

AGENDA

**DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
February 7, 2019 – 7:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENTS FROM THE PUBLIC

Note: Comments from the public must be limited to the items of business on the Study Session Agenda per Council Rule 10. Please sign in prior to the meeting and limit your comments to three (3) minutes.

DISCUSSION ITEMS

- ITEM 1: EMERGING ISSUES
- Wesley 6 Month Senior Center Follow-up

ITEM 2: CITY MANAGER MONTHLY REPORT

ITEM 3: PRELIMINARY YEAR END REPORT

Page 3 ITEM 4: LEADERSHIP RETREAT FOLLOW-UP/COUNCIL RULES

Page 7 ITEM 5: HUMAN TRAFFICKING AWARENESS DAY
Motion is to approve the Proclamation recognizing January as Human Trafficking Awareness Month

EXECUTIVE SESSION

NEXT MEETING DATE

February 21, 2019 City Council Regular Meeting

ADJOURNMENT

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A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Leadership Retreat Follow-
Up/Council Rules

ATTACHMENTS:

1. Parking Lot Items

FOR AGENDA OF: February 7, 2019

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: January 30, 2019

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: _____

- ☒ Legal JS
- ☐ Finance _____
- ☐ Courts _____
- ☐ Police _____
- ☐ City Clerk _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this agenda item is for City Council to have a discussion regarding the leadership retreat held in December 2018, specifically the items that were raised and added to the "Parking Lot" list. Additionally, potential amendments to the Council Rules that could help facilitate the goals discussed at the retreat will be reviewed.

Background

The City Council held a leadership retreat on December 12, 2018 to discuss leadership team performance and to discuss methods to continue to improve teamwork and cooperation. As a result of that retreat, a number of issues were raised to be discussed further at a later meeting. That list of items has been titled the Parking Lot and is attached to this agenda item.

Following the retreat, a review was conducted of the City Council Rules of Procedure. Staff and Councilmembers have provided suggested amendments that could assist with achieving some of the goals identified from the retreat. The following amendments have been suggested for consideration:

1. Combine rules regarding “Committee and Board Reports” (RULE 20(g)) and “Councilmember Comments (RULE 20(i)).” Currently the reports are separate and allow 3 minutes per report. Suggested amendment to combine the reports and reduce the time to 4-5 minutes total.
2. Consent Calendar – Currently Mayor inquires “if any Councilmember wishes an item to be withdrawn.” RULE 20(k)(3). Potential amendment to include opportunity for Councilmember to ask a question about an item without removing it from the Consent Calendar. Comments on Consent Calendar items can be made during Councilmember Comments.
3. Rule 30 – Council relations with Boards, Commissions and Council Citizen Advisory Boards: The procedure for reporting to the Council is very formal and is not the current practice. Recommended edit to either delete rule or update to reflect current practice.
4. Administrative change – suggested change is for staff to notify the City Council whenever an application is filed that will ultimately require a quasi judicial hearing in front of the Council. This would allow the Council to be informed that the appearance of fairness doctrine will apply and to refrain from ex parte contacts with a party to the matter.

PARKING LOT

- Functions/Meetings/Delegating
 - **Action Item**
 - How does Council want to handle
 - Meetings you have to attend
 - Meetings you should attend
 - Meetings you want to attend
 - Weekly Calendar
 - Sent to Council & Directors
- Efficient Council Meetings
 - Board and Committee Report
 - Councilmember Comments
 - Time to comment on agenda items
 - Council Agenda Inquiries
 - Prior to Council meeting
 - Limit Administration Report
- One More Thing
 - More formalized process
 - Issues raised at dais
 - Back to Committee for review and possible implementation into workplan
 - Add capacity back into staff resources
- Further Discussion on Roles and Responsibilities
 - Mayor
 - Deputy Mayor
- Practical List of Priorities for 2019
 - Critical/Urgent
 - Required
 - Wish List
- Work Study Meetings

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A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Human Trafficking Awareness Day

FOR AGENDA OF: February 7, 2019

DEPT. OF ORIGIN: Administration

ATTACHMENTS:

1. Proclamation

DATE SUBMITTED: January 30, 2019

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: _____

- ☐ Legal _____
- ☐ Finance _____
- ☐ Courts _____
- ☐ Police _____
- ☒ City Clerk 

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this item is to observe Human Trafficking Awareness Day, which reaffirms the City of Des Moines' zero-tolerance policy for human trafficking, and encourage all to raise awareness and work collaboratively with law enforcement agencies and community organizations to combat this terrible crime.

