AGENDA

DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington

July 28, 2016 – 7:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC

EXECUTIVE SESSION

BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

PRESIDING OFFICER'S REPORT

ADMINISTRATION REPORT
Page 1 Item 1: MONTHLY FINANCIAL REPORT

CONSENT AGENDA
Page 13 Item 1: APPROVAL OF MINUTES
Motion is to approve the minutes from the June 30, 2016 City Council Executive Session and the minutes from the July 14, 2016 tour of the Wasson Home.

NEW BUSINESS
Page 15 Item 1: CITY MANAGER CANDIDATE DISCUSSION

NEXT MEETING DATE
August 11, 2016 Regular City Council Meeting

ADJOURNMENT

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AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Monthly Financial Report

ATTACHMENTS:
1. City Council Monthly Financial Report

FOR AGENDA OF: July 28, 2016

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: July14, 2016

CLEARANCES:
[] Legal N/A
[X] Finance DM
[ ] Marina N/A
[ ] Economic Development N/A
[ ] Parks, Recreation & Senior Services N/A
[ ] Planning, Building & Public Works N/A
[ ] Police N/A
[ ] Courts N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL ____

Purpose and Recommendation
The purpose of this agenda item is to provide an update on the city wide financial condition year to date through June 30, 2016.

Background
City Council has asked the Finance Department to provide a monthly update on the financial condition of the city. Attachment 1 provides the requested information. Please note the general fund revenues have been updated to EXCLUDE the One-Time Revenues and is consistent across all General Fund Revenue reporting.

Financial Impact
None.

Recommendation or Conclusion
None.

CITY COUNCIL MONTHLY FINANCIAL REPORT

JUNE 2016

GENERAL FUND MONTHLY REPORT

REVENUES & EXPENDITURES

JUNE

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
REVENUES							
310	Taxes	12,024,912	6,185,416	51%	11,732,376	5,875,424	50%
320	Licenses & Permits	1,962,670	1,087,810	55%	2,048,118	1,084,797	53%
330	Intergovernmental	642,875	366,206	57%	680,664	317,192	47%
340	Charges Goods/Services	3,257,976	1,763,390	54%	2,938,642	1,491,422	51%
350	Fines & Forefitures	221,350	96,559	44%	237,702	128,474	54%
360	Misc Revenues	476,800	388,895	82%	369,181	196,025	53%
380	Other Financing Sources	-	4,458		24,570	1,953	8%
	TOTAL	18,586,583	9,892,734	53%	18,031,253	9,095,287	50%
EXPENDITURES							
021	City Council	80,227	44,161	55%	65,728	35,832	55%
022	Muni Court	868,613	473,251	54%	954,950	456,425	48%
023	City Manager	1,538,326	742,098	48%	1,490,849	743,206	50%
024	Financial & Tech Services	1,488,488	783,919	53%	1,397,379	666,392	48%
026	Legal	574,861	321,288	56%	578,925	292,614	51%
030	Police	8,344,511	3,924,331	47%	7,578,932	3,713,595	49%
040	Plan, Bldg & PW Admin	3,547,616	1,714,959	48%	3,350,194	1,628,152	49%
045	Recr, Sr. Serv & Rentals	1,878,151	932,729	50%	1,903,281	921,110	48%
050	NonDepartmental	133,872	83,077	62%	121,877	78,458	64%
597	Transfers Out	286,440	5,718	2%	-	-	
	TOTAL	18,741,105	9,025,531	48%	17,442,115	8,535,784	49%
REVENUES MORE THAN OR							
	(LESS THAN) EXPENDITURES	(154,522)	867,203		589,138	559,503	
June is 6 months of 12		*50.0%*					

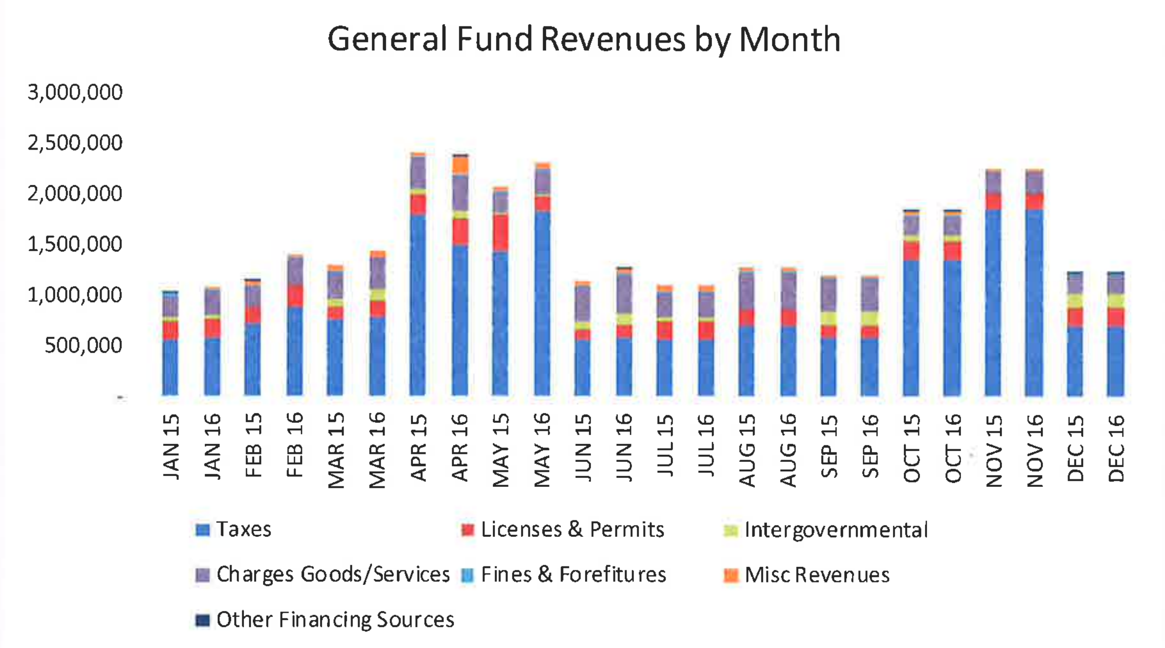
Actual One-time Revenues Year to Date (in Addition to the Above Revenues)

