. **Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of both parties.
19. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. Any modifications or amendments to this Agreement shall be in writing and shall be signed by each party.

DATED this 6TH day of MARCH 2018.

CITY OF BURIEN


Brian J. Wilson, City Manager

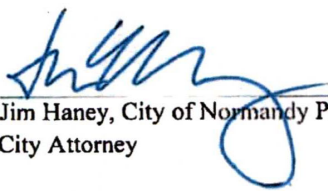
APPROVED AS TO FORM:


Lisa Marshall
City of Burien City Attorney

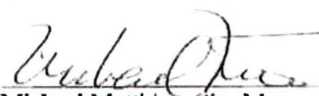
CITY OF NORMANDY PARK


Mark E. Hoppen, City Manager

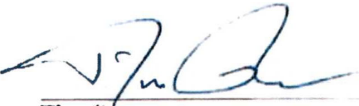
APPROVED AS TO FORM:


Jim Haney, City of Normandy Park
City Attorney

CITY OF DES MOINES


Michael Matthias, City Manager

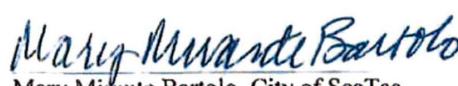
APPROVED AS TO FORM:


Tim George
City of Des Moines City Attorney

CITY OF SEATAC


Joseph Scorcio, City Manager

APPROVED AS TO FORM:


Mary Mirante Bartolo, City of SeaTac
City Attorney

K# 3180066

Attachment #3

**FIRST AMENDMENT TO THE
INTERLOCAL AGREEMENT BETWEEN THE CITIES OF
BURIEN, DES MOINES, NORMANDY PARK AND
SEATAC FOR ENVIRONMENTAL REVIEW OF THE
SEA-TAC AIRPORT
SUSTAINABLE AIRPORT MASTER PLAN**

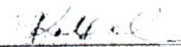
WHEREAS the Interlocal Agreement (ILA) between the Cities of Burien, Des Moines, Normandy Park and SeaTac for Environmental Review of the Sea-Tac Airport Sustainable Airport Master Plan (SAMP) dated March 6, 2018 is hereby amended as follows:

1. Paragraph 7 of the ILA is amended to read as follows:
 7. **Contract Management.** Contracts for consultant(s) shall be administered by the City of Des Moines. These responsibilities include monitoring of work of the consultant in terms of content and timeliness; coordinating with the City of Burien regarding the consultant invoices and payments; and, arrangement of meetings to address the comments of the Parties; etc.
2. All other terms of the March 6, 2018 ILA shall remain unchanged.

CITY OF BURIEN


Name: Brian J. Wilson
Title: City Manager
Date: 5/07/2020

APPROVED AS TO FORM:


Name: Kari Sand
Title: City Attorney

CITY OF DES MOINES


Name: Michael Matthias
Title: City Manager
Date: _____

APPROVED AS TO FORM:

/s/ Tim George
Name: Tim George
Title: City Attorney

CITY OF NORMANDY PARK

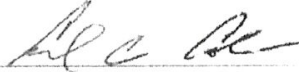


Name: Mark Hoppen

Title: City Manager

Date: _____

CITY OF SEATAC



Name: Carl C. Cole

Title: City Manager

Date: 4/10/2020

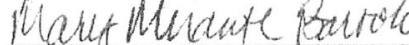
APPROVED AS TO FORM:



On behalf of Name: James Haney

Title: City Attorney

APPROVED AS TO FORM:



Name: Mary Mirante Bartolo

Title: City Attorney



SAMP

City Council Update 12/12/2024

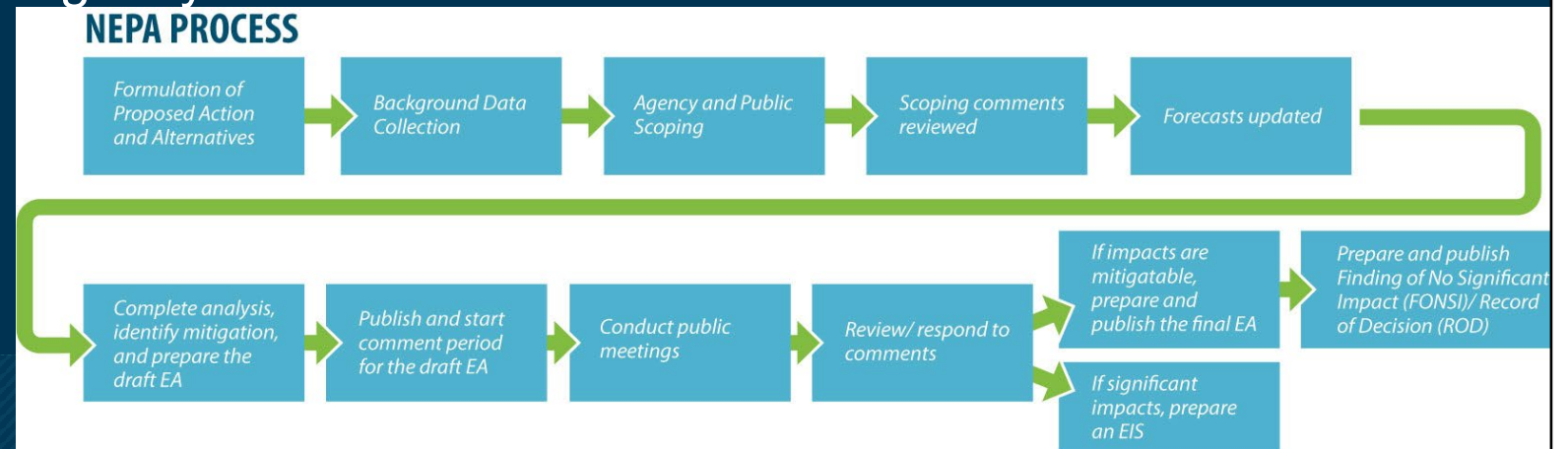
Background

- SAMP

- The Proposed Action is to implement 31 Near-Term Projects (NTPs)
- Including a new terminal with 19 gates, and an automated people mover with three stations to connect the rental car facility, new terminal, and main terminal.

- NEPA

- The FAA is the lead agency for NEPA
- Public Involvement
 - Scoping
 - Public Meetings
 - **Comment Period**



Background

- Four City Partnership
 - ILA to form partnership in March 2018
 - Cities Contract with consultant in July 2018
 - September 2018, Cities provided Scoping Comments
 - January 2020 Contract with consultant services suspended until NEPA or SEPA documents released.
 - October 2024, Cities requested extension of comment period
 - December 2024, Cities to provide comment letter



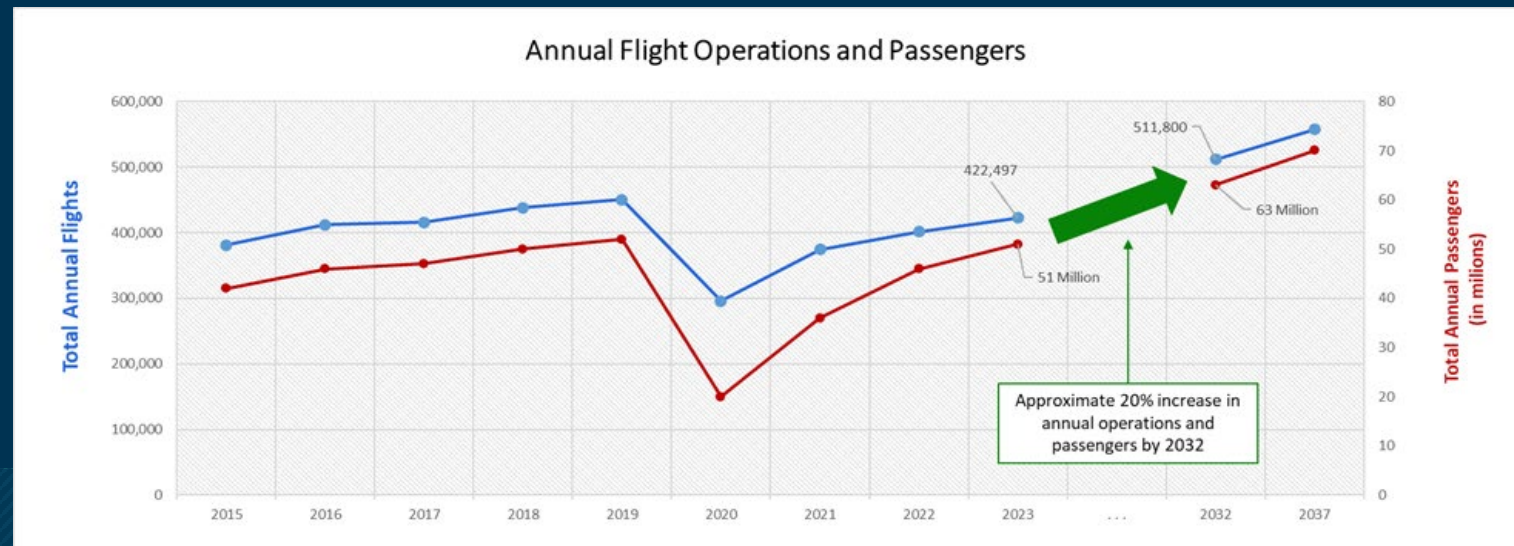
SAMP Four City EA Response

Topics

- Aircraft Noise
- Health Effects
- Impacts to Education and Learning
- Air Quality
- Surface Transportation and Congestion
- Airspace and Flight Procedure Changes
- Moving Forward

Aircraft Noise

- Increase of nearly **20%** and more **disruptions** to conversations, learning, working, and sleeping.
- High levels of noise exposure can result in health impacts, sleep disturbance, and impact learning.
- The DNL noise metric does not adequately reflect residents' experiences with aircraft noise.
- SEA has experienced growth since 2003, resulting in continued rise in environmental and community impacts, not studied, since it was not attached to a federal action requiring environmental review.



Health Effects

- Global research indicates high levels of noise exposure can lead to health impacts, sleep disturbance, and impacts to learning.

Impacts to Education and Learning

- Nine (9) schools within the DNL 65 dBA
- Increase to 12 schools within the DNL 65 dBA
- Federal regulations characterize this level of noise exposure as not compatible with noise-sensitive development which includes schools
- The health and well-being for our communities, as well our children's education should all be carefully considered as the Port plans for growth in SEA operations

Air Quality

- The environmental assessment indicates increases in all critical air pollutants.
- They will impact our residents, particularly vulnerable populations such as those with asthma, other respiratory conditions, and the elderly

Surface Transportation and Congestion

- Total passengers are forecast to reach 63 million annually by 2023
- The 20% increase in passengers will mean a significant increase in vehicular traffic on local roads for arriving and departing passengers as well as the increase in support services such as concessionaires, vendors, employees, etc.
- Additional impacts for our communities including more roadway congestion, increased air pollution and noise.

Airspace and Flight Procedure Changes

- Airspace and flight procedures/patterns will likely change to accommodate the increased operations in the existing airspace.
- Airspace and flight procedure changes that will reduce aircraft noise impacts should be thoroughly explored.
- Sustainable growth requires adequate and effective mitigation to offset or reduce impacts, which should be identified and prioritized in collaboration with affected communities.

Moving Forward

- The FAR Part 150 moves forward to review noise contour changes, SEA should incorporate that review and findings into community communication and educations to remove silos of review and possible impact.
- We ask that a proper review/comment period be offered as part of the SEPA process.



SAMP Des Moines Community EA Response

Topics

- Community Meeting
- Comment Period
- Impacts
- Third Runway
- Alternative Airports
- Flight Procedure Changes
- SEPA
- DC Court of Appeals

Community Meeting

- Background on Community Meeting Des Moines Held
- Letter aims to capture and communicate the concerns of the community

Comment Period

- Concern regarding time allotted for comment period
- In many ways it seems allowing the public to review the assumptions, analyses, and conclusions, was more about “checking a box” rather than truly seeking input.

Impacts

- Summary of technical comments on impacts from four (4) city letter, on noise, health, education and learning, air quality, and transportation.

Third Runway

- While the 3rd Runway (16R-34L) is outside the scope of the Environmental Assessment, it is worth noting that the runway increased overflights of Des Moines and residents have expressed concerns with this increase.
- A preferential runway-use program or preferential nighttime runway-use program could limit the growth in impact for residents of Des Moines.

Flight Procedure Changes

- Airspace and flight procedures/patterns will likely change to accommodate the increased operations in the existing airspace.
- Airspace and flight procedure/noise abatement changes should be thoroughly explored.

Alternative Airports

- There have been discussions and studies of expanding capacity and commercial service at other airports as well as siting a new airport as a reliever to SEA.
- The only truly sustainable approach to meeting demand through 2032 and beyond will be to leverage other existing facilities and/or to build another airport to provide additional capacity for commercial aviation.

SEPA

- Request for sufficient time to review SEPA documents when available.

DC Court of Appeals

- In light of the recent ruling by the DC Circuit Court, which invalidated the authority of the CEQ to issue binding regulations under NEPA, and because FAA relies on CEQ's baseline for their environmental analysis related to SAMP, the City of Des Moines requests that FAA reevaluate the finding of no significant impact outside of CEQ's NEPA regulation. Alternatively, FAA is asked to take no further action until there is clarity on what is the proper environmental assessment in relation to SAMP.

What's Next

NEPA PROCESS



- Finish SEPA Process
 - Port of Seattle has previously committed to releasing a SEPA EIS
- Participate in SEA Stakeholder Advisory Roundtable (START) and Part 150 Noise Compatibility Plan Technical Review Committee.



Interlocal Agreement (ILA) for Coordinated SAMP Review

History

- Original ILA signed in 2018
 - Purpose
 - Process for review, analysis, and responding to the environmental process related to the SAMP, including the SEPA and NEPA processes.
 - About the partnership between the cities; not about a specific consultant or scope of work
 - Establishes a process for selection and funding of these consultants.
 - Contract Management
 - Fiscal Management
 - Duration
 - December 31, 2020
- Amendment Approved in March 2020
 - Contract Management
 - Contract Management changed to Des Moines

New ILA (Differences)

- Contract Management
 - City of Des Moines (same as from the amendment)
- Duration
 - Through completion of the SAMP, anticipated by December 31, 2027

Council Options

- The ILA has been approved by the other Cities as proposed.
- Council Options
 - Approve the ILA
 - Deny the ILA — still leaves us the issue of needing to pay a consultant for work done.
 - Approve the ILA, pay the consultant, and then withdraw if Des Moines no longer wished to work with the other Cities on this effort.
 - Direct staff to prepare an alternate agreement that is very narrow—just relates to the payment of the consultant by the four cities using the joint funds. The new draft agreement must be re-circulated amongst the cities.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: 2024 Annual Budget Amendments

ATTACHMENTS:

1. Draft Ordinance No. 24-104

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: December 3, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Director of Marina Redevelopment _____
- ☐ Emergency Management _____
- ☒ Finance *[Signature]*
- ☐ Human Resources _____
- ☒ Legal /s/TG
- ☐ Marina _____
- ☐ Police _____
- ☐ Parks, Recreation & Senior Services _____
- ☐ Public Works _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

Purpose and Recommendation

The purpose of this Agenda Item is for the City Council to consider Draft Ordinance 24-104, amending the 2024 Annual Budget.

Suggested Motion

MOTION: "I move to enact Draft Ordinance No. 24-104 relating to municipal finance, amending the 2024 Annual Budget adopted in Ordinance No. 1779.

Background

Budget amendments are used by local governments to make adjustments to their approved budgets during the fiscal year. This process allows the City to respond to changing financial conditions, new priorities, or unforeseen expenses that arise after the budget has been adopted.

Additional changes in revenues and expenditures, for all funds, from forecasts used to create the 2024 budget, enacted by Ordinance No. 1779 are in accordance with council direction and approval for fiscal year 2024.

Discussion

The 2024 Annual Budget presented on November 9, 2023 was based upon an estimated carry-forward of the 2023 year-end fund balances. Appendix “A” shows amended 2024 beginning fund balances, which are the actual 2023 ending fund balances.

One budget amendment concerns the allocation of American Rescue Plan Act (ARPA) funds. All ARPA funds are required by the federal government to be obligated by December 31, 2024. Any ARPA funds not obligated by the deadline are to be returned to the federal government.

It was expected that the City would have all funds obligated by the deadline. However, there has been a recent delay in the Marina Steps project resulting in an amount of ARPA funds equaling \$1,308,400 in peril of being unobligated at December 31, 2024.

Given the quickly approaching deadline and the financial needs of the General Fund, it is staff’s recommendation that \$1,228,400 be redirected from the Marina Steps to the General Fund where it can be applied to 2024 expenditures. Also, the remaining \$80,000 would be reallocated from the Marina Steps to the Facility Repair and Replacement Fund in order to fund the new roof for the Senior Center.

Changes in budget amounts are detailed below:

General Fund	Change in Budget		Footnote	Description
	Revenue	Expenditure		
Interfund Transfers	255,299		1	Transfer in from Municipal Facilities
Interfund Transfers	1,228,400		2	Transfer in from ARPA Fund
Department Total	1,483,699	-		
Total General Funds	1,483,699	-		

GENERAL FUND FOOTNOTES

- 1) Two capital projects were completed without having spent the full allocation of General Fund money dedicated to the project. These funds were returned to the General Fund in September when the projects closed. This amendment captures the transaction in the budget.
- 2) ARPA funds allocated to the Marina Steps would be redirected to the General Fund to fund 2024 expenditures.

FUND	Change in Budget		Footnote	Description
	Revenue	Expenditure		
Waterfront Zone - 141		15,000		Garbage Service
Waterfront Zone - 141		3,000		Professional Services
	-	18,000		
2023 LTGO Debt Service - 203	(116,952)		1	Transfer in from Waterfront Zone
	(116,952)	-		
Municipal Capital Improvements - 310	(1,228,400)		2	Transfer in from ARPA Fund
Municipal Capital Improvements - 310	254,000		3	Transfer in from REET 2 Fund
Municipal Capital Improvements - 310	30,000		3	Transfer in from Park Levy Fund
Municipal Capital Improvements - 310	50,000		3	Transfer in from Park In Lieu Fund
	(894,400)	-		
Transportation Capital Improvement Fund - 319	755,000		3	Transfer in from Arterial Street Fund
Transportation Capital Improvement Fund - 319	426,000		3	Transfer in from Traffic Impact - City Wide Fund
Transportation Capital Improvement Fund - 319	25,000		3	Transfer In from One-Time Tax Fund
Transportation Capital Improvement Fund - 319	236,000		3	Transfer in from Traffic In Lieu Fund
Transportation Capital Improvement Fund - 319	150,000		3	Transfer in from Redondo Speed Enforcement Fund
	1,592,000	-		
Facility Repair and Replacement Fund - 506		255,299	4	Transfer out to General Fund
Facility Repair and Replacement Fund - 506	80,000		2	Transfer in from ARPA Fund
	80,000	255,299		
	660,648	273,299		

OTHER FUNDS FOOTNOTES

- 1) A reduction in a transfer in to the Debt Service Fund as the transfer was over-budgeted. The resulting amount after the reduction matches the transfer out expenditure from the Waterfront Zone.
- 2) ARPA funds that were dedicated to the Marina Steps would fund the new roof for the Senior Center.
- 3) These amendments recognize the revenue from transfers related to the Capital Improvements Plan adopted by Council on September 25, 2024. These amendments bring the total "Transfer In" amount in line with the total "Transfer Out" balance in the City-wide budget.
- 4) Two capital projects with dedicated General Fund funding were completed without having spent the full amount of funding from the General Fund. These funds were returned to the General Fund in September when the projects were closed. This amendment captures the transaction in the budget.

Recommendation

Staff recommends enacting Draft Ordinance 24-104.

CITY ATTORNEY'S FIRST DRAFT 12/3/2024

DRAFT ORDINANCE NO. 24-104

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

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

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

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

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

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

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

Sec 4. Severability - Construction.

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

Ordinance No. ____
Page 2 of 3

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

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

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

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

DRAFT ORDINANCE AND NO. 24-104- APPENDIX A
SUMMARY OF SOURCES AND USES - 2024 AMENDED BUDGET

Ordinance No. _____
Page 3 of 3

2024 ORIGINAL BUDGET					1808		Draft Ordinance 24-104		2024 AMENDED BUDGET				
FUNDS	Beginning Fund Balance	Revenue	Expenditure	Balance	Revenue	Expenditure	Revenue	Expenditure	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	
Special Revenue	4,671,467	26,153,182	26,250,237	4,574,412	1,076,183	1,954,055	1,483,699	-	4,671,467	28,713,064	28,204,292	5,180,239	
Streets	814,573	2,400,331	2,198,602	1,016,302	280,000	100,000	-	-	814,573	2,680,331	2,298,602	1,196,302	
Arterial Pavement Pavement	2,887,697	1,122,500	1,308,000	2,702,197	-	975,000	-	-	2,887,697	1,122,500	2,283,000	1,727,197	
Development	1,299,846	2,778,462	3,582,824	495,484	129,563	-	-	-	1,299,846	2,908,025	3,582,824	625,047	
Police Drug Seizure	137,857	26,000	20,500	143,357	-	-	-	-	137,857	26,000	20,500	143,357	
Hotel-Motel Tax	178,550	110,750	130,000	159,300	-	20,000	-	-	178,550	110,750	150,000	139,300	
Affordable Housing Tax	92,852	30,000	30,000	92,852	-	4,500	-	-	92,852	30,000	34,500	88,352	
American Rescue Plan Act	164,255	1,750	3,973,617	(3,807,612)	4,417,225	609,613	-	-	164,255	4,418,975	4,583,230	37,705	
Redondo Zone	30,154	69,500	102,151	(2,497)	100,000	59,788	-	-	30,154	169,500	161,949	80,407	
Waterfront Zone	97,909	356,204	260,750	2,455	-	(75,852)	-	-	97,909	298,252	268,527	60,407	
PBPPV Automation Fee	646,711	141,500	77,924	710,287	-	149,563	-	-	646,711	141,500	227,487	560,724	
Urban Forestry	-	5,000	5,000	-	-	-	-	-	-	5,000	5,000	-	
Abatement	38,708	5,500	2,500	41,708	-	-	-	-	38,708	5,500	2,500	41,708	
Automated Speed Enforcement (ASE)	322,947	381,500	442,000	262,447	-	-	-	-	322,947	381,500	442,000	262,447	
Redondo Speed Enforcement	-	-	-	-	800,000	530,000	-	-	-	800,000	530,000	270,000	
Transportation Benefit District	2,683,707	959,000	1,450,000	2,192,707	-	-	-	-	2,683,707	959,000	1,450,000	2,192,707	
Total Special Revenue Funds	9,395,766	8,292,543	13,679,322	4,008,987	5,726,788	2,372,522	-	18,000	9,395,766	14,019,331	16,069,844	7,345,253	
Debt Service													
REET 2 Debt Service	9,318	234,576	234,576	9,318	-	-	-	-	9,318	234,576	234,576	9,318	
2023 LITGO Debt Service	-	800,000	9,808,000	(9,008,000)	-	(9,008,000)	(116,952)	-	-	683,048	800,000	(116,952)	
2018 LITGO Debt Service	113,222	226,600	226,600	113,222	-	-	-	-	113,222	226,600	226,600	113,222	
Total Debt Service Funds	122,540	1,261,176	10,269,176	(8,885,460)	-	(9,008,000)	(116,952)	-	122,540	1,144,224	1,261,176	5,588	
Capital Project													
REET 1	2,510,960	560,000	1,545,576	1,525,960	100,000	-	-	-	2,510,960	660,000	1,545,000	1,625,960	
REET 2	1,577,833	552,500	1,585,576	544,757	100,000	254,000	-	-	1,577,833	652,500	1,839,576	390,757	
Park Levy	421,145	195,500	285,000	331,645	-	50,000	-	-	421,145	195,500	335,000	281,645	
Park in Lieu	363,033	100,750	46,000	417,783	-	30,000	-	-	363,033	100,750	76,000	387,783	
One Time Sales Tax	1,753,348	5,000	660,000	1,098,348	-	25,000	-	-	1,753,348	5,000	685,000	1,073,348	
Municipal Capital Improvements	11,382,932	15,626,000	16,558,359	10,450,573	(9,008,000)	-	(894,400)	-	11,382,932	5,723,600	16,558,359	548,173	
Transportation Capital Improvements	683,611	8,008,000	8,320,641	370,970	30,000	100,000	1,592,000	-	683,611	9,630,000	8,420,641	1,892,970	
Traffic in Lieu	408,772	452,500	540,000	321,272	-	226,000	-	-	408,772	452,500	776,000	85,272	
Traffic Impact - City Wide	1,151,993	301,250	473,000	980,243	-	426,000	-	-	1,151,993	301,250	899,000	554,243	
Traffic Impact - Pac Ridge (S)	607,052	100,750	-	707,802	-	-	-	-	607,052	100,750	-	707,802	
Total Capital Project Funds	20,860,679	25,902,250	30,013,576	16,748,353	(8,778,000)	1,121,000	697,600	-	20,860,679	17,821,850	31,134,576	7,547,953	
Enterprise													
Marina	16,883,153	5,163,967	13,160,007	8,887,113	-	-	-	-	16,883,153	5,163,967	13,160,007	8,887,113	
Events and Facilities Rentals	-	1,234,135	1,011,899	222,236	(1,234,135)	(1,011,899)	-	-	-	-	-	-	
Surface Water Management	31,112,974	6,162,436	7,657,981	29,617,429	-	1,487,000	-	-	31,112,974	6,162,436	9,154,981	28,120,429	
Total Enterprise Funds	47,996,127	12,560,538	21,829,887	38,726,778	(1,234,135)	485,101	-	-	47,996,127	11,326,403	22,314,988	37,007,542	
Internal Service													
Equipment Rental Operations	102,202	1,238,024	811,082	529,144	-	35,000	-	-	102,202	1,238,024	846,082	494,144	
Equipment Rental Replacement	5,403,358	753,280	1,122,000	5,034,638	-	-	-	-	5,403,358	753,280	1,122,000	5,034,638	
Facility Repair and Replacement	769,951	461,150	546,000	685,101	-	80,000	-	-	769,951	541,150	861,299	429,802	
Computer Replacement	1,640,668	4,128,800	939,965	1,113,483	-	-	-	-	1,640,668	4,128,800	939,965	1,113,483	
Self Insurance	876,768	1,286,315	1,286,927	896,156	-	17,000	-	-	876,768	1,286,315	1,283,927	879,156	
Unemployment Insurance	512,272	51,950	42,500	521,722	-	25,000	-	-	512,272	51,950	67,500	486,722	
Total Internal Service Funds	9,305,219	4,203,519	4,728,484	8,780,244	-	157,000	80,000	255,289	9,305,219	4,283,519	5,140,783	8,447,965	
	92,351,798	78,373,208	106,770,692	63,954,314	(3,209,164)	(2,918,322)	2,144,347	273,299	92,351,798	77,308,391	104,125,669	65,534,520	



2024 Annual Budget Amendments

December 12, 2024

desmoineswa.gov

2024 Annual Budget Amendments

Budget Amendments:

- Unspent funds transferred back to General Fund from the Municipal Facilities Fund - **\$255,299**
- Housekeeping – Adjusting “Transfers In” budget to match “Transfers Out” budget
- Redirect American Rescue Plan Act (ARPA) funds allocated to the Marina Steps project - **\$1,308,400**

Repurposing ARPA

Recommended Projects	Allocated
General Fund Support	1,228,400
Senior Center Roof	80,000
Total	1,308,400

Alternative: Return funds to the Federal Government

Motion

Motion: “I move to enact Draft Ordinance No. 24-104, amending the 2024 Annual Budget adopted in Ordinance No. 1779.”

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Public Hearing:
2025/2026 Biennial Budget

ATTACHMENTS:

1. Draft Ordinance 24-089
2. Appendix A 2025/2026 Biennial Budget

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: December 5, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Emergency Management _____
- ☒ Finance *[Signature]*
- ☐ 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 hold the second reading of the 2025/2026 Biennial Budget for City Council consideration and approval. The first public hearing was held on October 24, 2024.

Suggested Motion

Motion 1: “I move to pass Draft Ordinance No 24-089, establishing the 2025/2026 Biennial Budget for the fiscal years ending December 31, 2025 and December 31, 2026.

Background

The 2025/2026 Preliminary Biennial Budget document was filed with the City Clerk and made available to the public on October 18, 2024. The Finance Director gave a budget presentation during the October 24, 2024 public hearing.

Budget adoption requires two public hearings. The first public hearing was held on October 24, 2024 and the final public hearing is scheduled for December 12, 2024. Notice of these public hearings were provided to the public on October 4, 2024 and October 11, 2024 as well as November 22, 2024 and November 29, 2024.

City Council and staff have reviewed the 2025/2026 Preliminary Biennial Budget and have made the following changes to the proposed budget:

Revenue		
Increase	2025	2026
Real and Personal Property Tax	89,000	141,224
B+O Tax - Square Footage	840,000	865,200
Utility Taxes - SWM 13%	-	25,000
Franchise Fees - Solid Waste	50,000	75,000
Dept of Justice - Indirect Federal Grant	51,122	-
Before and After School	50,000	55,000
Field House Gym Rental	5,000	5,000
Total Increase	1,085,122	1,166,424
Decrease	2025	2026
Franchise Fee - Water District 54	(18,500)	(18,500)
Total Decrease	(18,500)	(18,500)
Net Change in Revenue	1,066,622	1,147,924

Expenditures				
Increase	Dept	Footnote	2025	2026
Professional Services	City Manager		240,000	70,000
Professional Services	Communications		40,000	-
City Currents Printing	Communications		31,000	31,000
City Currents Postage	Communications		15,000	15,000
Salary and Benefits	Information Tech		120,708	124,328
Salary and Benefits	Police - Patrol	1	189,430	195,113
Animal Control	Police		20,000	20,000
Parks Maintenance	Public Works	2	40,000	39,300
Total Increase			696,138	494,741
Decrease	Dept	Footnote	2025	2026
Salary and Benefits	City Manager	3	(106,668)	(109,838)
Salary and Benefits	Emergency Mgmt		(176,472)	(181,766)
Salary and Benefits	Communications		(148,705)	(153,166)
Salary and Benefits	Information Tech		(83,975)	(86,496)
Maintenance Agreements	Information Tech	4	(40,000)	-
Salary and Benefits	Police Admin	1	(18,931)	(124,809)
Janitorial	various		(18,750)	(21,608)
Salary and Benefits	Parks Maint		(121,953)	(125,612)
Salary and Benefits	Recreation		(144,258)	(148,584)
Salary and Benefits	Events/Facilities Rental	5	(75,609)	(77,877)
Total Decrease			(935,321)	(1,029,756)
Net Change in Expenditures			(239,183)	(535,015)

Expenditure Footnotes

- 1) The Crime Analyst was included in Police Administration in error while a patrol officer had been omitted in error. This error is corrected by restoring the patrol position and removing the Crime Analyst. The GPS position was added into Police Admin in 2025 making the reduction for the Crime Analyst smaller.
- 2) Restoring SJU bathroom and parking service.
- 3) Savings from attrition and realignment of duties.
- 4) Budget Software costs are now reduced for 2025 as well as 2026.
- 5) Error correction.

Recommendation

Staff recommends that the City Council enact Draft Ordinance 24-089.

CITY COUNCIL'S DRAFT 12/9/2024

DRAFT ORDINANCE NO. 24-089

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON adopting the final biennial budget for the City of Des Moines, Washington, for the fiscal years ending December 31, 2025 and December 31, 2026, in summary form, ratifying and confirming revenues and expenditures previously implemented for fiscal year 2024, as such revenues and expenditures form the basis for development of the budget for fiscal years 2025 and 2026, approving revenues and expenditures for fiscal years 2025 and 2026, and temporarily suspending the effect of any ordinance, code provision or other City requirement with which the fund adjustments and transfers proposed by the City Manager for the 2024 budget might be inconsistent.

WHEREAS, the City Manager for the City of Des Moines has prepared and submitted the preliminary biennial budget for the fiscal years ending December 31, 2025 and December 31, 2026, to the City Council and has filed these budgets with the City Clerk, and

WHEREAS, the City Council finds that the City Manager's proposed budget for fiscal years 2025 and 2026 reflects revenues and expenditures that are intended to ensure provision of vital municipal services at acceptable levels, and

WHEREAS, the City Council finds that the City Manager's proposed biennial budget for fiscal years 2025 and 2026 appropriately relies upon anticipated year-end balances derived from revenues and expenditures previously approved and authorized by the City Council as part of the City's budget for fiscal year 2024, and

WHEREAS, the City Council finds that the fund adjustments and transfers proposed by the City Manager for fiscal years 2025 and 2026 are necessary and in the public's interest, and

WHEREAS, a preliminary public hearing was held on October 24, 2023, to take public comment with respect to the proposed 2025/2026 biennial budget, and

WHEREAS, notice of the public hearing was given to the public in accordance with law and the preliminary public hearing was held on the 24th day of October, 2024, and all persons wishing to be heard were heard, and

WHEREAS, by motion regularly passed, the Des Moines City Council scheduled the final public hearing for November 21, 2024, to take public comment with respect to the proposed 2025/2026 biennial budget, and

WHEREAS, notice of the public hearing was given to the public in accordance with law and the final public hearing was held on the 21st day of November, 2024, and all persons wishing to be heard were heard; now therefore,

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

Sec. 1. The findings set forth in the preamble to this Ordinance are hereby adopted and incorporated by reference.

Sec. 2. Based on the findings adopted herein, the City Council temporarily suspends the effect of any ordinance, code provision or other City requirement with which the fund adjustments and transfers proposed by the City Manager for the 2025/2026 biennial budget might be inconsistent.

Sec. 3. The fund adjustments and transfers proposed by the City Manager for fiscal year 2024 which are incorporated in the biennial budget for fiscal years 2025/2026, are hereby authorized and approved by the City Council.

Sec. 4. Because the City's biennial budget for fiscal years 2025/2026 rely upon anticipated year-end fund balances or shortages derived from revenues collected and expenditures incurred in fiscal year 2024, the City Council hereby ratifies and confirms all revenues, from whatever source derived, and expenditures incurred by the City to the extent such revenues and expenditures are in accordance with the City's biennial budget for fiscal year 2024 or any subsequent budget amendments formally approved by the City Council.

Sec. 5. The City Council hereby adopts, affirms and approves any and all revenues, from whatever source derived, and expenditures as referenced in the attached biennial budget for fiscal years 2025/2026.

Ordinance No. 23-051
Page 3 of 7

Sec. 6. The final biennial budget for the City of Des Moines' fiscal years 2025/2026 is hereby adopted and approved in summary form as set forth in the attached Appendix "A", which is by this reference incorporated herein

Sec 7. Severability - Construction.

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

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

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

PASSED BY the City Council of the City of Des Moines this 21st day of November, 2024 and signed in authentication thereof this 21st day of November, 2024.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

2025 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES

	Fund	Projected Beginning Fund Balance	Revenues	Total Resources
Special Revenue	General Fund	\$ 4,154,919	\$ 26,754,202	\$ 30,909,121
	Street Maintenance Fund	1,246,702	2,618,000	3,864,702
	Street Pavement Fund	2,814,697	1,418,000	4,232,697
	Development Fund	548,895	2,885,246	3,434,141
	Police Drug Seizure Fund	123,857	26,000	149,857
	Hotel-Motel Tax Fund	165,550	125,000	290,550
	Affordable Housing Sales Tax Fund	91,864	35,000	126,864
	American Rescue Plan Act (ARPA)	1,103,000	-	1,103,000
	Redondo Zone	67,349	129,800	197,149
	Waterfront Zone	13,303	438,550	451,853
	Pbpw Automation Fee	765,043	195,000	960,043
	Urban Forestry Fund	-	5,000	5,000
	Abatement Fund	42,508	3,600	46,108
	Ase-Automated Speed Enf	317,071	360,000	677,071
	Redondo Speed Enforcement	285,520	1,000,000	1,285,520
	Transport Benefit District	2,285,707	1,040,000	3,325,707
	Total Special Revenue Funds	9,871,066	10,279,196	20,150,262
Debt Service	Reet 2 Eligible Debt Service	9,318	210,195	219,513
	2023 LTGO Bond Debt Service	-	611,687	611,687
	2018 Ltgo & Refunding Bonds	113,222	226,601	339,823
	Total Debt Service Funds	122,540	1,048,483	1,171,023
Capital Projects	Reet 1st Quarter %	2,581,436	740,000	3,321,436
	Reet 2Nd Quarter	720,733	700,000	1,420,733
	Park Levy	289,145	150,000	439,145
	Park In Lieu	403,878	27,500	431,378
	One-Time Tax Revenues	1,163,348	50,000	1,213,348
	Municipal Capital Improvements	10,785,573	5,526,000	16,311,573
	Transportation Cap Imp	2,194,570	8,430,000	10,624,570
	Traffic In Lieu	333,772	460,000	793,772
	Traffic Impact - City Wide	1,033,993	345,000	1,378,993
	Traffic Impact Pac Ridge	731,052	120,000	851,052
	Total Capital Projects Funds	20,237,500	16,548,500	36,786,000
Enterprise	Marina Fund	16,525,581	5,684,747	22,210,328
	Surface Water Fund	30,100,170	7,038,001	37,138,171
	Total Enterprise Funds	46,625,751	12,722,748	59,348,499
Internal Service	Equipment Rental Operations	167,862	1,077,976	1,245,838
	Equipment Rental Replacement	5,148,638	2,280,778	7,429,416
	Facility Repair & Replacement	648,101	2,128,000	2,776,101
	Computer Equip Capital Fund	1,743,146	238,000	1,981,146
	Self-Insurance Fund	949,756	1,147,472	2,097,228
	Unemployment Insurance Fund	544,772	60,000	604,772
	Total Internal Service Funds	9,202,275	6,932,226	16,134,501
TOTAL BUDGET - ALL FUNDS		\$ 90,214,051	\$ 74,285,355	\$ 164,499,406

2025 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES

	Fund	Expenditures	Projected Ending Fund Balance	Total Uses
Special Revenue	General Fund	\$ 26,113,975	\$ 4,795,146	\$ 30,909,121
	Street Maintenance Fund	2,741,053	1,123,649	3,864,702
	Street Pavement Fund	1,466,788	2,765,909	4,232,697
	Development Fund	3,092,528	341,613	3,434,141
	Police Drug Seizure Fund	20,500	129,357	149,857
	Hotel-Motel Tax Fund	120,000	170,550	290,550
	Affordable Housing Sales Tax Fund	35,000	91,864	126,864
	American Rescue Plan Act (ARPA)	1,103,000	-	1,103,000
	Redondo Zone	150,635	46,514	197,149
	Waterfront Zone	394,462	57,391	451,853
	Pbpw Automation Fee	120,409	839,634	960,043
	Urban Forestry Fund	5,000	-	5,000
	Abatement Fund	2,500	43,608	46,108
	Ase-Automated Speed Enf	432,976	244,095	677,071
	Redondo Speed Enforcement	938,824	346,696	1,285,520
	Transport Benefit District	1,400,000	1,925,707	3,325,707
	Total Special Revenue Funds	12,023,675	8,126,587	20,150,262
Debt Service	Reet 2 Eligible Debt Service	210,195	9,318	219,513
	2023 LTGO Bond Debt Service	611,685	2	611,687
	2018 Ltgo & Refunding Bonds	226,600	113,223	339,823
	Total Debt Service Funds	1,048,480	122,543	1,171,023
Capital Projects	Reet 1St Quarter %	2,380,979	940,457	3,321,436
	Reet 2Nd Quarter	483,504	937,229	1,420,733
	Park Levy	-	439,145	439,145
	Park In Lieu	46,000	385,378	431,378
	One-Time Tax Revenues	165,000	1,048,348	1,213,348
	Municipal Capital Improvements	15,558,000	753,573	16,311,573
	Transportation Cap Imp	9,020,000	1,604,570	10,624,570
	Traffic In Lieu	-	793,772	793,772
	Traffic Impact - City Wide	140,000	1,238,993	1,378,993
	Total Capital Projects Funds	27,793,483	8,992,517	36,786,000
Enterprise	Marina Fund	20,370,859	1,839,469	22,210,328
	Surface Water Fund	7,448,034	29,690,137	37,138,171
	Total Enterprise Funds	27,818,893	31,529,606	59,348,499
Internal Service	Equipment Rental Operations	855,438	390,400	1,245,838
	Equipment Rental Replacement	1,389,000	6,040,416	7,429,416
	Facility Repair & Replacement	2,116,885	659,216	2,776,101
	Computer Equip Capital Fund	460,000	1,521,146	1,981,146
	Self-Insurance Fund	1,260,971	836,257	2,097,228
	Unemployment Insurance Fund	300,000	304,772	604,772
	Total Internal Service Funds	6,382,294	9,752,207	16,134,501
TOTAL BUDGET - ALL FUNDS		\$ 101,180,801	\$ 63,318,605	\$ 164,499,406

2026 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES

	Fund	Projected Beginning Fund Balance	Revenues	Total Resources
	General Fund	\$ 4,795,146	\$ 26,462,073	\$ 31,257,219
Special Revenue	Street Maintenance Fund	1,123,649	2,587,000	3,710,649
	Street Pavement Fund	2,765,909	1,393,000	4,158,909
	Development Fund	341,613	2,858,422	3,200,035
	Police Drug Seizure Fund	129,357	26,000	155,357
	Hotel-Motel Tax Fund	170,550	128,000	298,550
	Affordable Housing Sales Tax Fund	91,864	35,000	126,864
	American Rescue Plan Act (ARPA)	-	-	-
	Redondo Zone	46,514	145,130	191,644
	Waterfront Zone	57,391	458,210	515,601
	Pbpw Automation Fee	839,634	190,000	1,029,634
	Urban Forestry Fund	-	5,000	5,000
	Abatement Fund	43,608	3,600	47,208
	Ase-Automated Speed Enf	244,095	357,500	601,595
	Redondo Speed Enforcement	346,696	1,000,000	1,346,696
	Transport Benefit District	1,925,707	1,020,000	2,945,707
	Total Special Revenue Funds	8,126,587	10,206,862	18,333,449
Debt Service	Reet 2 Eligible Debt Service	9,318	209,433	218,751
	2023 LTGO Bond Debt Service	2	611,685	611,687
	2018 Ltgo & Refunding Bonds	113,223	226,401	339,624
	Total Debt Service Funds	122,543	1,047,519	1,170,062
Capital Projects	Reet 1St Quarter %	940,457	720,000	1,660,457
	Reet 2Nd Quarter	937,229	680,000	1,617,229
	Park Levy	439,145	145,000	584,145
	Park In Lieu	385,378	27,500	412,878
	One-Time Tax Revenues	1,048,348	30,000	1,078,348
	Municipal Capital Improvements	753,573	4,218,000	4,971,573
	Transportation Cap Imp	1,604,570	6,070,000	7,674,570
	Traffic In Lieu	793,772	507,500	1,301,272
	Traffic Impact - City Wide	1,238,993	335,000	1,573,993
	Traffic Impact Pac Ridge	851,052	115,000	966,052
	Total Capital Projects Funds	8,992,517	12,848,000	21,840,517
Enterprise	Marina Fund	1,839,469	5,920,997	7,760,466
	Surface Water Fund	29,690,137	7,365,907	37,056,044
	Total Enterprise Funds	31,529,606	13,286,904	44,816,510
Internal Service	Equipment Rental Operations	390,400	1,085,106	1,475,506
	Equipment Rental Replacement	6,040,416	1,311,565	7,351,981
	Facility Repair & Replacement	659,216	1,421,000	2,080,216
	Computer Equip Capital Fund	1,521,146	280,000	1,801,146
	Self-Insurance Fund	836,257	1,203,720	2,039,977
	Unemployment Insurance Fund	304,772	55,000	359,772
	Total Internal Service Funds	9,752,207	5,356,391	15,108,598
TOTAL BUDGET - ALL FUNDS		\$ 63,318,605	\$ 69,207,749	\$ 132,526,354

2026 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES

	Fund	Expenditures	Projected Ending Fund Balance	Total Uses
Special Revenue	General Fund	\$ 26,285,660	\$ 4,971,559	\$ 31,257,219
	Street Maintenance Fund	2,751,352	959,297	3,710,649
	Street Pavement Fund	1,068,322	3,090,587	4,158,909
	Development Fund	3,184,570	15,464	3,200,035
	Police Drug Seizure Fund	20,500	134,857	155,357
	Hotel-Motel Tax Fund	125,000	173,550	298,550
	Affordable Housing Sales Tax Fund	35,000	91,864	126,864
	American Rescue Plan Act (ARPA)	-	-	-
	Redondo Zone	187,510	4,135	191,644
	Waterfront Zone	397,452	118,149	515,601
	Pbpw Automation Fee	133,541	896,093	1,029,634
	Urban Forestry Fund	5,000	-	5,000
	Abatement Fund	2,500	44,708	47,208
	Ase-Automated Speed Enf	311,905	289,690	601,595
	Redondo Speed Enforcement	960,649	386,047	1,346,696
	Transport Benefit District	1,400,000	1,545,707	2,945,707
	Total Special Revenue Funds	10,583,301	7,750,148	18,333,449
Debt Service	Reet 2 Eligible Debt Service	209,433	9,318	218,751
	2023 LTGO Bond Debt Service	611,685	2	611,687
	2018 Ltgo & Refunding Bonds	226,400	113,224	339,624
	Total Debt Service Funds	1,047,518	122,544	1,170,062
Capital Projects	Reet 1St Quarter %	792,040	868,417	1,660,457
	Reet 2Nd Quarter	479,479	1,137,750	1,617,229
	Park Levy	39,000	545,145	584,145
	Park In Lieu	46,000	366,878	412,878
	One-Time Tax Revenues	50,000	1,028,348	1,078,348
	Municipal Capital Improvements	3,973,000	998,573	4,971,573
	Transportation Cap Imp	7,240,000	434,570	7,674,570
	Traffic In Lieu	-	1,301,272	1,301,272
	Traffic Impact - City Wide	-	1,573,993	1,573,993
	Traffic Impact Pac Ridge	-	966,052	966,052
	Total Capital Projects Funds	12,619,519	9,220,998	21,840,517
Enterprise	Marina Fund	5,770,807	1,989,659	7,760,466
	Surface Water Fund	7,301,634	29,754,410	37,056,044
	Total Enterprise Funds	13,072,441	31,744,069	44,816,510
Internal Service	Equipment Rental Operations	863,329	612,177	1,475,506
	Equipment Rental Replacement	1,887,600	5,464,381	7,351,981
	Facility Repair & Replacement	1,415,858	664,358	2,080,216
	Computer Equip Capital Fund	455,000	1,346,146	1,801,146
	Self-Insurance Fund	1,313,220	726,757	2,039,977
	Unemployment Insurance Fund	50,000	309,772	359,772
	Total Internal Service Funds	5,985,007	9,123,591	15,108,598
TOTAL BUDGET - ALL FUNDS		\$ 69,593,445	\$ 62,932,909	\$ 132,526,354



City of Des Moines Digital Budget Book



Proposed Version

Last updated 12/09/24





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INTRODUCTION





Transmittal Letter

Katherine Caffrey, City Manager

To the Honorable Mayor, City Council, and residents of Des Moines,

I am pleased to present the proposed City of Des Moines 2025/2026 Biennial Budget. The proposed 2025/2026 budget was developed to support the City Council's goals and current and projected service and infrastructure needs and reflects existing and projected economic conditions affecting the City.

This year's budget development took place during a unique transitional period for the City. City Attorney Tim George served as the Interim City Manager for one year, beginning in November 2023. I joined the City as the new City Manager in early November 2024 and collaborated closely with senior staff to understand the existing draft budget. Record-high inflation, ongoing economic uncertainty, declining revenues, and the conclusion of one-time federal funding from the CARES and ARPA Acts resulted in a budget gap exceeding \$4 million that needed to be addressed.

During the budget process, each department submitted its own budget requests, which were carefully reviewed line by line. I am proud of the dedication and creative solutions that our staff provided to narrow the initial budget gap. They worked tirelessly to present the preliminary budget. However, the challenge of aligning the City's structural expenditures with its structural revenue still remained prior to my joining the organization.

Voters were presented with Proposition 1, which proposed raising the current tax levy to generate additional funding for public safety, during the August and November elections. However, Proposition 1 failed on both occasions, sending a clear message to the City: voters want the City to make difficult decisions in order to achieve financial stability and establish a truly balanced budget.

Through a combination of targeted spending reductions, consolidation of programs and services, generating new revenue streams, and reducing expenses associated with the workforce, this budget provides a basic level of service for core functions such as Public Safety, infrastructure maintenance, and other core local government functions.

Financial Strategy & Goals

- Honor the commitment to utilize structural revenues to finance structural expenditures. Discontinue the practice of using one-time revenues for ongoing expenditures.



- Maintain and grow the legally established (by the City Council) contingency reserves. The City is required to retain 16.67% of the general fund in fund balance, a national standard established by the Government Finance Officers Association and adopted by the Des Moines City Council.

Revenues

This budget incorporates new revenues from multiple sources. Most notably, the Council is expected to adopt a warehouse square footage tax that will bring much-needed revenue to the City from businesses that currently operate within the City and do not pay property tax. Additionally, there was a comprehensive review of the fee schedule citywide, and where appropriate, fees were raised to bring them more in line with comparable cities. These efforts yielded additional revenue of approximately \$1.64 million per year.

Property tax is expected to increase by the state-allowed 1%. However, sales tax in 2024 has been lower than the previous year as interest rates have had a negative regional impact on the construction market. Funding from the American Rescue Plan Act are expected to have been fully expended by the end of 2024 and not available to sustain the General Fund going forward.

Expenditures

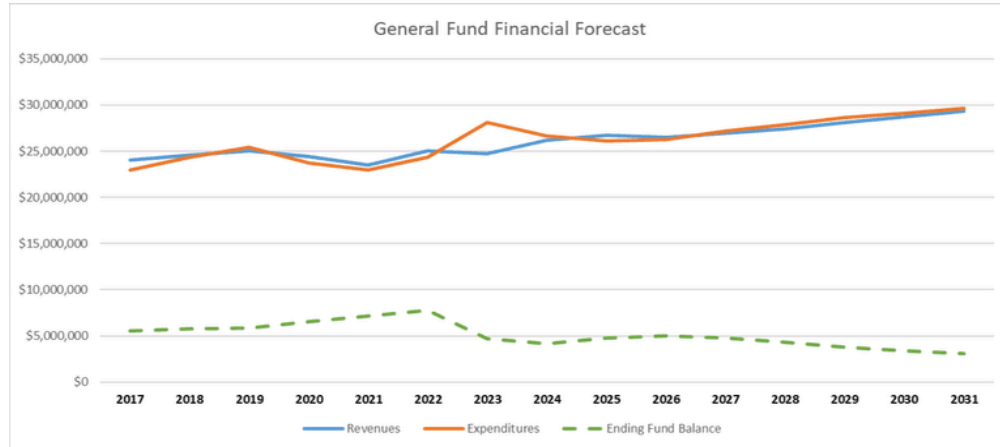
The proposed budget includes several million dollars in cost reductions across nearly all City operations. The main areas targeted for these reductions include: consolidating non-essential services, particularly within community enrichment programs; minimizing internal activities and services by cutting various operational contracts; and reducing the workforce.

These decisions were not easy, as we understand that our community expects a high level of service and appreciates the programs and amenities we offer. However, in the absence of additional funding, we felt we had no choice but to make these difficult adjustments.

Forecast

As part of the budget process, we review our five-year forecast. This forecast highlights that our current revenue levels are insufficient to sustain our existing services. The 2025-2026 biennial budget is structurally balanced, maintaining the minimum fund balance of 16.67% and adding approximately \$800,000 to it over the next two years. Strengthening the City's fund balance is vital for ensuring fiscal sustainability and reducing the risk associated with an uncertain economy. However, it will become increasingly challenging in future budget cycles to maintain services without significant revenue increases. Like many cities in Washington, the revenue structure for our City's general fund services does not keep pace with the growing demands of a changing population and inflation.





Capital Projects

Our capital program is funded through various funds including:

- Real Estate Excise Taxes (REET)
- One-Time Tax
- Surface Water Management Fund
- Marina
- Bond Proceeds
- Assessments for repair and replacement of capital assets
- Grants and Contributions

The General Fund does not contribute to capital construction projects.

The 2025 – 2030 Capital Improvements Plan (CIP) was adopted by the City Council on September 26, 2024. The plan can be found online on the Finance Department web page. [↗](#)

Conclusion

In summary, the proposed budget is structurally balanced for the next two years and will grow the City's fund balance. While the reductions in services and programs will undoubtedly affect community members, we will do everything possible to minimize these impacts. Additionally, we aim to grow revenues in order to expand services in the future as funding becomes available. I want to thank the Department Directors and Finance Department for their dedication and hard work in the development and preparation of this budget during a challenging fiscal time. Additionally, I am appreciative of the City Council for their leadership and direction in the development of this budget.

Respectfully submitted,

Katherine Caffrey
City Manager
December 12, 2024



History of City



What was to become the City of Des Moines, Washington, was first explored by Europeans on May 26, 1792, during the exploration of British naval Captain George Vancouver. The first Americans to visit the area were part of Charles Wilkes' expedition.

The first known settler was John Moore, who probably arrived about 1867. His homestead claim certificate (#285) was granted on July 2, 1872.

In 1887, F.A. Blasher persuaded some friends in his home city of Des Moines, Iowa, to help finance the development of a town on Puget Sound. The work was done by the Des Moines Improvement Company. In 1889, the area was platted into lots and sold by the Des Moines Improvement Company, which had been incorporated by F.A. Blasher, Orin Watts Barlow, Charles M. Johnson, and John W. Kleeb. Lumber mills provided the community with its primary employment.

Early transportation to Des Moines was by water. The mosquito fleet provided access to Seattle, Tacoma, and Vashon Island. The first road, the Brick Highway, was completed in 1916. The first cross-Puget Sound automobile ferry started service from Des Moines to Portage on November 13, 1916. This ferry service continued until September 1921. Before World War II, farming fuel the local economy.

Following the war, suburbanization of the community occurred. With an increased population, the county government was unable to supply the level of service and local control desired by Des Moines residents. In response to this, Des Moines was officially incorporated on June 17, 1959.

The City's most visible asset is the 838-berth small boat marina that was opened on May 10, 1970.



Population Overview



TOTAL POPULATION

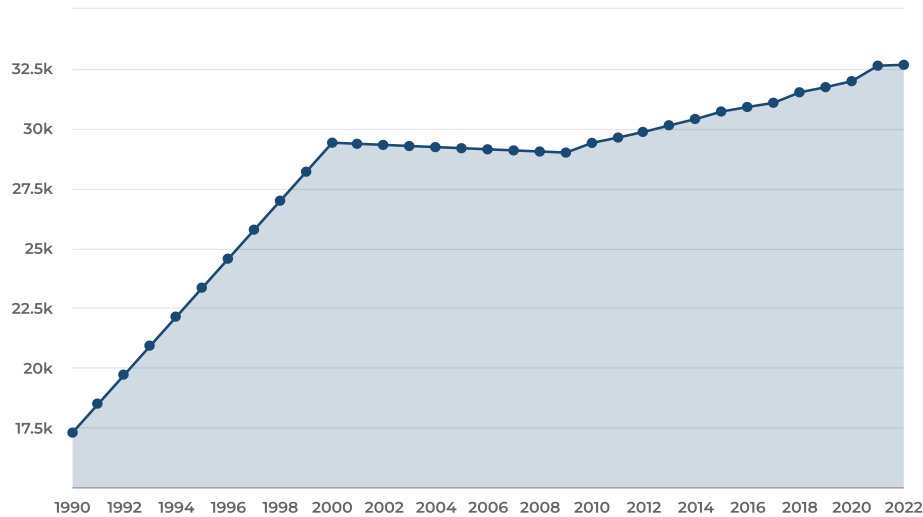
32,667

▲ .1%
vs. 2021

GROWTH RANK

189 out of **288**

Municipalities in Washington



* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



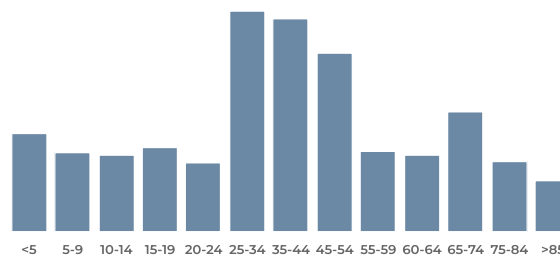
DAYTIME POPULATION

26,133

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey 5-year estimates

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

* Data Source: American Community Survey 5-year estimates

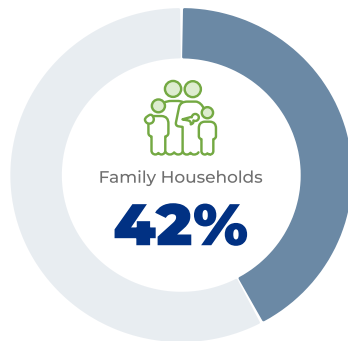


Household Analysis

TOTAL HOUSEHOLDS

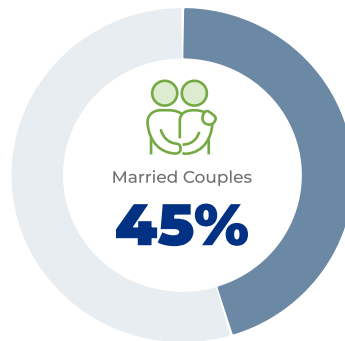
12,369

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



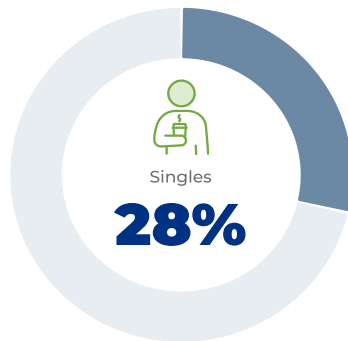
▼ 15%

lower than state average



▼ 10%

lower than state average



▲ 6%

higher than state average



▲ 7%

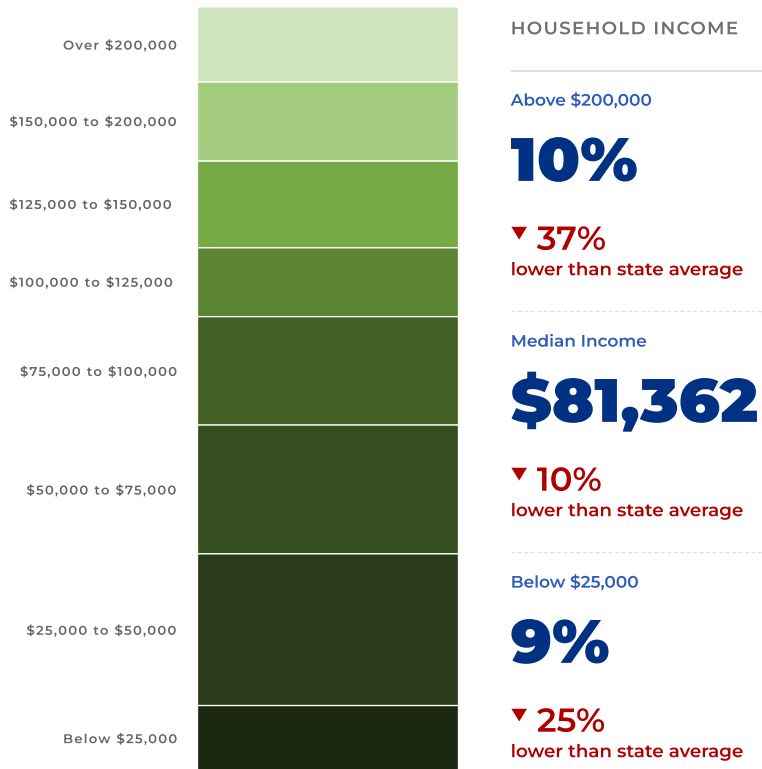
higher than state average

** Data Source: American Community Survey 5-year estimates*



Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

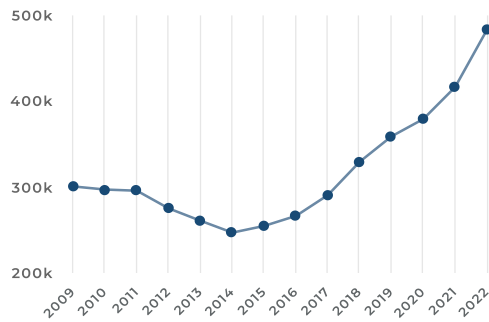


Housing Overview



2022 MEDIAN HOME VALUE

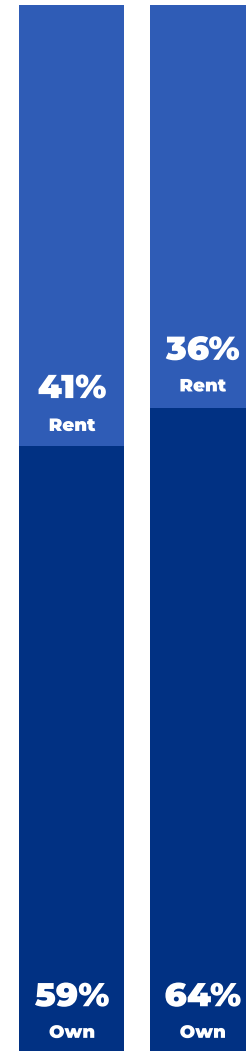
\$483,200



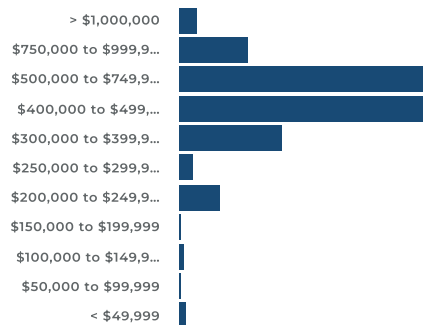
* Data Source: 2022 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME OWNERS VS RENTERS

Des Moines State Avg.



HOME VALUE DISTRIBUTION

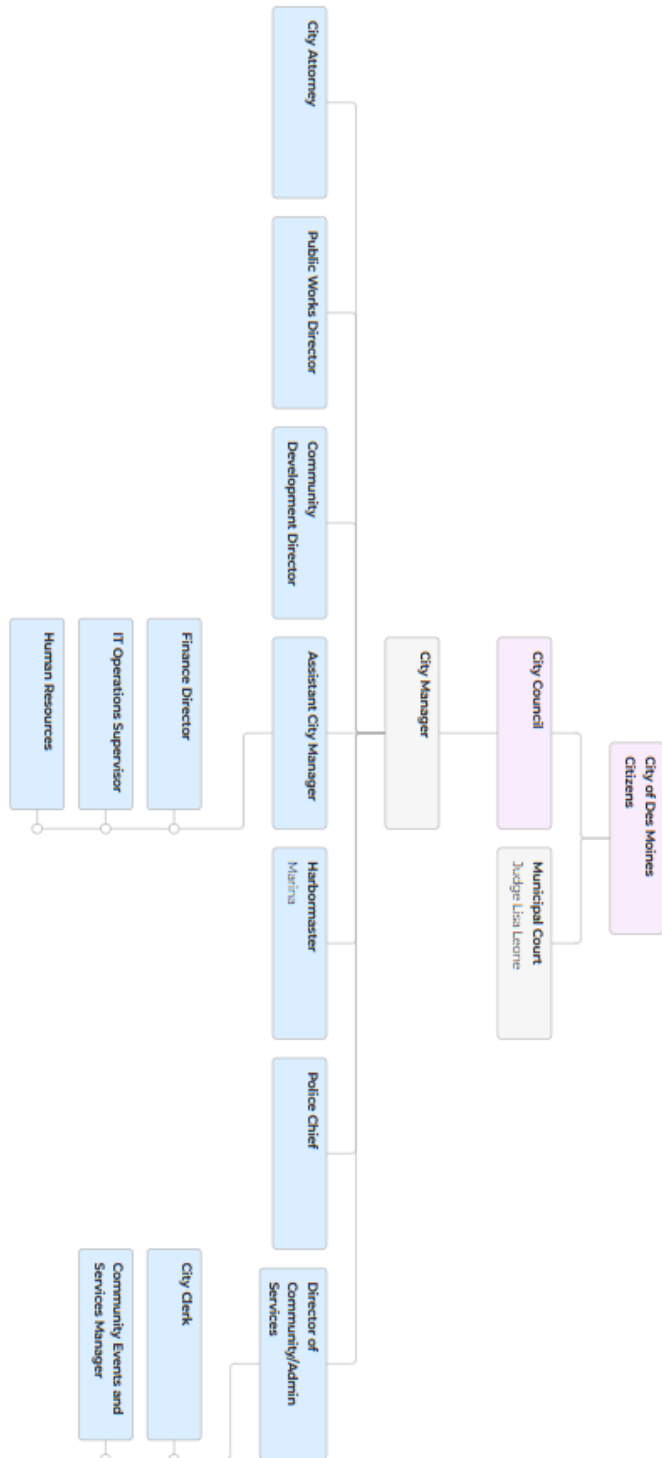


* Data Source: 2022 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

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City of Des Moines Organizational Chart



City Council

*Traci Buxton,
Mayor*



*Harry Steinmetz,
Deputy Mayor*



Gene Achziger



Yoshiko Grace Matsui



JC Harris



Matt Mahoney



Jeremy Nutting

Administrative Officials

City Manager	Katherine Caffrey
Assistant City Manager	Adrienne Johnson-Newton
Director of Community/Administrative Services	Bonnie Wilkins
City Clerk	Taria Keane
City Attorney	Tim George
Police Chief	Ted Boe
Finance Director	Jeff Friend
Harbormaster	Scott Wilkins
Municipal Court Judge	Lisa Leone
Public Works Director	Michael Slevin
Community Development Director	Rebecca Deming



Fund Structure

ORDER OF FUND PRESENTATION

The City budget is organized in fund number order. The departmental budget section includes all operating funds in the traditional order of the General Fund, Special Revenue Funds, Debt Service Funds, Enterprise Funds and Internal Service Funds. The City of Des Moines uses two of the three broad categories of funds – governmental and proprietary fund types. The City does not budget the fiduciary fund type. The governmental fund types used by the City are as follows:

GENERAL FUND

The General Fund is the City's primary operating fund and is a major fund. It accounts for all financial resources except those required to be accounted for in other funds. It generally represents the basic operations of a municipality. It derives the majority of its revenues from property tax, sales tax, utility taxes, business & occupation taxes, and state-shared revenues. The General Fund (Fund 001) accounts for operations such as Police, Municipal Court, Senior Services, Recreation, and supporting departments such as Finance, Legal, and Information Technology. Each department included in the General Fund is budgeted for and presented separately in this document.

SPECIAL REVENUE FUNDS

Special revenue funds account for the proceeds of revenue sources that are restricted to specific expenditure purposes. Other restricted resources are accounted for in debt service, and capital project funds. The City of Des Moines has the following special revenue funds:

- Street Maintenance Fund (101)
- Street Pavement Fund (102)
- Development Fund (105)
- Police Drug Seizure Fund (107)
- Lodging Tax Fund (111)
- Affordable Housing Sales Tax Fund (113)
- American Rescue Plan (ARPA) Fund (114)
- Redondo Zone (140)
- Waterfront Zone (141)
- Planning, Building and Public Works (PBPW) Automation Fund (142)
- Urban Forestry Fund (151)
- Nuisance Property Abatement Fund (180)
- Automated Speed Enforcement (ASE) Fund (190)
- Redondo Speed Enforcement Fund (191)
- Transportation Benefit District Fund (199)



DEBT SERVICE FUNDS

The Des Moines Municipal Code (DMMC 3.48.150) establishes a single Debt Service Fund for financial reporting purposes. However, for managerial and budgeting purposes, the City maintains three debt service funds which are combined into a single fund in the annual financial statements. Debt service funds are used to account for the accumulation of resources for and the payment of general long-term debt, principal, interest, and related costs. The City of Des Moines has the following debt service funds:

- REET 2 Debt Service Fund (202)
- 2023 LTGO Bonds (203)
- 2018 Limited Tax Obligation Bond Debt Service Fund (208)

CAPITAL PROJECT FUNDS

The Des Moines Municipal Code (DMMC 3.48.070) establishes a single Capital Project Fund for financial reporting purposes. However, for managerial and budgeting purposes, the City maintains several Capital Project Funds which are combined into a single fund in the annual financial statements. The Capital Project Funds are used to account for the acquisition or construction of major capital facilities except those financed by proprietary funds.

The City of Des Moines has the following capital project funds:

- Municipal Capital Improvement Fund (310)
- Transportation Capital Improvement Fund (319)

These funds are funding sources for capital projects:

- REET 1 Revenue Fund (301)
- REET 2 Revenue Fund (302)
- Park Levy Revenue Fund (305)
- Park In Lieu Revenue Fund (306)
- One-time Sales Tax & B&O Tax Revenue Fund (309)
- Traffic In Lieu Fund (320)
- Traffic Impact – Citywide Revenue Fund (321)
- Traffic Impact – Pacific Ridge Revenue Fund (322)

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is to finance or recover, primarily through user charges, the costs of providing goods or services to the public on a continuing basis. The City of Des Moines has the following enterprise funds:

- Marina Fund (401)
- Surface Water Management Fund (450)



INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for business-like activities where related goods or services are primarily provided to other departments or funds of the City on a cost-reimbursed basis. The City of Des Moines has the following internal service funds:

- Equipment Rental Operations Fund (500)
- Equipment Rental Replacement Fund (501)
- Facility Repair & Replacement Fund (506)
- Computer Replacement Fund (511)
- Self-Insurance Fund (520)
- Unemployment Insurance Fund (530)



Basis of Budgeting

In 2022, the City decided to move toward cash basis reporting for its budget and annual financial report to simplify the financial statements for most users and to reduce staff time and overall audit costs. It is also a much more conservative basis for budgeting because revenues that are still receivable at year's end are not counted as available. Beginning with the 2024 budget, the City's budget and financial statements are prepared in conformity with a cash basis, an "Other Comprehensive Basis of Accounting" as prescribed by the State Auditor's Office. Revenues are recognized when received, and expenditures are generally recognized when amounts are paid. An exception is that per State Law the City's books will remain open for 20 days after the end of the year for the payment of goods and services received in the prior year.



Financial Policies

GENERAL FUND:

One-Time Revenues Policy (Des Moines Municipal Code (DMMC) 3.100.030).

Ordinance 1637 which was adopted December 15, 2015 in conjunction with Ordinance 1561, passed on December 13, 2012, which requires the General Fund to transfer all of the sales tax and business & occupation tax revenues received by the city from development projects with a total value exceeding \$15,000,000 to the Capital Improvement funds to be used for projects consistent with the purposes of that fund. These "one-time" revenues cannot be used to fund General Fund operating expenditures.

Ending Fund Balance Policy (DMMC 3.08.010 - 16.67% Reserve). Ordinance 1703 directs the City Manager to establish expenditure policies that will result in a general fund unrestricted ending balance or operating reserve of no less than two months (amounting to 16.67%) of the recurring operating expenditures for each fiscal year. The 2025/2026 Budget provides for an ending fund balance of approximately \$3,574,778 for each year, resulting in reserves less than the threshold mandated by Ordinance 1703 (13.06% in 2025 and 7.62% in 2026). In order to maintain reserves above the 16.67% threshold, the City requires either significant increases in revenue or cuts to services. For further information on the budget deficit, please see "Budget Deficit and Staff Reductions" in the Budget Overview section.

DEBT POLICIES (DMMC 3.080.020)

The following debt management policies are adopted:

1. Debt shall not be used to finance ongoing operational costs.
2. Whenever possible, the city shall identify alternative sources of funding and shall examine the availability of all sources in order to minimize the level of debt.
3. The city shall determine the most advantageous financing method for all new projects.
4. Pay-as-you-go financing for capital improvements shall be utilized whenever feasible.
5. Total general obligation debt shall not exceed seven percent (7%) of the actual assessed value of the city as required by law.
6. The city shall utilize intergovernmental contributions, when available, to finance capital improvements that are consistent with the goals and priorities of the city.
7. The scheduled maturities of long-term obligations shall not exceed the expected useful life of the capital project or asset financed.
8. The city shall encourage and maintain professional relations with financial and bond rating agencies and shall follow a policy of full and open disclosure as required by the Securities and Exchange Commission rule 15-3C-1.



Budget Process and Timeline

BUDGET DEVELOPMENT

The budget process is a planning effort directly related to the delivery of city services. The process of developing the budget uses traditional planning concepts of understanding the priorities, developing goals consistent with those priorities, updating policies which guide the process, proposing specific plans to accomplish the goals, and balancing those plans against available resources. The budget is a year-round effort with the preparation of next year's budget starting in April/May of the current year. The steps and timing involved in preparing the operating budget are described below.

PREPARING THE BUDGET

The budget process begins in April with the development of the budget calendar for the year. Budget priorities and goals are established by the City Manager.

In May, the Finance Department and City Administration together create a list of parameters for departments to follow when preparing base budgets.

In June/July, departments prepare their budget requests for the coming year and present individual budget requests for each new function or service request. Throughout this process, meetings are held with appropriate staff and with the City Manager to review these budget requests.

The Finance Department begins preparing revenue projections at the end of July for each revenue source based on the information provided by the departments, an analysis of past revenue trends and current economic conditions, as well as information about changing demographic, industrial, and commercial activities in the community.

Expenditure analysis includes adjustments for inflation, workload increase/decreases, and other factors that cause changes in expenditures. The Finance Department budgets for all non-departmental expenditures separately based on the unique requirements of each program, and updates general government revenue and expenditure projections annually for a five-year time frame.



Beginning in July and through mid-August, the Finance Department organizes the revenue, expenditure, and new budget request information into summaries for the City Administration's review. Discussions are held with department staff regarding services provided and resources needed. Proposed budget allocations are evaluated based on city priorities and effectiveness.

In September, once the budget is balanced, the Preliminary Budget document is prepared. The preliminary budget document will be completed by mid-October. A hard copy is delivered to the Council members and the budget is made available to the public by posting to the City of Des Moines' website and providing a hard copy for review in the City Clerk's office.

The City Manager delivers a summary of his message at the first public hearing, which is typically held at the end of October with an additional public hearing held the first part of November. The public hearings are advertised for two consecutive weeks prior to the first hearing. The public is encouraged to attend and provide input on the budget plan. The public was also engaged in the budget process through a "City Budget Town Hall Meeting" on October 22, 2024.

Included in the 2025/2026 Preliminary Biennial Budget are the annual operating expenditures and estimated revenues, as well as the calendar year appropriation of the projects. The budget for capital funds is based on the six-year 2025-2030 Capital Improvement Plan, which was adopted at the September 26, 2024, City Council meeting by Resolution No. 1475. The six-year Capital Improvement Plan is a flexible, dynamic tool that encourages long-term decision-making and assures the continuity of Council goals and objectives. While the six-year Capital Improvement Plan sets project priorities, the Preliminary Biennial Budget provides the legal authority to spend money on selected projects. The capital projects for the upcoming year are included in the biennial budget and are to be formally adopted in the 2025/2026 Biennial Budget before December 31st.

ADOPTING THE BUDGET

The City of Des Moines budget is adopted by ordinance in accordance with the requirements and time limitations as mandated by state law, Revised Code of Washington (RCW) 35.33. The budget must be adopted as a balanced budget and must be in effect prior to the expenditure of any City funds. The adopted budget constitutes the legal authority for expenditures.

MONITORING THE BUDGET

City departments are able to access reports from the city's financial system, comparing actual to budgeted revenues and expenditures.



AMENDING THE BUDGET

The City of Des Moines budget is adopted by **funds**. The City Manager has authority to transfer budgeted amounts between programs within any fund. However, City Council must approve any revisions that alter the total expenditure of a fund. When the City Council determines that it is in the City's best interest to increase or decrease the appropriation for a particular fund, they may do so by amending an ordinance, after presentation of budget details, which explains the reason and discloses the impact of the amendment. The City's budget is amended at least once during the year before year-end. All appropriations lapse at the end of the year.

Budget Calendar			
Major Steps in Process	City Manager/ Management Team	Committee Meetings	City Council
Preliminary Discussion 2025-2030 CIP Plan to Municipal Facilities and Economic Development Committees		July thru August 2024	
CIP Presented to Council			September 12, 2024
Review Financial/Budget Policies	May-2024		
Determine/Discuss Budget Assumptions	June-2024		
Economic Data - Trends and Comparisons	June-2024		
Update Indirect Cost Allocation Plan	July 31, 2024		
Develop Baseline Budget - Operating Funds Revenue & Expense	To Depts - June 1, 2024 Due - July 15, 2024		
Department Meetings with City Manager	July 17, 2024 thru July 31, 2024		
Initial Five-Year Forecast	August 9, 2024		
Budget and Capital Balancing/Decisions - Finance meets with City Manager and Assistant City Manager to review requests, make decisions and balance funds - meet at least twice a week	August 12, 2024 thru August 23, 2024		
Develop powerpoint with City Manager and Directors	August 26, 2024 thru August 30, 2024		
Powerpoint for Retreat to be completed by	August 30, 2024		
Update Baseline Budget - Revenue & Expense	September		
Budget Message - Draft	September 4th thru 22nd		
Budget Retreat		September 5, 2024	
Finance Prepares Preliminary Budget	September		
Complete 2025/2026 Preliminary Biennial Budget		By October 1st	



Present 2025/2026 Preliminary Biennial Budget			
Present to City Council - Preliminary 2025/2026 Biennial Budget			September 5, 2024
CIP Presented to Council			September 26, 2024
City Budget Town Hall Meeting			October 22, 2024
Public Hearing: Preliminary 2025/2026 Biennial Budget - 1st Reading			October 24, 2024
Public Hearing and Adoption: General Property Tax Levy and Revenue Sources			November 21, 2024
Public Hearing and Adoption: Revised 2024 Annual Budget			November 21, 2024
Public Hearing and Adoption: Preliminary 2025/2026 Biennial Budget - 2nd Reading			December 12, 2024
Mid-Biennium Review			
Major Steps in Process	City Manager/ Management Team	Committee Meetings	City Council
Preliminary Discussion 2026-2031 CIP Plan to Municipal Facilities and Economic Development Committees		July thru August 2025	
CIP Presented to Council			September 11, 2025
Update Indirect Cost Allocation Plan	July 31, 2025		
Determine/Discuss Budget Assumptions	August-2025		
Economic Data - Trends and Comparisons	August-2025		
Call for mid-biennium review and adjustments	August 1, 2025		
Five-Year Forecast	September 1, 2025		
Mid-biennium adjustment requests due to Finance	September 15, 2025		
Finance/City Manager review budget adjustments	September 16, 2025 thru September 22, 2025		
Budget Adjustment update presented to Finance Committee		October 2, 2025	
First Public Hearing: 2025-2026 Budget Adjustments			October 23, 2025
Second Public Hearing: 2025-2026 Budget Adjustments			November 6, 2025



Links

City of Des Moines: <https://www.desmoineswa.gov/>

City of Des Moines - Finance Department:
<https://www.desmoineswa.gov/departments/finance>

Current and past budgets:
<https://www.desmoineswa.gov/departments/finance/budgets>

Current and past Capital Improvements Plans:
https://www.desmoineswa.gov/departments/finance/capital_improvements_plans___c_i_p

Washington State Auditor's Office - Audit Reports: <https://sao.wa.gov/reports-data/audit-reports>

Washington State Auditor's Office - Financial Intelligence Tool- City of Des Moines:
<https://portal.sao.wa.gov/FIT/explore/government/0388>



BUDGET OVERVIEW



Budget Overview

Vision

An inviting, livable, safe waterfront community embracing change for the future while preserving our past.

Mission Statement

We protect, preserve, promote, and improve the community by providing leadership and services reflecting the pride and values of Des Moines citizens.

Budget Summary

Excluding internal transfers, the Preliminary 2025/2026 Biennial Budget (the Budget) consists of 37 funds with total budgeted revenues of \$67,519,388 in 2025 and \$66,322,498 in 2026 and budgeted expenditures of \$98,295,550 in 2025 and \$66,708,194 in 2026.

The City is projected to begin the 2025/2026 biennium with a beginning fund balance of \$90,214,051 for all funds. The projected ending fund balance for the 2025/2026 biennium is \$62,932,909* for all funds. The 2025/2026 budget is aligned with, and makes investments in, the City's priorities.

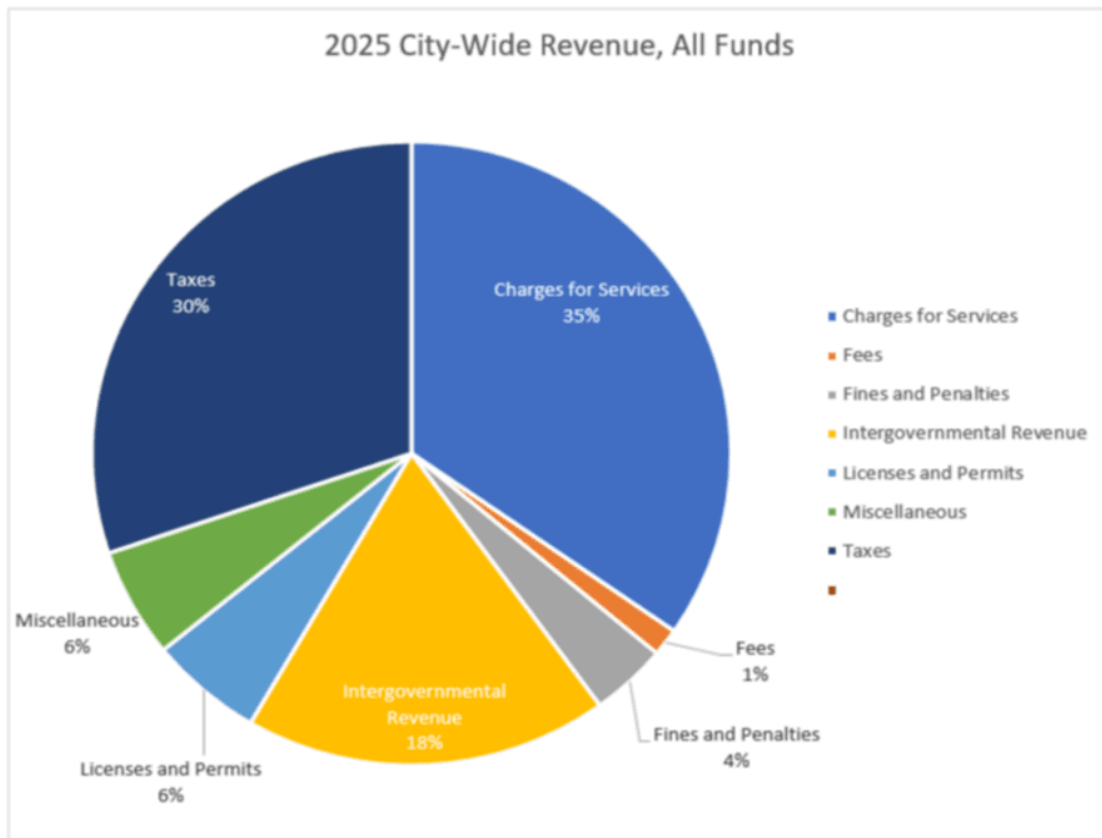
The budget is balanced as defined by Washington State law, which refers to the budgeting concept that appropriations should not exceed resources available to cover expenditures. (RCW 35.33.075, 35A.33.075, 35.34.120, and 35A.34.120).

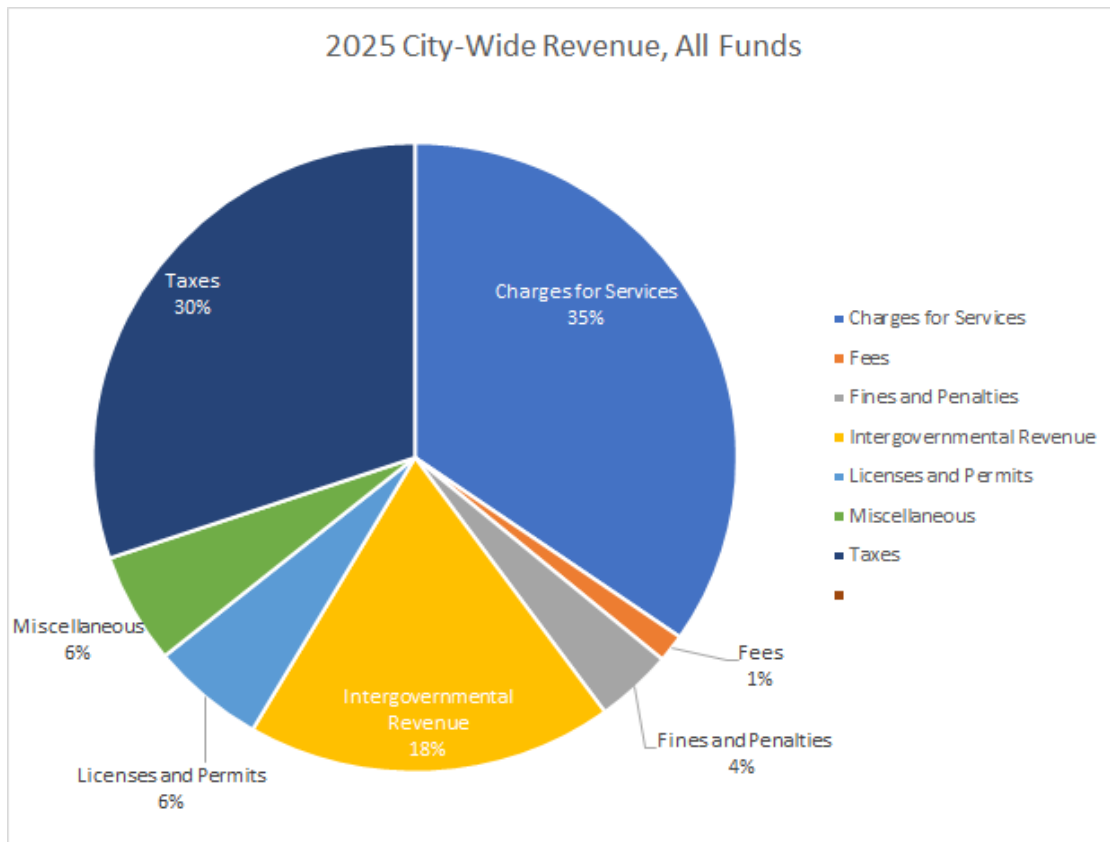
**As previously stated, the City budgets on a cash basis. The decrease in fund balance from 2025 to 2026 during the biennium primarily represents the expenditure of bond proceeds on capital projects. The City received \$25.1 million of bond proceeds in October 2023.*



BUDGETED REVENUES

Each of the City's revenues is categorized into one of six revenue types: taxes, licenses & permits, intergovernmental revenues, charges for goods & services, fines & penalties, and miscellaneous.





**Budgeted revenues and expenditures include amounts budgeted for inter-fund service charges and assessments, but are exclusive of amounts budgeted for transfers between funds.*

The largest budgeted revenue type is charges for goods and services, with a budgeted value of about \$23 million per year of the biennium. Charges for goods and services include utility revenues and other user fees. Taxes, which includes property and real estate taxes, sales tax, business tax, and utility tax among others, is projected to be the second largest total revenue in the 2025/2026 budget with over \$20 million in revenue in each year of the biennium. Intergovernmental revenues are projected to be the third largest revenue source during the biennium budgeted over \$12 million of projected revenue per year; intergovernmental revenues are primarily state shared revenues and grants.