Suggested Motion

Motion: "I move to approve the Proclamation recognizing January as Human Trafficking Awareness Month."

Background

In 2007 the U.S. Senate designated annually that January 11 would be recognized as a National Day of Human Trafficking Awareness in an effort to raise consciousness about this global, national and local issue. January 11, 2012, Washington State Senate followed, unanimously adopting Senate Resolution 8663, which honors people and organizations that fight against human trafficking and encourages Washingtonians to observe National Slavery and Human Trafficking Prevention month, as well as the National Day of Human Trafficking.



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 CITY COUNCIL
 21630 11th AVENUE S, SUITE A
 DES MOINES, WASHINGTON 98198-6398
 (206) 878-4595 T.D.D: (206) 824-6024 FAX: (206) 870-6540



Proclamation

WHEREAS, human trafficking occurs when someone uses force, fraud or coercion to cause another person to engage in forced labor, involuntary servitude, or a commercial sex act; and

WHEREAS, human trafficking is second only to narcotics trafficking in international crime; and

WHEREAS, the International Labor Organization estimates that there are upwards of 20 million victims of modern day slavery worldwide, with children making up 27 percent of the victims; and

WHEREAS, victims of human trafficking may be young, old, male, female, US citizens, or foreign nationals; and

WHEREAS, aggressively identifying and prosecuting the buyers and sellers of trafficking victims is an effective strategy to end the commission of human trafficking; and

WHEREAS, assisting victims of human trafficking requires a coordinate community response among community groups, social services, schools, and law enforcement; and

WHEREAS, Washington State recognizes a National Day of Human Trafficking Awareness, which is designated annually as January 11th; now therefore

THE DES MOINES CITY COUNCIL HEREBY PROCLAIMS January to be

HUMAN TRAFFICKING AWARENESS MONTH

In the City of Des Moines, and reaffirms the City of Des Moines zero-tolerance policy for human trafficking, and encourages all to raise awareness about human trafficking and work collaboratively with law enforcement agencies and community organizations to combat this terrible crime.

SIGNED this 7th day of February, 2019

Matt Pina, Mayor

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Senior Services mid-year check-in

Susan Cezar, Chief Strategic Officer



History

June 2018

Retirement of long-term Senior Services Manager

- Opportunity to look at how Senior Services are provided
- Possible improvements and efficiencies
- Michael and Dan negotiated a potential contract for services
- City Council support and engagement for out-of-the-box thinking

Contract with Wesley for Senior Services Manager – Kathy Burrows

Increased City staff support hours – Charisse to full time, in addition to Natalie full time

Thank you!

Wesley

- Kevin Anderson, President/CEO
- Alex Candalla, Executive Director
- Naniofa Poulivaati-Mounga (Nani), Director of Resident Engagement
- Kathy Burrows, Senior Services Manager

We will hear from our Wesley Partners shortly

Also to City Staff

- Charisse Gregory
- Natalie Lavoie
- Nicole Nordholm

Volunteers

Agency Partners



Facility Improvements

Grant Funded

- Siding repairs
- New hearing loop installation complete
- Kitchen deep clean

New food storage containers

Replaced tables

Clean, eliminate and reorganize stored items

Additional audio system improvements in 2019

(recommendation from Senior Advisory
Committee)

Program Improvements

Grant Funded

- Healthy food take-home bags – for holiday closures
- King County property tax assistance location
- Care-giver library and support group
- Review of medical equipment lending program

Other

- Special events
 - Ice cream social
 - Churros
 - Rainbow Bingo
 - New Year's Dance sponsored by Wesley



Program Improvements

Senior Advisory Committee Recommendations

Implemented

- Fraud Prevention Expo
- Fall Prevention and Recovery (two classes)
- Wii Bowling Competitions with Wesley
- Transportation improvements (next slide)

In process

- Cornhole tournament
- Shredding event
- Fitness before lunch
- Other programs
- More fun!