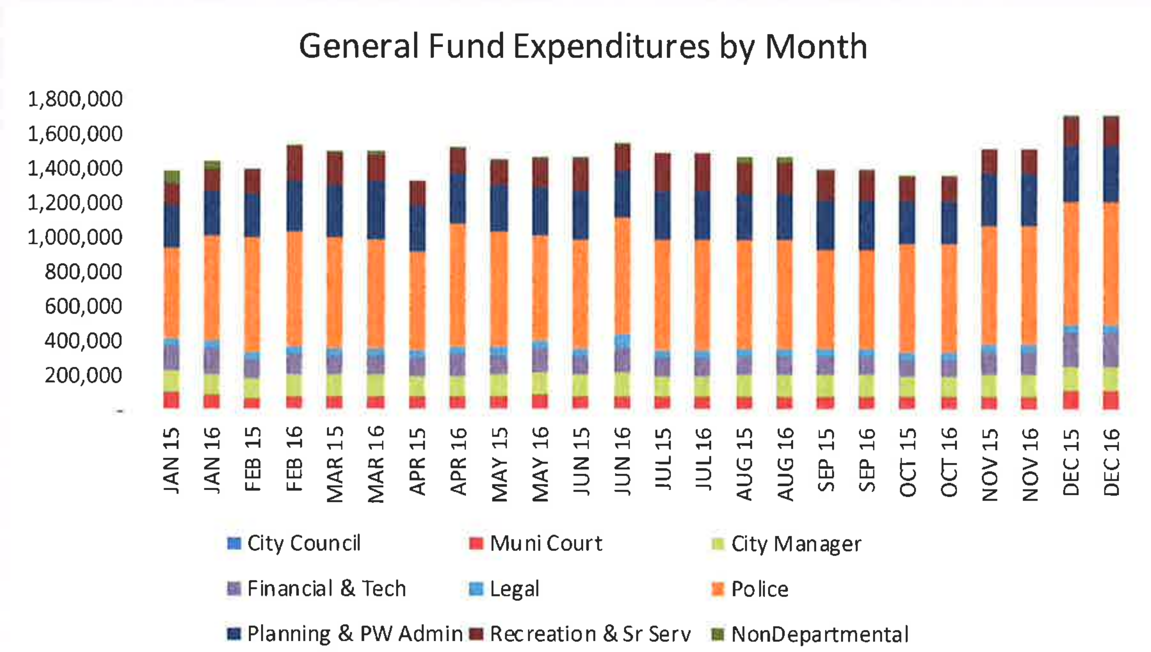
	2016	2015
Property Tax	*151,515*	*139,044*
Sales Tax and B & O Tax	*126,358*	*142,853*
Permits and Plan Review Fees	*1,524,590*	*281,101*
	1,802,463	*562,998*

Looking at 2015 % to date provides an indication of "normal" seasonality of revenues and expenditures. Information can be skewed by One-Time Revenues for either year. Looking at 6 months of 12 (50%) gives a bench mark if activity occurred evenly throughout the year.

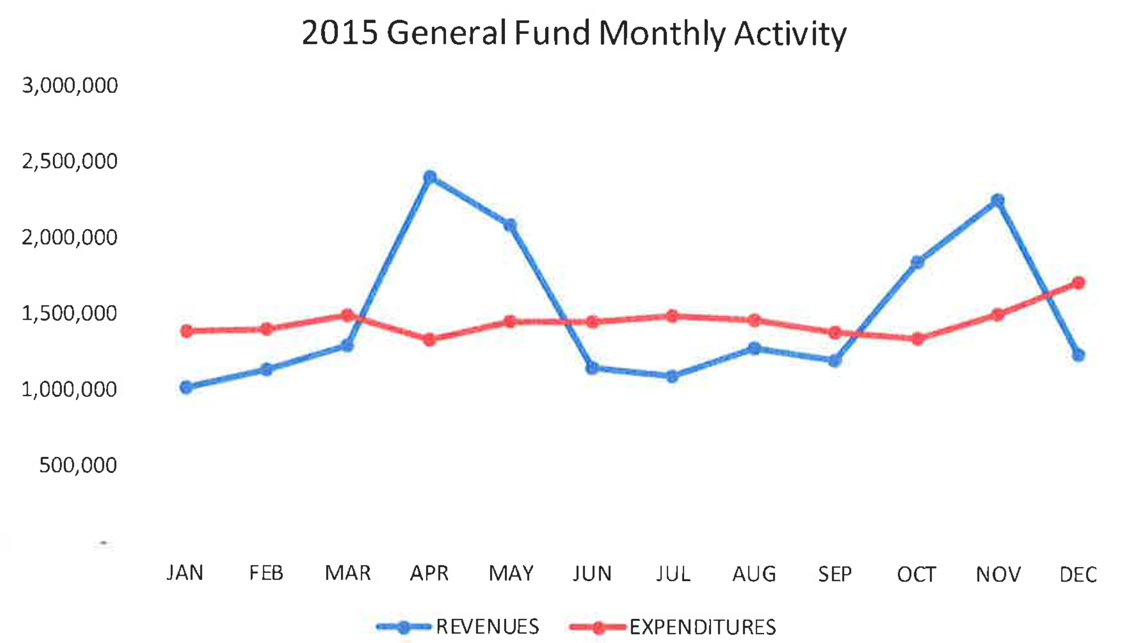
- The above revenues include only ON-GOING revenues and now EXCLUDE ONE-TIME revenues. See graphs below for monthly tax revenue information.