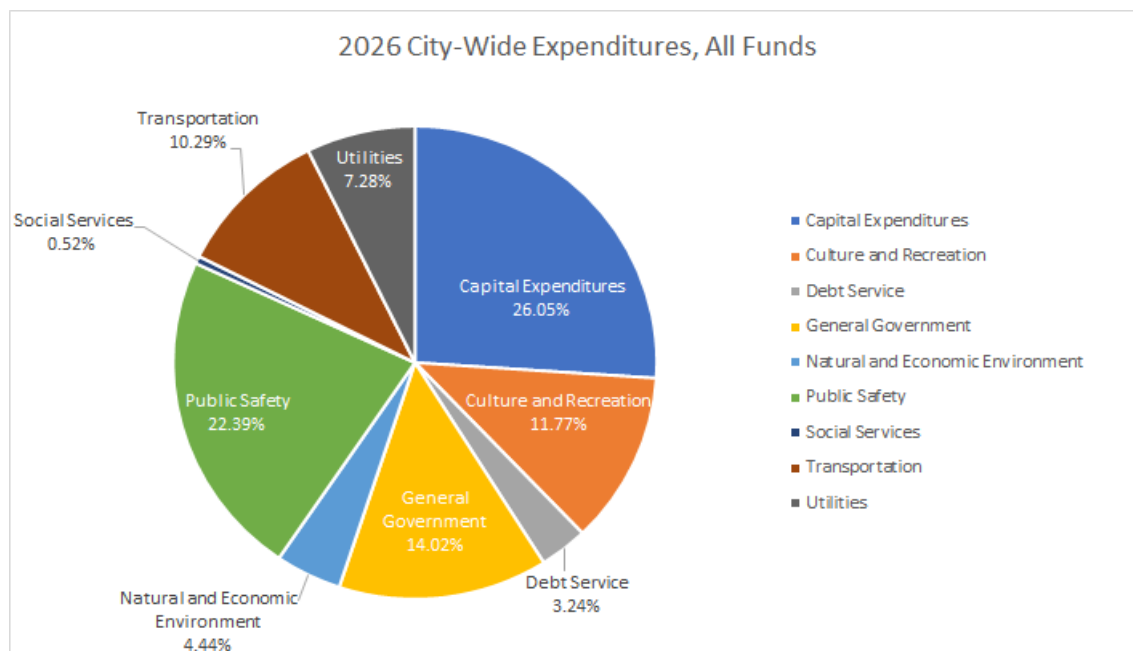
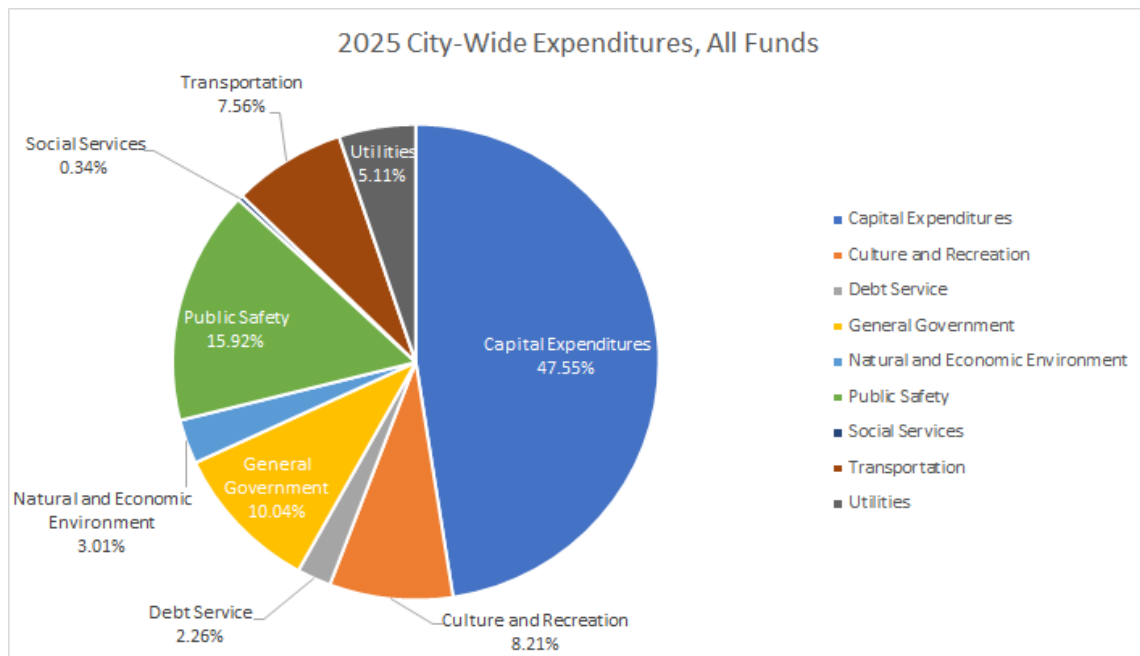
Licenses and permits (about \$3.8 million per year) are budgeted to be the fourth largest revenue source, while miscellaneous revenues follows closely behind at \$3.7 million in 2025 and \$2.4 million in 2026.

Fines and penalties and fees round out the revenue picture for the biennium with about \$2.5 million and \$950,000 budgeted per year, respectively.

BUDGETED EXPENDITURES

Each of the City's expenditures is classified into one of nine expenditure categories: general government, public safety, utilities, transportation, natural & economic environment, social services, culture & recreation, debt service, and capital expenditures.





**Budgeted revenues and expenditures include amounts budgeted for inter-fund service charges and assessments, but are exclusive of amounts budgeted for transfers between funds.*

The largest spending category during the 2025/2026 biennium is capital expenditures. Capital expenditures are made for projects or assets that cost greater than \$25,000 and have a useful life of over five years. In 2025, capital expenditures are budgeted at over \$45 million for 2025 and over \$17 million in 2026.

Below is a list of expenditure categories from largest to smallest:

	2025	2026
Capital Expenditures	\$48,471,210	\$17,644,237
Public Safety	15,121,886	14,885,732
General Government	9,532,896	9,301,506
Culture and Recreation	7,798,195	7,811,016
Transportation	7,182,085	6,827,954
Utilities	4,854,034	4,831,634
Natural and Economic Environment	2,862,634	2,942,732
Debt Service	2,150,476	2,147,917
Social Services	322,133	345,467
Total	\$98,295,550	\$66,708,194



Strategic Financial Plan

At this time, the City does not have a strategic financial plan. The newly hired City Manager will work with the City Council to develop and implement a strategic plan. The City recognizes it needs a serious and proactive approach to managing the continuously escalating cost of maintaining residents' desired service levels, and also understands that this must be accomplished without jeopardizing the City's long-term fiscal stability. This approach will provide clear direction for spending, and establishing and prioritizing needs.

Goals

- Protect people and property.
- Promote economic stability, growth, and vitality.
- Improve and enhance the City's transparency through community communications.
- Maintain, and when possible, enhance the City's infrastructure.
- Provide efficient and effective customer-oriented City services.
- Preserve and celebrate the historic elements of the City.
- Encourage community involvement.
- Preserve livability for all generations.
- Participate in regional and state issues and decisions.
- Protect the natural environment.



Short-term Factors

- Develop and implement a strategic financial plan for the City.
- Continue to recognize community members/organizations and City staff.
- Implement a written, measurable communications plan and strategy.
- Continue to work with our neighboring cities, Highline College, Metro and Sound Transit to develop the best transportation routes for our businesses and residents.
- Continue to support appropriate development opportunities in Des Moines.
- Enhance public safety through appropriate hiring, staffing and technology and continued focus on prevention and community engagement.
- Capital replacement program for all the city facilities.



Priorities & Issues

- Implement a strategic plan and goals for the city.
- Support ongoing programs to improve public safety.
- Maintain the Police Department's accreditation.
- Develop and implement an economic development strategic plan.
- Address structural financial deficit for the General Fund.



Personnel Changes

Significant personnel changes include the following:

- Expiration of a limited-term position funded by the American Rescue Plan Act (ARPA)
 - Crime Analyst
- Community Events and Services positions ending are:
 - Recreation Manager
 - Assistant Recreation Manager
- Community Events and Services is adding:
 - Recreation Program Supervisor
- Other positions ending are
 - Finance Intern
 - Communications Director
 - Director of Emergency Preparedness and Safety Officer
- Existing positions that are unfunded:
 - Patrol Officer (2 positions originally ARPA funded)
 - Senior Maintenance Lead (Parks)
 - IT Director
 - Senior Events Planner
- An additional position includes:
 - City Hall Front Desk Assistant (50% General Fund, 50% Development Fund)



Staffing Levels

Staffing levels are displayed for the years 2022, 2023, 2024, 2025 and 2026, by fund.

STAFFING LEVELS						
POSITION	Number of Employees					
	2022	2023	2024	2024 Adj	2025	2026
CITY COUNCIL						
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Council Member	5.00	5.00	5.00	5.00	5.00	5.00
Total City Council	7.00	7.00	7.00	7.00	7.00	7.00
CITY MANAGER						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	-	-	1.00	1.00	1.00	1.00
Executive Director of Marina Redevelopment	1.00	-	-	-	-	-
Chief Administrative Officer	1.00	1.00	1.00	1.00	-	-
Chief Strategic Officer	0.25	-	-	-	-	-
Director of Communications	-	-	-	1.00	-	-
Land Use Planner I-II/Economic Manager	0.50	-	-	-	-	-
Management Analyst	0.60	1.00	1.00	1.00	1.00	1.00
Director of Emergency Preparedness & Safety Officer	1.00	1.00	1.00	1.00	-	-
Total City Manager	5.35	4.00	5.00	6.00	3.00	3.00
HUMAN RESOURCES						
Human Resources Director	1.00	1.00	-	-	-	-
Human Resources Intern (Limited Term)	0.75	0.33	0.33	0.33	-	-
Senior Human Resources Analyst	-	-	-	-	1.00	1.00
Human Resources Analyst	-	1.00	1.00	1.00	-	-
Human Resources Analyst (Limited Term)	1.00	1.00	1.00	1.00	-	-
Total Human Resources	2.75	3.33	2.33	2.33	1.00	1.00
CITY CLERK						
Director of Community/Administrative Services	-	-	-	-	0.25	0.25
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	-	-	1.00	1.00	1.00	1.00
Public Records Specialist	1.00	1.00	-	-	-	-
Administrative Assistant II	-	-	1.00	1.00	1.00	1.00
City Hall Office Specialist	1.00	1.00	-	-	0.50	0.50
City Hall Front Desk Assistant	0.60	-	-	-	-	-
Total City Clerk	3.60	3.00	3.00	3.00	3.75	3.75



STAFFING LEVELS						
POSITION	Number of Employees					
	2022	2023	2024	2024 Adj	2025	2026
FINANCE						
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	-	-	-	-	-
Financial Operations Manager	-	1.00	1.00	1.00	1.00	1.00
Principal Accountant	-	-	-	1.00	1.00	1.00
Tax Manager/Systems Auditor	-	-	1.00	-	-	-
Senior Accountant	1.00	1.00	-	-	-	-
Senior Accounting Specialist	-	1.00	1.00	1.00	1.00	1.00
Extra Hire - Senior Accounting Specialist	-	-	-	-	-	-
Staff Accountant	2.00	2.00	2.00	2.00	2.00	2.00
Staff Accountant (Limited Term)	0.50	-	-	-	-	-
Accounting Intern - Extra Hire	0.50	0.50	0.50	0.50	-	-
Payroll & Benefits Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Accountant	-	-	-	-	-	-
Acctg Specialist - Accts Payable	1.00	-	-	-	-	-
Total Finance	8.00	7.50	7.50	7.50	7.00	7.00
INFO TECHNOLOGY						
IT Director	-	1.00	1.00	1.00	-	-
IT Operations Supervisor	-	1.00	1.00	1.00	1.00	1.00
Information Services Manager	1.00	-	-	-	-	-
IT Systems Administrator	1.00	1.00	1.00	-	-	-
Business Support Analyst	-	1.00	1.00	1.00	1.00	1.00
IT Specialist	-	-	-	1.00	2.00	2.00
IT Technician	1.00	-	-	-	-	-
Total Info Technology	3.00	4.00	4.00	4.00	4.00	4.00
LEGAL						
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Prosecuting Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Prosecuting Attorney - Limited Term	1.00	1.00	1.00	1.00	1.00	1.00
Domestic Violence Advocate	0.40	0.40	0.40	0.40	0.40	0.40
Paralegal(s)	0.42	0.42	0.42	0.42	0.42	0.42
Total Legal	4.82	4.82	4.82	4.82	4.82	4.82



STAFFING LEVELS						
POSITION	Number of Employees					
	2022	2023	2024	2024 Adj	2025	2026
MUNICIPAL COURT						
Judge	0.80	0.80	0.80	0.80	0.80	0.80
Director of Court Administration	1.00	1.00	1.00	1.00	1.00	1.00
Court Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Court Clerks	4.00	5.00	5.00	5.00	5.00	5.00
Court Clerk (Limited Term)	1.00	-	-	1.00	1.00	1.00
Court Marshal	1.60	1.60	2.00	2.00	2.00	2.00
Support Services Administrator	1.00	-	-	-	-	-
Support Services Specialist	1.00	2.00	2.00	2.00	2.00	2.00
Total Municipal Court	11.40	11.40	11.80	12.80	12.80	12.80
POLICE						
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Chief of Police	2.00	2.00	2.00	2.00	2.00	2.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Commander	1.00	-	-	-	-	-
Sergeant - Detectives	1.00	1.00	1.00	1.00	1.00	1.00
Street Crimes - Detectives	2.00	2.00	2.00	-	-	-
Patrol Officers - Detectives	5.00	5.00	5.00	5.00	5.00	5.00
Traffic Enforcement Officer	1.00	1.00	1.00	1.00	1.00	1.00
ATF Violent Crime Detectives	1.00	-	-	-	-	-
Sergeant - Prof Standards	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant - Administrative	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant - Patrol	3.00	4.00	4.00	4.00	4.00	4.00
Patrol Officers - Patrol	16.00	18.00	18.00	20.00	20.00	20.00
Patrol Officers - Patrol (ARPA)	2.00	2.00	2.00	2.00	-	-
Crisis Response Specialist - (ARPA)	2.00	1.00	1.00	1.00	1.00	-
Crime Analyst (ARPA)	-	-	1.00	1.00	-	-
Community Service Officer	2.00	2.00	2.00	2.00	2.00	2.00
Animal Control Officer	-	-	-	-	-	-
Digital and Field Evidence Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Record Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Record Specialists	5.00	5.00	5.00	5.00	5.00	5.00
Total Police	49.00	49.00	50.00	50.00	47.00	46.00



STAFFING LEVELS						
POSITION	Number of Employees					
	2022	2023	2024	2024 Adj	2025	2026
PLANNING, BUILDING & PUBLIC WORKS (PBPW) TAX BASED						
Planning, Building & Permits						
Community Development Director	0.50	0.50	0.50	0.50	0.50	0.50
Planning & Development Svcs Mgr	0.50	-	-	-	-	-
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Senior Plans Examiner - Extra Hire	-	0.42	0.42	0.42	0.25	0.25
Land Use Planner I-II\Economic Manager	0.25	-	-	-	-	-
Permit Coordinator	1.30	0.30	0.30	0.30	0.30	0.30
Total Planning, Building & Permits	3.55	2.22	2.22	2.22	2.05	2.05
Public Works Maintenance (Building/Facility & Parks)						
Public Works Director	0.10	0.10	0.10	0.10	0.10	0.10
Maintenance Superintendent	0.30	0.30	0.30	0.30	0.30	0.30
Assitant Maintenance Superintendent	-	-	0.30	0.30	0.30	0.30
Senior Maint Lead - Facilities	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maint Lead - Parks	1.00	1.00	1.00	1.00	-	-
Maintenance Specialist - Parks	1.00	1.00	1.00	1.00	-	-
Maintenance Specialist - Facilities	-	1.00	1.00	1.00	1.00	1.00
Maint Worker - Parks	5.00	5.00	5.00	5.00	5.00	5.00
Maint Worker - Parks - Seasonal Extra Hire	-	-	-	-	1.00	1.00
Maint Worker - Facilities	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant II	0.12	0.12	0.12	0.12	0.12	0.12
Plant Care Specialist - Extra Hire	0.45	0.45	0.45	0.45	-	-
Total Public Works Maintenance	9.97	10.97	11.27	11.27	9.82	9.82
Engineering & CIP Services						
Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
City Engineer	0.25	0.25	0.25	0.25	0.25	0.25
Principal Engineer	-	-	0.50	0.50	0.50	0.50
Capital Improvement Projects Manager	-	-	-	-	1.00	1.00
Engineering Inspector	0.05	0.05	0.05	0.05	0.05	0.05
Civil Engineer I	0.90	-	-	-	-	-
Civil Engineer II	0.10	0.50	-	-	-	-
Admin Assistant II	0.06	0.06	0.06	0.06	0.06	0.06
Total Engineering & CIP Services	1.56	1.06	1.06	1.06	2.06	2.06
Total Planning, Building & Public Works Tax Based	15.08	14.25	14.55	14.55	13.93	13.93



STAFFING LEVELS						
POSITION	Number of Employees					
	2022	2023	2024	2024 Adj	2025	2026
Community Events and Services						
Administration						
Director of Community/Administrative Services	-	-	-	-	0.75	0.75
Community Events and Services Director	-	-	0.25	0.25	-	-
Parks, Recreation, and Senior Services Director	1.00	1.00	-	-	-	-
Assistant Parks & Recreation Director	0.40	-	-	-	-	-
Recreation Manager	0.40	1.00	1.00	1.00	-	-
Assistant Recreation Manager	-	1.00	1.00	1.00	-	-
Field Supervisor - Extra Hire	-	0.50	0.50	0.50	-	-
Program Support Specialist	-	1.00	1.00	1.00	-	-
Office Attendant	-	0.50	0.50	0.50	0.50	0.50
Total Administration	1.80	5.00	4.25	4.25	1.25	1.25
Recreation Program						
Assistant Parks Director	0.30	-	-	-	-	-
Recreation Manager	0.30	-	-	-	-	-
Assistant Recreation Manager	1.00	-	-	-	-	-
Community Events Assistant	-	-	-	-	1.00	1.00
Program Coordinator - Recreation	-	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	-	-	-	-	-
Recreation Program Supervisor	1.00	-	-	-	1.00	1.00
Recreation Specialist	1.00	-	-	-	-	-
Recreation Instructor	-	0.48	0.48	0.48	-	-
Field/Gym Supervisor - Extra Hire	-	-	-	-	1.00	1.00
Extra-Hire Recreation Leader	3.28	3.28	3.28	3.28	3.65	3.65
Extra-Hire Referees	0.79	0.79	0.79	0.79	0.79	0.79
Extra-Hire Scorekeepers	-	1.00	1.00	1.00	1.00	1.00
Extra-Hire Office/Field Attendant	1.51	-	-	-	-	-
Total Recreation Program	10.18	6.55	6.55	6.55	9.44	9.44
Community Events and Senior Services						
Community Events and Services Director	-	-	0.75	0.75	-	-
Community Events and Services Manager	-	-	-	-	1.00	1.00
Community Events Assistant	-	-	-	-	2.00	2.00
Events & Facilities Manager	1.00	1.00	1.00	1.00	-	-
Senior Event Planner	1.00	1.00	1.00	1.00	-	-
Events and Facility Coordinator Assistant	1.00	1.00	1.00	1.00	-	-
Lead Facility Attendant	0.25	0.25	0.25	0.25	0.25	0.25
Facility Attendant - Extra Hire	2.00	2.00	2.00	2.00	2.25	2.25
Department Aide - Extra Hire	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Parks Director	0.30	-	-	-	-	-
Recreation Manager	0.30	-	-	-	-	-
Program Assistant	1.00	-	-	-	-	-
Program Support Specialist	-	1.00	1.00	1.00	1.00	1.00
Department Aide - Kitchen Assistant - Extra Hire	-	1.00	1.00	1.00	1.00	1.00
Management Analyst - Human Svcs	0.60	-	-	-	-	-
Total Senior Services	8.45	8.25	9.00	9.00	8.50	8.50
Total Community Events and Services	20.43	19.80	19.80	19.80	19.19	19.19
Total General Fund	130.43	128.10	129.80	131.80	123.49	122.49



STAFFING LEVELS						
POSITION	Number of Employees					
	2022	2023	2024	2024 Adj	2025	2026
STREET MAINTENANCE FUND						
Public Works Director	0.15	0.15	0.15	0.15	0.20	0.20
Senior Engineer - Extra Hire	0.24	0.24	0.24	0.24	0.24	0.24
City Engineer	0.05	0.05	0.05	0.05	0.05	0.05
Civil Engineer I	-	-	-	-	1.00	1.00
GIS Administrator	0.30	0.30	0.30	0.30	0.30	0.30
Maintenance Superintendent	0.30	0.30	0.30	0.30	0.30	0.30
Assistant Maintenance Superintendent	-	-	0.30	0.30	0.30	0.30
Senior Maintenance Lead	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	2.00	2.00	2.00	2.00
Traffic Control Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	0.15	0.15	0.15	0.15	0.15	0.15
Total	5.19	5.19	5.49	5.49	6.54	6.54
DEVELOPMENT FUND						
Planning, Building & Permits						
Chief Strategic Officer	-	-	-	-	-	-
Community Development Director	0.50	0.50	0.50	0.50	0.50	0.50
Planning & Development Services Manager	0.50	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00
Principal Planner	1.00	-	-	-	-	-
Land Use Planner II	0.25	-	-	-	-	-
Land Use Planner I	1.00	2.00	2.00	2.00	2.00	2.00
Building Official (In-Training)	1.00	-	-	-	-	-
Asst Bldg Official/Electr & Bldg Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector/Plans Examiner	1.00	-	-	-	-	-
Electrical/Bldg Inspector/Plans Exam	1.00	1.00	1.00	1.00	1.00	1.00
Plans Examiner/Building Inspector	1.00	2.00	2.00	2.00	2.00	2.00
Permit Coordinator	0.70	1.70	1.70	1.70	1.70	1.70
GIS Administrator	0.15	0.15	0.15	0.15	0.15	0.15
Extra-Hire Permit Counter Assistant	1.00	-	-	-	0.50	0.50
Total Planning, Building & Permits	11.10	10.35	10.35	10.35	10.85	10.85
Engineering & CIP Services						
Public Works Director	0.40	0.40	0.40	0.40	0.15	0.15
City Engineer	0.70	0.70	0.70	0.70	0.70	0.70
Principal Engineer	-	-	0.50	0.50	0.50	0.50
Senior Engineer - Extra Hire	0.24	0.24	0.24	0.24	0.24	0.24
Surface Water/Environ Engrng Mgr	0.10	-	-	-	-	-
Capital Improvement Projects Mgr	1.00	1.00	1.00	1.00	-	-
Administrative Coordinator (Sound Transit)	1.00	-	-	-	-	-
Civil Engineer I	-	1.00	1.00	1.00	-	-
Civil Engineer II	1.00	0.50	-	-	-	-
Civil Engineer I (Sound Transit)	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician (Sound Transit)	-	-	-	-	-	-
Engineering Inspector	0.95	0.95	0.95	0.95	0.95	0.95
GIS Administrator	0.15	0.15	0.15	0.15	0.15	0.15
Admin Assistant II	0.20	0.20	0.20	0.20	0.20	0.20
Total Engineering & CIP Services	6.74	6.14	6.14	6.14	3.89	3.89
Total Development Fund	17.84	16.49	16.49	16.49	14.74	14.74



STAFFING LEVELS						
POSITION	Number of Employees					
	2022	2023	2024	2024 Adj	2025	2026
MARINA FUND						
Harbormaster	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Harbormaster	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	-	-	-	-	-
Office Specialist	1.00	2.00	2.00	2.00	2.00	2.00
Senior Maintenance Lead	1.00	2.00	2.00	2.00	2.00	2.00
Marina Environmental & Operations Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Harbor Attendant	4.00	3.00	3.00	3.00	3.00	3.00
Intern - Extra Hire	-	-	-	-	-	-
Department Aide - Extra Hire	-	0.50	0.50	0.50	1.00	1.00
Harbor Aide - Extra Hire	1.72	1.00	1.00	1.00	0.50	0.50
Total Marina Fund	11.72	11.50	11.50	11.50	11.50	11.50
SURFACE WATER MANAGEMENT FUND						
Public Works Director	0.10	0.10	0.10	0.10	0.30	0.30
Administrative Assistant	0.40	0.40	0.40	0.40	0.40	0.40
Surface Water/Enviromnt Engrng Mgr	0.90	1.00	1.00	1.00	1.00	1.00
Civil Engineer I	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	1.00	1.00	1.00	1.00	1.00	1.00
GIS Administrator	0.40	0.40	0.40	0.40	0.40	0.40
Engineering Technician	2.00	2.00	2.00	3.00	3.00	3.00
Senior Engineer - Extra Hire	0.12	0.12	0.12	0.12	0.12	0.12
Maintenance Superintendent	0.30	0.30	0.30	0.30	0.30	0.30
Assistant Maintenance Superintendent	-	-	0.30	0.30	0.30	0.30
Senior Maintenance Lead	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	4.00	4.00	4.00	4.00	4.00	4.00
Total Surface Water Management Fund	12.22	12.32	12.62	13.62	13.82	13.82
EQUIPMENT RENTAL FUND						
Public Works Director	0.05	0.05	0.05	0.05	0.05	0.05
Administrative Assistant II	0.07	0.07	0.07	0.07	0.07	0.07
Maintenance Superintendent	0.10	0.10	0.10	0.10	0.10	0.10
Assistant Maintenance Superintendent	-	-	0.10	0.10	0.10	0.10
Lead Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Total Equipment Rental Fund	2.22	2.22	2.32	2.32	2.32	2.32
Total Other Funds	49.19	47.72	48.42	49.42	48.92	48.92
GRAND TOTAL	179.62	175.82	178.22	181.22	172.41	171.41
Total Regular & Part-time FTEs	167.27	164.28	166.68	169.68	159.87	158.87
Total Extra Hires/Seasonal FTEs	12.35	11.54	11.54	11.54	12.54	12.54
	179.62	175.82	178.22	181.22	172.41	171.41



Index of Positions and Pay Schedules

2025 City of Des Moines - Index of Positions and Pay Schedule Directors and City Manager					
				Cost of Living Adj: 3.0%	
Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
D-30	Director of Emergency Management	Step 1	55.5931	4,818.25	115,638.10
		Step 2	58.3754	5,059.40	121,425.67
		Step 3	61.2970	5,312.61	127,502.67
		Step 4	64.3656	5,578.57	133,885.58
		Step 5	67.5872	5,857.78	140,586.76
D-31		Step 1	57.8175	5,011.04	120,264.86
		Step 2	60.7112	5,281.84	126,284.18
		Step 3	63.7451	5,524.79	132,594.99
		Step 4	66.9316	5,800.96	139,223.04
		Step 5	70.2790	6,091.08	146,185.84
D-32	Deputy Harbormaster	Step 1	60.1254	5,211.07	125,065.69
		Step 2	63.1311	5,471.57	131,317.79
		Step 3	66.2903	5,745.38	137,889.19
		Step 4	69.6025	6,032.45	144,778.86
		Step 5	73.0826	6,334.07	152,017.70
D-33		Step 1	62.5314	5,419.60	130,070.46
		Step 2	65.6555	5,690.36	136,568.73
		Step 3	68.9400	5,975.03	143,400.72
		Step 4	72.3849	6,273.60	150,566.43
		Step 5	76.0042	6,587.28	158,094.70
D-34	Director of Court Administration	Step 1	65.0351	5,636.59	135,278.14
		Step 2	68.2849	5,918.25	142,038.03
		Step 3	71.7016	6,214.38	149,145.03
		Step 4	75.2861	6,525.05	156,601.20
		Step 5	79.0519	6,851.43	164,434.35
D-35	Communications Director	Step 1	67.6362	5,862.03	140,688.73
		Step 2	71.0182	6,155.15	147,723.63
		Step 3	74.5677	6,462.78	155,106.67
		Step 4	78.2988	6,786.16	162,867.72
		Step 5	82.2107	7,125.20	171,004.72
D-36	Information Technology Director	Step 1	70.3419	6,096.53	146,316.65
		Step 2	73.8566	6,401.15	153,627.59
		Step 3	77.5526	6,721.48	161,315.51
		Step 4	81.4298	7,057.52	169,380.41
		Step 5	85.5020	7,410.46	177,851.13
D-37	Harbormaster Director of Community and Administrative Services	Step 1	73.1593	6,340.72	152,177.35
		Step 2	76.8202	6,658.01	159,792.14
		Step 3	80.6627	6,991.04	167,784.94
		Step 4	84.6934	7,340.38	176,169.14
		Step 5	88.9262	7,707.23	184,973.58



2025 City of Des Moines - Index of Positions and Pay Schedule Directors and City Manager	Cost of Living Adj: 3.0%
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Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
D-38	Community Development Director	Step 1	76.0809	6,593.93	158,254.35
		Step 2	79.8888	6,823.96	166,175.05
		Step 3	83.8844	7,270.26	174,486.12
		Step 4	88.0755	7,633.50	183,204.04
		Step 5	92.4830	8,015.50	192,372.07
D-39	Assistant Police Chief	Step 1	79.1286	6,858.08	164,594.00
		Step 2	83.0826	7,200.77	172,818.55
		Step 3	87.2386	7,560.97	181,463.34
		Step 4	91.6041	7,939.33	190,543.82
		Step 5	96.1859	8,336.43	200,074.41
D-40	Public Works Director Finance Director	Step 1	82.2874	7,131.85	171,164.37
		Step 2	86.4018	7,488.44	179,722.64
		Step 3	90.7256	7,863.19	188,716.60
		Step 4	95.2654	8,256.65	198,159.64
		Step 5	100.0279	8,669.42	208,066.18
D-41	Assistant City Manager	Step 1	85.5789	7,417.12	178,010.78
		Step 2	89.8606	7,788.22	186,917.19
		Step 3	94.3518	8,177.47	196,259.29
		Step 4	99.0728	8,586.64	206,079.31
		Step 5	104.0240	9,015.76	216,378.28
D-42	City Attorney	Step 1	89.0029	7,713.88	185,133.23
		Step 2	93.4521	8,099.49	194,387.78
		Step 3	98.1245	8,504.45	204,106.66
		Step 4	103.0337	8,929.93	214,318.28
		Step 5	108.1869	9,376.56	225,037.49
D-43	Chief of Police	Step 1	92.5667	8,022.76	192,546.14
		Step 2	97.1971	8,424.07	202,177.67
		Step 3	102.0572	8,845.30	212,287.12
		Step 4	107.1619	9,287.72	222,905.39
		Step 5	112.5177	9,751.91	234,045.87
D-44		Step 1	96.2696	8,343.69	200,248.48
		Step 2	101.0812	8,760.71	210,256.99
		Step 3	106.1370	9,198.89	220,773.29
		Step 4	111.4438	9,658.83	231,811.80
		Step 5	117.0153	10,141.72	243,401.36
D-45		Step 1	100.1186	8,677.28	208,254.67
		Step 2	105.1258	9,111.25	218,670.03
		Step 3	110.3840	9,566.98	229,607.60
		Step 4	115.8997	10,045.03	241,080.77
		Step 5	121.6948	10,547.29	253,134.86



2025 City of Des Moines - Index of Positions and Pay Schedule Directors and City Manager	Cost of Living Adj: 3.0%
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Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
N/A	Municipal Court Judge		200,571		
	<i>(95% of WA Citizens Commission on Salaries for Elected Officials \$191,020 for 0.85 FTE)</i>				
M-49	City Manager	Minimum	105.0855	18,214.83	218,577.91
		Maximum	133.0572	23,063.25	276,759.00

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

Salary Schedule effective 1/1/2025 and is subject to change



2025 City of Des Moines - Index of Positions and Pay Schedule Exempt Employees	Cost of Living Adj: 3.0%
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Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
E-20		Step 1	38.7518	3,358.62	80,606.77
		Step 2	40.6903	3,526.63	84,639.22
		Step 3	42.7265	3,703.11	88,874.58
		Step 4	44.8607	3,888.08	93,313.88
		Step 5	47.1064	4,082.71	97,984.93
E-21		Step 1	40.3002	3,492.82	83,827.58
		Step 2	42.3156	3,667.49	88,019.68
		Step 3	44.4284	3,850.61	92,414.69
		Step 4	46.6527	4,043.39	97,041.45
		Step 5	48.9889	4,245.87	101,900.99
E-22		Step 1	41.9109	3,632.42	87,178.17
		Step 2	44.0100	3,814.35	91,544.34
		Step 3	46.2136	4,005.33	96,127.84
		Step 4	48.5215	4,205.36	100,928.67
		Step 5	50.9484	4,415.70	105,976.70
E-23		Step 1	43.5916	3,778.08	90,673.99
		Step 2	45.7743	3,967.26	95,214.23
		Step 3	48.0615	4,165.49	99,971.80
		Step 4	50.4675	4,374.02	104,976.57
		Step 5	52.9919	4,592.81	110,227.51
E-24	Management Analyst III/Executive Assistant - City Hall	Step 1	45.3346	3,929.15	94,299.59
		Step 2	47.6010	4,125.58	99,013.90
		Step 3	49.9793	4,331.71	103,980.99
		Step 4	52.4755	4,548.05	109,153.22
		Step 5	55.0980	4,775.34	114,608.10
E-25		Step 1	47.1479	4,086.31	98,071.45
		Step 2	49.5049	4,290.59	102,974.25
		Step 3	51.9808	4,505.18	108,124.25
		Step 4	54.5820	4,730.62	113,534.84
		Step 5	57.3084	4,966.92	119,206.02
E-26	City Clerk Principal Accountant	Step 1	49.0306	4,249.48	101,987.51
		Step 2	51.4856	4,462.26	107,094.25
		Step 3	54.0586	4,685.26	112,446.13
		Step 4	56.7642	4,919.75	118,074.05
		Step 5	59.6025	5,165.75	123,978.01
E-27	Maintenance Superintendent Prosecuting Attorney Senior Planner Recreation Manager	Step 1	50.9973	4,419.94	106,078.67
		Step 2	53.5496	4,641.14	111,387.29
		Step 3	56.2274	4,873.23	116,957.53
		Step 4	59.0381	5,116.83	122,803.81
		Step 5	61.9878	5,372.48	128,939.52



2025 City of Des Moines - Index of Positions and Pay Schedule Exempt Employees	Cost of Living Adj: 3.0%
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Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
E-28	Capital Improvement Projects Manager Civil Engineer II Assistant Building Official	Step 1	53.0336	4,596.42	110,314.03
		Step 2	55.6837	4,826.11	115,826.59
		Step 3	58.4661	5,067.26	121,614.16
		Step 4	61.3881	5,320.51	127,692.19
		Step 5	64.4562	5,586.42	134,074.07
E-29	Principal Planner	Step 1	55.1533	4,780.14	114,723.46
		Step 2	57.9080	5,018.89	120,453.35
		Step 3	60.8024	5,269.74	126,473.70
		Step 4	63.8427	5,533.25	132,797.90
		Step 5	67.0366	5,810.06	139,441.40
E-30	Finance Operations Manager	Step 1	57.3644	4,971.77	119,322.41
		Step 2	60.2304	5,220.17	125,284.05
		Step 3	63.2430	5,481.27	131,550.57
		Step 4	66.4018	5,755.04	138,120.94
		Step 5	69.7214	6,042.75	145,026.06
E-31	Assistant City Attorney Principal Engineer	Step 1	59.6585	5,170.60	124,094.40
		Step 2	62.6429	5,429.26	130,302.21
		Step 3	65.7743	5,700.66	136,815.93
		Step 4	69.0658	5,985.93	143,662.34
		Step 5	72.5176	6,285.10	150,842.47
E-32	Planning & Development Services Manager Building Official Maintenance Superintendent Assistant City Attorney IT Operations Supervisor	Step 1	62.0433	5,377.29	129,054.88
		Step 2	65.1465	5,646.25	135,509.89
		Step 3	68.4033	5,928.51	142,284.20
		Step 4	71.8205	6,224.68	149,392.23
		Step 5	75.4114	6,535.91	156,861.79
E-33		Step 1	64.5260	5,592.47	134,219.30
		Step 2	67.7546	5,872.29	140,934.90
		Step 3	71.1440	6,166.05	147,985.25
		Step 4	74.7004	6,474.28	155,382.71
		Step 5	78.4379	6,798.21	163,157.15
E-34	Surface Water/Environmental Engineering Manager	Step 1	67.1064	5,816.11	139,586.63
		Step 2	70.4601	6,106.78	146,562.82
		Step 3	73.9819	6,412.01	153,888.18
		Step 4	77.6779	6,732.34	161,576.10
		Step 5	81.5625	7,069.02	169,656.45
E-35		Step 1	69.7912	6,048.80	145,171.29
		Step 2	73.2777	6,350.98	152,423.52
		Step 3	76.9391	6,668.31	160,039.34
		Step 4	80.7880	7,001.90	168,045.53
		Step 5	84.8257	7,351.84	176,444.15



2025 City of Des Moines - Index of Positions and Pay Schedule Exempt Employees		Cost of Living Adj: 3.0%
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Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
E-36		Step 1	72.5805	6,290.55	150,973.28
		Step 2	76.2066	6,604.83	158,515.97
		Step 3	80.0141	6,934.82	166,435.64
		Step 4	84.0171	7,281.76	174,762.16
		Step 5	88.2151	7,646.60	183,494.50
E-37	City Engineer	Step 1	75.4882	6,542.56	157,021.44
		Step 2	79.2609	6,869.54	164,869.01
		Step 3	83.2218	7,212.83	173,107.98
		Step 4	87.3853	7,573.68	181,768.22
		Step 5	91.7576	7,952.63	190,863.12
E-38		Step 1	78.5078	6,804.27	163,302.38
		Step 2	82.4339	7,144.55	171,469.25
		Step 3	86.5553	7,501.75	180,041.94
		Step 4	90.8861	7,877.10	189,050.32
		Step 5	95.4328	8,271.16	198,507.78
E-39		Step 1	81.6461	7,076.27	169,830.52
		Step 2	85.7254	7,429.82	178,315.66
		Step 3	90.0141	7,801.52	187,236.49
		Step 4	94.5123	8,191.38	196,593.01
		Step 5	99.2401	8,601.14	206,427.45
E-40		Step 1	84.9093	7,359.09	176,618.22
		Step 2	89.1565	7,727.19	185,452.53
		Step 3	93.6126	8,113.40	194,721.50
		Step 4	98.2919	8,518.96	204,455.00
		Step 5	103.2080	8,945.04	214,680.84

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

Salary Schedule effective 1/1/2025 and is subject to change



2025 City of Des Moines - Index of Positions and Pay Schedule General Employees					
					Cost of Living Adj: 3.0%

Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
G-11		Step 1	27.4804	2,381.73	57,161.52
		Step 2	28.8503	2,500.46	60,011.04
		Step 3	30.2923	2,625.43	63,010.32
		Step 4	31.8064	2,756.66	66,159.84
		Step 5	33.3926	2,894.14	69,459.36
G-12	Events and Facility Coordinator Assistant	Step 1	28.5825	2,477.25	59,454.00
		Step 2	30.0039	2,600.44	62,410.56
		Step 3	31.5077	2,730.77	65,538.48
		Step 4	33.0836	2,867.36	68,816.64
		Step 5	34.7316	3,010.19	72,244.56
G-13	Court Clerk Office Specialist - Marina Office Specialist - City Hall	Step 1	29.7258	2,576.34	61,832.16
		Step 2	31.2090	2,704.88	64,917.12
		Step 3	32.7643	2,839.68	68,152.32
		Step 4	34.4123	2,982.51	71,580.24
		Step 5	36.1324	3,131.60	75,158.40
G-14	Program Support Specialist	Step 1	30.9103	2,679.00	64,296.00
		Step 2	32.4553	2,812.90	67,509.60
		Step 3	34.0827	2,953.95	70,894.80
		Step 4	35.7822	3,101.24	74,429.76
		Step 5	37.5744	3,256.57	78,157.68
G-15		Step 1	32.1360	2,785.23	68,845.52
		Step 2	33.7428	2,924.49	70,187.76
		Step 3	35.4320	3,070.89	73,701.36
		Step 4	37.2036	3,224.44	77,386.56
		Step 5	39.0679	3,386.01	81,264.24
G-16		Step 1	33.4338	2,897.71	69,545.04
		Step 2	35.1024	3,042.33	73,015.92
		Step 3	36.8637	3,194.98	76,679.52
		Step 4	38.7074	3,354.77	80,514.48
		Step 5	40.6438	3,522.60	84,542.40
G-17	Administrative Coordinator I Mechanic Permit Coordinator Program Coordinator - Recreation Engineering Technician I - Surface Water Aide	Step 1	34.7625	3,012.87	72,308.88
		Step 2	36.5032	3,163.73	75,929.52
		Step 3	38.3263	3,321.74	79,721.76
		Step 4	40.2421	3,487.78	83,706.72
		Step 5	42.2609	3,662.75	87,906.00
G-18	Court Marshal Senior Event Planner	Step 1	36.1530	3,133.38	75,201.12
		Step 2	37.9658	3,290.50	78,972.00
		Step 3	39.8610	3,454.75	82,914.00
		Step 4	41.8592	3,627.94	87,070.56
		Step 5	43.9501	3,809.16	91,419.84



2025	
City of Des Moines - Index of Positions and Pay Schedule	
General Employees	
Cost of Living Adj: 3.0%	

Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
G-19	Mechanic	Step 1	37.6053	3,259.25	78,222.00
	DV Victim Advocate	Step 2	39.4799	3,421.72	82,121.28
	Payroll & Benefit Specialist	Step 3	41.4575	3,593.12	86,234.88
	Administrative Coordinator II	Step 4	43.5278	3,772.55	90,541.20
		Step 5	45.7011	3,960.91	95,061.84
G-20	Senior Accounting Specialist	Step 1	39.1091	3,389.59	81,350.16
	Engineering Technician II - Surface Water Inspector (SWM)	Step 2	41.0558	3,558.31	85,399.44
	Land Use Planner I	Step 3	43.1055	3,735.95	89,662.80
	Paralegal	Step 4	45.2685	3,923.42	94,162.08
	Assistant Recreation Manager Records Supervisor	Step 5	47.5345	4,119.82	98,875.68
G-21	Human Resources Analyst	Step 1	40.6747	3,525.28	84,606.72
	Executive Assistant to Police Chief	Step 2	42.7038	3,701.14	88,827.36
	Staff Accountant	Step 3	44.8359	3,885.93	93,262.32
	Business Support Analyst	Step 4	47.0813	4,080.54	97,932.96
	Deputy City Clerk	Step 5	49.4400	4,284.96	102,839.04
G-22	Plans Examiner/Building Inspector I-III	Step 1	42.2918	3,665.43	87,970.32
	Events and Facilities Rental Manager	Step 2	44.4033	3,848.43	92,362.32
		Step 3	46.6281	4,041.26	96,990.24
		Step 4	48.9559	4,243.01	101,832.24
		Step 5	51.3970	4,454.58	106,909.92
G-23	Engineering Inspector - SWM	Step 1	43.9913	3,812.73	91,505.52
	Support Services Specialist (SSS)	Step 2	46.1852	4,002.87	96,068.88
	Engineering Technician III - Surface Water Coordinator (SWM)	Step 3	48.4924	4,202.84	100,868.16
		Step 4	50.9232	4,413.51	105,924.24
		Step 5	53.4673	4,634.01	111,216.24
G-24	Electrical Building Inspector	Step 1	45.7423	3,964.49	95,147.76
	GIS Analyst (GIS Administrator)	Step 2	48.0289	4,162.66	99,903.84
		Step 3	50.4288	4,370.66	104,895.84
		Step 4	52.9523	4,589.38	110,145.12
		Step 5	55.6097	4,819.69	115,672.56
G-25	Civil Engineer I	Step 1	47.5757	4,123.39	98,961.36
	IT Systems Administrator	Step 2	49.9550	4,329.60	103,910.40
	Court Operations Supervisor	Step 3	52.4579	4,546.53	109,116.72
	Assistant Maintenance Superintendent	Step 4	55.0741	4,773.27	114,558.48
		Step 5	57.8345	5,012.52	120,300.48



2025 City of Des Moines - Index of Positions and Pay Schedule General Employees		Cost of Living Adj: 3.0%
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Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
G-26		Step 1	49.4812	4,288.54	102,924.96
		Step 2	51.9635	4,503.68	108,088.32
		Step 3	54.5591	4,728.64	113,487.36
		Step 4	57.2886	4,965.20	119,164.80
		Step 5	60.1520	5,213.37	125,120.88

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

Salary Schedule effective 1/1/2025 and is subject to change



2025 City of Des Moines - Index of Positions and Pay Schedule Teamsters					
				Cost of Living Adj: 3.0%	
Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary
T-11	Harbor Attendant I Maintenance Worker I	Step 1	29.6640	2,570.88	61,701.12
		Step 2	31.1472	2,699.42	64,786.13
		Step 3	32.7025	2,834.22	68,021.20
		Step 4	34.3402	2,976.15	71,427.57
		Step 5	36.0603	3,125.23	75,005.47
T-12		Step 1	30.8485	2,673.54	64,164.88
		Step 2	32.3935	2,807.44	67,378.48
		Step 3	34.0106	2,947.59	70,742.13
		Step 4	35.7101	3,094.88	74,277.09
		Step 5	37.4920	3,249.31	77,983.36
T-13		Step 1	32.0845	2,780.66	66,735.76
		Step 2	33.6913	2,919.91	70,077.95
		Step 3	35.3702	3,065.42	73,569.97
		Step 4	37.1418	3,218.96	77,254.99
		Step 5	38.9958	3,379.64	81,111.31
T-14		Step 1	33.3720	2,892.24	69,413.76
		Step 2	35.0406	3,036.86	72,884.53
		Step 3	36.7813	3,187.71	76,505.15
		Step 4	38.6250	3,347.50	80,340.00
		Step 5	40.5511	3,514.43	84,346.37
T-15	Harbor Attendant II Maintenance Worker II Facilities Maintenance Worker I	Step 1	34.7007	3,007.39	72,177.41
		Step 2	36.4311	3,157.37	75,776.77
		Step 3	38.2542	3,315.36	79,568.69
		Step 4	40.1700	3,481.40	83,553.60
		Step 5	42.1888	3,656.36	87,752.75
T-16		Step 1	36.0912	3,127.90	75,069.65
		Step 2	37.8834	3,283.22	78,797.39
		Step 3	39.7992	3,449.26	82,782.29
		Step 4	41.7768	3,620.66	86,895.79
		Step 5	43.8677	3,801.87	91,244.77
T-17	Marina Environmental Operations Specialist Maintenance Specialist Traffic Control Specialist	Step 1	37.5332	3,252.88	78,069.01
		Step 2	39.4078	3,415.34	81,968.27
		Step 3	41.3854	3,586.73	86,081.55
		Step 4	43.4454	3,765.26	90,366.35
		Step 5	45.6187	3,953.62	94,886.85
T-18		Step 1	39.0370	3,383.21	81,196.96
		Step 2	40.9837	3,551.92	85,246.05
		Step 3	43.0334	3,729.56	89,509.39
		Step 4	45.1861	3,916.13	93,987.17
		Step 5	47.4418	4,111.62	98,678.99
T-19	Senior Maintenance Lead	Step 1	40.6026	3,518.90	84,453.49
		Step 2	42.6214	3,693.85	88,652.43
		Step 3	44.7535	3,878.64	93,087.28
		Step 4	46.9886	4,072.35	97,736.37
		Step 5	49.3473	4,276.77	102,642.43
Salary Schedule effective 1/1/2025 and is subject to change					



2025 City of Des Moines - Index of Positions and Pay Schedule Extra-Hire Pay Schedule			
			Cost of Living Adj: 3.0%
Range	Positions	Step/Level	Hourly Rate
EH-1	Facility Attendant I, Office Attendant I; Recreation Leader I; Scorekeeper. Minors aged 15 and 16 may be paid 85% of EH-1 Step A per state law.	Step 1	16.77
		Step 2	17.23
		Step 3	17.76
		Step 4	18.29
		Step 5	18.82
EH-2	Facility Attendant II; Office Attendant II; Recreation Leader II	Step 1	17.23
		Step 2	18.03
		Step 3	18.82
		Step 4	19.61
		Step 5	20.41
EH-3	Facility Attendant III; Office Attendant III; Recreation Leader III; Gym Supervisor/Field Supervisor	Step 1	18.82
		Step 2	19.88
		Step 3	20.94
		Step 4	22.00
		Step 5	23.06
EH-4	Lead Facility Attendant; Office Attendant IV; Recreation Leader IV; Landscaping Specialist; Seasonal Maintenance Worker Seasonal Harbor Aide	Step 1	20.94
		Step 2	22.00
		Step 3	23.06
		Step 4	24.12
		Step 5	25.18
EH-5	Specialized Positions	Up to \$100.00 per hour	

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

Salary Schedule effective 1/1/2025 and is subject to change



2025 City of Des Moines - Index of Positions and Pay Schedule Police Guild						
						Cost of Living Adj: 3.0%
Grade/ Rank	Positions	Step/Level	Hourly Rate	Semi- Monthly Salary	Annual Salary	
O-0	Recruit (academy-training phase)		41.46	3,593	86,243	
O-1	Officer I (after FTO - Year 2)		47.39	4,107	98,564	
O-2	Officer II (Years 3 - 4)		53.31	4,620	110,884	
O-3	Officer III (Years 5 - 6)		59.23	5,134	123,205	
O-4	Officer IV (Years 7 - 9)		62.19	5,390	129,365	
O-5	Officer V (10 years or more)		64.56	5,596	134,294	
S-1	Sergeant I (Years 1 - 2)		69.90	6,058	145,382	
S-2	Sergeant II (Years 3 +)		74.04	6,417	154,006	

Per the 2022 - 2024 Collective Bargaining Agreement, pay grades are based on years of service. Years of service is determined by years of aggregate service as a law enforcement officer.

Salary Schedule effective 1/1/2025 and is subject to change

2025 City of Des Moines - Index of Positions and Pay Schedule Police Support Guild						
						Cost of Living Adj: 3.0%
Grade/ Rank	Positions	Step/Level	Hourly Rate	Monthly Salary	Annual Salary	
G-13	Records Specialist	1	30.29	2,626	63,014	
		2	31.81	2,757	66,164	
		3	33.40	2,895	69,475	
		4	35.07	3,040	72,950	
		5	36.83	3,192	76,602	
G-20	Digital and Field Evidence Specialist Community Service Officer/ Master Community Service Officer	1	39.86	3,455	82,915	
		2	41.85	3,627	87,055	
		3	43.94	3,808	91,402	
		4	46.14	3,999	95,970	
		5	48.45	4,199	100,776	

Salary Schedule effective 1/1/2025.



Five-Year Forecast

The following forecast is an **estimate only**. This tool is used by staff to help evaluate the City's long term financial health and make more informed budget decisions. The City of Des Moines, like many other municipalities, has been recovering from the fiscal impacts of the COVID-19 pandemic and related inflation. It is important to use a forecasting tool to ensure the City is positioned well in future years. A crucial step in the budget development process, this forecasting tool helps City staff make informed decisions regarding the 2025-2026 budget.

	REVENUE ANNUAL BUDGET		PROJECTED ACTUALS		BUDGET		FORECAST		
	2024	2025	2024	2025	2026	2027	2028	2029	2031
BEGINNING FUND BALANCE	\$ 5,210,847	\$ 4,671,467	\$ 4,154,919	\$ 5,075,403	\$ 5,350,480	\$ 5,272,898	\$ 4,945,117	\$ 4,501,387	\$ 4,239,074
Operating Revenues									
Taxes	18,623,676	17,890,602	20,343,457	20,708,000	21,463,025	21,845,877	22,454,995	23,016,196	23,528,255
License and Permits	315,000	315,000	425,500	441,500	446,250	446,250	451,250	451,250	451,250
Intergovernmental	1,043,304	1,037,472	910,519	872,011	855,500	891,463	929,223	968,872	1,010,503
Fee/Charges/Fines	2,177,650	1,857,850	1,879,100	1,920,990	1,814,525	1,814,601	1,764,677	1,764,755	1,764,834
Other	2,741,174	2,046,111	2,075,758	2,199,823	2,173,520	2,222,306	2,276,566	2,326,509	2,351,544
	24,900,804	23,167,335	25,614,334	26,142,514	26,752,820	27,220,486	27,876,711	28,527,382	29,106,386
Operating Expenditures									
Police and Support Services	7,352,813	7,152,697	6,326,503	6,654,578	6,808,489	6,964,663	7,159,749	7,276,627	7,396,067
Public Safety Services	15,381,236	15,127,620	15,773,456	15,882,620	16,344,007	16,798,518	17,267,311	17,549,231	17,837,427
Community Services	4,871,899	3,905,583	3,399,891	3,605,240	3,902,906	4,008,076	4,116,401	4,190,837	4,267,017
Other	377,600	276,600	-	-	-	-	-	-	-
	27,983,548	26,412,500	25,499,850	26,142,417	27,055,402	27,773,257	28,543,461	29,016,695	29,500,512
** Net Activity ("Operating revenues over expenditures")	(3,082,744)	(3,245,165)	134,484	77	(302,582)	(552,761)	(666,750)	(489,313)	(394,125)
ONE-TIME ACTIVITIES									
Revenues									
Sound Transit	212,944	212,944	154,868	19,359	-	-	-	-	-
American Rescue Plan Funding	1,850,617	2,450,617	-	-	-	-	-	-	-
One-Time Sales & ISO Tax Revenues	265,000	105,000	275,000	275,000	225,000	225,000	225,000	225,000	225,000
Central Capital Project	-	250,000	-	-	-	-	-	-	-
Sale of property	-	-	690,000	-	-	-	-	-	-
Total One-Time Revenues	2,328,561	3,018,561	1,119,868	294,359	225,000	225,000	225,000	225,000	225,000
One-time Expenditures									
Sound Transit related expenditures	(212,944)	(212,944)	(154,868)	(19,359)	-	-	-	-	-
Central Communications Study	-	(29,000)	-	-	-	-	-	-	-
City Council Manager Search	-	(29,000)	-	-	-	-	-	-	-
SLUP	-	-	(69,000)	-	-	-	-	-	-
Body Cam Refresh	-	-	(16,000)	-	-	-	-	-	-
Governmental relations	-	-	(54,000)	-	-	-	-	-	-
Communications Contract	-	-	(40,000)	-	-	-	-	-	-
Transfer Out - One-Time Sales & ISO Tax	-	-	-	-	-	-	-	-	-
Total One-Time Expenditures	(212,944)	(269,944)	(333,868)	(119,359)	-	-	-	-	-
Change in Fund Balance	(80,383)	(616,549)	930,484	275,077	(77,582)	(327,761)	(441,750)	(264,313)	(169,125)
ENDING FUND BALANCE	\$ 4,230,464	\$ 4,054,918	\$ 5,075,403	\$ 5,350,480	\$ 5,350,480	\$ 4,945,117	\$ 4,501,387	\$ 4,239,074	\$ 4,069,949
GR-CA Target of 60 days (approx. 16.67%)	4,464,482	4,440,944	4,250,425	4,367,944	4,510,136	4,629,802	4,754,195	4,887,082	4,917,735
Relative (favorable) impact to GR-CA Target	(231,117)	(286,026)	824,978	972,536	762,103	315,315	(253,808)	(326,809)	(841,780)
Ending Reserve - % Total Operating Expenditures	15.17%	15.73%	19.90%	20.47%	19.49%	17.81%	15.78%	14.61%	13.80%

The forecast above presents the 2025/2026 Biennial Budget. The 2025/2026 Budget assumes implementation of a service/staff reduction plan to be implemented in early 2025 in order to bring structural expenditures in line with structural revenue.



Assumptions

This forecast focuses on the General Fund, the City's largest fund which supports most City personnel and services. The forecast uses actuals through 2023, 2024 estimates, 2025-2026 preliminary budget numbers as detailed in the budget document, and the following assumptions for forecast years 2027 through 2031.

Revenues

Property Tax: Property Tax is the General Fund's largest revenue source. The City anticipates a small increase in the property tax levy from 2027-2031. The forecast assumes inflation will remain above 1%; thereby enabling the City to increase property tax collections of 1% per year going forward.

Utility Tax: Taxes on utilities is the General Fund's second largest revenue source. The City expects moderate growth of 2% annually with a gradual decline of telephone and cable TV utility taxes.

Sales Tax: Sales Tax is the General Fund's third largest revenue source. This forecast anticipates moderate increases over 2024 estimated collections due largely to an anticipated rebound in the construction sector.

Other Revenue: Other revenues including licenses & permits, intergovernmental, and charges for goods & services assume small but steady increases in the future.

Expenditures

Salaries & Benefits: Personnel costs account for about 67% of the Fund's expenditures. The City's costs for salaries and benefits are largely dictated by union contract or the Seattle area Consumer Price Index in June for non-represented employees. For 2025, the forecast assumes a 3% increase in personnel costs for represented employees and a 3% increase in cost of non-represented employees. In 2027 and beyond, the forecast assumes a 3% growth in personnel costs.

Other Expenses: The remaining General Fund expenditures include supplies and services. These make up a small portion of total expenditures. Small increases were assumed.



FUND SUMMARIES





2025/2026 Total Fund Revenues and Expenditures

2025 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES				
	Fund	Projected Beginning Fund Balance	Revenues	Total Resources
Special Revenue	General Fund	\$ 4,154,919	\$ 26,754,202	\$ 30,909,121
	Street Maintenance Fund	1,246,702	2,618,000	3,864,702
	Street Pavement Fund	2,814,697	1,418,000	4,232,697
	Development Fund	548,895	2,885,246	3,434,141
	Police Drug Seizure Fund	123,857	26,000	149,857
	Hotel-Motel Tax Fund	165,550	125,000	290,550
	Affordable Housing Sales Tax Fund	91,864	35,000	126,864
	American Rescue Plan Act (ARPA)	1,103,000	-	1,103,000
	Redondo Zone	67,349	129,800	197,149
	Waterfront Zone	13,303	438,550	451,853
	Pbpw Automation Fee	765,043	195,000	960,043
	Urban Forestry Fund	-	5,000	5,000
	Abatement Fund	42,508	3,600	46,108
	Ase-Automated Speed Enf	317,071	360,000	677,071
	Redondo Speed Enforcement	285,520	1,000,000	1,285,520
	Transport Benefit District	2,285,707	1,040,000	3,325,707
	Total Special Revenue Funds	9,871,066	10,279,196	20,150,262
Debt Service	Reet 2 Eligible Debt Service	9,318	210,195	219,513
	2023 LTGO Bond Debt Service	-	611,687	611,687
	2018 Ltgo & Refunding Bonds	113,222	226,601	339,823
	Total Debt Service Funds	122,540	1,048,483	1,171,023
Capital Projects	Reet 1St Quarter %	2,581,436	740,000	3,321,436
	Reet 2Nd Quarter	720,733	700,000	1,420,733
	Park Levy	289,145	150,000	439,145
	Park In Lieu	403,878	27,500	431,378
	One-Time Tax Revenues	1,163,348	50,000	1,213,348
	Municipal Capital Improvements	10,785,573	5,526,000	16,311,573
	Transportation Cap Imp	2,194,570	8,430,000	10,624,570
	Traffic In Lieu	333,772	460,000	793,772
	Traffic Impact - City Wide	1,033,993	345,000	1,378,993
	Traffic Impact Pac Ridge	731,052	120,000	851,052
	Total Capital Projects Funds	20,237,500	16,548,500	36,786,000
Enterprise	Marina Fund	16,525,581	5,684,747	22,210,328
	Surface Water Fund	30,100,170	7,038,001	37,138,171
	Total Enterprise Funds	46,625,751	12,722,748	59,348,499
Internal Service	Equipment Rental Operations	167,862	1,077,976	1,245,838
	Equipment Rental Replacement	5,148,638	2,280,778	7,429,416
	Facility Repair & Replacement	648,101	2,128,000	2,776,101
	Computer Equip Capital Fund	1,743,146	238,000	1,981,146
	Self-Insurance Fund	949,756	1,147,472	2,097,228
	Unemployment Insurance Fund	544,772	60,000	604,772
	Total Internal Service Funds	9,202,275	6,932,226	16,134,501
TOTAL BUDGET - ALL FUNDS		\$ 90,214,051	\$ 74,285,355	\$ 164,499,406



2025 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES				
	Fund	Expenditures	Projected Ending Fund Balance	Total Uses
Special Revenue	General Fund	\$ 26,113,975	\$ 4,795,146	\$ 30,909,121
	Street Maintenance Fund	2,741,053	1,123,649	3,864,702
	Street Pavement Fund	1,466,788	2,765,909	4,232,697
	Development Fund	3,092,528	341,613	3,434,141
	Police Drug Seizure Fund	20,500	129,357	149,857
	Hotel-Motel Tax Fund	120,000	170,550	290,550
	Affordable Housing Sales Tax Fund	35,000	91,864	126,864
	American Rescue Plan Act (ARPA)	1,103,000	-	1,103,000
	Redondo Zone	150,635	46,514	197,149
	Waterfront Zone	394,462	57,391	451,853
	Pbpw Automation Fee	120,409	839,634	960,043
	Urban Forestry Fund	5,000	-	5,000
	Abatement Fund	2,500	43,608	46,108
	Ase-Automated Speed Enf	432,976	244,095	677,071
	Redondo Speed Enforcement	938,824	346,696	1,285,520
	Transport Benefit District	1,400,000	1,925,707	3,325,707
	Total Special Revenue Funds	12,023,675	8,126,587	20,150,262
Debt Service	Reet 2 Eligible Debt Service	210,195	9,318	219,513
	2023 LTGO Bond Debt Service	611,685	2	611,687
	2018 Ltgo & Refunding Bonds	226,600	113,223	339,823
	Total Debt Service Funds	1,048,480	122,543	1,171,023
Capital Projects	Reet 1st Quarter %	2,380,979	940,457	3,321,436
	Reet 2Nd Quarter	483,504	937,229	1,420,733
	Park Levy	-	439,145	439,145
	Park In Lieu	46,000	385,378	431,378
	One-Time Tax Revenues	165,000	1,048,348	1,213,348
	Municipal Capital Improvements	15,558,000	753,573	16,311,573
	Transportation Cap Imp	9,020,000	1,604,570	10,624,570
	Traffic In Lieu	-	793,772	793,772
	Traffic Impact - City Wide	140,000	1,238,993	1,378,993
	Traffic Impact Pac Ridge	-	851,052	851,052
	Total Capital Projects Funds	27,793,483	8,992,517	36,786,000
Enterprise	Marina Fund	20,370,859	1,839,469	22,210,328
	Surface Water Fund	7,448,034	29,690,137	37,138,171
	Total Enterprise Funds	27,818,893	31,529,606	59,348,499
Internal Service	Equipment Rental Operations	855,438	390,400	1,245,838
	Equipment Rental Replacement	1,389,000	6,040,416	7,429,416
	Facility Repair & Replacement	2,116,885	659,216	2,776,101
	Computer Equip Capital Fund	460,000	1,521,146	1,981,146
	Self-Insurance Fund	1,260,971	836,257	2,097,228
	Unemployment Insurance Fund	300,000	304,772	604,772
	Total Internal Service Funds	6,382,294	9,752,207	16,134,501
TOTAL BUDGET - ALL FUNDS		\$ 101,180,801	\$ 63,318,605	\$ 164,499,406



2026 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES

	Fund	Projected Beginning Fund Balance	Revenues	Total Resources
	General Fund	\$ 4,795,146	\$ 26,462,073	\$ 31,257,219
Special Revenue	Street Maintenance Fund	1,123,649	2,587,000	3,710,649
	Street Pavement Fund	2,765,909	1,393,000	4,158,909
	Development Fund	341,613	2,858,422	3,200,035
	Police Drug Seizure Fund	129,357	26,000	155,357
	Hotel-Motel Tax Fund	170,550	128,000	298,550
	Affordable Housing Sales Tax Fund	91,864	35,000	126,864
	American Rescue Plan Act (ARPA)	-	-	-
	Redondo Zone	46,514	145,130	191,644
	Waterfront Zone	57,391	458,210	515,601
	Pbpw Automation Fee	839,634	190,000	1,029,634
	Urban Forestry Fund	-	5,000	5,000
	Abatement Fund	43,608	3,600	47,208
	Ase-Automated Speed Enf	244,095	357,500	601,595
	Redondo Speed Enforcement	346,696	1,000,000	1,346,696
	Transport Benefit District	1,925,707	1,020,000	2,945,707
	Total Special Revenue Funds	8,126,587	10,206,862	18,333,449
Debt Service	Reet 2 Eligible Debt Service	9,318	209,433	218,751
	2023 LTGO Bond Debt Service	2	611,685	611,687
	2018 Ltgo & Refunding Bonds	113,223	226,401	339,624
	Total Debt Service Funds	122,543	1,047,519	1,170,062
Capital Projects	Reet 1St Quarter %	940,457	720,000	1,660,457
	Reet 2Nd Quarter	937,229	680,000	1,617,229
	Park Levy	439,145	145,000	584,145
	Park In Lieu	385,378	27,500	412,878
	One-Time Tax Revenues	1,048,348	30,000	1,078,348
	Municipal Capital Improvements	753,573	4,218,000	4,971,573
	Transportation Cap Imp	1,604,570	6,070,000	7,674,570
	Traffic In Lieu	793,772	507,500	1,301,272
	Traffic Impact - City Wide	1,238,993	335,000	1,573,993
	Traffic Impact Pac Ridge	851,052	115,000	966,052
	Total Capital Projects Funds	8,992,517	12,848,000	21,840,517
Enterprise	Marina Fund	1,839,469	5,920,997	7,760,466
	Surface Water Fund	29,690,137	7,365,907	37,056,044
	Total Enterprise Funds	31,529,606	13,286,904	44,816,510
Internal Service	Equipment Rental Operations	390,400	1,085,106	1,475,506
	Equipment Rental Replacement	6,040,416	1,311,565	7,351,981
	Facility Repair & Replacement	659,216	1,421,000	2,080,216
	Computer Equip Capital Fund	1,521,146	280,000	1,801,146
	Self-Insurance Fund	836,257	1,203,720	2,039,977
	Unemployment Insurance Fund	304,772	55,000	359,772
	Total Internal Service Funds	9,752,207	5,356,391	15,108,598
TOTAL BUDGET - ALL FUNDS		\$ 63,318,605	\$ 69,207,749	\$ 132,526,354



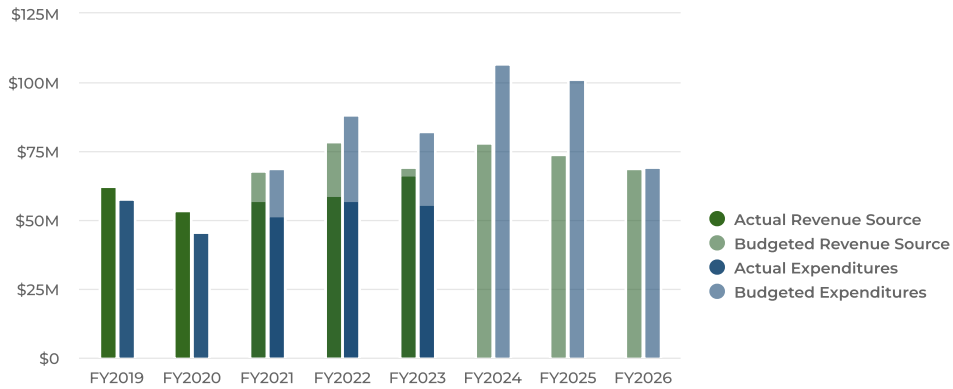
2026 PRELIMINARY BUDGET SUMMARY OF SOURCES AND USES				
	Fund	Expenditures	Projected Ending Fund Balance	Total Uses
Special Revenue	General Fund	\$ 26,285,660	\$ 4,971,559	\$ 31,257,219
	Street Maintenance Fund	2,751,352	959,297	3,710,649
	Street Pavement Fund	1,068,322	3,090,587	4,158,909
	Development Fund	3,184,570	15,464	3,200,035
	Police Drug Seizure Fund	20,500	134,857	155,357
	Hotel-Motel Tax Fund	125,000	173,550	298,550
	Affordable Housing Sales Tax Fund	35,000	91,864	126,864
	American Rescue Plan Act (ARPA)	-	-	-
	Redondo Zone	187,510	4,135	191,644
	Waterfront Zone	397,452	118,149	515,601
	Pbpw Automation Fee	133,541	896,093	1,029,634
	Urban Forestry Fund	5,000	-	5,000
	Abatement Fund	2,500	44,708	47,208
	Ase-Automated Speed Enf	311,905	289,690	601,595
	Redondo Speed Enforcement	960,649	386,047	1,346,696
	Transport Benefit District	1,400,000	1,545,707	2,945,707
	Total Special Revenue Funds	10,583,301	7,750,148	18,333,449
Debt Service	Reet 2 Eligible Debt Service	209,433	9,318	218,751
	2023 LTGO Bond Debt Service	611,685	2	611,687
	2018 Ltgo & Refunding Bonds	226,400	113,224	339,624
	Total Debt Service Funds	1,047,518	122,544	1,170,062
Capital Projects	Reet 1st Quarter %	792,040	868,417	1,660,457
	Reet 2nd Quarter	479,479	1,137,750	1,617,229
	Park Levy	39,000	545,145	584,145
	Park In Lieu	46,000	366,878	412,878
	One-Time Tax Revenues	50,000	1,028,348	1,078,348
	Municipal Capital Improvements	3,973,000	998,573	4,971,573
	Transportation Cap Imp	7,240,000	434,570	7,674,570
	Traffic In Lieu	-	1,301,272	1,301,272
	Traffic Impact - City Wide	-	1,573,993	1,573,993
	Traffic Impact Pac Ridge	-	966,052	966,052
	Total Capital Projects Funds	12,619,519	9,220,998	21,840,517
Enterprise	Marina Fund	5,770,807	1,989,659	7,760,466
	Surface Water Fund	7,301,634	29,754,410	37,056,044
	Total Enterprise Funds	13,072,441	31,744,069	44,816,510
Internal Service	Equipment Rental Operations	863,329	612,177	1,475,506
	Equipment Rental Replacement	1,887,600	5,464,381	7,351,981
	Facility Repair & Replacement	1,415,858	664,358	2,080,216
	Computer Equip Capital Fund	455,000	1,346,146	1,801,146
	Self-Insurance Fund	1,313,220	726,757	2,039,977
	Unemployment Insurance Fund	50,000	309,772	359,772
	Total Internal Service Funds	5,985,007	9,123,591	15,108,598
TOTAL BUDGET - ALL FUNDS		\$ 69,593,445	\$ 62,932,909	\$ 132,526,354



Summary

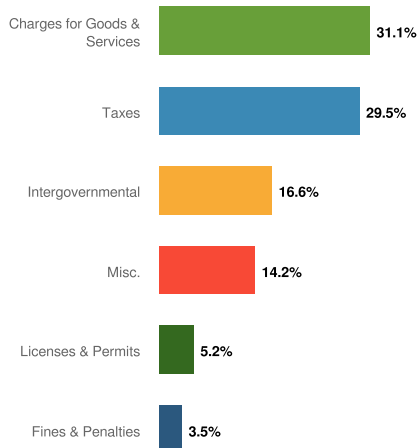
The City of Des Moines is projecting \$74.29M of revenue in FY2025, which represents a 5.2% decrease over the prior year and \$69.21M of revenue in FY2026, which represents a 6.8% decrease over the prior year.

Budgeted expenditures are projected to decrease by 5.2% or \$5.59M to \$101.18M in FY2025 and 31.2% or \$31.59M in FY2026.

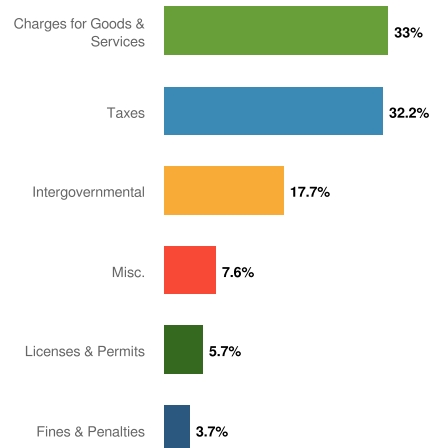


Revenues by Source

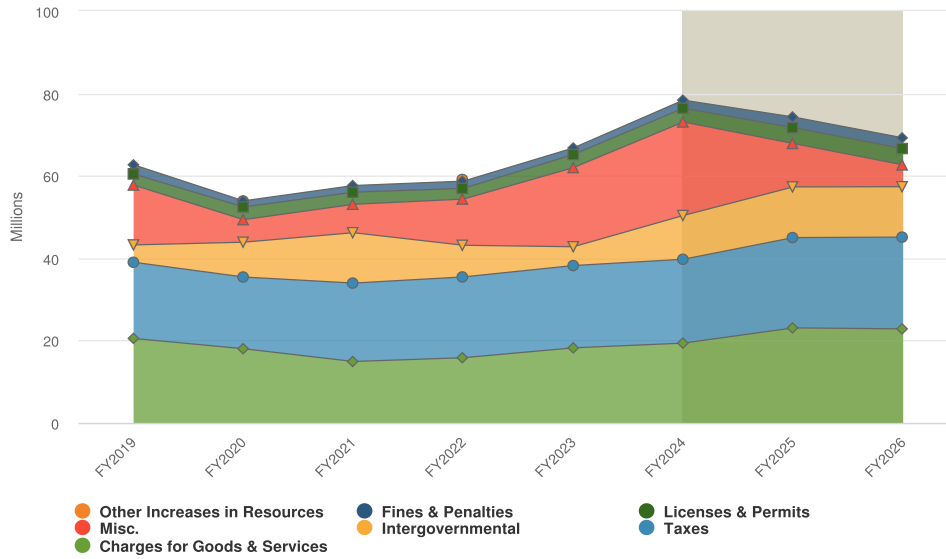
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



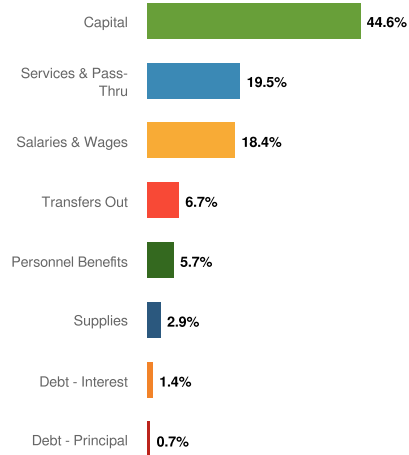
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes	\$19,980,896	\$20,363,272	\$20,145,660	\$21,930,457	\$22,280,200	7.7%
Licenses & Permits	\$3,193,368	\$3,342,270	\$3,483,000	\$3,850,764	\$3,974,771	15.2%
Intergovernmental	\$4,570,326	\$10,625,539	\$11,602,996	\$12,302,268	\$12,241,950	15.8%
Charges for Goods & Services	\$18,225,180	\$19,373,799	\$19,160,188	\$23,073,219	\$22,832,631	19.1%
Fines & Penalties	\$1,585,724	\$1,961,400	\$2,140,500	\$2,586,100	\$2,587,465	31.8%
Misc.	\$19,209,401	\$22,706,928	\$24,785,421	\$10,542,547	\$5,290,732	-53.6%
Other Increases in Resources	\$0	\$0	-\$1,000	\$0	\$0	0%
Total Revenue Source:	\$66,764,894	\$78,373,208	\$81,316,765	\$74,285,355	\$69,207,749	-5.2%

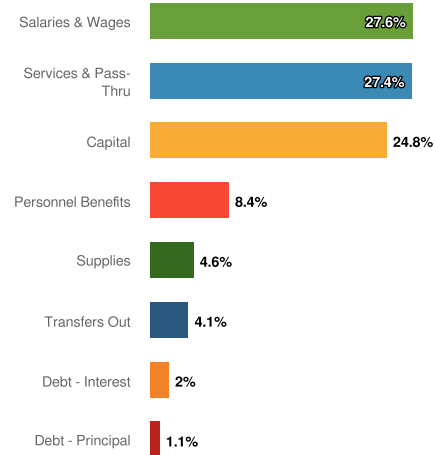


Expenditures by Expense Type

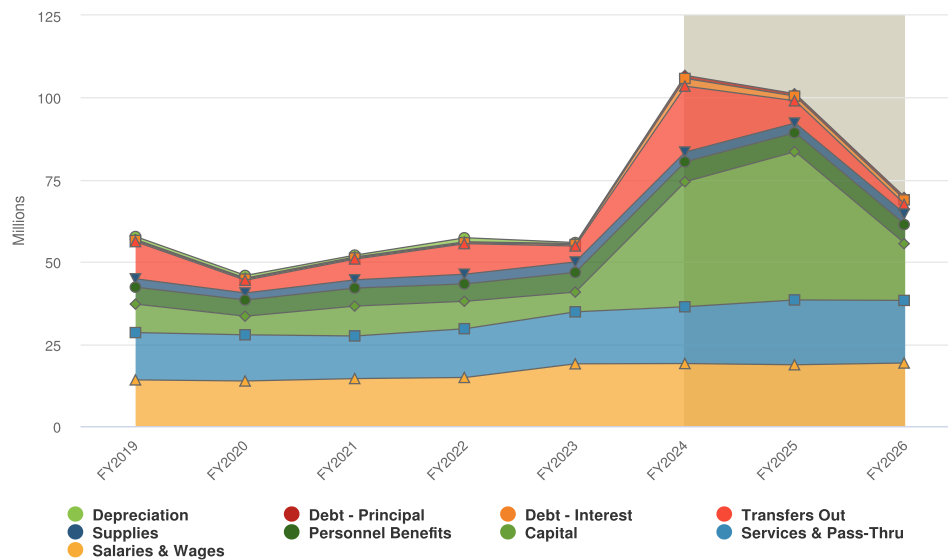
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Depreciation	\$306,779	\$0	-\$143,528	\$0	\$0	0%
Salaries & Wages	\$18,951,103	\$19,032,691	\$19,237,366	\$18,658,709	\$19,192,569	-2%
Personnel Benefits	\$5,988,787	\$6,073,727	\$6,129,302	\$5,757,159	\$5,825,248	-5.2%
Supplies	\$3,191,973	\$2,966,083	\$2,901,137	\$2,952,790	\$3,209,190	-0.4%
Services & Pass- Thru	\$15,821,703	\$17,292,058	\$18,175,875	\$19,734,699	\$19,061,670	14.1%
Capital	\$6,011,978	\$38,063,641	\$29,286,484	\$45,161,000	\$17,271,600	18.6%
Debt - Principal	\$318,075	\$935,482	\$715,482	\$716,863	\$741,863	-23.4%
Debt - Interest	\$431,544	\$2,348,217	\$2,472,265	\$1,433,613	\$1,406,054	-38.9%
Transfers Out	\$4,853,988	\$20,058,793	\$9,985,841	\$6,765,967	\$2,885,251	-66.3%
Total Expense Objects:	\$55,875,930	\$106,770,692	\$88,760,225	\$101,180,800	\$69,593,445	-5.2%





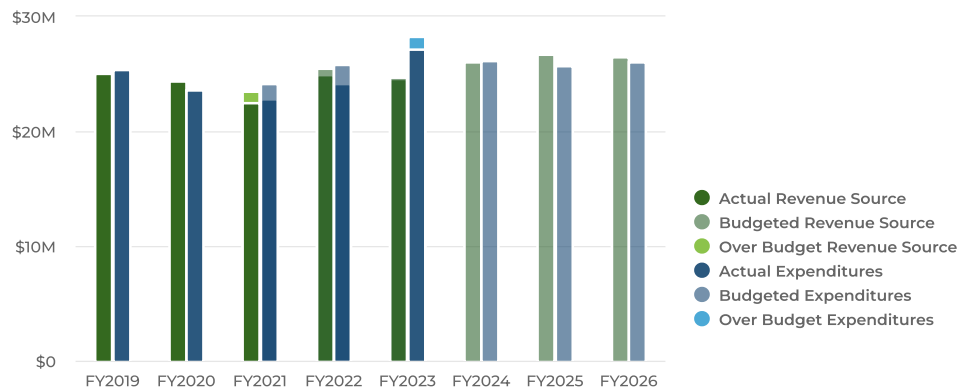
General Fund

The General Fund is the City's primary operating fund and is a major fund. It accounts for all financial resources except those required to be accounted for in other funds. It is generally considered to represent the basic operations of a municipality. It derives the majority of its revenues from property tax, sales tax, utility taxes, business & occupation taxes, and state-shared revenues.

Summary

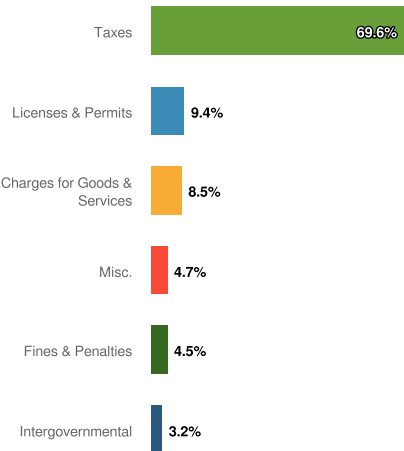
The City of Des Moines is projecting \$26.73M of revenue in FY2025, which represents a 2.2% increase over the prior year and \$26.51M of revenue in FY2026, which represents a 0.8% decrease over the prior year.

Budgeted expenditures are projected to decrease by 1.8% or \$483.77K to \$25.77M in FY2025 and 1.3% or \$331.64K in FY2026.

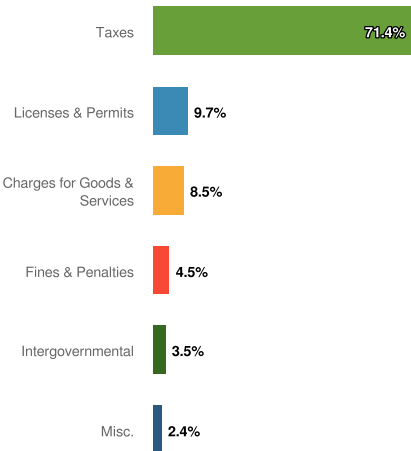


Revenues by Source

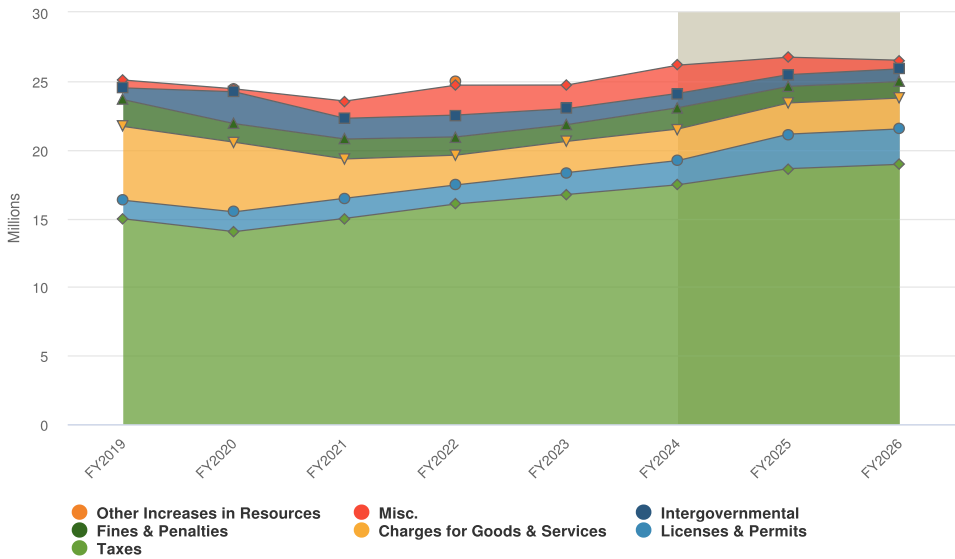
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



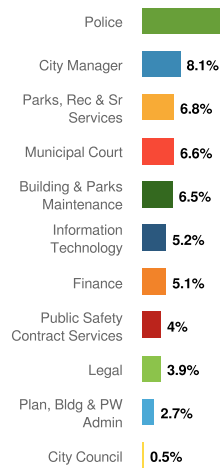
Name	FY2023 Actuals	FY2024 Amended Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes						
Property Tax	\$5,454,070	\$5,639,570	\$5,586,890	\$5,790,457	\$5,900,000	2.7%
Retail Sales	\$4,353,096	\$4,325,000	\$4,225,000	\$4,400,000	\$4,450,000	1.7%
Criminal Justice	\$1,207,639	\$1,300,000	\$1,240,000	\$1,400,000	\$1,400,000	7.7%
Business & Occupation	\$1,282,381	\$1,440,000	\$1,430,000	\$2,450,000	\$2,525,000	70.1%
Utility Taxes	\$4,215,887	\$4,459,106	\$4,220,262	\$4,310,000	\$4,380,000	-3.3%
Leasehold	\$212,207	\$240,000	\$235,000	\$240,000	\$250,000	0%
Gambling	\$6,970	\$35,000	\$25,000	\$25,000	\$25,000	-28.6%
Total Taxes:	\$16,732,250	\$17,438,676	\$16,962,152	\$18,615,457	\$18,930,000	6.7%
Licenses & Permits	\$1,594,642	\$1,765,000	\$1,790,000	\$2,513,500	\$2,579,500	42.4%
Total Licenses & Permits:	\$1,594,642	\$1,765,000	\$1,790,000	\$2,513,500	\$2,579,500	42.4%
Intergovernmental						
Federal Direct	\$40,338	\$25,000	\$40,000	\$40,000	\$0	60%
Federal Indirect	\$14,397	\$28,181	\$53,181	\$10,500	\$61,622	-62.7%
State Grants	\$131,469	\$0	\$49,638	\$8,000	\$45,000	N/A
State Shared Revenues	\$772,289	\$814,123	\$764,653	\$788,397	\$804,201	-3.2%
Local Grants	\$205,588	\$176,000	\$130,000	\$12,500	\$12,500	-92.9%
Total Intergovernmental:	\$1,164,081	\$1,043,304	\$1,037,472	\$859,397	\$923,323	-17.6%
Charges for Goods & Services						
General Govt.	\$1,805,572	\$1,775,535	\$1,751,435	\$1,761,976	\$1,702,667	-0.8%
Public Safety	\$99,653	\$83,300	\$84,000	\$86,400	\$88,400	3.7%
Natural and Economic Environment	-\$8,027	\$0	\$0	\$0	\$0	0%
Social Services	\$61,003	\$25,400	\$17,500	\$22,650	\$28,880	-10.8%
Culture & Rec.	\$318,498	\$413,500	\$361,300	\$403,500	\$429,000	-2.4%
Total Charges for Goods & Services:	\$2,276,700	\$2,297,735	\$2,214,235	\$2,274,526	\$2,248,947	-1%
Fines & Penalties	\$1,220,169	\$1,552,150	\$1,301,150	\$1,201,000	\$1,201,000	-22.6%
Total Fines & Penalties:	\$1,220,169	\$1,552,150	\$1,301,150	\$1,201,000	\$1,201,000	-22.6%
Misc.						
Interest and Other Earnings	\$105,602	\$106,000	\$81,000	\$56,000	\$31,000	-47.2%
Rents/Leases	\$358,402	\$511,570	\$367,360	\$453,300	\$480,325	907.3%
Non-Governmental Sources	\$14,667	\$24,000	\$15,220	\$2,500	\$1,500	-89.6%
Other	\$3,983	\$30,700	\$159,400	\$757,400	\$117,400	2,367.1%
Transfers In	\$1,235,552	\$1,850,617	\$1,850,617	\$0	\$0	-100%



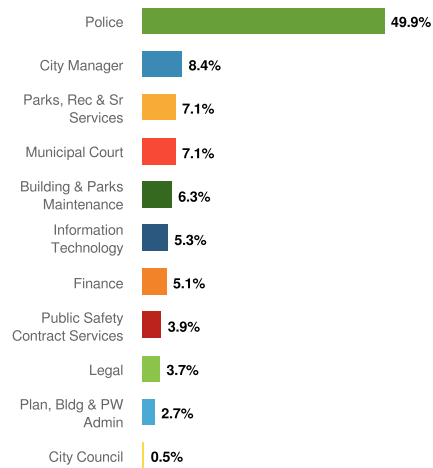
Name	FY2023 Actuals	FY2024 Amended Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Total Misc.:	\$1,718,205	\$2,522,887	\$2,473,597	\$1,269,200	\$630,225	-38.3%
Total Revenue Source:	\$24,706,047	\$26,619,752	\$25,778,606	\$26,733,080	\$26,512,995	2.2%

Expenditures by Function

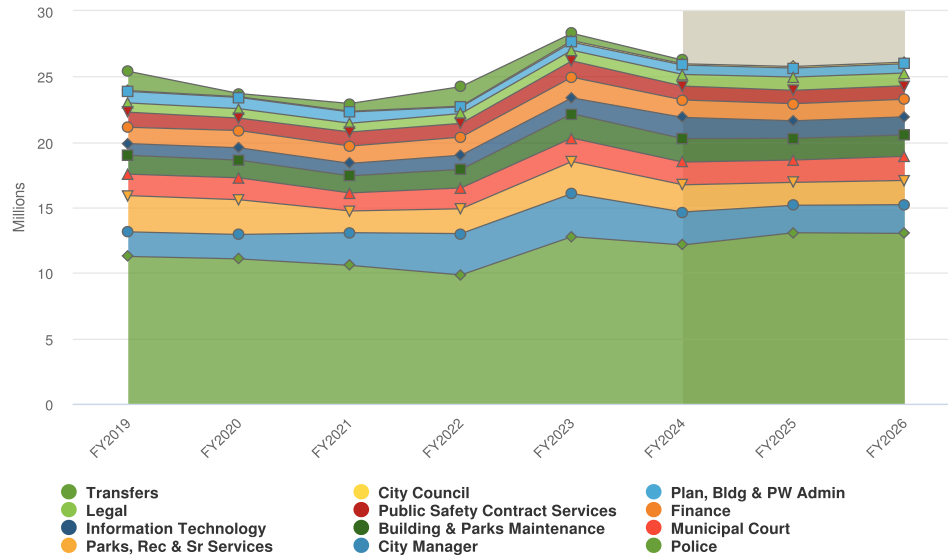
Budgeted 2025 Expenditures by Function



Budgeted 2026 Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Amended Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
City Council	\$124,655	\$95,981	\$180,851	\$119,696	\$120,720	24.7%
Building & Parks Maintenance	\$1,853,621	\$1,793,171	\$1,802,946	\$1,665,253	\$1,631,363	-7.1%
City Manager	\$3,293,706	\$2,517,221	\$2,585,035	\$2,097,819	\$2,196,802	-16.7%
Finance	\$1,580,758	\$1,334,670	\$1,151,542	\$1,306,317	\$1,343,978	-2.1%
Information Technology	\$1,214,440	\$1,618,534	\$1,540,534	\$1,332,120	\$1,386,842	-17.7%
Legal	\$814,437	\$889,357	\$861,357	\$1,015,611	\$974,588	14.2%
Municipal Court	\$1,793,579	\$1,735,021	\$1,746,571	\$1,706,115	\$1,842,157	-1.7%
Plan, Bldg & PW Admin	\$608,811	\$716,245	\$716,245	\$686,860	\$708,306	-4.1%
Parks, Rec & Sr Services	\$2,447,988	\$3,066,577	\$2,450,109	\$1,750,336	\$1,849,436	-15.8%
Transfers	\$559,110	\$277,600	\$226,600	\$0	\$0	-100%
Public Safety Contract Services	\$1,243,761	\$1,061,350	\$1,296,600	\$1,020,310	\$1,029,310	-3.9%
Police	\$12,766,871	\$12,133,208	\$12,316,905	\$13,066,031	\$13,014,603	7.7%
Total Expenditures:	\$28,301,737	\$27,238,936	\$26,875,295	\$25,766,468	\$26,098,104	-1.8%



Fund Balance





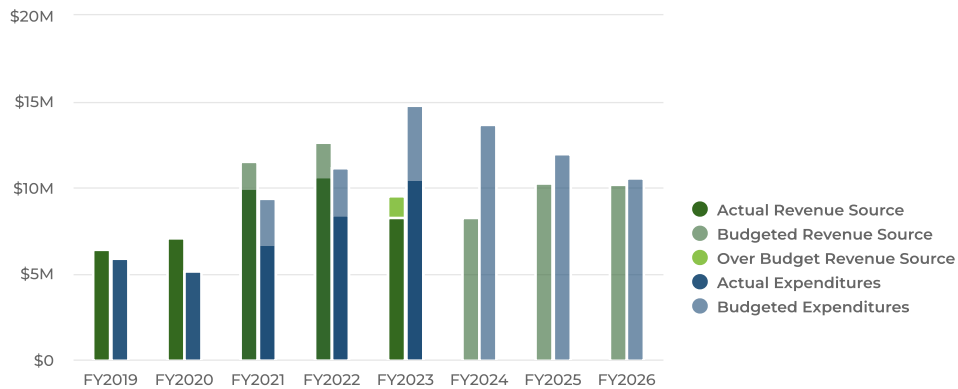
Special Revenue Funds

Special Revenue Funds account for the revenues and expenditures that are dedicated for specific purposes through either State Statute or City Council Policy.