Transportation Improvements

- Senior Advisory Committee recommended improved services in a number of meetings with City administration
- City has been working with Metro, Hyde Shuttle and other providers
- Results:
 - Community Shuttle adding mid-day and Saturday service.
 - Normandy Park Metro on-demand serving Marina District, Activity Center, Angle Lake Station mid-day M, W, F, Sat – pilot project
 - Metro Access integration (services for the disabled)
- In progress
 - Hyde Shuttle operating improvements
 - Reduction in three-day scheduling requirement
 - Investigating ride-share possibilities

Participation

- Program Participation remains high, many sold out trips and programs
- Drop-in attendance and volunteer hours are up over last year



Summary

After eight months:

- The City's partnership with Wesley is highly successful and moving forward
- Great support from all City Departments and City Council
- Senior Services programs and staffing added
- Facilities improvements made
- Recommendations of the Senior Advisory Committee implemented and moving forward in a positive manner
- Additional Advisory Committee recommendations in progress
- Participation in Senior Programs is high

Wesley

- Kevin Anderson, President/CEO
- Alex Candalla, Executive Director
- Naniofa Poulivaati-Mounga (Nani), Director of Resident Engagement
- Kathy Burrows, Senior Services Manager

CITY MANAGER MONTHLY REPORT



January 2019

CITY MANAGER

- Lodging Tax Advisory Committee Meeting
- Seattle Southside Economic Forecast Luncheon
- 2019 Commerce Meeting – Airport Impact Study
- Score Administration Board Meeting



CHIEF OPERATIONS OFFICER

- Beach Park Expansion – Wasson Demo
- Landslide - Normandy Park
- Sound Transit – DB Preliminary Proposals
- Marina District Beautification Project
- Litigation
- Oversight of Winter Operations



CITY CLERK

- Civil Service Records Specialist Oral Boards
- Social Media:
 - Facebook:
 - 5,728 people visited the City's Facebook page this week
 - Marina post in December reached 9,100 people
 - Rate increase for Marina Paid Parking reached 4,551 people
- 104 Public Records Requests January
 - 149 January 2018



COMMUNITY DEVELOPMENT

- Coordination with Forterra continues on the Green Cities work.
- Wesley Homes Phase 2 (Main Building) - First post tension (PT) deck has been poured. Parking area under construction.
- Environmental review completed and noticed for the North Marina Bulkhead Replacement.
- Des Moines Theatre - foundation system continues. Some changes to the design will be coming in for review this week or next. Progress can be viewed from the alley.
- The buildings at Waterview Crossing - going up fast and can be seen from Pacific Highway and perimeter roads.



EMERGENCY MANAGEMENT

- CERT (Community Emergency Response Team) Training – Just completed week 4 of 8. Drill scheduled for March 2nd at the Des Moines Beach Park.
- Working with The Des Moines Employees Emergency Management team to update preparedness kits located in City buildings. Team is made up of Shannon Kirchberg, Louise Darcy, Peggy Volin, and Max Mousseau.
- Des Moines Representatives will meet with King County Office of Emergency Management on February 21, 2019 to begin the building of our Hazard Mitigation Annex.
- We held our first Des Moines Area Emergency Management Group meeting on January 22, 2019. The next meeting is scheduled for April 23, 2019.



FINANCE

- Recruiting for the Payroll Accountant and vacant Accounts Payable Technician.
- Started evaluating and reviewing financial management system software options.
- Finance Department staff has been busy with closing fiscal year 2018 and picking up accounts payable workload due to vacancy.
- Finance Department Staff participated in Government Finance Officers Association training - new and updated governmental accounting standards.