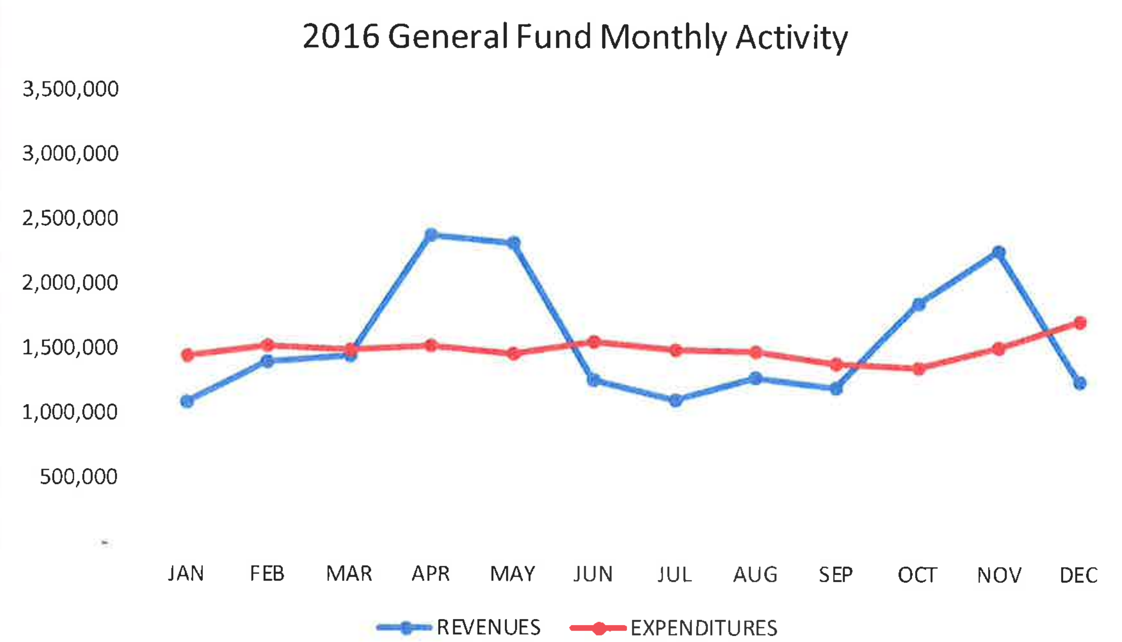
- Municipal Court expenses are running high due to the settlement of the court clerk union contract, extra wages paid to finalizing scanning of court records and settlement of credit card fees.
- Intergovernmental revenues generally come from the state quarterly (but not all in the same months). E.g. liquor tax sharing, city assistance, marijuana tax sharing, etc.
- Misc. Revenues includes facility rentals, interest, etc.
- NonDepartmental includes annual pay-outs for organizations (AWC, Pollution Control, etc.)
- Police may need a supplemental budget as the Original Budget assumed Police gave up their Holiday Pay as part of furlough. This didn't happen so $80K budget adjustment is likely.





- The above graph INCLUDES only ON-GOING revenues and now EXCLUDES ONE-TIME revenues.
- Permit and Charges revenues are higher due to several business park permits and fees. Actual revenues *for these line items* are now at 100% or more of 2016 revenue budget amounts.





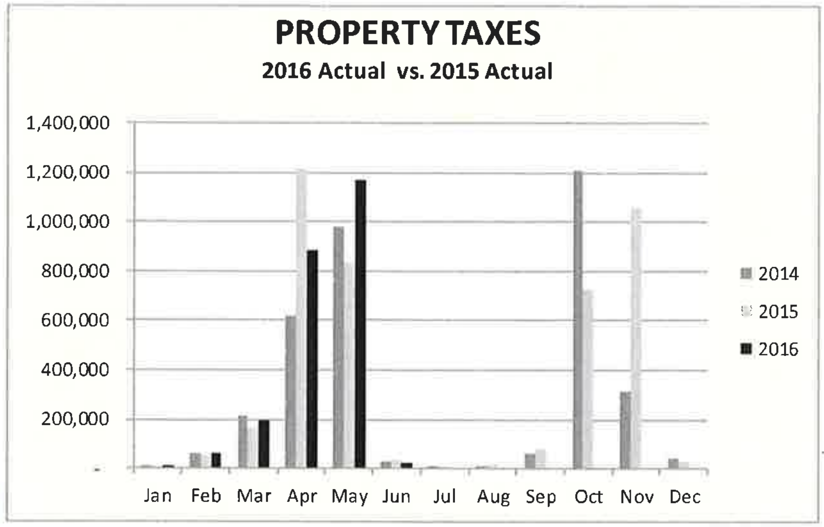
- June 2016 revenues are less than June expenditures. This is a slight (8%) improvement over June of last year. June 2016 revenues are higher than normal due to construction project related permit and fee revenues. Also as Technology Services was moved to the General Fund (from separate internal service fund) then General Fund now has internal service revenue from other funds each month.

- June 2016's expenditures were $1,552,630 which is $94,070 (6%) more than June 2015.