Summary

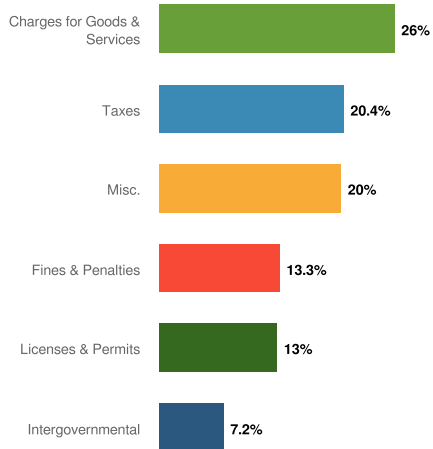
The City of Des Moines is projecting \$10.28M of revenue in FY2025, which represents a 24.0% increase over the prior year and \$10.21M of revenue in FY2026, which represents a 0.7% decrease over the prior year.

Budgeted expenditures are projected to decrease by 12.1% or \$1.66M to \$12.02M in FY2025 and 12.0% or \$1.44M in FY2026.

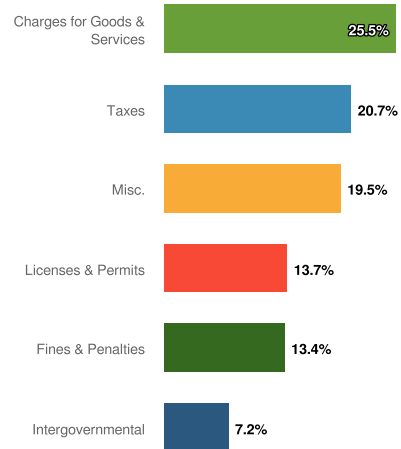


Revenues by Source

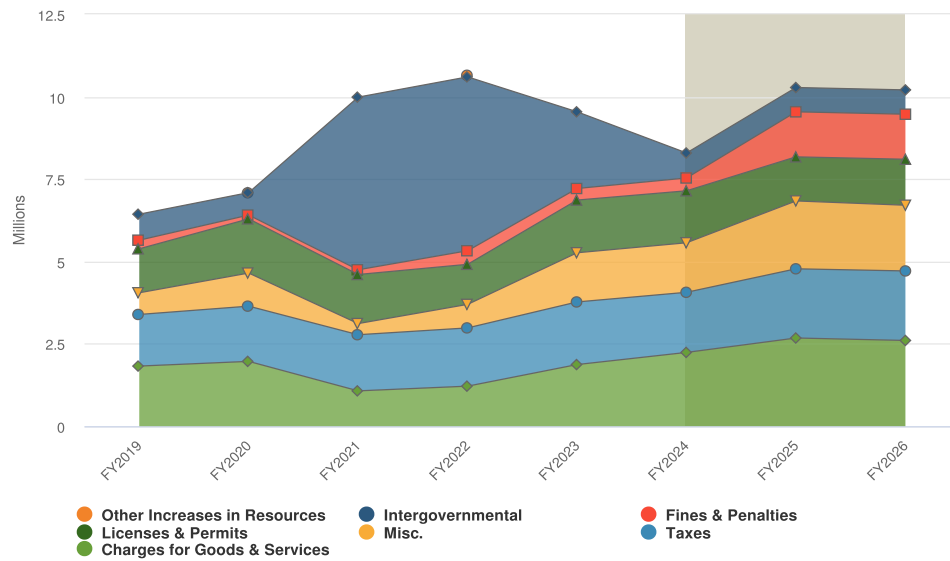
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source

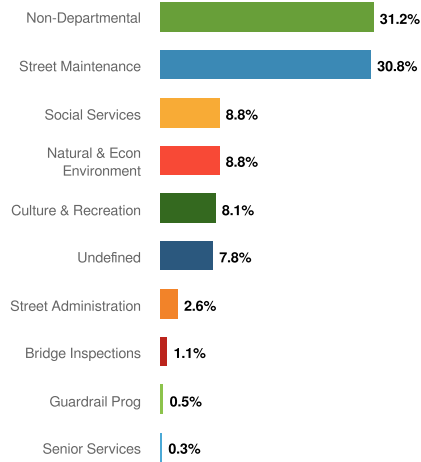


Budgeted and Historical 2025 Revenues by Source

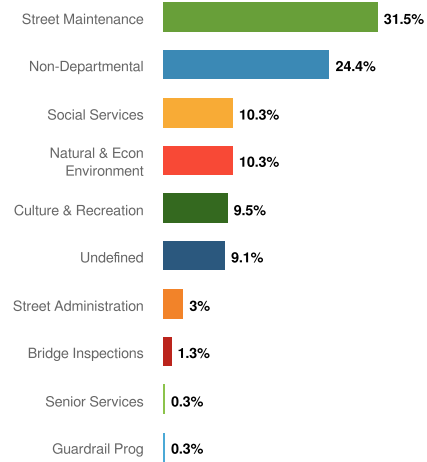


Expenditures by Function

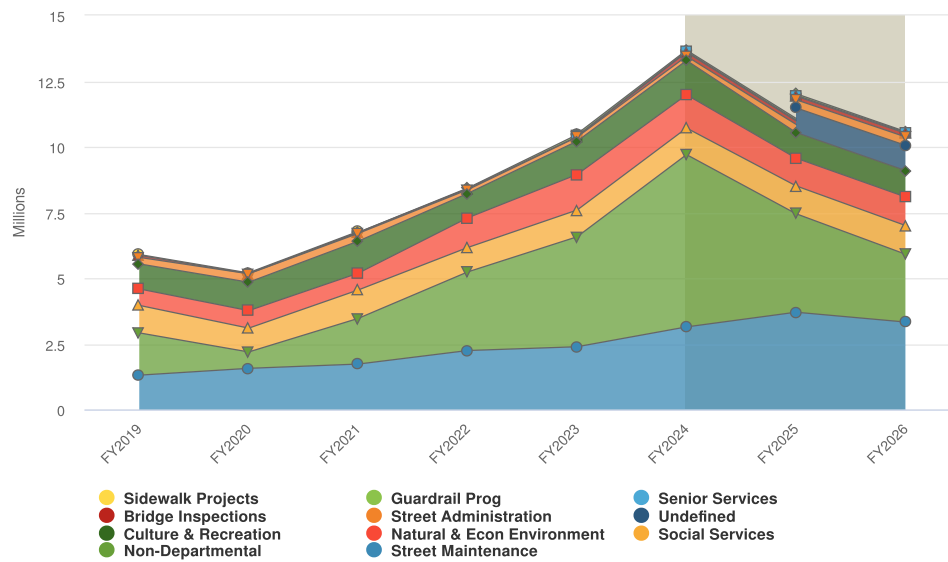
Budgeted 2025 Expenditures by Function



Budgeted 2026 Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.



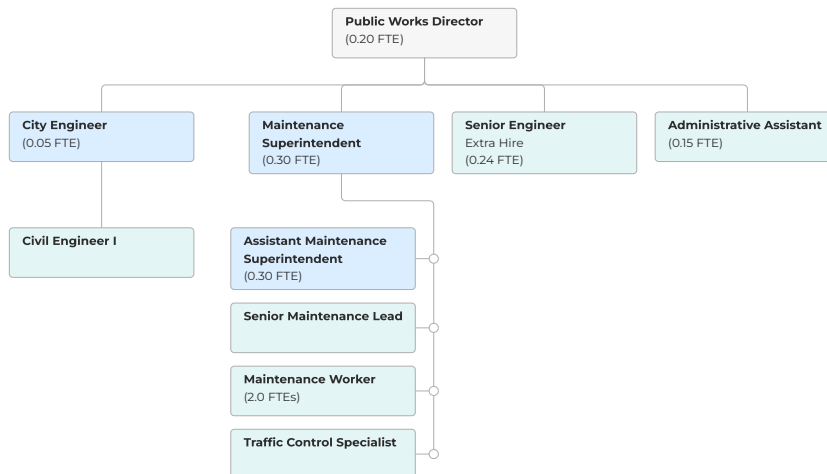


Street Maintenance Fund

The purpose of the Street Maintenance Fund is to account for the operations related to the maintenance of City streets.

Organization Chart

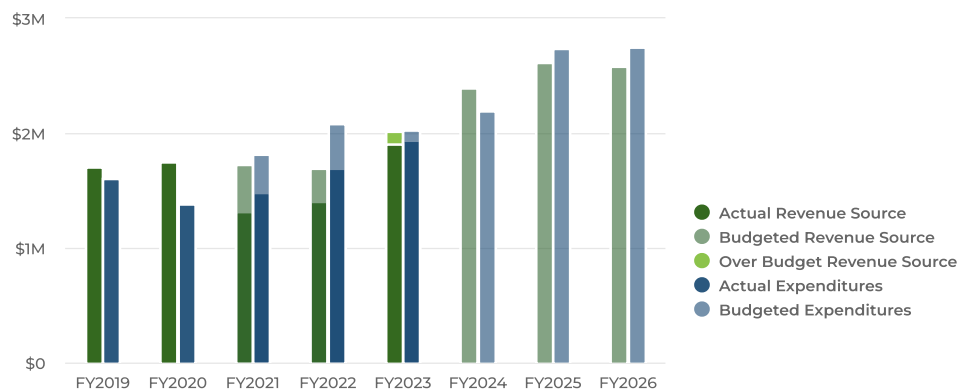
Street Maintenance Fund



Summary

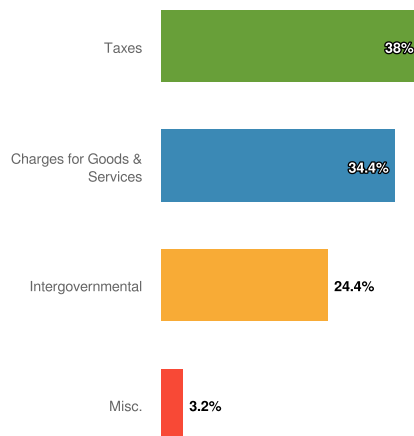
The City of Des Moines is projecting \$2.62M of revenue in FY2025, which represents a 9.1% increase over the prior year and \$2.59M of revenue in FY2026, which represents a 1.2% decrease over the prior year.

Budgeted expenditures are projected to increase by 24.7% or \$542.45K to \$2.74M in FY2025 and 0.4% or \$10.3K in FY2026.

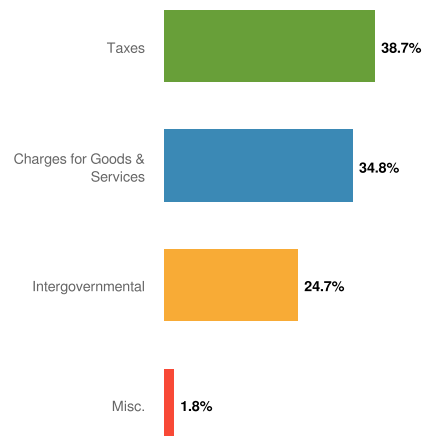


Revenues by Source

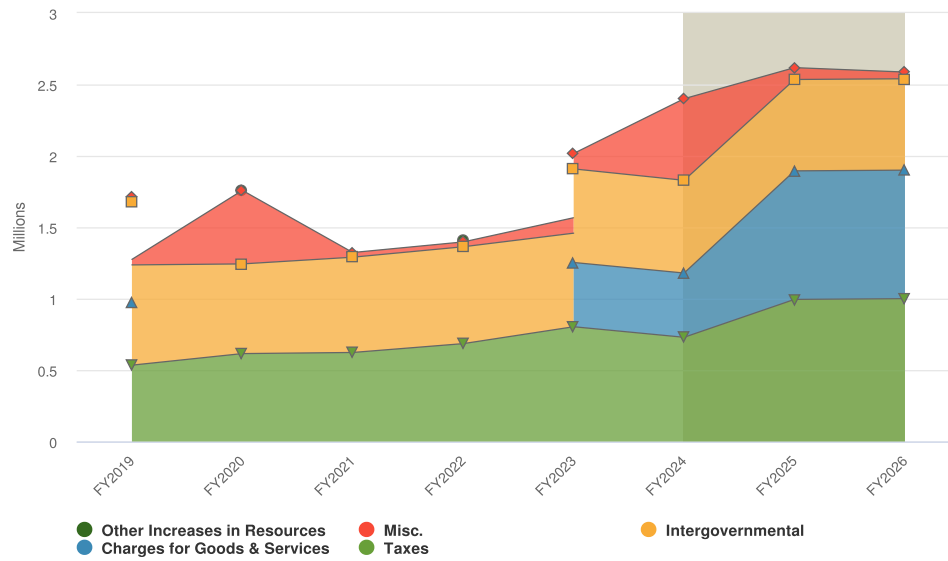
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

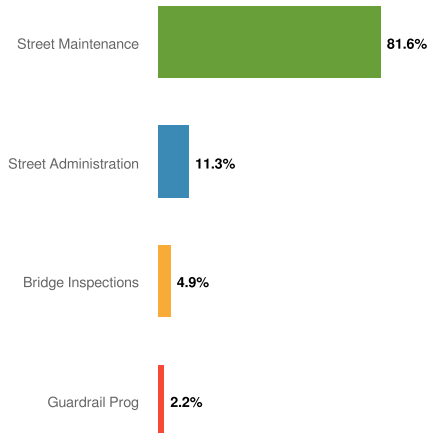
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes						
SANITATION UTILITY TAX 10%	\$702,881	\$637,100	\$850,000	\$900,000	\$900,000	41.3%
UTILITY TAXES - SWM	\$100,564	\$92,496	\$92,496	\$95,000	\$100,000	2.7%
Total Taxes:	\$803,445	\$729,596	\$942,496	\$995,000	\$1,000,000	36.4%
Intergovernmental						
MULTIMODAL TRANSPORATION	\$43,057	\$42,573	\$42,573	\$40,000	\$40,000	-6%
VEHICLE FUEL TAX	\$612,252	\$606,662	\$606,662	\$600,000	\$600,000	-1.1%
Total Intergovernmental:	\$655,309	\$649,235	\$649,235	\$640,000	\$640,000	-1.4%
Charges for Goods & Services						
I/F TBD STREET MTC SERVICES	\$450,000	\$450,000	\$450,000	\$900,000	\$900,000	100%
Total Charges for Goods & Services:	\$450,000	\$450,000	\$450,000	\$900,000	\$900,000	100%
Misc.						
INTEREST REVENUE	\$14,053	\$2,500	\$27,000	\$24,000	\$17,000	860%



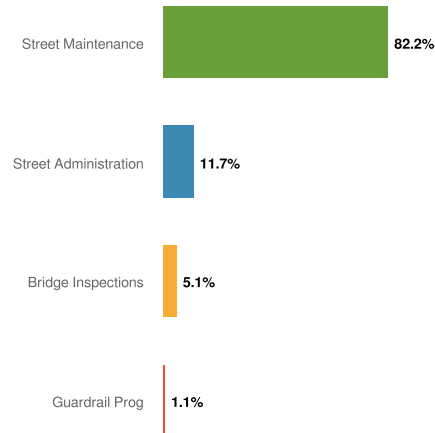
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
MISCELLANEOUS	-\$424	\$0	\$0	\$0	\$0	0%
XFER IN FROM ARPA	\$0	\$20,000	\$20,000	\$0	\$0	-100%
XFER IN FROM TBD	\$0	\$500,000	\$500,000	\$0	\$0	-100%
XFER IN FROM 302	\$0	\$29,000	\$29,000	\$29,000	\$0	0%
XFER IN FROM ASE	\$94,525	\$20,000	\$20,000	\$0	\$0	-100%
STREET TXR IN FROM FUND 191	\$0	\$0	\$0	\$30,000	\$30,000	N/A
Total Misc.:	\$108,153	\$571,500	\$596,000	\$83,000	\$47,000	-85.5%
Total Revenue Source:	\$2,016,907	\$2,400,331	\$2,637,731	\$2,618,000	\$2,587,000	9.1%

Expenditures by Function

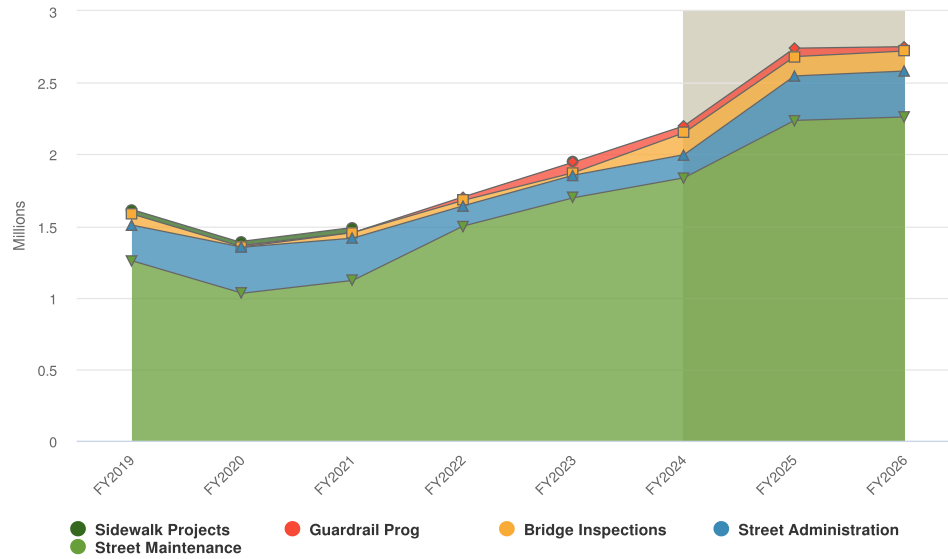
Budgeted 2025 Expenditures by Function



Budgeted 2026 Expenditures by Function



Budgeted and Historical Expenditures by Function

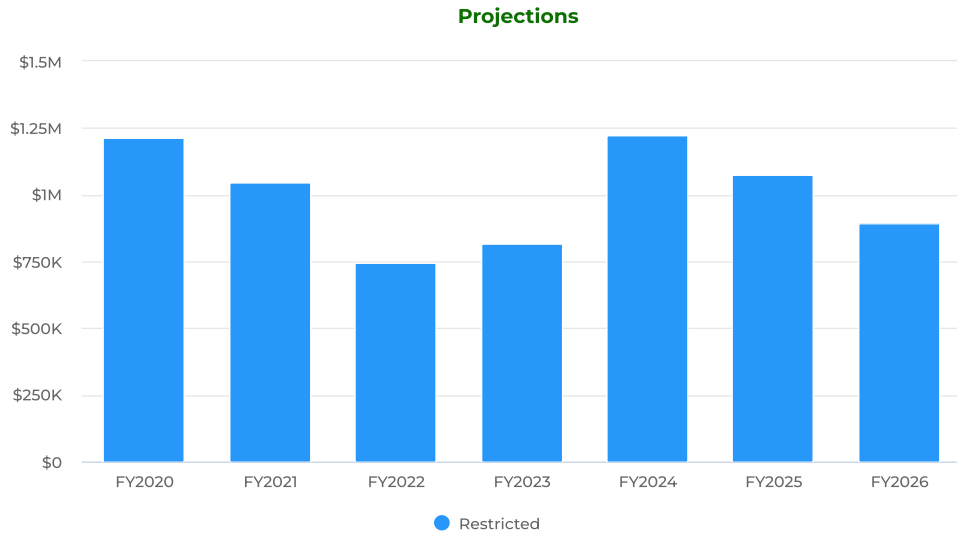


Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Bridge Inspections	\$17,388	\$153,000	\$153,000	\$135,000	\$140,000	-11.8%
Sidewalk Projects	\$676	\$0	\$0	\$0	\$0	0%
Guardrail Prog	\$73,848	\$48,000	\$48,000	\$59,000	\$30,000	22.9%
Street Maintenance	\$1,696,988	\$1,835,906	\$1,835,906	\$2,236,660	\$2,260,608	21.8%
Street Administration	\$157,495	\$161,696	\$168,696	\$310,393	\$320,743	92%
Total Expenditures:	\$1,946,396	\$2,198,602	\$2,205,602	\$2,741,053	\$2,751,352	24.7%



Fund Balance





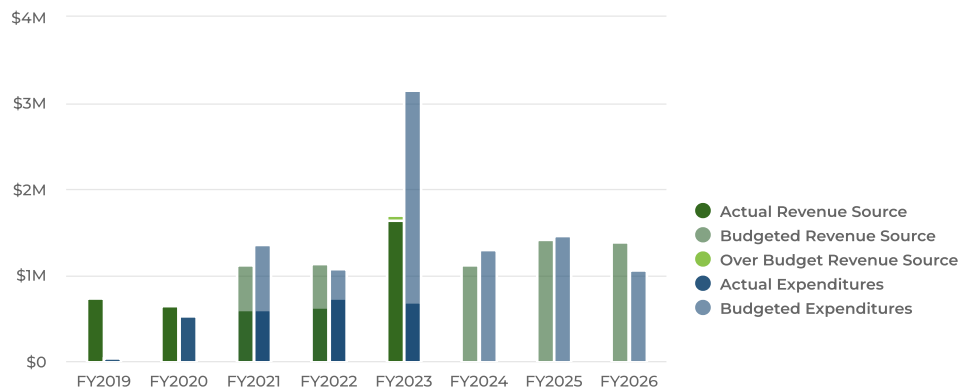
Street Pavement Fund

The purpose of the Street Pavement Fund is to account for the City's pavement management program.

Summary

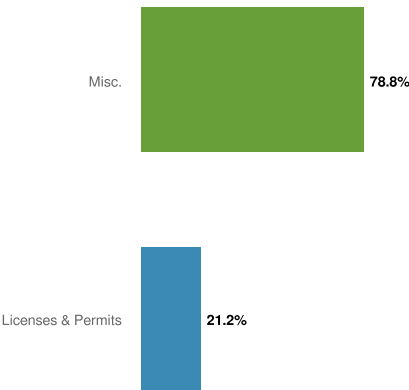
The City of Des Moines is projecting \$1.42M of revenue in FY2025, which represents a 26.3% increase over the prior year and \$1.39M of revenue in FY2026, which represents a 1.8% decrease over the prior year.

Budgeted expenditures are projected to increase by 12.1% or \$158.79K to \$1.47M in FY2025 and 27.2% or \$398.47K in FY2026.

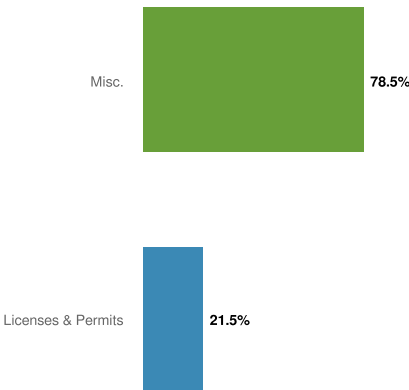


Revenues by Source

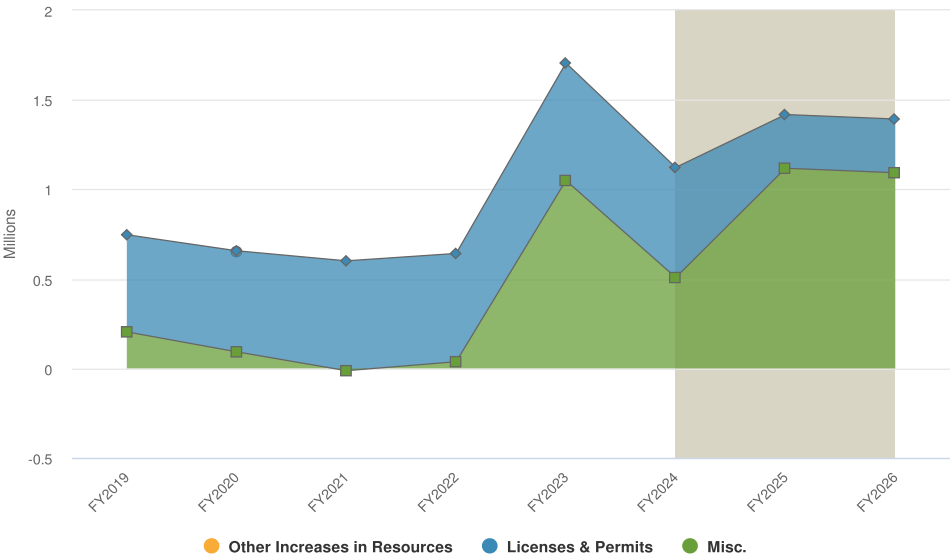
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source

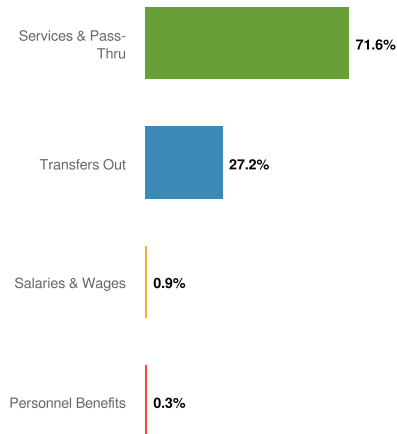


Grey background indicates budgeted figures.

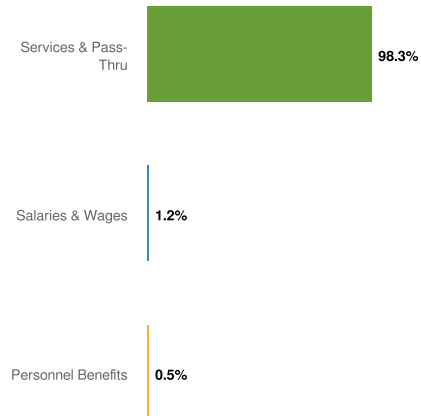
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Licenses & Permits	\$656,464	\$615,000	\$615,000	\$300,000	\$300,000	-51.2%
Total Licenses & Permits:	\$656,464	\$615,000	\$615,000	\$300,000	\$300,000	-51.2%
Misc.						
Interest and Other Earnings	\$49,554	\$7,500	\$120,000	\$75,000	\$50,000	900%
Transfers In	\$1,000,000	\$500,000	\$500,000	\$1,043,000	\$1,043,000	108.6%
Total Misc.:	\$1,049,554	\$507,500	\$620,000	\$1,118,000	\$1,093,000	120.3%
Total Revenue Source:	\$1,706,017	\$1,122,500	\$1,235,000	\$1,418,000	\$1,393,000	26.3%

Expenditures by Expense Type

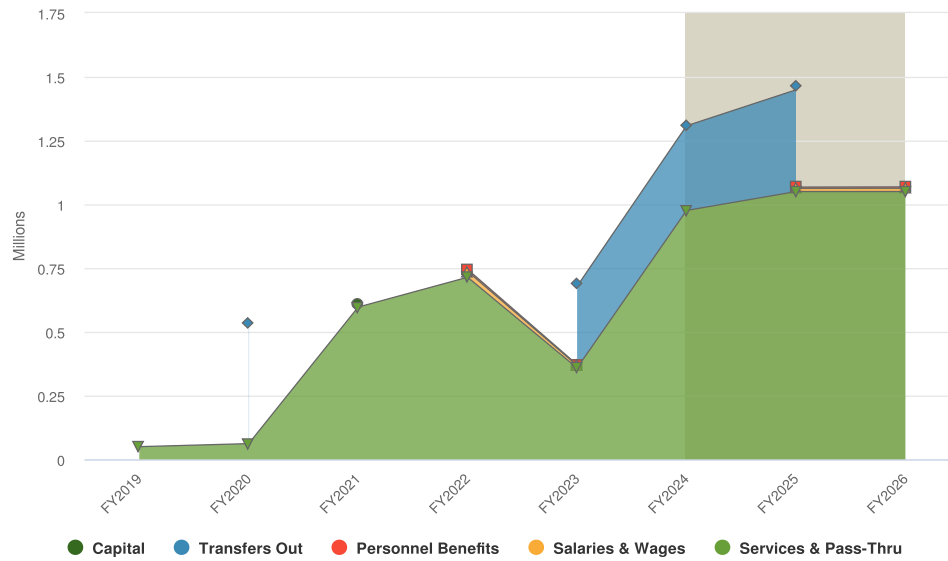
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



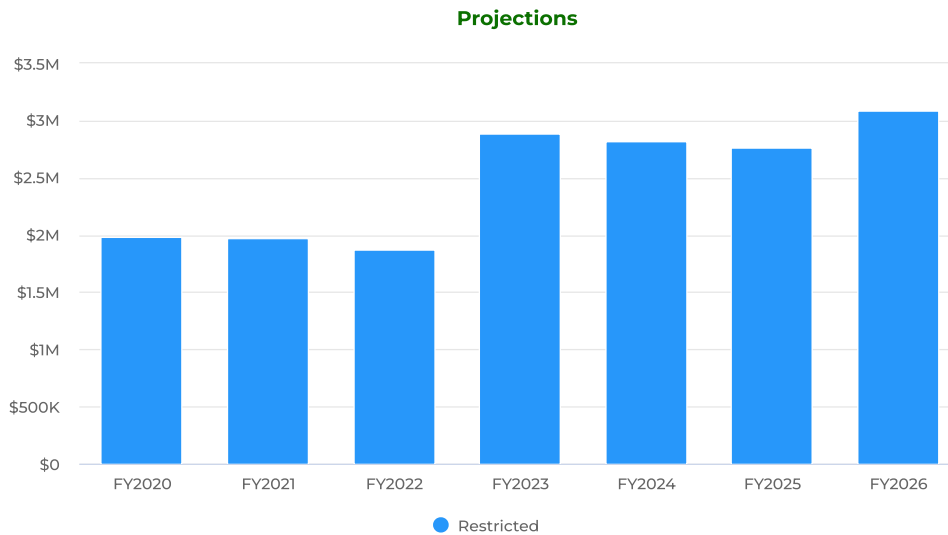
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages						
Street Maintenance						
SALARIES & WAGES	\$9,976	\$0	\$0	\$12,744	\$13,126	N/A
Total Street Maintenance:	\$9,976	\$0	\$0	\$12,744	\$13,126	N/A
Total Salaries & Wages:	\$9,976	\$0	\$0	\$12,744	\$13,126	N/A
Personnel Benefits						
Street Maintenance						
BENEFITS - FEDERAL	\$145	\$0	\$0	\$189	\$195	N/A
BENEFITS - STATE	\$138	\$0	\$0	\$295	\$304	N/A
BENEFITS - RETIREMENT	\$1,009	\$0	\$0	\$1,238	\$1,275	N/A
BENEFITS - ICMA	\$658	\$0	\$0	\$870	\$896	N/A
BENEFITS - MED/DENTAL	\$1,143	\$0	\$0	\$2,306	\$2,375	N/A
BENEFITS - OTHER	\$96	\$0	\$0	\$146	\$150	N/A
Total Street Maintenance:	\$3,189	\$0	\$0	\$5,044	\$5,195	N/A
Total Personnel Benefits:	\$3,189	\$0	\$0	\$5,044	\$5,195	N/A
Services & Pass-Thru						



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Street Maintenance						
INTERFUND FINANCIAL SERVICES	\$3,678	\$0	\$0	\$0	\$0	0%
CONTINGENCIES ARTERIAL ST PAVI	\$354,602	\$976,000	\$976,000	\$1,050,000	\$1,050,000	7.6%
Total Street Maintenance:	\$358,280	\$976,000	\$976,000	\$1,050,000	\$1,050,000	7.6%
Total Services & Pass-Thru:	\$358,280	\$976,000	\$976,000	\$1,050,000	\$1,050,000	7.6%
Transfers Out						
Street Maintenance						
TRANSFERS OUT TO FUND 319	\$320,449	\$332,000	\$332,000	\$399,000	\$0	20.2%
Total Street Maintenance:	\$320,449	\$332,000	\$332,000	\$399,000	\$0	20.2%
Total Transfers Out:	\$320,449	\$332,000	\$332,000	\$399,000	\$0	20.2%
Total Expense Objects:	\$691,894	\$1,308,000	\$1,308,000	\$1,466,788	\$1,068,322	12.1%

Fund Balance





Development Fund

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.

* This fund was created in 2017, PBPW (Planning, Building and Public Works) is split into tax-based and fee-based. This fund includes "fee-based" activities. The "tax-based" activities are included in the General Fund.

These divisions include:

- Planning & Development Services. Planning Services assists in developing and implementing long-range land use plans. Development Services reviews proposals and drafts code and zoning amendments.
- Building Division. Oversees building construction. It reviews building plans, issues permits and inspects buildings during construction to ensure compliance with approved plans and codes.
- Joint & Minor Home Repair. Provides funding for low-income families for minor home repairs.
- Code Enforcement. Provides enforcement of the City's Municipal Code, International Building Code, International Fire Code, RCW codes and WAC codes.
- Engineering Services. This division is responsible for the city's transportation infrastructure system. It studies and plans for improvements, seeks grant funding, designs and oversees construction. It also reviews residential and commercial development plans.
- City Project Management. Provides management of projects listed in the city's CIP plan.

Mission

The City of Des Moines Community Development Department is made up of two Divisions, Planning and Building, and is dedicated to fostering a vibrant, sustainable, and inclusive community by guiding thoughtful growth and development. We strive to enhance the quality of life for all residents by ensuring safe, attractive, and well-planned neighborhoods. Through collaboration, innovation, and adherence to best practices as well as local, state, and federal regulations, we work to preserve our city's unique character while promoting economic vitality, environmental stewardship, and public health. Our commitment is to provide professional and courteous service, engaging the community in shaping a thriving future for Des Moines.

Department Overview

Planning Division:

The Planning Division is committed to serving all residents with professionalism and courtesy, ensuring that Des Moines continues to be a healthy, safe, attractive, and enjoyable place to live, work, and visit. We play a key role in shaping the future of the city's built environment by ensuring that all development activities align with the city's adopted comprehensive plans and regulations. We also work through and/or assist our Code Enforcement Officer in several land use related code enforcement cases. We prioritize timely, accurate information and community engagement to support the city's vision for long-term growth and development.

Building Division:

The Building Division serves residents by ensuring that all development projects adhere to the adopted standards of public safety, accessibility, energy codes, and compliance with structural, electrical, plumbing, and mechanical standards. Under the direction of the Building Official, the division works in concert with the Planning Department to review, permit, and inspect development activities, ensuring compliance with the city's land use and construction codes. We also work through and/or assist our Code Enforcement Officer in several building related code enforcement cases. Our mission is to support a safe and resilient built environment while providing exceptional customer service and fostering a collaborative approach to community development.

- Administer the City's Comprehensive Plan
- Review and approve land use applications
- Code enforcement investigations
- Facilitate pre-application meetings
- Update the City's zoning and building codes as necessary
- Review and issuance of permits
- Inspection services for issued building permits

2024 Accomplishments

2024 Accomplishments

- **Comprehensive Plan Updates:** Comprehensive Plan updates to reflect the evolving needs of the community, ensuring alignment with state regulations and regional growth strategies.
- **Zoning Code Amendments:** Completed critical updates to the zoning code, promoting mixed-use development and addressing housing affordability, consistent with the Growth Management Act.
- **Building Code (Title 14) Update:** Completed essential updates the Buildings and Construction codes to improve public understanding and ensure relevance and efficiency of the Municipal Code. Included joint efforts with South King Fire to enhance fire safety regulations.
- **Key Certificate of Occupancies:** Completed inspections and issued a Certificate of Occupancy for the Des Moines Theater project (residential units) and Wesley Homes Phase 3.
- **Code Enforcement:** Investigated and closed many code enforcement cases, while working on several ongoing and new cases as they arise to ensure code compliance.



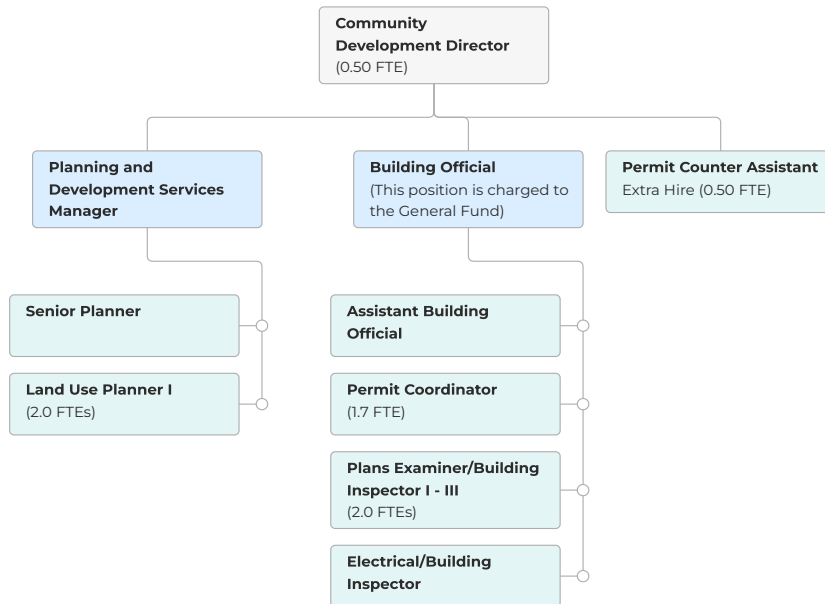
2025 - 2026 Goals

- **Safety and Compliance:** Ensure all construction projects meet the minimum requirements for safety, health, energy, accessibility, general welfare, and comply with local, state, and federal regulations.
- **Efficiency in Permitting:** Streamline the permitting process to reduce turnaround times while maintaining local, state, and federal standards and regulations.
- **Customer Service:** Continue to provide timely, accurate, and courteous service to residents, developers, and contractors, ensuring that all inquiries and applications are handled efficiently.
- **Implement the Comprehensive Plan:** Ensure that all development projects align with the goals and objectives outlined in the city's Comprehensive Plan, including land use, transportation, housing, and environmental sustainability.
- **Community Engagement** Increase public participation in the planning process by organizing workshops, public forums, and surveys to gather input and foster community involvement.
- **Sustainable Growth** Promote policies that encourage sustainable development practices, preserving natural resources and enhancing the quality of life for all residents.
- **Coordinate Review and Completion of City Projects:** Continue to collaborate with Planning, Building, Public Works, and other departments and agencies on City projects such as the Marina Steps, Marina dock replacements, and Redondo fishing pier and bathroom replacement.



Organizational Chart

Development Fund - Community Development



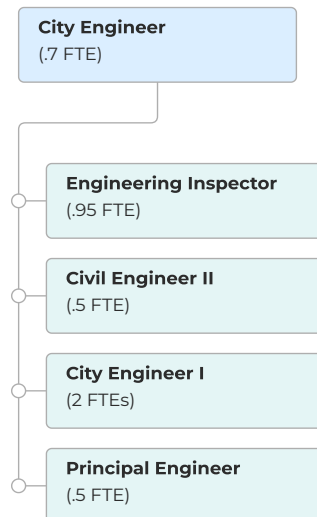
Organizational Chart (Cont.)

Development Fund - Public Works



Organizational Chart (Cont.)

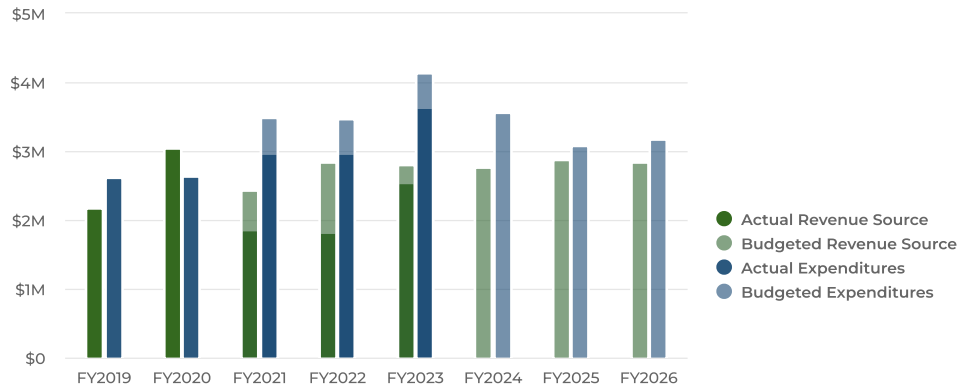
Development Fund - City Engineer Direct Reports



Summary

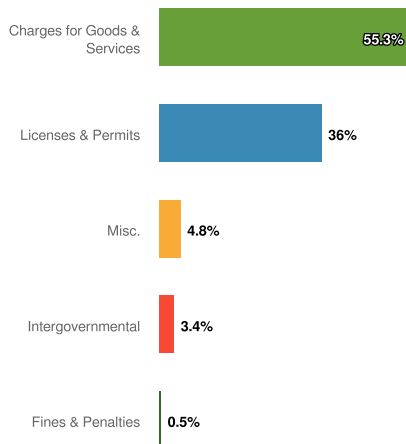
The City of Des Moines is projecting \$2.89M of revenue in FY2025, which represents a 3.8% increase over the prior year and \$2.86M of revenue in FY2026, which represents a 0.9% decrease over the prior year.

Budgeted expenditures are projected to decrease by 13.7% or \$490.3K to \$3.09M in FY2025 and 3.0% or \$92.04K in FY2026.

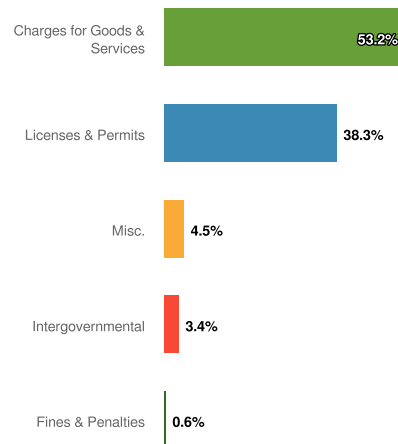


Revenues by Source

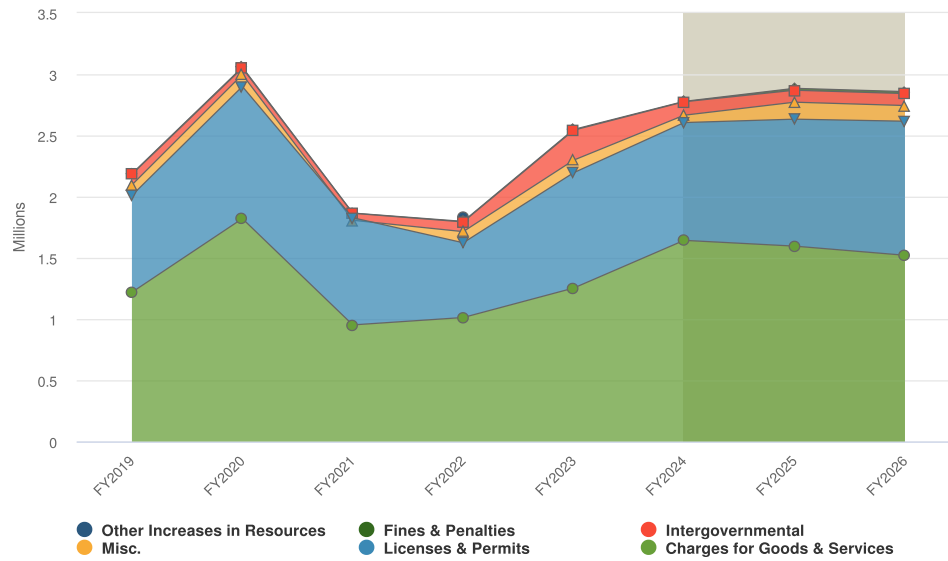
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Licenses & Permits						
Non-Business						
LAND CLEARING PERMITS	\$77,755	\$140,000	\$140,000	\$80,000	\$82,400	-42.9%
BUILDING PERMITS	\$608,854	\$500,000	\$700,000	\$685,465	\$725,284	37.1%
FIRE DIST PERMITS-CITY PORTION	\$7,206	\$8,000	\$3,000	\$3,399	\$3,596	-57.5%
PLUMBING PERMITS	\$21,422	\$60,000	\$25,000	\$28,600	\$30,261	-52.3%
MECHANICAL PERMITS	\$80,083	\$89,270	\$75,000	\$85,800	\$90,784	-3.9%
ELECTRICAL PERMITS	\$146,942	\$165,000	\$135,000	\$154,000	\$162,946	-6.7%
Total Non-Business:	\$942,262	\$962,270	\$1,078,000	\$1,037,264	\$1,095,271	7.8%
Total Licenses & Permits:	\$942,262	\$962,270	\$1,078,000	\$1,037,264	\$1,095,271	7.8%
Intergovernmental						
DEPT OF ECOLOGY	\$0	\$62,500	\$0	\$0	\$0	-100%
DEPT OF COMMERCE GRANTS	\$162,500	\$0	\$60,000	\$15,000	\$15,000	N/A
DEPT OF ECOLOGY RECYCLE	\$25,774	\$20,500	\$20,500	\$20,856	\$20,856	1.7%
KING CO HEALTH RECYCLE GRANT	\$25,949	\$0	\$25,000	\$14,381	\$14,381	N/A



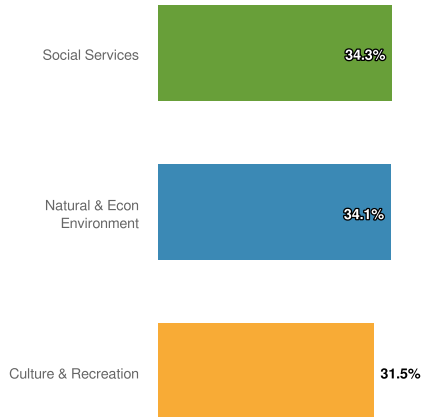
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
KCINTERLOCAL RECYCLE/PORT ED G	\$23,517	\$0	\$16,000	\$20,512	\$20,512	N/A
FEDERAL INDIRECT HUD	\$7,670	\$0	\$7,789	\$0	\$0	0%
CDBG/JOINT MINOR HOME REPAIR P	-\$526	\$27,000	\$27,000	\$27,000	\$27,000	0%
Total Intergovernmental:	\$244,883	\$110,000	\$156,289	\$97,749	\$97,749	-11.1%
Charges for Goods & Services						
General Govt.						
RIGHT-OF-WAY PERMITS	\$141,419	\$125,000	\$200,000	\$137,500	\$141,250	10%
ENGINEERING PLAN REVIEW	\$0	\$25,000	\$0	\$0	\$0	-100%
OTHER ENGINEER FEES & CHARGES	\$199,755	\$205,224	\$150,000	\$149,254	\$18,657	-27.3%
INTERFD CHRGS/ENGR CIP SUPPORT	\$0	\$250,000	\$250,000	\$334,537	\$344,573	33.8%
DM DIST POOL CIP ADMIN SERVICE	\$9,415	\$10,000	\$5,000	\$10,000	\$10,000	0%
Total General Govt.:	\$350,589	\$615,224	\$605,000	\$631,291	\$514,480	2.6%
Public Safety						
INSPECTIONS/WABO PERMIT FEE	\$1,320	\$1,800	\$2,500	\$2,860	\$3,026	58.9%
Total Public Safety:	\$1,320	\$1,800	\$2,500	\$2,860	\$3,026	58.9%
Natural and Economic Environment						
ZONING FEES	\$180,085	\$136,168	\$136,168	\$154,278	\$163,240	13.3%
ZONING ONE TIME	\$97,273	\$200,000	\$200,000	\$165,000	\$174,585	-17.5%
PLAN CHECK FEES	\$0	\$30,000	\$0	\$0	\$0	-100%
SEPA RELATED MITIGATION FEES	\$0	\$100,000	\$0	\$0	\$0	-100%
OTHER PLAN FEES	\$49,000	\$0	\$0	\$0	\$0	0%
PLAN CHECK FEES	\$514,857	\$500,000	\$450,000	\$577,500	\$598,900	15.5%
FIRE DIST PLANS - CITY PORTION	\$4,684	\$5,000	\$4,000	\$4,620	\$4,888	-7.6%
PLAN CHECK FEES	\$55,719	\$55,000	\$55,000	\$60,500	\$62,150	10%
Total Natural and Economic Environment:	\$901,617	\$1,026,168	\$845,168	\$961,898	\$1,003,763	-6.3%
Total Charges for Goods & Services:	\$1,253,526	\$1,643,192	\$1,452,668	\$1,596,049	\$1,521,269	-2.9%
Fines & Penalties						
PENALTIES-STOP WORK	\$5,835	\$3,000	\$15,000	\$15,500	\$15,965	416.7%
Total Fines & Penalties:	\$5,835	\$3,000	\$15,000	\$15,500	\$15,965	416.7%
Misc.						



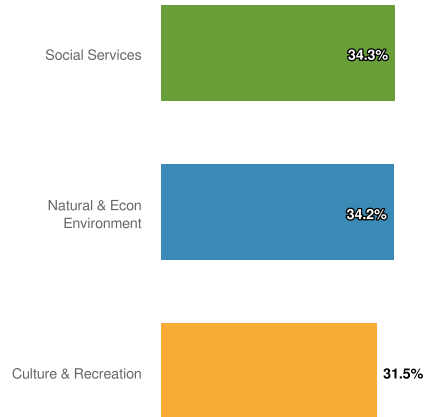
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
INTEREST REVENUE	\$59,907	\$20,000	\$92,000	\$65,000	\$50,000	225%
CASH OVERAGES/SHORTAGES	\$0	\$0	\$0	\$0	\$0	0%
OTHER MISCELLANEOUS REVENUES	\$18	\$0	\$0	\$0	\$0	0%
TRANSFERS IN FROM 142	\$0	\$0	\$0	\$32,484	\$35,732	N/A
CREDIT CARD CONVENIENCE FEE	\$42,736	\$40,000	\$40,000	\$41,200	\$42,436	3%
Total Misc.:	\$102,661	\$60,000	\$132,000	\$138,684	\$128,168	131.1%
Other Increases in Resources						
PRIOR PERIOD ADJUSTMENTS	\$0	\$0	-\$1,000	\$0	\$0	0%
Total Other Increases in Resources:	\$0	\$0	-\$1,000	\$0	\$0	0%
Total Revenue Source:	\$2,549,167	\$2,778,462	\$2,832,957	\$2,885,246	\$2,858,422	3.8%

Expenditures by Function

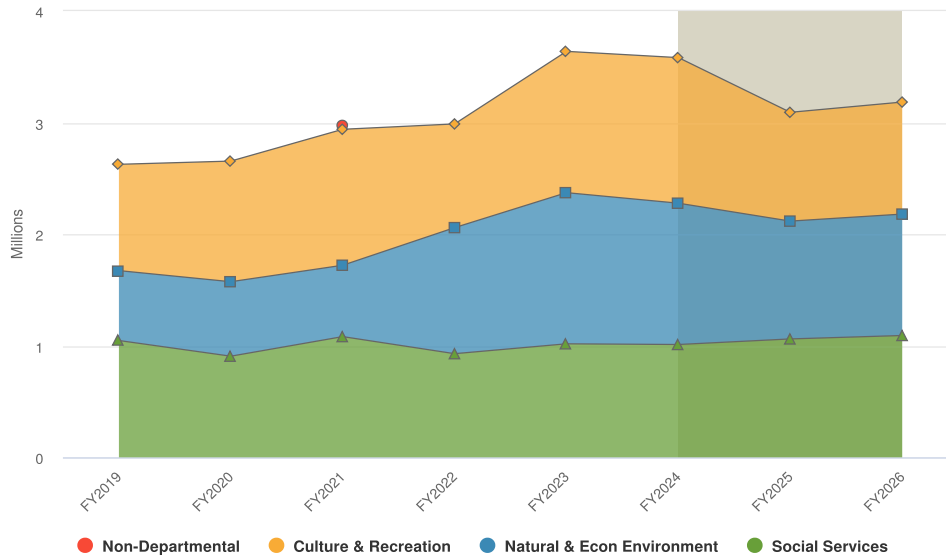
Budgeted 2025 Expenditures by Function



Budgeted 2026 Expenditures by Function



Budgeted and Historical Expenditures by Function

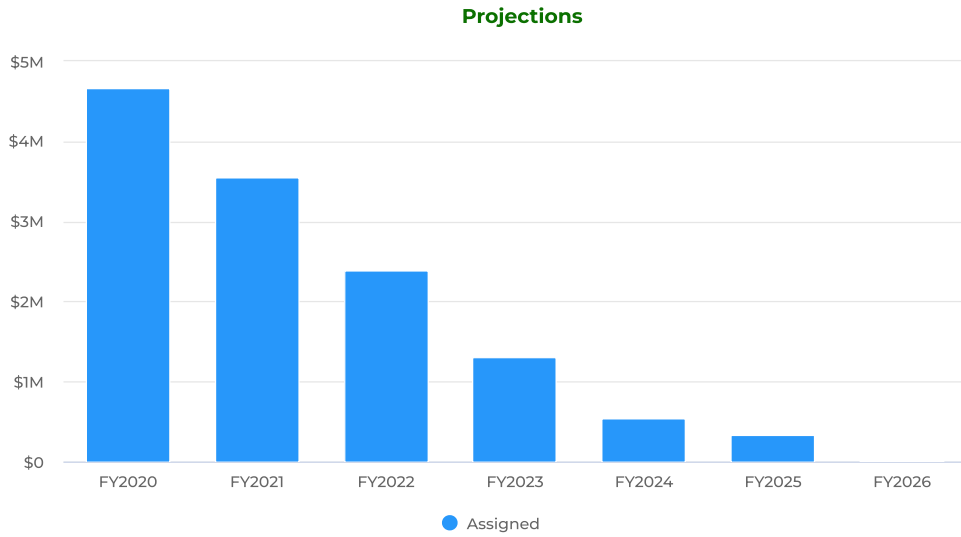


Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Social Services						
Grant Recycle	\$52,549	\$59,053	\$59,053	\$55,749	\$55,749	-5.6%
Building & Permits	\$952,741	\$925,163	\$926,013	\$978,527	\$1,009,230	5.8%
Cdbg Minor Home Repair	\$12,212	\$27,000	\$27,000	\$27,000	\$27,000	0%
Total Social Services:	\$1,017,503	\$1,011,216	\$1,012,066	\$1,061,276	\$1,091,979	5%
Natural & Econ Environment						
Planning	\$1,354,829	\$1,266,755	\$1,266,915	\$1,056,079	\$1,088,289	-16.6%
Total Natural & Econ Environment:	\$1,354,829	\$1,266,755	\$1,266,915	\$1,056,079	\$1,088,289	-16.6%
Culture & Recreation						
Engineering & Cip Services	\$1,266,705	\$1,304,853	\$1,304,927	\$975,173	\$1,004,302	-25.3%
Total Culture & Recreation:	\$1,266,705	\$1,304,853	\$1,304,927	\$975,173	\$1,004,302	-25.3%
Total Expenditures:	\$3,639,037	\$3,582,824	\$3,583,908	\$3,092,528	\$3,184,570	-13.7%



Fund Balance





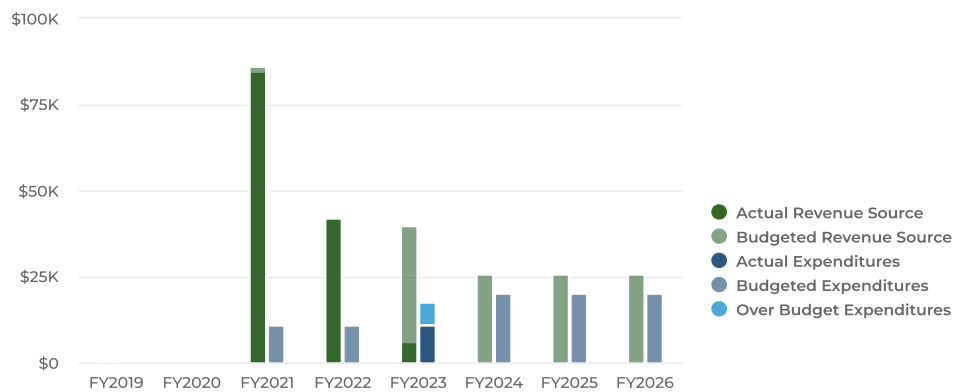
Police Drug Seizure Fund

The purpose of the Police Drug Seizure Fund is to account for assets seized per RCW 69.50.505 and federal assets seizure laws and those assets to be used for qualifying expenditures.

Summary

The City of Des Moines is projecting \$26K of revenue in FY2025, which represents a 0% increase over the prior year and \$26K of revenue in FY2026, which represents a 0% increase over the prior year.

Budgeted expenditures are projected to increase by 0% or \$0 to \$20.5K in FY2025 and 0% or \$0 in FY2026.



Revenues by Source

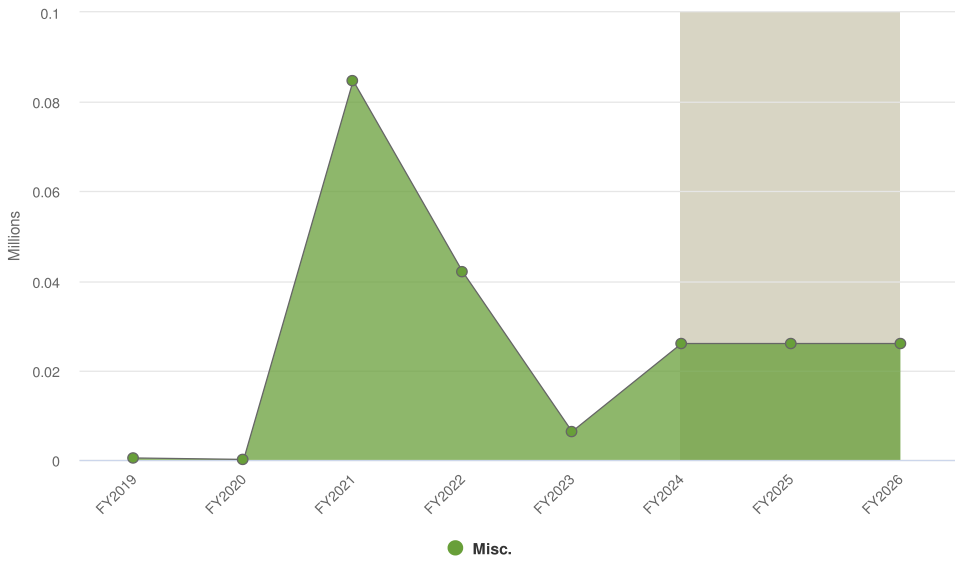
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



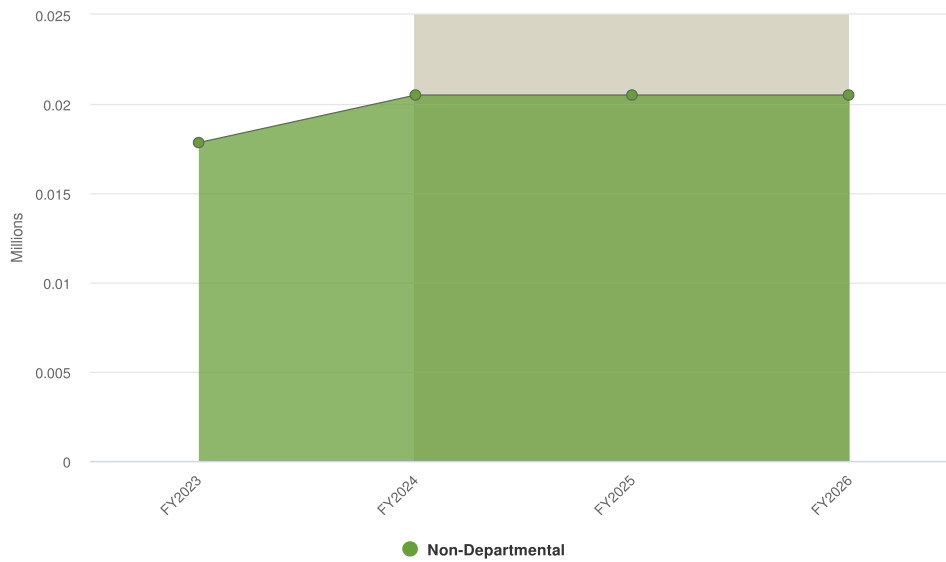
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Misc.						
Unrestricted						
INTEREST REVENUE	\$0	\$1,000	\$1,000	\$1,000	\$1,000	0%
PROCEEDS FROM FORFEITED PROPER	\$6,325	\$25,000	\$25,000	\$25,000	\$25,000	0%
Total Unrestricted:	\$6,325	\$26,000	\$26,000	\$26,000	\$26,000	0%
Total Misc.:	\$6,325	\$26,000	\$26,000	\$26,000	\$26,000	0%
Total Revenue Source:	\$6,325	\$26,000	\$26,000	\$26,000	\$26,000	0%

Expenditures by Function

Budgeted and Historical Expenditures by Function



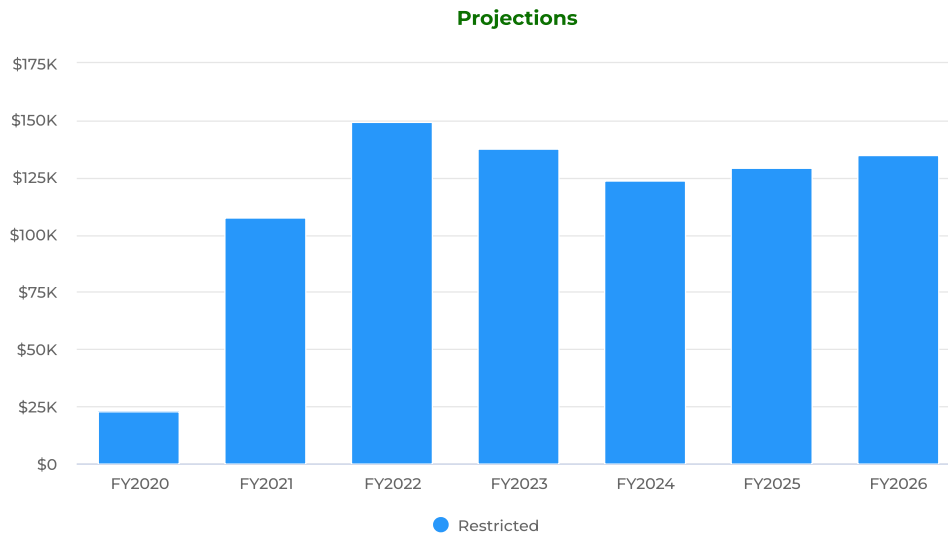
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
Supplies						



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
SUPPLIES	\$4,777	\$5,500	\$40,000	\$5,500	\$5,500	0%
Total Supplies:	\$4,777	\$5,500	\$40,000	\$5,500	\$5,500	0%
Services & Pass-Thru						
PROFESSIONAL SERVICES	\$13,060	\$15,000	\$0	\$15,000	\$15,000	0%
Total Services & Pass- Thru:	\$13,060	\$15,000	\$0	\$15,000	\$15,000	0%
Total Undefined:	\$17,836	\$20,500	\$40,000	\$20,500	\$20,500	0%
Total Non-Departmental:	\$17,836	\$20,500	\$40,000	\$20,500	\$20,500	0%
Total Expenditures:	\$17,836	\$20,500	\$40,000	\$20,500	\$20,500	0%

Fund Balance





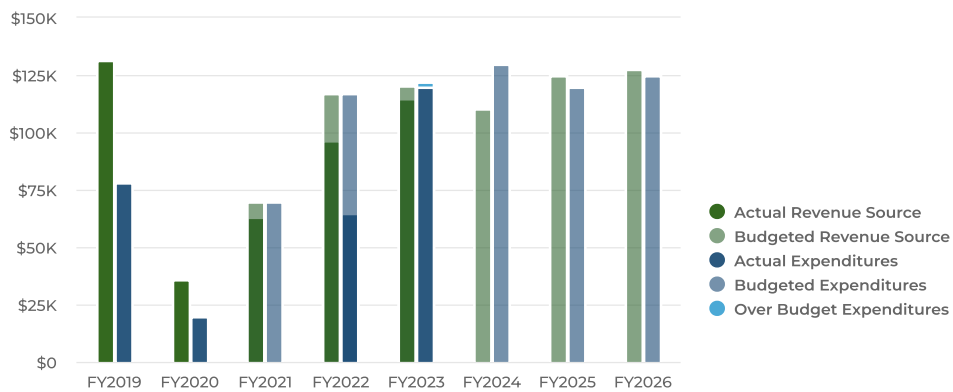
Hotel-Motel Tax Fund

The purpose of the Lodging Tax Fund is to account for lodging taxes received to be used to pay all or any part of the cost of tourism promotions or any other use authorized by RCW 67.28.

Summary

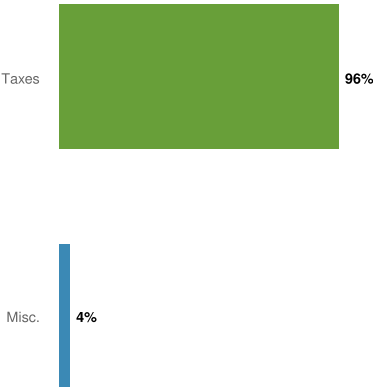
The City of Des Moines is projecting \$125K of revenue in FY2025, which represents a 12.9% increase over the prior year and \$128K of revenue in FY2026, which represents a 2.4% increase over the prior year.

Budgeted expenditures are projected to decrease by 7.7% or \$10K to \$120K in FY2025 and 4.2% or \$5K in FY2026.

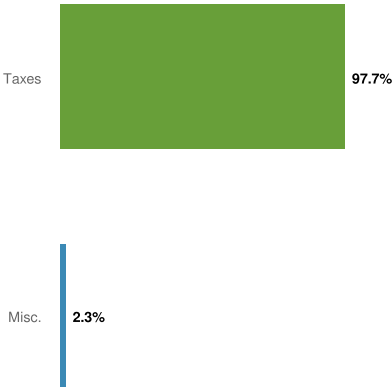


Revenues by Source

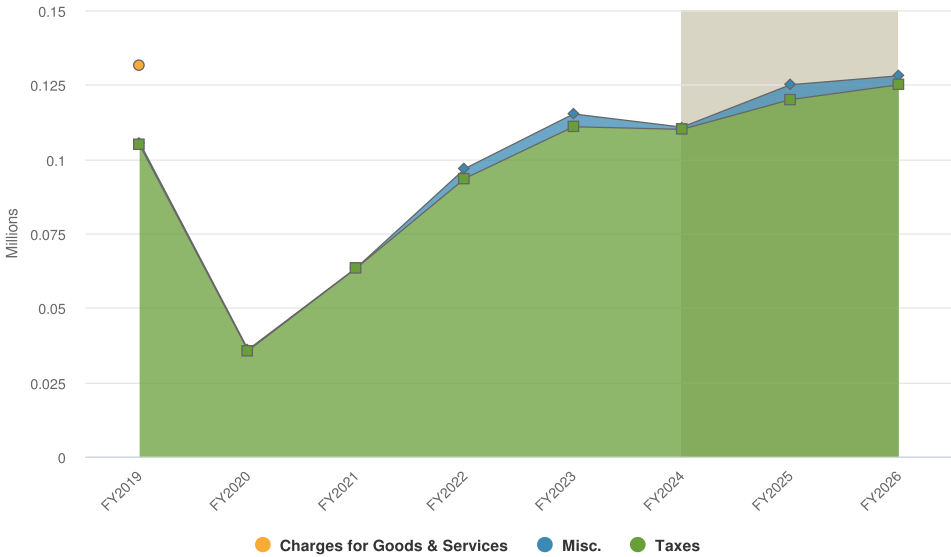
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



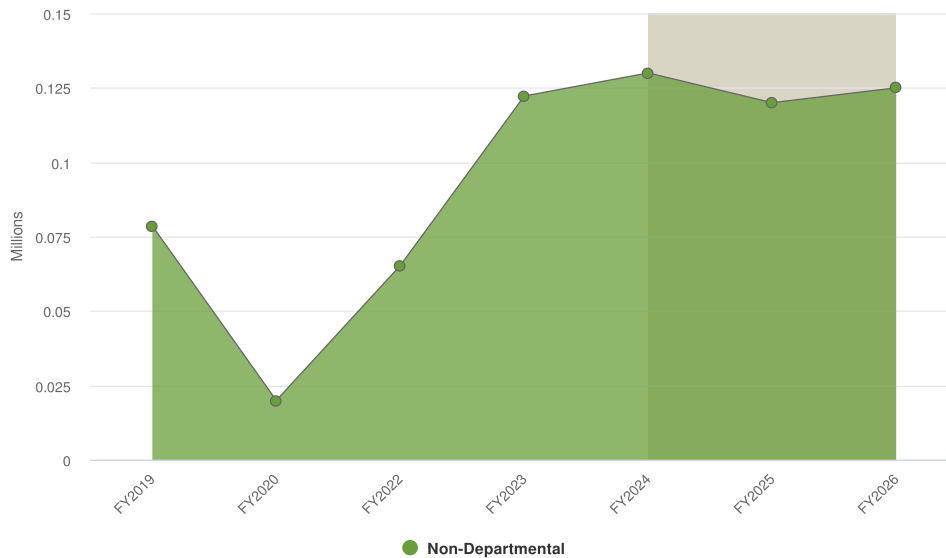
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes						
Retail Sales						
HOTEL/MOTEL TAX	\$110,872	\$110,000	\$110,000	\$120,000	\$125,000	9.1%
Total Retail Sales:	\$110,872	\$110,000	\$110,000	\$120,000	\$125,000	9.1%
Total Taxes:	\$110,872	\$110,000	\$110,000	\$120,000	\$125,000	9.1%
Misc.						
INTEREST REVENUE	\$4,300	\$750	\$7,000	\$5,000	\$3,000	566.7%
Total Misc.:	\$4,300	\$750	\$7,000	\$5,000	\$3,000	566.7%
Total Revenue Source:	\$115,172	\$110,750	\$117,000	\$125,000	\$128,000	12.9%

Expenditures by Function

Budgeted and Historical Expenditures by Function



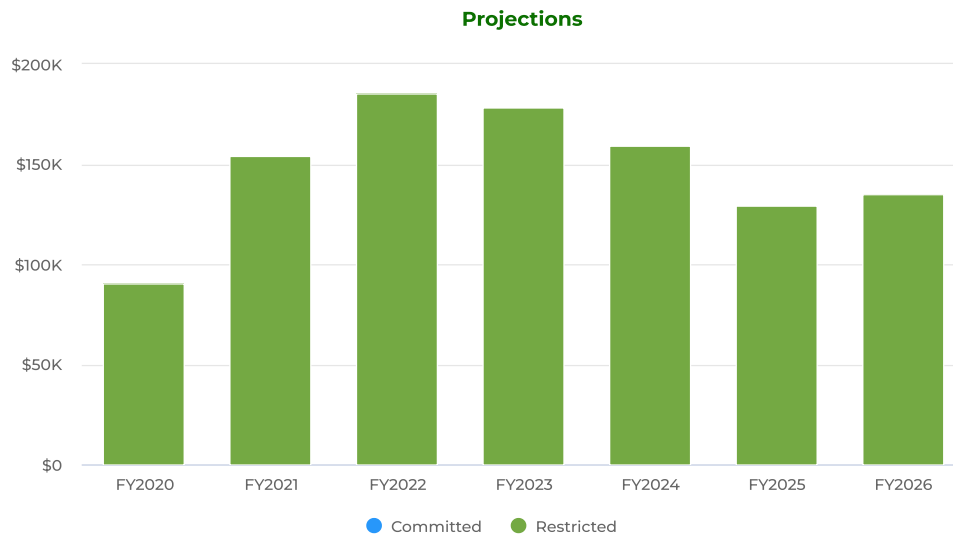
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Undefined						



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Salaries & Wages	\$6,196	\$0	\$0	\$0	\$0	0%
Personnel Benefits	\$1,841	\$0	\$0	\$0	\$0	0%
Services & Pass- Thru	\$114,206	\$130,000	\$130,000	\$120,000	\$125,000	-7.7%
Total Undefined:	\$122,243	\$130,000	\$130,000	\$120,000	\$125,000	-7.7%
Total Expenditures:	\$122,243	\$130,000	\$130,000	\$120,000	\$125,000	-7.7%

Fund Balance





Affordable Housing Sales Tax

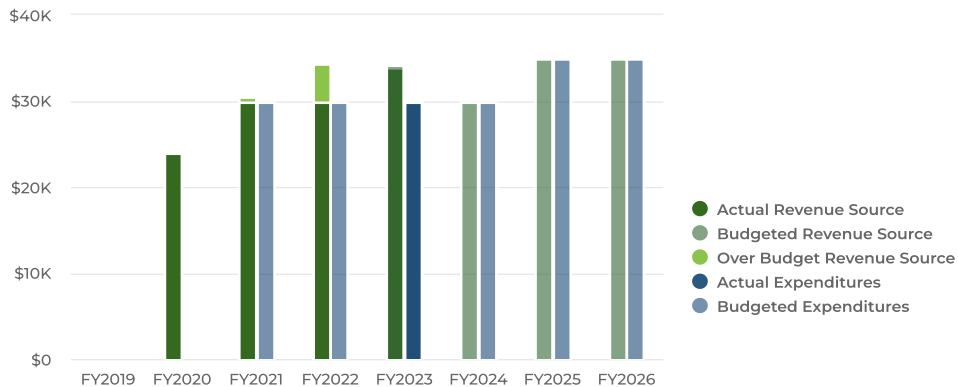
The purpose of the Affordable Housing Sales Tax Fund is to account for sales taxes collected, which is a credit against the state sales tax of 6.5% and does not increase the tax rate for consumers. The sales tax credit revenues are restricted and must be used for affordable and supportive housing, including rental assistance. Cities may pool resources.

The City of Des Moines entered into an interlocal agreement with the Cities of Auburn, Burien, Covington, Federal Way, Kent, Normandy Park, Renton, Tukwila and King County to create and operate a joint undertaking known as the South King Housing and Homelessness Partners ("SKHHP"). The common goal is to ensure the availability of housing that meets the needs of all income levels in South King County.

Summary

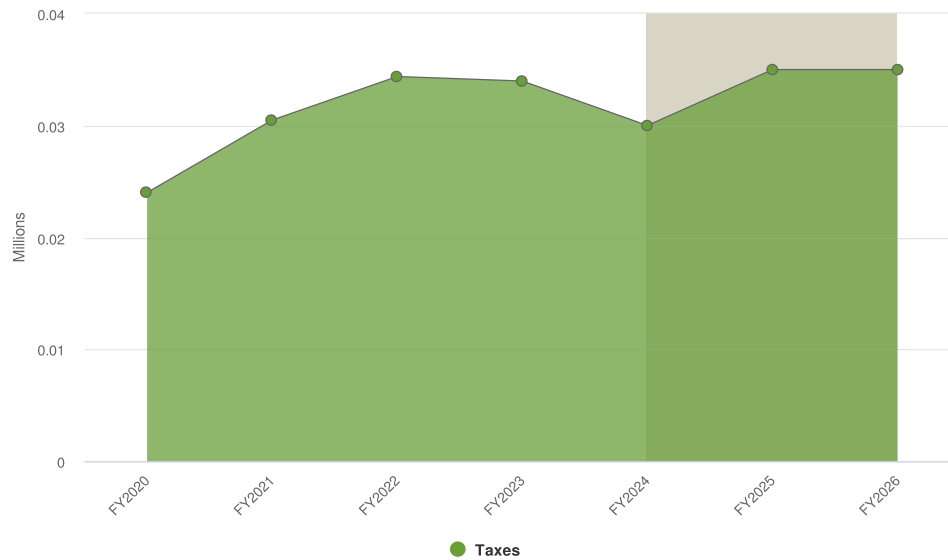
The City of Des Moines is projecting \$35K of revenue in FY2025, which represents a 16.7% increase over the prior year and \$35K of revenue in FY2026, which represents a 0% increase over the prior year.

Budgeted expenditures are projected to increase by 16.7% or \$5K to \$35K in FY2025 and 0% or \$0 in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



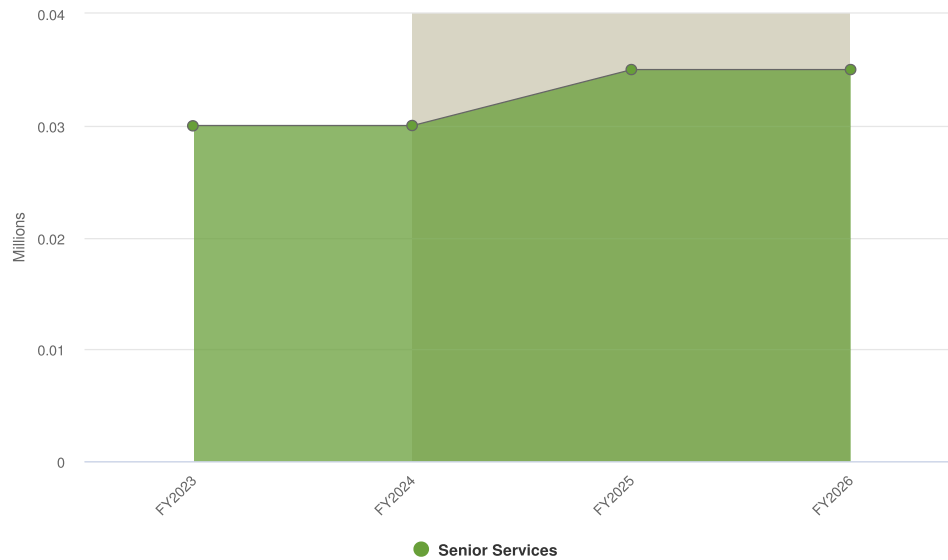
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes						
Unrestricted						
AFFORDABLE HOUSING SALES & USE	\$33,977	\$30,000	\$34,012	\$35,000	\$35,000	16.7%
Total Unrestricted:	\$33,977	\$30,000	\$34,012	\$35,000	\$35,000	16.7%
Total Taxes:	\$33,977	\$30,000	\$34,012	\$35,000	\$35,000	16.7%
Total Revenue Source:	\$33,977	\$30,000	\$34,012	\$35,000	\$35,000	16.7%



Expenditures by Function

Budgeted and Historical Expenditures by Function

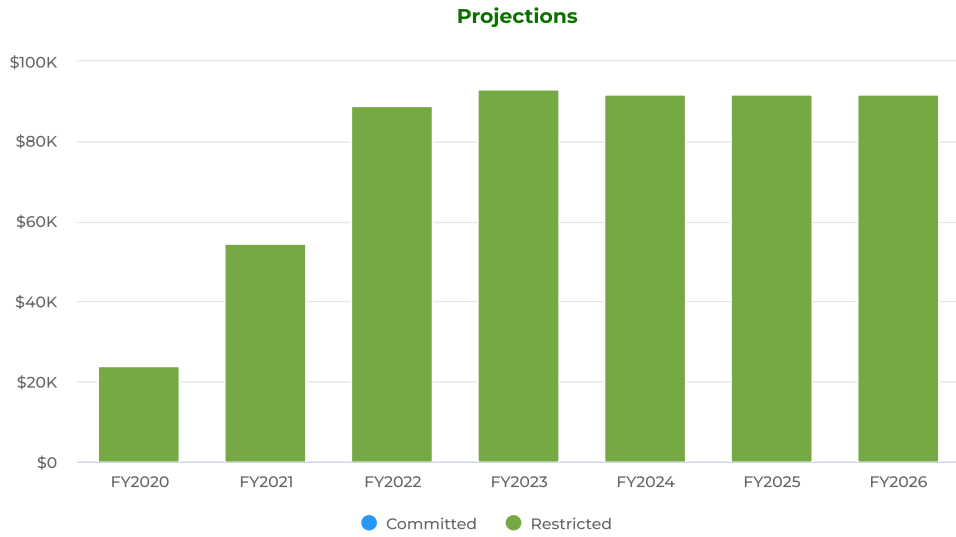


Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Senior Services						
Services & Pass-Thru						
PROFESSIONAL SERVICES	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	16.7%
Total Services & Pass- Thru:	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	16.7%
Total Senior Services:	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	16.7%
Total Expenditures:	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	16.7%



Fund Balance





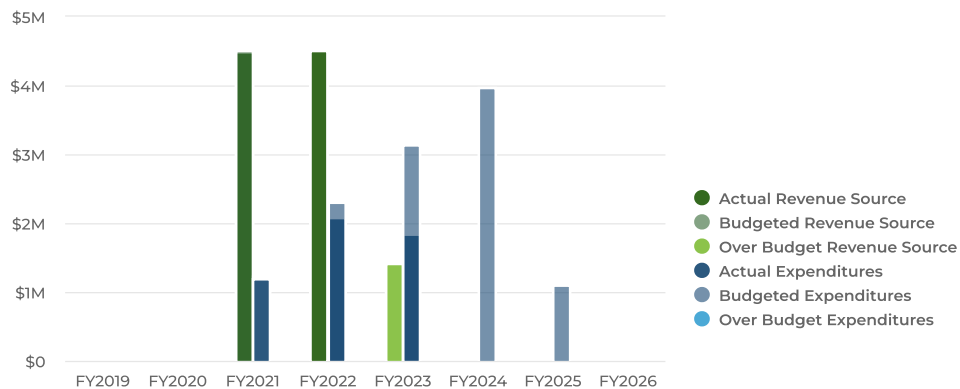
American Rescue Plan Act (ARPA)

The purpose of the American Rescue Plan Act Fund is to account for the receipt and expenditure of the amount awarded to the City of Des Moines from the United States Department of the Treasury.

Summary

With the federal government distributing funds from the American Rescue Plan Act (ARPA) grant in only 2021 and 2022, the City of Des Moines is projecting \$0 of revenue in FY2025, which represents a 100% decrease over the prior year and \$0 of revenue in FY2026, which represents a 0% increase over the prior year.

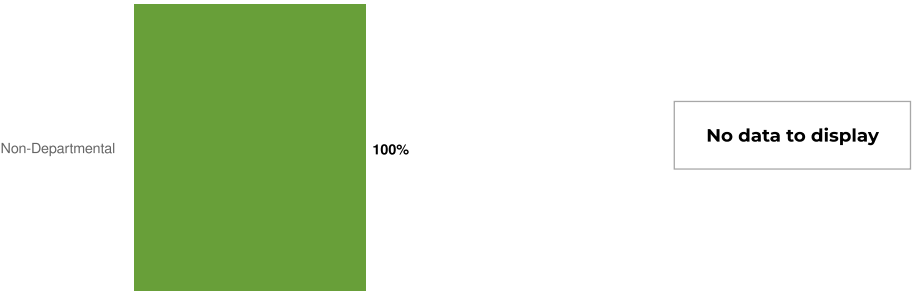
Budgeted expenditures are projected to decrease by 72.2% or \$2.87M to \$1.1M in FY2025 and 100% or \$1.1M in FY2026.



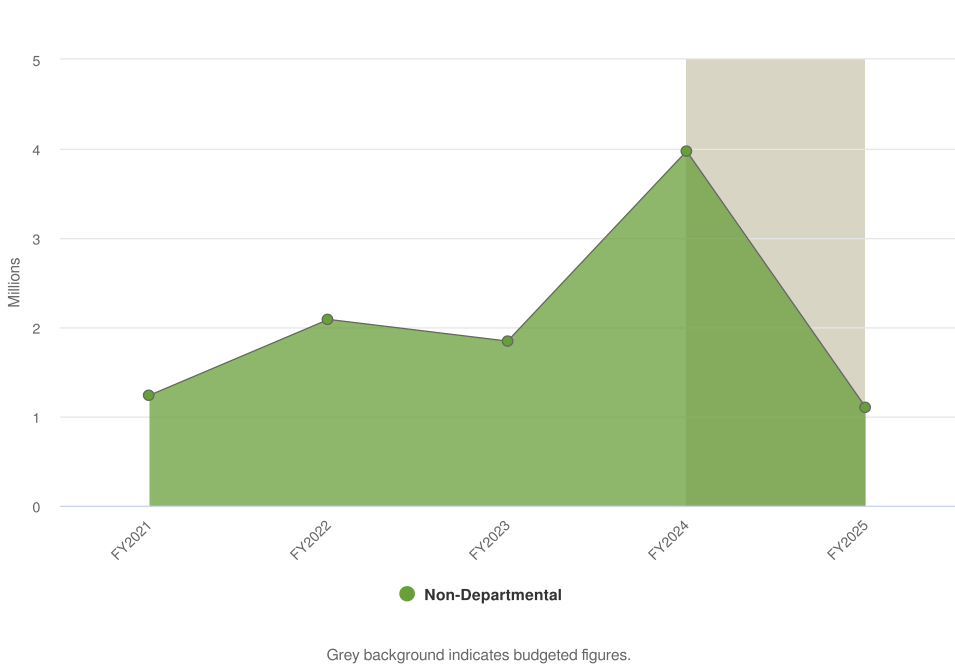
Expenditures by Function

Budgeted 2025 Expenditures by Function

Budgeted 2026 Expenditures by Function



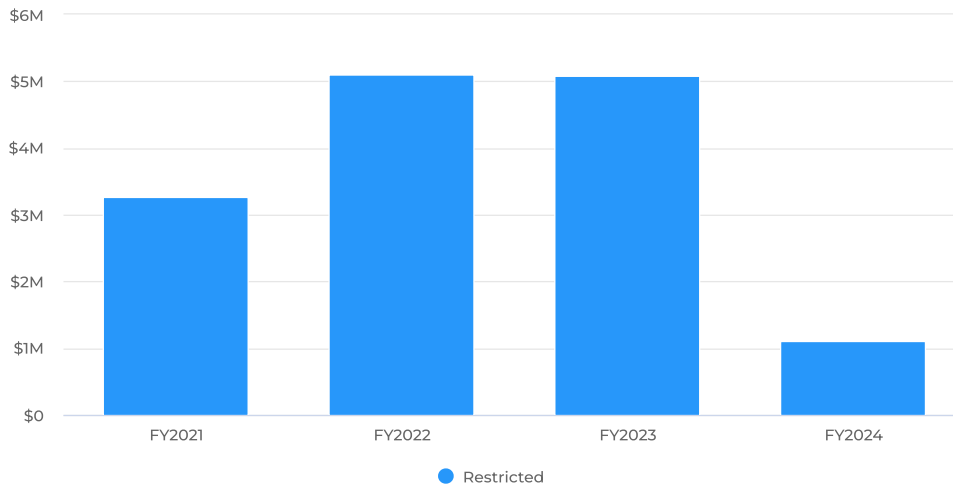
Budgeted and Historical Expenditures by Function



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
PROFESSIONAL SERVICES	\$10,118	\$0	\$0	\$0	\$0	0%
PROFESSIONAL SERVICES	\$21,497	\$0	\$0	\$0	\$0	0%
PROFESSIONAL SERVICES	\$25,000	\$0	\$0	\$0	\$0	0%
TRANSFERS OUT TO FUND 001	\$1,235,552	\$1,850,617	\$1,850,617	\$0	\$0	-100%
TRANSFERS OUT TO FUND 101	\$0	\$20,000	\$20,000	\$0	\$0	-100%
TRANSFERS OUT TO FUND 310	\$375,375	\$2,038,000	\$2,038,000	\$1,103,000	\$0	-45.9%
TRANSFERS OUT TO FUND 319	\$19,727	\$65,000	\$65,000	\$0	\$0	-100%
TRANSFERS OUT TO FUND 501	\$157,723	\$0	\$0	\$0	\$0	0%
Total Undefined:	\$1,844,992	\$3,973,617	\$3,973,617	\$1,103,000	\$0	-72.2%
Total Non-Departmental:	\$1,844,992	\$3,973,617	\$3,973,617	\$1,103,000	\$0	-72.2%
Total Expenditures:	\$1,844,992	\$3,973,617	\$3,973,617	\$1,103,000	\$0	-72.2%

Fund Balance

Projections





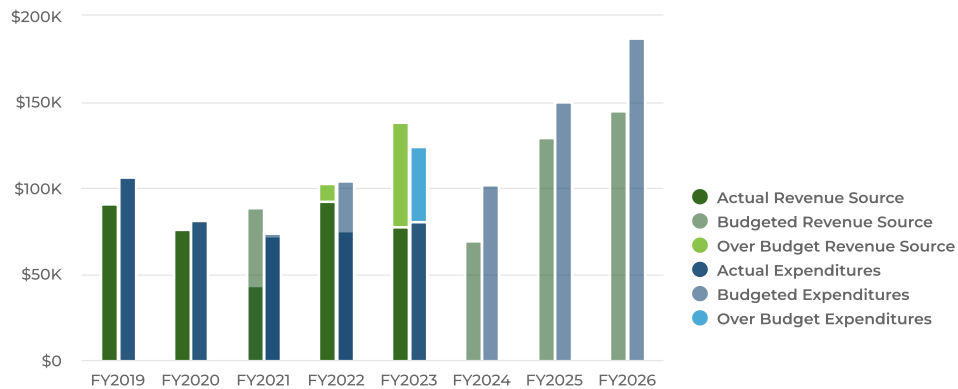
Redondo Zone Fund

The purpose of the Redondo Zone Fund is to account for parking fees and fines in the Redondo Zone to be used for operating and capital costs related to the zone.