2016 YTD Compared to 2015 YTD: 39,426 | 1.7%

	2016	2015	2014	% Mo Chg
Jan	9,718	7,766	11,423	25.1%
Feb	62,078	55,462	57,840	11.9%
Mar	192,691	159,802	215,499	20.6%
Apr	884,255	1,214,531	615,905	-27.2%
May	1,172,679	834,623	981,322	40.5%
June	**24,323**	**34,134**	**26,089**	**-28.7%**
Jul		12,380	12,065	
Aug		15,762	7,950	
Sep		76,908	60,275	
Oct		723,002	1,207,885	
Nov		1,054,756	316,753	
Dec		29,206	40,485	
Totals	**2,345,744**	**4,218,332**	**3,553,491**	

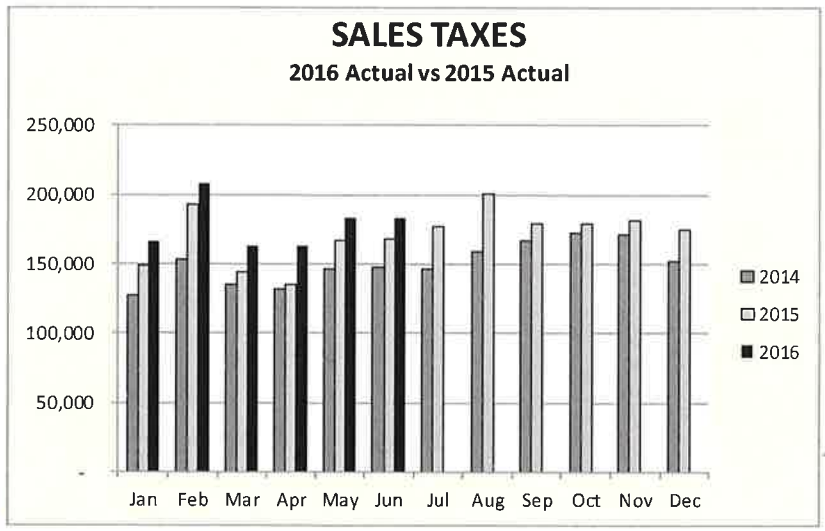
2016 YTD Compared to Annual Budget: 4,573,530 | 51.3%



2016 YTD Compared to 2015 YTD: 110,296 | 11.5%

	2016	2015	2014	% Mo Chg
Jan	166,482	148,542	126,879	12.1%
Feb	207,580	192,640	153,733	7.8%
Mar	162,512	144,525	134,800	12.4%
Apr	162,783	135,180	132,043	20.4%
May	183,308	166,575	146,468	10.0%
Jun	**182,764**	**167,671**	**147,711**	**9.0%**
Jul		176,608	147,093	
Aug		200,510	159,385	
Sep		179,594	166,522	
Oct		178,690	171,951	
Nov		181,241	171,692	
Dec		174,869	152,640	
Totals	**1,065,429**	**2,046,645**	**1,810,917**	

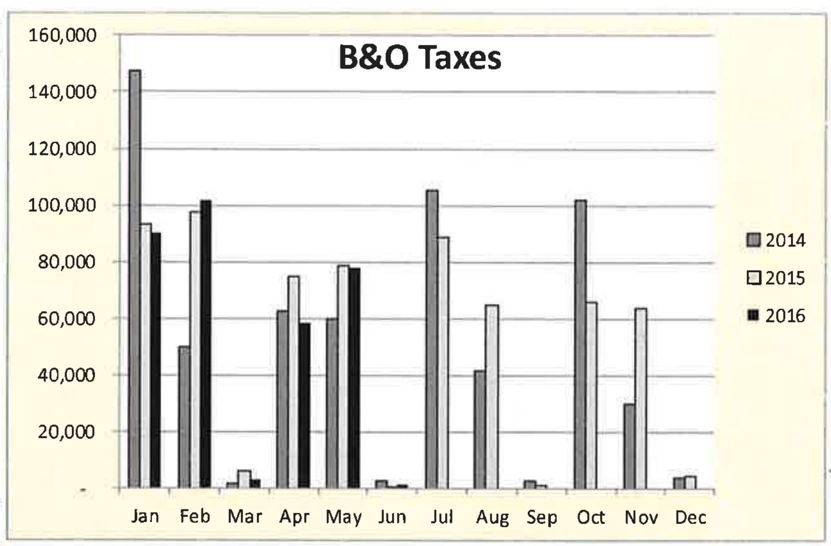
2016 YTD Compared to Annual Budget: 2,141,030 | 49.8%



2016 YTD Compared to 2015 YTD: (19,509) | -5.5%

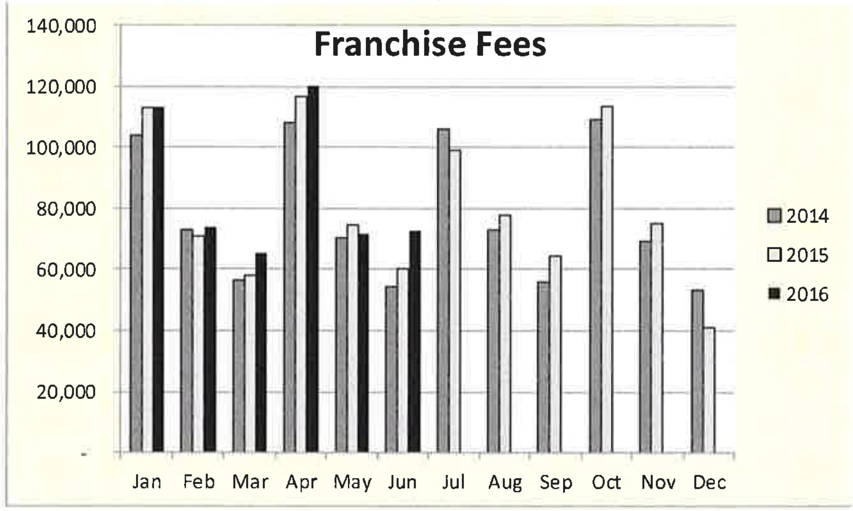
	2016	2015	2014	% Mo Chg
Jan	89,942	93,389	147,677	-3.7%
Feb	101,825	97,788	49,873	4.1%
Mar	3,106	6,095	1,493	-49.0%
Apr	58,292	75,027	62,741	-22.3%
May	78,035	78,927	59,921	-1.1%
Jun	**1,262**	**745**	**2,971**	**69.4%**
Jul		88,597	105,554	
Aug		64,797	41,690	
Sep		1,192	2,890	
Oct		66,238	102,251	
Nov		63,614	30,155	
Dec		4,682	4,108	
Totals	**332,462**	**641,091**	**611,324**	