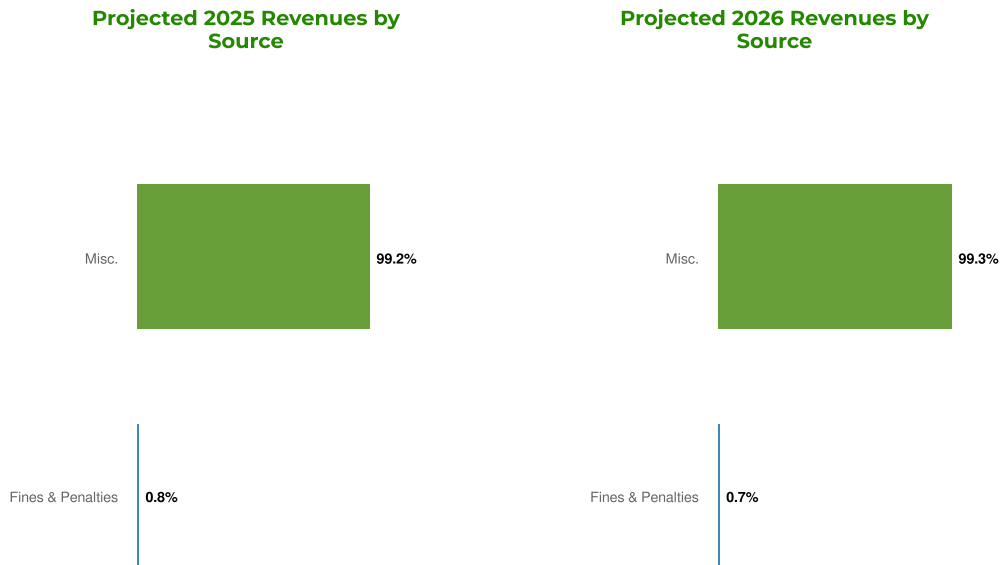
Summary

The City of Des Moines is projecting \$129.8K of revenue in FY2025, which represents a 86.8% increase over the prior year and \$145.13K of revenue in FY2026, which represents a 11.8% increase over the prior year.

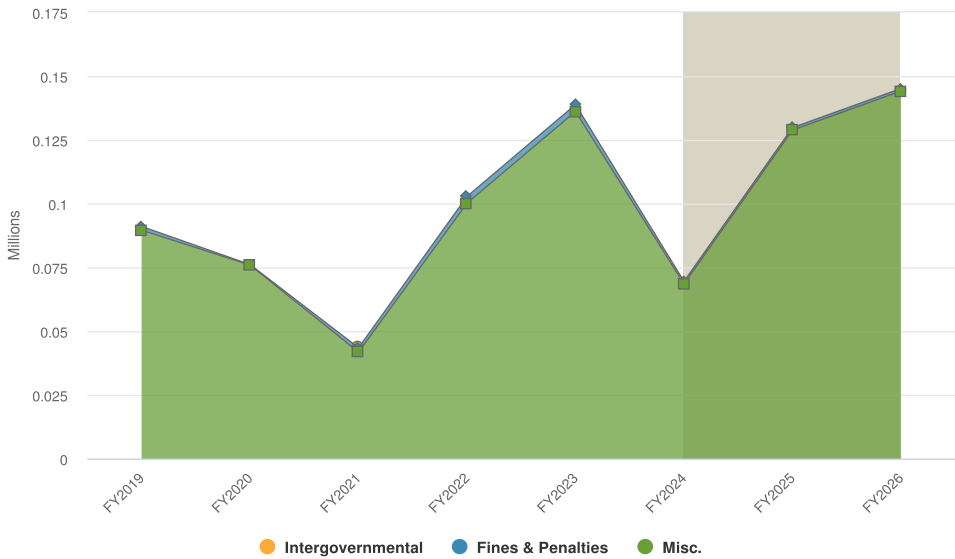
Budgeted expenditures are projected to increase by 47.5% or \$48.48K to \$150.64K in FY2025 and 24.5% or \$36.87K in FY2026.



Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

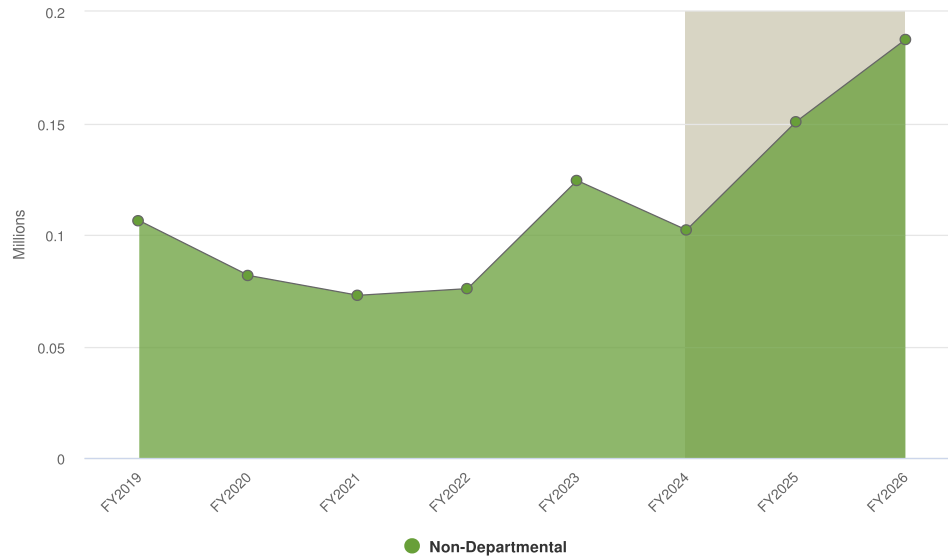


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Fines & Penalties						
Unrestricted						
CIVIL PARKING INFRACTION PNLTY	\$2,710	\$1,000	\$1,000	\$1,000	\$1,000	0%
Total Unrestricted:	\$2,710	\$1,000	\$1,000	\$1,000	\$1,000	0%
Total Fines & Penalties:	\$2,710	\$1,000	\$1,000	\$1,000	\$1,000	0%
Misc.						
Unrestricted						
INTEREST REVENUE	\$103	\$500	\$500	\$500	\$500	0%
PARKING FEES	\$59,039	\$65,000	\$65,000	\$125,000	\$140,000	92.3%
CONCESSION SPACE RENTAL	\$1,994	\$3,000	\$3,000	\$3,300	\$3,630	10%
XFER IN FROM GENL FUND	\$75,000	\$0	\$50,000	\$0	\$0	0%
Total Unrestricted:	\$136,136	\$68,500	\$118,500	\$128,800	\$144,130	88%
Total Misc.:	\$136,136	\$68,500	\$118,500	\$128,800	\$144,130	88%
Total Revenue Source:	\$138,846	\$69,500	\$119,500	\$129,800	\$145,130	86.8%



Expenditures by Function

Budgeted and Historical Expenditures by Function

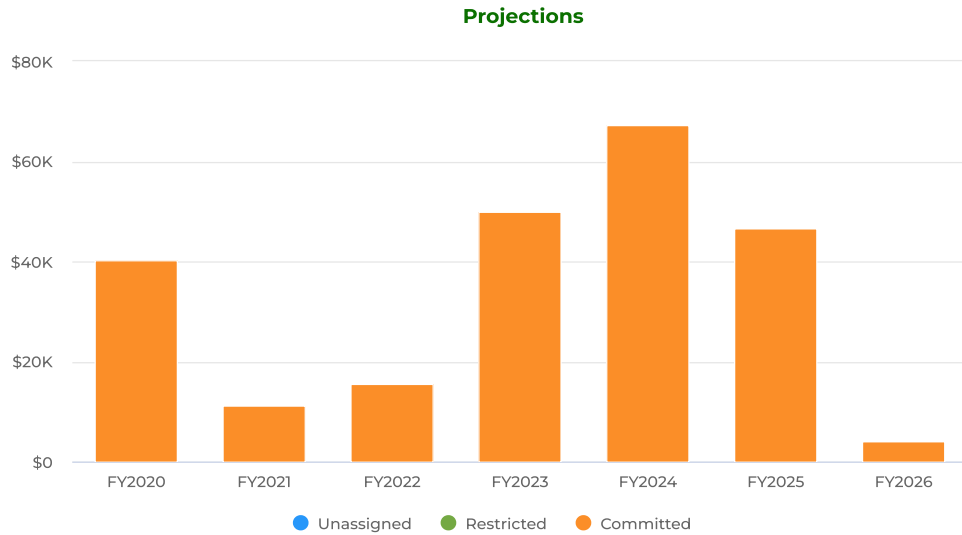


Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
Salaries & Wages	\$21,965	\$20,000	\$20,000	\$21,000	\$21,630	5%
Personnel Benefits	\$7,813	\$9,000	\$9,000	\$18,400	\$18,952	104.4%
Supplies	\$9,096	\$9,000	\$9,000	\$10,000	\$9,923	11.1%
Services & Pass-Thru	\$85,447	\$64,151	\$64,151	\$91,235	\$97,005	42.2%
Transfers Out	\$0	\$0	\$0	\$10,000	\$40,000	N/A
Total Undefined:	\$124,321	\$102,151	\$102,151	\$150,635	\$187,510	47.5%
Total Non-Departmental:	\$124,321	\$102,151	\$102,151	\$150,635	\$187,510	47.5%
Total Expenditures:	\$124,321	\$102,151	\$102,151	\$150,635	\$187,510	47.5%



Fund Balance





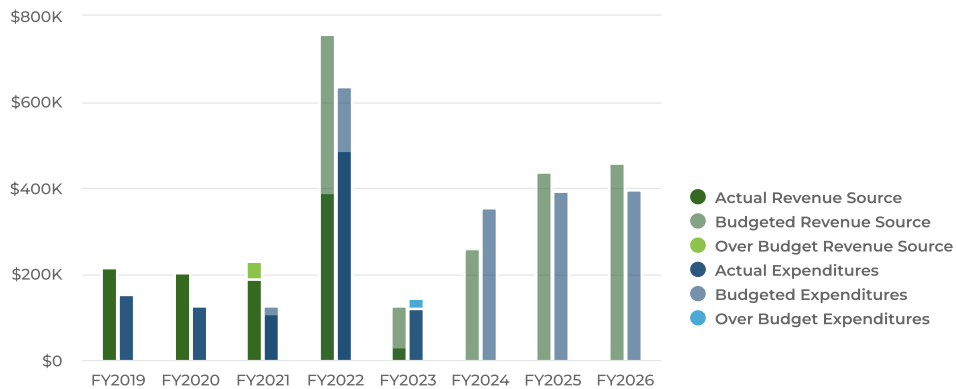
Waterfront Zone Fund

The purpose of the Waterfront Zone Fund is to account for parking fees and rental revenue in the Waterfront Zone to be used for operating and capital costs related to the zone.

Summary

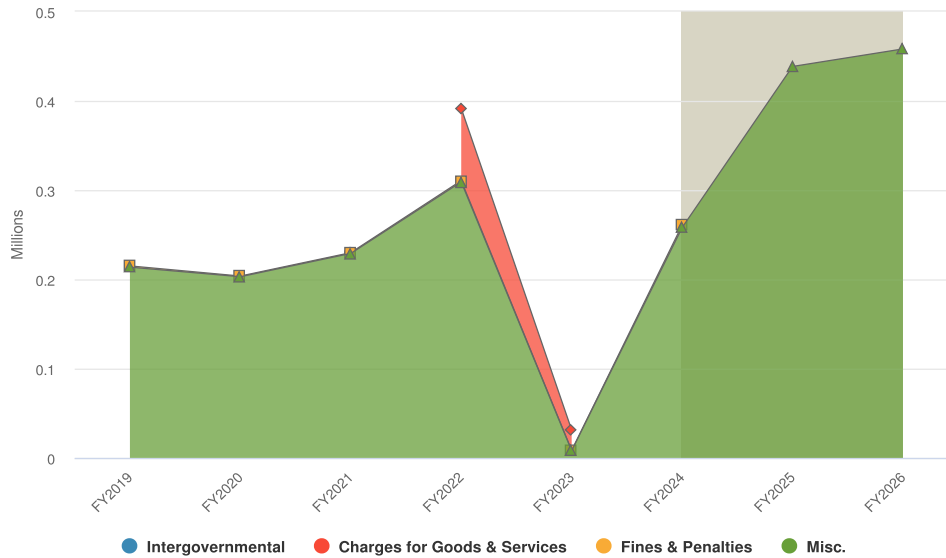
The City of Des Moines is projecting \$438.55K of revenue in FY2025, which represents a 68.2% increase over the prior year and \$458.21K of revenue in FY2026, which represents a 4.5% increase over the prior year.

Budgeted expenditures are projected to increase by 10.7% or \$38.26K to \$394.46K in FY2025 and 0.8% or \$2.99K in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
Unrestricted						
FERRY SERVICE CHARGES	\$23,070	\$0	\$0	\$0	\$0	0%
Total Unrestricted:	\$23,070	\$0	\$0	\$0	\$0	0%
Total Charges for Goods & Services:	\$23,070	\$0	\$0	\$0	\$0	0%
Fines & Penalties						
Unrestricted						
CIVIL PARKING INFRACTION PNLTY	\$150	\$2,750	\$2,750	\$0	\$0	-100%
Total Unrestricted:	\$150	\$2,750	\$2,750	\$0	\$0	-100%
Total Fines & Penalties:	\$150	\$2,750	\$2,750	\$0	\$0	-100%
Misc.						
Unrestricted						
INTEREST REVENUE	\$3,739	\$1,000	\$4,500	\$3,500	\$2,500	250%
PARKING FEES	\$127	\$250,000	\$250,000	\$400,000	\$420,000	60%

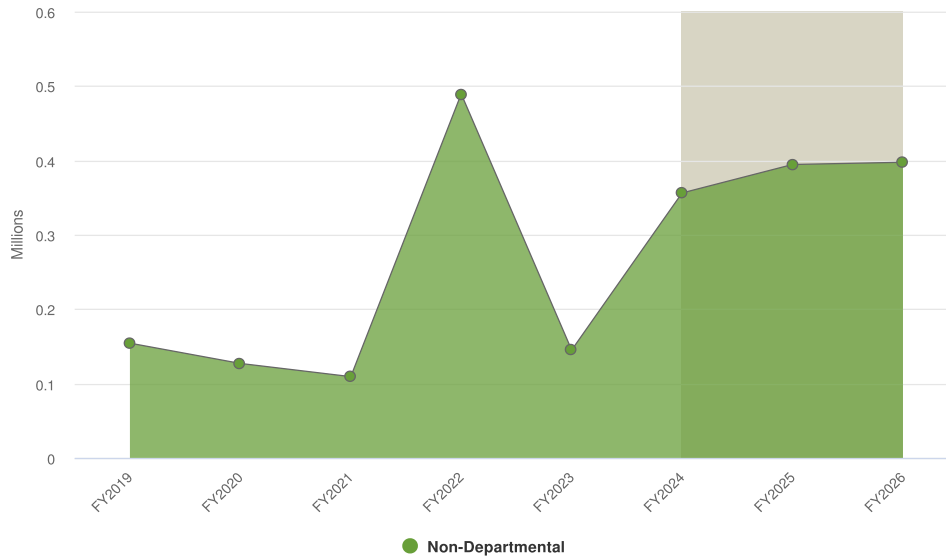


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
PARKING PASSES - Resident	\$237	\$0	\$0	\$15,000	\$15,450	N/A
PARKING PASSES- Nonresident	\$53	\$0	\$0	\$5,000	\$5,150	N/A
PARKING PASSES -Pier Fishing	\$6,117	\$0	\$0	\$5,000	\$5,150	N/A
PARKING PASSES- Commercial	\$1,798	\$0	\$0	\$0	\$0	0%
PARKING FEES SHORT TERM	\$84	\$0	\$0	\$750	\$0	N/A
LAND & FACILITY RENTALS (SHORT	-\$4,266	\$4,000	\$4,000	\$6,000	\$6,000	50%
CONCESSION SPACE RENTAL	\$221	\$3,000	\$3,000	\$3,300	\$3,960	10%
Total Unrestricted:	\$8,110	\$258,000	\$261,500	\$438,550	\$458,210	70%
Total Misc.:	\$8,110	\$258,000	\$261,500	\$438,550	\$458,210	70%
Total Revenue Source:	\$31,330	\$260,750	\$264,250	\$438,550	\$458,210	68.2%



Expenditures by Function

Budgeted and Historical Expenditures by Function

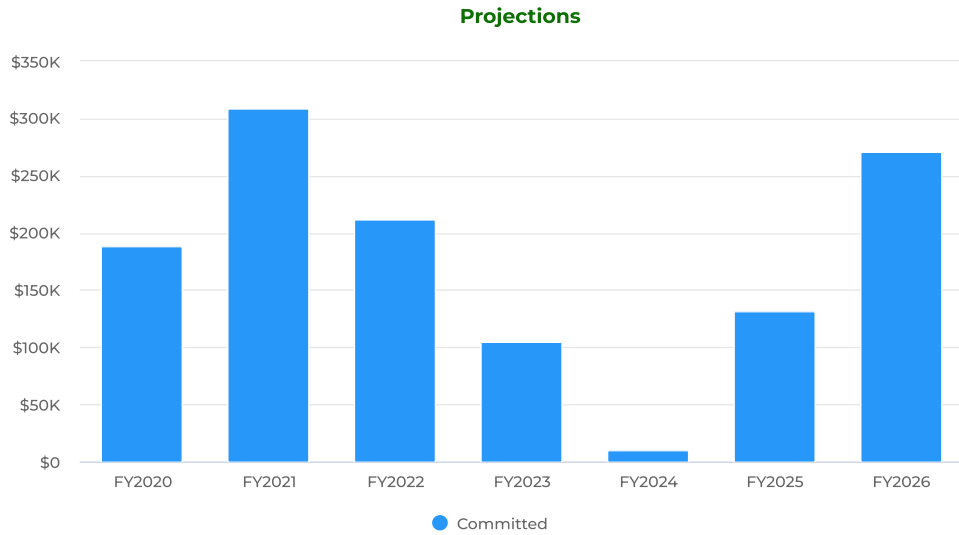


Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
Salaries & Wages	\$7,019	\$5,000	\$5,000	\$30,950	\$31,879	519%
Personnel Benefits	\$2,455	\$1,700	\$1,700	\$9,175	\$9,450	439.7%
Supplies	\$8,308	\$10,000	\$10,000	\$10,000	\$10,000	0%
Services & Pass-Thru	\$127,222	\$89,504	\$89,504	\$94,337	\$96,123	5.4%
Total Undefined:	\$145,004	\$106,204	\$106,204	\$144,462	\$147,452	36%
2023 LTGO Bonds						
Transfers Out	\$0	\$250,000	\$250,000	\$250,000	\$250,000	0%
Total 2023 LTGO Bonds:	\$0	\$250,000	\$250,000	\$250,000	\$250,000	0%
Total Non-Departmental:	\$145,004	\$356,204	\$356,204	\$394,462	\$397,452	10.7%
Total Expenditures:	\$145,004	\$356,204	\$356,204	\$394,462	\$397,452	10.7%



Fund Balance





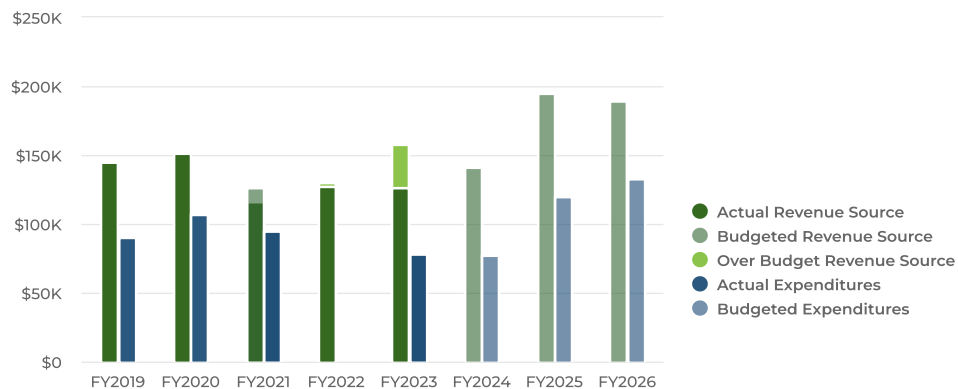
Planning, Building and Public Works Automation Fee Fund

The purpose of the PBPW Automation Fund is to account for Planning, Building and Public Works automation fees to be used for technology operating and capital costs.

Summary

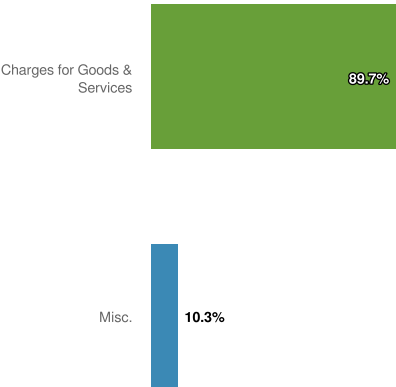
The City of Des Moines is projecting \$195K of revenue in FY2025, which represents a 37.8% increase over the prior year and \$190K of revenue in FY2026, which represents a 2.6% decrease over the prior year.

Budgeted expenditures are projected to increase by 54.5% or \$42.49K to \$120.41K in FY2025 and 10.9% or \$13.13K in FY2026.

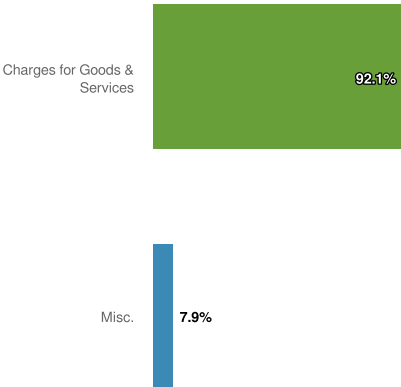


Revenues by Source

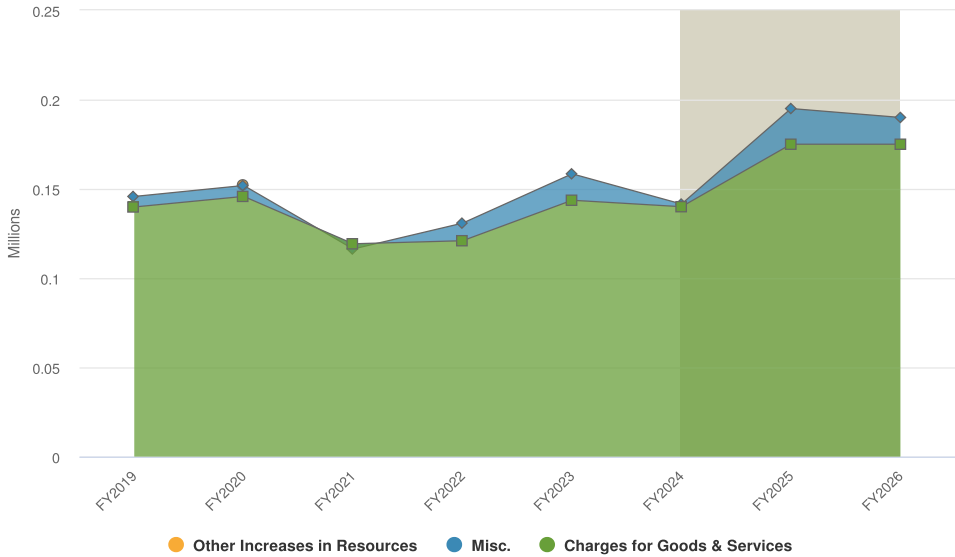
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



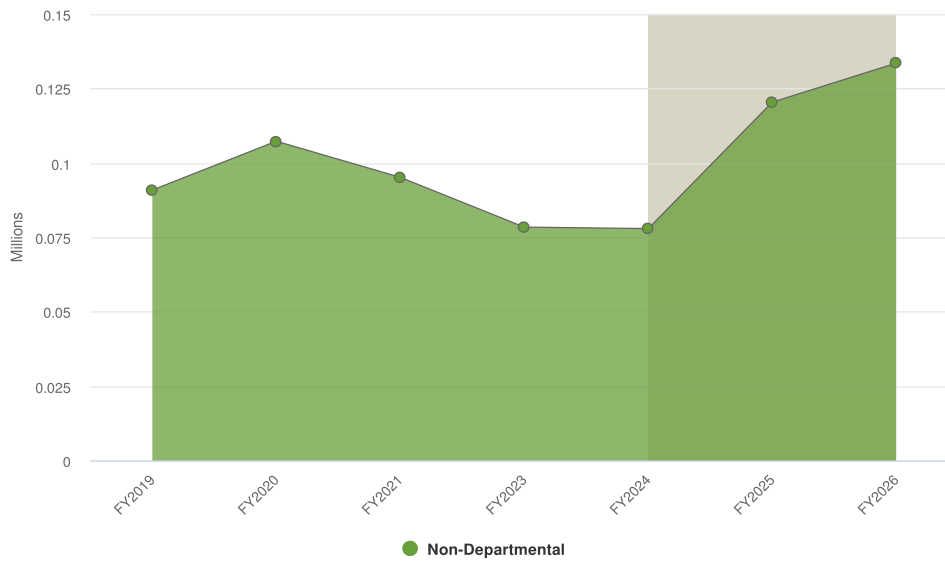
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2023 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
Unrestricted						
COM DEV AUTOMATION FEES	\$143,619	\$140,000	\$171,450	\$175,000	\$175,000	25%
Total Unrestricted:	\$143,619	\$140,000	\$171,450	\$175,000	\$175,000	25%
Total Charges for Goods & Services:	\$143,619	\$140,000	\$171,450	\$175,000	\$175,000	25%
Misc.						
Unrestricted						
INTEREST REVENUE	\$14,809	\$1,500	\$24,806	\$20,000	\$15,000	1,233.3%
Total Unrestricted:	\$14,809	\$1,500	\$24,806	\$20,000	\$15,000	1,233.3%
Total Misc.:	\$14,809	\$1,500	\$24,806	\$20,000	\$15,000	1,233.3%
Total Revenue Source:	\$158,428	\$141,500	\$196,256	\$195,000	\$190,000	37.8%

Expenditures by Function

Budgeted and Historical Expenditures by Function

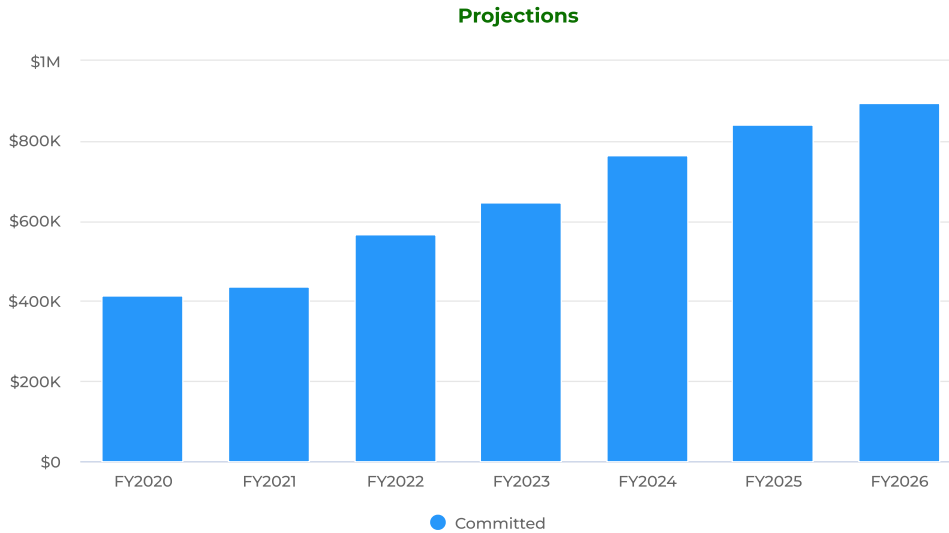


Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Services & Pass-Thru						
GF INDIRECT COST ALLOCATION	\$4,066	\$3,993	\$3,993	\$0	\$0	-100%
COMPUTER INTERFUND MAINTENANCE	\$68,200	\$73,315	\$73,315	\$80,647	\$88,711	10%
I/F COMPUTER REPLACE	\$6,163	\$616	\$616	\$7,278	\$9,098	1,081.5%
Total Services & Pass-Thru:	\$78,429	\$77,924	\$77,924	\$87,925	\$97,809	12.8%
Transfers Out						
TRANSFERS OUT TO FUND 105	\$0	\$0	\$0	\$32,484	\$35,732	N/A
Total Transfers Out:	\$0	\$0	\$0	\$32,484	\$35,732	N/A
Total Non-Departmental:	\$78,429	\$77,924	\$77,924	\$120,409	\$133,541	54.5%
Total Expenditures:	\$78,429	\$77,924	\$77,924	\$120,409	\$133,541	54.5%

Fund Balance





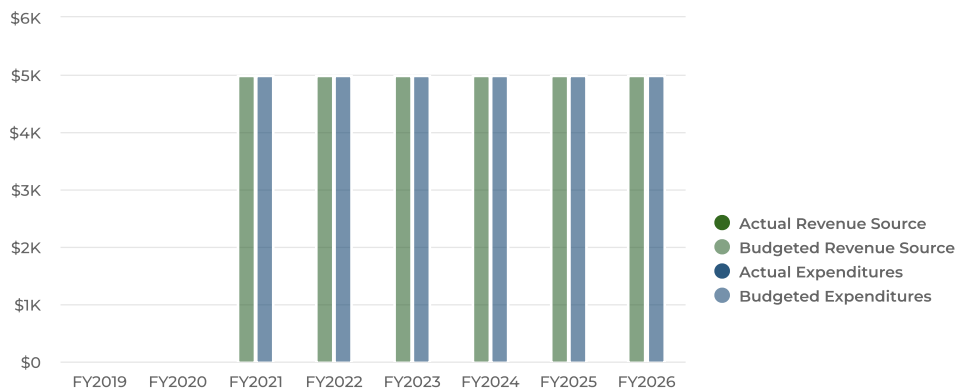
Urban Forestry Fund

The purpose of the Urban Forestry Fund is to account for the receipt of funds generated from the sale of trees other money received pursuant to DMMC 16.25.085, to be used for costs related to wooded areas within the City. There has been no actual activity for this fund; however, the City continues to budget this fund as it anticipates activity in the future.

Summary

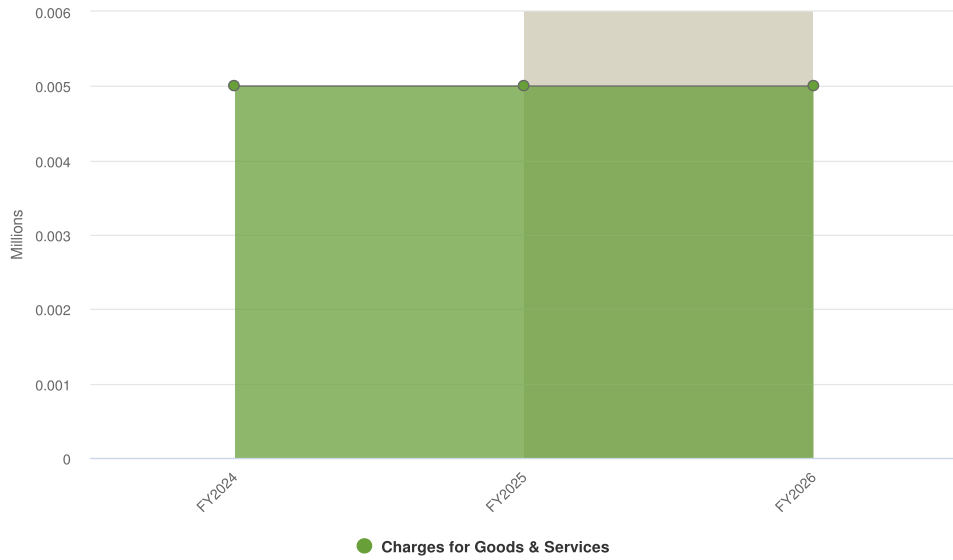
The City of Des Moines is projecting \$5K of revenue in FY2025, which represents a 0% increase over the prior year and \$5K of revenue in FY2026, which represents a 0% increase over the prior year.

Budgeted expenditures are projected to increase by 0% or \$0 to \$5K in FY2025 and 0% or \$0 in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



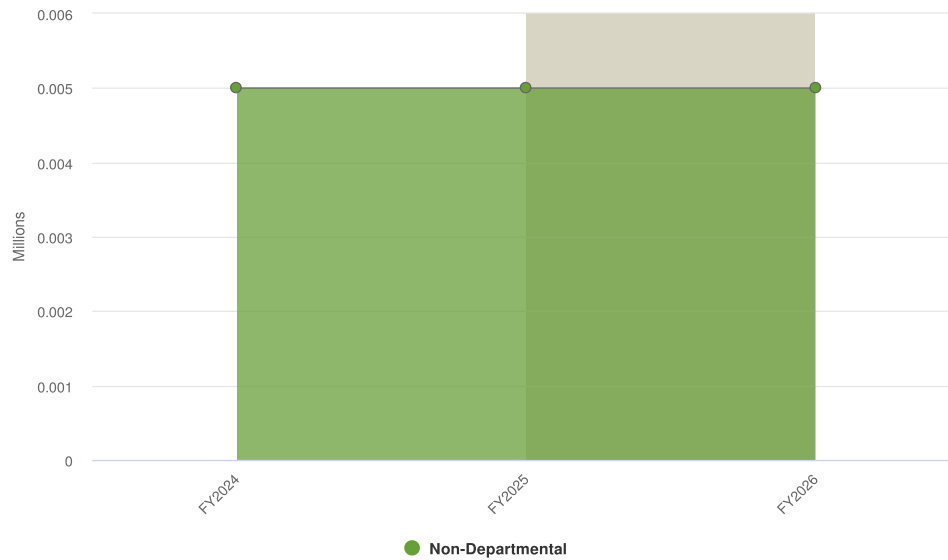
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
Unrestricted						
TREE PAYMENT IN LIEU	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%
Total Unrestricted:	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%
Total Charges for Goods & Services:	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%
Total Revenue Source:	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%



Expenditures by Function

Budgeted and Historical Expenditures by Function



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Supplies						
SUPPLIES	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%
Total Supplies:	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%
Total Non-Departmental:	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%
Total Expenditures:	\$0	\$5,000	\$5,000	\$5,000	\$5,000	0%

Fund Balance

The Urban Forestry Fund does not typically see any transactions and does not maintain a current fund balance. This is the result of incentives provided for developers to address urban forestry issues as part of projects thus not involving the City or this fund.





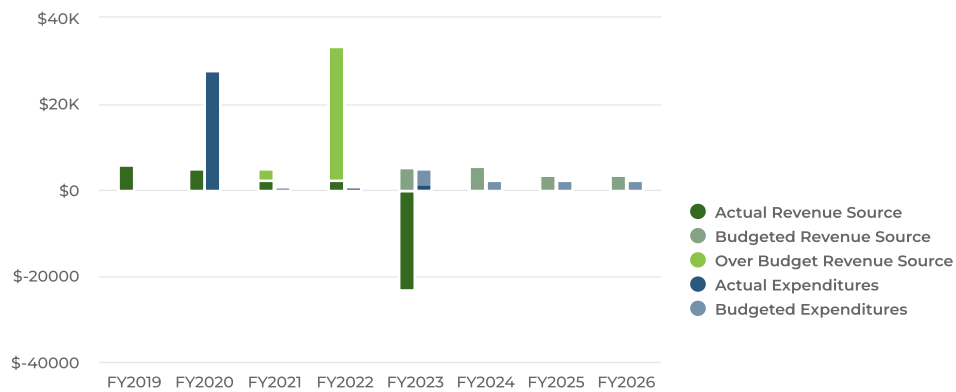
Abatement Fund

The purpose of the Abatement Fund is to provide for the receipt and expenditure of moneys to abate nuisances.

Summary

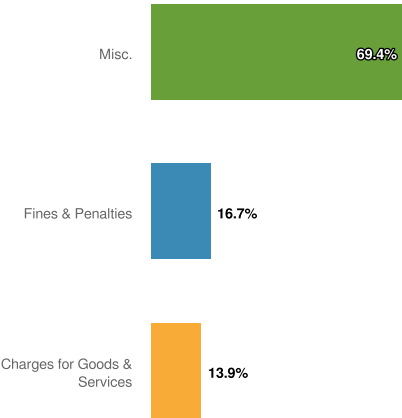
The City of Des Moines is projecting \$3.6K of revenue in FY2025, which represents a 34.5% decrease over the prior year and \$3.6K of revenue in FY2026, which represents a 0% increase over the prior year.

Budgeted expenditures are projected to increase by 0% or \$0 to \$2.5K in FY2025 and 0% or \$0 in FY2026.



Revenues by Source

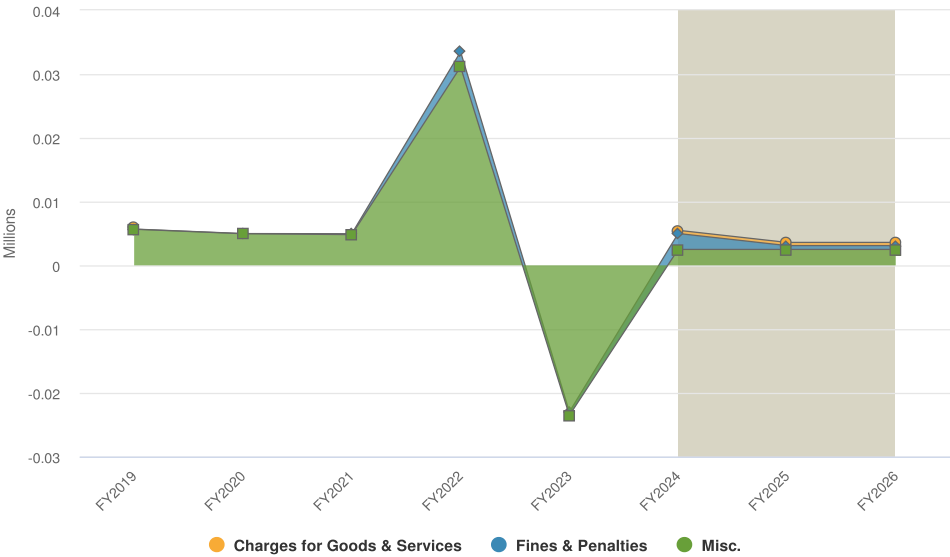
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

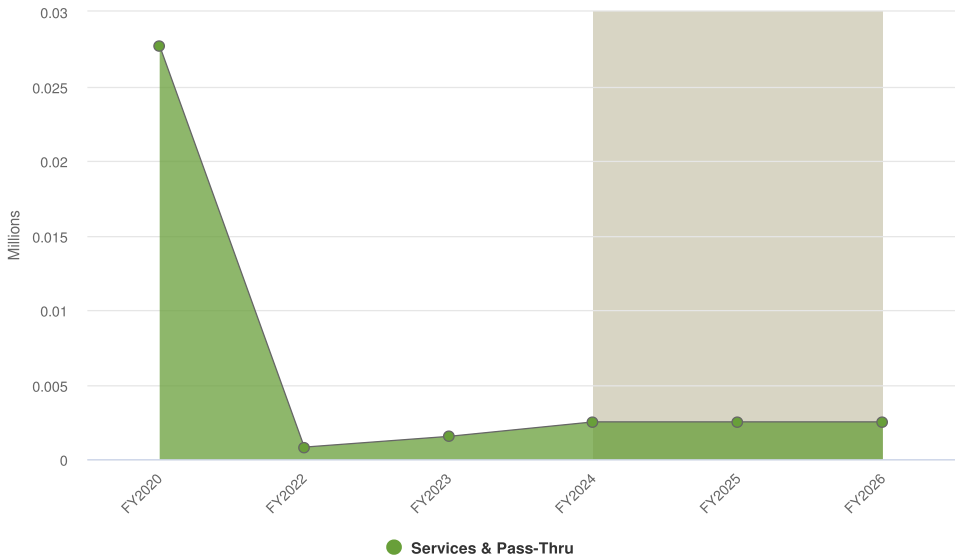


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
Unrestricted						
SENTENCE COMPLIANCE FEE	\$0	\$500	\$0	\$500	\$500	0%
Total Unrestricted:	\$0	\$500	\$0	\$500	\$500	0%
Total Charges for Goods & Services:	\$0	\$500	\$0	\$500	\$500	0%
Fines & Penalties						
Unrestricted						
OTHER INFRACTIONS - ABATEMENT	\$541	\$2,500	\$600	\$600	\$600	-76%
Total Unrestricted:	\$541	\$2,500	\$600	\$600	\$600	-76%
Total Fines & Penalties:	\$541	\$2,500	\$600	\$600	\$600	-76%
Misc.						
Unrestricted						
SETTLEMENT INTEREST EARNINGS	\$682	\$0	\$0	\$0	\$0	0%
JUDGMENTS AND SETTLEMENTS	\$2,118	\$2,500	\$5,000	\$2,500	\$2,500	0%
MISCELLANEOUS REVENUE	-\$26,324	\$0	\$0	\$0	\$0	0%
Total Unrestricted:	-\$23,524	\$2,500	\$5,000	\$2,500	\$2,500	0%
Total Misc.:	-\$23,524	\$2,500	\$5,000	\$2,500	\$2,500	0%
Total Revenue Source:	-\$22,983	\$5,500	\$5,600	\$3,600	\$3,600	-34.5%



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

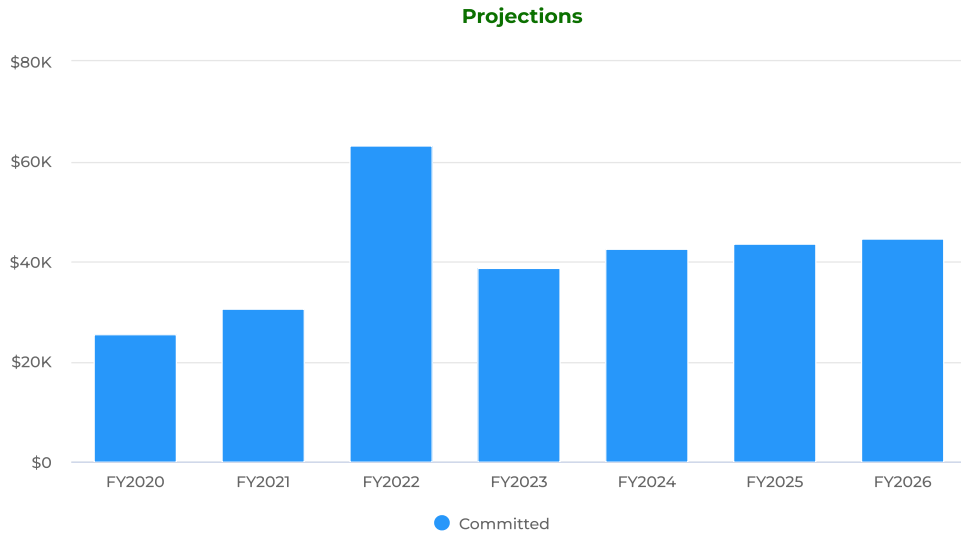


Grey background indicates budgeted figures.

Name	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects					
Services & Pass-Thru					
PROFESSIONAL SERVICES	\$2,500	\$1,800	\$2,500	\$2,500	0%
Total Services & Pass-Thru:	\$2,500	\$1,800	\$2,500	\$2,500	0%
Total Expense Objects:	\$2,500	\$1,800	\$2,500	\$2,500	0%



Fund Balance





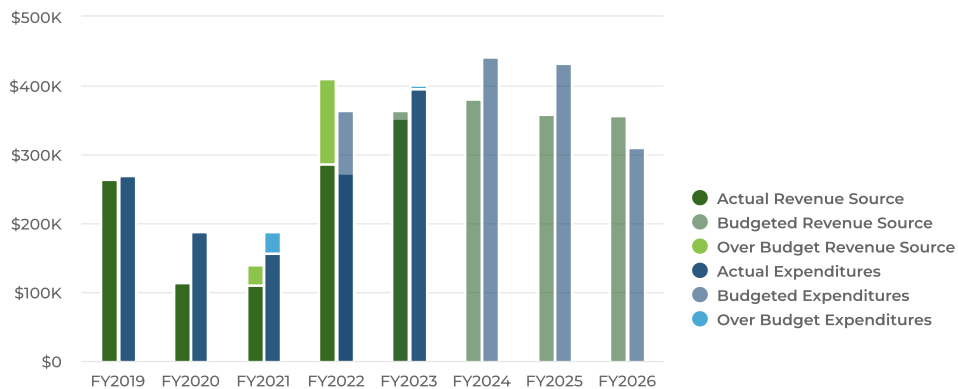
Automated Speed Enforcement (ASE) Fund

The purpose of the Automated Speed Enforcement (ASE) Fund is to account for the revenue from fines assessed under authority of chapter 10.36 DMMC which shall be used solely for traffic safety purposes or as otherwise provided by State law.

Summary

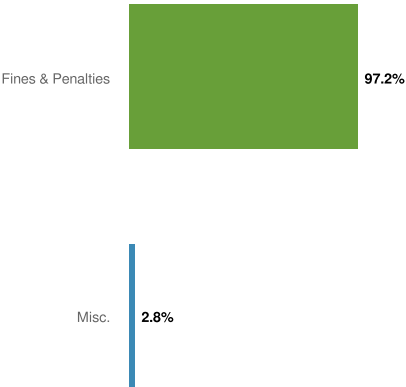
The City of Des Moines is projecting \$360K of revenue in FY2025, which represents a 5.6% decrease over the prior year and \$357.5K of revenue in FY2026, which represents a 0.7% decrease over the prior year.

Budgeted expenditures are projected to decrease by 2.0% or \$9.02K to \$432.98K in FY2025 and 28.0% or \$121.07K in FY2026.

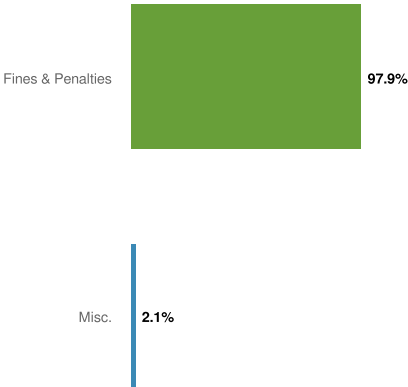


Revenues by Source

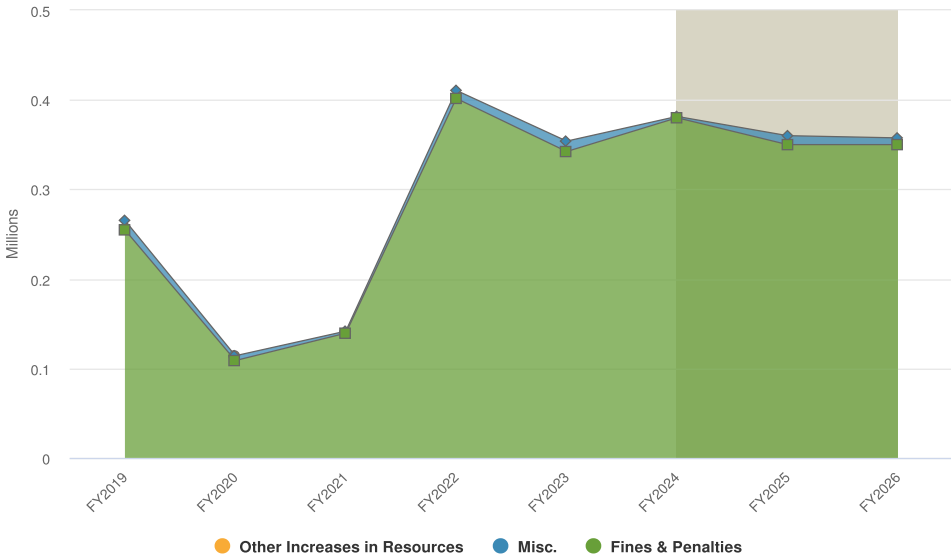
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



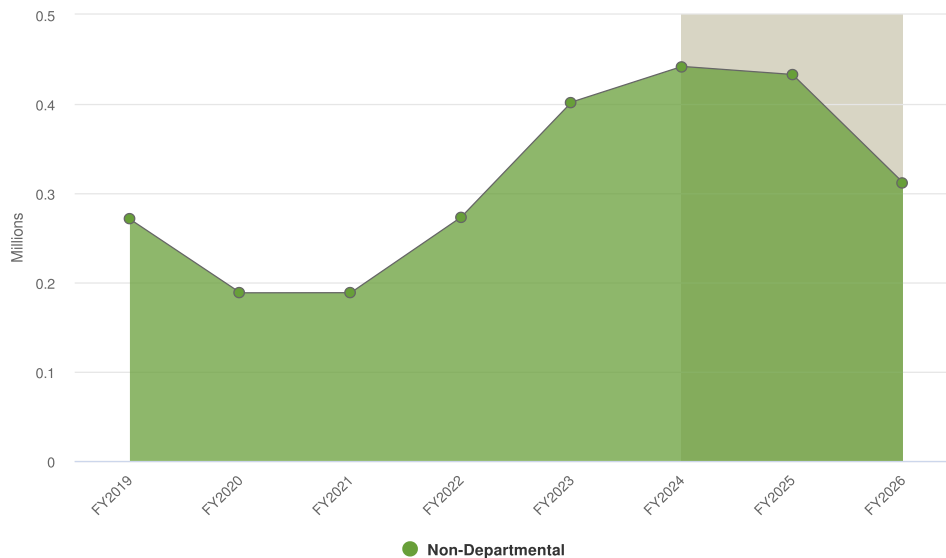
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Fines & Penalties						
Unrestricted						
SCHOOL ZONE INFRACTIONS	\$342,267	\$380,000	\$350,000	\$350,000	\$350,000	-7.9%
Total Unrestricted:	\$342,267	\$380,000	\$350,000	\$350,000	\$350,000	-7.9%
Total Fines & Penalties:	\$342,267	\$380,000	\$350,000	\$350,000	\$350,000	-7.9%
Misc.						
Unrestricted						
INTEREST REVENUE	\$11,595	\$1,500	\$12,000	\$10,000	\$7,500	566.7%
MISCELLANEOUS REVENUE	\$41	\$0	\$0	\$0	\$0	0%
Total Unrestricted:	\$11,636	\$1,500	\$12,000	\$10,000	\$7,500	566.7%
Total Misc.:	\$11,636	\$1,500	\$12,000	\$10,000	\$7,500	566.7%
Total Revenue Source:	\$353,902	\$381,500	\$362,000	\$360,000	\$357,500	-5.6%

Expenditures by Function

Budgeted and Historical Expenditures by Function

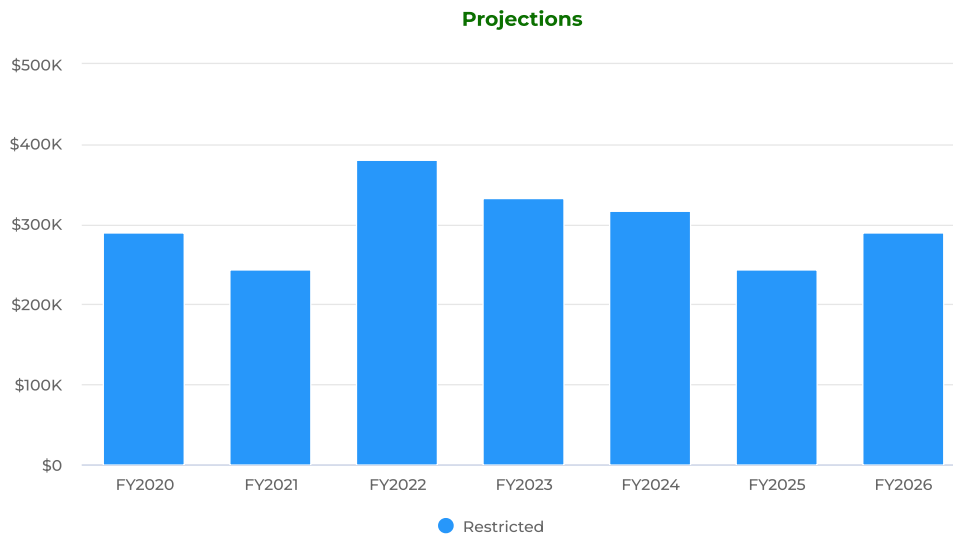


Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Salaries & Wages	\$10,339	\$0	\$21,782	\$22,610	\$23,288	N/A
Personnel Benefits	\$5,078	\$0	\$8,366	\$8,366	\$8,617	N/A
Services & Pass-Thru	\$267,157	\$360,000	\$265,728	\$280,000	\$280,000	-22.2%
Transfers Out	\$119,525	\$82,000	\$82,000	\$122,000	\$0	48.8%
Total:	\$402,099	\$442,000	\$377,876	\$432,976	\$311,905	-2%

Fund Balance





Redondo Speed Enforcement Fund

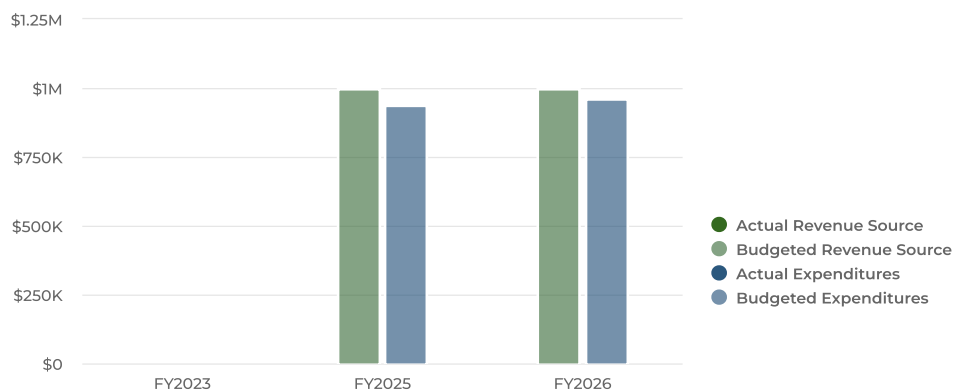
The purpose of the fund is to account for the funds related to public park speed enforcement cameras located outside a school zone in the Redondo Zone.

Revenue from fines assessed for park zone speed violations shall be used solely for the purposes of traffic safety activities related to construction and preservation projects and maintenance and operations purposes including, but not limited to, projects designed to implement the complete streets approach as defined in RCW 47.04.010, changes in physical infrastructure to reduce speeds through road design, and changes to improve safety for active transportation users, including improvements to access and safety for road users with mobility, sight, or other disabilities. As well as the cost to administer, install, operate, and maintain the automatic traffic safety cameras, including the cost of the infractions, within the Redondo Zone.

Summary

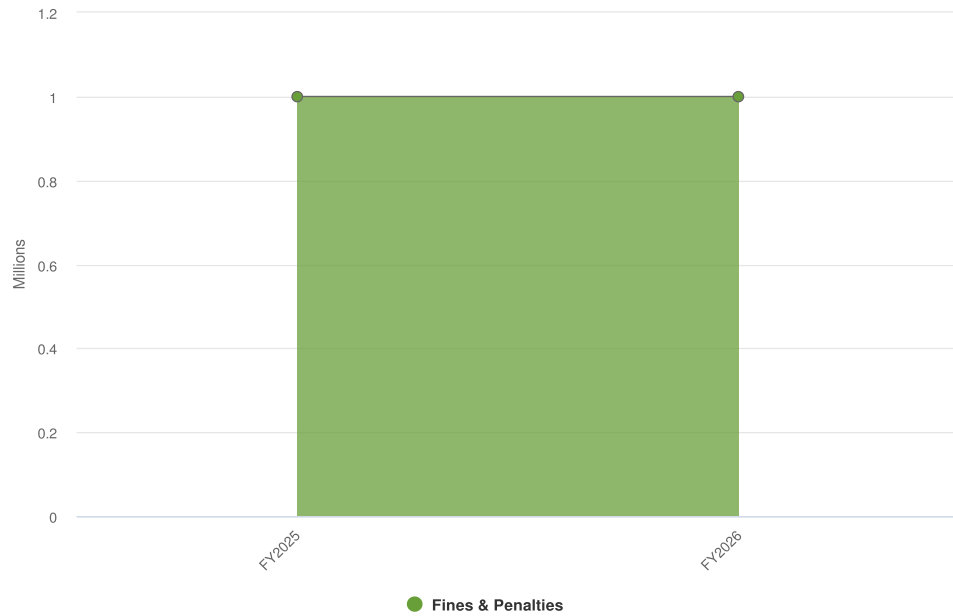
The City of Des Moines is projecting \$1M of revenue in FY2025, which represents a 0% increase over the prior year and \$1M of revenue in FY2026, which represents a 0% increase over the prior year.

Budgeted expenditures are projected to increase by 0% or \$938.82K to \$938.82K in FY2025 and 2.3% or \$21.83K in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source

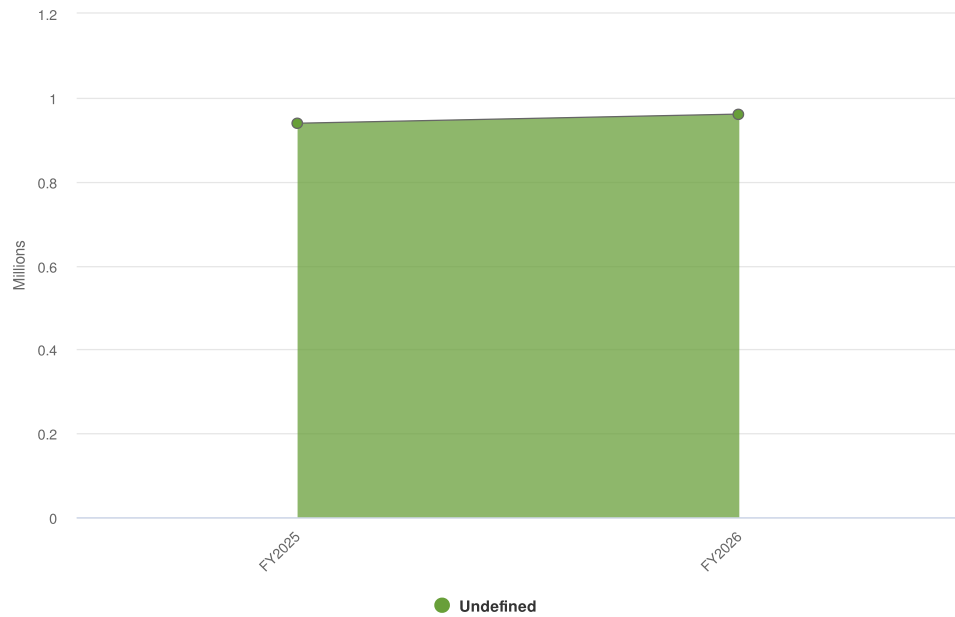


Name	FY2023 Actuals	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source					
Fines & Penalties	\$0	\$450,000	\$1,000,000	\$1,000,000	N/A
Total Revenue Source:	\$0	\$450,000	\$1,000,000	\$1,000,000	N/A



Expenditures by Function

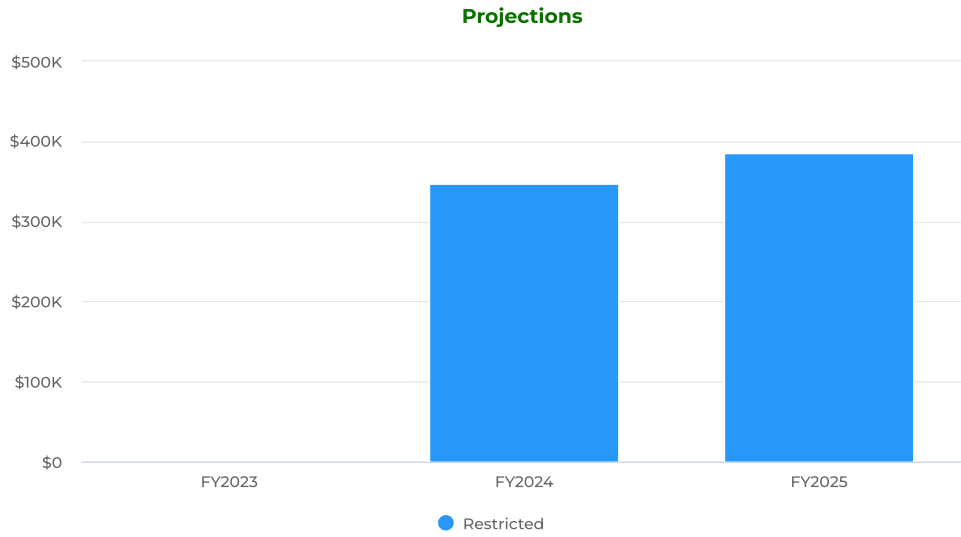
Budgeted and Historical Expenditures by Function



Name	FY2023 Actuals	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures					
Undefined					
Salaries & Wages	\$0	\$10,700	\$44,024	\$45,345	N/A
Personnel Benefits	\$0	\$13,780	\$16,800	\$17,304	N/A
Services & Pass-Thru	\$0	\$140,000	\$245,000	\$245,000	N/A
Transfers Out	\$0	\$0	\$633,000	\$653,000	N/A
Total Undefined:	\$0	\$164,480	\$938,824	\$960,649	N/A
Total Expenditures:	\$0	\$164,480	\$938,824	\$960,649	N/A



Fund Balance





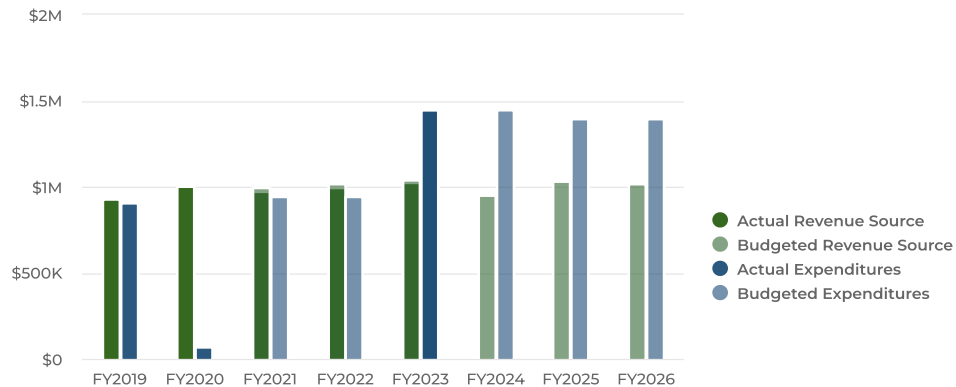
Transportation Benefit District (TBD) Fund

The purpose of the Transportation Benefit District (TBD) Fund is to account for the \$40.00 vehicle license fees currently imposed under the Transportation Benefit District. The vehicle license fees fund city arterial street maintenance and arterial street paving.

Summary

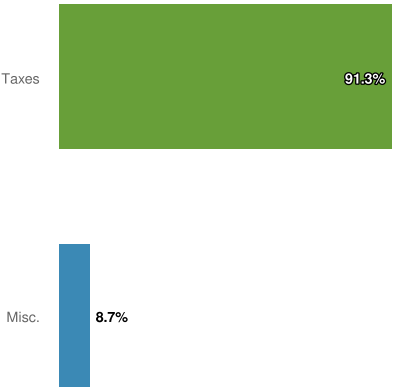
The City of Des Moines is projecting \$1.04M of revenue in FY2025, which represents a 8.4% increase over the prior year and \$1.02M of revenue in FY2026, which represents a 1.9% decrease over the prior year.

Budgeted expenditures are projected to decrease by 3.4% or \$50K to \$1.4M in FY2025 and 0% or \$0 in FY2026.

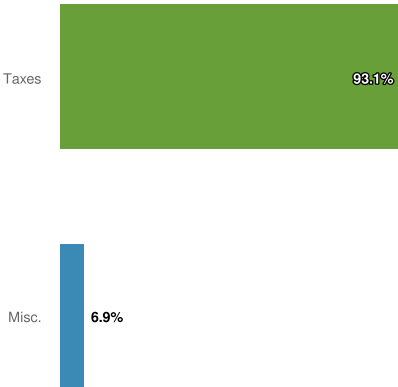


Revenues by Source

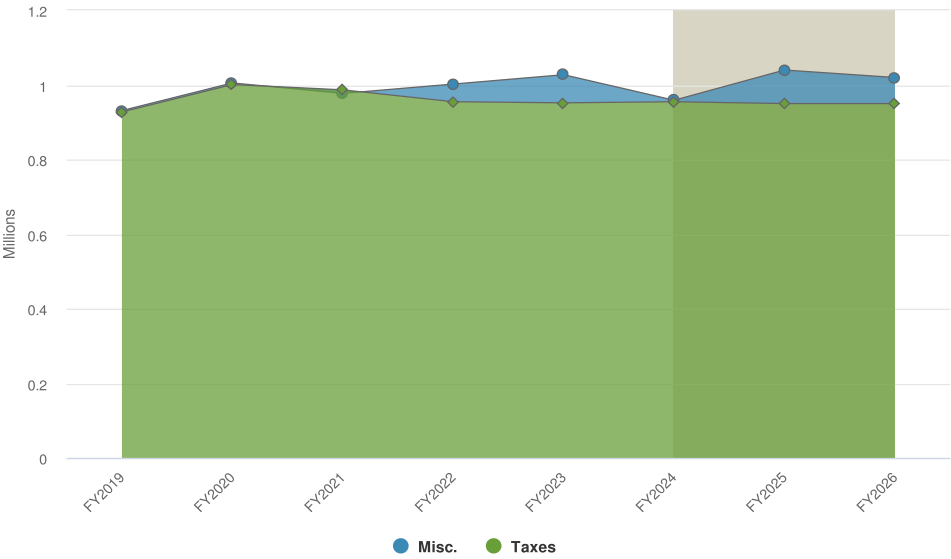
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



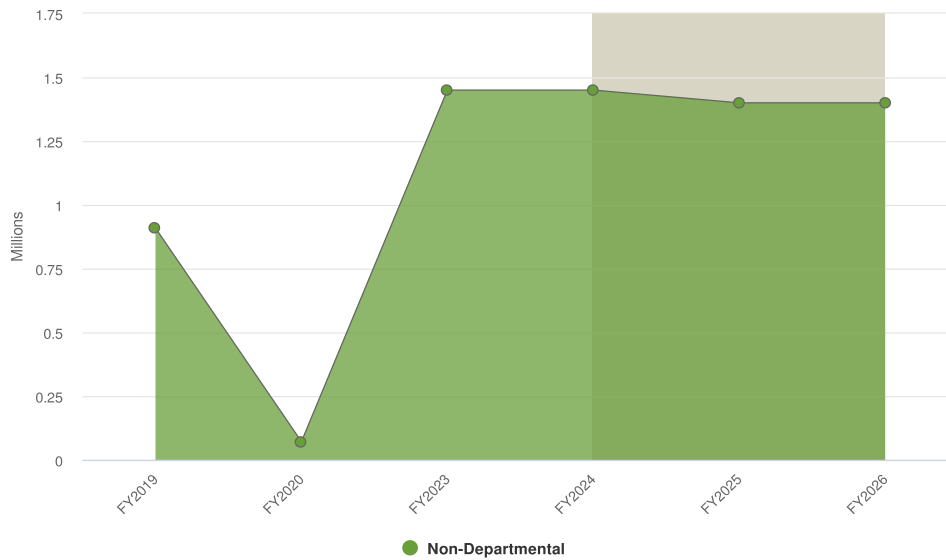
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes						
Leasehold	\$952,010	\$955,000	\$947,000	\$950,000	\$950,000	-0.5%
Total Taxes:	\$952,010	\$955,000	\$947,000	\$950,000	\$950,000	-0.5%
Misc.						
Interest and Other Earnings	\$75,406	\$4,000	\$105,000	\$90,000	\$70,000	2,150%
Total Misc.:	\$75,406	\$4,000	\$105,000	\$90,000	\$70,000	2,150%
Total Revenue Source:	\$1,027,415	\$959,000	\$1,052,000	\$1,040,000	\$1,020,000	8.4%

Expenditures by Function

Budgeted and Historical Expenditures by Function

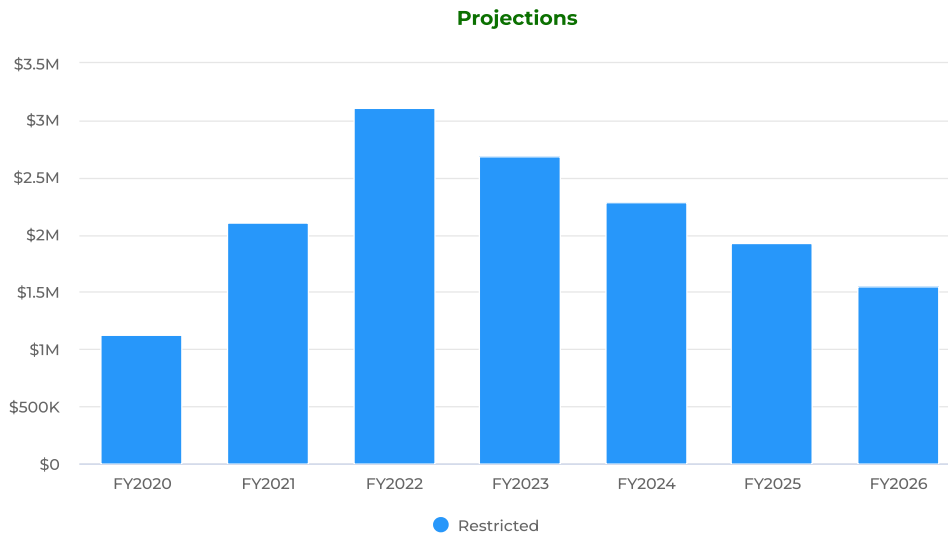


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Services & Pass-Thru						



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
INTERFUND MAINTENANCE SERVICES	\$450,000	\$450,000	\$450,000	\$900,000	\$900,000	100%
Total Services & Pass-Thru:	\$450,000	\$450,000	\$450,000	\$900,000	\$900,000	100%
Transfers Out						
TRANSFERS OUT TO FUND 101	\$0	\$500,000	\$500,000	\$0	\$0	-100%
XFER OUT TO 102	\$1,000,000	\$500,000	\$500,000	\$500,000	\$500,000	0%
Total Transfers Out:	\$1,000,000	\$1,000,000	\$1,000,000	\$500,000	\$500,000	-50%
Total Non-Departmental:	\$1,450,000	\$1,450,000	\$1,450,000	\$1,400,000	\$1,400,000	-3.4%
Total Expenditures:	\$1,450,000	\$1,450,000	\$1,450,000	\$1,400,000	\$1,400,000	-3.4%

Fund Balance





Debt Service Funds

Debt service funds are used to account for principal and interest payments. Debt is used by the City as a means of financing capital improvements. By extending the repayment of debt over the anticipated useful life of the improvement, the cost is more equitably spread among the citizens who benefit from the improvement.

Bonds are sold, and the proceeds are used to pay for the construction of capital improvements. The bonds are repaid over a period of time from taxes, fees, or other revenue sources identified for that purpose.

The City of Des Moines has issued three types of debt for general government purposes.

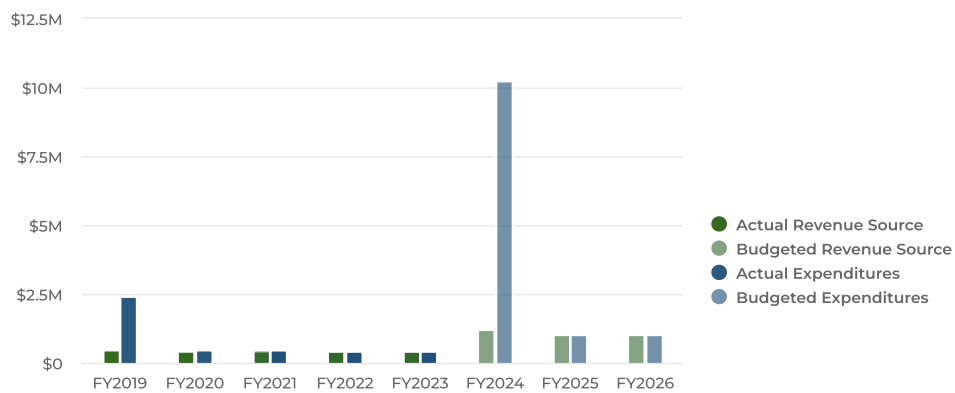
- Limited Tax General Obligation (LTGO) Bonds (also called Councilmatic Bonds) can be issued with approval of City Council. The debt is repaid from existing general revenues of the City.
- Intergovernmental Bonds, which are backed by the full faith and credit of the City of Des Moines. In 2019, the City went from a host City for the SCORE jail to an owner City. As a host City, the City's allocable share of SCORE debt was reflected as an intergovernmental loan. With this change to an owner City, the City's allocable share of the SCORE debt is reflected as intergovernmental bonds.
- Governmental Loans, which the City of Des Moines has two Public Works Trust Fund loans.

When debt is issued, a thorough review of the City's financial condition is completed by bond rating agencies. Based on their findings, the bonds are given a rating. The City's bond rating is a reflection of creditworthiness and affects the cost to the City of issuing debt. The City of Des Moines holds an AA+ bond rating awarded to the City on September 21, 2023, from Standard and Poor's (S&P) Global Ratings.

Summary

The City of Des Moines is projecting \$1.05M of revenue in FY2025, which represents a 16.9% decrease over the prior year and \$1.05M of revenue in FY2026, which represents a 0.1% decrease over the prior year.

Budgeted expenditures are projected to decrease by 89.8% or \$9.22M to \$1.05M in FY2025 and 0.1% or \$962 in FY2026.



Debt Service Funds Comprehensive Summary

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted
Beginning Fund Balance:	\$122,730	\$122,540	\$122,540	\$122,540	\$122,540
Revenues					
Misc.					
XFER IN FROM REET 2	\$233,492	\$234,576	\$234,576	\$210,195	\$209,433
XFER IN FROM WATERFRONT ZONE	\$0	\$250,000	\$250,000	\$250,000	\$250,000
XFER IN FROM REET 1	\$0	\$200,000	\$200,000	\$155,843	\$155,843
XFER IN FROM REET 2	\$0	\$300,000	\$300,000	\$155,844	\$155,842
XFER IN FROM ONE TIME TAX	\$0	\$50,000	\$50,000	\$50,000	\$50,000
XFER IN FROM GENL FUND	\$226,400	\$0	\$0	\$0	\$0
XFER IN FROM REET 1	\$0	\$0	\$0	\$138,136	\$112,197
XFER IN FROM REET 2	\$0	\$0	\$0	\$88,465	\$114,204
XFER IN FROM GENERAL FUND	\$0	\$226,600	\$226,600	\$0	\$0
Total Misc.:	\$459,892	\$1,261,176	\$1,261,176	\$1,048,483	\$1,047,519
Total Revenues:	\$459,892	\$1,261,176	\$1,261,176	\$1,048,483	\$1,047,519
Expenditures					
Debt - Principal					
PRINCIPAL 08 GO TRANSPORT	\$0	\$146,436	\$146,436	\$0	\$0
PRINCIPAL 18 GO REF BONDS - TR	\$139,594	\$0	\$0	\$151,911	\$157,385
PRINCIPAL PWTF PAC HIGHWAY	\$31,863	\$23,619	\$23,619	\$0	\$0
PRINCIPAL PWTF GATEWAY	\$23,618	\$31,863	\$31,863	\$31,863	\$31,863
LTGO BONDS	\$120,000	\$125,000	\$125,000	\$130,000	\$135,000
Total Debt - Principal:	\$315,075	\$326,918	\$326,918	\$313,774	\$324,248
Debt - Interest					
INTEREST PWTF GATEWAY	\$956	\$119	\$119	\$637	\$478
INTEREST PWTF PAC HIGHWAY	\$236	\$797	\$797	\$0	\$0
INTEREST 18 GO REF BONDS - TRA	\$37,226	\$31,642	\$31,642	\$25,784	\$19,707
OTHER DEBT SERVICE COSTS	\$60	\$100	\$100	\$0	\$0
INTEREST & OTHER DEBT SVC COST	\$0	\$800,000	\$800,000	\$611,685	\$611,685
INTEREST & OTHER DEBT SVC COST	\$106,530	\$101,600	\$101,600	\$96,600	\$91,400
Total Debt - Interest:	\$145,007	\$934,258	\$934,258	\$734,706	\$723,270
Transfers Out					
TRANSFERS OUT TO FUND 310	\$0	\$9,008,000	\$0	\$0	\$0
Total Transfers Out:	\$0	\$9,008,000	\$0	\$0	\$0
Total Expenditures:	\$460,082	\$10,269,176	\$1,261,176	\$1,048,480	\$1,047,518
Total Revenues Less Expenditures:	-\$190	-\$9,008,000	\$0	\$3	\$1
Ending Fund Balance:	\$122,540	-\$8,885,460	\$122,540	\$122,543	\$122,541





Capital Projects Funds

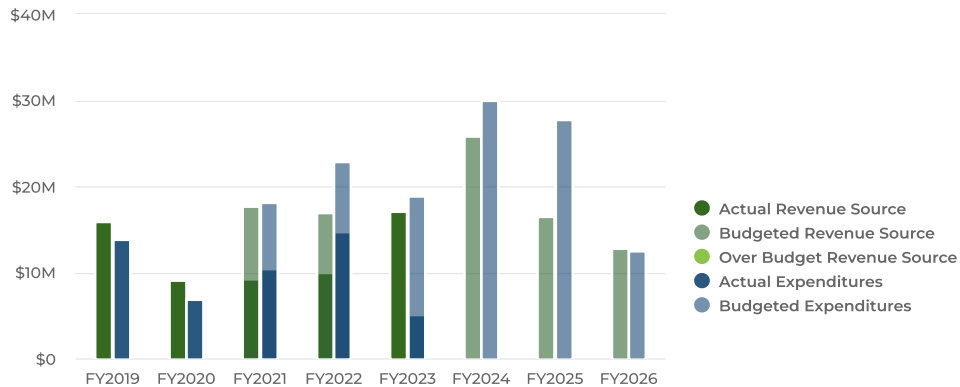
On September 26, 2024, the City of Des Moines City Council adopted the 2025-2030 Capital Improvements Plan (CIP), a multi-year plan of capital projects with estimated costs, and proposed methods of financing. The CIP is reviewed and updated annually per the availability of resources, changes in City policy and community needs, unexpected emergencies and events, and changes in costs and financial strategies.

A CIP is a planning document and project expenditures and revenues are not authorized until they have been adopted through the annual budget process.

Summary

The City of Des Moines is projecting \$16.55M of revenue in FY2025, which represents a 36.1% decrease over the prior year and \$12.85M of revenue in FY2026, which represents a 22.4% decrease over the prior year.

Budgeted expenditures are projected to decrease by 7.4% or \$2.22M to \$27.79M in FY2025 and 54.6% or \$15.17M in FY2026.





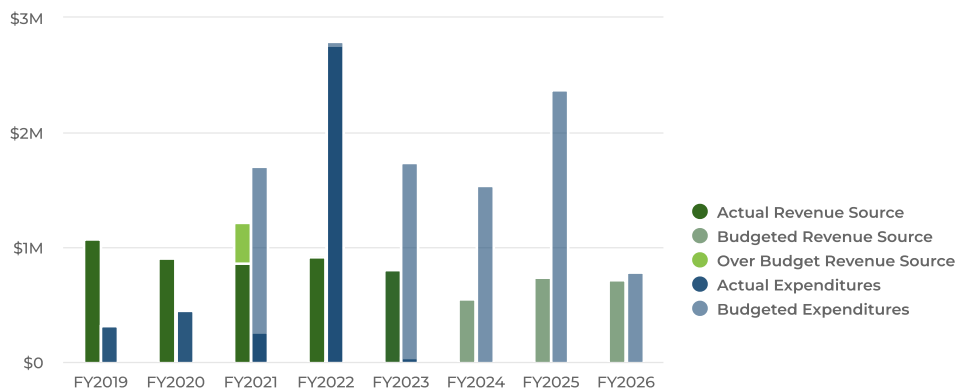
Real Estate Excise Tax (REET) 1st Quarter Fund

The REET 1 (Real Estate Excise Tax) Fund accounts for the "first quarter percent" revenues received from the tax imposed on real estate sales transactions within the City. These funds are primarily transferred to capital project funds based on the adopted six-year Capital Improvements Plan (CIP). REET 1 is a highly volatile revenue source that is tied to the health of the real estate market. Large and unpredictable commercial real estate transactions can lead to wide fluctuations in annual REET 1 revenue collections. The City also receives some interest revenue from investing REET 1 revenue until it is ready for use.

Summary

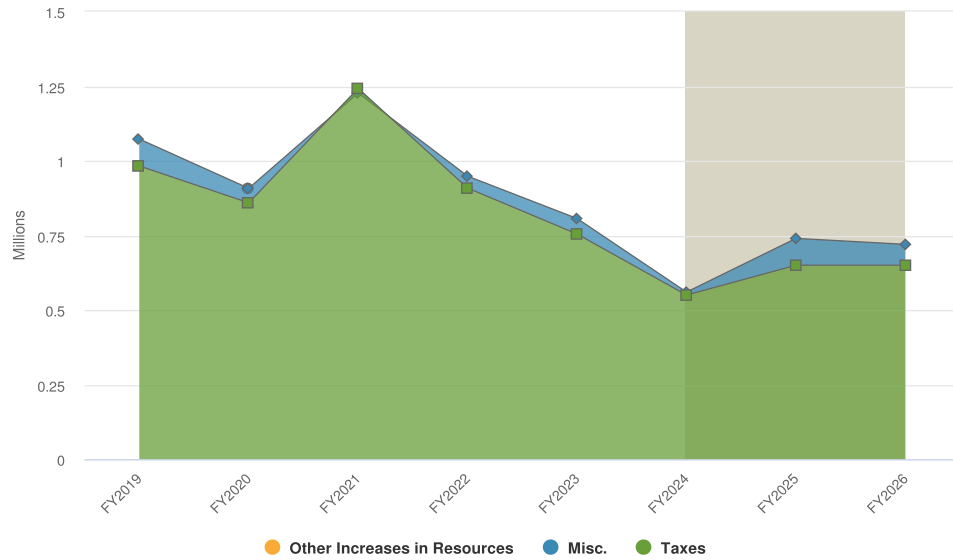
The City of Des Moines is projecting \$740K of revenue in FY2025, which represents a 32.1% increase over the prior year and \$720K of revenue in FY2026, which represents a 2.7% decrease over the prior year.

Budgeted expenditures are projected to increase by 54.1% or \$835.98K to \$2.38M in FY2025 and 66.7% or \$1.59M in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



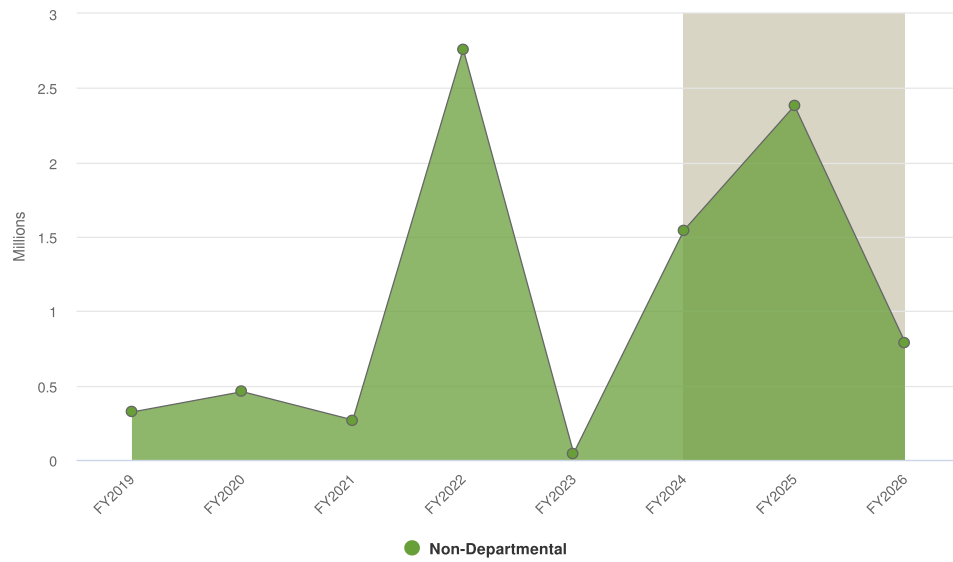
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes						
REET 1-FIRST QUARTER PERCENTER	\$754,671	\$550,000	\$600,000	\$650,000	\$650,000	18.2%
Total Taxes:	\$754,671	\$550,000	\$600,000	\$650,000	\$650,000	18.2%
Misc.						
Interest and Other Earnings						
INTEREST REVENUE	\$51,982	\$10,000	\$110,000	\$90,000	\$70,000	800%
Total Interest and Other Earnings:	\$51,982	\$10,000	\$110,000	\$90,000	\$70,000	800%
Total Misc.:	\$51,982	\$10,000	\$110,000	\$90,000	\$70,000	800%
Total Revenue Source:	\$806,653	\$560,000	\$710,000	\$740,000	\$720,000	32.1%



Expenditures by Function

Budgeted and Historical Expenditures by Function



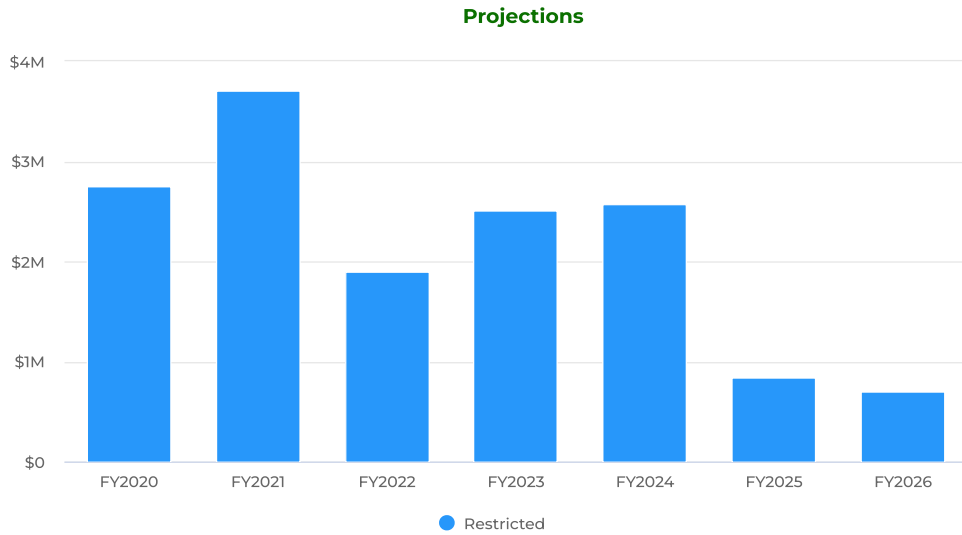
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
TRANSFERS OUT TO FUND 203	\$0	\$200,000	\$191,524	\$155,843	\$155,843	-22.1%
TRANSFERS OUT TO FUND 208	\$0	\$0	\$0	\$138,136	\$112,197	N/A
TRANSFERS OUT TO FUND 310	\$20,203	\$0	\$0	\$0	\$0	0%
Total Undefined:	\$20,203	\$200,000	\$191,524	\$293,979	\$268,040	47%
Mci Cip Xfer						
XFER TO MUNI CAPITAL	\$0	\$944,000	\$217,000	\$1,052,000	\$424,000	11.4%
Total Mci Cip Xfer:	\$0	\$944,000	\$217,000	\$1,052,000	\$424,000	11.4%
Transp Cip Xfer						
XFER TO TRANSPORTATION CAPITAL	\$25,190	\$223,000	\$231,000	\$408,000	\$50,000	83%
Total Transp Cip Xfer:	\$25,190	\$223,000	\$231,000	\$408,000	\$50,000	83%
Roadside Vegetation						
XFER TO EQUIP REPLACEMENT	\$0	\$178,000	\$0	\$627,000	\$50,000	252.2%
Total Roadside Vegetation:	\$0	\$178,000	\$0	\$627,000	\$50,000	252.2%
Total Non-Departmental:	\$45,393	\$1,545,000	\$639,524	\$2,380,979	\$792,040	54.1%
Total Expenditures:	\$45,393	\$1,545,000	\$639,524	\$2,380,979	\$792,040	54.1%



Fund Balance





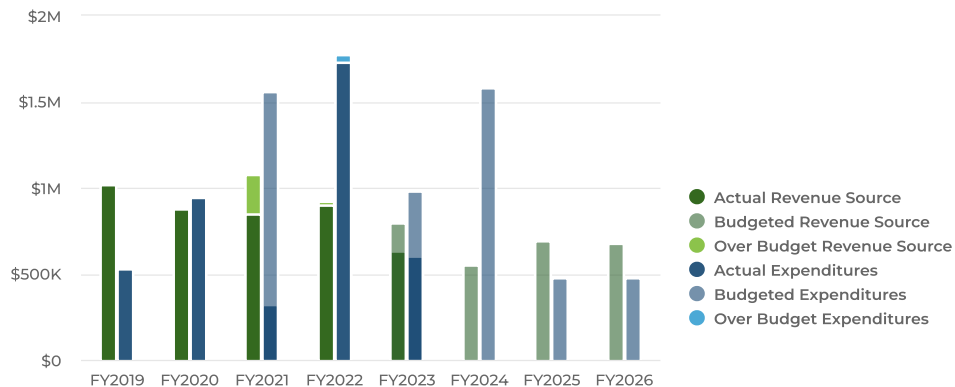
Real Estate Excise Tax (REET) 2nd Quarter Fund

The REET 2 (Real Estate Excise Tax) Fund accounts for the "second quarter percent" revenues received from the tax imposed on real estate sales transactions within the City. These funds are primarily transferred to capital project funds based on the adopted six-year Capital Improvements Plan (CIP). REET 2 is a highly volatile revenue source that is tied to the health of the real estate market. Large and unpredictable commercial real estate transactions can lead to wide fluctuations in annual REET 2 revenue collections. The City also receives some interest revenue from investing REET 2 revenue until it is ready for use.