2016 YTD Compared to Annual Budget: 640,000 | 51.9%

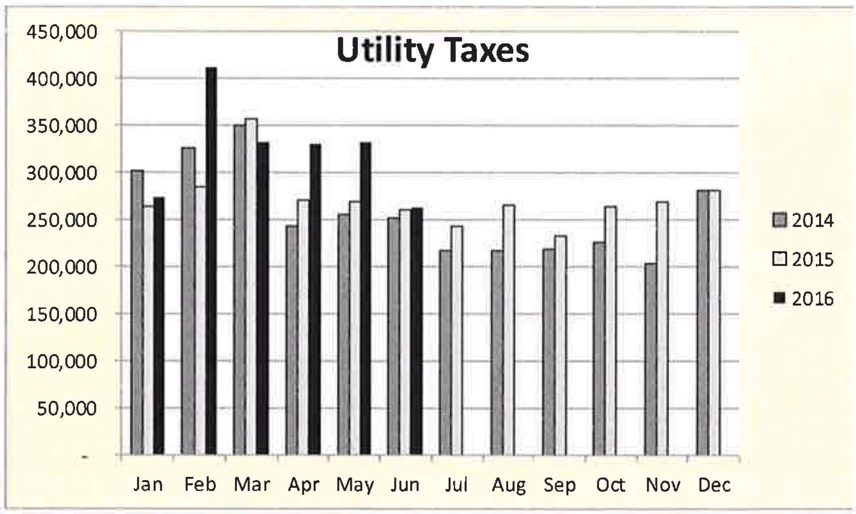


- All revenues sources shown above go to the General Fund.
- The Tax revenue shown in the above graphs EXCLUDE ONE-TIME REVENUES for all years.

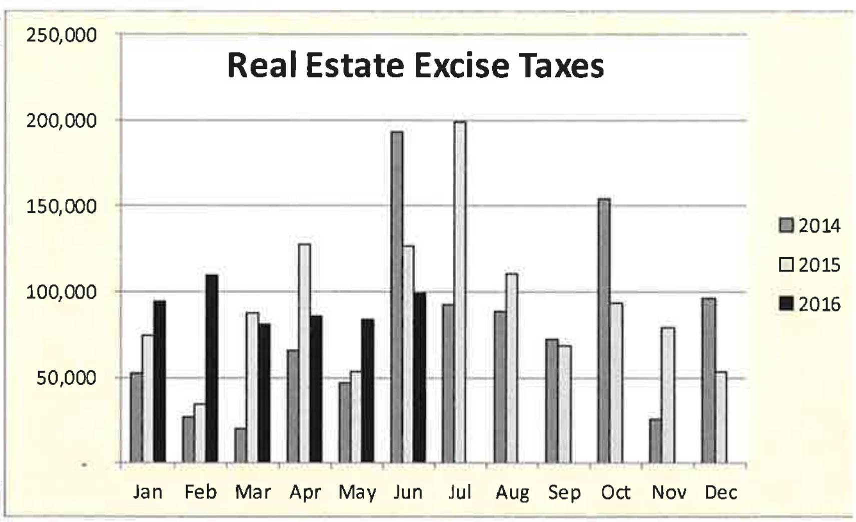
2016 YTD Compared to 2015 YTD:			23,539	4.8%
	2016	2015	2014	% Mo Chg
Jan	113,463	112,750	104,055	0.6%
Feb	73,834	71,075	73,165	3.9%
Mar	65,347	57,924	56,436	12.8%
Apr	120,207	116,879	108,097	2.8%
May	71,583	74,423	70,303	-3.8%
Jun	**72,626**	**60,470**	**54,540**	**20.1%**
Jul		99,070	106,309	
Aug		77,663	73,166	
Sep		64,435	55,862	
Oct		113,761	109,105	
Nov		74,997	69,418	
Dec		40,908	53,544	
Totals	517,060	964,355	934,000	
2016 YTD Compared to Annual Budget:			996,000	51.9%



2016 YTD Compared to 2015 YTD:			237,327	13.9%
	2016	2015	2014	% Mo Chg
Jan	273,337	264,911	302,063	3.2%
Feb	410,967	284,340	326,082	44.5%
Mar	332,039	357,130	351,131	-7.0%
Apr	331,283	270,479	243,314	22.5%
May	333,168	269,809	254,925	23.5%
Jun	**264,151**	**260,950**	**251,914**	**1.2%**
Jul		243,353	217,888	
Aug		265,630	218,164	
Sep		233,833	219,620	
Oct		263,509	226,349	
Nov		269,275	203,122	
Dec		281,830	280,978	
Totals	1,944,946	3,265,049	3,095,550	
2016 YTD Compared to Annual Budget:			3,722,352	52.3%



2016 YTD Compared to Annual Budget:			48,964	9.7%
	2016	2015	2014	% Mo Chg
Jan	93,909	74,382	52,276	26.3%
Feb	109,153	33,884	26,826	222.1%
Mar	80,623	88,020	19,742	-8.4%
Apr	86,005	127,450	66,103	-32.5%
May	84,072	53,190	46,430	58.1%
Jun	**99,166**	**127,038**	**193,059**	**-21.9%**
Jul		199,170	91,941	
Aug		110,322	88,753	
Sep		68,647	72,437	
Oct		93,478	154,557	
Nov		78,694	25,792	
Dec		53,220	96,222	
Totals	552,928	1,107,495	934,138	
2016 YTD Compared to Annual Budget:			984,520	56.2%



- Real Estate Excise Taxes go to the Construction Fund and not the General Fund. All other revenues sources shown above go to the General Fund.