Summary

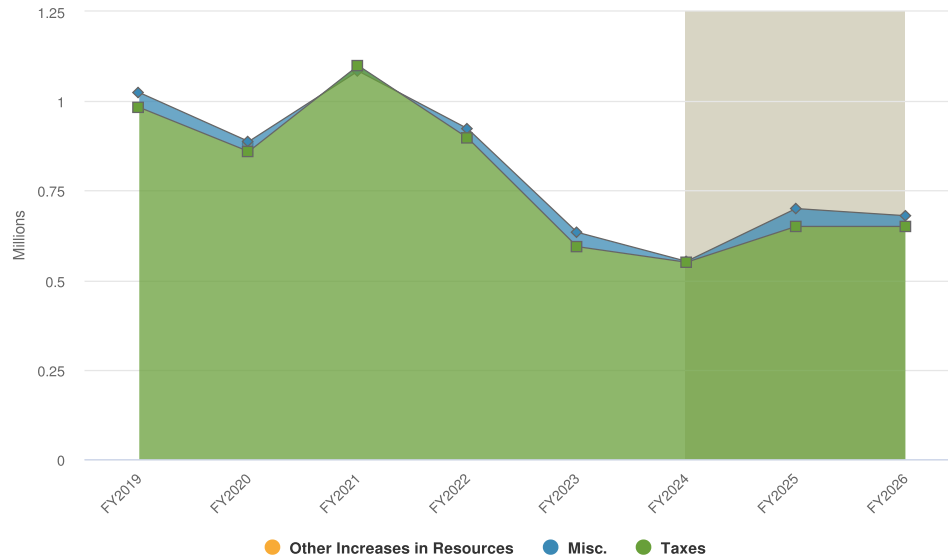
The City of Des Moines is projecting \$700K of revenue in FY2025, which represents a 26.7% increase over the prior year and \$680K of revenue in FY2026, which represents a 2.9% decrease over the prior year.

Budgeted expenditures are projected to decrease by 69.5% or \$1.1M to \$483.5K in FY2025 and 0.8% or \$4.03K in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



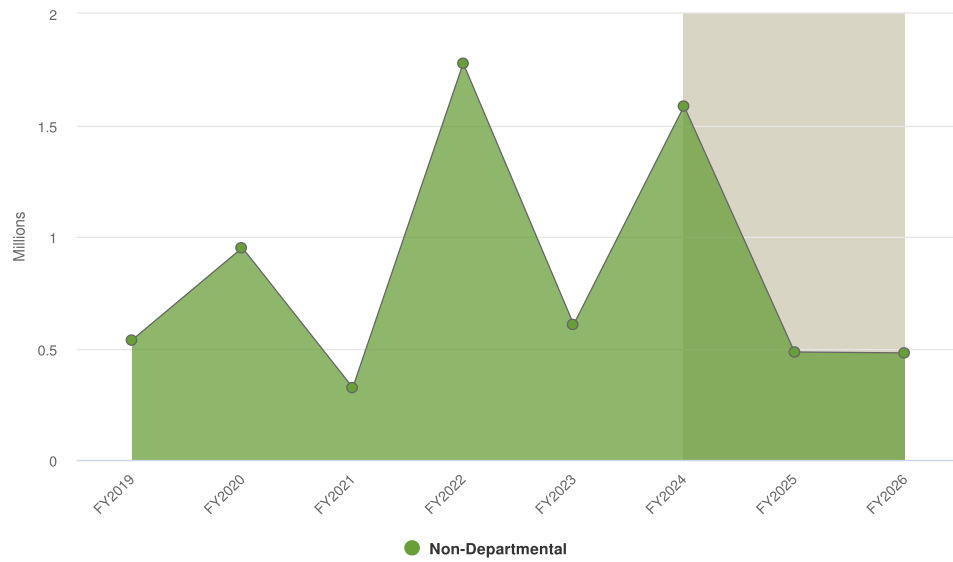
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes						
Other						
REET 2ND QUARTER %	\$593,671	\$550,000	\$550,000	\$650,000	\$650,000	18.2%
Total Other:	\$593,671	\$550,000	\$550,000	\$650,000	\$650,000	18.2%
Total Taxes:	\$593,671	\$550,000	\$550,000	\$650,000	\$650,000	18.2%
Misc.						
Interest and Other Earnings						
INTEREST REVENUE	\$40,139	\$2,500	\$70,000	\$50,000	\$30,000	1,900%
Total Interest and Other Earnings:	\$40,139	\$2,500	\$70,000	\$50,000	\$30,000	1,900%
Total Misc.:	\$40,139	\$2,500	\$70,000	\$50,000	\$30,000	1,900%
Total Revenue Source:	\$633,810	\$552,500	\$620,000	\$700,000	\$680,000	26.7%



Expenditures by Function

Budgeted and Historical Expenditures by Function



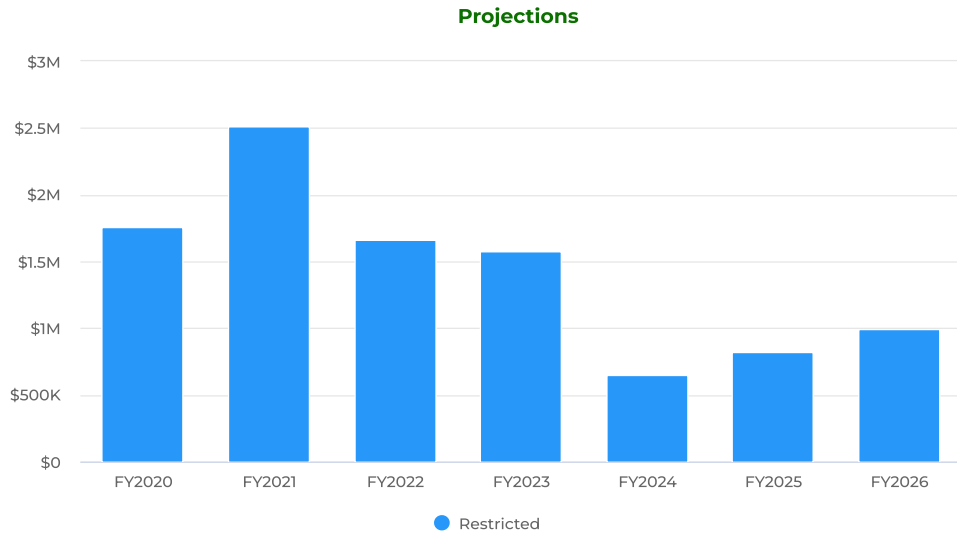
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Transportation Capital						
XFER OUT STREET OPERATING	\$0	\$29,000	\$29,000	\$29,000	\$0	0%
TRANSFERS OUT TO FUND 208	\$0	\$0	\$0	\$88,465	\$114,204	N/A
Total Transportation Capital:	\$0	\$29,000	\$29,000	\$117,465	\$114,204	305.1%
Admin Debt Service						
XFER OUT DEBT SERVICE	\$233,492	\$234,576	\$234,576	\$210,195	\$209,433	-10.4%
TRANSFERS OUT TO FUND 203	\$0	\$300,000	\$191,524	\$155,844	\$155,842	-48.1%
Total Admin Debt Service:	\$233,492	\$534,576	\$426,100	\$366,039	\$365,275	-31.5%
Mci Cip Xfer						
XFER OUT MUNI FAC CAPITAL	\$373,622	\$1,022,000	\$1,022,000	\$0	\$0	-100%
Total Mci Cip Xfer:	\$373,622	\$1,022,000	\$1,022,000	\$0	\$0	-100%
Total Non-Departmental:	\$607,114	\$1,585,576	\$1,477,100	\$483,504	\$479,479	-69.5%
Total Expenditures:	\$607,114	\$1,585,576	\$1,477,100	\$483,504	\$479,479	-69.5%



Fund Balance

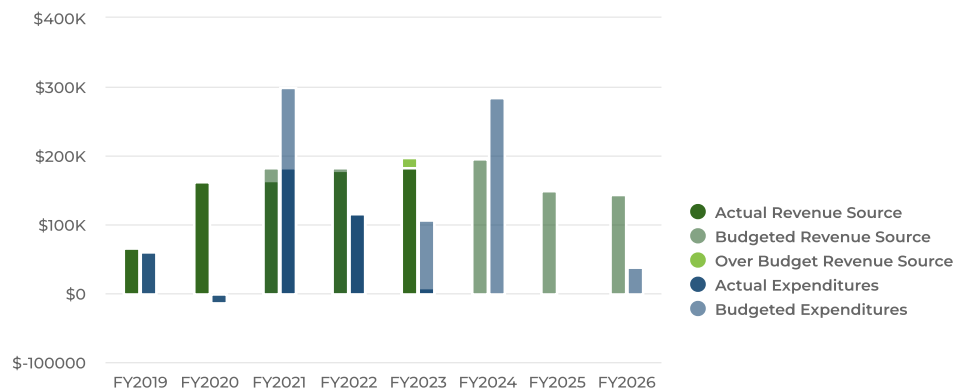




Park Levy Fund

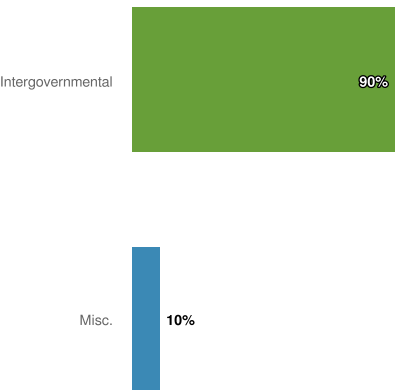
The Park Levy Fund accounts for revenues received from King County from the approved measure to renew the property tax levy supporting parks, trails, and open space in King County. These funds are primarily transferred to capital project funds based on the adopted six-year Capital Improvements Plan (CIP).

Summary

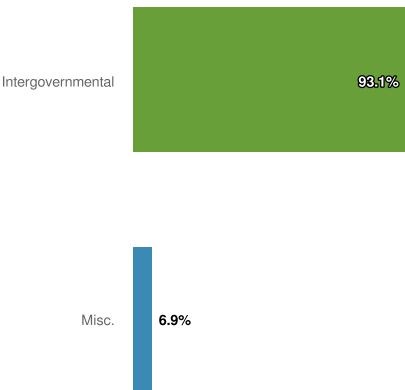


Revenues by Source

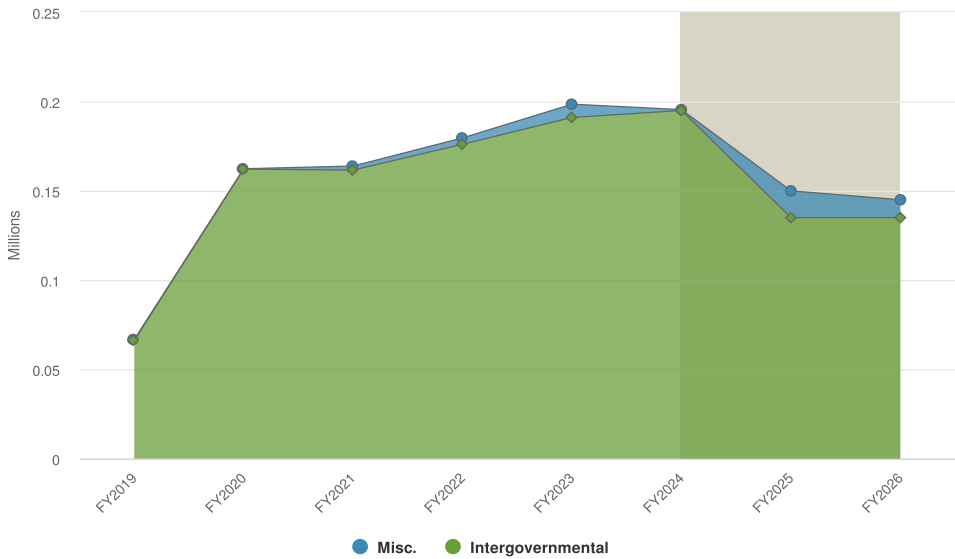
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



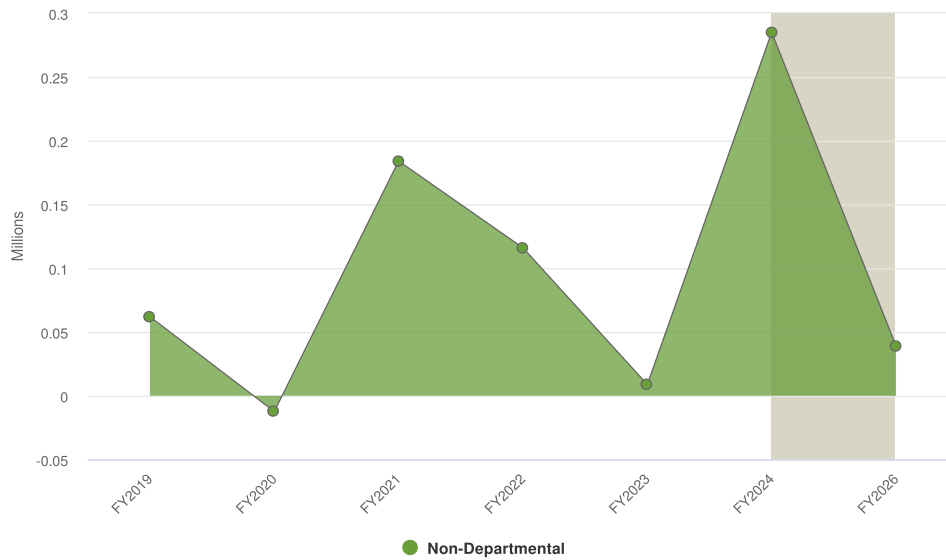
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Intergovernmental						
Local Grants						
KING CO PARK LEVY	\$191,134	\$195,000	\$135,000	\$135,000	\$135,000	-30.8%
Total Local Grants:	\$191,134	\$195,000	\$135,000	\$135,000	\$135,000	-30.8%
Total Intergovernmental:	\$191,134	\$195,000	\$135,000	\$135,000	\$135,000	-30.8%
Misc.						
Interest and Other Earnings						
INTEREST REVENUE	\$7,424	\$500	\$18,000	\$15,000	\$10,000	2,900%
Total Interest and Other Earnings:	\$7,424	\$500	\$18,000	\$15,000	\$10,000	2,900%
Total Misc.:	\$7,424	\$500	\$18,000	\$15,000	\$10,000	2,900%
Total Revenue Source:	\$198,558	\$195,500	\$153,000	\$150,000	\$145,000	-23.3%

Expenditures by Function

Budgeted and Historical Expenditures by Function

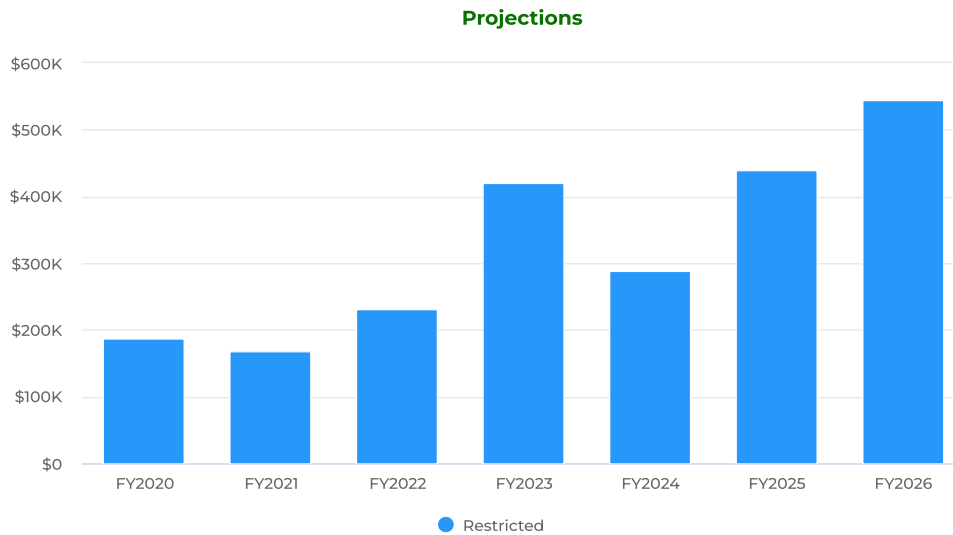


Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
TRANSFERS OUT TO FUND 310	\$8,763	\$0	\$0	\$0	\$39,000	0%
Total Undefined:	\$8,763	\$0	\$0	\$0	\$39,000	0%
Reet 1 Xfer						
TRANSFERS OUT TO FUND 310	\$0	\$285,000	\$285,000	\$0	\$0	-100%
Total Reet 1 Xfer:	\$0	\$285,000	\$285,000	\$0	\$0	-100%
Total Non-Departmental:	\$8,763	\$285,000	\$285,000	\$0	\$39,000	-100%
Total Expenditures:	\$8,763	\$285,000	\$285,000	\$0	\$39,000	-100%

Fund Balance

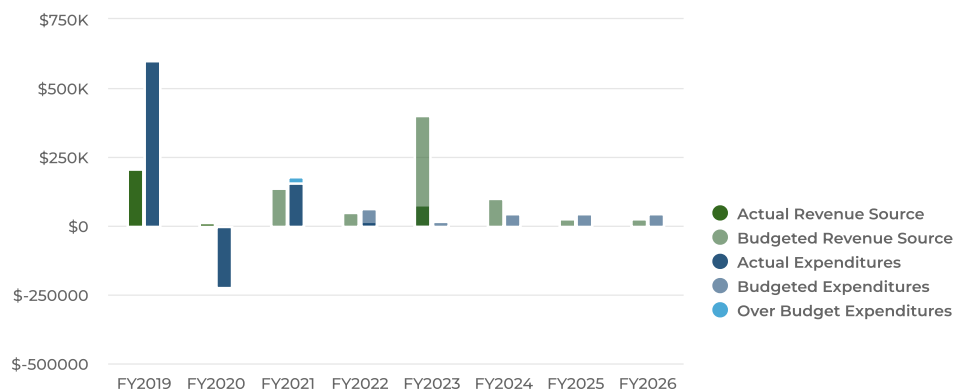




Park In Lieu Fund

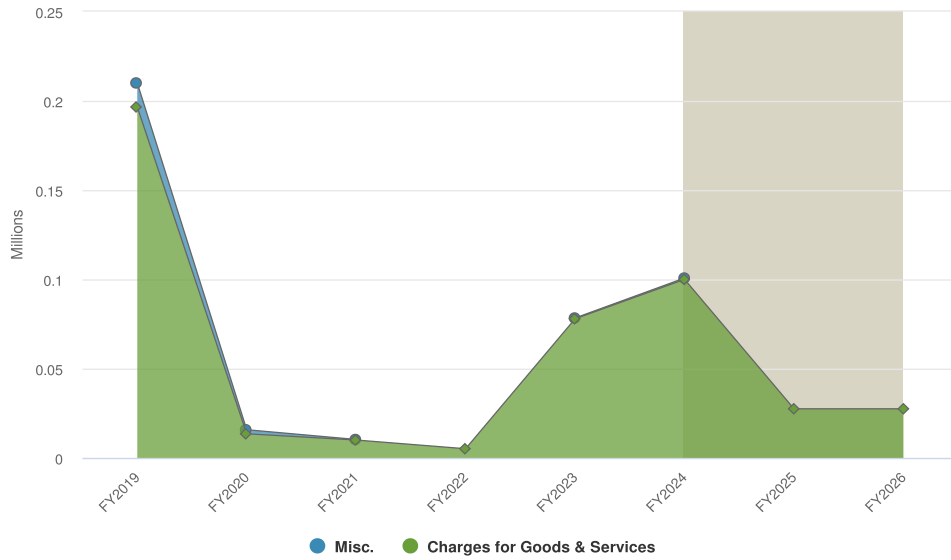
The Park In Lieu Fund accounts for revenues received from agreements related to new development to offset City costs required to support the development and the related increase in population. Revenue from this source is largely unpredictable, subject to development patterns, and can only be used for increasing the capacity of City parks and open space. The City also receives some interest revenue from investing the impact fees until ready for use. These funds are primarily transferred to capital project funds based on the adopted six-year Capital Improvements Plan (CIP).

Summary



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



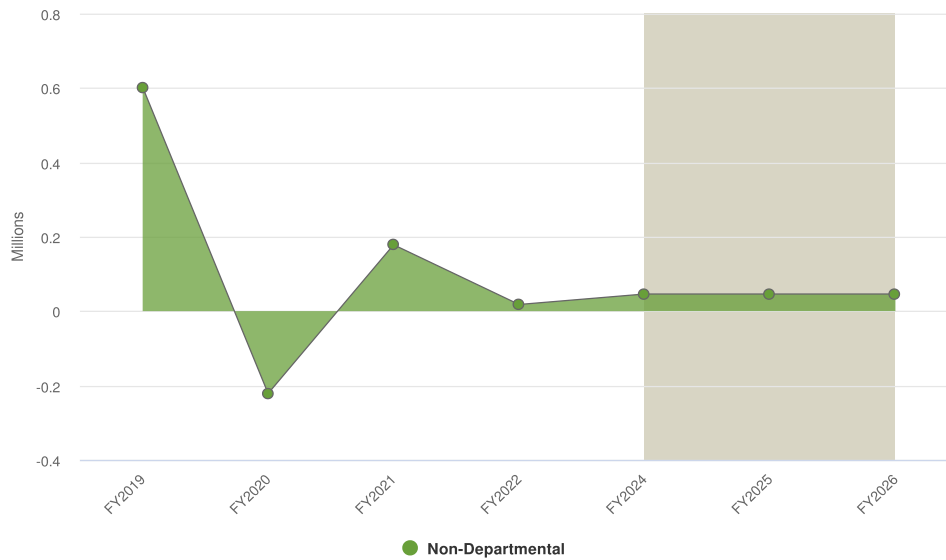
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
PARK IN LIEU	\$77,923	\$100,000	\$86,845	\$27,500	\$27,500	-72.5%
Total Charges for Goods & Services:	\$77,923	\$100,000	\$86,845	\$27,500	\$27,500	-72.5%
Misc.						
INTEREST REVENUE	\$443	\$750	\$0	\$0	\$0	-100%
Total Misc.:	\$443	\$750	\$0	\$0	\$0	-100%
Total Revenue Source:	\$78,366	\$100,750	\$86,845	\$27,500	\$27,500	-72.7%



Expenditures by Function

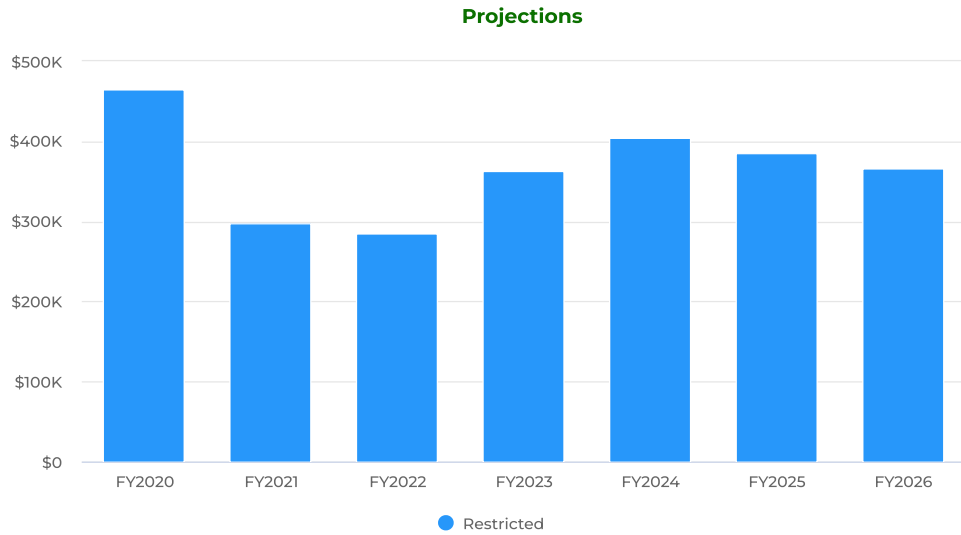
Budgeted and Historical Expenditures by Function



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Mci Cip Xfer						
XFER OUT MUNI FAC CAPITAL	\$0	\$46,000	\$46,000	\$46,000	\$46,000	0%
Total Mci Cip Xfer:	\$0	\$46,000	\$46,000	\$46,000	\$46,000	0%
Total Non-Departmental:	\$0	\$46,000	\$46,000	\$46,000	\$46,000	0%
Total Expenditures:	\$0	\$46,000	\$46,000	\$46,000	\$46,000	0%



Fund Balance

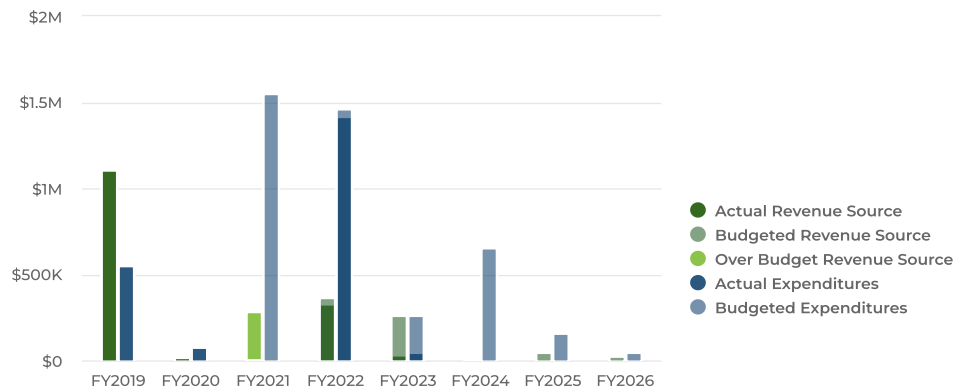




One-Time Sales and B&O Tax Revenues Fund

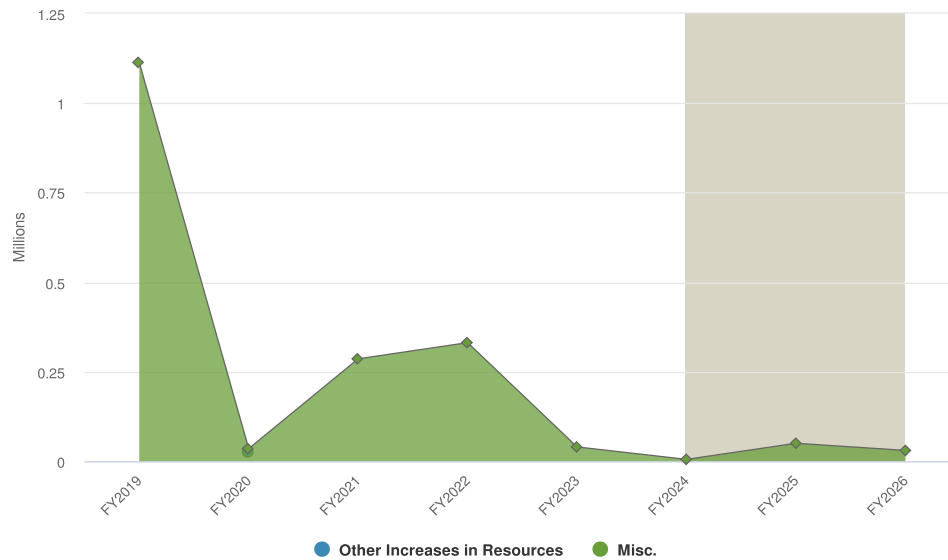
The One-time Sales Tax and B&O Tax Revenue Fund accounts for the transfer of all of the sales tax and business and occupation tax revenues received by the City from projects with a total value exceeding \$15,000,000 to the Municipal Capital Improvement Fund to be used for projects consistent with the purposes of that fund. These funds are primarily transferred to the municipal improvement capital project fund based on the adopted six-year Capital Improvements Plan (CIP).

Summary



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



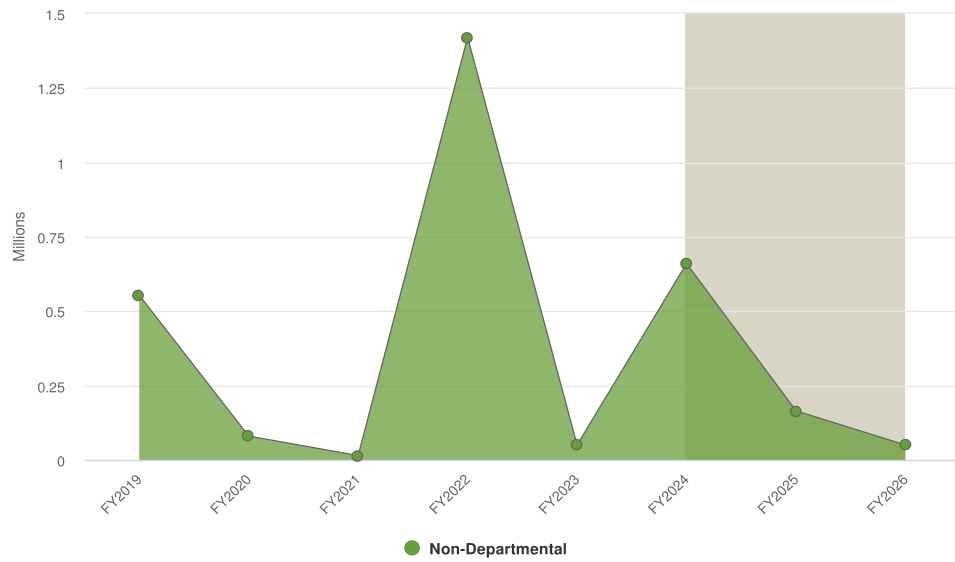
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Misc.						
Interest and Other Earnings						
INTEREST REVENUE	\$39,733	\$5,000	\$70,000	\$50,000	\$30,000	900%
Total Interest and Other Earnings:	\$39,733	\$5,000	\$70,000	\$50,000	\$30,000	900%
Total Misc.:	\$39,733	\$5,000	\$70,000	\$50,000	\$30,000	900%
Total Revenue Source:	\$39,733	\$5,000	\$70,000	\$50,000	\$30,000	900%



Expenditures by Function

Budgeted and Historical Expenditures by Function



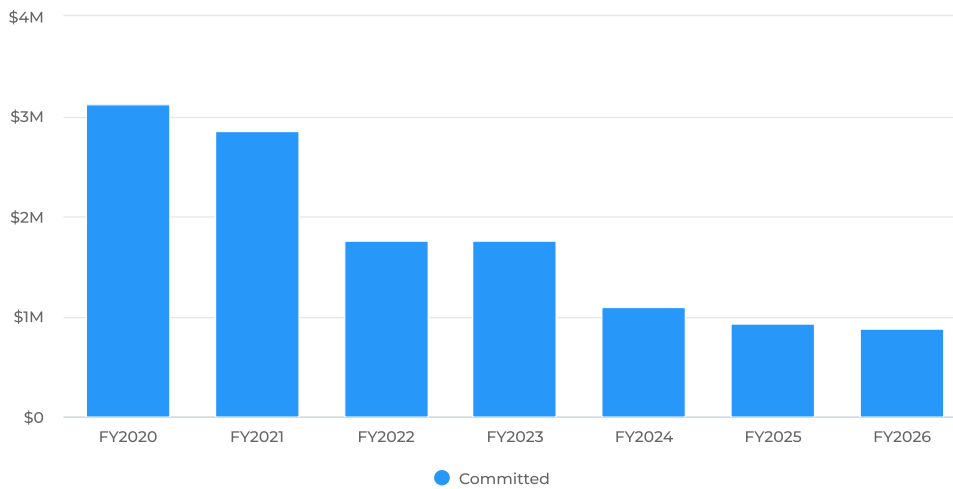
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
TRANSFERS OUT TO FUND 203	\$0	\$50,000	\$50,000	\$50,000	\$50,000	0%
TRANSFERS OUT TO FUND 310	\$39,486	\$0	\$0	\$0	\$0	0%
TRANSFERS OUT TO FUND 319	\$0	\$500,000	\$500,000	\$0	\$0	-100%
TRANSFERS OUT TO FUND 506	\$10,772	\$110,000	\$110,000	\$115,000	\$0	4.5%
Total Non-Departmental:	\$50,258	\$660,000	\$660,000	\$165,000	\$50,000	-75%
Total Expenditures:	\$50,258	\$660,000	\$660,000	\$165,000	\$50,000	-75%

Fund Balance

Projections





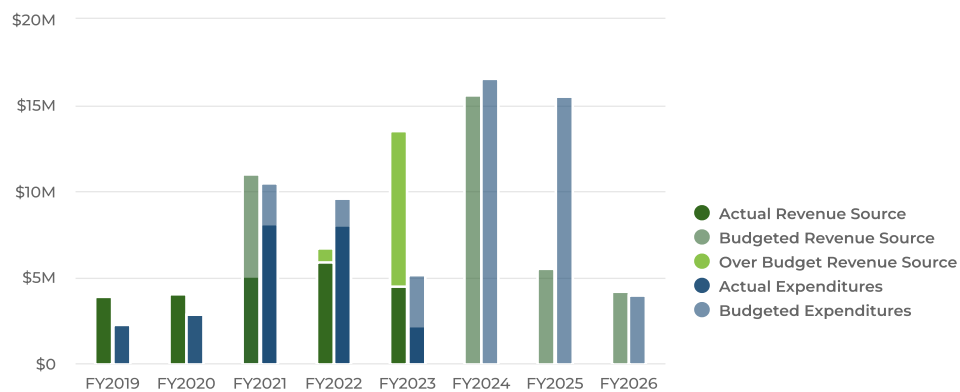
Municipal Capital Improvements Fund

The Municipal Capital Improvements Fund accounts for the revenue and expenditures of capital projects that are upgrades existing City assets such as municipal buildings and parks.

Summary

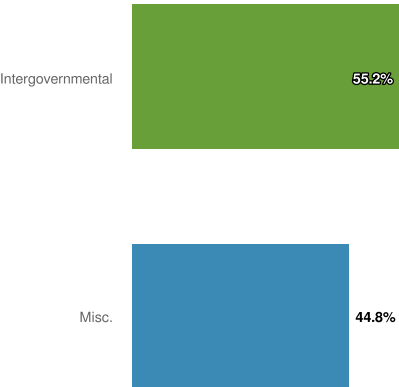
The City of Des Moines is projecting \$5.53M of revenue in FY2025, which represents a 64.6% decrease over the prior year and \$4.22M of revenue in FY2026, which represents a 23.7% decrease over the prior year.

Budgeted expenditures are projected to decrease by 6.0% or \$1M to \$15.56M in FY2025 and 74.5% or \$11.59M in FY2026.

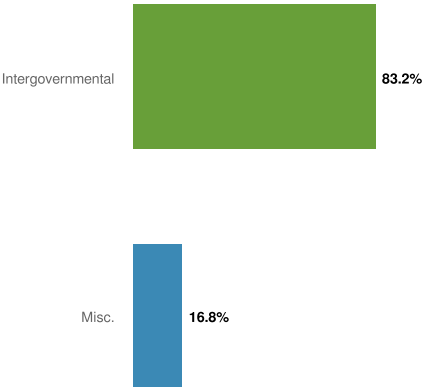


Revenues by Source

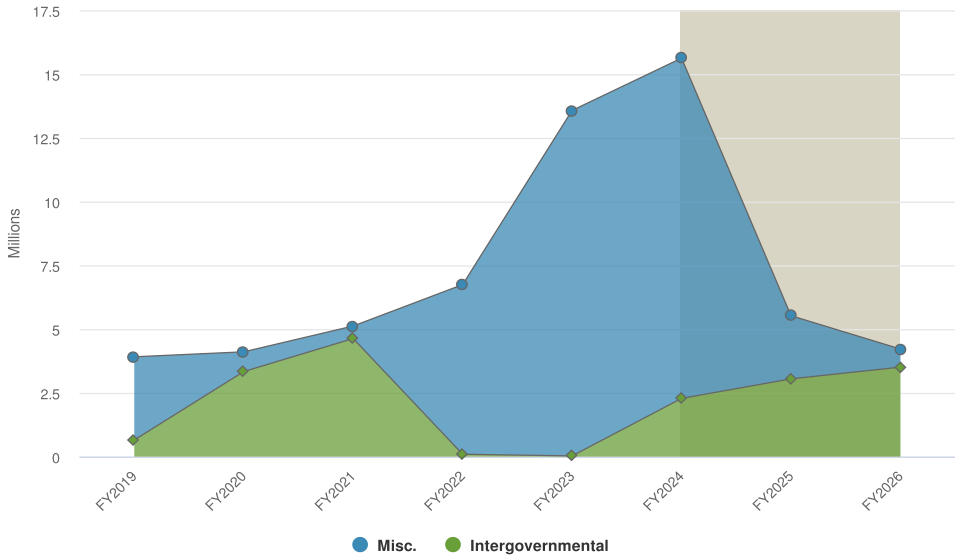
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source

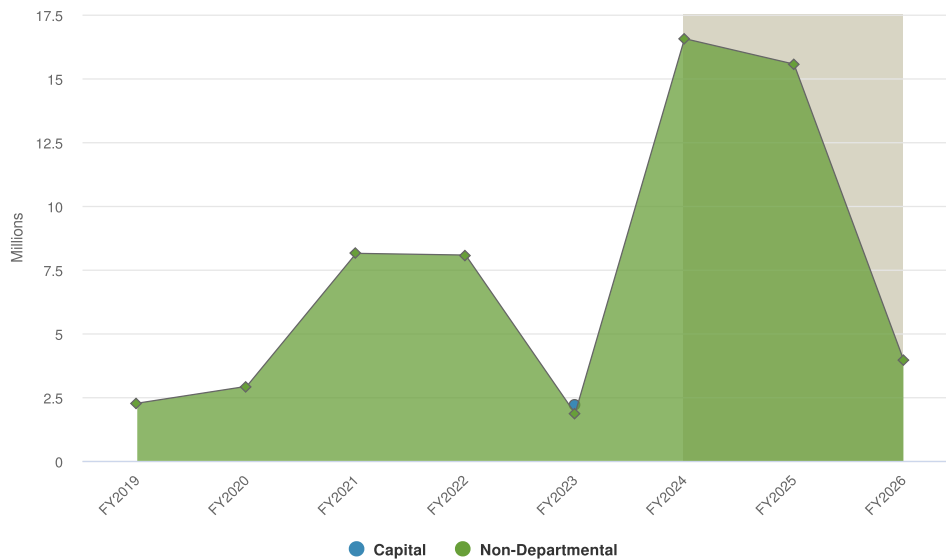


Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Intergovernmental						
State Grants	\$30,632	\$1,826,000	\$1,826,000	\$3,049,000	\$3,509,000	67%
Local Grants	-\$3,243	\$456,000	\$456,000	\$0	\$0	-100%
Total Intergovernmental:	\$27,389	\$2,282,000	\$2,282,000	\$3,049,000	\$3,509,000	33.6%
Misc.						
Interest and Other Earnings	\$1,925	\$0	\$335,000	\$275,000	\$200,000	N/A
Non-Governmental Sources	\$5,000	\$0	\$0	\$0	\$0	0%
GO Bonds Issued	\$12,066,997	\$0	\$0	\$0	\$0	0%
Premium on Bonds Sold	\$398,087	\$0	\$0	\$0	\$0	0%
Transfers In	\$1,075,159	\$13,344,000	\$13,344,000	\$2,202,000	\$509,000	-83.5%
Total Misc.:	\$13,547,168	\$13,344,000	\$13,679,000	\$2,477,000	\$709,000	-81.4%
Total Revenue Source:	\$13,574,557	\$15,626,000	\$15,961,000	\$5,526,000	\$4,218,000	-64.6%

Expenditures by Function

Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.



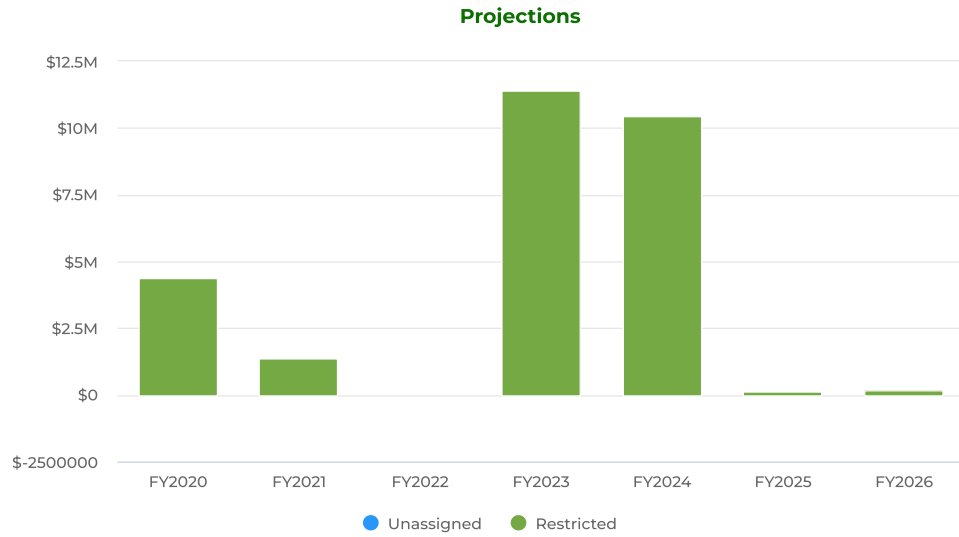
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
SUPPLIES	\$1,694	\$0	\$0	\$0	\$0	0%
FINANCIAL MGMT SYSTEM	\$0	\$0	\$0	\$0	\$0	N/A
<i>Financial System Replacement - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$0	N/A
SALARIES & WAGES	\$11,837	\$0	\$0	\$0	\$0	0%
BENEFITS - FEDERAL	\$172	\$0	\$0	\$0	\$0	0%
BENEFITS - STATE	\$178	\$0	\$0	\$0	\$0	0%
BENEFITS - RETIREMENT	\$1,145	\$0	\$0	\$0	\$0	0%
BENEFITS - ICMA	\$781	\$0	\$0	\$0	\$0	0%
BENEFITS - MED/DENTAL	\$1,253	\$0	\$0	\$0	\$0	0%
BENEFITS - OTHER	\$109	\$0	\$0	\$0	\$0	0%
RECREATIONAL FAC CAPITAL	\$837,428	\$9,483,000	\$9,483,000	\$8,139,000	\$0	-14.2%
<i>Redondo Floats - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Marina Redevelopment - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Marina Steps & Promenade - Construction & Transfers Out</i>	\$0	\$0	\$9,483,000	\$8,139,000	\$0	N/A
SALARIES & WAGES	\$46,067	\$0	\$0	\$0	\$0	0%
BENEFITS - FEDERAL	\$669	\$0	\$0	\$0	\$0	0%
BENEFITS - STATE	\$673	\$0	\$0	\$0	\$0	0%
BENEFITS - RETIREMENT	\$4,609	\$0	\$0	\$0	\$0	0%
BENEFITS - ICMA	\$3,026	\$0	\$0	\$0	\$0	0%
BENEFITS - MED/DENTAL	\$4,669	\$0	\$0	\$0	\$0	0%
BENEFITS - OTHER	\$457	\$0	\$0	\$0	\$0	0%
PARK FACILITIES CAPITAL	\$399,794	\$6,569,000	\$6,569,000	\$7,419,000	\$3,973,000	12.9%
<i>Midway Park Acquisition - Construction & Transfers Out</i>	\$0	\$0	\$2,505,765	\$2,830,000	\$0	N/A
<i>Midway Park Acquisition - Contingency</i>	\$0	\$0	\$247,035	\$279,000	\$0	N/A
<i>Redondo Fishing Pier - Construction & Transfers Out</i>	\$0	\$0	\$2,883,843	\$3,257,000	\$0	N/A
<i>Redondo Restroom - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>DMBP Sun Home Lodge Rehab - Construction & Transfers Out</i>	\$0	\$0	\$88,543	\$100,000	\$0	N/A
<i>Mary Gay Park - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Sonju Park - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Cecil Powell Play Equipment - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Field House Play Equipment - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Des Moines Memorial Flag Triangle - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Police HVAC - Design</i>	\$0	\$0	\$66,407	\$75,000	\$0	N/A



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<i>Police HVAC - Construction & Transfers Out</i>	\$0	\$0	\$687,093	\$776,000	\$0	N/A
<i>Police HVAC - Contingency</i>	\$0	\$0	\$54,011	\$61,000	\$0	N/A
<i>City Hall Parking Lot - Design</i>	\$0	\$0	\$36,303	\$41,000	\$0	N/A
<i>Sound View Park - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$40,000	0%
<i>Beach Park Bulkhead, Promenade, & Play Equip/Water Feature - Design</i>	\$0	\$0	\$0	\$0	\$209,000	0%
<i>Redondo Fishing Pier Bulkhead & Plaza - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$2,500,000	0%
<i>Redondo Fishing Pier Bulkhead & Plaza - Contingency</i>	\$0	\$0	\$0	\$0	\$800,000	0%
<i>City Hall Parking Lot - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$393,000	0%
<i>City Hall Parking Lot - Contingency</i>	\$0	\$0	\$0	\$0	\$31,000	0%
PARK FACILITIES CAPITAL	\$0	\$146,359	\$146,359	\$0	\$0	-100%
INTEREST & OTHER DEBT SVC COST	\$104,984	\$0	\$0	\$0	\$0	0%
SALARIES & WAGES	\$4,528	\$0	\$0	\$0	\$0	0%
BENEFITS - FEDERAL	\$65	\$0	\$0	\$0	\$0	0%
BENEFITS - STATE	\$49	\$0	\$0	\$0	\$0	0%
BENEFITS - RETIREMENT	\$475	\$0	\$0	\$0	\$0	0%
BENEFITS - ICMA	\$299	\$0	\$0	\$0	\$0	0%
BENEFITS - MED/DENTAL	\$551	\$0	\$0	\$0	\$0	0%
BENEFITS - OTHER	\$46	\$0	\$0	\$0	\$0	0%
PARKING FACILITIES CAPITAL	\$433,045	\$360,000	\$360,000	\$0	\$0	-100%
<i>Marina, Beach Park Paid Parking - Contingency</i>	\$0	\$0	\$120,000	\$0	\$0	N/A
<i>North Bulkhead - Design</i>	\$0	\$0	\$120,000	\$0	\$0	N/A
<i>N Lot Restrooms, Plazas & Promenade - Design</i>	\$0	\$0	\$120,000	\$0	\$0	N/A
Total Undefined:	\$1,858,605	\$16,558,359	\$16,558,359	\$15,558,000	\$3,973,000	-6%
Total Non-Departmental:	\$1,858,605	\$16,558,359	\$16,558,359	\$15,558,000	\$3,973,000	-6%
2023 LTGO Bonds						
TRANSFERS OUT TO FUND 319	\$355,000	\$0	\$0	\$0	\$0	0%
Total 2023 LTGO Bonds:	\$355,000	\$0	\$0	\$0	\$0	0%
Total Expenditures:	\$2,213,605	\$16,558,359	\$16,558,359	\$15,558,000	\$3,973,000	-6%



Fund Balance

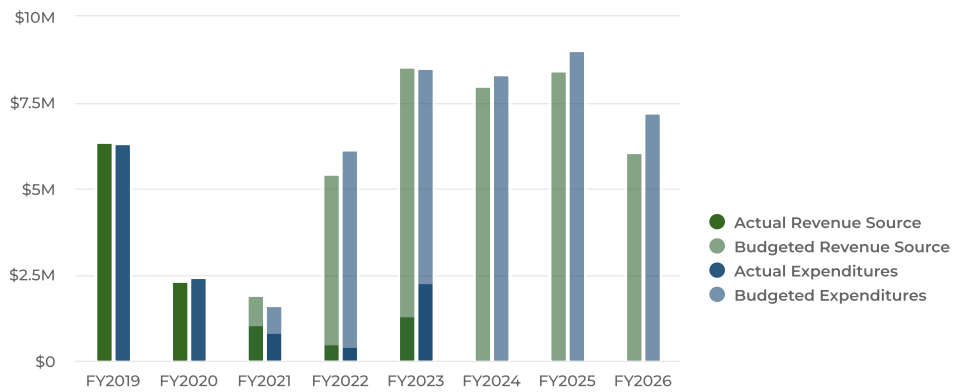




Transportation Capital Improvements Fund

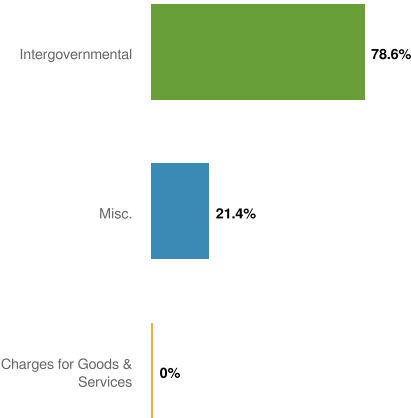
The Transportation Capital Improvements fund accounts for capital projects related to improvements of the City's streets and trails.

Summary

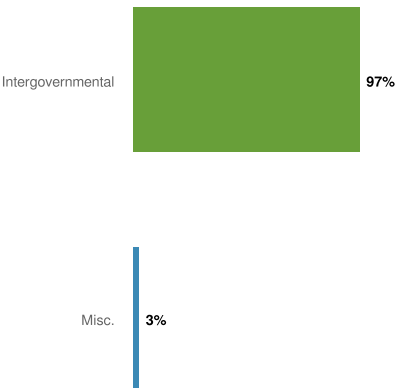


Revenues by Source

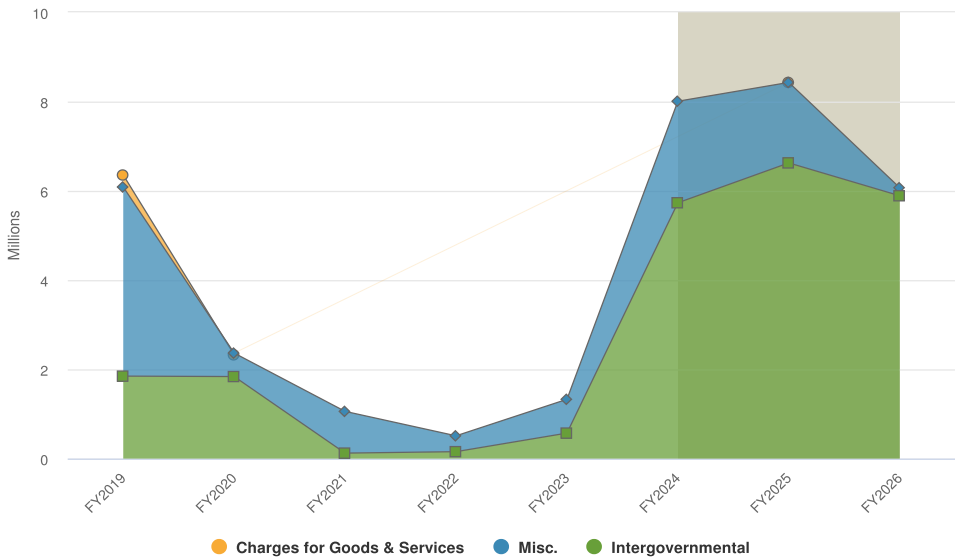
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Intergovernmental						
STATE GRANTS	\$206,755	\$1,599,000	\$1,599,000	\$0	\$5,610,000	-100%
<i>30th Ave S Improvements - South Segments - State Grants (Unsecured)</i>	\$0	\$0	\$1,599,000	\$0	\$5,610,000	0%
WSDOT GRANT	-\$23,383	\$0	\$0	\$1,938,000	\$0	N/A
<i>S. 200th St. & S. 199th St. Improvements (Segment 1) - State Grants (Secured)</i>	\$0	\$0	\$0	\$1,938,000	\$0	N/A
TIB GRANT	\$201,593	\$1,294,000	\$1,294,000	\$3,068,000	\$0	137.1%
<i>Barnes Creek Trail - State Grants (Secured)</i>	\$0	\$0	\$1,294,000	\$3,068,000	\$0	N/A
LOCAL GRANTS	\$186,734	\$900,000	\$1,500,000	\$0	\$0	-100%
INTERLOCAL GRANTS	\$0	\$1,940,000	\$1,940,000	\$1,620,000	\$280,000	-16.5%
<i>Barnes Creek Trail - Local Grants (Secured)</i>	\$0	\$0	\$1,940,000	\$1,620,000	\$280,000	N/A
Total Intergovernmental:	\$571,699	\$5,733,000	\$6,333,000	\$6,626,000	\$5,890,000	15.6%
Charges for Goods & Services						
TRAFFIC IN LIEU IMPACT FEES -	\$0	\$0	\$0	\$0	\$0	N/A
<i>S 224th St Improvements - Traffic in- Lieu</i>	\$0	\$0	\$0	\$0	\$0	N/A
Total Charges for Goods & Services:	\$0	\$0	\$0	\$0	\$0	N/A
Misc.						
INTEREST REVENUE	\$34,325	\$0	\$20,000	\$15,000	\$10,000	N/A
CONTRIBUTIONS AND DONATIONS	\$0	\$80,000	\$133,000	\$150,000	\$0	87.5%
<i>S 224th St Improvements - Private Contributions</i>	\$0	\$0	\$133,000	\$150,000	\$0	N/A
UTILITIES-CENTURY LINK-S 216TH	-\$22,691	\$0	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE	\$0	\$0	\$600	\$0	\$0	0%
XFER IN FROM ARTERIAL STREET	\$0	\$332,000	\$332,000	\$0	\$0	-100%
XFER IN FROM ARPA	\$19,727	\$65,000	\$65,000	\$0	\$0	-100%
XFER IN FROM ASE	\$0	\$62,000	\$62,000	\$0	\$0	-100%
XFER IN FROM REET 1	\$2,716	\$223,000	\$223,000	\$0	\$0	-100%
<i>S 223rd Strt Complete Street Impr - REET 1</i>	\$0	\$0	\$223,000	\$0	\$0	N/A
XFER IN FROM ONE TIME TAX	\$0	\$500,000	\$500,000	\$0	\$0	-100%
XFER IN FROM FUND 320	\$0	\$540,000	\$540,000	\$0	\$0	-100%
XFER IN FROM FUND 321	\$0	\$473,000	\$473,000	\$140,000	\$0	-70.4%
<i>Barnes Creek Trail - Traffic Impact Fees - City Wide</i>	\$0	\$0	\$473,000	\$140,000	\$0	N/A
XFER IN FROM FUND 450	\$0	\$0	\$0	\$500,000	\$0	N/A
<i>S. 200th St. & S. 199th St. Improvements (Segment 1) - Surface Water Utility - Cost Reimbursement</i>	\$0	\$0	\$0	\$500,000	\$0	N/A

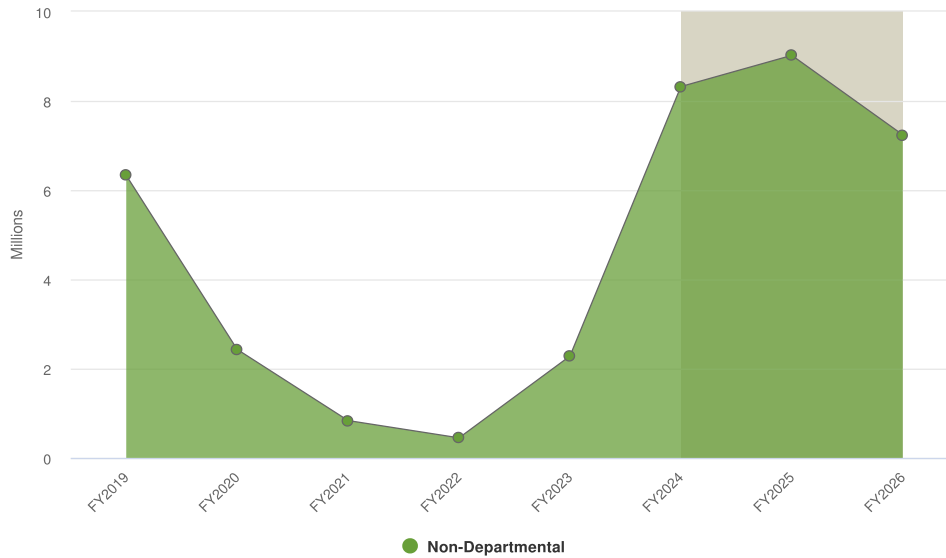


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
XFER IN FROM GENERAL FUND	\$0	\$0	\$0	\$0	\$0	N/A
<i>Downtown Alley Improvement - General Fund Transfer</i>	\$0	\$0	\$0	\$0	\$0	N/A
XFER IN FROM ARTERIAL STREET	\$320,449	\$0	\$0	\$399,000	\$0	N/A
<i>S. 200th St. & S. 199th St. Improvements (Segment 1) - Arterial Pavement Fund</i>	\$0	\$0	\$0	\$399,000	\$0	N/A
XFER IN FROM REDONDO	\$0	\$0	\$0	\$10,000	\$40,000	N/A
<i>Redondo Area Street Improvements - Redondo Zone Parking Fund Transfer</i>	\$0	\$0	\$0	\$10,000	\$40,000	N/A
XFER IN FROM ASE	\$25,000	\$0	\$0	\$122,000	\$0	N/A
<i>Arterial Traffic Calming - ASE (Automated Speed Enforcement) Transfer</i>	\$0	\$0	\$0	\$2,000	\$0	N/A
<i>S. 200th St. & S. 199th St. Improvements (Segment 1) - ASE (Automated Speed Enforcement) Transfer</i>	\$0	\$0	\$0	\$120,000	\$0	N/A
TRANSFER IN FROM FUND 191	\$0	\$0	\$0	\$60,000	\$80,000	N/A
<i>Arterial Traffic Calming - Redondo Speed Enforcement</i>	\$0	\$0	\$0	\$60,000	\$80,000	N/A
XFER IN FROM 203	\$0	\$0	\$0	\$0	\$0	N/A
<i>Redondo Paid Parking - Debt Proceeds</i>	\$0	\$0	\$0	\$0	\$0	N/A
XFER IN FROM MUN FAC CAPITAL	\$355,000	\$0	\$0	\$0	\$0	0%
XFER IN FROM REET 1	\$22,474	\$0	\$0	\$408,000	\$50,000	N/A
<i>Barnes Creek Trail - REET 1</i>	\$0	\$0	\$0	\$158,000	\$50,000	N/A
<i>S. 200th St. & S. 199th St. Improvements (Segment 1) - REET 1</i>	\$0	\$0	\$0	\$250,000	\$0	N/A
XFER IN ONE TIME TAX	\$0	\$0	\$0	\$0	\$0	N/A
<i>Puget Sound Gateway - SR509 Extension - One Time Tax</i>	\$0	\$0	\$0	\$0	\$0	N/A
XFER IN TRAFFIC IN LIEU	\$0	\$0	\$0	\$0	\$0	N/A
<i>College Way - Traffic in-Lieu</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>16th Ave - Seg 5A - Traffic in-Lieu</i>	\$0	\$0	\$0	\$0	\$0	N/A
Total Misc.:	\$757,000	\$2,275,000	\$2,348,600	\$1,804,000	\$180,000	-20.7%
Total Revenue Source:	\$1,328,699	\$8,008,000	\$8,681,600	\$8,430,000	\$6,070,000	5.3%



Expenditures by Function

Budgeted and Historical Expenditures by Function



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
SALARIES & WAGES	\$27,954	\$0	\$0	\$0	\$0	0%
EXTRA HIRE WAGES	\$16,050	\$0	\$0	\$0	\$0	0%
BENEFITS - FEDERAL	\$1,636	\$0	\$0	\$0	\$0	0%
BENEFITS - STATE	\$449	\$0	\$0	\$0	\$0	0%
BENEFITS - RETIREMENT	\$2,858	\$0	\$0	\$0	\$0	0%
BENEFITS - ICMA	\$1,844	\$0	\$0	\$0	\$0	0%
BENEFITS - MED/DENTAL	\$3,480	\$0	\$0	\$0	\$0	0%
BENEFITS - OTHER	\$325	\$0	\$0	\$0	\$0	0%
TRANS CAPITAL ENGINEERING	\$161,362	\$2,746,641	\$2,746,641	\$5,483,000	\$330,000	99.6%
<i>Barnes Creek Trail - Design</i>	\$0	\$0	\$25,047	\$50,000	\$0	N/A
<i>Barnes Creek Trail - Land & Right of Way</i>	\$0	\$0	\$21,540	\$43,000	\$0	N/A
<i>Barnes Creek Trail - Construction & Transfers Out</i>	\$0	\$0	\$2,454,594	\$4,900,000	\$300,000	N/A
<i>Barnes Creek Trail - Contingency</i>	\$0	\$0	\$245,459	\$490,000	\$30,000	N/A

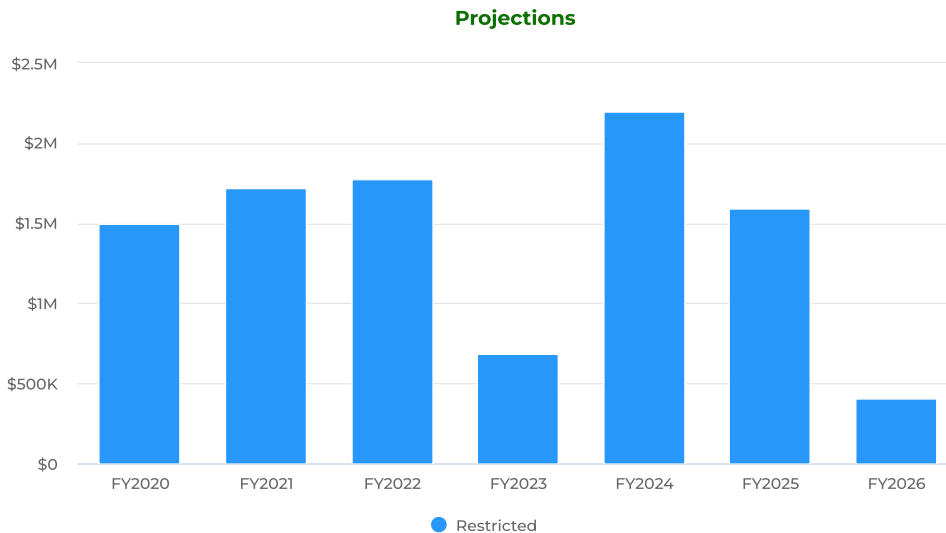


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
SALARIES & WAGES	\$9,456	\$0	\$0	\$0	\$0	0%
BENEFITS - FEDERAL	\$137	\$0	\$0	\$0	\$0	0%
BENEFITS - STATE	\$129	\$0	\$0	\$0	\$0	0%
BENEFITS - RETIREMENT	\$972	\$0	\$0	\$0	\$0	0%
BENEFITS - ICMA	\$624	\$0	\$0	\$0	\$0	0%
BENEFITS - MED/DENTAL	\$1,318	\$0	\$0	\$0	\$0	0%
BENEFITS - OTHER	\$81	\$0	\$0	\$0	\$0	0%
TRANS CAPITAL ROADWAY IMP	\$1,841,122	\$4,249,000	\$3,099,000	\$249,000	\$6,830,000	-94.1%
<i>Redondo Area Street Improvements - Design</i>	\$0	\$0	\$170,643	\$10,000	\$0	N/A
<i>College Way - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>S 223rd Strt Complete Street Impr - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>Downtown Alley Improvement - Design</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>S 224th St Improvements - Design</i>	\$0	\$0	\$1,945,325	\$114,000	\$0	N/A
<i>S 224th St Improvements - Land & Right of Way</i>	\$0	\$0	\$471,104	\$95,000	\$0	N/A
<i>S 224th St Improvements - Contingency</i>	\$0	\$0	\$511,928	\$30,000	\$45,000	N/A
<i>Puget Sound Gateway - SR509 Extension - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$0	N/A
<i>30th Ave S Improvements - South Segments - Design</i>	\$0	\$0	\$0	\$0	\$600,000	0%
<i>30th Ave S Improvements - South Segments - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$5,000,000	0%
<i>30th Ave S Improvements - South Segments - Contingency</i>	\$0	\$0	\$0	\$0	\$500,000	0%
<i>Redondo Area Street Improvements - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$60,000	0%
<i>S 224th St Improvements - Construction & Transfers Out</i>	\$0	\$0	\$0	\$0	\$625,000	0%
TRANS CAPITAL ROADWAY IMP	\$2,719	\$0	\$0	\$0	\$0	0%
SALARIES & WAGES	\$2,350	\$0	\$0	\$0	\$0	0%
BENEFITS - FEDERAL	\$34	\$0	\$0	\$0	\$0	0%
BENEFITS - STATE	\$36	\$0	\$0	\$0	\$0	0%
BENEFITS - RETIREMENT	\$227	\$0	\$0	\$0	\$0	0%
BENEFITS - ICMA	\$155	\$0	\$0	\$0	\$0	0%
BENEFITS - MED/DENTAL	\$283	\$0	\$0	\$0	\$0	0%
BENEFITS - OTHER	\$25	\$0	\$0	\$0	\$0	0%
TRANS CAPITAL SIDEWALK IMP	\$23,756	\$929,000	\$929,000	\$3,208,000	\$0	245.3%
<i>S. 200th St. & S. 199th St. Improvements (Segment 1) - Construction & Transfers Out</i>	\$0	\$0	\$823,590	\$2,844,000	\$0	N/A



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<i>S. 200th St. & S. 199th St. Improvements (Segment I) - Contingency</i>	\$0	\$0	\$105,410	\$364,000	\$0	N/A
SALARIES & WAGES	\$20,374	\$0	\$0	\$0	\$0	0%
BENEFITS - FEDERAL	\$297	\$0	\$0	\$0	\$0	0%
BENEFITS - STATE	\$314	\$0	\$0	\$0	\$0	0%
BENEFITS - RETIREMENT	\$2,003	\$0	\$0	\$0	\$0	0%
BENEFITS - ICMA	\$1,332	\$0	\$0	\$0	\$0	0%
BENEFITS - MED/DENTAL	\$2,102	\$0	\$0	\$0	\$0	0%
BENEFITS - OTHER	\$189	\$0	\$0	\$0	\$0	0%
TRANS CAPITAL TRAFFIC CNTL DEV	\$13,655	\$46,000	\$46,000	\$80,000	\$80,000	73.9%
<i>Arterial Traffic Calming - Design</i>	\$0	\$0	\$5,750	\$10,000	\$10,000	N/A
<i>Arterial Traffic Calming - Construction & Transfers Out</i>	\$0	\$0	\$40,250	\$70,000	\$70,000	N/A
TRANS CAPITAL OTHER	\$141,863	\$350,000	\$350,000	\$0	\$0	-100%
<i>Redondo Paid Parking - Construction & Transfers Out</i>	\$0	\$0	\$350,000	\$0	\$0	N/A
Total Non-Departmental:	\$2,281,511	\$8,320,641	\$7,170,641	\$9,020,000	\$7,240,000	8.4%
Total Expenditures:	\$2,281,511	\$8,320,641	\$7,170,641	\$9,020,000	\$7,240,000	8.4%

Fund Balance





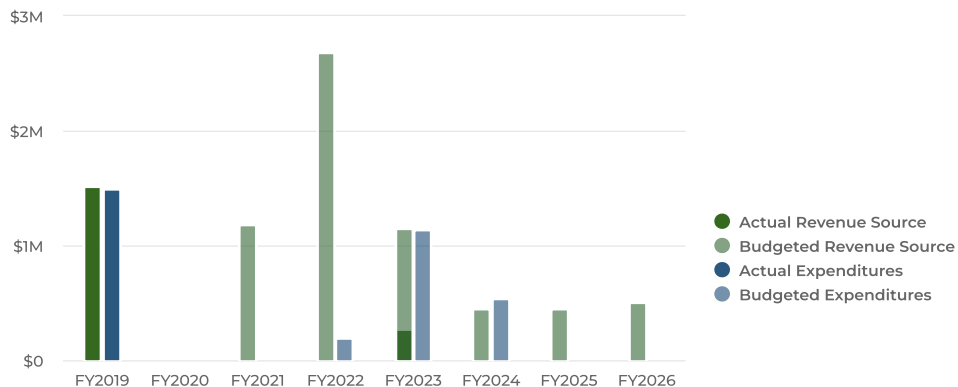
Traffic In Lieu Fund

The Traffic In Lieu Fund accounts for revenues received from agreements related to new development to offset City costs required to support the development and the related increase in traffic. Revenue from this source is largely unpredictable, subject to development patterns, and can only be used for increasing the capacity of City transportation infrastructure. The City also receives some interest revenue from investing the impact fees until ready for use.

Summary

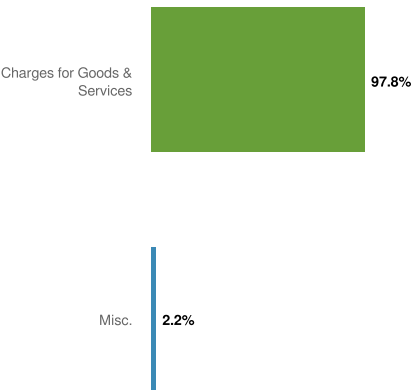
The City of Des Moines is projecting \$460K of revenue in FY2025, which represents a 1.7% increase over the prior year and \$507.5K of revenue in FY2026, which represents a 10.3% increase over the prior year.

Budgeted expenditures are projected to decrease by 100% or \$540K to \$0 in FY2025 and 0% or \$0 in FY2026.

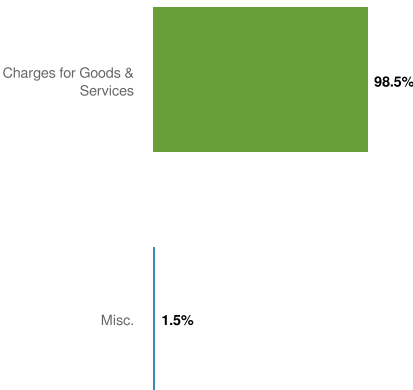


Revenues by Source

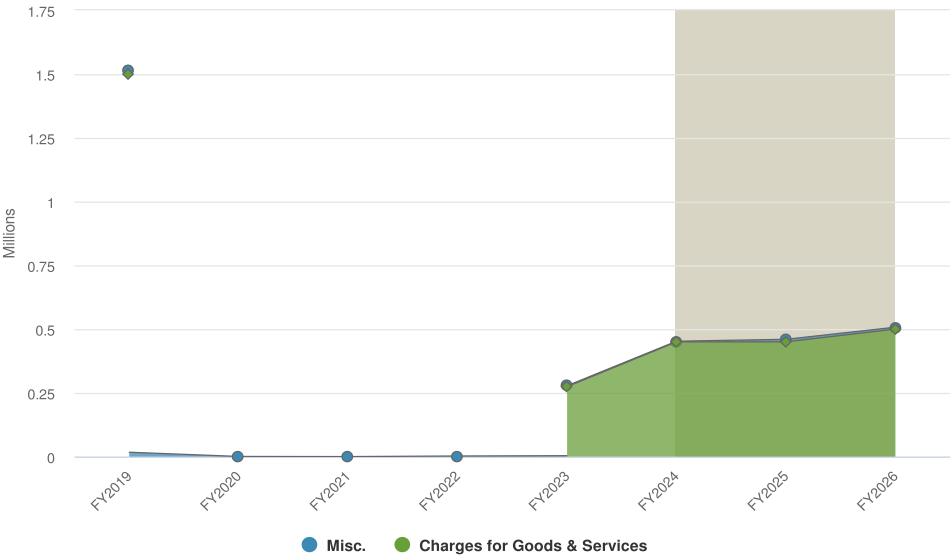
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



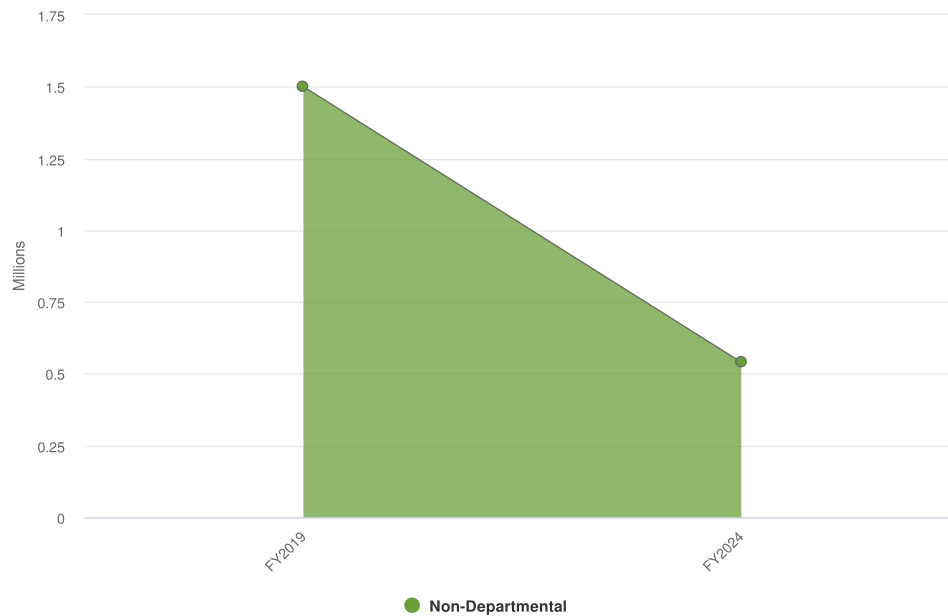
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
TRAFFIC IN LIEU IMPACT FEES	\$30,960	\$450,000	\$450,000	\$450,000	\$500,000	0%
LTA IMPACT FEES	\$243,382	\$0	\$0	\$0	\$0	0%
Total Charges for Goods & Services:	\$274,342	\$450,000	\$450,000	\$450,000	\$500,000	0%
Misc.						
INTEREST REVENUE	\$3,564	\$2,500	\$15,000	\$10,000	\$7,500	300%
Total Misc.:	\$3,564	\$2,500	\$15,000	\$10,000	\$7,500	300%
Total Revenue Source:	\$277,906	\$452,500	\$465,000	\$460,000	\$507,500	1.7%

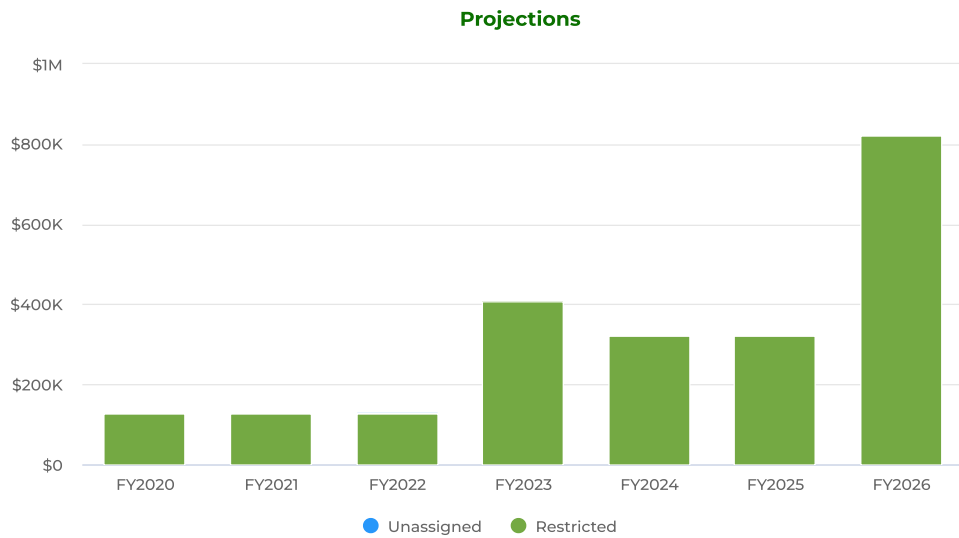
Expenditures by Function

Budgeted and Historical Expenditures by Function



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
TRANSFERS OUT TO FUND 319	\$0	\$540,000	\$540,000	\$0	\$0	-100%
Total Non-Departmental:	\$0	\$540,000	\$540,000	\$0	\$0	-100%
Total Expenditures:	\$0	\$540,000	\$540,000	\$0	\$0	-100%

Fund Balance





Traffic Impact (City-Wide) Fund

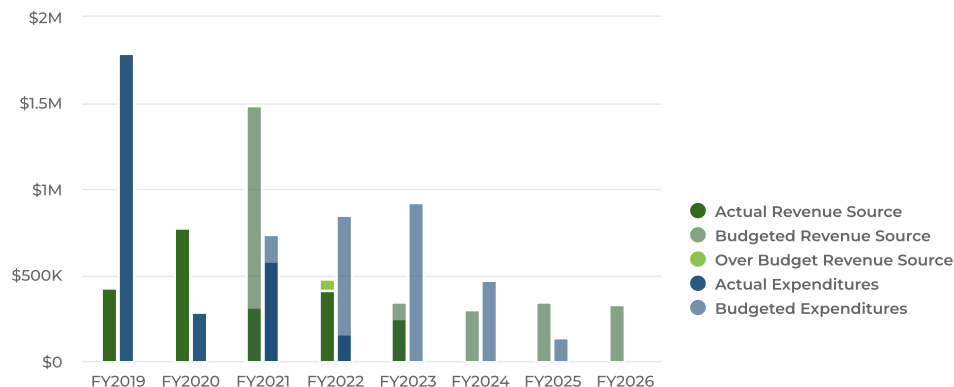
The Traffic Impact (City-Wide) Fund accounts for revenues received from impact fees assessed on new development to offset City costs required to support the development and the related increase in traffic. Revenue from this source is largely unpredictable, subject to development patterns, and can only be used for increasing the capacity of the city's transportation infrastructure. The City also receives some interest revenue from investing the impact fees until it is ready to use.

The City's six-year Capital Improvements Plan (CIP) includes revenues from impact fees as a source of project funding for various capacity building capital projects. For further information on 2024 capital projects, please see the Capital Project section.

Summary

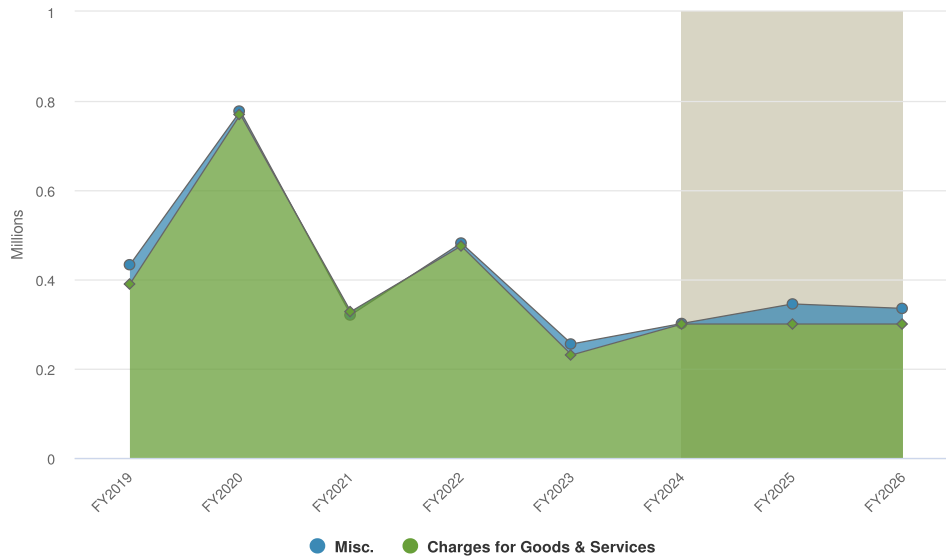
The City of Des Moines is projecting \$345K of revenue in FY2025, which represents a 14.5% increase over the prior year and \$335K of revenue in FY2026, which represents a 2.9% decrease over the prior year.

Budgeted expenditures are projected to decrease by 70.4% or \$333K to \$140K in FY2025 and 100% or \$140K in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

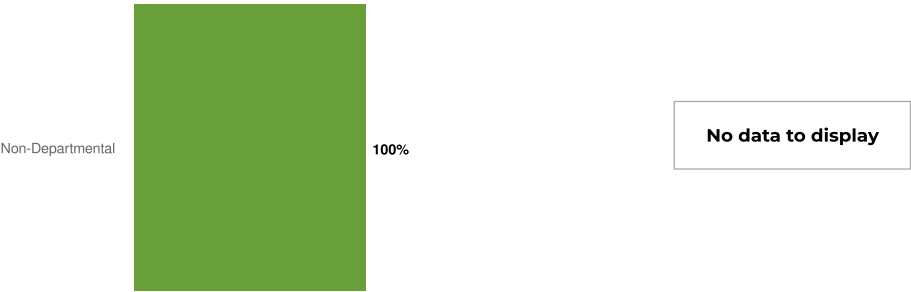
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
GMA IMPACT FEES	\$230,622	\$300,000	\$300,000	\$300,000	\$300,000	0%
Total Charges for Goods & Services:	\$230,622	\$300,000	\$300,000	\$300,000	\$300,000	0%
Misc.						
INTEREST REVENUE	\$24,646	\$1,250	\$55,000	\$45,000	\$35,000	3,500%
Total Misc.:	\$24,646	\$1,250	\$55,000	\$45,000	\$35,000	3,500%
Total Revenue Source:	\$255,268	\$301,250	\$355,000	\$345,000	\$335,000	14.5%



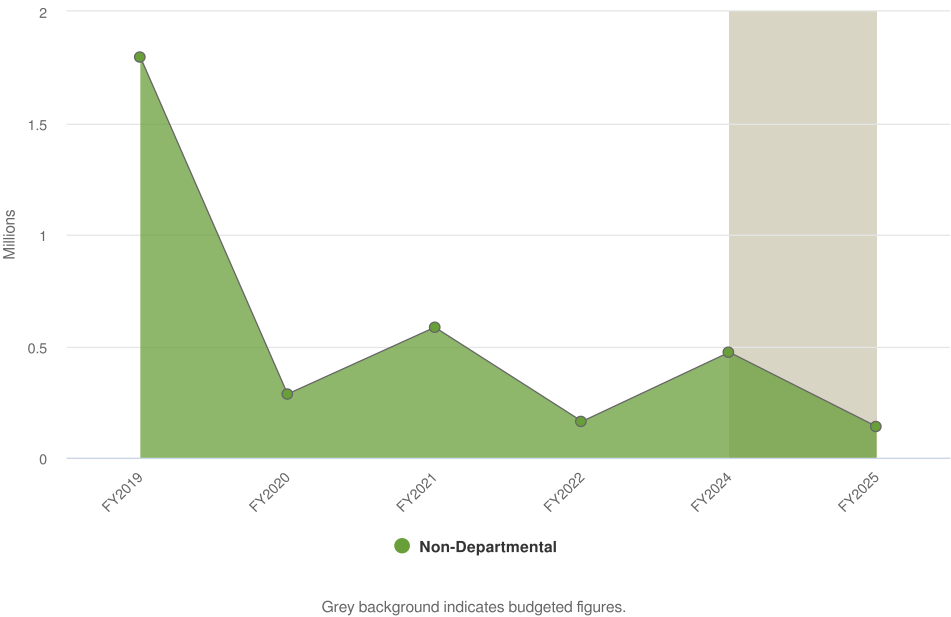
Expenditures by Function

Budgeted 2025 Expenditures by Function

Budgeted 2026 Expenditures by Function

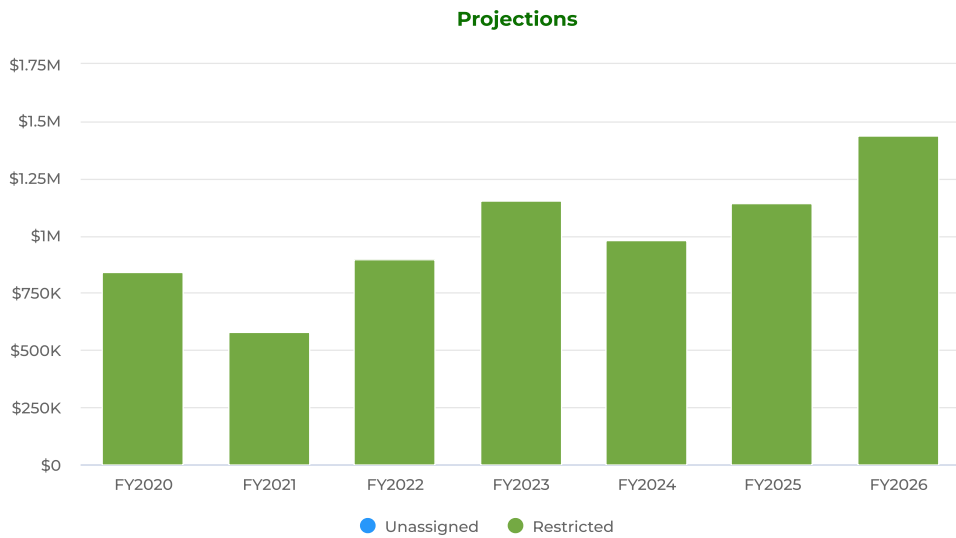


Budgeted and Historical Expenditures by Function



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
TRANSFERS OUT TO FUND 319	\$0	\$473,000	\$473,000	\$140,000	\$0	-70.4%
Total Non-Departmental:	\$0	\$473,000	\$473,000	\$140,000	\$0	-70.4%
Total Expenditures:	\$0	\$473,000	\$473,000	\$140,000	\$0	-70.4%

Fund Balance





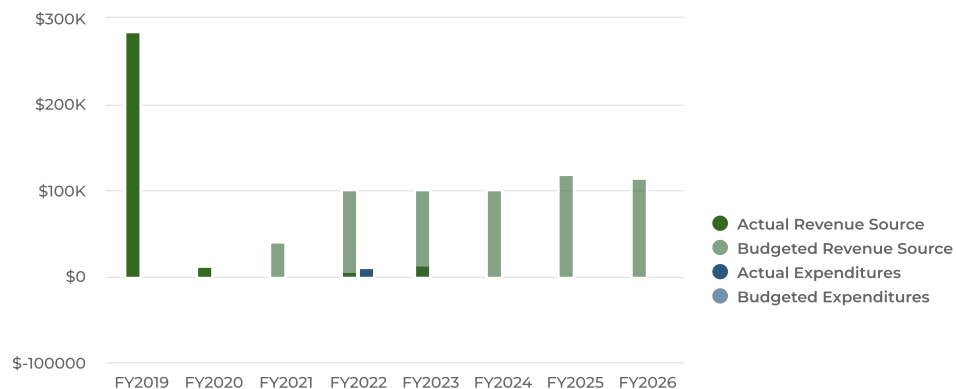
Traffic Impact (Pacific Ridge) Fund

The Traffic Impact (Pacific Ridge) Fund accounts for revenues received from impact fees assessed on new development to offset City costs required to support the development and the related increase in traffic. Revenue from this source is largely unpredictable, subject to development patterns, and can only be used for increasing the capacity of City transportation infrastructure. The City also receives some interest revenue from investing the impact fees until ready for use.

Summary

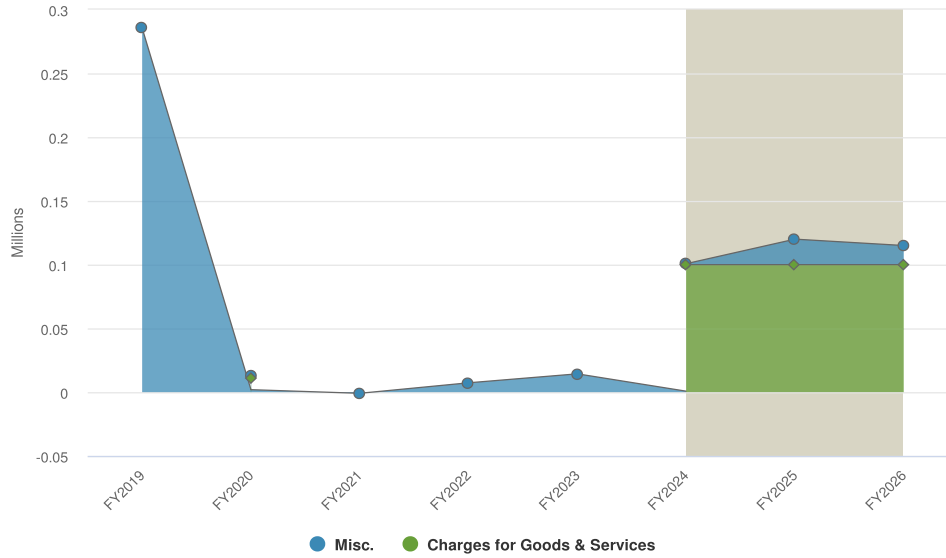
The City of Des Moines is projecting \$120K of revenue in FY2025, which represents a 19.1% increase over the prior year and \$115K of revenue in FY2026, which represents a 4.2% decrease over the prior year.

Budgeted expenditures are projected to increase by 0% or \$0 to \$0 in FY2025 and 0% or \$0 in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source

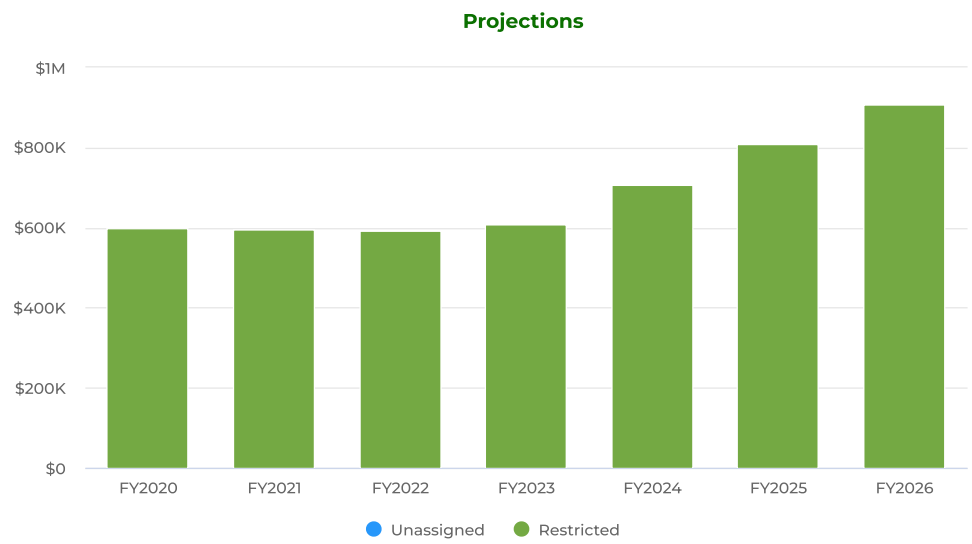


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
GMA IMPACT FEES	\$0	\$100,000	\$100,000	\$100,000	\$100,000	0%
Total Charges for Goods & Services:	\$0	\$100,000	\$100,000	\$100,000	\$100,000	0%
Misc.						
INTEREST REVENUE	\$14,349	\$750	\$24,000	\$20,000	\$15,000	2,566.7%
Total Misc.:	\$14,349	\$750	\$24,000	\$20,000	\$15,000	2,566.7%
Total Revenue Source:	\$14,349	\$100,750	\$124,000	\$120,000	\$115,000	19.1%



Expenditures by Function

Fund Balance





Enterprise Funds

Enterprise Funds are funds used to account for business-like activities where fees are charged in the recovery of operating, debt and capital costs for a specific activity. The City of Des Moines has two enterprise funds: one for the marina and another for the surface water management utility.



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

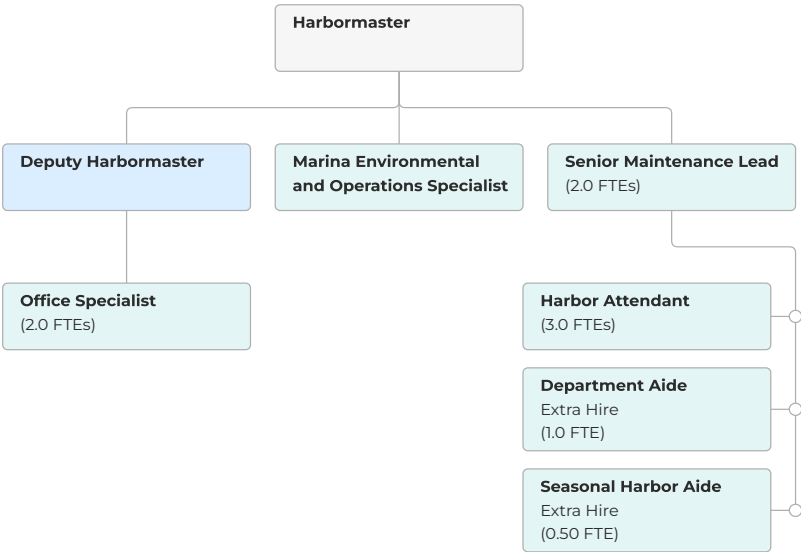


Marina Fund

The City of Des Moines Marina is a full service marina on majestic Puget Sound. The marina is located on the east side of the East Passage of Puget Sound. The marina offers superior customer service to one-time visitors and long-term tenants; as well as, wet and dry moorage for 840 recreational vessels.

Organizational Chart

Marina Fund

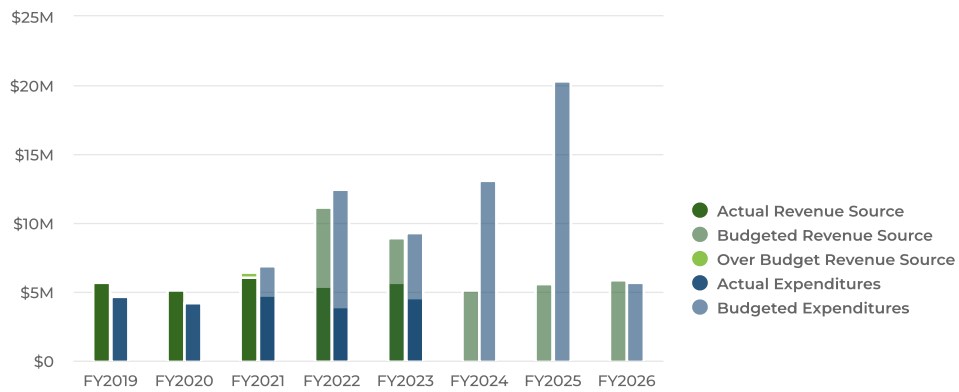


Summary

The City of Des Moines is projecting \$5.68M of revenue in FY2025, which represents a 10.1% increase over the prior year and \$5.92M of revenue in FY2026, which represents a 4.2% increase over the prior year.

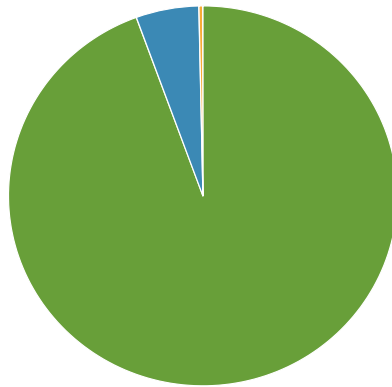
Budgeted expenditures are projected to increase by 54.8% or \$7.21M to \$20.37M in FY2025 and 71.7% or \$14.6M in FY2026.



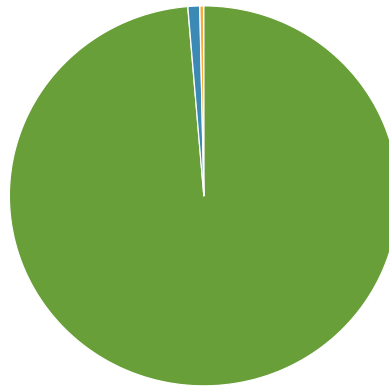


Revenues by Source

Projected 2025 Revenues by Source



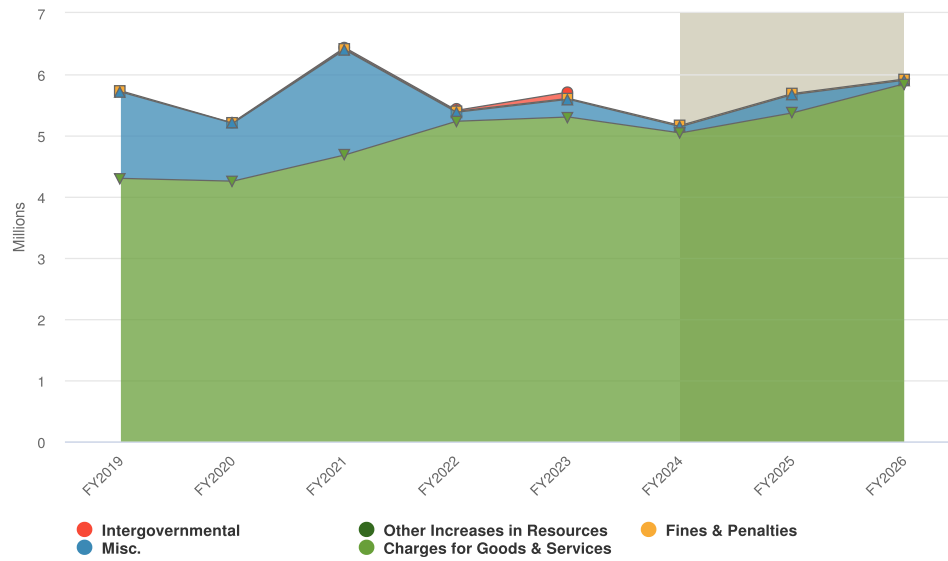
Projected 2026 Revenues by Source



Charges for Goods & Services Misc. Fines & Penalties



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Intergovernmental						
US DEPT OF INTERIOR	\$104,007	\$0	\$0	\$0	\$0	0%
Total Intergovernmental:	\$104,007	\$0	\$0	\$0	\$0	0%
Charges for Goods & Services						
General Govt.						
BAIT & ICE SALES	\$1,518	\$500	\$500	\$600	\$720	20%
FUEL PRODUCT SALES	\$761	\$1,000	\$1,000	\$1,000	\$1,200	0%
POP/CANDY SALES	\$181	\$500	\$500	\$500	\$600	0%
MISCELLANEOUS SALES	\$96	\$500	\$500	\$600	\$600	20%
Total General Govt.:	\$2,555	\$2,500	\$2,500	\$2,700	\$3,120	8%
Utilities						
SALES OF ELECTRICITY	\$94,752	\$100,000	\$100,000	\$100,000	\$120,000	0%
ELECTRICITY - ONM	\$5,453	\$5,000	\$5,000	\$5,500	\$6,600	10%
WATER/SEWER/SOLID WASTE	\$0	\$3,000	\$3,000	\$3,000	\$3,000	0%
Total Utilities:	\$100,205	\$108,000	\$108,000	\$108,500	\$129,600	0.5%
Transportation						



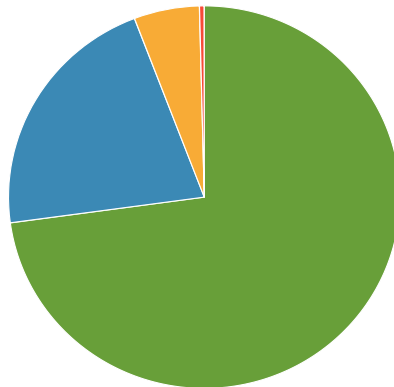
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
UNLEADED FUEL SALES	\$703,863	\$750,000	\$750,000	\$750,000	\$862,500	0%
DIESEL FUEL SALES	\$816,078	\$750,000	\$750,000	\$750,000	\$862,500	0%
PROPANE FUEL SALES	\$2,670	\$3,000	\$3,000	\$3,000	\$3,300	0%
Total Transportation:	\$1,522,610	\$1,503,000	\$1,503,000	\$1,503,000	\$1,728,300	0%
Culture & Rec.						
LAUNCHING FEES	\$4,078	\$3,000	\$3,000	\$2,000	\$2,000	-33.3%
MISCELLANEOUS SERVICES	\$210	\$500	\$500	\$500	\$600	0%
CASH OVER/SHORT	\$84	\$0	\$0	\$100	\$100	N/A
ADMINISTRATION FEE	\$2,408	\$1,000	\$1,000	\$1,000	\$1,500	0%
OVERNIGHT MOORAGE	\$134,532	\$100,000	\$100,000	\$100,000	\$120,000	0%
OVERNIGHT SHARED MOORAGE	\$252	\$300	\$300	\$200	\$200	-33.3%
STORAGE FEES	\$5,670	\$2,500	\$2,500	\$2,500	\$2,500	0%
MONTHLY MOORAGE	\$2,964,189	\$2,800,000	\$2,800,000	\$3,000,000	\$3,200,000	7.1%
DRY STORAGE	\$168,349	\$180,000	\$180,000	\$180,000	\$189,000	0%
WINTER MOORAGE	\$26,321	\$40,000	\$40,000	\$40,000	\$40,000	0%
LOCKERS	\$8,516	\$8,500	\$8,500	\$8,500	\$8,925	0%
LEASES	\$257,467	\$200,000	\$200,000	\$276,000	\$303,600	38%
SUB-LEASE CREDITS	-\$11,262	-\$5,000	-\$5,000	-\$5,000	-\$5,000	0%
SUB-LEASE REVENUE	\$13,371	\$6,000	\$6,000	\$6,000	\$6,600	0%
PARKING FEES - EXTENDED TERM	\$0	\$0	\$0	\$100	\$100	N/A
LIVEABOARD REVENUE	\$14,175	\$11,000	\$11,000	\$14,960	\$16,456	36%
MOORAGE (LSHD TAX EXEMPT)	\$17,770	\$12,000	\$12,000	\$26,040	\$28,644	117%
SMALL BALANCE WRITE-OFF	-\$6	\$15	\$15	\$15	\$15	0%
WAITING LIST ADMIN FEE	\$7,159	\$6,600	\$6,600	\$7,000	\$7,700	6.1%
BUILDING MAINTENANCE FEES	\$5,450	\$5,000	\$5,000	\$36,000	\$0	620%
TRAVEL LIFT EQP RENTAL FEE	\$7,975	\$8,000	\$8,000	\$9,000	\$9,450	12.5%
TRAVEL LIFT EQP MTC FEE	\$4,360	\$3,000	\$3,000	\$4,050	\$4,455	35%
LEASES (NON-TAXABLE)	\$45,252	\$45,252	\$45,252	\$45,252	\$45,252	0%
Total Culture & Rec.:	\$3,676,319	\$3,427,667	\$3,427,667	\$3,754,217	\$3,982,097	9.5%
Total Charges for Goods & Services:	\$5,301,689	\$5,041,167	\$5,041,167	\$5,368,417	\$5,843,117	6.5%
Fines & Penalties						
Non-Court Fines						
MOORAGE - LATE FEES	\$14,052	\$20,000	\$20,000	\$18,000	\$18,900	-10%
Total Non-Court Fines:	\$14,052	\$20,000	\$20,000	\$18,000	\$18,900	-10%
Total Fines & Penalties:	\$14,052	\$20,000	\$20,000	\$18,000	\$18,900	-10%
Misc.						



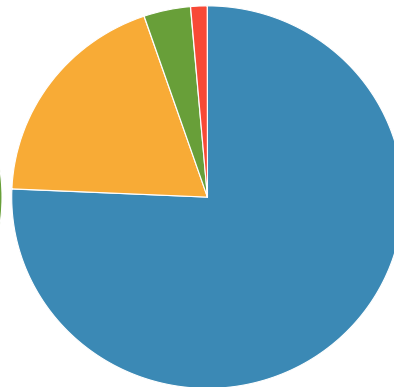
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Interest and Other Earnings						
INTEREST REVENUE	\$261,318	\$90,000	\$520,000	\$280,000	\$40,000	211.1%
Total Interest and Other Earnings:	\$261,318	\$90,000	\$520,000	\$280,000	\$40,000	211.1%
Other						
MISC & NSF FEE - MARINA	\$120	\$200	\$200	\$230	\$230	15%
OTHER MISC CHARGES	\$33	\$100	\$100	\$100	\$150	0%
KEY CARD/KEY FOB SALES	\$2,280	\$2,500	\$2,500	\$3,000	\$3,600	20%
MISC REVENUE-NON TAXABLE	\$13,411	\$10,000	\$10,000	\$15,000	\$15,000	50%
Total Other:	\$15,844	\$12,800	\$12,800	\$18,330	\$18,980	43.2%
Recoveries						
INSURANCE RECOVERIES-NONOPERAT	\$12,148	\$0	\$0	\$0	\$0	0%
Total Recoveries:	\$12,148	\$0	\$0	\$0	\$0	0%
Total Misc.:	\$289,310	\$102,800	\$532,800	\$298,330	\$58,980	190.2%
Total Revenue Source:	\$5,709,057	\$5,163,967	\$5,593,967	\$5,684,747	\$5,920,997	10.1%

Expenditures by Function

Budgeted 2025 Expenditures by Function



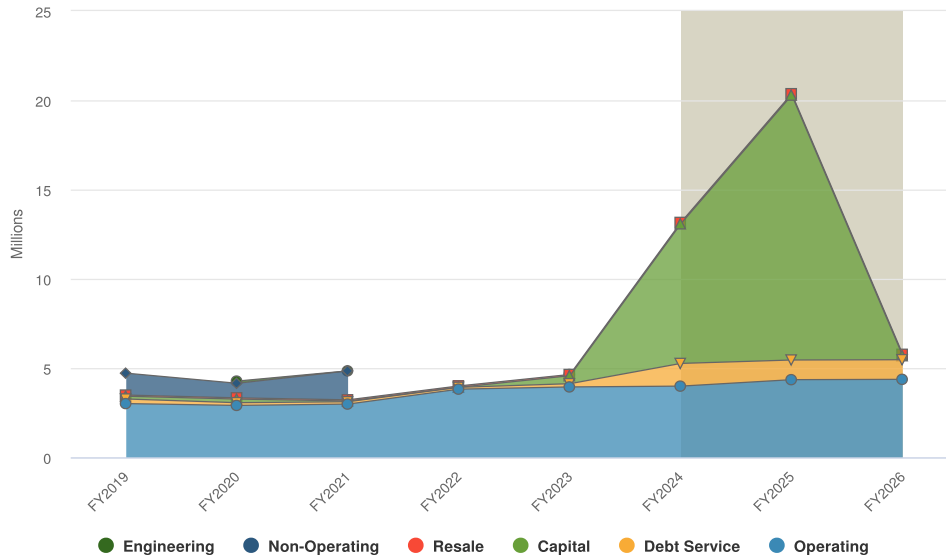
Budgeted 2026 Expenditures by Function



● Capital ● Operating ● Debt Service ● Resale



Budgeted and Historical Expenditures by Function



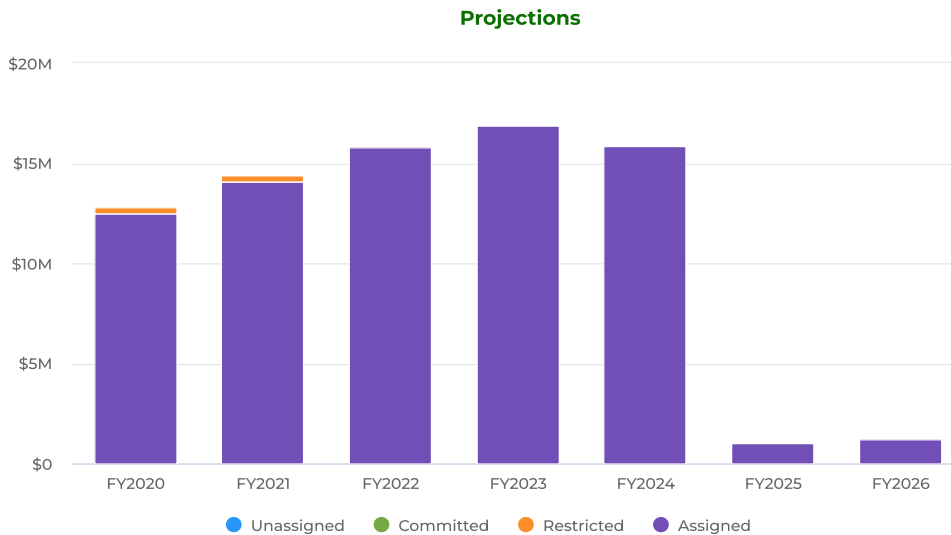
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Engineering						
Supplies	\$23	\$0	\$0	\$0	\$0	0%
Total Engineering:	\$23	\$0	\$0	\$0	\$0	0%
Capital						
Salaries & Wages	\$55,241	\$0	\$0	\$0	\$0	0%
Personnel Benefits	\$17,521	\$0	\$0	\$0	\$0	0%
Services & Pass-Thru	\$42,321	\$135,000	\$135,000	\$148,500	\$163,350	10%
Capital	\$332,184	\$7,687,000	\$574,484	\$14,692,000	\$60,000	91.1%
Total Capital:	\$447,267	\$7,822,000	\$709,484	\$14,840,500	\$223,350	89.7%
Debt Service						
Debt - Principal	\$0	\$608,564	\$388,564	\$403,089	\$417,615	-33.8%
Debt - Interest	\$181,553	\$663,959	\$788,007	\$698,907	\$682,784	5.3%
Total Debt Service:	\$181,553	\$1,272,523	\$1,176,571	\$1,101,996	\$1,100,399	-13.4%
Operating						
Depreciation	\$189,134	\$0	\$0	\$0	\$0	0%



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Salaries & Wages	\$917,313	\$1,005,014	\$1,005,014	\$1,139,033	\$1,173,204	13.3%
Personnel Benefits	\$295,026	\$305,719	\$305,719	\$320,565	\$330,183	4.9%
Supplies	\$1,356,841	\$1,269,500	\$1,269,500	\$1,271,850	\$1,394,755	0.2%
Services & Pass- Thru	\$1,156,685	\$1,407,251	\$1,407,251	\$1,618,215	\$1,469,446	15%
Capital	\$28,000	\$0	\$0	\$0	\$0	0%
Total Operating:	\$3,943,001	\$3,987,484	\$3,987,484	\$4,349,663	\$4,367,588	9.1%
Resale						
Supplies	\$68,036	\$78,000	\$78,000	\$78,700	\$79,470	0.9%
Total Resale:	\$68,036	\$78,000	\$78,000	\$78,700	\$79,470	0.9%
Total Expenditures:	\$4,639,880	\$13,160,007	\$5,951,539	\$20,370,859	\$5,770,807	54.8%

Fund Balance



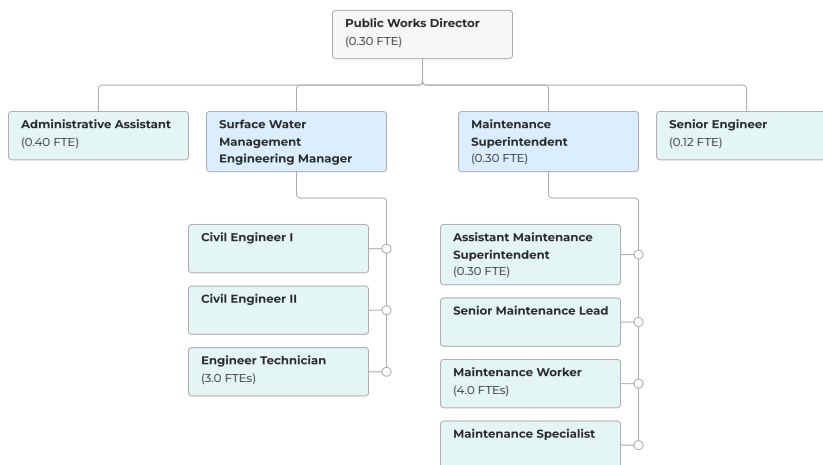


Surface Water Management (SWM) Fund

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

Organizational Chart

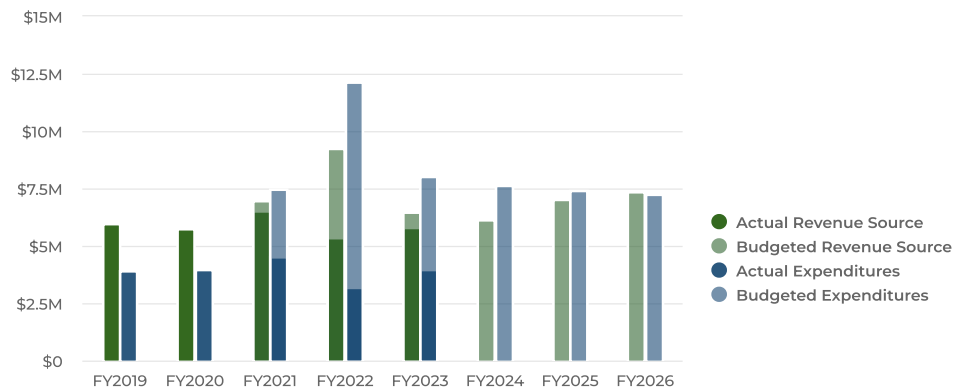
Surface Water Management Fund



Summary

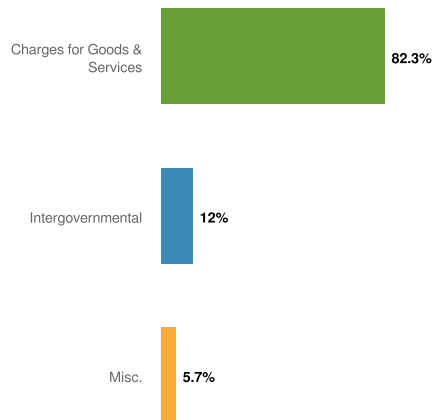
The City of Des Moines is projecting \$7.04M of revenue in FY2025, which represents a 14.2% increase over the prior year and \$7.37M of revenue in FY2026, which represents a 4.7% increase over the prior year.

Budgeted expenditures are projected to decrease by 2.7% or \$209.95K to \$7.45M in FY2025 and 2.0% or \$146.4K in FY2026.

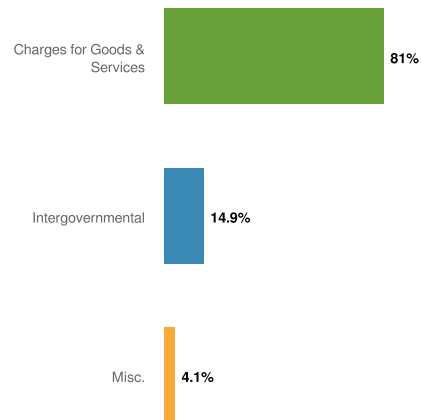


Revenues by Source

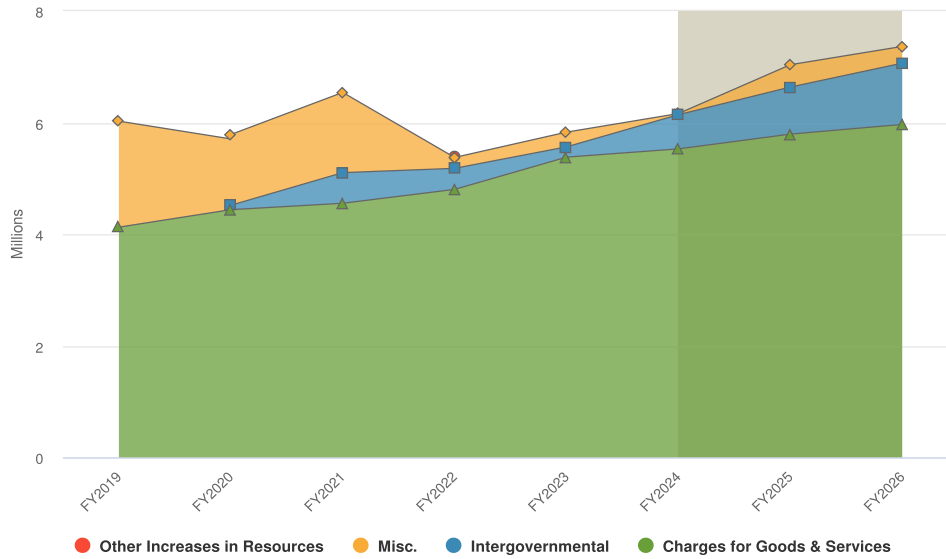
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

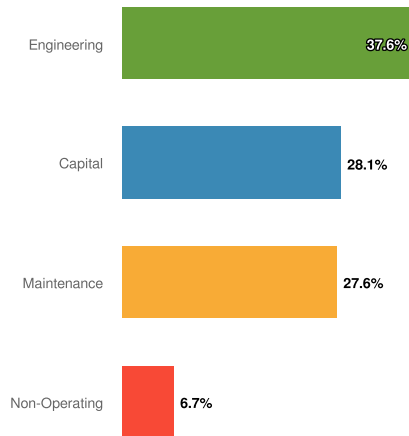
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Intergovernmental						
SWM INTERGOVERNMENTAL	\$0	\$0	\$0	\$172,000	\$733,000	N/A
DEPT OF ECOLOGY	\$33,917	\$0	\$130,000	\$0	\$0	0%
LOCAL GRANTS	\$150,367	\$613,000	\$880,000	\$637,000	\$325,000	3.9%
DM CREEK RESTORATION PROJECT I	\$0	\$0	\$0	\$35,000	\$40,000	N/A
Total Intergovernmental:	\$184,283	\$613,000	\$1,010,000	\$844,000	\$1,098,000	37.7%
Charges for Goods & Services						
INTFND SVC CHRGS-MCI MTC SUPPO	\$430	\$0	\$0	\$0	\$0	0%
SWM ENGINEERING PLAN REVIEW	\$51,419	\$21,832	\$30,000	\$31,000	\$32,000	42%
STORM DRAINAGE FEES	\$5,287,703	\$5,432,504	\$5,432,504	\$5,725,201	\$5,896,957	5.4%
SWM INSTALLATION FEES	\$6,796	\$3,000	\$3,000	\$3,100	\$3,200	3.3%
DRAINAGE PERMIT FEE	\$1,203	\$600	\$6,000	\$3,000	\$3,000	400%
STRM DRAINAGE (ST SWEEP) SVC	\$1,760	\$1,500	\$1,500	\$1,700	\$1,750	13.3%
STRN DRAINAGE HOOK UP FEES	\$31,917	\$70,000	\$90,000	\$30,000	\$31,000	-57.1%



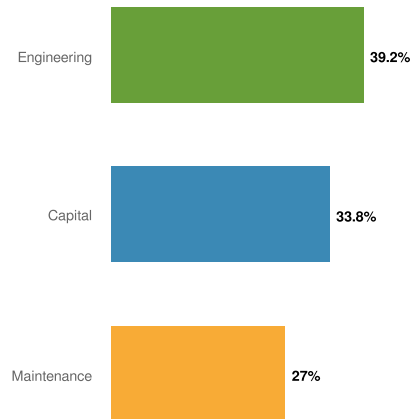
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Total Charges for Goods & Services:	\$5,381,228	\$5,529,436	\$5,563,004	\$5,794,001	\$5,967,907	4.8%
Misc.						
INTEREST REVENUE	\$246,704	\$20,000	\$452,000	\$400,000	\$300,000	1,900%
JUDGMENTS AND SETTLEMENTS	\$17,414	\$0	\$0	\$0	\$0	0%
Total Misc.:	\$264,118	\$20,000	\$452,000	\$400,000	\$300,000	1,900%
Total Revenue Source:	\$5,829,629	\$6,162,436	\$7,025,004	\$7,038,001	\$7,365,907	14.2%

Expenditures by Function

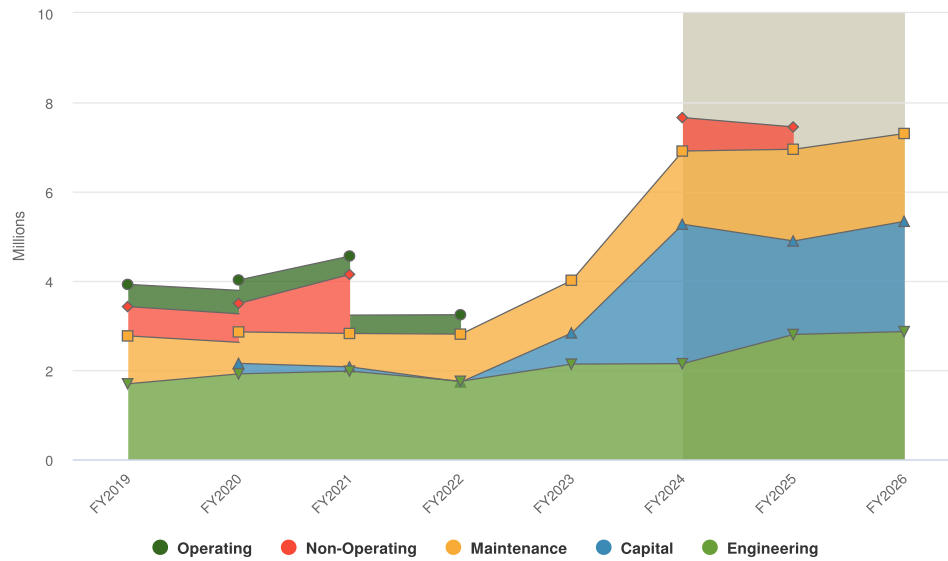
Budgeted 2025 Expenditures by Function



Budgeted 2026 Expenditures by Function



Budgeted and Historical Expenditures by Function



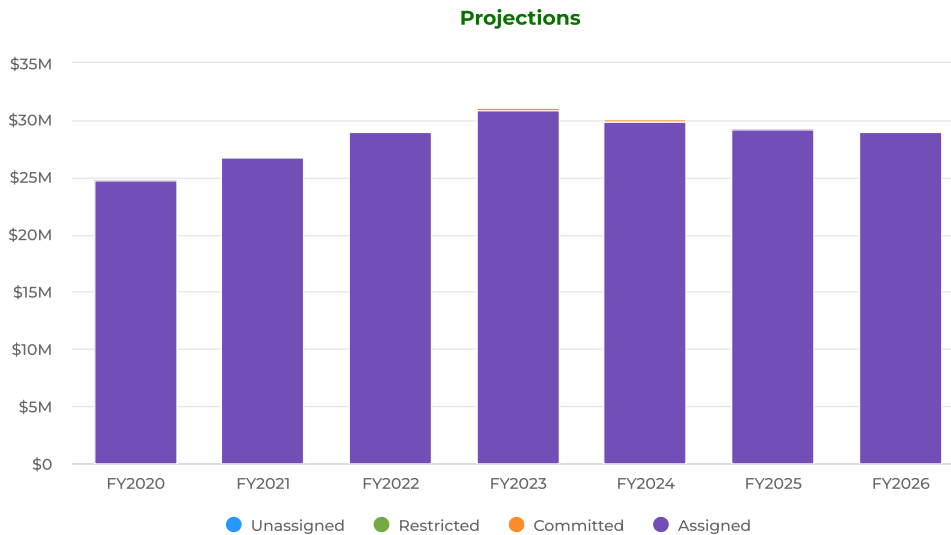
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Engineering						
Depreciation	\$35,193	\$0	\$0	\$0	\$0	0%
Salaries & Wages	\$522,987	\$644,841	\$644,841	\$851,912	\$877,469	32.1%
Personnel Benefits	\$200,952	\$246,710	\$246,710	\$233,721	\$240,733	-5.3%
Supplies	\$10,647	\$13,100	\$13,100	\$13,650	\$14,400	4.2%
Services & Pass-Thru	\$1,363,783	\$1,239,939	\$1,618,766	\$1,699,033	\$1,730,078	37%
Total Engineering:	\$2,133,563	\$2,144,590	\$2,523,417	\$2,798,316	\$2,862,680	30.5%
Capital						
Salaries & Wages	\$20,590	\$0	\$0	\$0	\$0	0%
Personnel Benefits	\$7,108	\$0	\$0	\$0	\$0	0%
Capital	\$670,674	\$3,123,000	\$3,123,000	\$2,094,000	\$2,470,000	-32.9%
Total Capital:	\$698,372	\$3,123,000	\$3,123,000	\$2,094,000	\$2,470,000	-32.9%
Maintenance						
Depreciation	-\$82,954	\$0	\$0	\$0	\$0	0%
Salaries & Wages	\$475,093	\$580,776	\$580,776	\$753,879	\$776,495	29.8%



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Personnel Benefits	\$177,699	\$199,928	\$199,928	\$183,522	\$250,903	-8.2%
Supplies	\$94,209	\$103,000	\$103,000	\$106,000	\$112,650	2.9%
Services & Pass-Thru	\$467,084	\$756,687	\$757,687	\$1,012,317	\$828,906	33.8%
Capital	\$49,051	\$0	\$0	\$0	\$0	0%
Total Maintenance:	\$1,180,182	\$1,640,391	\$1,641,391	\$2,055,718	\$1,968,954	25.3%
Non-Operating						
Debt - Interest	\$0	\$750,000	\$750,000	\$0	\$0	-100%
Transfers Out	\$0	\$0	\$0	\$500,000	\$0	N/A
Total Non-Operating:	\$0	\$750,000	\$750,000	\$500,000	\$0	-33.3%
Total Expenditures:	\$4,012,116	\$7,657,981	\$8,037,808	\$7,448,034	\$7,301,634	-2.7%

Fund Balance





Internal Service Funds

Internal Service Funds are funds used to account for business-like activities where fees are charged to city departments for recovery of both operating and capital activity costs.



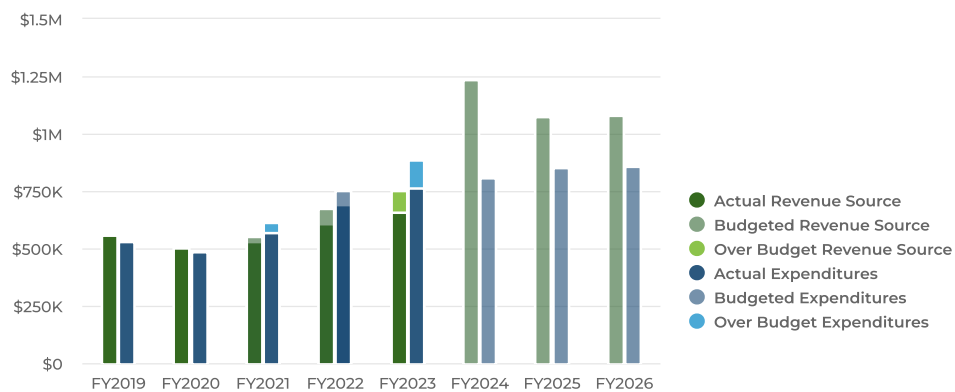
Equipment Rental Operations Fund

The purpose of the Equipment Rental Operations fund is for the receipt and expense of moneys used to finance the maintenance of rolling stock and equipment.

Summary

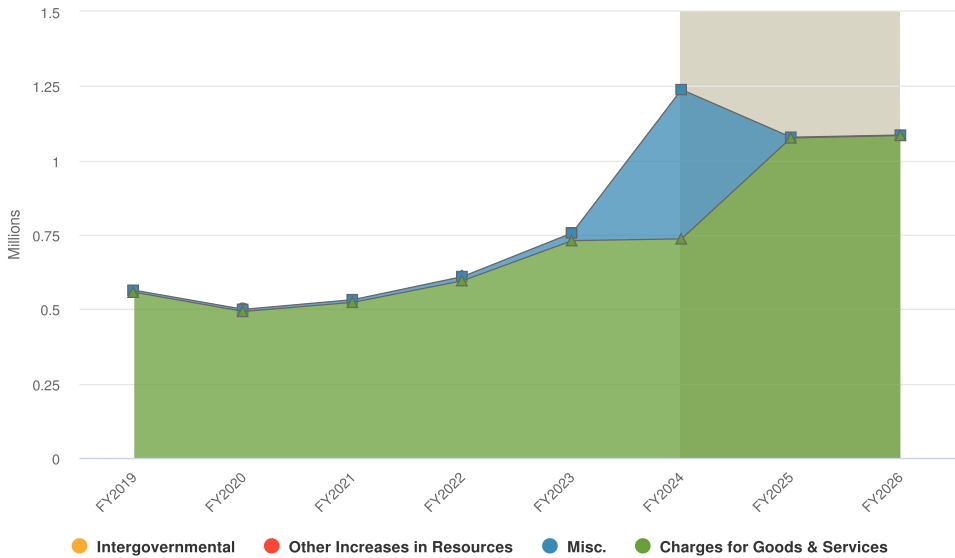
The City of Des Moines is projecting \$1.08M of revenue in FY2025, which represents a 12.9% decrease over the prior year and \$1.09M of revenue in FY2026, which represents a 0.7% increase over the prior year.

Budgeted expenditures are projected to increase by 5.5% or \$44.36K to \$855.44K in FY2025 and 0.9% or \$7.89K in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

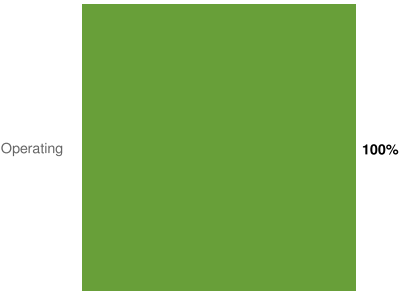


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
Internal Service Funds						
FUEL SALES-INTERNAL- UNLEADED	\$267,105	\$240,000	\$240,000	\$240,000	\$240,000	0%
FUEL SALES-INTERNAL- DIESEL	\$24,714	\$25,000	\$25,000	\$25,000	\$25,000	0%
FUEL SALES-EXTERNAL- UNLEADED	\$22,162	\$20,000	\$20,000	\$20,000	\$20,000	0%
FUEL SALES-EXTERNAL- DIESEL	\$8,955	\$8,000	\$8,000	\$10,000	\$10,000	25%
INTERFUND ASSESSMENTS	\$407,274	\$443,274	\$443,274	\$780,476	\$788,606	76.1%
Total Internal Service Funds:	\$730,211	\$736,274	\$736,274	\$1,075,476	\$1,083,606	46.1%
Total Charges for Goods & Services:	\$730,211	\$736,274	\$736,274	\$1,075,476	\$1,083,606	46.1%
Misc.						
Interest and Other Earnings						
INTEREST REVENUE	\$3,664	\$1,750	\$3,500	\$2,500	\$1,500	42.9%
Total Interest and Other Earnings:	\$3,664	\$1,750	\$3,500	\$2,500	\$1,500	42.9%
Other						
INTERFUND LOAN RECEIVED	\$0	\$500,000	\$0	\$0	\$0	-100%
OTHER MISCELLANEOUS REVENUES	\$1,092	\$0	\$3,852	\$0	\$0	0%
Total Other:	\$1,092	\$500,000	\$3,852	\$0	\$0	-100%
Recoveries						
INSURANCE RECOVERIES	\$20,987	\$0	\$13,776	\$0	\$0	0%
Total Recoveries:	\$20,987	\$0	\$13,776	\$0	\$0	0%
Disposition of Capital Assets						
INSURANCE RECOVERIES- CAPITAL A	\$0	\$0	\$829	\$0	\$0	0%
Total Disposition of Capital Assets:	\$0	\$0	\$829	\$0	\$0	0%
Total Misc.:	\$25,743	\$501,750	\$21,957	\$2,500	\$1,500	-99.5%
Total Revenue Source:	\$755,954	\$1,238,024	\$758,231	\$1,077,976	\$1,085,106	-12.9%



Expenditures by Function

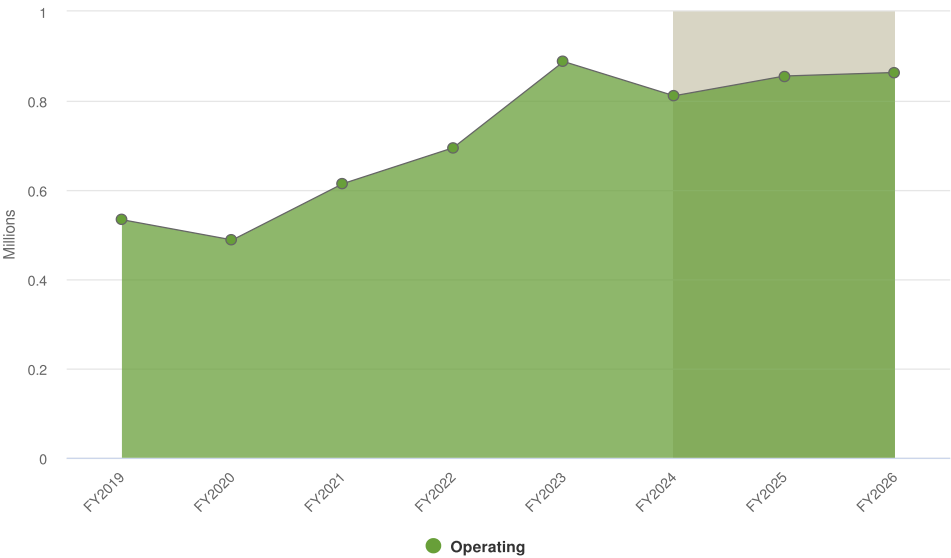
Budgeted 2025 Expenditures by Function



Budgeted 2026 Expenditures by Function



Budgeted and Historical Expenditures by Function



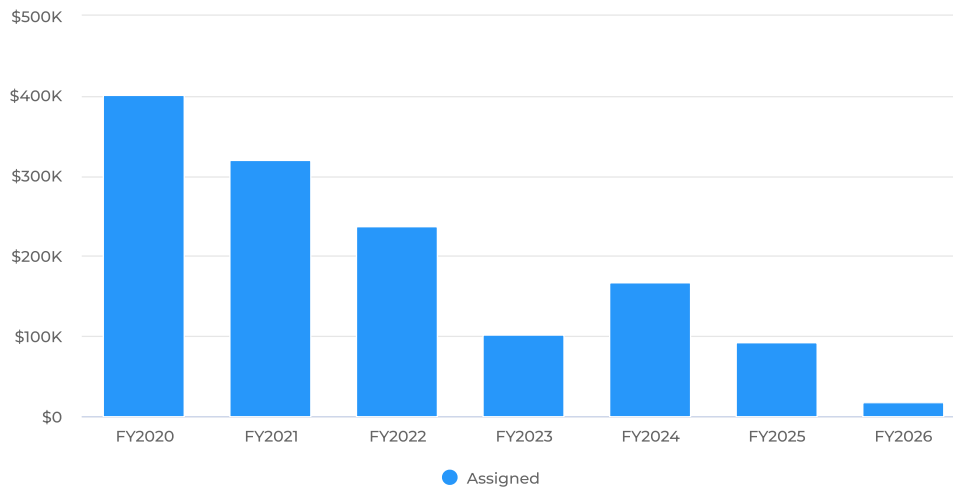
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Operating						
Depreciation	\$21,877	\$0	\$0	\$0	\$0	0%
Salaries & Wages	\$186,598	\$214,919	\$189,077	\$231,219	\$238,156	7.6%
Personnel Benefits	\$73,803	\$76,388	\$71,931	\$77,062	\$79,374	0.9%
Supplies	\$468,905	\$403,984	\$309,773	\$408,984	\$413,984	1.2%
Services & Pass- Thru	\$136,741	\$115,791	\$121,791	\$138,173	\$131,815	19.3%
Total Operating:	\$887,924	\$811,082	\$692,572	\$855,438	\$863,329	5.5%
Total Expenditures:	\$887,924	\$811,082	\$692,572	\$855,438	\$863,329	5.5%

Fund Balance

Projections





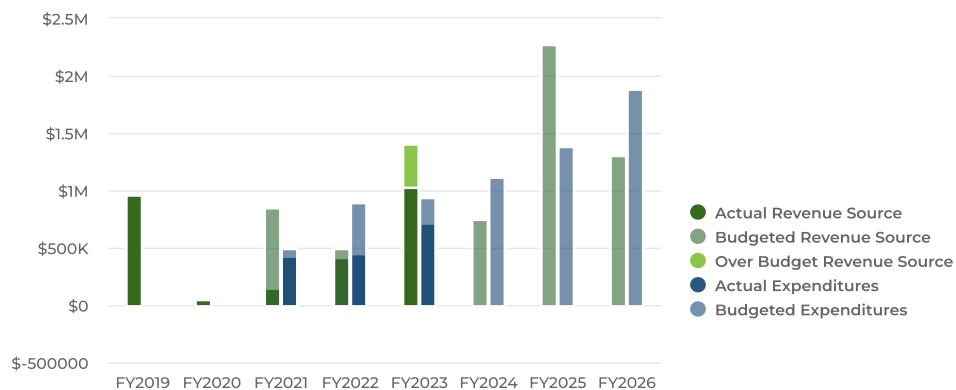
Equipment Rental Replacement Fund

The purpose of the Equipment Rental Replacement fund is to account for the receipt and expense of moneys used to finance the replacement of rolling stock and equipment.

Summary

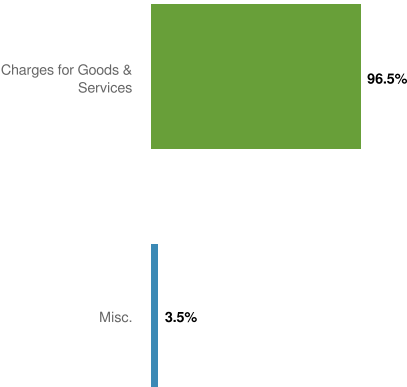
The City of Des Moines is projecting \$2.28M of revenue in FY2025, which represents a 202.8% increase over the prior year and \$1.31M of revenue in FY2026, which represents a 42.5% decrease over the prior year.

Budgeted expenditures are projected to increase by 23.8% or \$267K to \$1.39M in FY2025 and 35.9% or \$498.6K in FY2026.

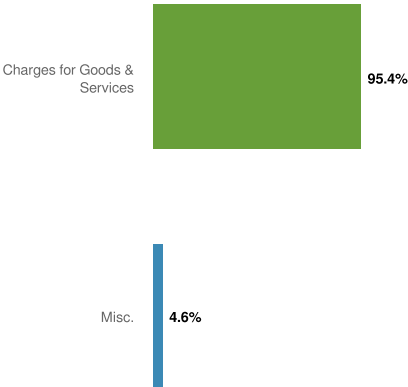


Revenues by Source

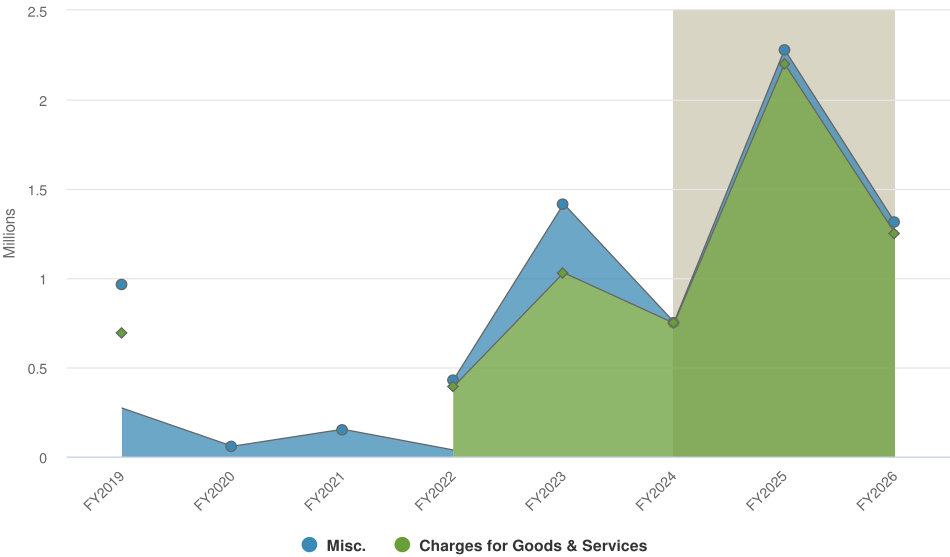
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



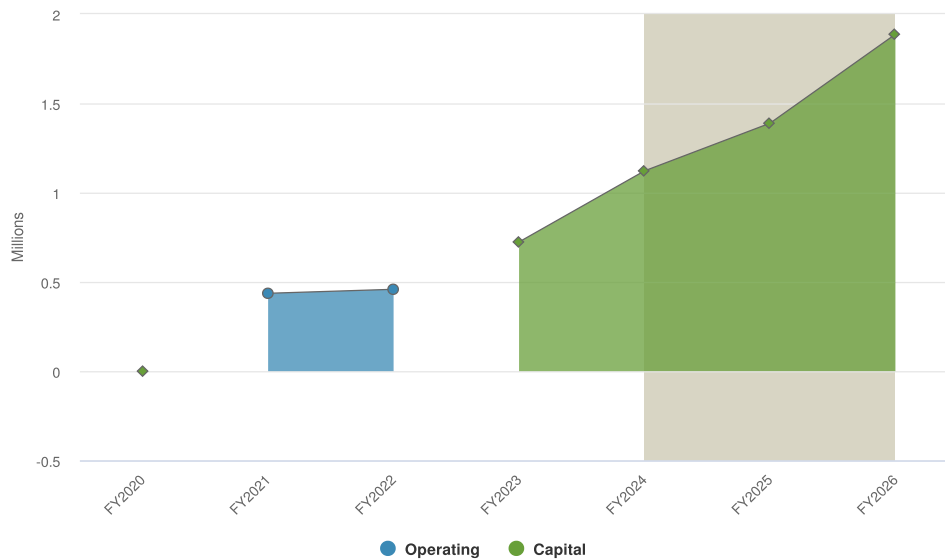
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
INTERFUND ASSESSMENTS	\$1,030,106	\$747,280	\$747,280	\$2,200,778	\$1,251,565	194.5%
Total Charges for Goods & Services:	\$1,030,106	\$747,280	\$747,280	\$2,200,778	\$1,251,565	194.5%
Misc.						
INTEREST REVENUE	\$63,329	\$6,000	\$120,000	\$80,000	\$60,000	1,233.3%
INSURANCE RECOVERIES- NONOPERAT	\$80,567	\$0	\$0	\$0	\$0	0%
GAIN (LOSS) DISPOSAL OF CAPITA	\$4,675	\$0	\$0	\$0	\$0	0%
INSURANCE RECOVERIES- CAPITAL A	\$80,025	\$0	\$0	\$0	\$0	0%
XFER IN FROM ARPA	\$157,723	\$0	\$0	\$0	\$0	0%
Total Misc.:	\$386,320	\$6,000	\$120,000	\$80,000	\$60,000	1,233.3%
Total Revenue Source:	\$1,416,426	\$753,280	\$867,280	\$2,280,778	\$1,311,565	202.8%

Expenditures by Function

Budgeted and Historical Expenditures by Function



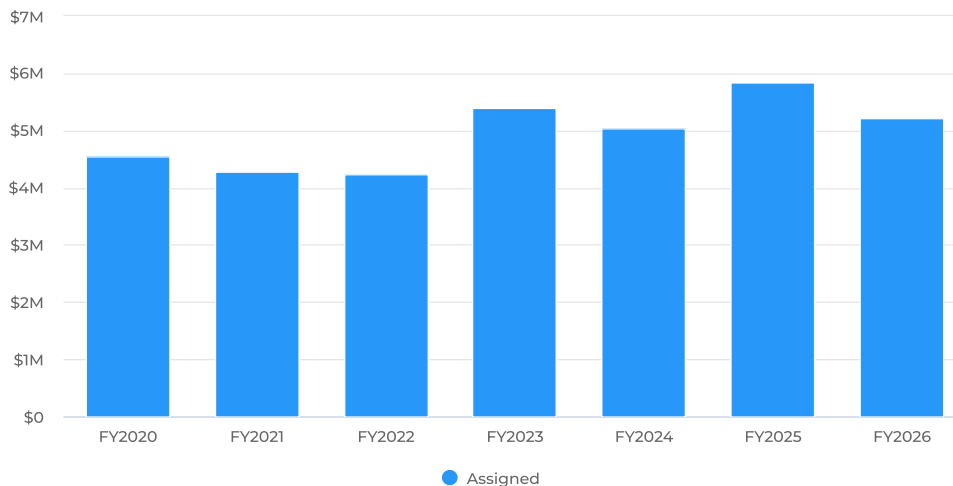
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Capital						
Undefined						
MUNICIPAL COURT VEHICLES	\$0	\$0	\$0	\$0	\$70,000	0%
VEHICLE REPLACE- POLICE	\$180,820	\$600,000	\$600,000	\$450,000	\$495,000	-25%
VEHICLE REPLACE-SWM	\$248,750	\$0	\$0	\$700,000	\$300,000	N/A
VEHICLE REPLACE- STREETS	\$176,083	\$280,000	\$280,000	\$154,000	\$218,600	-45%
PBPW EQUIPMENT	\$0	\$75,000	\$75,000	\$30,000	\$35,000	-60%
VEHICLE REPLACE- SENIOR SERVICE	\$0	\$0	\$0	\$0	\$45,000	0%
VEHICLE REPLACE- RECREATION	\$0	\$40,000	\$40,000	\$0	\$45,000	-100%
VEHICLE REPLACE - MARINA	\$42,237	\$67,000	\$67,000	\$55,000	\$483,000	-17.9%
VEHICLE REPLACE PARKS	\$75,969	\$60,000	\$60,000	\$0	\$196,000	-100%
Total Undefined:	\$723,858	\$1,122,000	\$1,122,000	\$1,389,000	\$1,887,600	23.8%
Total Capital:	\$723,858	\$1,122,000	\$1,122,000	\$1,389,000	\$1,887,600	23.8%
Total Expenditures:	\$723,858	\$1,122,000	\$1,122,000	\$1,389,000	\$1,887,600	23.8%

Fund Balance

Projections





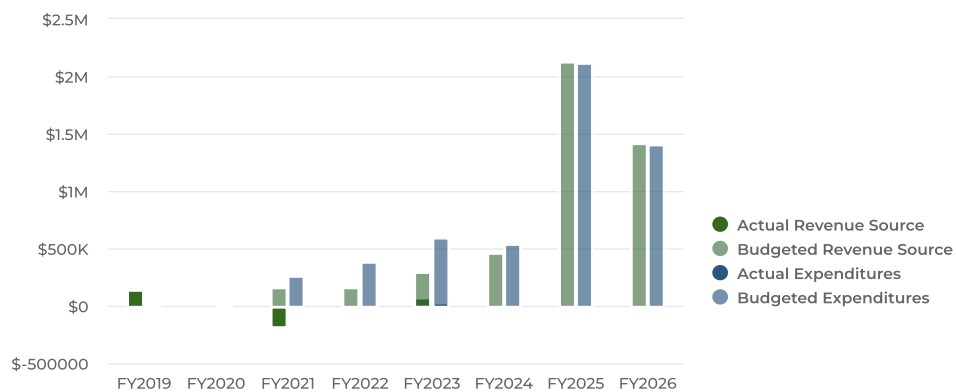
Facility Repair and Replacement Fund

The purpose of the Facility Repair and Replacement Fund is to account for the receipt and expense of moneys used to finance major maintenance, upgrade, or replacement of city facilities.

Summary

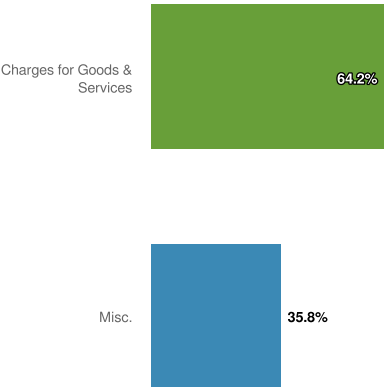
The City of Des Moines is projecting \$2.13M of revenue in FY2025, which represents a 361.5% increase over the prior year and \$1.42M of revenue in FY2026, which represents a 33.2% decrease over the prior year.

Budgeted expenditures are projected to increase by 287.7% or \$1.57M to \$2.12M in FY2025 and 33.1% or \$701.03K in FY2026.

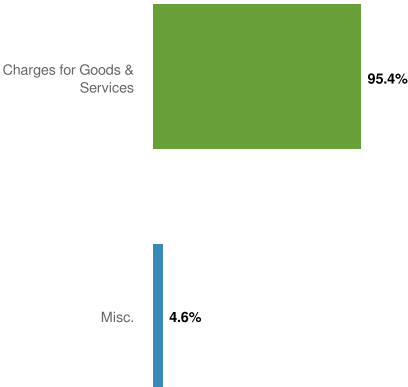


Revenues by Source

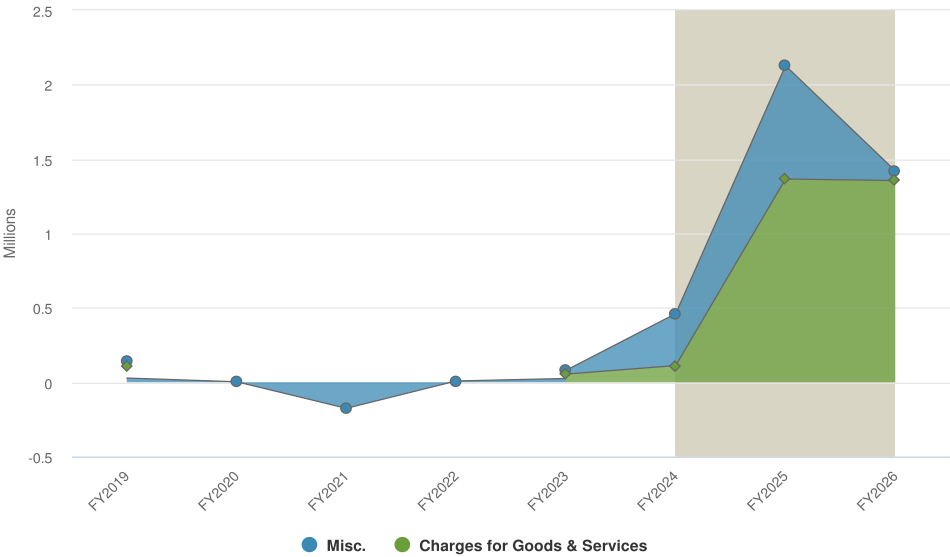
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



Grey background indicates budgeted figures.

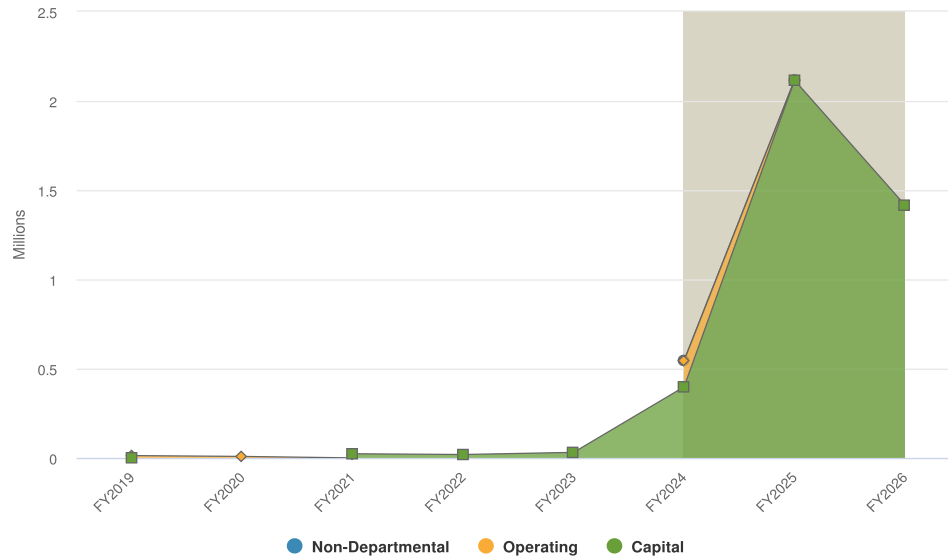


Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
INTERFUND ASSESSMENTS	\$54,635	\$112,150	\$112,150	\$1,366,000	\$1,356,000	1,118%
Service Center Fueling Station Canopy & Fuel Tank Replacement - Facility Repair & Replace Fund Transfer	\$0	\$0	\$9,524	\$116,000	\$1,271,000	N/A
City Hall Canopy Repairs - Facility Repair & Replace Fund Transfer	\$0	\$0	\$0	\$0	\$0	N/A
PW Service Center and PD Vehicle Gate Repairs - Facility Repair & Replace Fund Transfer	\$0	\$0	\$0	\$0	\$0	N/A
City Fiber Loop Completion - Facility Repair & Replace Fund Transfer	\$0	\$0	\$102,626	\$1,250,000	\$0	N/A
LED Exterior Lighting - Facility Repair & Replace Fund Transfer	\$0	\$0	\$0	\$0	\$85,000	0%
Total Charges for Goods & Services:	\$54,635	\$112,150	\$112,150	\$1,366,000	\$1,356,000	1,118%
Misc.						
INTEREST REVENUE	\$14,345	\$10,000	\$24,000	\$20,000	\$15,000	100%
FAC REPAIR & REPLMNT OTH FIN	\$0	\$0	\$0	\$0	\$0	N/A
Jan 2024 Activity Center Damage Repair - Insurance Payout	\$0	\$0	\$0	\$0	\$0	N/A
XFER IN GENERAL FUND	\$0	\$51,000	\$0	\$0	\$0	-100%
Court Security Improvements - General Fund Transfer	\$0	\$0	\$0	\$0	\$0	N/A
Police Security Improvements - General Fund Transfer	\$0	\$0	\$0	\$0	\$0	N/A
XFER IN REET 1	\$0	\$178,000	\$178,000	\$627,000	\$50,000	252.2%
Founders' Lodge Improvements - REET 1	\$0	\$0	\$163,805	\$577,000	\$0	N/A
Citywide Mechanical & HVAC Equipment and Roofing Replacements - REET 1	\$0	\$0	\$14,195	\$50,000	\$50,000	N/A
XFER IN FROM ONE TIME TAX	\$10,772	\$110,000	\$110,000	\$115,000	\$0	4.5%
City Hall Suite D Security Improvements - One Time Tax	\$0	\$0	\$0	\$0	\$0	N/A
Service Center Fueling Station Canopy & Fuel Tank Replacement - One Time Tax	\$0	\$0	\$110,000	\$115,000	\$0	N/A
Total Misc.:	\$25,117	\$349,000	\$312,000	\$762,000	\$65,000	118.3%
Total Revenue Source:	\$79,752	\$461,150	\$424,150	\$2,128,000	\$1,421,000	361.5%



Expenditures by Function

Budgeted and Historical Expenditures by Function



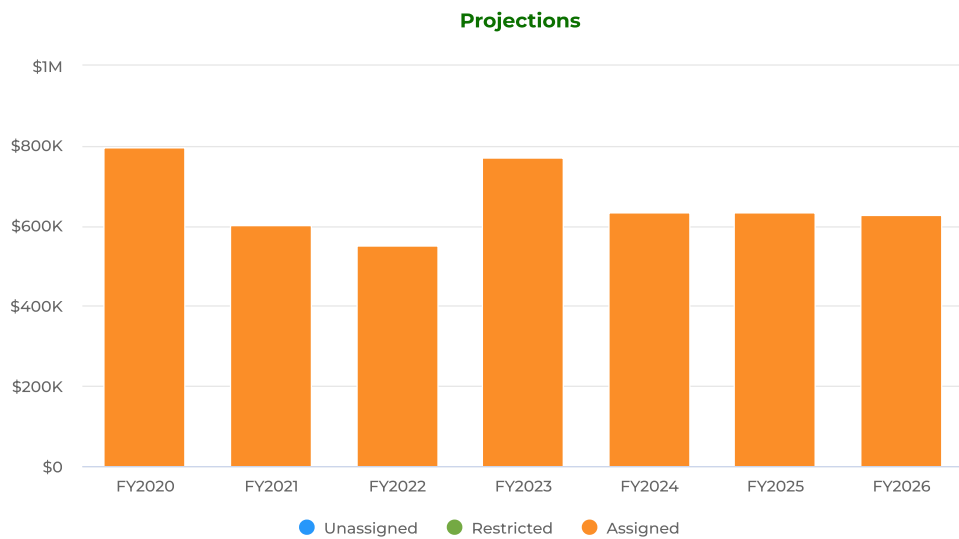
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Non-Departmental						
Undefined						
Transfers Out	\$0	\$1,000	\$1,000	\$1,000	\$0	0%
Total Undefined:	\$0	\$1,000	\$1,000	\$1,000	\$0	0%
Total Non-Departmental:	\$0	\$1,000	\$1,000	\$1,000	\$0	0%
Capital						
Undefined						
Salaries & Wages	\$0	\$0	\$0	\$6,076	\$7,595	N/A
Personnel Benefits	\$0	\$0	\$0	\$1,809	\$2,263	N/A
Capital	\$30,949	\$398,000	\$398,000	\$2,108,000	\$1,406,000	429.6%
Total Undefined:	\$30,949	\$398,000	\$398,000	\$2,115,885	\$1,415,858	431.6%
Total Capital:	\$30,949	\$398,000	\$398,000	\$2,115,885	\$1,415,858	431.6%
Operating						
Undefined						



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Services & Pass- Thru	\$0	\$147,000	\$147,000	\$0	\$0	-100%
Total Undefined:	\$0	\$147,000	\$147,000	\$0	\$0	-100%
Total Operating:	\$0	\$147,000	\$147,000	\$0	\$0	-100%
Total Expenditures:	\$30,949	\$546,000	\$546,000	\$2,116,885	\$1,415,858	287.7%

Fund Balance





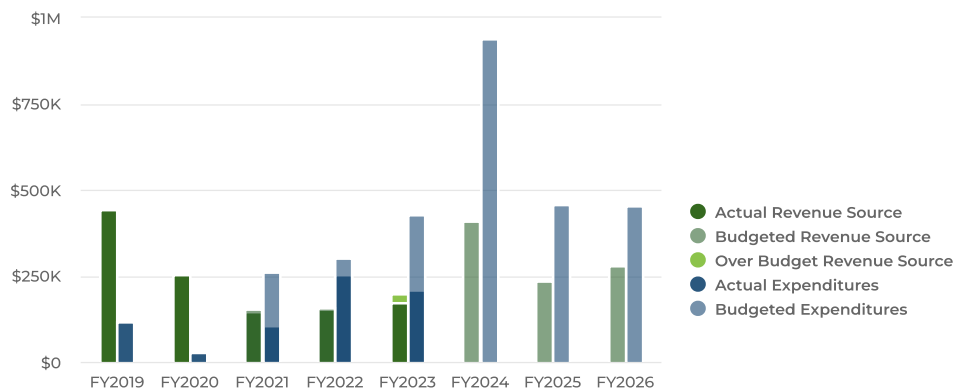
Computer Replacement Fund

The purpose of the Computer Replacement Fund is to account for the receipt and expense of moneys used to finance the purchase and replacement of computer hardware and software.

Summary

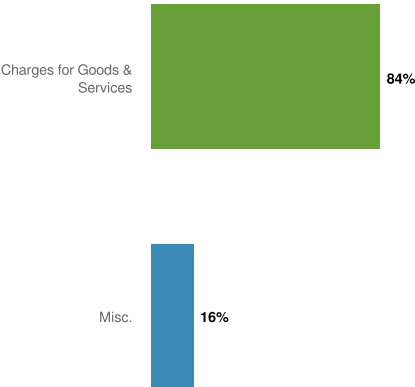
The City of Des Moines is projecting \$238K of revenue in FY2025, which represents a 42.3% decrease over the prior year and \$280K of revenue in FY2026, which represents a 17.6% increase over the prior year.

Budgeted expenditures are projected to decrease by 51.1% or \$479.99K to \$460K in FY2025 and 1.1% or \$5K in FY2026.

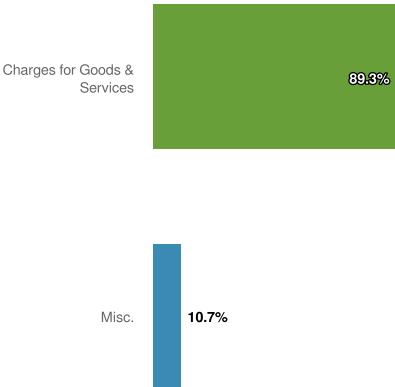


Revenues by Source

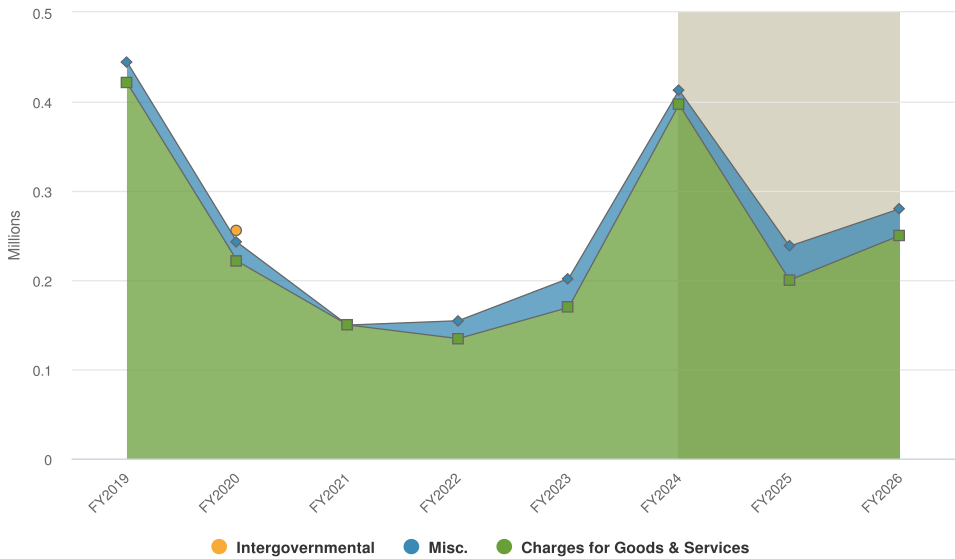
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



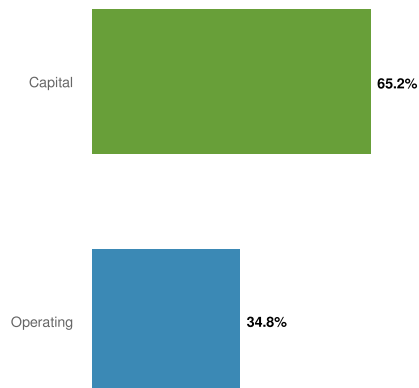
Grey background indicates budgeted figures.



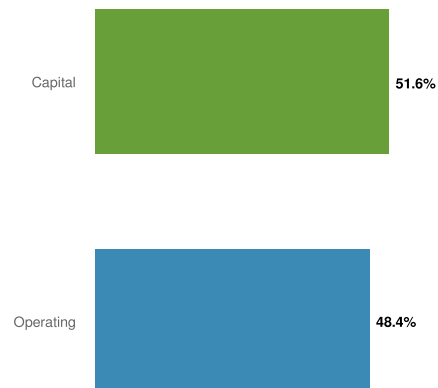
Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
INTERFUND ASSESSMENTS	\$169,353	\$396,800	\$396,800	\$200,000	\$250,000	-49.6%
Total Charges for Goods & Services:	\$169,353	\$396,800	\$396,800	\$200,000	\$250,000	-49.6%
Misc.						
INTEREST REVENUE	\$32,468	\$16,000	\$48,000	\$38,000	\$30,000	137.5%
Total Misc.:	\$32,468	\$16,000	\$48,000	\$38,000	\$30,000	137.5%
Total Revenue Source:	\$201,821	\$412,800	\$444,800	\$238,000	\$280,000	-42.3%

Expenditures by Function

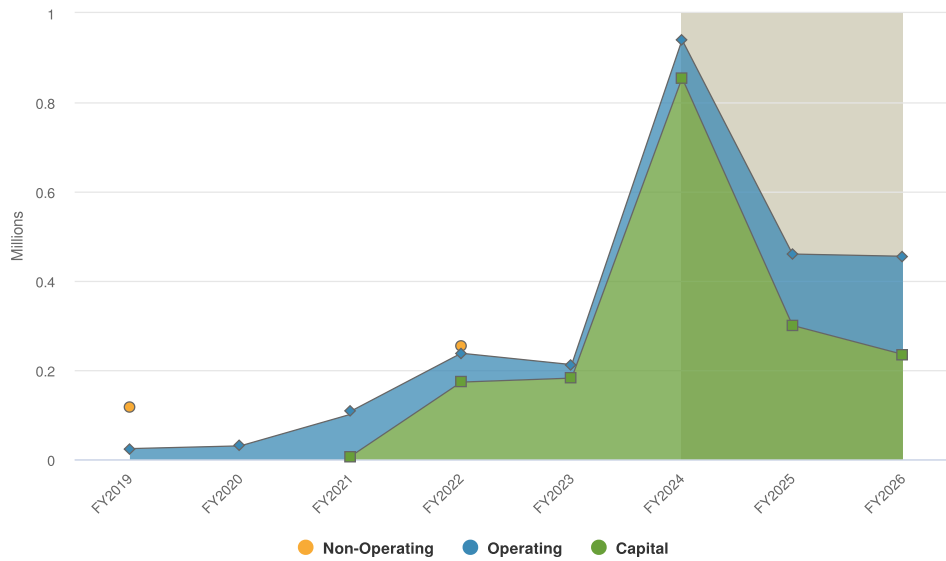
Budgeted 2025 Expenditures by Function



Budgeted 2026 Expenditures by Function



Budgeted and Historical Expenditures by Function



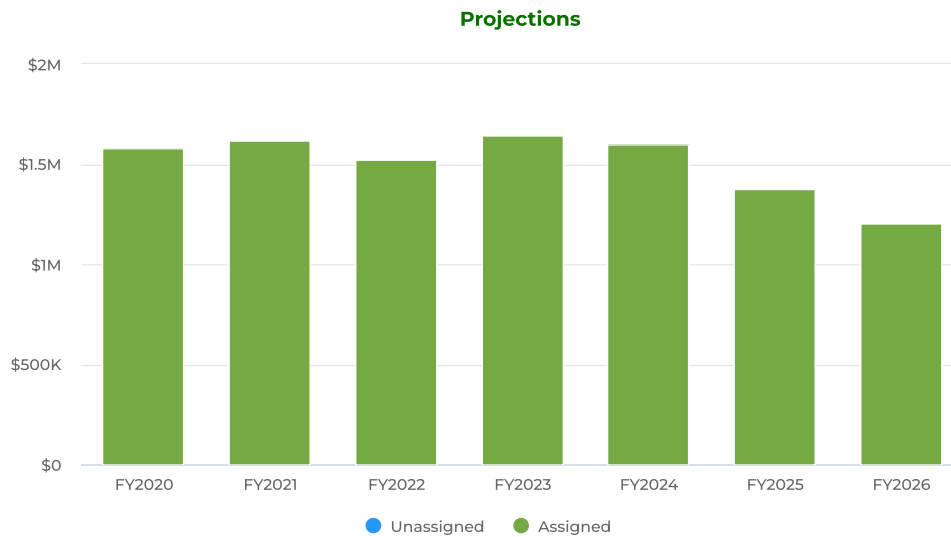
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Capital						
SOFTWARE >\$5,000	\$0	\$21,250	\$90,000	\$50,000	\$50,000	135.3%
SERVER EQUIPMENT >\$5,000	\$80,808	\$80,000	\$0	\$10,000	\$10,000	-87.5%
NETWORK EQUIP >\$5,000	\$29,177	\$93,891	\$0	\$45,000	\$45,000	-52.1%
PRINTERS >\$5,000	\$0	\$1,500	\$0	\$0	\$0	-100%
OTHER SYSTEMS >\$5,000	\$0	\$175,000	\$80,000	\$70,000	\$70,000	-60%
POLICE MDC >\$5,000	\$0	\$0	\$0	\$25,000	\$25,000	N/A
OTHER SYSTEMS >\$5,000	\$12,500	\$75,000	\$50,000	\$50,000	\$5,000	-33.3%
SOFTWARE > \$5,000	\$0	\$250,000	\$0	\$0	\$0	-100%
NETWORK EQUIP >\$5,000	\$0	\$8,000	\$0	\$0	\$0	-100%
NETWORK > \$5,000	\$9,726	\$0	\$0	\$0	\$0	0%
OTHER SYSTEMS >\$5,000	\$49,747	\$150,000	\$120,000	\$50,000	\$30,000	-66.7%
Total Capital:	\$181,958	\$854,641	\$340,000	\$300,000	\$235,000	-64.9%



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Operating						
SOFTWARE >\$5,000	\$0	\$0	\$0	\$0	\$60,000	0%
SOFTWARE < \$5,000	\$0	\$35,344	\$0	\$70,000	\$70,000	98.1%
SERVER EQUIPMENT < \$5,000	\$18,991	\$50,000	\$0	\$20,000	\$20,000	-60%
NETWORK EQUIP < \$5,000	\$3,374	\$0	\$0	\$70,000	\$70,000	N/A
POLICE MDC <\$5,000	\$4,284	\$0	\$2,322	\$0	\$0	0%
OTHER SYSTEMS < \$5,000	\$492	\$0	\$0	\$0	\$0	0%
OTHER SYSTEMS < \$5,000	\$3,112	\$0	\$0	\$0	\$0	0%
Total Operating:	\$30,253	\$85,344	\$2,322	\$160,000	\$220,000	87.5%
Total Expenditures:	\$212,211	\$939,985	\$342,322	\$460,000	\$455,000	-51.1%

Fund Balance





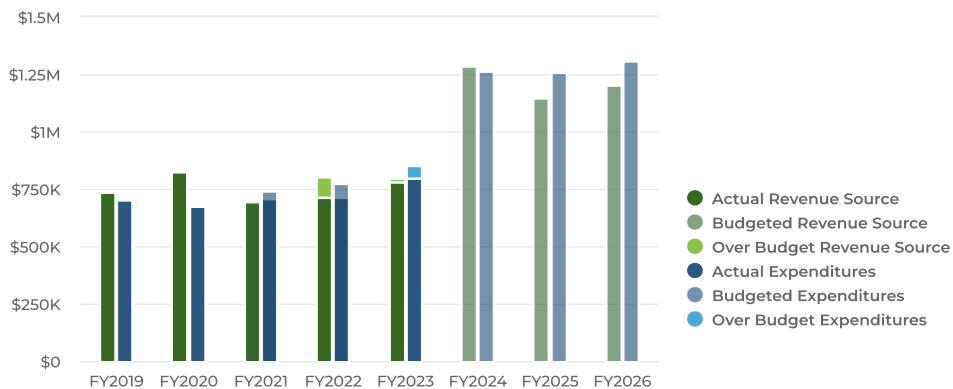
Self-Insurance Fund

The purpose of the Self-Insurance Fund is to account for the receipt and expense of moneys related to insurance, legal costs, and risk management.

Summary

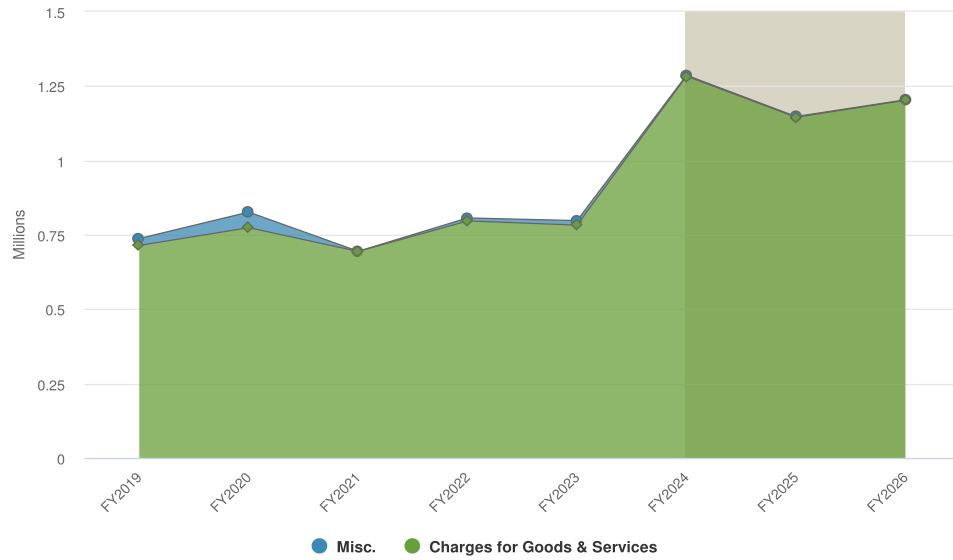
The City of Des Moines is projecting \$1.15M of revenue in FY2025, which represents a 10.8% decrease over the prior year and \$1.2M of revenue in FY2026, which represents a 4.9% increase over the prior year.

Budgeted expenditures are projected to decrease by 0.5% or \$5.96K to \$1.26M in FY2025 and 4.1% or \$52.25K in FY2026.



Revenues by Source

Budgeted and Historical 2025 Revenues by Source



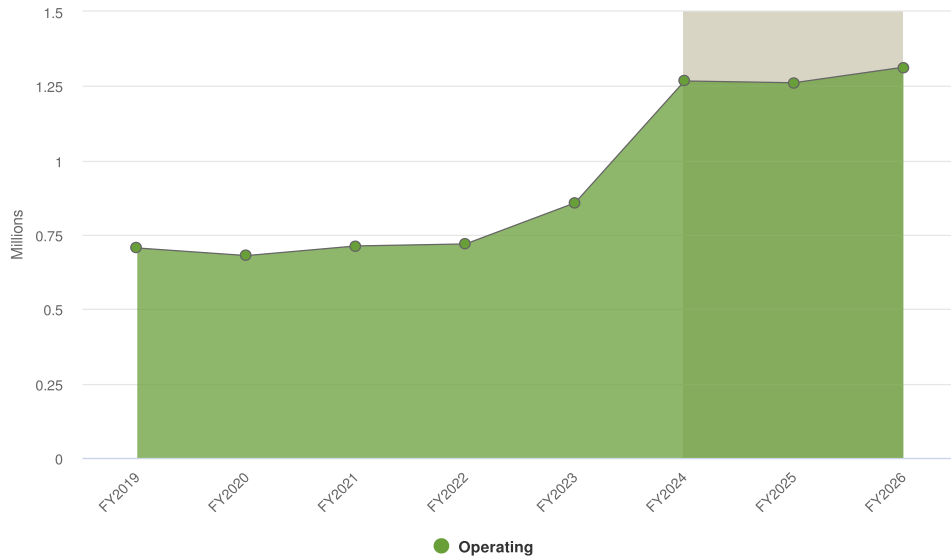
Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
INTERFUND ASSESSMENTS	\$782,454	\$1,283,315	\$1,283,315	\$1,144,972	\$1,202,220	-10.8%
Total Charges for Goods & Services:	\$782,454	\$1,283,315	\$1,283,315	\$1,144,972	\$1,202,220	-10.8%
Misc.						
INTEREST REVENUE	\$15,189	\$3,000	\$5,600	\$2,500	\$1,500	-16.7%
Total Misc.:	\$15,189	\$3,000	\$5,600	\$2,500	\$1,500	-16.7%
Total Revenue Source:	\$797,643	\$1,286,315	\$1,288,915	\$1,147,472	\$1,203,720	-10.8%



Expenditures by Function

Budgeted and Historical Expenditures by Function

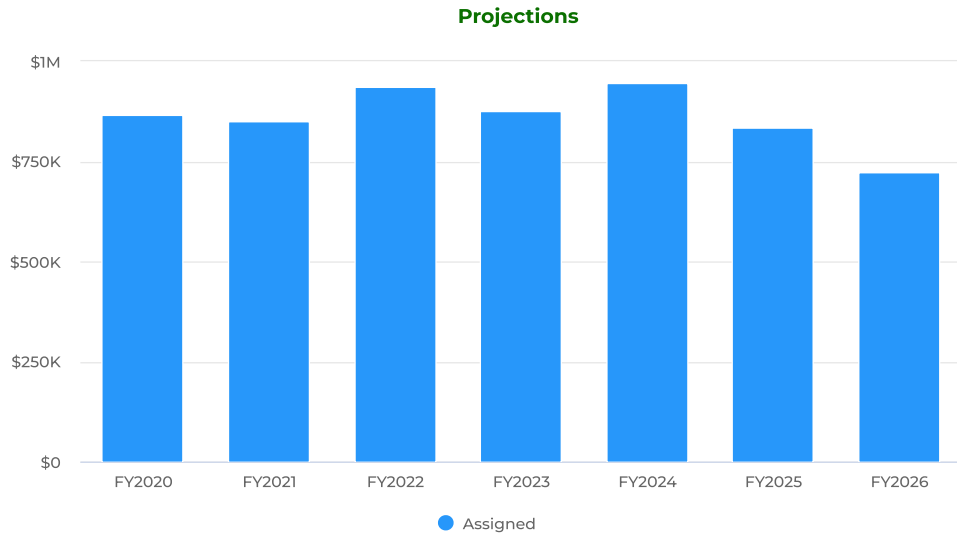


Grey background indicates budgeted figures.