- The Tax revenue shown in the above graphs EXCLUDE ONE-TIME REVENUES for all years.

SPECIAL REVENUE FUNDS MONTHLY REPORT

JUNE

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
101	**STREETS**						
	Begin Fund Balance	273,872	273,872		240,555	240,555	
	Revenues	1,532,000	732,536	48%	1,254,492	539,719	43%
	Expenditures	1,494,294	603,315	40%	1,221,175	603,643	49%
	Net Activity	37,706	129,221		33,317	(63,924)	
	Ending Fund Balance	311,578	403,093		273,872	176,631	
102	**ARTERIAL PAVEMENT**						
	Begin Fund Balance	-	-		-	-	
	Revenues	15,000	118,254	788%	-	-	
	Expenditures	15,000		0%	-	-	
	Net Activity	-	118,254		-	-	
	Ending Fund Balance	-	118,254		-	-	
107	**POLICE DRUG SEIZURE**						
	Begin Fund Balance	10,342	10,342		7,546	7,546	
	Revenues	500	17	3%	25,640	24,384	95%
	Expenditures	6,000		0%	22,844		0%
	Net Activity	(5,500)	17		2,796	24,384	
	Ending Fund Balance	4,842	10,359		10,342	31,930	
111	**HOTEL/MOTEL TAX**						
	Begin Fund Balance	9,593	9,593		8,161	8,161	
	Revenues	84,000	17,804	21%	27,678	10,584	38%
	Expenditures	80,000	15,400	19%	26,246	9,917	38%
	Net Activity	4,000	2,404		1,432	667	
	Ending Fund Balance	13,593	11,997		9,593	8,828	
140	**REDONDO ZONE**						
	Begin Fund Balance	22,064	22,064		-	-	
	Revenues	53,750	17,114	32%	101,235	55,243	55%
	Expenditures	58,597	34,433	59%	79,171	38,520	49%
	Net Activity	(4,847)	(17,319)		22,064	16,723	
	Ending Fund Balance	17,217	4,745		22,064	16,723	

- 2016 includes computer replacement and computer maintenance costs for parking systems. Interfund services cost (for Marina folks operating this area) is higher than last year. 2015 off season averaged about $1,500/mo. In 2016 they average about $2,250/month. This is an area of concern as parking revenues will need to be increased in order to cover operating costs and provide funding for area related capital improvements. With status quo, 2016 Revised Budget Revenue estimate is $73K and Revised Budget Expense estimate is $91K for a reduction in Fund 140 fund balance of $18K.

SPECIAL REVENUE FUNDS MONTHLY REPORT
JUNE

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
142	**AUTOMATION FEES**						
	Begin Fund Balance	22,985	22,985		-	-	
	Revenues	100,000	76,090	76%	22,985	10,860	47%
	Expenditures	96,726	54,546	56%	-	-	#DIV/0!
	Net Activity	3,274	21,544		22,985	10,860	
	Ending Fund Balance	26,259	44,529		22,985	10,860	
180	**ABATEMENT**						
	Begin Fund Balance	1,350	1,350		-	-	
	Revenues	500	-	0%	1,350	1,094	81%
	Expenditures	200	744	372%	-	-	#DIV/0!
	Net Activity	300	(744)		1,350	1,094	
	Ending Fund Balance	1,650	606		1,350	1,094	
190	**(ASE) AUTOMATED SPEED ENFORCEMENT**						
	Begin Fund Balance		64,388			-	
	Revenues	356,000	219,114	62%	362,149	213,778	59%
	Expenditures	411,914	113,396	28%	297,760	133,799	45%
	Net Activity	(55,914)	105,718		64,389	79,979	
	Ending Fund Balance	(55,914)	170,106		64,389	79,979	
199	**(TBD) TRANSPORTATION BENEFIT DISTRICT**						
	Begin Fund Balance	84,349	84,350		36,189	36,189	
	Revenues	880,000	352,098	40%	456,831	228,663	50%
	Expenditures	434,200	344,002	79%	408,671	199,212	49%
	Net Activity	445,800	8,096		48,160	29,451	
	Ending Fund Balance	530,149	92,446		84,349	65,640	
	June is 6 months of 12			50%			

Special Revenue funds are volatile by their nature for both revenue and spending patterns.

- The Automation fee revenues come from development activity and therefore are expected to fluctuate through the year. The fund is still on track to meet its revenue budget for the year.
- ASE is running a little ahead, but this revenue source declines in the summer when school is out.

- The TBD will need a supplemental budget adjustment for expenditures. The Original Budget for expenditures only included the first $20 of car tab spending. The new, additional $20 was included in revenues but not in the budget. Revenues for the new $20 are started in April.

DEBT SERVICE FUNDS MONTHLY REPORT
JUNE

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
201	**REET 1 ELIGIBLE DEBT SERVICE**						
	Begin Fund Balance		14,901		15,265	15,265	
	Revenues	140,410	70,206	50%	132,659	119,452	90%
	Expenditures	142,117	8,412	6%	133,023	8,803	7%
	Net Activity	(1,707)	61,794		(364)	110,649	
	Ending Fund Balance	(1,707)	76,695		14,901	125,914	
202	**REET 2 ELIGIBLE DEBT SERVICE**						
	Begin Fund Balance		21,246		21,158	21,158	
	Revenues	264,855	132,432	50%	252,459	252,371	100%
	Expenditures	264,855	106,735	40%	252,371	102,989	41%
	Net Activity	-	25,697		88	149,382	
	Ending Fund Balance	-	46,943		21,246	170,540	

Expenditure activity reflects monthly charge for General Fund Administrative Services. In prior years Debt Service funds were not assessed their related costs for General Fund Admin Services. Semi-annual interest payments are made in June and December each year. The principal payment is made once a year in December.