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Operating						
INSURANCE	\$816,187	\$1,115,927	\$1,115,927	\$1,144,971	\$1,202,220	2.6%
AWC WORKER COMP RETRO RATING P	\$0	\$21,000	\$0	\$21,000	\$21,000	0%
PAYMENTS TO OUTSIDE AGENCIES	\$0	\$30,000	\$0	\$25,000	\$20,000	-16.7%
PROFESSIONAL SERVICES	\$41,196	\$100,000	\$100,000	\$70,000	\$70,000	-30%
Total Operating:	\$857,383	\$1,266,927	\$1,215,927	\$1,260,971	\$1,313,220	-0.5%
Total Expenditures:	\$857,383	\$1,266,927	\$1,215,927	\$1,260,971	\$1,313,220	-0.5%



Fund Balance





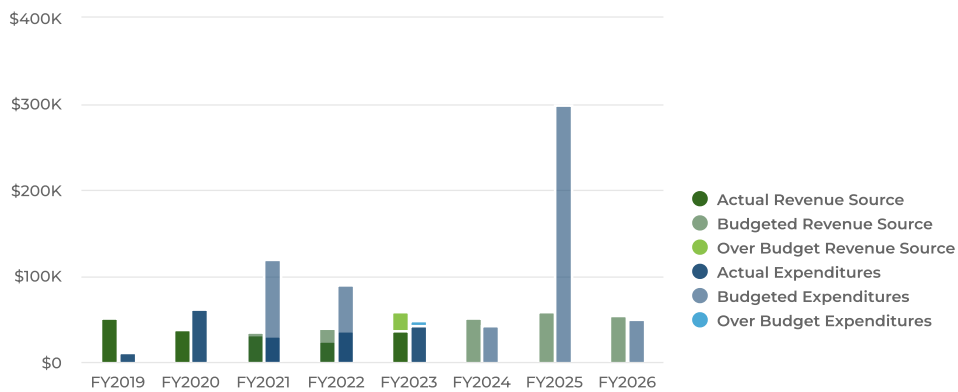
Unemployment Insurance Fund

The purpose of the Unemployment Insurance Fund is to account for the receipt and expense of moneys used to pay claims for reimbursement of unemployment compensation.

Summary

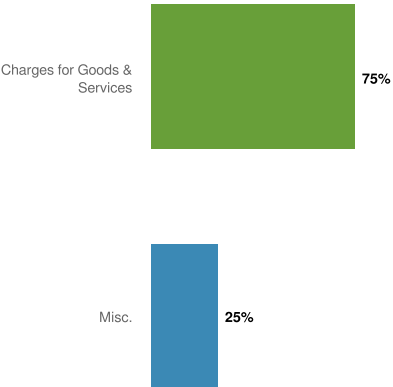
The City of Des Moines is projecting \$60K of revenue in FY2025, which represents a 15.5% increase over the prior year and \$55K of revenue in FY2026, which represents a 8.3% decrease over the prior year.

Budgeted expenditures are projected to increase by 605.9% or \$257.5K to \$300K in FY2025 and 83.3% or \$250K in FY2026.

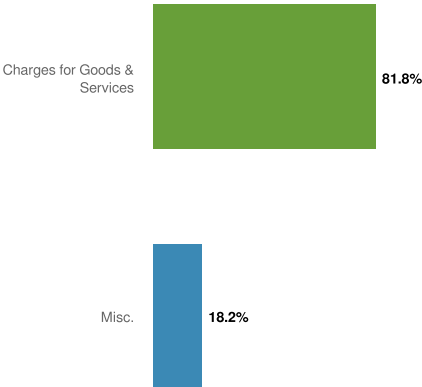


Revenues by Source

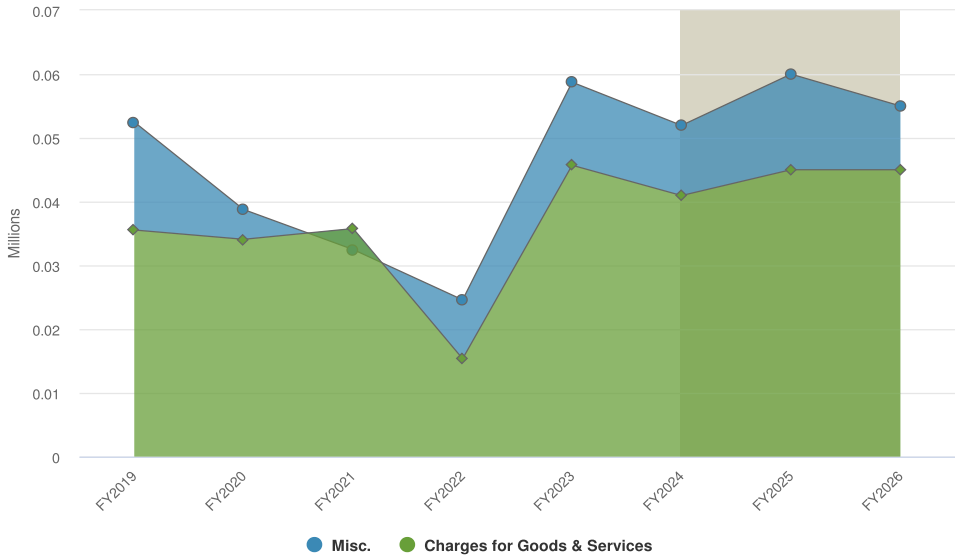
Projected 2025 Revenues by Source



Projected 2026 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



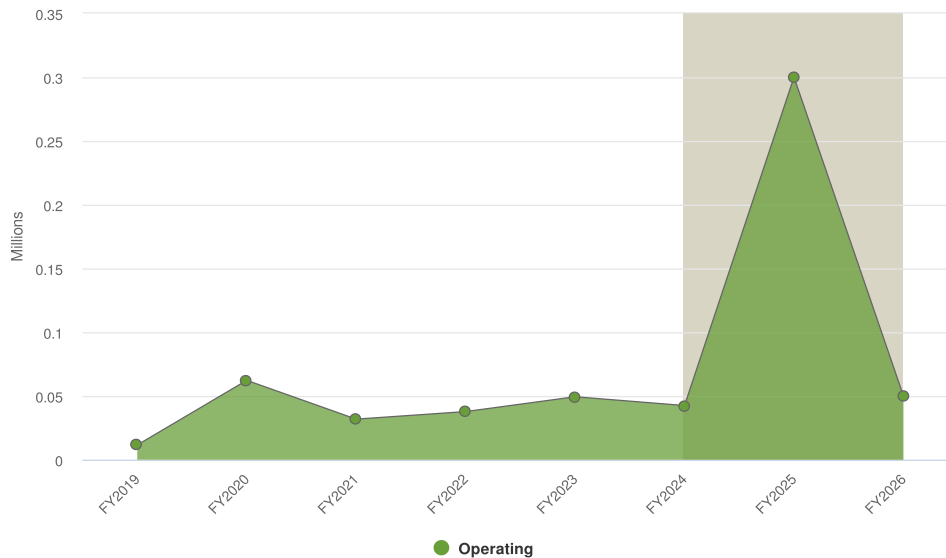
Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Charges for Goods & Services						
INTERFUND ASSESSMENTS	\$45,702	\$40,950	\$50,000	\$45,000	\$45,000	9.9%
Total Charges for Goods & Services:	\$45,702	\$40,950	\$50,000	\$45,000	\$45,000	9.9%
Misc.						
INTEREST REVENUE	\$13,029	\$11,000	\$25,000	\$15,000	\$10,000	36.4%
Total Misc.:	\$13,029	\$11,000	\$25,000	\$15,000	\$10,000	36.4%
Total Revenue Source:	\$58,730	\$51,950	\$75,000	\$60,000	\$55,000	15.5%

Expenditures by Function

Budgeted and Historical Expenditures by Function

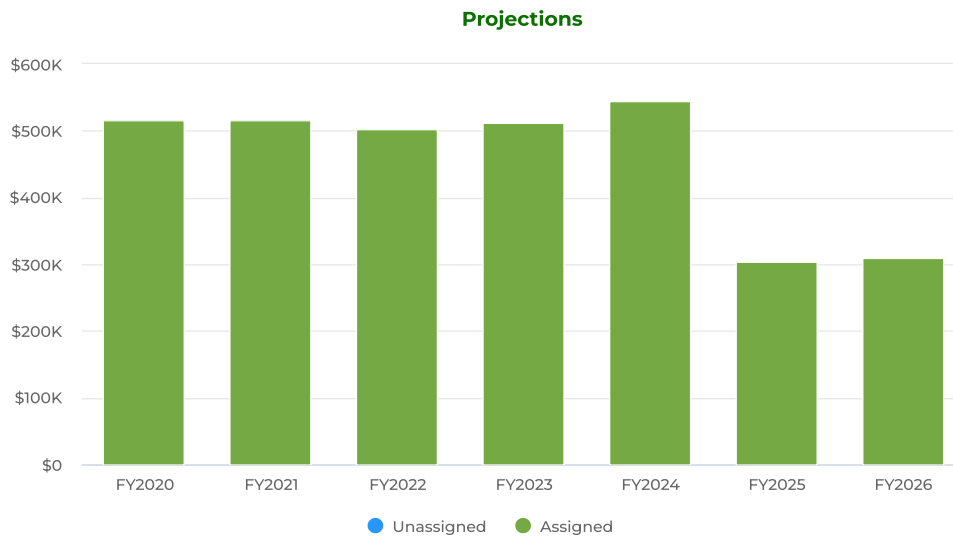


Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
Operating						
UNEMPLOYMENT INSURANCE CLAIMS	\$49,365	\$42,500	\$42,500	\$300,000	\$50,000	605.9%
Total Operating:	\$49,365	\$42,500	\$42,500	\$300,000	\$50,000	605.9%
Total Expenditures:	\$49,365	\$42,500	\$42,500	\$300,000	\$50,000	605.9%

Fund Balance



DEPARTMENTS



City Council

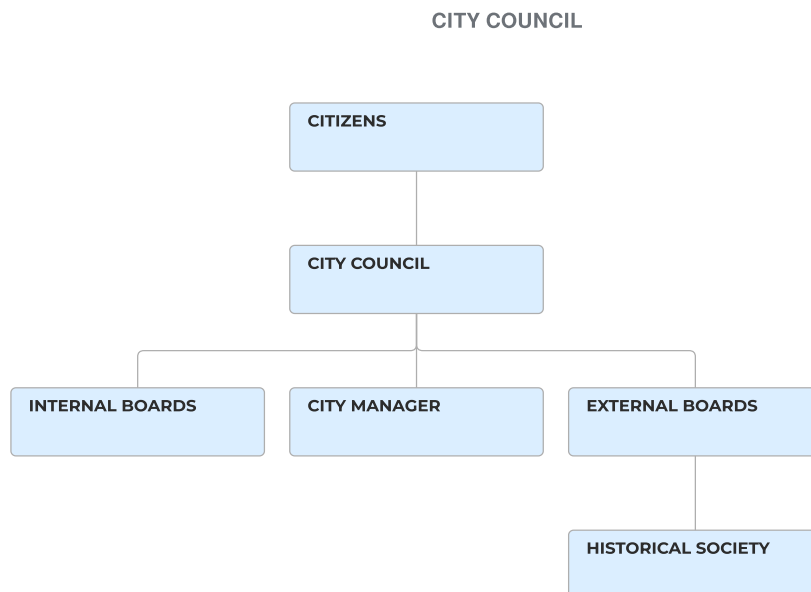


Traci Buxton
Mayor

The City has a Council-Manager form of government. The City Council consists of seven members elected to four-year, overlapping terms. The Mayor, elected by the City Council, has equal voting rights with other council members and possesses no veto power. The City Council appoints the City Manager to act as the chief executive officer of the City.

The City Council provides effective City government representation for the citizens; adopts ordinances regulating city business; oversees municipal finances, approves contracts, approves acquisition and/or conveyance of land and other property; adopts and amends the City's Comprehensive Land Use Plan and provides leadership in the ongoing efforts to diversify and expand Des Moines' economy.

Organizational Chart



Expenditures Summary

FY2025 Expenditures

\$119,696

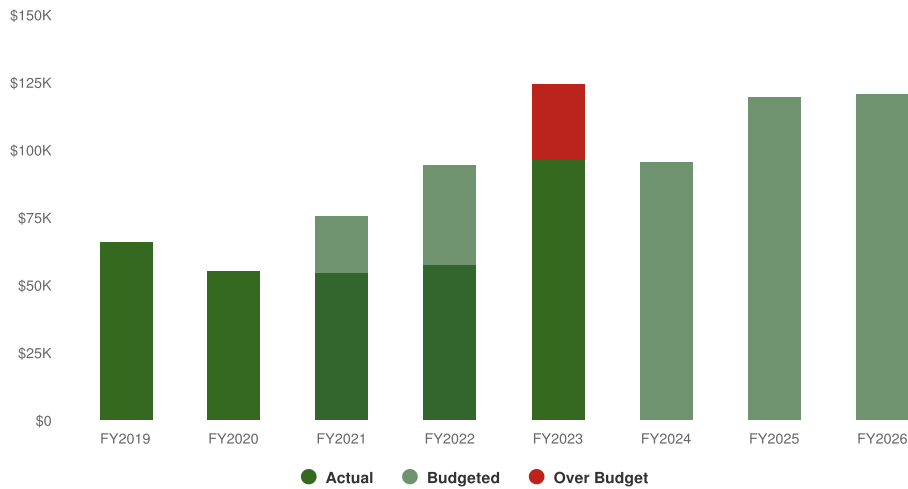
\$23,715 (24.71% vs. prior year)

FY2026 Expenditures

\$120,720

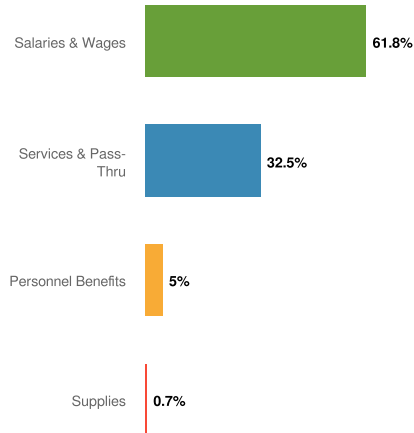
\$1,024 (0.86% vs. prior year)

City Council Proposed and Historical Budget vs. Actual

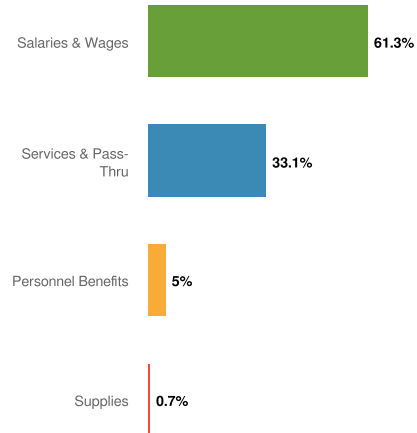


Expenditures by Expense Type

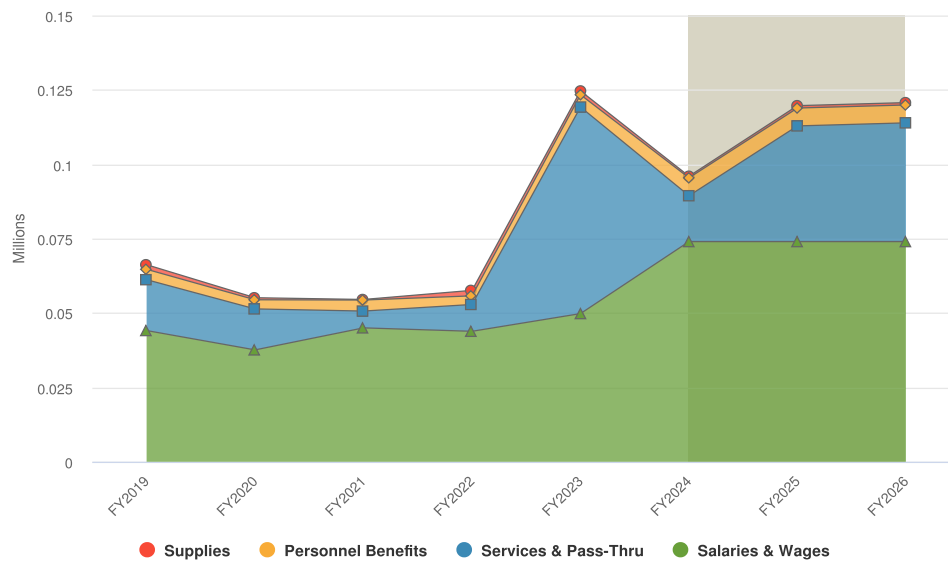
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$49,800	\$74,000	\$74,000	\$74,000	\$74,000	0%
Personnel Benefits	\$4,125	\$6,008	\$508	\$6,008	\$6,008	0%
Supplies	\$1,294	\$550	\$1,050	\$800	\$800	45.5%
Services & Pass- Thru	\$69,436	\$15,423	\$105,293	\$38,888	\$39,912	152.1%
Total Expense Objects:	\$124,655	\$95,981	\$180,851	\$119,696	\$120,720	24.7%



City Manager's Office



Katherine Caffrey
City Manager

The City Manager is the chief administrative and executive officer and is responsible for implementing City Council policies and overseeing municipal operations; representing the City on intergovernmental issues; pursuing economic development opportunities; and coordinating all City services through the respective department directors.

The City Manager's office administers the following programs:

- Executive Office
- Economic Development
- Emergency Management Disaster Preparedness
- Human Resources
- City Clerk
- Communications
- Employee Wellness
- Printing and Duplicating
- Community Information Services
- City Memberships

Mission

The mission of the City Manager's Office is to support and carry out the mission of the City of Des Moines by way of providing exceptional City Council support, administrative oversight, and services to a wide variety of clients, including residents, taxpayers, elected officials, other governments, citizen volunteers, and our employees, within the resources given. We strive to do so with care, integrity, and as a team.

The mission of the City Manager is to implement the vision and policies set by the City Council through the work of others.

Provide ethical and visionary leadership that inspires high quality, innovative, and fiscally responsible public policy, services, and projects.



Department Overview

The Office of the City Manager resides within the Executive Department, along with the City Clerk's Office. The City Manager's responsibility is to implement the policies of the City Council. The City Manager oversees all functions and daily operations of the city, and all department directors report to her. Staff in this office include the City Manager, Assistant City Manager, and Management Analyst.

The City Manager's Office is diverse with a wide array of responsibilities. Some of the more prominent duties of staff include:

- Assist the Council with legislative and administrative responsibilities.
- Market and sell the City's downtown surplus properties.
- Recruit businesses to the City of Des Moines and support all existing Des Moines businesses.
- Provide oversight of the City's communications plan; maintain the City's website, social media, and print publications.
- Manage contracts with public defenders and the City's grants to human service providers.

Appointed by the City Council, the City Manager is the Chief Executive of the City. The City Manager supervises the activities of all Departments and, together with the Senior Management Team, runs the City's day-to-day operations. The City Manager also offers advice to assist the City Council in the development and implementation of public policy.

The City Manager's Office is funded by the General Fund (001). The primary responsibilities of the City Manager are to provide strategic and visionary leadership, prepare a proposed budget for the City Council's review and adoption, submit policy options and recommendations to the City Council, and oversee the day-to-day operations of the municipal government to ensure the attainment of the policy goals set by the City Council.

2024 Accomplishments

- Implemented outcomes of Communication Study

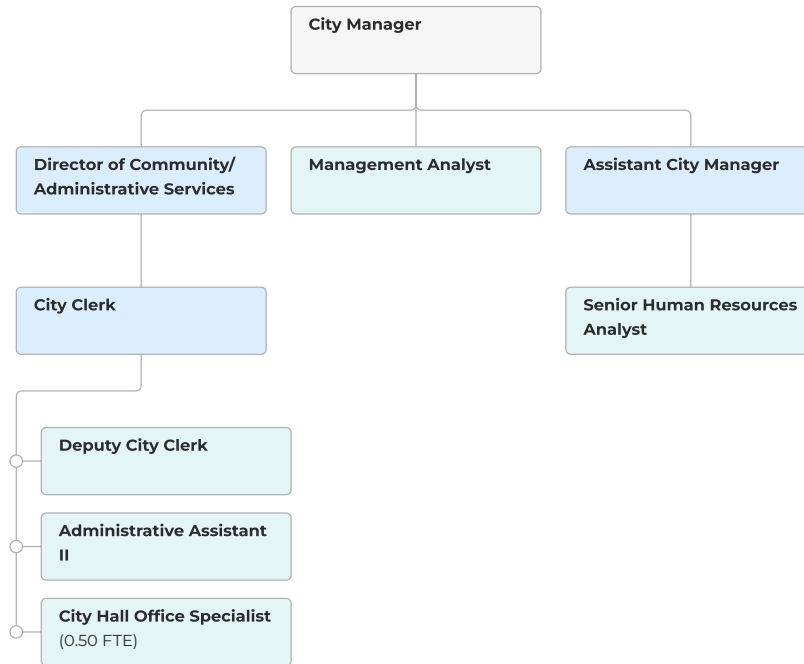
2025-2026 Goals

- Develop and implement a strategic plan for the City.



Organizational Chart

City Manager



Expenditures Summary

FY2025 Expenditures

\$1,073,637

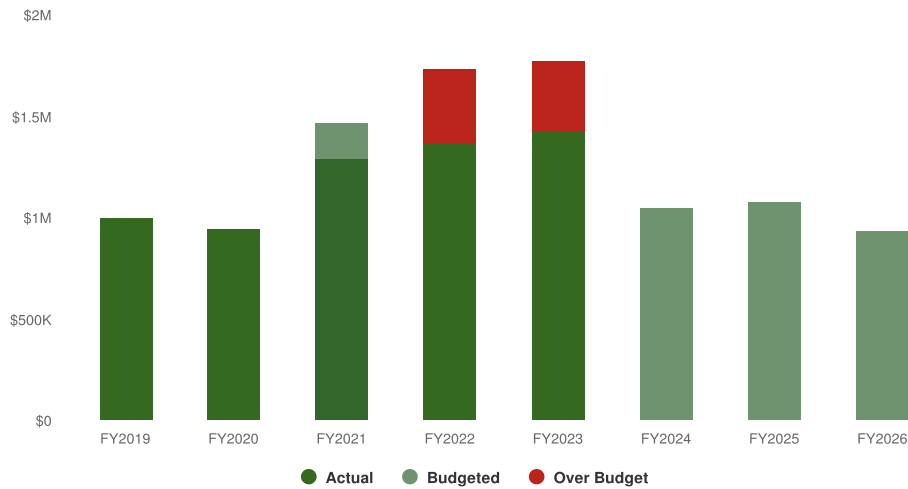
\$24,274 (2.31% vs. prior year)

FY2026 Expenditures

\$935,696

-\$137,941 (-12.85% vs. prior year)

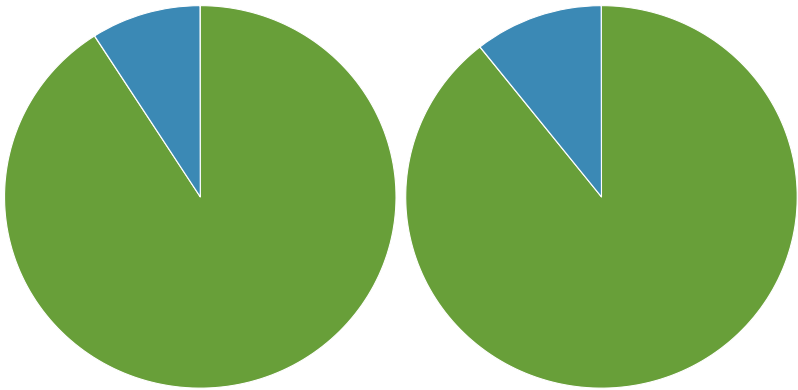
City Manager's Office Proposed and Historical Budget vs. Actual



Expenditures by Function

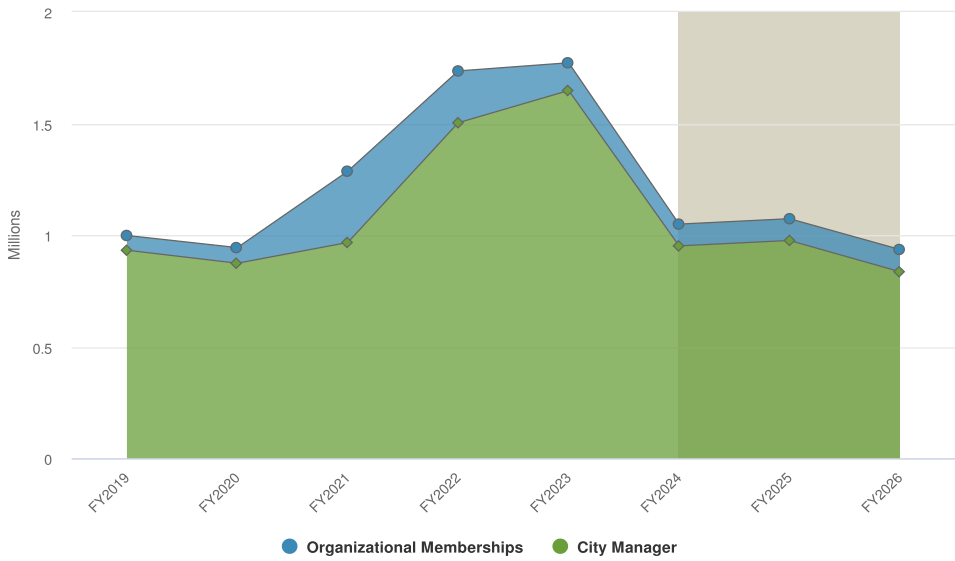
Budgeted 2025 Expenditures by Function

Budgeted 2026 Expenditures by Function



City Manager Organizational Memberships

Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.



Name	Account ID	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	Notes
Expenditures								
City Manager								
City Manager								
Salaries & Wages		\$965,747	\$596,869	\$596,869	\$495,954	\$510,832	-16.9%	
Personnel Benefits		\$191,599	\$152,320	\$152,320	\$114,795	\$118,432	-24.6%	
Supplies		\$45,086	\$2,000	\$2,000	\$2,000	\$2,000	0%	
Services & Pass-Thru		\$445,732	\$200,629	\$223,169	\$363,338	\$204,681	81.1%	
Total City Manager:		\$1,648,163	\$951,818	\$974,358	\$976,087	\$835,945	2.5%	
Organizational Memberships								
Services & Pass-Thru		\$124,313	\$97,545	\$97,545	\$97,550	\$99,751	0%	
Total Organizational Memberships:		\$124,313	\$97,545	\$97,545	\$97,550	\$99,751	0%	
Total City Manager:		\$1,772,476	\$1,049,363	\$1,071,903	\$1,073,637	\$935,696	2.3%	
Total Expenditures:		\$1,772,476	\$1,049,363	\$1,071,903	\$1,073,637	\$935,696	2.3%	



Communications

The Communications Department keeps the public informed about current City initiatives and services.

Mission

Communications is dedicated to fostering transparent, effective, and inclusive communication between the city and our community. The goal is to provide timely and accurate information, engage citizens, and promote civic participation. Our mission is to enhance public understanding of city services, initiatives, and opportunities, ensuring that every resident feels informed and connected to their local government.



Department Overview

Information Dissemination: Provide clear and timely updates about city services, policies, and initiatives through various channels, including press releases, newsletters, social media, and the city website.

Public Engagement: Engage citizens in meaningful dialogue, hosting community forums, workshops, and outreach events. By listening to the voices of our residents, we can better understand their needs and concerns.

Crisis Communication: In times of emergency or urgent situations, we are responsible for delivering accurate information swiftly to ensure public safety and awareness with collaboration from the affected departments.

Media Relations: Maintain strong relationships with local media outlets and news, facilitating coverage of city events, initiatives, and accomplishments. By fostering positive media interactions, we help amplify the city's message.

Brand Management: Actively work to cultivate a positive image of Des Moines by promoting its achievements, events, and unique attributes. Our branding efforts aim to enhance community pride and attract visitors and businesses.

Digital Communication: Use social media platforms and the city website to engage with residents and share information.

As we move forward, we will continue to adapt and innovate in our communication strategies to meet the evolving needs of our community.

Major Activities

- Weekly City Manager Reports
- Mayor Minute Reports
- Public Servant Profile features
- Community Corner local business spotlights
- Ongoing city event, activity, notices – via social media platforms, community pages and gatherings, ribbon cutting events, local chamber/organization events, regional partnerships
- Communications training opportunities and societies
- Continued organization of committees – Arts Commission, Senior Services

2024 Accomplishments

- Attending/Promoting a wide range of community events and happenings.
- Instagram account creation
- Facebook page promotion and content
- City Manager, Mayor, Community Member, Staff Member profiles/regular publications
- Acceptance to Northwest Women's Leadership Academy - beginning end of October.



2025 - 2026 Goals

- Create and Promote a Des Moines City Government App for phones
- Utilize built-in newsletter features for website / opt in for newsletter to inbox
- Regular, easy to access City News
- Branding/Marketing – devote time to partnership with Seattle Southside, cohesive marketing
- Issue Progress Reports

Expenditures Summary

FY2025 Expenditures

\$217,188

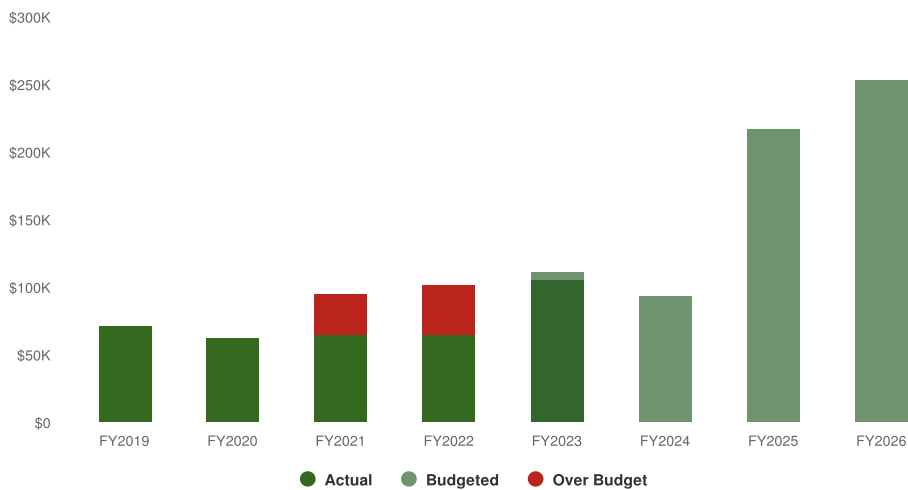
\$123,688 (132.29% vs. prior year)

FY2026 Expenditures

\$253,828

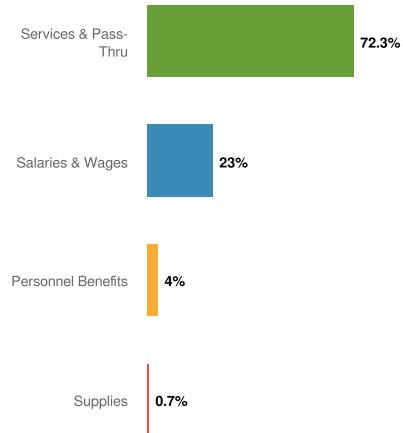
\$36,640 (16.87% vs. prior year)

Communications Proposed and Historical Budget vs. Actual

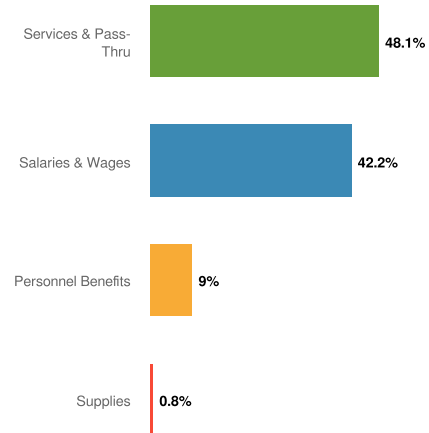


Expenditures by Expense Type

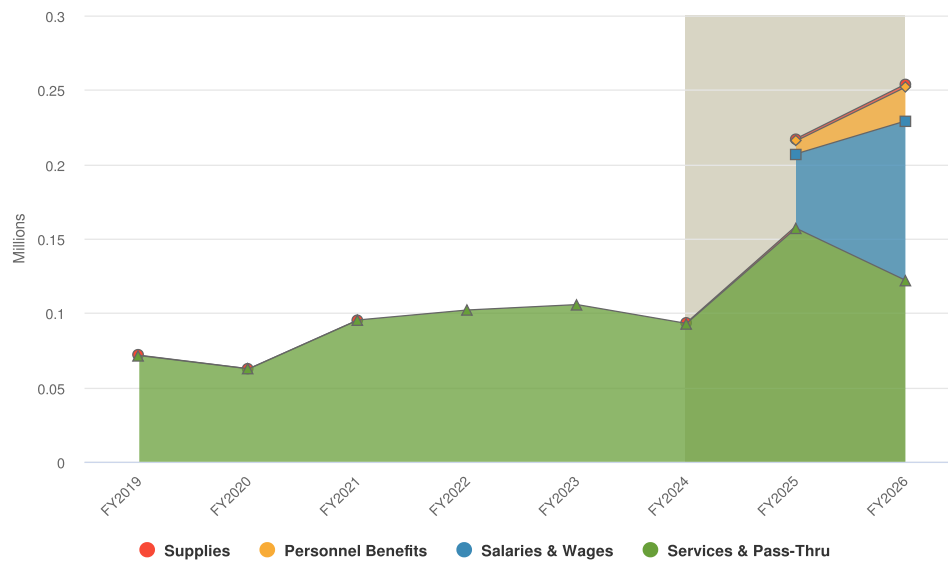
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$0	\$0	\$45,000	\$49,986	\$107,080	N/A
Personnel Benefits	\$0	\$0	\$0	\$8,702	\$22,748	N/A
Supplies	\$0	\$500	\$500	\$1,500	\$2,000	200%
Services & Pass- Thru	\$105,662	\$93,000	\$94,500	\$157,000	\$122,000	68.8%
Total Expense Objects:	\$105,662	\$93,500	\$140,000	\$217,188	\$253,828	132.3%



Emergency Management

Fostering a safer future for Des Moines through strong partnerships between local, county, state government, emergency services, the private sector, volunteer agencies, and the community. Our goal is to save lives, protect property, and minimize the impact of disasters through comprehensive preparedness, prevention, planning, response, and recovery efforts.

Mission

The Office of Emergency Management (OEM) coordinates the emergency management program for the City of Des Moines to prepare, prevent, plan, respond, and recover from all-hazard events. The OEM develops, maintains, and implements the capabilities needed to direct, control, manage, and coordinate emergency operations in collaboration with local, county, state, and federal governmental and private sector agencies.



Department Overview

An Office of Emergency Management (OEM) is responsible for coordinating and overseeing the preparation, response, recovery, and mitigation efforts related to emergencies and disasters. The primary objective of the OEM is to protect the lives, property, and environment of the community it serves.

Key Functions:

Preparedness

Planning: Develops and maintains comprehensive emergency management plans, including emergency operations plans, continuity of operations plans, and hazard mitigation plans.

Training: Provides training programs for emergency responders, city staff, and volunteers on emergency procedures and best practices.

Exercises: Conducts drills and exercises to test and improve the community's readiness for emergencies.

Response

Emergency Operations Center (EOC): Activates and manages the EOC during disasters to coordinate response efforts, resource allocation, and information dissemination.

Incident Command: Implements incident command systems to ensure effective on-scene management and coordination among various responding agencies.

Recovery

Post-Disaster Assistance**: Coordinates recovery efforts to restore community services, support affected individuals and businesses, and rebuild infrastructure.

After-Action Reviews: Conducts reviews after incidents to assess response effectiveness and identify areas for improvement.

Mitigation

Risk Reduction: Implements projects and initiatives to reduce the community's vulnerability to hazards, such as flood control measures, building code enhancements, and public education campaigns.

Public Information and Outreach

Education Campaigns: Conducts public awareness campaigns to educate residents about emergency preparedness, response actions, and available resources.

Community Engagement: Engages with community groups, businesses, and volunteer organizations to foster a collaborative approach to emergency management.

Coordination and Collaboration

Interagency Cooperation: Works with local, state, and federal agencies, as well as private sector and non-profit organizations, to coordinate emergency management efforts.

Mutual Aid Agreements: Establishes and maintains mutual aid agreements to ensure additional resources and support are available during large-scale emergencies.



2024 Accomplishments

- CEM Certification from IAEM
- FEMA Advanced Academy Graduate
- Story Library for King County Office of Emergency Management
- Hazard Mitigation Outreach
- CERT Class of 2024

2025-2026 Goals

- Expand CERT to include 2 classes per year in partnership with Burien, Normandy Park and Highline School District
- Position Specific Training for all EOC positions
- Drills twice per year to include Crisis Track and deployment to the field
- FEMA Executive Academy 2026

Expenditures Summary

FY2025 Expenditures

\$26,283

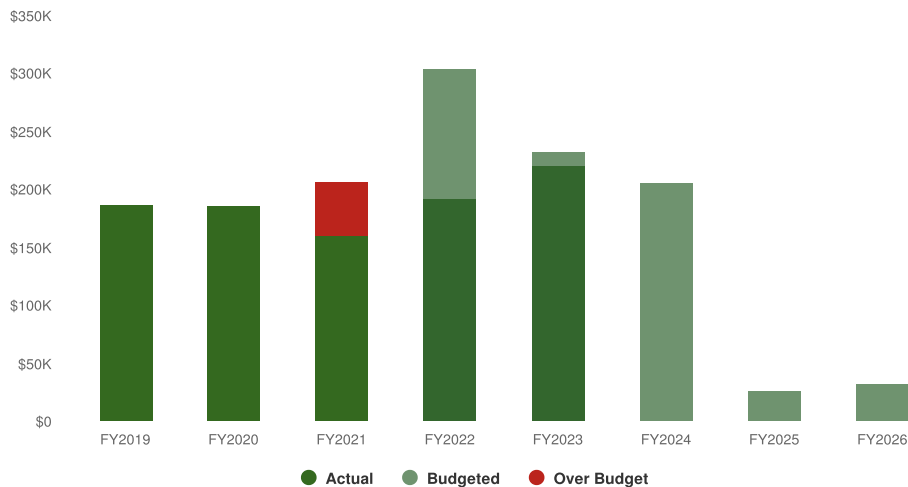
-\$179,502 (-87.23% vs. prior year)

FY2026 Expenditures

\$32,402

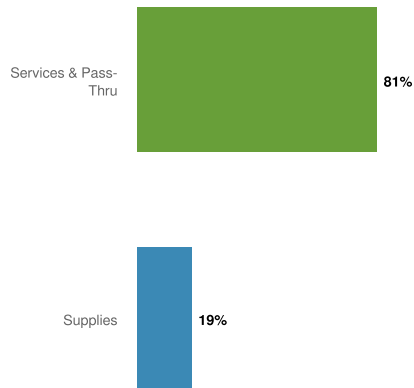
\$6,119 (23.28% vs. prior year)

Emergency Management Proposed and Historical Budget vs. Actual

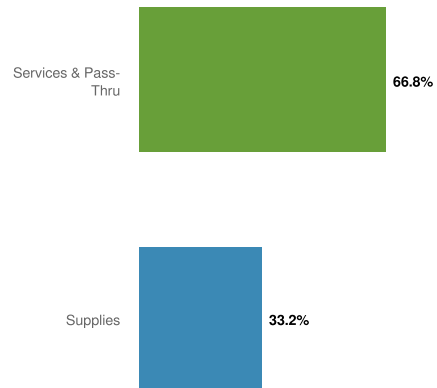


Expenditures by Expense Type

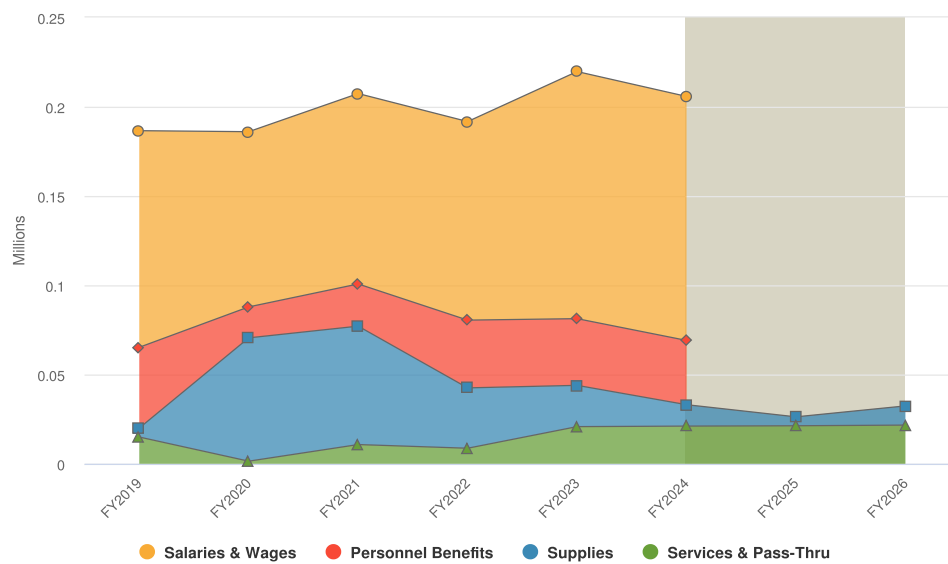
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$138,433	\$136,692	\$136,692	\$0	\$0	-100%
Personnel Benefits	\$37,366	\$36,003	\$36,003	\$0	\$0	-100%
Supplies	\$23,124	\$12,000	\$5,400	\$5,000	\$10,750	-58.3%
Services & Pass- Thru	\$20,798	\$21,090	\$25,468	\$21,283	\$21,652	0.9%
Total Expense Objects:	\$219,723	\$205,785	\$203,563	\$26,283	\$32,402	-87.2%



City Clerk

Taria Keane
City Clerk

The office provides legislative support to the City Council as well as oversight and coordination of the citywide records management program. This includes public records requests, contracts, and legal notices. Other duties include public outreach and recruitment to the City's boards & commissions, and Open Public Meetings Act and Public Records Act training.

Mission

The mission of the City Clerk's office is to maintain the public trust in the integrity of the local political process through the implementation of all locally and State-mandated requirements for public involvement in the decision-making process, to ensure an accurate archival record of the City's activities, and to facilitate public access to those records.

Department Overview

The City Clerk Department provides a variety of services that support the City Council, City Departments, and City residents. The City Clerk Department is responsible for coordinating production of City Council agendas and meeting materials, meeting minutes, and maintaining the City's official documents, including ordinances and resolutions.

Major Activities

- Provides City Hall Customer Service
- Supports City elections process
- Schedules City Council meetings
- Maintains City records and record requests
- Handles public Notices and Communication alerts
- Handles the Codification of the City of Des Moines Municipal Code

2024 Accomplishments

- Initiated Records Management Project - reviewing records to ensure retainage of only records required to be retained. Minimizes risks of litigation

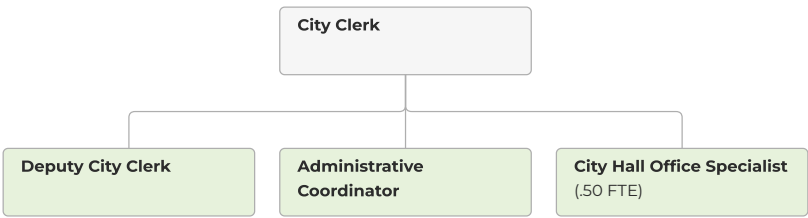
2025-2026 Goals

- Add Notary Service
- Get Passport Certified to provide passport services



Organizational Chart

City Clerk



Expenditures Summary

FY2025 Expenditures

\$707,046

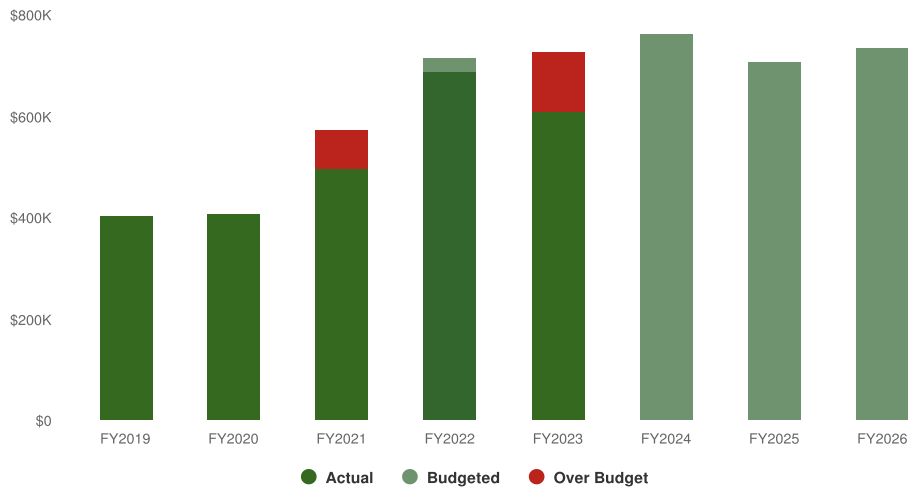
-\$54,157 (-7.11% vs. prior year)

FY2026 Expenditures

\$735,747

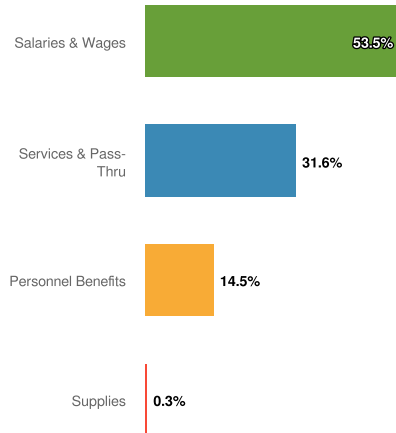
\$28,701 (4.06% vs. prior year)

City Clerk Proposed and Historical Budget vs. Actual

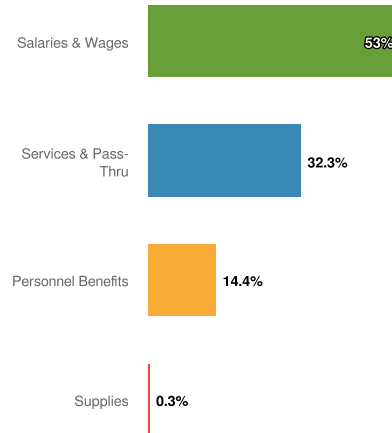


Expenditures by Expense Type

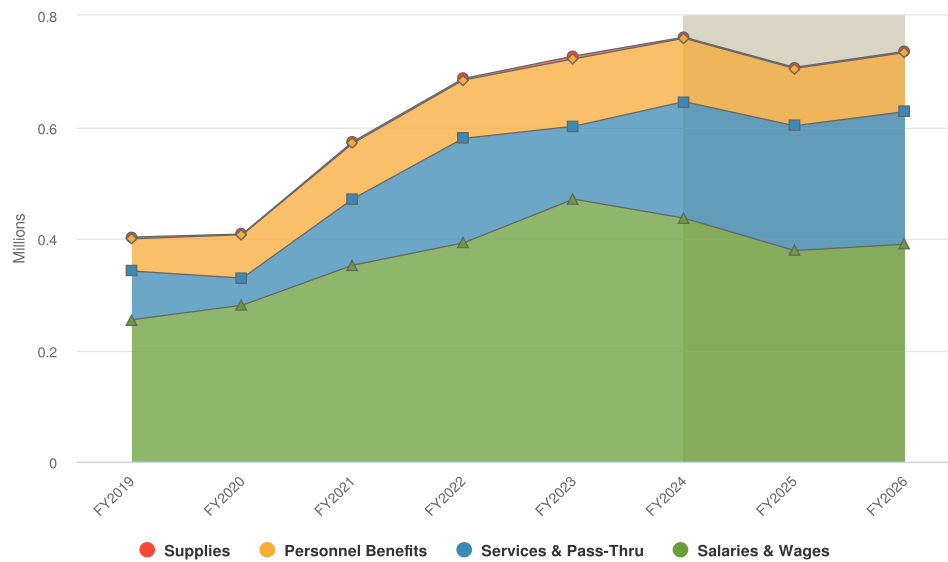
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	Notes
Expense Objects							
Salaries & Wages	\$470,800	\$436,783	\$439,919	\$378,605	\$389,963	-13.3%	
Personnel Benefits	\$120,864	\$113,559	\$111,319	\$102,708	\$105,789	-9.6%	
Supplies	\$4,995	\$2,000	\$2,000	\$2,000	\$2,250	0%	
Services & Pass- Thru	\$130,612	\$208,861	\$190,361	\$223,733	\$237,745	7.1%	
Total Expense Objects:	\$727,271	\$761,203	\$743,599	\$707,046	\$735,747	-7.1%	



Human Resources

Adrienne Johnson-Newton
Assistant City Manager

The Human Resources Department is a strategic leader in developing an innovative organization. We are committed to the health, safety, and success of our employees. We work collaboratively with City staff to foster a culture of continuous improvement, wellness, and inclusion. We develop responsible and equitable programs, initiatives, and policies that align with our community's values.

Mission

The mission of the Human Resources Department is to empower our staff to thrive by offering consistent support throughout their employment journey—from recruitment to off-boarding. We foster a collaborative and inclusive environment, uphold the highest standards of integrity and legal compliance, and strategically partner with stakeholders to drive success and innovation, while serving as responsible public stewards of our resources for the City of Des Moines community.

Department Overview

The Human Resources Department oversees personnel administration ensuring the effective management of our workforce. Our responsibilities include recruitment and selection, classification and compensation, benefits administration, employee relations, policy development, performance management, organizational development, and labor relations. We are committed to supporting the City's mission by fostering a productive and engaged workforce.

Major Activities

- Benefits Administration
- Classification and Compensation
- Employee Relations
- Labor Relations
- Organizational Development
- Performance Management
- Policy Development
- Recruitment and Selection



2024 Accomplishments

- Managed six (6) executive level recruitments to include City Manager, Community Development Director, Chief of Police, two (2) Assistant Police Chiefs and Public Works Director
- Bargained and settled the Police Support Guild collective bargaining agreement (new bargaining group.)
- Provide opportunities for increased employee engagement by organizing and hosting all-staff meetings, team-building activities, and social gatherings.
- Automated performance management processing.
- Drafted and implemented several policies to establish compliance and improve workplace safety.
- Expanded the orientation program to include other departments to provide a comprehensive overview of the City for new employees.
- Updated the Human Resources external webpage to provide better accessibility to information, additional resources and ensured information is current and relevant to the user.
- Collaborated with business stakeholders to align initiatives with strategic objectives and drive organizational change through enhancing external webpages, presentations, informational mailers, and increased community engagement opportunities.

2025-2026 Goals

- Revise and implement the Personnel Manual and associated policies to ensure they feature inclusive, up-to-date language that reflects current best practices for the City.
- Establish a structured ongoing supervisor-training program that is dynamic and relevant, which will include automated notifications and timely updates.
- Implement advanced leadership development training programs for senior management to foster innovation, creativity, and adaptability in leadership.
- Promote professional development opportunities for all staff to ensure continuous growth, engagement, and readiness for future.
- Design and implement an engagement survey to gather feedback on employee work environment, leadership, culture, and development opportunities.
- Implement a compensation philosophy that aligns with City's goals and values, reflects employee performance and job responsibilities, ensures market competitiveness, and demonstrates responsible fiscal management.
- Modify job descriptions to incorporate inclusive language, improve readability, and maintain consistency throughout the documents.
- Continue to strive for AWC WellCity recognition by creating a workplace that prioritizes and actively supports the physical, mental, and emotional well-being of our employees.
- Negotiate collective bargaining agreements that recognizes the value of represented staff and ensures mutual benefits and fiscal sustainability for the City.



Organizational Chart

Human Resources



Expenditures Summary

FY2025 Expenditures

\$279,665

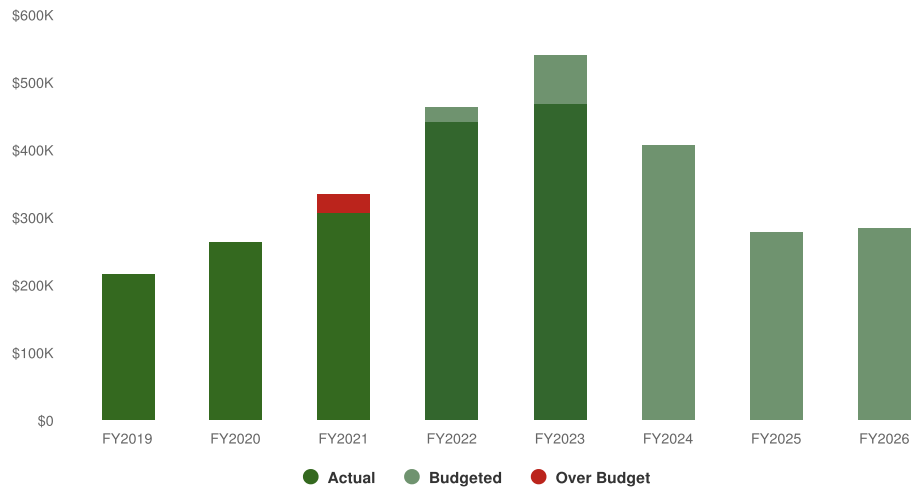
-\$127,705 (-31.35% vs. prior year)

FY2026 Expenditures

\$285,129

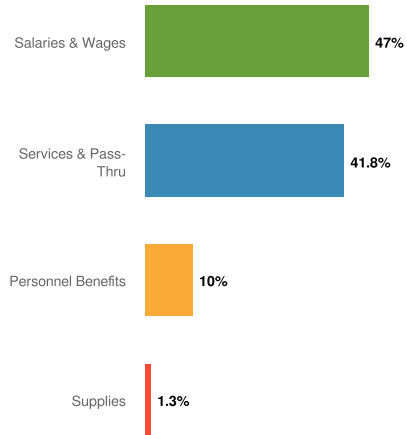
\$5,464 (1.95% vs. prior year)

Human Resources Proposed and Historical Budget vs. Actual

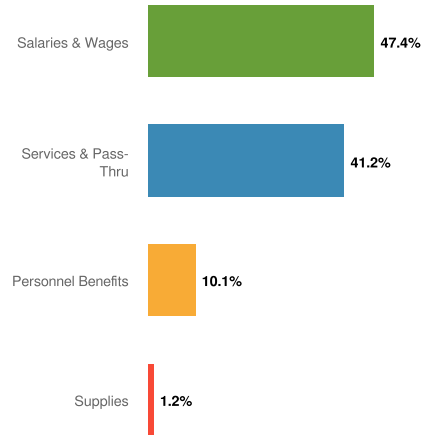


Expenditures by Expense Type

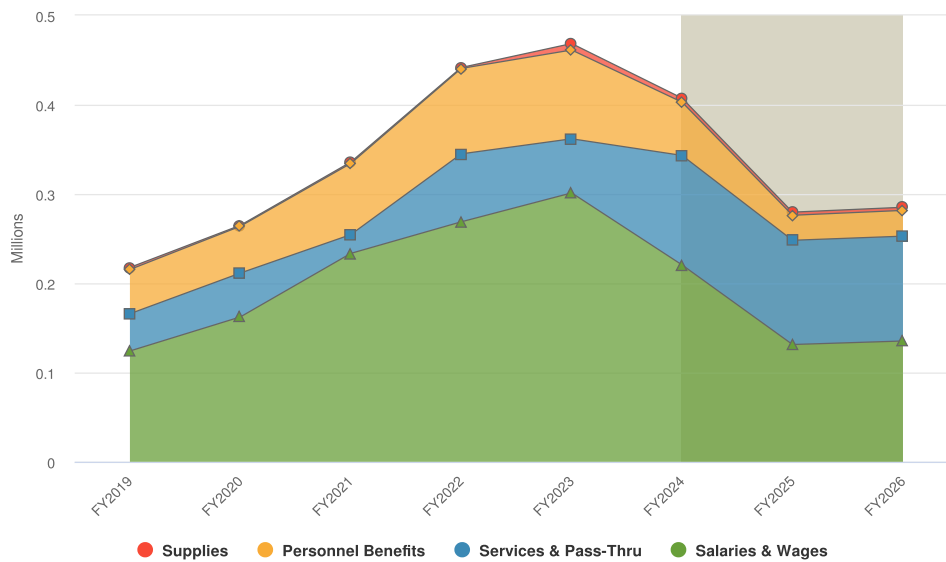
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$301,227	\$220,514	\$220,514	\$131,352	\$135,292	-40.4%
Personnel Benefits	\$99,489	\$59,660	\$59,660	\$28,026	\$28,866	-53%
Supplies	\$7,223	\$4,500	\$22,500	\$3,500	\$3,500	-22.2%
Services & Pass- Thru	\$60,636	\$122,696	\$123,296	\$116,787	\$117,471	-4.8%
Total Expense Objects:	\$468,576	\$407,370	\$425,970	\$279,665	\$285,129	-31.3%



Finance

Jeff Friend
Finance Director

The Finance Department is responsible for accounting, budgeting and reporting services; forecasting and data analysis; cash deposits, payments, billings, investments, capital assets, debt management and system reconciliations; and City-wide internal controls design, implementation and monitoring.

Mission Statement

The Finance Department is committed to ensuring the city's financial stability and transparency through providing timely, accurate, clear, and complete information in support of City Departments, City Council, and the community at large.

Department Overview

The Finance Department, consisting of 7.0 FTEs, is responsible for the administration of all financial record keeping and reporting functions required by local, state, and federal law. They provide stewardship of the public's money, protect the assets of the City, provide City policymakers with the information needed to perform their fiduciary responsibilities, and assist departments in carrying out their financial and operational functions for the residents of Des Moines, Washington.

Major Activities

- Accounts Payable/Receivable
- ARPA Grant Management
- Banking Service Management
- Capital Assets Management
- Grant Management
- Debt Management
- Finance Committee Meetings
- Internal Controls
- Liason to State Auditor's Office
- Payroll
- Preparation of Annual Financial Statements
- Preparation of Biennial Budget
- Quarterly Financial Reporting
- Taxes – Excise, Leasehold, Property, and Quarterly



2024 Accomplishments

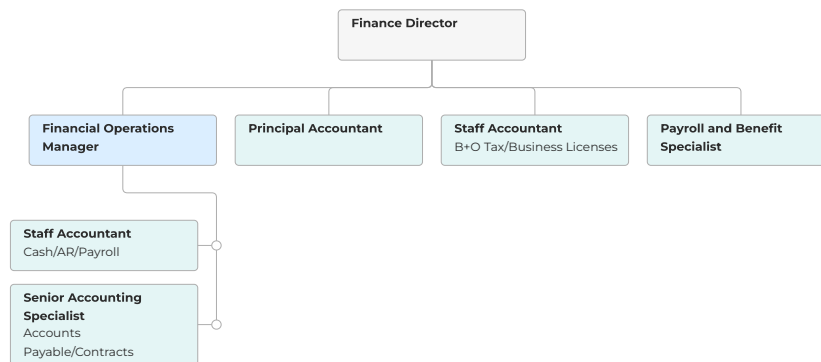
- Implementation of Finance Committee
- Council approval of switch to biennial budget process from annual budgeting
- Placement of levy lid lift on ballots in August and November
- Review of City financial policies to ensure process compliance post-accounting software implementation
- Expanded scope and improved timeliness of quarterly financial reports

2025/2026 Goals

- Maintain AA+ bond rating
- Implement scheduling in electronic time sheets module
- Implement Tyler Munis Citizen Self Service to enable residents to pay invoices to the City through an online portal
- Collaborate with other departments to enhance the City's fleet management for cost savings

Organizational Chart

Finance and Information Technology



Expenditures Summary

FY2025 Expenditures

\$1,306,317

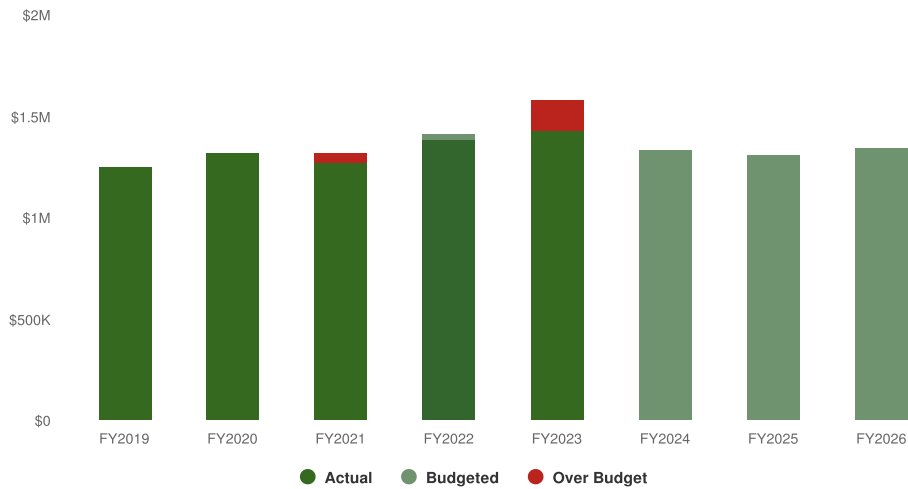
-\$28,353 (-2.12% vs. prior year)

FY2026 Expenditures

\$1,343,978

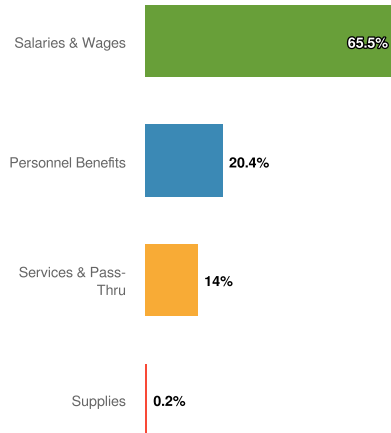
\$37,661 (2.88% vs. prior year)

Finance Proposed and Historical Budget vs. Actual

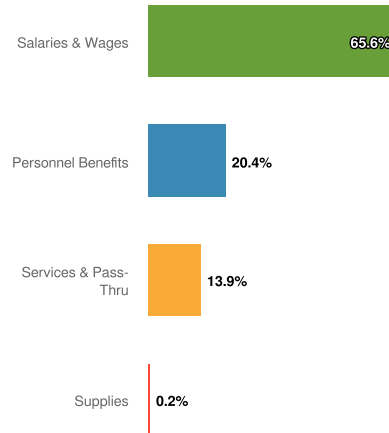


Expenditures by Expense Type

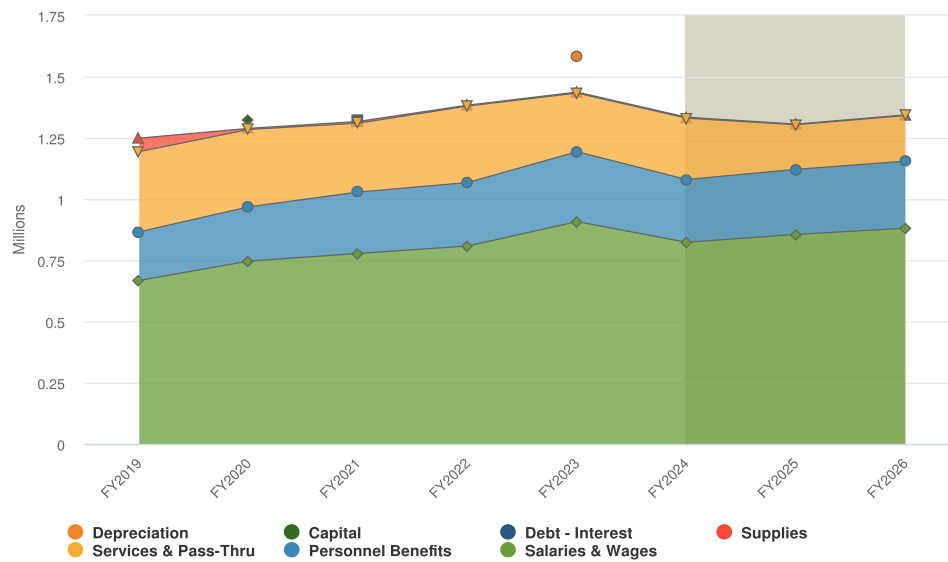
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Depreciation	\$143,528	\$0	-\$143,528	\$0	\$0	0%
Salaries & Wages	\$908,015	\$823,622	\$823,622	\$855,595	\$881,263	3.9%
Personnel Benefits	\$285,708	\$256,419	\$256,419	\$265,885	\$273,861	3.7%
Supplies	\$4,093	\$4,000	\$2,500	\$2,500	\$2,500	-37.5%
Services & Pass- Thru	\$239,413	\$250,629	\$212,529	\$182,337	\$186,354	-27.2%
Total Expense Objects:	\$1,580,758	\$1,334,670	\$1,151,542	\$1,306,317	\$1,343,978	-2.1%



Information Technology

Chris Pauk
IT Operations Supervisor

The Information Technology Department is responsible for the maintenance of all city computers, servers, and networks; software maintenance services, consulting and programming on new projects; and recovery of data and replacement of damaged hardware.

Mission

Our mission is to provide an information and communication infrastructure that delivers the highest quality services for internal and external customers in an efficient, effective, and fiscally responsible manner.

Department Overview

The Information Technology department secures, maintains, and supports the City's on-premise and cloud technologies. This includes the City's enterprise business systems, website, networks, hardware, software, audio/video services and tools, and operational technologies. The department provides a help desk to City staff, videography support for public meetings, and administers, develops, and maintains the Geographic Information System (GIS).

Major Activities

Improve access to City services and information through online systems.
Provide a secure and reliable information technology infrastructure.
Provide up-to-date hardware and software tools for staff.
Seek new technology and apply where it is cost effective.

2024 Accomplishments

- Upgrade all server operating systems.
- Upgrade GIS servers and infrastructure.
- Preliminary Microsoft Office 365 implementation.
- Permit system Cloud migration.

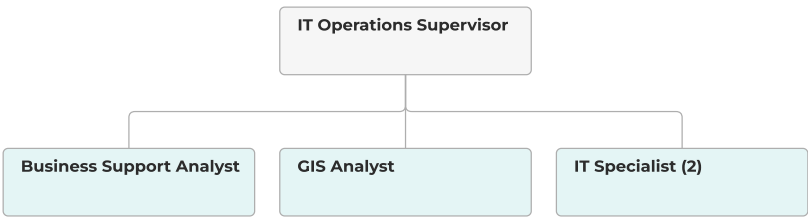
2025-2026 Goals

- Migrate all desktop computers to Windows 11 through upgrades or replacement.
- Complete Microsoft Office 365 implementation.



Organizational Chart

Information Technology



Expenditures Summary

FY2025 Expenditures

\$1,332,120

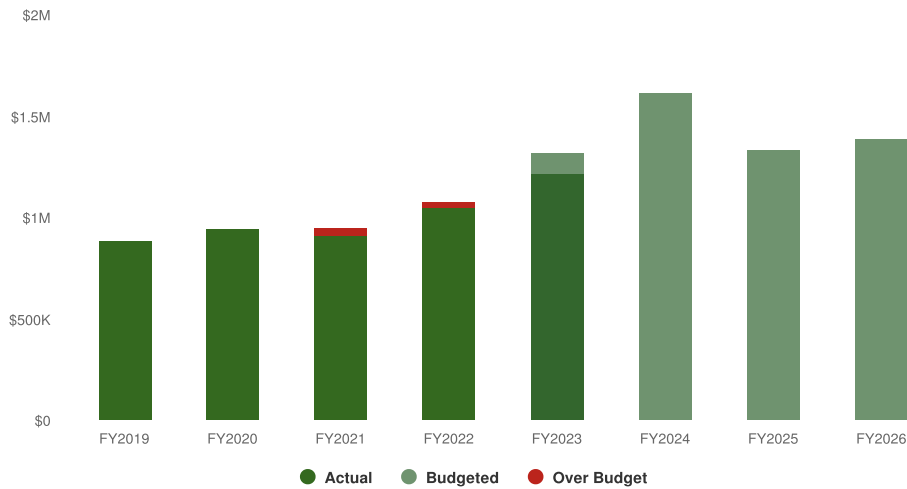
-\$286,414 (-17.70% vs. prior year)

FY2026 Expenditures

\$1,386,842

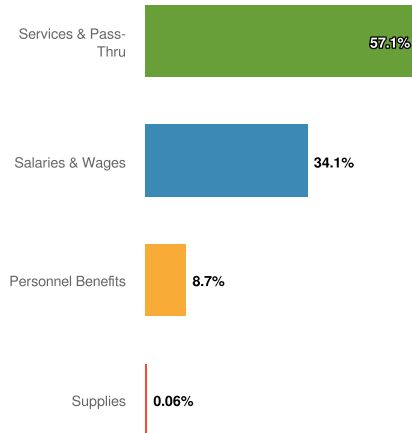
\$54,722 (4.11% vs. prior year)

Information Technology Proposed and Historical Budget vs. Actual

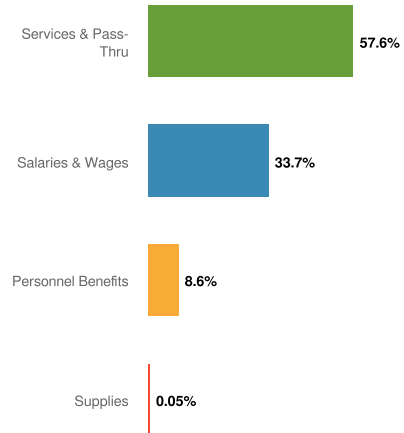


Expenditures by Expense Type

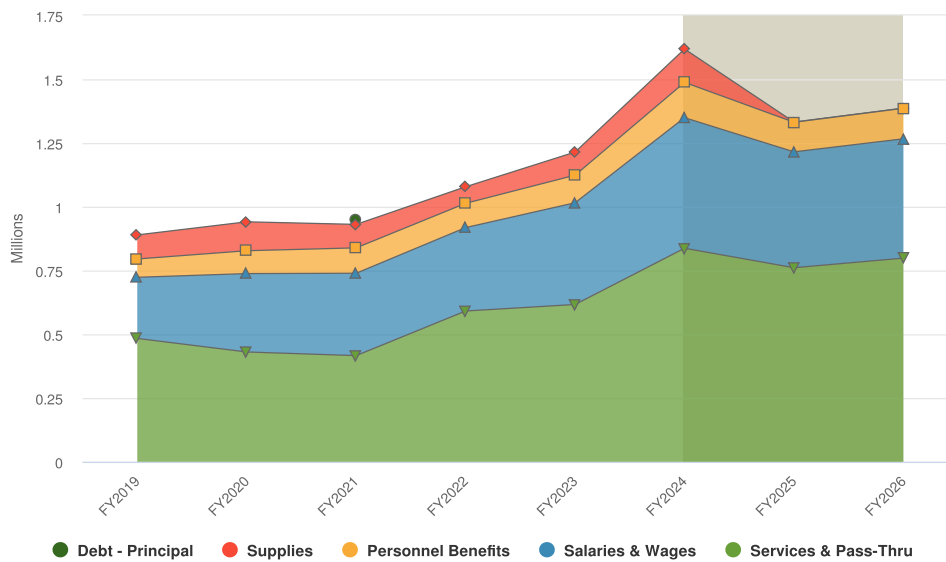
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$398,887	\$511,954	\$511,954	\$454,343	\$467,973	-11.3%
Personnel Benefits	\$108,159	\$138,507	\$138,507	\$116,104	\$119,588	-16.2%
Supplies	\$90,673	\$130,750	\$75,750	\$750	\$750	-99.4%
Services & Pass- Thru	\$616,722	\$837,323	\$814,323	\$760,923	\$798,531	-9.1%
Total Expense Objects:	\$1,214,440	\$1,618,534	\$1,540,534	\$1,332,120	\$1,386,842	-17.7%



Legal

Tim George
City Attorney

The City Attorney is the City's chief legal advisor and is responsible for counseling all city departments and the City Council. The City Attorney also supervises all legal work assigned to outside counsel and attends all council meetings and executive sessions. The Legal Department provides support in all matters before hearing examiners, judges, civil litigation, and provides general legal advice to all departments. The department writes formal legal opinions, ordinances and resolutions. The department also reviews written agreements and real property instruments and provides prosecution for all phases of criminal and civil actions.

Mission

The legal department strives to provide proactive legal advice to ensure that every action by the City is legally defensible, complies with the most current state of the law, and minimizes the potential for litigation.

Department Overview

The City Attorney is the City's chief legal advisor and is responsible for counseling all City departments and the City Council. The City Attorney also supervises all legal work assigned to outside counsel and attends all council meetings and executive sessions.

The Legal Department provides support in all matters before hearing examiners, judges, civil litigation, and provides general legal advice to all departments. The department writes formal legal opinions, ordinances and resolutions. The department also reviews written agreements and real property instruments and provides prosecution for all phases of criminal and civil actions.

Major Activities

- Providing legal advice to the City Council, administration, and City departments
- Drafting Ordinances, Resolutions, and motions of the City Council and preparation and/or review of agenda items
- Drafting and/or review of contracts, interlocal agreements and other legal instruments
- Attending City Council and committee meetings and providing legal guidance as needed
- Representing the City or supervising retained counsel in legal proceedings
- Prosecution of all non-felony crimes committed in the City from filing through trial, sentencing, and probation
- Prosecution of traffic infractions and civil violations of City code



2024 Accomplishments

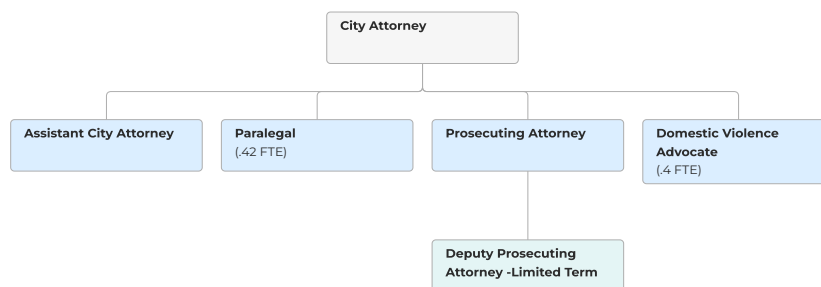
- In partnership with other City departments, completed another year without significant litigation or any adverse legal findings against the City. All while working short-handed in the department due to interim appointments and extended staff leave.
- The legal department worked with the Municipal Court, the Administrative Office of the Courts, and the City's vendor to bring the first park zone speed enforcement cameras in the state online.
- Prepared numerous ordinances adopted by the Council addressing such subjects as the Animal Code, fireworks, correcting outdated language and references, updating various fees throughout the Code and traffic safety enforcement cameras.
- Assisted the Building Official to complete the first major update of the City's building code in 10 years.

2025-2026 Goals

- Continue to provide high level legal advice and services to the City Council, administration, and City departments; promote public safety and justice through prosecution of misdemeanor crimes, infractions and City code violations.
- Assist with the seamless transition to a new City Manager.

Organizational Chart

Legal



Expenditures Summary

FY2025 Expenditures

\$1,015,611

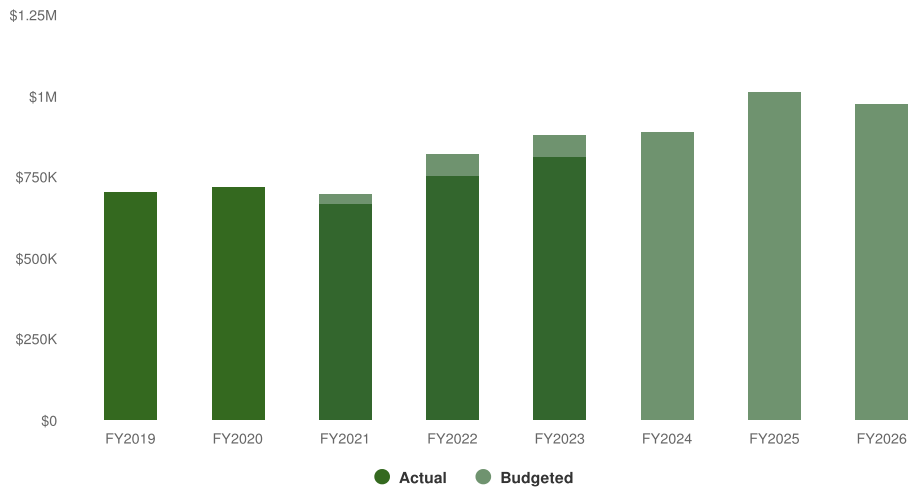
\$126,254 (14.20% vs. prior year)

FY2026 Expenditures

\$974,588

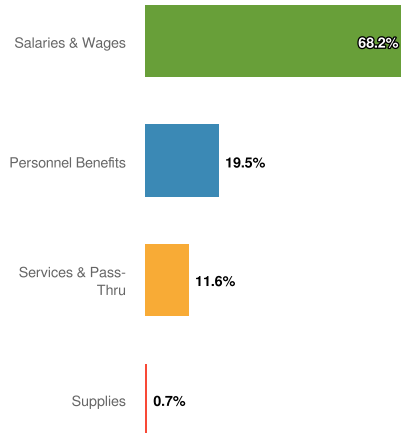
-\$41,023 (-4.04% vs. prior year)

Legal Proposed and Historical Budget vs. Actual

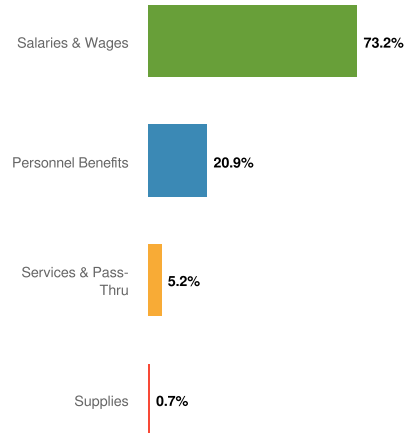


Expenditures by Expense Type

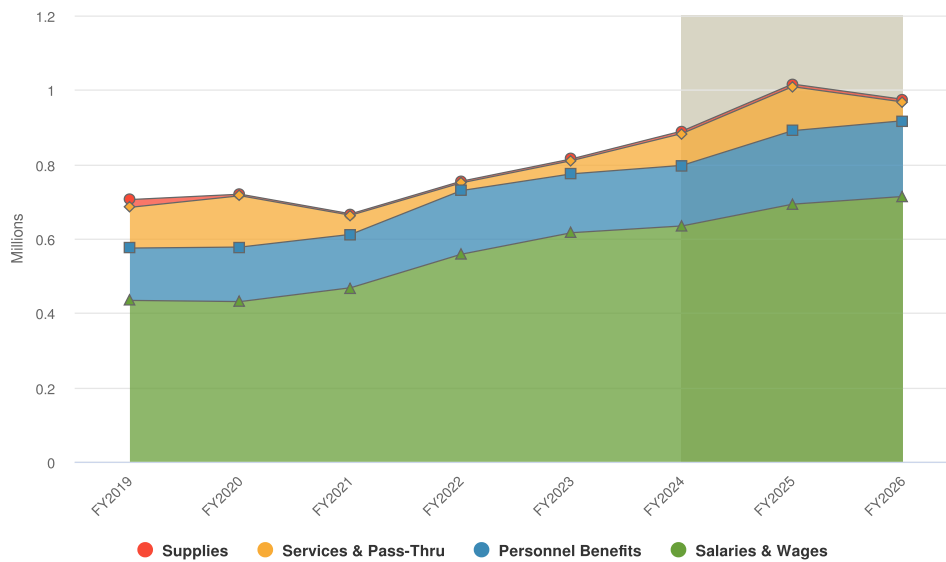
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$615,936	\$634,093	\$634,093	\$692,578	\$713,355	9.2%
Personnel Benefits	\$158,247	\$162,895	\$162,895	\$197,719	\$203,653	21.4%
Supplies	\$4,659	\$6,600	\$6,600	\$7,000	\$7,200	6.1%
Services & Pass- Thru	\$35,595	\$85,769	\$57,769	\$118,314	\$50,380	37.9%
Total Expense Objects:	\$814,437	\$889,357	\$861,357	\$1,015,611	\$974,588	14.2%



Municipal Court

Lisa Leone

Municipal Court Judge

Des Moines Municipal Court is a court of limited jurisdiction created by statute. It has jurisdiction to hear:

- Non-traffic infractions
- Parking tickets

The court contains the following programs:

- General Municipal Court
- Probation Services
- DUI Court Services

MISSION STATEMENT

Des Moines Municipal Court is dedicated to the fair, impartial, and timely administration of justice, providing the community it serves with a safe and accessible environment that is respectful to all. The business of the Court shall be conducted with integrity, competence, and a commitment to excellence, in order to promote public trust and confidence in our system of justice.

JUDICIAL BRANCH OVERVIEW

As the Judicial branch of the City of Des Moines, the Court's core responsibilities are as follows:

- To provide an impartial, safe, and accessible forum for the resolution of legal disputes;
- To timely adjudicate civil and criminal cases filed with the Court;
- To protect public safety using principles of deterrence and rehabilitation;
- To provide post-conviction supervision for those convicted of certain crimes;
- To successfully manage therapeutic DUI Court for high-risk/high-need offenders;
- To be a responsible steward of public funds; and,
- To uphold the public trust and confidence in the judicial branch.



2024 ACCOMPLISHMENTS

- Revised local court rules to prepare for changes in the law, to accommodate video access to court, and in anticipation of photo enforcement and electronic filings with the court;
- Successfully navigated staffing shortages and on-boarded new hires;
- Responsibly managed federal grant money for therapeutic court;
- Maintained compliance and reporting for Court program to address the Blake decision that declared Washington's liability drug possession statute to be unconstitutional;
- Continued the success of outreach programs, including administrative bench warrant quash and simplified process for individuals to address delinquent legal financial obligations.
- Continued educational efforts in court security, implicit bias, managing conflict, and supervisory skills for leadership team.

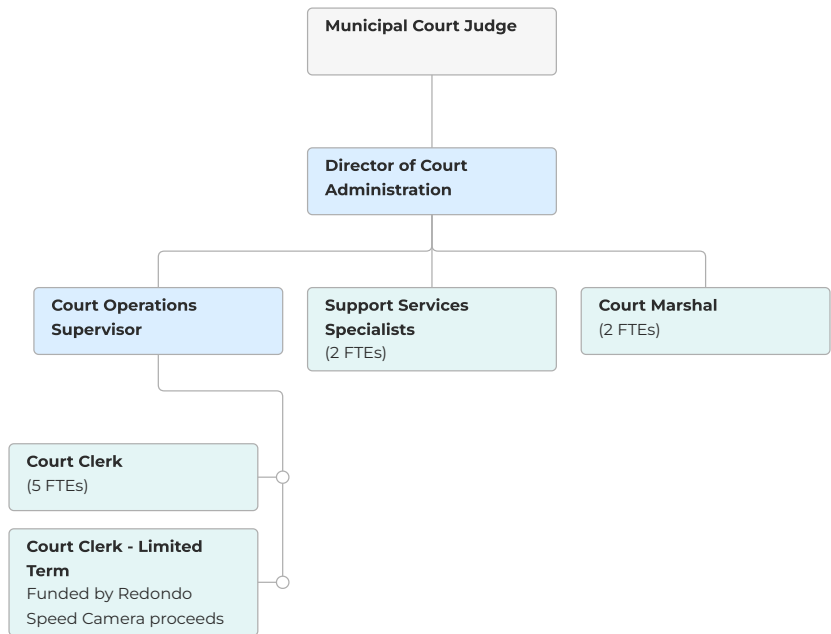
2025-2026 GOALS

- Continue accurate financial reporting to both the Administrative Office of the Courts (AOC) and the City;
- Continue accurate reporting to partners regarding exhibit retention, infraction filing, appeals, bench warrants, and probation revenue;
- Continue accurate caseload tracking;
- Anticipate photo enforcement program changes, and process impacts;
- Monitor case performance standards to increase efficiency and reduce costs.
- Continue focus on staff development and engagement including on-going training, small group training sessions, and educational retreats;
- Prepare for implementation and integration with State-wide case management system;
- Recommence offering cognitive behavioral programming through Support Services such as DV-MRT and Coping with Anger MRT;
- Maintain adherence to current Court policy regarding supervision standards;
- Set 100% of criminal matters within 90 days of time for trial (60 days if in-custody).
- Set 100% of infractions within 120 days of filing;
- Accurately report and remit monthly remittances to City's Finance Department and AOC;
- Maintain statutory compliance with reporting requirements related to criminal convictions;
- Maintain yearly review and update of local court rules to ensure compliance with State court rules and changes in State law;
- Maintain clear lines of communication with the other branches of City government, City departments, and stakeholders within the community.



Organizational Chart

Municipal Court



Expenditures Summary

FY2025 Expenditures

\$1,706,115

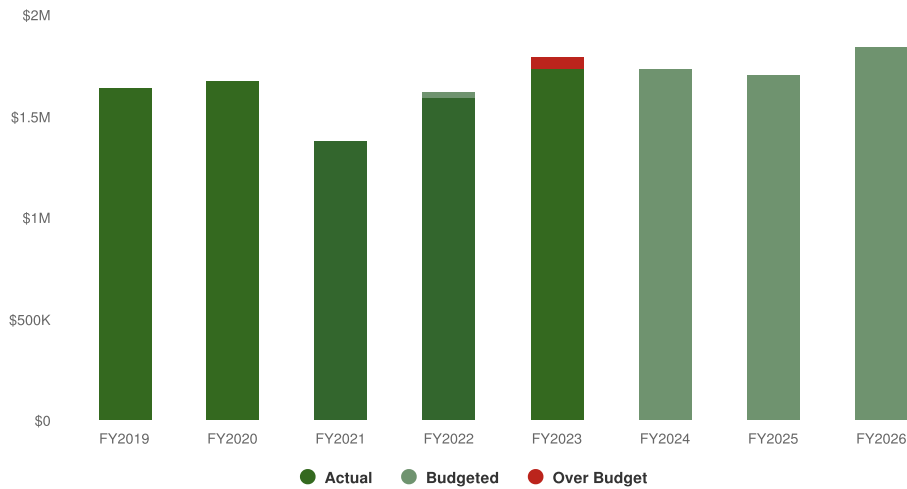
-\$28,906 (-1.67% vs. prior year)

FY2026 Expenditures

\$1,842,157

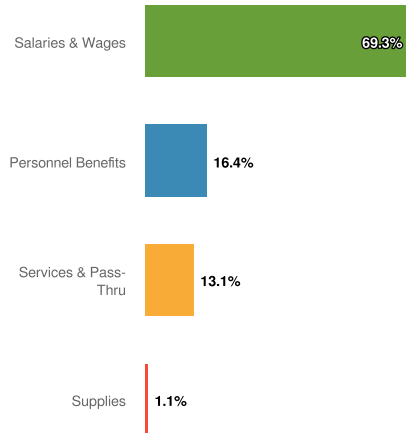
\$136,042 (7.97% vs. prior year)

Municipal Court Proposed and Historical Budget vs. Actual

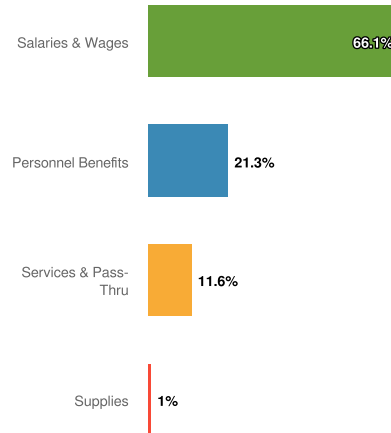


Expenditures by Expense Type

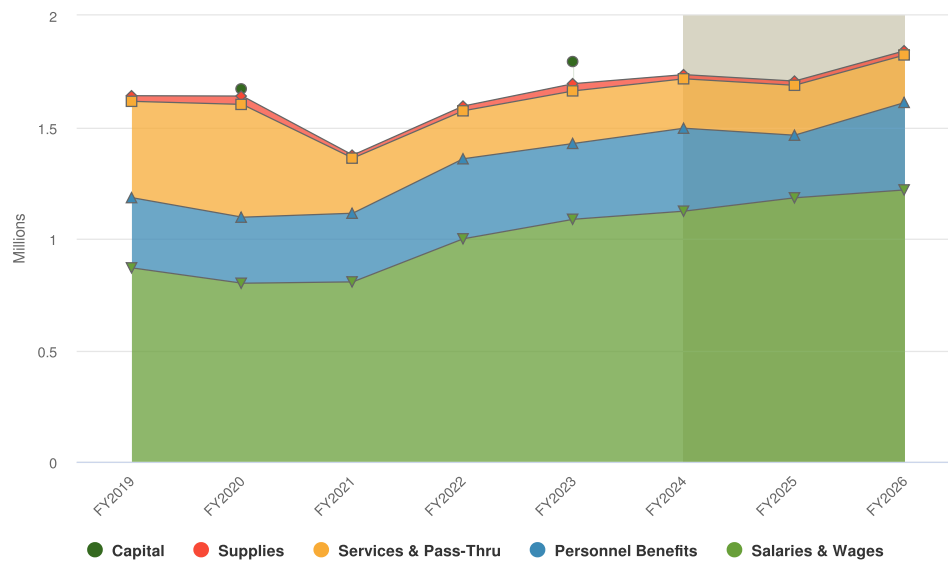
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$1,086,873	\$1,123,111	\$1,123,111	\$1,182,863	\$1,218,349	5.3%
Personnel Benefits	\$339,739	\$371,754	\$371,754	\$280,601	\$392,018	-24.5%
Supplies	\$32,503	\$18,705	\$19,905	\$18,955	\$18,955	1.3%
Services & Pass- Thru	\$235,565	\$221,451	\$231,801	\$223,696	\$212,835	1%
Capital	\$98,899	\$0	\$0	\$0	\$0	0%
Total Expense Objects:	\$1,793,579	\$1,735,021	\$1,746,571	\$1,706,115	\$1,842,157	-1.7%



Police

Ted Boe
Police Chief

The Police Department is composed of the following divisions:

Administrative - The division directs all municipal police personnel activities, ensuring efficient operation of the police department. It supervises all police functions, including law and ordinance enforcement, maintenance of order, traffic control, investigation, training and discipline of personnel. It formulates work methods, procedures, policies and regulations, prepares annual budgets, and attends civic meetings.