MARINA FUND 401 OPERATIONS MONTHLY REPORT
(Budget Basis/Working Capital Basis)
JUNE

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
	REVENUES						
374	Intergov't Grants	-	-		38,729	38,729	100.0%
340	Charges Goods & Services	105,037	61,110	58.2%	105,167	57,954	55.1%
	Fuel Sales	1,103,986	293,123		1,060,735	415,221	
350	Fines & Forefitures	15,220	8,975	59.0%	17,716	6,886	38.9%
36X	Moorage, Parking & Misc	2,878,766	1,427,567	49.6%	2,792,606	1,406,144	50.4%
369	Interfund Maint Services	25,000	18,968	75.9%	34,940	8,516	24.4%
	TOTAL	4,128,009	1,809,743	43.8%	4,049,893	1,933,450	47.7%
	Fuel gallons sold	*420,609*	*143,121*		*404,432*	*157,972*	
	EXPENDITURES						
10	Salaries	651,693	283,639	43.5%	609,486	304,847	50.0%
20	Benefits	271,946	113,575	41.8%	247,773	125,467	50.6%
30	Supplies	168,850	74,543	44.1%	147,313	87,476	59.4%
	Fuel Purchases	949,368	214,032		901,648	368,935	
40	Services	876,082	392,757	44.8%	817,501	403,112	49.3%
60	Capital	-			7,286	7,286	100.0%
90	Capital Transfers	250,000	1,846		166,556	106,854	
90	Debt Transfers	819,830	409,914	50.0%	733,927	366,964	50.0%
	TOTAL	3,987,769	1,490,306	37.4%	3,631,490	1,770,941	48.8%
	REVENUES MORE THAN OR (LESS THAN) EXPENDITURES	140,240	319,437		418,403	162,509	
	Ending Cash & Investments		1,472,692			1,409,381	
	Min Reserves - 20%		747,554				
	Avail to Xfer to Dock Replace		475,138				
	June is 6 month of 12	*50.0%*					
	Fuel Profits (using COGS)		*52,944*			*44,000*	

- Marina revenue is running slightly behind last year but net income is generally on-track for the year.

SWM FUND 450 OPERATIONS MONTHLY REPORT

(Budget Basis/Working Capital Basis)

JUNE

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
	REVENUES						
374	Intergov't Grants						
340	Charges Goods & Services	3,264,518	2,041,495	62.5%	2,756,227	1,512,526	54.9%
360	Interest & Miscellaneous	2,000	9,608	480.4%	14,439	10,719	74.2%
	TOTAL	3,266,518	2,051,103	62.8%	2,770,666	1,523,245	55.0%
	EXPENDITURES						
10	Salaries	799,230	401,220	50.2%	761,468	378,889	49.8%
20	Benefits	393,022	179,816	45.8%	342,924	165,404	48.2%
30	Supplies	75,300	31,096	41.3%	39,127	15,096	38.6%
40	Services	1,375,704	691,118	50.2%	1,077,055	561,021	52.1%
60	Capital				27,698	27,698	100.0%
90	Capital Transfers	592,935			108,498		0.0%
	TOTAL	3,236,191	1,303,250	40.3%	2,356,770	1,148,108	48.7%
	REVENUES MORE THAN OR (LESS THAN) EXPENDITURES	30,327	747,853		413,896	375,137	
	Ending Cash & Investments		2,299,271			1,582,727	
	Min Reserves - 20% Revenues		653,304				
	Waiting for CIP Xfer to Fund 451		1,645,967				
	June is 6 months of 12	*50.0%*					

- SWM is generally on-track for the year. Charges for Goods & Services come through the King County property tax billing system so April/May and October/November are peak revenue months for this fund.

INTERNAL SERVICE FUNDS MONTHLY REPORT

(Budget Basis/Working Capital Basis)

JUNE

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
500	**EQUIPMENT RENTAL OPS**						
	Begin Fund Balance	43,756	239,158		198,523	198,523	
	Revenues	602,215	288,767	48%	526,482	265,930	51%
	Expenditures	545,245	211,924	39%	485,847	213,750	44%
	Net Activity	56,970	76,843		40,635	52,180	
	Ending Fund Balance	100,726	316,001		239,158	250,703	
501	**EQUIPMENT RENTAL REPLACE**						
	Begin Fund Balance	1,424,750	1,619,785		1,628,405	1,628,405	
	Revenues	865,334	441,474	51%	463,681	167,685	36%
	Expenditures	851,860	545,163	64%	472,301	60,733	13%
	Net Activity	13,474	(103,689)		(8,620)	106,952	
	Ending Fund Balance	1,438,224	1,516,096		1,619,785	1,735,357	
506	**FACILITY MAJOR REPAIRS**						
	Begin Fund Balance	65,423	92,511		166,401	166,401	
	Revenues	75,830	38,110	50%	141,932	37,975	27%
	Expenditures	79,000	2,292	3%	215,822	98,358	46%
	Net Activity	(3,170)	35,818		(73,890)	(60,383)	
	Ending Fund Balance	62,253	128,329		92,511	106,018	
511	**COMPUTER REPLACEMENT**						
	Begin Fund Balance	126,766	271,177		317,436	317,436	
	Revenues	401,207	233,005	58%	162,084	72,775	45%
	Expenditures	262,540	134,904	51%	208,343	178,902	86%
	Net Activity	138,667	98,101		(46,259)	(106,127)	
	Ending Fund Balance	265,433	369,278		271,177	211,309	
520	**SELF INSURANCE**						
	Begin Fund Balance	99,622	138,795		150,014	150,014	
	Revenues	828,455	413,165	50%	637,551	318,716	50%
	Expenditures	666,660	577,955	87%	648,770	604,768	93%
	Net Activity	161,795	(164,790)		(11,219)	(286,052)	
	Ending Fund Balance	261,417	(25,995)		138,795	(136,038)	
530	**UNEMPLOY INSURANCE**						
	Begin Fund Balance	322,817	338,159		284,467	284,467	
	Revenues	58,435	27,564	47%	56,143	27,881	50%
	Expenditures	75,000	7,269	10%	2,451	2,451	100%
	Net Activity	(16,565)	20,295		53,692	25,430	
	Ending Fund Balance	306,252	358,454		338,159	309,897	
	June is 6 months of 12			50%			

MINUTES

SPECIAL MEETING TO HOLD AN EXECUTIVE SESSION

June 30, 2016

CALL MEETING TO ORDER
The Special Meeting was called to order by Mayor Pina at 5:02 p.m. in Council Chambers.

ROLL CALL

Council present:	Mayor Matt Pina; Mayor Pro Tem Vic Pennington; Councilmembers Melissa Musser, Luisa Bangs, Robert K. Back and Dave Kaplan.
	Mayor Pro Tem Pennington arrived at 5:05 p.m.
Staff present:	Human Resources Manager Maureen Murphy; SGR Consultant Ron Holifield.

PURPOSE
The purpose of the Special Meeting was to hold an Executive Session to discuss the qualified applications for the City Manager position per RCW 42.30.110(1)(g).

At 6:30 p.m. Mayor Pina extended the Executive Session meeting an additional 30 minutes.

At 7:00 p.m. Mayor Pina extended the Executive Session an additional 30 minutes.

At 7:30 p.m. Mayor Pina extended the Executive Session an additional 15 minutes.

At 7:45 p.m. Mayor Pina extended the Executive Session an additional 10 minutes.

No formal action was taken.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,
Bonnie Wilkins, CMC
City Clerk

DES MOINES CITY COUNCIL
TOUR OF WASSON HOME
22047 Cliff Avenue S, Des Moines, Washington

MINUTES
July 14, 2016 – 4:30 p.m.

The tour of the Wasson home started at 4:30 p.m.

Council present: Mayor Matt Pina; Mayor Pro Tem Vic Pennington; Councilmembers Melissa Musser, Luisa Bangs, Robert K. Back and Dave Kaplan.

Staff present: City Manager Tony Piasecki; Assistant City Manager/Economic Development Director Michael Matthias; Planning, Building and Public Works Director Dan Brewer; Harbormaster Joe Dusenbury; Project Manager Scott Romano; Senior Maintenance Worker Facilities Dick Stites; Maintenance Superintendent John Blackburn; Parks, Recreation & Senior Services Director Patrice Thorell

The tour concluded at 5:30 p.m.

No formal action was taken.

Respectfully submitted,
Bonnie Wilkins, CMC
City Clerk

New Business Item #1

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: City Manager Candidate Discussions

ATTACHMENTS: None.

FOR AGENDA OF: July 28, 2016

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: July 20, 2016

CLEARANCES:
[X] Legal TG
[ ] Economic Development N/A
[ ] Finance N/A
[ ] Marina N/A
[ ] Parks, Recreation & Senior Services N/A
[ ] Planning, Building & Public Works N/A
[ ] Police N/A
[ ] Courts N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [signature]

Purpose and Recommendation
The purpose of this agenda item is to allow the City Council to discuss and consider in an open public meeting the City Manager candidates, and potentially eliminate candidates and/or take final action.

Suggested Motion
I move to hire ________________ as the Des Moines City Manager contingent upon successful negotiation of an employment contract with the Ad-Hoc City Manager Advisory Committee and approval of the contract by the City Attorney.

Background
The City Council selected Strategic Government Resources (SGR) to conduct and manage a nationwide search that resulted in an outstanding pool of candidates. The City received 36 applications from individuals in 18 states. Twenty-nine of the candidates had local government management experience, with 22 candidates having served as a city manager or assistant city manager. Candidate vetting included a comprehensive questionnaire, online interviews, a psychometric assessment, a thorough media search, and a rigorous background investigation.

Through the vetting process the field was reduced to four. The City Council held an executive session on July 20, 2016 to interview and evaluate the four candidates for the City Manager position. Additionally, the four candidates met with interview panels made up of members of the public as well as employees. The City Council has discussed the candidates' qualifications in an executive session.

Discussion

Pursuant to RCW 42.30.110(1)(g), the City Council may evaluate the qualifications of an applicant for public employment in an executive session. The evaluation may involve interviews of applicants, a review of their qualifications, or a discussion of the salaries, wages, and other conditions of employment personal to each.

Although an evaluation may be in a closed session, the hiring of a person, including preliminary votes leading to the hiring, may not be. Final action must occur at a meeting open to the public.

Recommendation or Conclusion

The Legal Department recommends that any hiring, including preliminary votes leading to the hiring and final action occur at a meeting open to the public.

CITY COUNCIL REGULAR MEETING

CITY OF DES MOINES
Sails With Pride

Speaker Sign-Up Sheet

July 28, 2016

NAME (PLEASE PRINT)	ADDRESS	TOPIC	PHONE/E-MAIL ADDRESS
LAURIE McEACHERN	601 S 227th, #408-So	MARINA PARKING	206-824-8101/mceachel@aol.com
Bill LINSCOTT	22335 6th Ave So	Waterland	206 445-2099
Jackie Bengter	601 S 227th St #208 S	Parking ROI?	206 870 4466