Patrol - The division promotes safety and security primarily through the deterrence and apprehension of offenders. It handles citizen calls for service, manages on-scene situations, enforces traffic laws, performs security checks of commercial and residential properties and other services.

Detective - This division investigates crime occurring within the City of Des Moines. It is responsible for identification and apprehension of offenders and the recovery of stolen property. Detectives also investigate narcotics and vice crime and will seize and acquire forfeiture of properties as allowed by law.

Crime Prevention - The division manages community related activities such as the safe-walk-to-school program, neighborhood watch associations, etc. it is also responsible for development of crime bulletins and code enforcement relating to public safety and health issues.

Automated Speed Enforcement - This program promotes public safety by issuing camera tickets to motorists speeding in two school zones.

Automated Red Light Running Enforcement - This program promotes public safety by issuing camera tickets to those motorists failing to stop when facing a steady red traffic control signal at designated intersections where traffic laws are enforced by an automated camera.

Mission

Committed to relentlessly fighting crime with trust and care.



Department Overview

The City of Des Moines has 36 commissioned personnel, which includes one Police Chief, two Assistant Chiefs, six Sergeants, four Detectives, five Corporals, and eighteen Officers. Additionally, there are two officer vacancies for commissioned personnel. The City also employs twelve non-commissioned personnel, which includes two Community Service Officers, one Crisis Response Specialist, one Executive Assistant, one Crime Analyst, one Evidence Technician, one Records Supervisor, and five Records Specialists.

Major Activities

- Promptly respond to approximately 17,000 911 calls/ year
- Safely effect more than 600 criminal arrests/ year
- Professionally conduct approximately 1,000 traffic stops/ year
- Organize and facilitate police events, including the annual Community Police Academy and National Night Out
- Attend various City events including, Independence Day, and Waterland Festival,
- Manages state grants for Distracted Driving, Speed, DUI, Seatbelt and Motorcycle Safety emphases
- Assist with Emergency Management and Disaster Preparedness

2024 Accomplishments

- Secured a replacement car from South King Fire
- Hired 6 new officers due to designated recruiter as of June
- Invested in new software for background investigations and Field Training (FTOs)
- *command folder – training for FBI National Academy Regional Leadership Training
- ABLE trainers (active bystandership for law enforcement)
- Community Police Academies
- Summer Outreach events
- Women's Self Defense Course
- Examine our body worn camera systems to determine replacement timeline

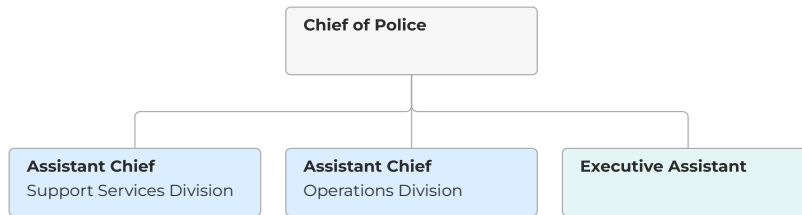
2025-2026 Goals

- Deployment of 2 K9 Handlers
- Improvement of vehicle fleet in order to facilitate ensured timely and consistent response
- Staff training development (leadership)/ reality based training (RBT)
- Deployment dedicated traffic officer
- Evaluate crime analysis data
- Continue to improve staff wellness
- Ensure annual standards are met to keep Accreditation
- Reconstituting enforcement of street crimes
- Rejoin a federal task force

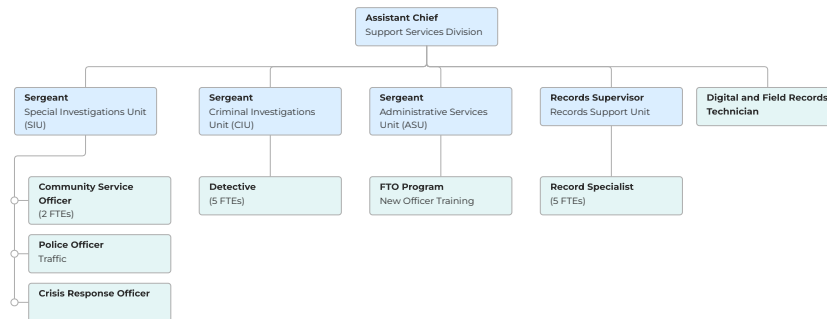


Organizational Chart

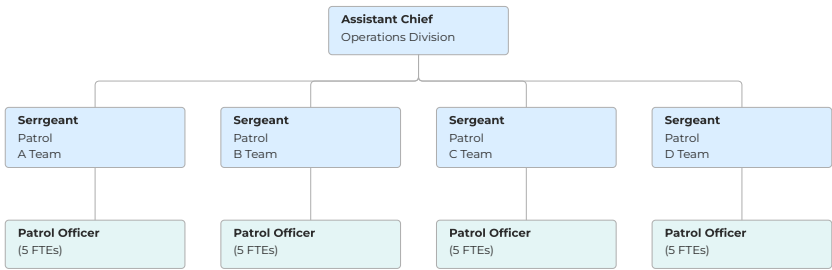
Police - Administration



Police - Support Services Division



Police - Operations Division



Expenditures Summary

FY2025 Expenditures

\$13,063,031

\$929,823 (7.66% vs. prior year)

FY2026 Expenditures

\$13,011,153

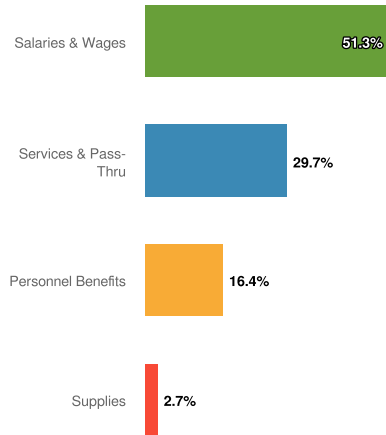
-\$51,878 (-0.40% vs. prior year)

Police Proposed and Historical Budget vs. Actual

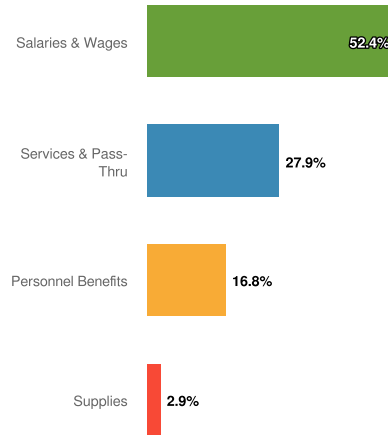


Expenditures by Expense Type

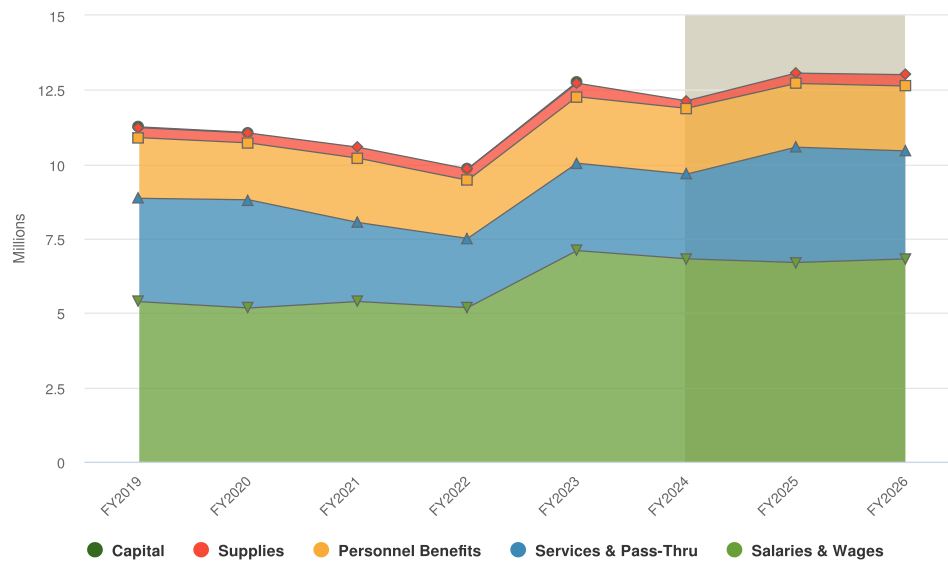
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$7,098,448	\$6,821,150	\$6,821,150	\$6,697,464	\$6,817,777	-1.8%
Personnel Benefits	\$2,235,606	\$2,212,025	\$2,212,025	\$2,142,275	\$2,181,843	-3.2%
Supplies	\$454,316	\$253,700	\$342,207	\$347,150	\$380,200	36.8%
Services & Pass- Thru	\$2,936,840	\$2,846,333	\$2,941,523	\$3,876,142	\$3,631,333	36.2%
Capital	\$41,661	\$0	\$0	\$0	\$0	0%
Total Expense Objects:	\$12,766,871	\$12,133,208	\$12,316,905	\$13,063,031	\$13,011,153	7.7%



Public Works

Mike Slevin
Public Works Director

Engineering services provided by the Public Works Department are funded by the General Fund. The division is responsible for the city's transportation infrastructure system. It studies and plans for improvements, seeks grant funding, designs and oversees construction. It also reviews residential and commercial development plans.

*The Public Works Director is also responsible for administration of the city's Surface Water Management Fund, Street Maintenance Fund, and Equipment Rental Replacement Fund; costs for which are reported in these funds rather than in the General Fund.

Mission

The Public Works Department's mission is to plan, construct, and maintain safe, attractive, and functional transportation system; to maintain, protect, and improve the city's surface water resources; to maintain city parks and open spaces; provide capital improvement expertise and project delivery; and to provide city fleet management services.

Department Overview

The 42 employees of the Public Works department work diligently to construct, maintain, and operate the city's infrastructure, utilities, capital facilities, and fleet for the benefit of the Citizens of Des Moines, under the direction of the City Manager, within the guidance of City Council policy and initiatives.

Major Activities

- Responding to citizen concerns
- Transportation Improvement Plan
- Pavement Restoration Program
- Review and permitting of private development and right-of-way projects
- Development of traffic calming program
- 2024 NPDES permit and water quality
- Storm Utility maintenance and operation
- Ecology Water Quality granting opportunities
- Capital Project construction, management, inspection, and delivery
- ROW and parks maintenance
- Fleet maintenance and procurement
- Continued coordination with governmental partners (Sound Transit, WSDOT, Ecology, Commerce, King County, neighboring jurisdictions)



2024 Accomplishments

- WSDOT SR 509 Interagency Agreement GCB3807
- Completion of Sound Transit FWLE improvements (Pacific Ridge, College Way)
- Marina Steps project design, bid, and under contract
- Design and construction of Redondo Restroom
- Coordinated with partners to install speed cameras in Redondo
- Completed most extensive pavement overlay project ever by the City
- Coordinated with WSDOT SR 509 team to reconstruct 26th Street bridge over I-5
- Completed 10% design of 223rd Complete Streets Project
- Cecil Powell Park and Playground Construction
- Field House Park and Playground Construction
- Senior Center pipe repairs
- Courthouse security and Public Defender room improvements
- Completed the Barnes Creek Culvert Replacement Project in partnership with WSDOT
- Completed the S Kent Des Moines Rd / 16th Ave S pipe replacement project
- Completed the 1st Ave S Pump replacement project
- Launched the Adopt-a-Drain program
- Secured \$500k Ecology NEP water quality grant for the Marina Steps project
- Purchased new robotic camera for pipe inspections
- In-house remodel of PW maintenance office, Suite D kitchen, Engineering office
- Major maintenance work to ensure parks were safe and welcoming
- Street marking replacement program initiated
- Extended life of aging police vehicles through proactive fleet maintenance



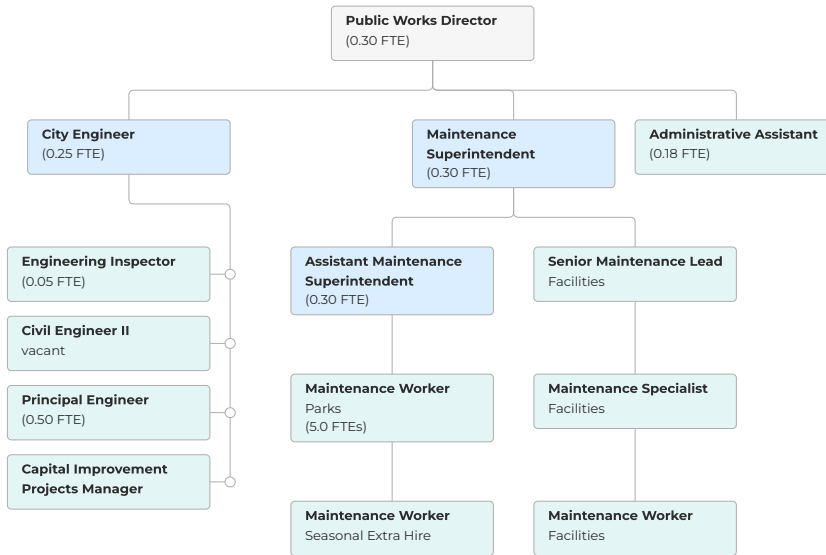
2025 - 2026 Goals

- Focus on Training, Safety, and Esprit de Corps of existing employees
- Complete construction of Barnes Creek Trail
- Complete construction of 200th Street Improvements
- Complete construction of Marina Steps project
- Complete construction of 24th Project
- Complete construction of Redondo restroom project
- Implement speed hump pilot project
- Redesign and bid Redondo Fishing Pier Project
- Begin design of 224th (Pacific Ridge) project
- Design of 223rd Complete Street Project
- Senior Center New Roof and Solar Panel Installation
- MVD Flag Triangle Park Renovation
- Midway Park Redesign
- Complete scheduled high priority CIP projects identified in the 2015 Surface Water Comprehensive Plan
- Complete Corrugated Metal Pipe inspection program
- Source Control inspection program
- Create a GIS map layer of all curbs and berms in the City
- Purchase new Vector truck
- Street asset management program
- Comprehensive fleet management plan
- Maintain 95% staffing in all sections of Department



Organizational Chart

Public Works Maintenance, Engineering & CIP



Expenditures Summary

FY2025 Expenditures

\$1,700,003

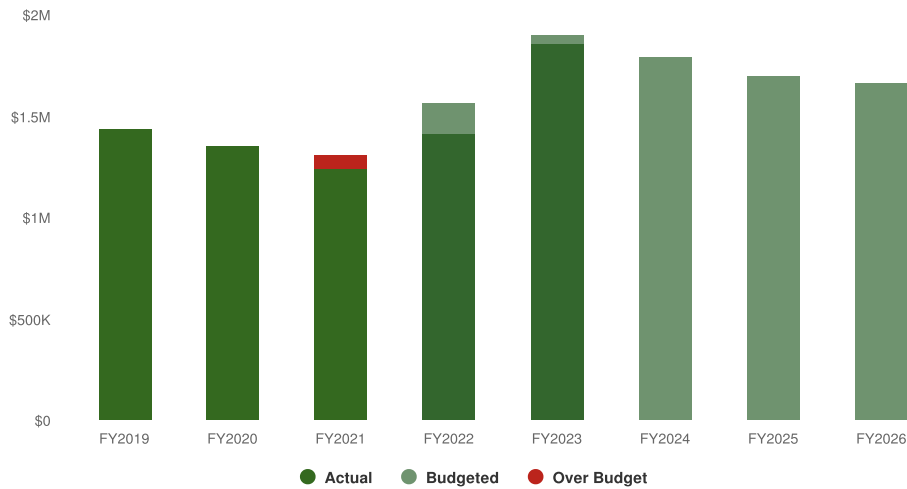
-\$93,168 (-5.20% vs. prior year)

FY2026 Expenditures

\$1,665,255

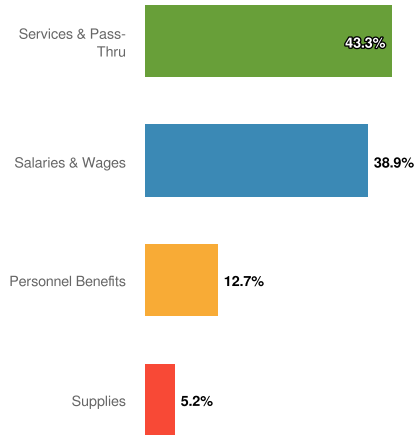
-\$34,748 (-2.04% vs. prior year)

Public Works Proposed and Historical Budget vs. Actual

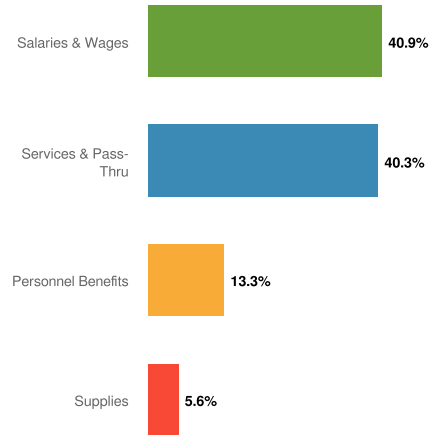


Expenditures by Expense Type

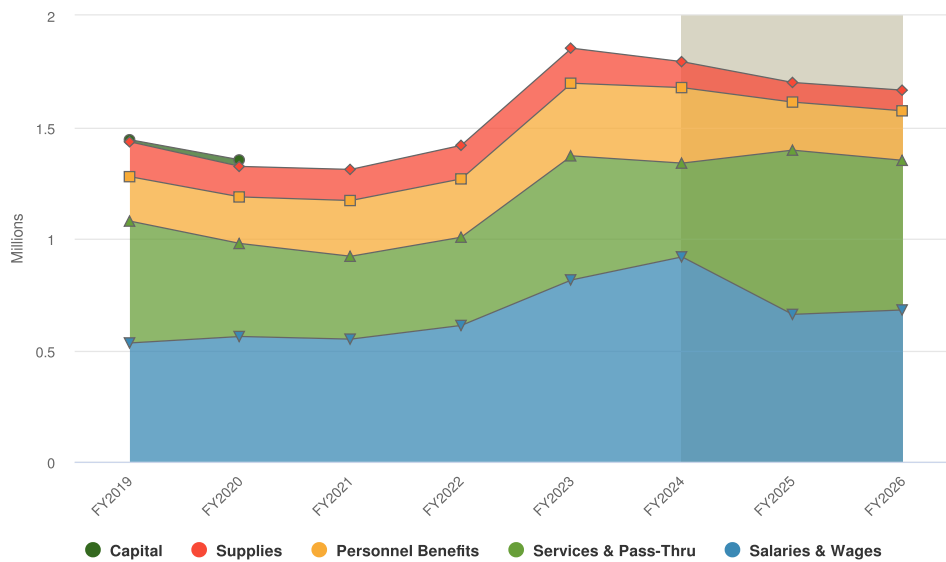
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$815,009	\$918,200	\$918,200	\$660,520	\$680,336	-28.1%
Personnel Benefits	\$325,520	\$338,463	\$338,463	\$215,464	\$221,927	-36.3%
Supplies	\$157,141	\$116,300	\$108,800	\$88,000	\$92,500	-24.3%
Services & Pass- Thru	\$555,952	\$420,208	\$437,483	\$736,019	\$670,492	75.2%
Total Expense Objects:	\$1,853,621	\$1,793,171	\$1,802,946	\$1,700,003	\$1,665,255	-5.2%



Community Events & Services (formerly Parks, Recreation, & Senior Services)

Bonnie Wilkins

Director of Community & Administrative Services

Community Events & Services Department (formerly Parks, Recreation and Senior Services Department) functions funded by the General Fund include:

- Administration - Provides direction to the Department, including grant and capital project development. Supports landmarks commission and lodging tax program.
- Arts Commission - Creates, promotes and delivers performing, community and public art programs and recommends works of art for the City's facilities and the local environment.
- Health and Human Services - Provides financial aid to nonprofit human services organizations who assist Des Moines residents in time of need.
- Recreation Programs - Provides activities and services for all age groups to maintain our residents' physical, mental and social wellness.
- Des Moines Activity Center provides Senior Services with outreach to Des Moines and Normandy Park senior residents to support learning and independence and encourage involvement with the Senior Center and community. As well as, Senior Programs, which provides special events, trips, lifelong learning and continuing education, sports leagues, fitness, and dance programs. Supported by fees and charges, sponsorships, and volunteers.
- Events and Facilities - Promotes and provides services for the rental of city properties for private and public events, primarily the Des Moines Beach Park, which includes the Auditorium, Dining Hall, Founders Lodge, Picnic Shelter, Meadow and Promontory.

Mission

Events and Facilities (Beach Park) - to provide a welcoming and versatile venue for private and public events that foster community engagement, celebrate diversity, and promote the natural beauty of Des Moines Beach Park.

Des Moines Activity Center (Senior Services) - to provide and promote high quality, sustainable and robust programming and recreational activities in a warm, welcoming, diverse and inclusive space. Delivering exceptional recreational and cultural opportunities responsive to the needs and health of our community with special event opportunities for the community to gather, celebrate, and learn about one another.



Department Overview

Events and Facilities (Beach Park) - At the Beach Park, we focus on facility and event management, customer service, day-to-day and event operations.

Major Activities

1. Event Planning and Coordination
 - Client consultation. Timeline management
2. Marketing and Sales
 - Promoting, tours and social media presents
3. Venue Management
 - Setup, tear down, parking, cleaning, inventory management, security, permits and insurance, health and safety for all staff and guests
4. Financial Management
 - Billing and invoicing, budgeting
5. Staff Management
 - Hiring and training, scheduling
6. Post-Event Activities
 - Feedback collection, reviews

Des Moines Activity Center (Senior Services) - The Des Moines Activity Center staff, its enthusiastic volunteers and Senior Advisory Committee focuses to serving our aging-adult community by providing health, social and human services, recreation and socialization programs to enhance the experience of being an older adult while meeting the goals of successful aging.

Major Activities

The Q1 closure of the Activity Center had a big impact on our existing events and activities. However, we were able to retain many of the ongoing classes and events. Upon opening during Q2, data has shown steady commitment and involvement of existing members and an increasing number of new participants. We have seen increasing interest in volunteerism from our community members who have a sense of pride, attachment and investment in the Activity Center. We see this as they offer time and effort in event planning, administrative duties, kitchen assistance, and volunteer class instruction. Our day trips and outings show a 100% participation rate, usually with an increasing wait list of eager members. We plan to host our annual bazaar drawing in vendor relationships and community engagement. Our congregate dining statistics have also increased exponentially. We plan to uphold partnerships with organizations and community groups and solidify new partnerships with local agencies supporting and embracing diversity, equity and inclusion.



2024 Accomplishments

Events and Facilities (Beach Park) -

- **Event Diversity:** Successfully hosted a wide range of events, including weddings, corporate functions, community gatherings, and cultural festivals.
- **Community Partnerships:** Established strong partnerships with local businesses, nonprofits, and community groups, enhancing the event center's role in the community.
- **Marketing Plan:** Increased marketing output, enhanced brand presence, promoting social media presence.
- **Vendor Relationships:** Establishing strong relationships with vendors for better rates for our customers by creating a preferred vendor list

Des Moines Activity Center (Senior Services) -

- Increase new membership and engagement quarter over quarter
- Increasingly active participation in our day trips, outings and events
- Increase online and social media engagement among community members, create new accounts with various online platforms to expand reach to the public, maintain commitment and an active line of communication with the public



2025-2026 Goals

Events and Facilities (Beach Park) -

- **Financial Sustainability:**
 - Maximize revenue through competitive pricing and strategic marketing.
 - Maintain cost-effective operations to ensure long-term sustainability.
- **Customer Satisfaction:**
 - Provide exceptional customer service to all event organizers and attendees.
 - Collect and act on feedback to continuously improve the event center's offerings.
- **Facility Enhancement:**
 - Regularly update and maintain facilities to ensure a high-quality experience for all users.
- **Community Engagement:**
 - Foster a sense of community by hosting events that bring people together.
 - Support local organizations and initiatives through event partnerships.
- **Customer Satisfaction:**
 - Repeat customers or word of mouth for future events
 - Positive reviews
- **Technology Integrations:**
 - Online available calendar
 - Better wifi for our spaces
- **Operation efficiency**
 - Staff training
 - Using other like department employees for shifts and fill ins

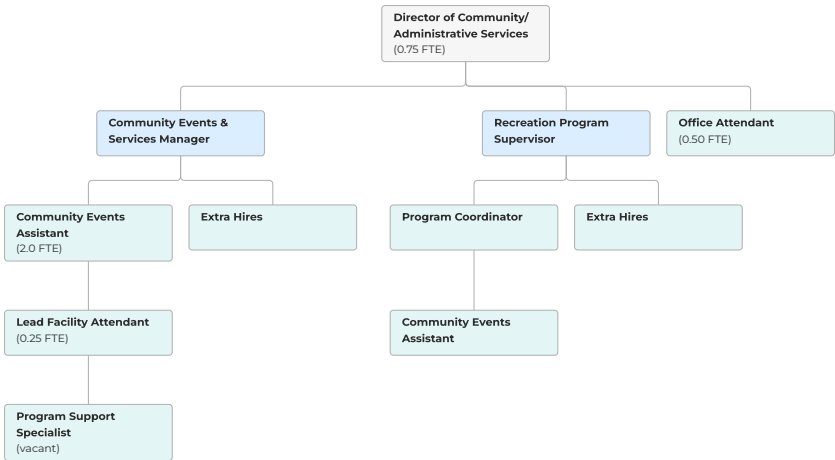
Des Moines Activity Center (Senior Services) -

- Strive to grow public outreach, seeks ways to increase communication methods with residents
- Strengthen existing community partnerships; cultivate new partnerships with local agencies and organizations by inviting community liaisons to info meetings, creating networking events and opportunities
- Seek grants for capital improvements, to develop and expand ongoing programs
- Seek staffing support



Organizational Chart

Community Events & Services



Expenditures Summary

FY2025 Expenditures

\$1,860,093

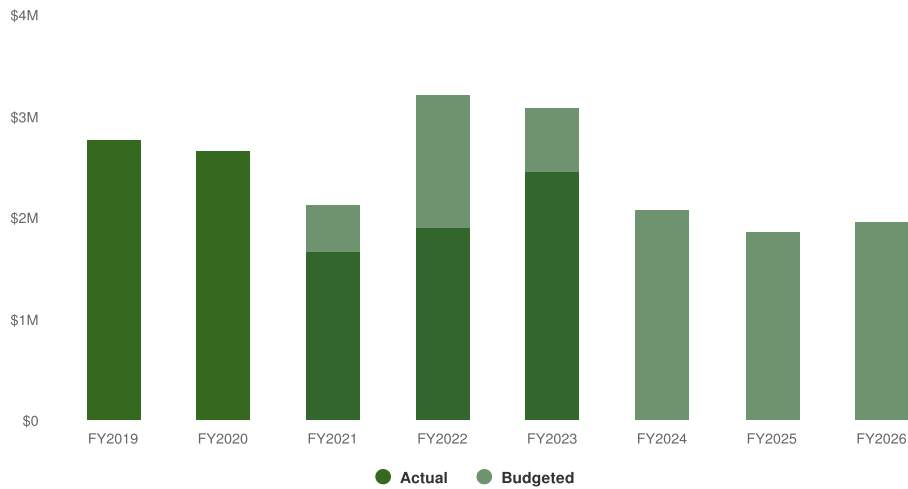
-\$217,785 (-10.48% vs. prior year)

FY2026 Expenditures

\$1,960,550

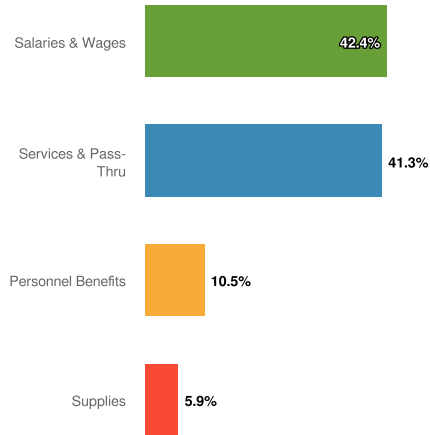
\$100,457 (5.40% vs. prior year)

Parks, Recreation, and Senior Services Proposed and Historical Budget vs. Actual

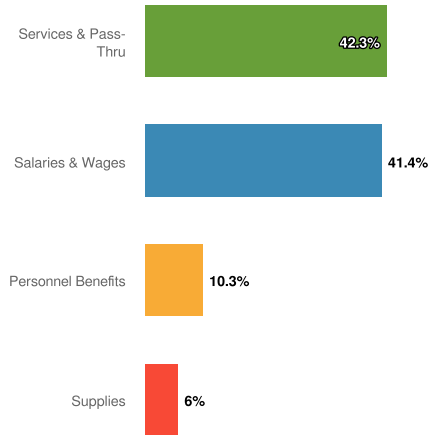


Expenditures by Expense Type

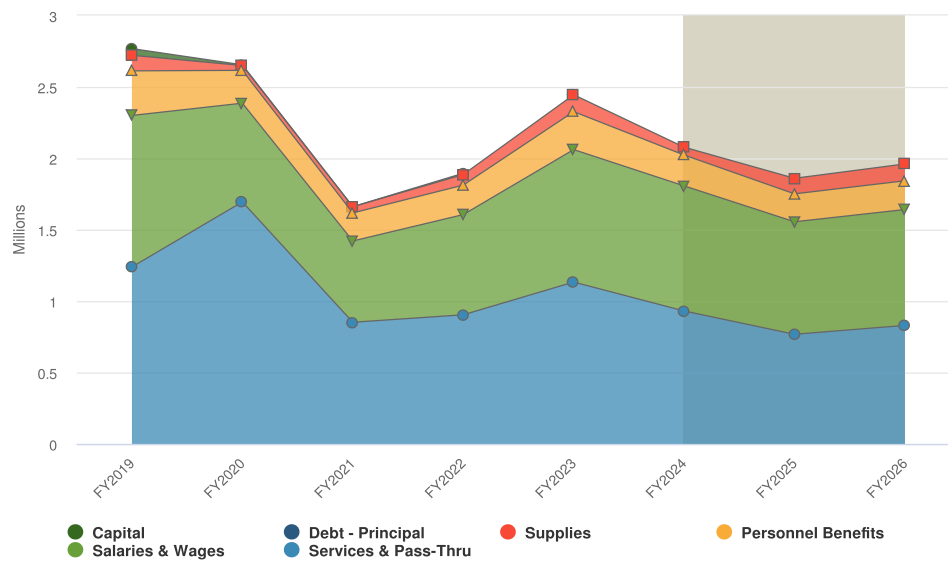
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Amended Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$927,480	\$1,298,917	\$1,025,821	\$787,796	\$811,430	-10.1%
Personnel Benefits	\$265,891	\$404,057	\$261,726	\$195,510	\$201,377	-9.5%
Supplies	\$118,211	\$119,870	\$95,050	\$109,100	\$117,900	98.8%
Services & Pass- Thru	\$1,133,405	\$1,243,733	\$1,067,512	\$767,687	\$829,843	-17.5%
Debt - Principal	\$3,000	\$0	\$0	\$0	\$0	0%
Total Expense Objects:	\$2,447,988	\$3,066,577	\$2,450,109	\$1,860,093	\$1,960,550	-10.5%



Public Safety Contract Services

Katherine Caffrey
City Manager

Includes contract costs that benefit the city as a whole and which are not attributable to any single department:

- Fire inspection and investigation activities are provided by South King Fire District, which serves the cities of Des Moines and Federal Way with seven responding fire stations and one Training and Maintenance station.
- Jail services are provided by South Correctional Entity (SCORE Jail), which is a government agency pursuant to RCW 39.34.030(3) in Des Moines, Washington. SCORE Jail is owned by the Cities of : Auburn, Burien, Des Moines, Renton, SeaTac, and Tukwila.
- Public Defender contract services are provided by Stewart MacNichols Harmell, Inc. P.S.



Expenditures Summary

FY2025 Expenditures

\$1,020,310

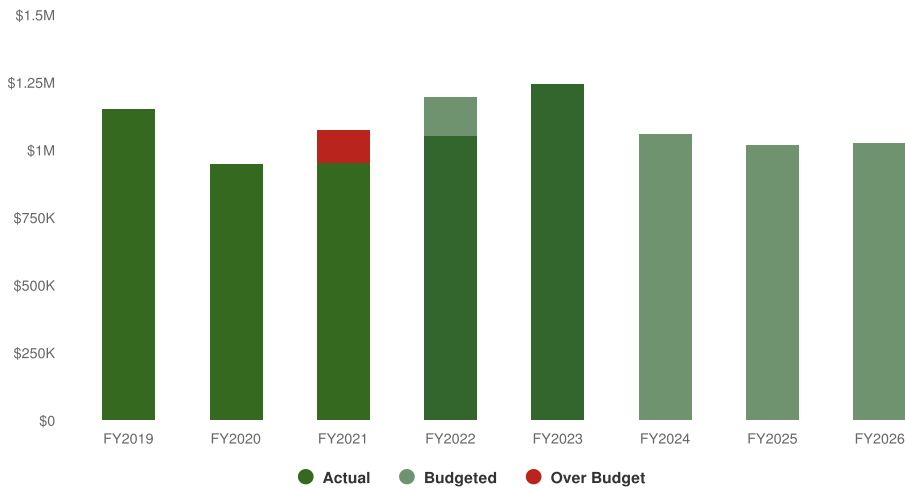
-\$41,040 (-3.87% vs. prior year)

FY2026 Expenditures

\$1,029,310

\$9,000 (0.88% vs. prior year)

Public Safety Contract Services Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Services & Pass-Thru						
FIRE SUPPRESSION-SO KING FIRE	\$19,921	\$21,000	\$21,000	\$21,000	\$23,000	0%
FIRE INVESTIGATION SERVICES	\$25,871	\$44,100	\$44,100	\$45,000	\$47,000	2%
HOME DETENTION MONITORING	\$106,820	\$62,500	\$62,500	\$0	\$0	-100%
PRE-TRIAL DRUG TESTING	\$1,746	\$6,000	\$6,000	\$0	\$0	-100%
SCORE-MISDEMEANOR MAINTENANCE	\$937,760	\$750,000	\$1,015,000	\$794,310	\$794,310	5.9%
PUBLIC DEFENDER	\$151,643	\$177,750	\$148,000	\$160,000	\$165,000	-10%
Total Services & Pass-Thru:	\$1,243,761	\$1,061,350	\$1,296,600	\$1,020,310	\$1,029,310	-3.9%



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Total Expense Objects:	\$1,243,761	\$1,061,350	\$1,296,600	\$1,020,310	\$1,029,310	-3.9%



Community Development (Planning & Building)

Rebecca Deming
Community Development Director

The Community Development functions funded by the General Fund include:

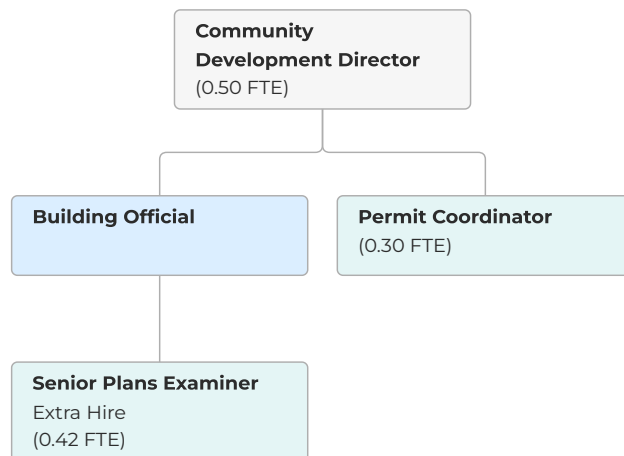
- **Planning and Development Services** - Planning Services assists in developing and implementing long-range use plans. Development Services review proposals and drafts code and zoning amendments.
- **Building Division** - Oversees building construction. It reviews building plans, issues permits, and inspects buildings during construction to ensure compliance with approved plans and codes.

*In 2017, Planning and Building was split into tax-based activities and fee-based activities. The tax-based activities are reported in the General Fund, while the fee-based activities are reported in the Development Fund, which is a Special Revenue Fund.

For Department **Mission, Accomplishments, and Goals**, please see the **Development Fund**.

Organizational Chart

Community Development (Planning & Building)



Expenditures Summary

FY2025 Expenditures

\$686,860

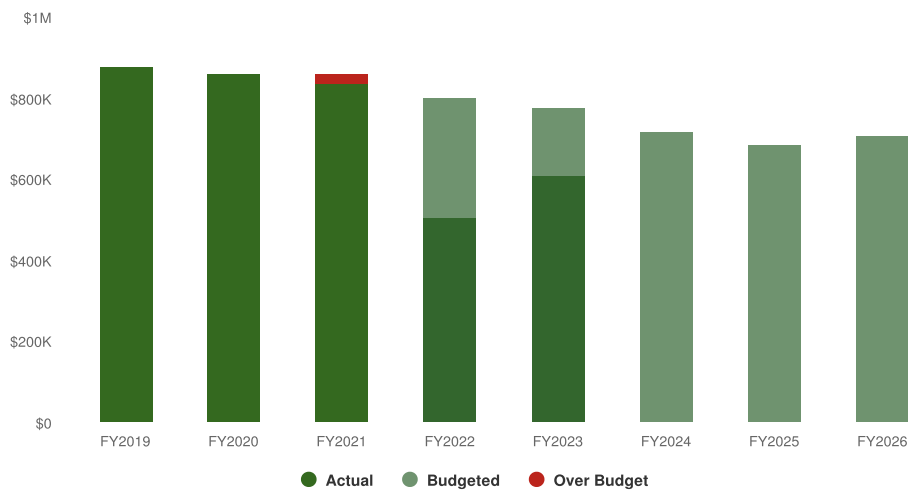
-\$29,385 (-4.10% vs. prior year)

FY2026 Expenditures

\$708,306

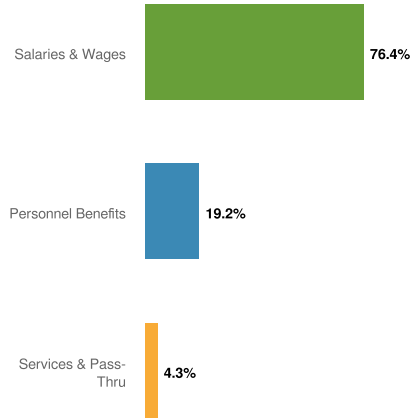
\$21,446 (3.12% vs. prior year)

Community Development (Planning & Building) Proposed and Historical Budget vs. Actual

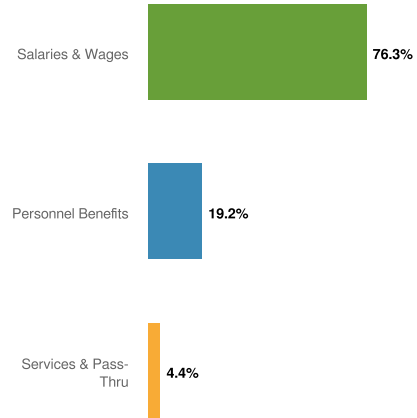


Expenditures by Expense Type

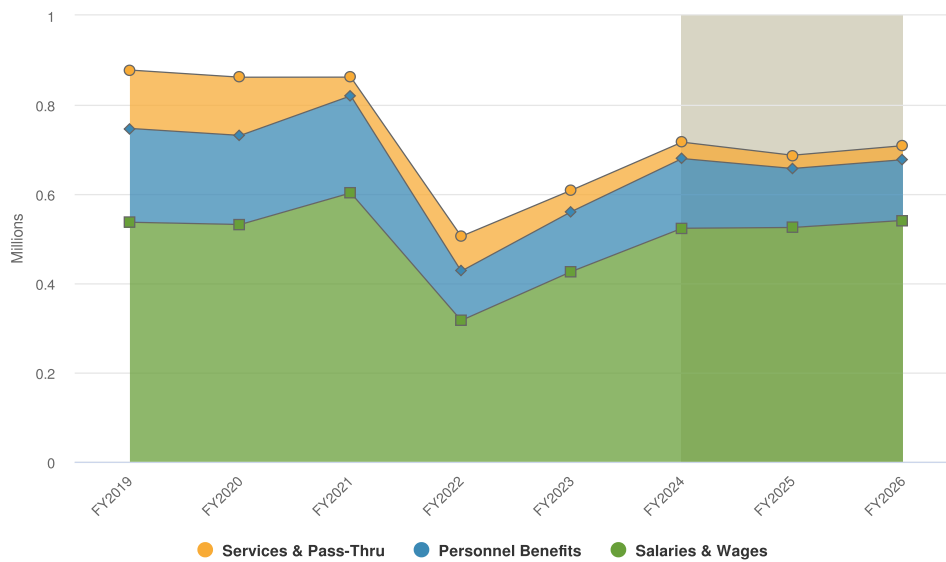
Budgeted 2025 Expenditures by Expense Type



Budgeted 2026 Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Actuals	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2026 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salaries & Wages	\$426,416	\$523,207	\$523,207	\$524,984	\$540,734	0.3%
Personnel Benefits	\$134,422	\$156,246	\$156,246	\$132,162	\$136,127	-15.4%
Services & Pass- Thru	\$47,973	\$36,792	\$36,792	\$29,714	\$31,445	-19.2%
Total Expense Objects:	\$608,811	\$716,245	\$716,245	\$686,860	\$708,306	-4.1%



DEBT



Debt Service

Debt service funds are used to account for principal and interest payments. Debt is used by the City as a means of financing capital improvements. By extending the repayment of debt over the anticipated useful life of the improvement, the cost is more equitably spread among the citizens who benefit from the improvement.

Bonds are sold and the proceeds are used to pay for the construction of capital improvements. The bonds are repaid over a period of time from taxes, fees, or other revenue sources identified for that purpose.

The City of Des Moines has issued three types of debt for general government purposes.

- Limited Tax General Obligation (LTGO) Bonds (also called Councilmatic Bonds) can be issued with approval of City Council. The debt is repaid from existing general revenues of the City.
- Intergovernmental Bonds, which are backed by the full faith and credit of the City of Des Moines. In 2019, the City went from a host City for the SCORE jail to an owner City. As a host City, the City's allocable share of SCORE debt was reflected as an intergovernmental loan. With this change to an owner City, the City's allocable share of the SCORE debt is reflected as intergovernmental bonds.
- Governmental Loans, which the City of Des Moines has two Public Works Trust Fund loans.

When the City issues debt, a thorough review of the City's financial condition is completed by bond rating agencies. Based on their findings, the bonds are given a rating. The City's bond rating is a reflection of creditworthiness and affects the cost to the City of issuing debt. The City holds a AA+ bond rating awarded to the City on July 30, 2018 and again on September 21, 2023 by Standard and Poor's (S&P).

	Issue Date	Maturity Date	Interest Rate	Original Amount	Outstanding Debt 12/31/2024	2023 Standard & Poor Rating
Limited Tax General Obligation (LTGO) Bonds						
2018 New Money Bonds	9/6/2018	12/1/2038	3.00% - 4.00%	\$ 3,105,000	\$ 2,415,000	AA+
2018 Refunding Bonds	9/6/2018	12/1/2028	3.00% - 4.00%	5,285,000	2,355,000	AA+
2023 Bonds	10/19/2023	12/1/2052	5%	24,505,000	24,505,000	AA+
Total General Obligation Bonds				32,895,000	29,275,000	
Intergovernmental Bonds						
SCORE PDA 2019 Refunding Bonds	12/11/2019	12/1/2038	3.00% - 5.00%	\$ 3,073,511	\$ 2,493,183	
Public Works Trust Fund Loans						
2009 PWTF Loan - Gateway Construction	1/26/2009	7/1/2028	0.50%	\$ 1,000,000	\$ 127,452	



Debt Capacity

City of Des Moines, Washington
Legal Debt Limit

Legal debt margin calculation - Fiscal Year Ended December 31, 2023

Assessed Value	6,335,331,000
GENERAL PURPOSES	
Limit of 2.5% of Assessed Value	158,383,275
Councilmanic:	
Capacity (1.5% of Assessed Value)	95,029,965
Outstanding debt(2):	
GO bonds outstanding	8,978,542
State LOC. GO notes and loans	238,414
TRAC Obli Capital leases	90,247
Compensated Absences	2,034,419
OPEB	1,847,829
Net pension liabilities	3,012,494
Total outstanding debt	16,201,946
Less amounts available in debt service funds	(122,730)
Total applicable debt	16,079,216
Remaining capacity without a vote	142,304,059
Voter Approved:	
Capacity (1.0% of Assessed Value)	63,353,310
Less:	
GO Bonds Outstanding	-
Remaining capacity with a vote	63,353,310

General Purpose Councilmanic Debt - The City Council may approve bond issues without voter approval up to 1.5% of the City's assessed valuation. Councilmanic debt must be approved by a majority of the City Council and must be repaid from existing operational revenue sources. In 2023, the City Council could levy up to \$95,029,965, or 1.5% of the City's estimated assessed value. Because the City currently has outstanding Councilmanic debt of \$32,895,000, the remaining Councilmanic debt capacity for 2023 is \$62,134,965.



Limited Tax General Obligation (LTGO) Bonds

2018 LTGO Bonds (New Money and Refunding)

- 2018 LTGO "New Money" bonds were issued to pay or reimburse a portion of the costs of the design, construction, improvement, renovation and/or replacement of a bulkhead located near the City marina and other related public amenities and capital improvements.
- 2018 LTGO refunding bonds were issued to refund the City's outstanding 2008A and 2008B bonds. The net proceeds from the Refunding Bonds were used to purchase United States government securities. Those securities were deposited into a refunding trust account with a trust account to pay the full outstanding principal and interest on the 2008A and 2008B bonds. As a result of this transaction, the 2008A and 2008B bonds are considered to be paid in full and the liability for those bonds have been removed from the City's financial statements.

Payments on the bonds have historically been made by the General Fund, the Street Maintenance Fund, and the Marina Fund. Beginning in 2025, the City will use Real Estate Excise Tax (REET) to pay the General Fund portion of the debt service.

The interest rate on the bonds range from 3% to 4%.

Year	General Fund			REET			Street Maintenance Fund			Marina			Total		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Debt Service
2024	\$125,000	\$101,600	\$226,600	\$ -	\$ -	\$ -	\$146,436	\$31,641	\$178,077	\$ 388,564	\$ 83,959	\$ 472,522	\$ 660,000	\$ 217,200	\$ 877,200
2025	-	-	-	130,000	96,600	226,600	151,911	25,784	177,695	403,089	68,416	471,506	685,000	190,800	875,800
2026	-	-	-	135,000	91,400	226,400	157,385	19,707	177,092	417,615	52,293	469,908	710,000	163,400	873,400
2027	-	-	-	145,000	86,000	231,000	164,228	13,412	177,640	435,772	35,588	471,360	745,000	135,000	880,000
2028	-	-	-	150,000	80,200	230,200	171,071	6,843	177,914	453,929	18,157	472,087	775,000	105,200	880,200
2029 - 2033	-	-	-	835,000	306,800	1,141,800	-	-	-	-	-	-	835,000	306,800	1,141,800
2034 - 2038	-	-	-	1,020,000	125,400	1,145,400	-	-	-	-	-	-	1,020,000	125,400	1,145,400
Totals	\$125,000	\$101,600	\$226,600	\$2,415,000	\$786,400	\$3,201,400	\$791,031	\$97,387	\$888,418	\$2,098,969	\$258,413	\$2,357,382	\$5,430,000	\$1,243,800	\$6,673,800

2023 LTGO Bonds

2023 LTGO bonds were issued to pay or reimburse the costs of design and construction of the marina steps which will connect the marina to the City's downtown, the replacement of a restroom at the Redondo pier, the design and construction of the memorial flag triangle, the replacement of three docks at the marina, the restoration of the Redondo pier, and the purchase and installation of new parking systems at the marina and Redondo pier locations

Payments on the 2023 LTGO bonds are funded by parking proceeds from the new parking systems, Real Estate Excise Tax, One-time Tax, and the Marina. One-time tax is Sales Tax and Business and Occupation tax provided by construction projects taking place in the City that have a permit value of \$15 million or more. The Marina's portion of the debt service relates only to the dock replacement project.

The interest rate on the bonds is 5%.

Year	Parking Proceeds			REET			One-Time Tax			Marina			Total		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Debt Service
2024	\$ -	\$ 310,476	\$ 310,476	\$ -	\$ 310,476	\$ 310,476	\$ -	\$ 62,095	\$ 62,095	\$ -	\$ 704,047	\$ 704,047	\$ -	\$ 1,387,095	\$ 1,387,095
2025	-	278,038	278,038	-	278,038	278,038	-	55,608	55,608	-	630,490	630,490	-	1,242,175	1,242,175
2026	-	278,038	278,038	-	278,038	278,038	-	55,608	55,608	-	630,490	630,490	-	1,242,175	1,242,175
2027	-	278,038	278,038	-	278,038	278,038	-	55,608	55,608	-	630,490	630,490	-	1,242,175	1,242,175
2028	-	278,038	278,038	-	278,038	278,038	-	55,608	55,608	-	630,490	630,490	-	1,242,175	1,242,175
2029 - 2033	557,342	1,337,088	1,894,430	557,342	1,337,088	1,894,430	111,468	267,418	378,886	1,263,848	3,032,032	4,295,880	2,490,000	5,973,626	8,463,626
2034 - 2038	708,428	1,183,483	1,891,911	708,428	1,183,483	1,891,911	141,686	236,697	378,382	1,606,459	2,683,711	4,290,170	3,165,000	5,287,375	8,452,375
2039 - 2043	1,188,548	960,715	2,149,262	1,188,548	960,715	2,149,262	237,710	192,143	429,852	2,695,195	2,178,553	4,873,748	5,310,000	4,292,125	9,602,125
2044 - 2048	1,515,342	632,521	2,147,863	1,515,342	632,521	2,147,863	303,068	126,504	429,573	3,436,247	1,434,329	4,870,576	6,770,000	2,825,875	9,595,875
2049 - 2053	1,515,342	204,000	1,719,342	1,515,342	204,000	1,719,342	303,068	40,800	343,868	3,436,247	462,598	3,898,845	6,770,000	911,398	7,681,398
Totals	\$ 5,485,002	\$ 5,740,437	\$ 11,225,439	\$ 5,485,002	\$ 5,740,437	\$ 11,225,439	\$ 1,097,000	\$ 1,148,087	\$ 2,245,088	\$ 12,437,996	\$ 13,017,232	\$ 25,455,228	\$ 24,505,000	\$ 25,646,195	\$ 50,151,195



Intergovernmental Bonds

South Correctional Entity (SCORE)

On March 25, 2009, the Cities of Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac and Tukwila, Washington (Member Cities) entered into a SCORE Facility Interlocal Agreement (as amended and restated on October 1, 2009, the “2009 Interlocal Agreement”) pursuant to chapter 39.34 RCW (Interlocal Cooperation Act) to jointly construct, equip, maintain and operate a consolidated regional misdemeanor correctional facility located in Des Moines, Washington (SCORE Facility) to serve the parties to the 2009 Interlocal Agreement and state agencies and other local governments (Subscribing Agencies) to provide correctional services essential to the preservation of the public health, safety and welfare. To carry out the purposes of the 2009 Interlocal Agreement and to operate, manage and maintain the SCORE Facility, the Member Cities formed the South Correctional Entity (SCORE), a separate governmental administrative agency pursuant to the 2009 Interlocal Agreement and RCW 39.34.030(3).

The 2009 Interlocal Agreement named the City of Des Moines as the “Host City” and the remaining Member Cities as the “Owner Cities”. Pursuant to a separate “Host City Agreement” dated October 1, 2009, the Host City will not enjoy the same equity position as the Owner Cities until all debts issued are paid and the Host City fulfills all of its obligations as outlined in the Host City Agreement. Pursuant to SCORE financial policies, all unexpended funds or reserve funds shall be distributed based on the percentage of the Member City’s average daily population at the SCORE Facility for the last three (3) years regardless of its Owner City or Host City status.

SCORE and the SCORE Facility may serve the Member Cities and Subscribing Agencies which are in need of correctional facilities. Any agreement with a Subscribing Agency shall be in writing and approved by SCORE as provided within the SCORE Formation Interlocal Agreement.

SCORE, as a governmental administrative agency formed under the Interlocal Cooperation Act, is not expressly authorized to issue bonds. To finance and refinance the costs of the SCORE Facility, the City of Renton, Washington, chartered the South Correctional Entity Facility Public Development Authority as a public corporation pursuant to RCW 35.21.730 through 35.21.757 (Public Corporation Act) and Ordinance No. 5444, passed on February 2, 2009 (Charter Ordinance).

2009 Bonds. The SCORE PDA issued its Bonds, Series 2009A (2009A Bonds) and Bonds, Series 2009B (Taxable Build America Bonds—Direct Payment) (2009B Bonds, and, together the 2009 Bonds) on November 4, 2009 in the aggregate principal amount of \$86,235,000. Proceeds of the 2009 Bonds were used to finance a portion of the costs of acquiring, constructing, developing, equipping and improving the SCORE Facility, to capitalize interest during construction, and to pay costs of issuance for the 2009 Bonds.

Pursuant to the 2009 Interlocal Agreement and the ordinances of each city, each Owner City (which includes the Cities of Auburn, Burien, Federal Way, Renton, SeaTac, and Tukwila) is obligated to budget for and pay its share, and only its share, of the principal of and interest on the 2009 Bonds as the same become due and payable (referred to as each Owner City’s 2009 Capital Contribution). Each Owner City’s obligation to pay its 2009 Capital Contribution is an irrevocable, unconditional full faith and credit obligation of such Owner City, payable from regular property taxes levied within the constitutional and statutory authority provided without a vote of the electors of the Owner City on all of the taxable property within the Owner City and other sources of revenues available therefor.



Subsequent Activities: Refunding of 2009 Bonds and Amendment and Restatement of Interlocal Agreement. Pursuant to the 2009 Interlocal Agreement, on September 5, 2018, the City of Federal Way gave its notice of intent to withdraw from SCORE effective December 31, 2019. The remaining Member Cities (including the cities of Auburn, Burien, Des Moines, Renton, SeaTac and Tukwila) entered into an Amended and Restated SCORE Interlocal Agreement (2019 Interlocal Agreement), which amended and restated the 2009 Interlocal Agreement in its entirety, removed Federal Way as a Member City (effective December 31, 2019) and an Owner City (effective immediately), added the City of Des Moines as an Owner City, terminated the Host City Agreement, and made other revisions to provide for the issuance of bonds to refund the 2009 Bonds.

On December 11, 2019, the Authority issued its Refunding Bonds, Series 2019 in the aggregate principal amount of \$51,055,000 (2019 Bonds). The 2019 Interlocal Agreement became effective on the date of issuance of the 2019 Bonds. Proceeds of the 2019 Bonds were used, together with a contribution from Federal Way to fully pay its 2009 Capital Contribution, to defease and refund all of the outstanding 2009 Bonds.

As a result, Federal Way has satisfied its 2009 Capital Contribution and, as of December 31, 2019, will no longer be considered a Member City of SCORE.

Pursuant to the 2019 Interlocal Agreement and the ordinances of each city, each remaining Owner City (including the Cities of Auburn, Burien, Des Moines, Renton, SeaTac, and Tukwila) is obligated to budget for and pay its share, and only its share, of the principal of and interest on the 2019 Bonds as the same become due and payable (referred to as each Owner City's 2019 Capital Contribution). Each Owner City's obligation to pay its 2019 Capital Contribution is an irrevocable, unconditional full faith and credit obligation of such Owner City, payable from regular property taxes levied within the constitutional and statutory authority provided without a vote of the electors of the Owner City on all of the taxable property within the Owner City and other sources of revenues available therefor. The City of Federal Way is not obligated, under the 2019 Interlocal Agreement or otherwise, to pay debt service on the 2019 Bonds or other debt of the Authority.

The interest rate on the 2019 bonds range from 3.0% to 5.0%.

SCORE Debt Service (Des Moines share)			
Year	Prinicipal	Interest	Total
2024	\$ 124,614	\$ 110,762	\$ 235,376
2025	129,731	105,777	235,508
2026	136,052	99,291	235,343
2027	142,975	92,488	235,463
2028	149,898	85,340	235,238
2029 - 2033	868,686	308,242	1,176,928
2034 - 2038	1,065,841	110,783	1,176,624
Totals	\$ 2,617,797	\$ 912,683	\$ 3,530,480



Public Works Trust Fund Loans

A Public Works Trust Fund (PWTF) loan is a low-interest or interest-free loan from the Washington State Public Works Board (PWB) to local governments for public works projects. PWTF loans are used to create, repair, or replace infrastructure, such as water and sewer facilities.

Public Works Trust Fund loans outstanding at year-end 2024 are as follows:

- 2009 loan to provide funding for the Des Moines Transportation Gateway Project which called for arterial widening and improvements along various sections of S. 216th St.

Delinquent payments shall be assessed a penalty equal to twelve percent (12%) per year.

The interest rate on the loan is 0.50%.

Loan payments are made using Real Estate Excise Tax.

Year	2009 PWTF Loan		
	Principal	Interest	Total
2024	\$ 31,863	\$ 797	\$ 32,660
2025	31,863	637	32,500
2026	31,863	478	32,341
2027	31,863	319	32,182
2028	31,863	159	32,022
Totals	\$ 159,315	\$ 2,390	\$ 161,705



APPENDIX



Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrual Basis: The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Annual Budget: A budget applicable to a single fiscal year.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Balanced Budget: A budget situation where budgeted resources are equal to or greater than budgeted expenditures.



Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Biennial Budget: A budget applicable to a fiscal biennium.

Biennium: A two-year period

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of a government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.



Cash Basis: Cash basis is an "Other Comprehensive Basis of Accounting" as prescribed by the State Auditor's Office. Revenues are recognized when received, and expenditures are generally recognized when amounts are paid. An exception is that, per State Law, the City's books will remain open for 20 days after the end of the year for the payment of goods and services received in the prior year.

Cash Management: The process of monitoring the ebb and flow of money in and out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real property, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union, regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

DMMC: Des Moines Municipal Code

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of the total cost of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.



Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represents funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefits) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.



General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.



Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.



Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.





2025/2026 Biennial Budget

Second Reading

December 12, 2024

desmoineswa.gov

2025/2026 Biennial Budget – Budget Challenges

General Fund sustainability – aligning expenditures and revenue

- Revenue growing at a slower pace than expenditures
- Aligning one-time revenue with one-time expenditures
- Restoring funding to areas that were underfunded during the pandemic
- Finding efficiencies and cost savings in day-to-day operations



2025/2026 Biennial Budget – Budget Strategies

New Revenue

- Warehouse Square-Footage tax
- Increase in business license fees
- Franchise Fee agreement with Water District 54
- Redirect Franchise Fees from Arterial Streets fund to General Fund
- Updated fee schedules
- Passport and notary services

2025/2026 Biennial Budget – Budget Strategies

Cost reductions

- Restructure Recreation, Senior Services, and Events and Facility Rentals
 - Ended contract with Wesley Homes
- Reduced
 - Number of staff positions
 - Animal Control contract
 - Human Services funding
 - Budgets for services, supplies, travel, and training
- Cost-of-living increase budgeted at less than Seattle CPI for June
 - COLA budgeted at 3%



2025/2026 Biennial Budget

The Proposed Budget

- **Structural vs. One-time**
 - Solves structural deficit which was \$1.6M in 2024 budget
 - Matches one-time revenue to one-time expenditures
- **Strengthens Fund Balance**
 - Total Fund Balance increases in 2025 and 2026
- **Strategically aligns available resources to provide services to the community**
- **Fully funds vehicle replacement and maintenance**

Five-Year Forecast – General Fund

2025-2031 GENERAL FUND									
	REVISED ANNUAL BUDGET 2024	PROJECTED ACTUALS 2024	BUDGET		FORECAST				
			2025	2026	2027	2028	2029	2030	2031
BEGINNING FUND BALANCE	\$ 5,210,847	\$ 4,671,467	\$ 4,154,919	\$ 4,795,146	\$4,971,559	\$4,783,214	\$4,341,367	\$3,782,108	\$3,399,111
Operating Revenues	24,900,804	23,147,335	25,634,334	26,167,714	26,752,820	27,220,496	27,876,711	28,527,382	29,106,386
Operating Expenditures	27,983,548	26,412,500	25,620,107	26,266,301	27,166,165	27,887,343	28,660,970	29,135,378	29,620,382
** Net Activity	(3,082,744)	(3,265,165)	14,227	(98,587)	(413,345)	(666,847)	(784,259)	(607,997)	(513,996)
ONE-TIME ACTIVITIES									
One-Time Revenues	2,328,561	3,018,561	1,119,868	294,359	225,000	225,000	225,000	225,000	225,000
One-Time Expenditures	(212,944)	(269,944)	(493,868)	(19,359)	-	-	-	-	-
	2,115,617	2,748,617	626,000	275,000	225,000	225,000	225,000	225,000	225,000
Change in Fund Balance	(967,127)	(516,548)	640,227	176,413	(188,345)	(441,847)	(559,259)	(382,997)	(288,996)
ENDING FUND BALANCE	\$ 4,243,720	\$ 4,154,919	\$ 4,795,146	\$ 4,971,559	\$4,783,214	\$4,341,367	\$3,782,108	\$3,399,111	\$3,110,115
GFOA Target of 60 days (approx. 16.67%)	4,664,857	4,402,964	4,270,872	4,378,592	4,528,600	4,648,820	4,777,784	4,856,868	4,937,718
Reserve (shortfall) surplus to GFOA Target	(421,137)	(248,045)	524,275	592,967	254,614	(307,453)	(995,676)	(1,457,756)	(1,827,603)
Ending Reserve - % Total Operating Expenditures	15.17%	15.73%	18.72%	18.93%	17.61%	15.57%	13.20%	11.67%	10.50%

Five-Year Forecast – Development Fund

2025-2031 DEVELOPMENT FUND										
	REVISED ANNUAL BUDGET 2024	PROJECTED ACTUALS 2024	BUDGET		FORECAST					
			2025	2026	2027	2028	2029	2030	2031	
BEGINNING FUND BALANCE	\$ 1,402,794	\$ 1,299,846	\$ 902,615	\$ 695,333	\$ 369,183	\$ 94,273	\$ (171,139)	\$ (426,162)	\$ (669,862)	
Operating Revenues										
Licenses and Permits	962,270	1,108,000	1,037,264	1,095,271	1,127,601	1,160,969	1,195,306	1,230,640	1,267,003	
Intergovernmental	110,000	212,844	97,749	97,749	112,000	112,000	112,000	112,000	112,000	
Fees/Charges/Fines	1,643,192	1,590,240	1,596,049	1,521,269	1,567,417	1,607,899	1,649,596	1,692,544	1,736,780	
Other	63,000	275,563	154,184	144,133	166,804	167,908	169,045	170,217	171,423	
	<u>2,778,462</u>	<u>3,186,647</u>	<u>2,885,246</u>	<u>2,858,422</u>	<u>2,973,822</u>	<u>3,048,776</u>	<u>3,125,947</u>	<u>3,205,401</u>	<u>3,287,206</u>	
Operating Expenditures										
Salary And Benefits	2,553,891	2,553,965	2,329,169	2,399,044	2,447,025	2,495,965	2,545,885	2,596,802	2,648,739	
Supplies	42,380	42,380	45,351	46,853	48,259	49,707	51,198	52,734	54,316	
Services	986,553	987,533	718,008	738,674	753,447	768,516	783,887	799,564	815,556	
	<u>3,582,824</u>	<u>3,583,878</u>	<u>3,092,528</u>	<u>3,184,572</u>	<u>3,248,732</u>	<u>3,314,189</u>	<u>3,380,970</u>	<u>3,449,101</u>	<u>3,518,610</u>	
Net Activity	<u>(804,362)</u>	<u>(397,231)</u>	<u>(207,282)</u>	<u>(326,149)</u>	<u>(274,910)</u>	<u>(265,413)</u>	<u>(255,023)</u>	<u>(243,700)</u>	<u>(231,404)</u>	
Operating revenues over (under)										
Change in Fund Balance	(804,362)	(397,231)	(207,282)	(326,149)	(274,910)	(265,413)	(255,023)	(243,700)	(231,404)	
ENDING FUND BALANCE	\$ 598,432	\$ 902,615	\$ 695,333	\$ 369,183	\$ 94,273	\$ (171,139)	\$ (426,162)	\$ (669,862)	\$ (901,267)	

Five-Year Forecast – Marina Fund

2025-2031 MARINA FUND FINANCIAL FORECAST

	BUDGET 2024	REVISED BUDGET 2024	BUDGET 2025	BUDGET 2026	FORECAST				
					2027	2028	2029	2030	2031
<i>BEGINNING NET POSITION</i>	\$ 28,959,052	\$ 16,883,153	\$ 16,585,168	\$ 1,755,127	\$ 2,045,177	\$ 2,412,271	\$ 2,832,228	\$ 3,552,657	\$ 4,325,834
Operating Revenues	5,061,167	5,061,167	5,386,217	5,861,817	6,029,506	6,186,441	6,331,648	6,477,924	6,625,290
Operating Expenses	(4,200,484)	(4,200,484)	(4,530,592)	(4,520,348)	(4,672,856)	(4,779,008)	(4,869,727)	(4,964,333)	(5,063,320)
<i>Operating Income (Loss) excluding depreciation</i>	860,683	860,683	855,625	1,341,469	1,356,650	1,407,433	1,461,921	1,513,591	1,561,969
Interest & Miscellaneous Revenue	102,800	102,800	108,330	108,980	112,295	115,102	117,404	119,752	122,147
Capital Improvements	(7,687,000)	(482,000)	(14,692,000)	(60,000)	-	-	-	-	-
Debt Service	(1,272,523)	(779,468)	(1,101,996)	(1,100,399)	(1,101,851)	(1,102,578)	(858,897)	(860,166)	(860,800)
Total Capital Improvements & Debt Service	(8,856,723)	(1,158,668)	(15,685,666)	(1,051,419)	(989,556)	(987,476)	(741,493)	(740,414)	(738,653)
<i>Total Net Activity</i>	(7,996,040)	(297,985)	(14,830,041)	290,050	367,094	419,957	720,429	773,177	823,317
<i>ENDING NET POSITION</i>	\$ 20,963,012	\$ 16,585,168	\$ 1,755,127	\$ 2,045,177	\$ 2,412,271	\$ 2,832,228	\$ 3,552,657	\$ 4,325,834	\$ 5,149,151

Five-Year Forecast – Surface Water Management (SWM) Fund

2025-2031 SURFACE WATER MANAGEMENT FUND FINANCIAL FORECAST

	BUDGET	REVISED BUDGET	BUDGET	BUDGET	FORECAST				
	2024	2024	2025	2026	2027	2028	2029	2030	2031
<u>BEGINNING NET POSITION</u>	\$ 30,272,432	\$ 31,112,974	\$ 27,228,429	\$ 27,103,732	\$ 26,587,907	\$ 24,285,768	\$ 25,014,283	\$ 24,390,967	\$ 26,500,898
Operating Revenues	5,459,436	5,459,436	5,764,001	5,936,907	6,114,966	6,298,332	6,487,164	6,681,627	6,881,889
Operating Expenses	(4,074,981)	(4,074,981)	(4,521,698)	(4,368,732)	(4,481,035)	(4,576,545)	(4,654,863)	(4,734,747)	(4,816,229)
<i>Operating Income (Loss) excluding depreciation</i>	1,384,455	1,384,455	1,242,303	1,568,175	1,633,931	1,721,787	1,832,302	1,946,880	2,065,661
Storm Drainage Hook-Up Fees	70,000	70,000	30,000	31,000	31,930	32,728	33,383	34,050	34,731
Interest Income	20,000	20,000	60,000	30,000	20,000	15,000	15,000	15,000	15,000
Grants for Capital	613,000	613,000	637,000	325,000	250,000	250,000	250,000	250,000	250,000
SWM Cost Reimbursements	-	-	-	-	-	-	-	-	-
Capital Improvements	(5,000,000)	(5,972,000)	(2,094,000)	(2,470,000)	(4,238,000)	(1,291,000)	(2,754,000)	(136,000)	-
<i>Total Change</i>	(2,912,545)	(3,884,545)	(124,697)	(515,825)	(2,302,139)	728,515	(623,316)	2,109,931	2,365,392
<u>ENDING NET POSITION</u>	\$ 27,359,887	\$ 27,228,429	\$ 27,103,732	\$ 26,587,907	\$ 24,285,768	\$ 25,014,283	\$ 24,390,967	\$ 26,500,898	\$ 28,866,290

Motion

Motion: “I move to pass Draft Ordinance No. 24-089, establishing the 2025/2026 Biennial Budget for the fiscal years ending December 31, 2025 and December 31, 2026.”

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Draft Ordinance 24-088 - Suspending
restriction on use of one-time revenue for 2025 and
2026

ATTACHMENTS:

1. Draft Ordinance 24-088

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: December 3, 2024

CLEARANCES:

- ☐ City Clerk _____
☐ Community Development _____
☐ Courts _____
☐ Emergency Management _____
☒ Finance *ML* _____
☐ 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 the City Council to consider Draft Ordinance No. 24-088, which would suspend the restriction on the use of one-time revenue for general fund expenditures contained in chapter 3.100 DMMC for the years 2025 and 2026 in order to ensure the City can maintain sufficient cash reserves to meet its obligations.

Suggested Motions

Motion 1: “I move to enact Draft Ordinance No. 24-088, amending DMMC 3.100.020, and lifting the restriction on the use of one-time revenue in the general fund budget for the years 2025 and 2026.”

Background

The City of Des Moines has faced challenging budget deficits, particularly in the General Fund, for many years, stretching back to the passage of I-695 in 1999. The City has used a variety of strategies to balance the budget over the years, including positions cuts, use of one-time revenues, instituting new revenues, furloughs, employees voluntarily reducing their Cost of Living Adjustments, changes to benefit programs, reorganizations, etc.

Starting in the budget year 2017, following a long period of financial instability, the Des Moines City Council adopted strong, solvent, and sustainable budgets using sound budgetary policies. This work has resulted in healthy reserves in excess of the recommended best practice of the Government Financial Officers Association. These reserves allow the City to easily weather the ordinary economic upturns and downturns that occur in ordinary times without any interruption in essential services.

One cornerstone of these policies is the principal that ongoing expenses should be funded by ongoing, structural revenue. The City Council has codified this principle at chapter 3.100 DMMC, forbidding the use of one-time revenue for general fund expenditures. The City Council adopted preliminary budgets for the years 2017 through 2023 using this principle.

In the winter of early 2020, an outbreak of the virus SARS-CoV-2 and its associated disease COVID-19 struck the United States. The disruption to lives and employment caused by the COVID-19 pandemic was significant and caused impacts to the local, state, national, and worldwide economies that could not be accurately predicted with any degree of certainty. The City Council waived the restriction on the use of one-time revenue in the years since to provide budget flexibility in the face of possible revenue shortfalls due to the COVID-19 pandemic with the understanding that the restriction would return to force when the financial situation stabilized.

While the Emergency Declaration has been rescinded and the direct effects of COVID no longer affect City finances, indirect financial ramifications of the COVID-19 pandemic have created new budget challenges for the City. The primary challenge is related to the City's largest source of revenue, property tax. State law does not allow the City to increase the total amount of property tax collected on all land and existing improvements in the City by more than 1% from the prior year without the approval of the voters. In typical years with inflation rates of 2-4%, expenses increase by a small amount relative to revenue, which must be addressed through adjustments to the budget.

In the wake of COVID, however, the total inflation for the past four years has totaled approximately 25%, resulting in a significant cost in ongoing expenses, while the 1% annual cap on property tax levies has held revenue increases far below. American Rescue Plan Act (ARPA) funds helped lessen the effect of this growing gap in the years since the beginning of the pandemic, but those funds will be fully expended in 2025.

Staff and the Council have aggressively pursued measures to reduce the large and still growing gap between revenue and expenses through the process of producing the 2025-2026 biennial budget. The strategies included increasing existing revenue, new sources of revenue, one-time expense cuts, and structural cuts to expenses. The resulting product reduces the gap between expected revenue and expected expenses in the general fund from approximately 4 million dollars to less than one million dollars, with the remaining gap to be addressed through still to be determined employee expenses.

Discussion

From June of 2020 through June of 2024, costs in the Seattle area have risen 24%. Cities, like the City of Des Moines, that rely on property tax as a major revenue source have felt budgetary strain as revenue growth has been unable to keep up with the increase in costs. Therefore, the City placed a ballot measure on the ballot in two elections in 2024 with hopes of raising revenue. However, voters did not approve a property tax increase. As a result, the City has had to close a budget gap that originally exceeded \$4.5 million while trying to maintain service levels expected by the community.

Various budget strategies are included in the 2025/2026 biennial budget, one of which is retaining one-time sales tax and one-time business and occupation tax in the General Fund.

In addition to the budgeting challenges facing the City, the State of Washington has calculated that the City's cash sufficiency is "concerning". The City finished 2023 with \$2,314,021 which would be enough to cover operating expenses for 32 days. The recommended threshold is 60 days. Cash required to meet the minimum 60 day threshold was \$4,280,081. The City was nearly \$2 million short of a healthy cash position in the General Fund.

Retaining one-time tax in the General Fund will aid the City in providing services to the community in 2025 and 2026 while strengthening the General Fund's cash position.

While the Draft Ordinance will give the City Council the ability to use one-time revenues for the general budget in 2025 and 2026, the Council is not required to do so. Whether the Council does so, and to what extent, are policy decisions to be made at future Council meetings, based on facts and circumstances that exist at that time. This Draft Ordinance applies only to the years 2025 and 2026, and the restriction on one-time revenue will return in the year 2027 and going forward without additional action by the Council.

Alternatives

The Council may:

1. Adopt the Draft Ordinance as written
2. Decline to adopt the Draft Ordinance
3. Adopt the Draft Ordinance with amendments

Recommendation

Staff recommends that the City Council adopt Draft Ordinance 24-088 as written.

CITY ATTORNEY'S FIRST DRAFT 12/3/2024

DRAFT ORDINANCE NO. 24-088

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to the use of one-time revenues, and amending DMMC 3.100.020.

WHEREAS, the City Council of the City of Des Moines has found that using one-time revenues rather than structural ongoing revenue streams to support ongoing expenses in the City general fund was an unsustainable practice, and

WHEREAS, the City Council enacted Ordinance No. 1561 on December 13, 2012, defining one-time revenue, creating phased-in restrictions on the use of one-time revenue in the budget, and codifying a new chapter in Title 3 DMMC, and

WHEREAS, since enactment of the Ordinance, the City Council has frequently altered the phase-in schedule to address budget issues, and

WHEREAS, the City Council finds that the flexibility to use one-time revenues for 2025-26 is necessary to be able to continue providing vital City services without interruption, and

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

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

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

3.100.020. Phased-in expenditure requirements created.

(1) For the calendar years of ~~2023~~2024⁵ and 2026, the total amount of one-time revenues to be

Ordinance No. ____
Page 2 of 3

used to fund the ~~2023-2024~~⁴⁵ and 2026 general fund budget shall not be restricted.

(2) For the calendar year of ~~2024-2025~~⁷ and beyond, no one-time revenues shall be used to fund the general fund budget.

Sec. 2. 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. 3. 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 _____, 2024 and signed in authentication thereof this ____ day of _____, 2024.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

Ordinance No. ____
Page 3 of 3

City Clerk

Published: _____, 2024



One-time Revenue

desmoineswa.gov

December 12, 2024

Des Moines Municipal Code (DMMC)

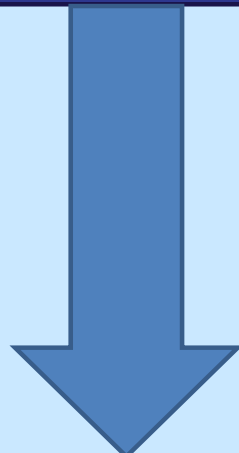
“One-time revenue ” means all corresponding sales tax and business and occupation tax revenues received by the city from development projects with a total value exceeding \$15,000,000. – **DMMC 3.100.010 (2)**

All revenues designated as one-time revenues which are restricted from being used to fund the general fund budget shall be transferred to the municipal capital improvements fund to be used for projects consistent with the purposes of that fund. – **DMMC 3.100.030**



General Fund One - Time Revenue

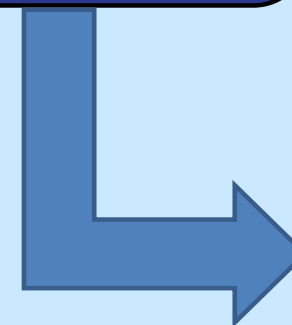
Development Projects
Over \$15M



Sales Tax
B+O Tax
"One Time"



General Fund



Capital Projects
Fund

	Sales Tax	B+O Tax	Total	Transferred
2013	\$14,219	\$3,379	\$17,598	-
2014*	102,288	20,207	122,494	-
2015*	334,694	78,612	413,306	-
2016*	505,493	87,686	593,179	500,000
2017	657,386	161,489	818,875	847,786
2018	808,792	170,897	979,689	979,689
2019	859,466	204,320	1,063,785	1,063,785
2020	202,700	67,842	270,542	-
2021	224,746	71,605	296,350	296,350
2022	259,842	46,466	306,308	306,308
2023	564,161	126,002	690,163	-
2024	98,629	36,007	110,609	-
TOTAL	\$4,632,416	\$1,074,512	\$5,706,928	\$3,993,918

One - Time Revenue – A History



YEAR	RETENTION IN GF
2014	75%
2015	50%
2016	25%

Fund 309 – One-Time Tax

Current Cash Balance	\$1,316,651
Debt Service (2024-2026)	(150,000)
2025/2026 Projects	(115,000)
Ending Cash	\$1,051,651



2025/2026 Biennial Budget

The proposed budget includes retention of one-time revenue conservatively estimated at **\$275,000** per year.

Five Anticipated Projects

- Wesley Homes, Phase II
- Des Moines Creek Business Park West
- Highline Place II
- Pacific Middle School
- Woodmont Beach Mixed-Use

Finance Committee – February 6, 2025

- Review Ordinance No. 1561
 - Discuss issues surrounding One Time Revenue and it's role in the City's finances

Motion

Motion: “I move to enact Draft Ordinance No. 24-088, amending DMMC 3.10.020, and lifting the restriction on the use of one-time revenue in the general fund budget for the years 2025 and 2026.”

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Des Moines Marina Steps Project –
Bid Rejection

ATTACHMENTS:

1. Des Moines Marina Steps - Bid Results Discussion

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: December 4, 2024

CLEARANCES:

[] City Clerk _____
[] Community Development _____
[] Courts _____
[] Director of Marina Redevelopment _____
[] 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 concurrence to reject bids for the Des Moines Marina Steps Project.

Suggested Motions

Motion: “I move to reject bids received for the Des Moines Marina Steps Project.”

Background

The Des Moines Marina Steps Project aims to create a pedestrian connection between the Downtown and Marina floor, as part of the holistic Marina Redevelopment Projects. The focus is to enhance the pedestrian experience for residents and visitors. The project team has worked on the project since 2023 and has incorporated public feedback collected from the fall 2023 survey and the February 2024 public open house to create a stronger, community informed project.

City staff successfully obtained all of the necessary permitting to begin the construction phase of the project in the first quarter of 2025 with an anticipated completion date in the first quarter of 2026.

On October 9, 2024, staff advertised the Des Moines Marina Steps Project for solicitation of bids.

Discussion

The Des Moines Marina Steps Project was advertised for bids in accordance with state law, WSDOT LAG Manual, and requirements for competitive bidding of public works contracts. Only two bids from Active Construction Inc. (ACI) and A-1 Landscaping and Construction were received for the project and they were significantly outside the expected bid range. The Engineer's Estimate was \$8,167,151.00 while the responsive low bid from ACI was \$11,741,741.00. The other bid from A-1 Landscaping and Construction was \$12,512,989.00.

City staff and KPFF Consulting Engineers performed a bid review and concluded that the bids were significantly higher than the Engineer's Estimate due to the following reasons:

- **Specialty Pricing:** The Marina Steps design has many special features with specific procurement and construction methods that bidders had not encountered before, which resulted in higher costs. This includes items such as special concrete finishes that require a significant amount of time to carefully install. Additionally, some unique features were found to be not easily sourced.
- **Lump Sum Risk:** The project was released as a lump sum project versus unit bid. This required contractors to determine material quantities on their own to support their lump sum bid. This may have caused contractors to opt out of bidding entirely or incorporate additional contingency to cover the risk of any errors in quantity measurements during bidding.
- **Pre-bid site walk:** There were 21 contractors that attended the pre-bid site walk and it may have discouraged some perspective bidders from pursuing the project.

City staff and the KPFF design team are actively evaluating all alternatives in order to move the project forward. Staff recognizes this is a high priority project and is seeking to understand what options the City has to construct the Marina Steps within the available financial resources.

Staff is evaluating an option to rebid the project using a unit price bid in order to reduce risk on potential contractors. Staff will also evaluate aspects of the project where costs can potentially be reduced while still incorporating the unique design features of the project. The City will pursue these options and keep the Council aware of further developments.

Alternatives

The City Council could elect not to reject the bids. This is not recommended as the City does not have adequate funding within the project budget to award the bid.

Financial Impact

Financial impact is undetermined at this time. Staff is working with the consultant team to identify potential alternatives for proceeding with the project construction phase.

Recommendation

Staff recommends the adoption of the motion.

Council Committee Review

Not applicable.



MEMO

Date: December 2, 2024
To: Tommy Owen, PE – City Engineer, Des Moines
From: Puja Kashyap, PE – KPFF Consulting Engineers
Subject: Des Moines Marina Steps – Bid Results Discussion

Of the twenty-one contractors who attended the Des Moines Marina Steps pre-bid site walks, only two submitted bids. Both bids received were significantly higher than the Engineer's Estimate. The Engineer's Estimate was \$8,167,151 and the two bids received were \$11,700,000 (ACI) and \$12,500,000 (A-1 Landscape).

The number of bids received was lower than expected, and the bids themselves were outside the expected bid range. Based on conversations with contractors who participated in some or all of the bid process, we understand the biggest factors for the price discrepancy and low number of bids are:

- Specialty Pricing: Some features included in the bid documents require special procurement and construction methods that bidders had not encountered before; this resulted in higher prices than anticipated.
- Lump Sum Risk: Release of the bid documents as a lump sum project required contractors to determine material quantities to support their bid numbers. This caused contractors to opt out of bidding entirely or incorporate additional contingency to cover the risk of any errors in quantity measurements during bidding.
- The number of bidders who attended the pre-bid site walk was high, and that discouraged some perspective bidders from pursuing the project.

We recommend the City of Des Moines consider rejecting the bid and consider options for rebidding the project at a future time.

Memo

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: 2025 And 2026 Human Services
Advisory Committee – Funding Recommendations

FOR AGENDA OF: December 12, 2024

DEPT. OF ORIGIN: Administration

ATTACHMENTS:

1. 2025 and 2026 Funding Recommendations
for Human Services.

DATE SUBMITTED: December 02, 2024

CLEARANCES:

- ☐ City Clerk _____
- ☐ Community Development _____
- ☐ Courts _____
- ☐ Emergency Management _____
- ☒ Finance *Ad 21*
- ☐ Human Resources _____
- ☒ Legal /s/ TG
- ☐ Marina _____
- ☐ Police _____
- ☒ Parks, Recreation & Senior Services _____
- ☐ Public Works *DM*

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

Purpose and Recommendation

The purpose of this agenda item is to request City Council approval of the 2025 and 2026 Human Services funding recommendation amendment, in the amount of \$145,000.

Suggested Motion

Motion: “I move to approve 2025-26 Human Service Funding recommendations and authorize the City Manager to sign contracts with the non-profit agencies identified in the attachment.”

Background

The Des Moines Human Services Advisory Committee carefully reads and reviews Human Services agencies grant applications for funding on a biennial basis. For the 2025-2026 funding cycle, 73 King County agencies requested funding. While the City of Des Moines does not generally provide direct funding to residents for social services, the City contracts with non-profit service providers to provide direct services to residents. In 2019/2020 Council awarded funding in the amount of \$125,000. \$175,000 in 2021/2022, and \$250,000 for the years 2023 and 2024. Some ARPA funds were used during the Pandemic to increase the amount of funds awarded.

City staff and the Committee have created specific funding criteria that gives priority to programs that assist Des Moines community members to:

- Have secure, affordable housing and food adequate to their needs.
- Be safe from violence within their families, neighborhoods and communities.
- Be healthy, physically and mentally.
- Have the education and job skills that lead to employment in living wage jobs.
- Have early childhood education and youth success.

Discussion

The Committee met six times over a period of eight months to review the applications received. The recommendations in the attachment represent their careful consideration of all the funding requests and their collective decision based on the funding priorities identified above. Additionally, all of the organizations recommended for funding, are agencies also financially supported by other cities within our region. This collaborative funding process between neighboring cities allows all cities to support the agencies that are effectively serving all of our communities with shared needs, such as food insecurity, job training, and mental health services.

Alternatives

Reject human services funding or make changes to the awards (Not recommended).

Financial Impact

\$145,000 has been allocated for funding for the selected nonprofit agencies for 2025 and 2026

Recommendation

Staff recommends approval of the motion.

HUMAN SERVICES ADVISORY COMMITTEE 2025/26 FUNDING RECOMMENDATIONS

*2026 Subject to available funds.

Requesting Agency	Grant Summary	2024 Funding Amount	2025 Requested Amount	Funding Recommen- dation per year
1. Babies of Homelessness Done	Diaper Bank program through direct service, partner distribution and mobile service/To partner with Food Bank for distribution	\$5,000	\$15,000	\$5,000
2. Backpack Brigade Done	Weekend hunger bag to homeless and food insecure students' within Highline School District.	\$17,500	\$20,000	\$5,000
3. Children's Home Society of WA	Education and early learning services. Wrap around family support.	\$12,657	\$20,000	\$6,000
4. Children's Therapy Center	Pediatric therapy for kids with special needs	\$6,750	\$8,100	\$8,000
5. Consejo Counseling & Referral Service	Community based DV advocacy counseling, sexual assault services, mental health services for Latino Community	\$10,000	\$11,000	\$7,500
<u>Crisis Clinic:</u> 6.- 211 Information Line	Community info & referral line "catch all for needs/referrals"	\$8,000	\$10,000	\$5,000

Requesting Agency	Grant Summary	2024 Funding Amount	2025 Requested Amount	Funding Recommen dation per year
7. - Teen Link	Teen Crisis Line & training	\$5,000	\$5,000	\$4,000
8. Des Moines Area Food Bank	Food Assistance	\$40,000	\$65,000	\$30,000
<u>HealthPoint:</u> 9. -Primary Medical Care 10 -Primary Dental Care	Primary medical care to low income & uninsured families & individuals. Dental Care for low income	\$10,000 \$10,000	\$10,000 \$10,000	\$10,000 \$5,000. (Opioid dollars could be used)
11. King Co. Sexual Assault Resource Center	Comprehensive sexual assault advocacy services.	\$4,800	\$4,992	\$4,500
12. Lighthouse NW	Rise: Survivor Services	\$7,500	\$28,022	\$7,000
13. Orion Industries:	Employment Service Program/Job Training		\$18,000	\$10,000
14. Pediatric Interim Care Center	Infant Withdrawal Program for new born babies born with substances within their system.	\$3,750	\$10,000	\$5,000 (Opioid Dollars could be used)

Requesting Agency	Grant Summary	2024 Funding Amount	2025 Requested Amount	Funding Recommen- dation per year
<u>Sound Generation:</u> 15.*Meals on Wheels	Meals on Wheels Program.	\$4,108	\$6,600	\$4,000
16. Volunteer Trans	Volunteer Transportation Program.	\$3,090	\$3,400	\$3,000
17. St Stephen Housing Association	Housing Stability Program/ Rent and utility assistance	22,500	\$20,000	\$20,000
18. The Genesis Project	Drop-in Center Operations – serving survivors of sexual exploitation (Undisclosed location-close to DM)	\$3,765	\$24,408	\$3,795
19. WA Poison Center	Emergency Services	\$1,605	\$5,675	\$1,605
Share1app.culturegrants.org	City of Des Moines participation in ONLINE human services applications, reports, reviews, etc.	\$600		\$600
				\$145,000
Total Funds Budgeted				\$150,000