LEGAL

- Vicki Sheckler, paralegal for legal department, retired after 32 years of service.
- Telecommunications and Franchise Agreements.



MARINA

- RFQ's were received from 5 companies for the Marina maintenance dredging project.
- Attended the 2019 Boat show.
- Tenant restrooms have been updated.
- Marina Staff disposed of another derelict boat.



PARKS, RECREATION & SENIOR SERVICES

- Demand for facility rentals increased significantly following the Seattle Wedding Show (Jan 12/13). Over 27 site tours and 5 events (\$15K in revenue) booked.
- Break Camp was held at the Field House on MLK holiday with 18 participants.
- A King County Youth and Amateur Sport Grant Letter of Intent was submitted for the renovation of the Field House Sports Fields.
- New Year's Eve afternoon dance at the Activity Center hosted 50 dancers. Wesley sponsored over-the-top food.
- Senior Services Advisory Committee focusing on fun (bringing in new, lively participants) and transportation for 2019.
- DMAC team of six Wii Bowlers play every Wednesday with the Wesley league.



POLICE

- K-9 Dez started his one month long K-9 School sponsored by Pierce County.
- We have started our Intelligence meetings for Command Staff, Sergeants and Specialty Detectives.
- Technology being utilized to solve cases.



PUBLIC WORKS

- Wasson house removed.
- Field House lighting upgraded to LED lights both on the interior and exterior of the building.
- Stormfest was chosen as a 2019 Livable Communities award recipient in the category of Local Government Excellence. As a Livable Communities Award recipient, the project will be honored at a March 19th luncheon in front of 400+ guests that include local government officials, business community members, environmentalists, engaged citizens and community-based organizations.
- City was selected for award by TIB Complete Streets Grant. Amount to be determined by TIB ranging from \$200K to \$400K.
- South 216th Street – Segment 3 construction Public Works Contract awarded to Ceccanti Inc. Construction anticipated to start March.





PRELIMINARY FOURTH QUARTER 2018 FINANCIAL REPORT

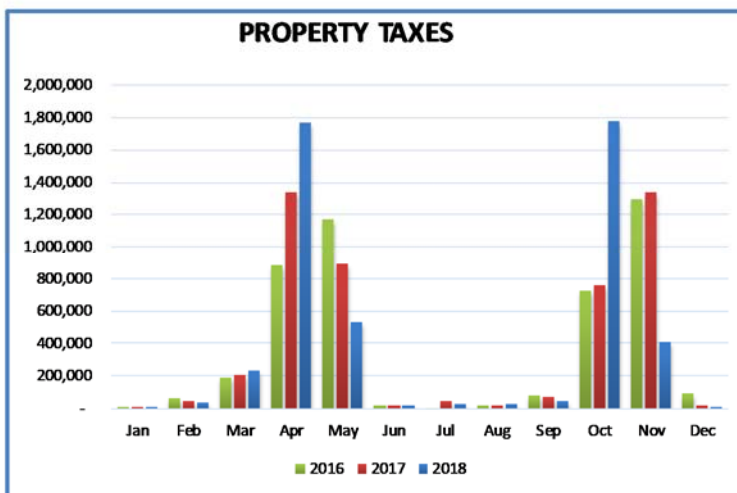
MAJOR REVENUE TRENDS (CASH BASIS)

This year-end financial report provides a summary budget vs. actual comparisons of revenues and expenditures as of December 31, 2018. This financial report is a snapshot of fund activity prior to the generation of and formal audit of the financial statements.

2018 YTD Compared to 2017 YTD:	132,209	2.8%
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	2018	2017	2016	PY YTD
Jan	16,419	10,191	9,718	0.2%
Feb	36,447	52,372	62,078	1.3%
Mar	232,292	207,664	192,691	5.6%
Apr	1,766,445	1,341,941	884,255	33.7%
May	530,338	892,976	1,172,679	52.3%
June	24,549	22,136	24,323	52.8%
Jul	32,153	45,386	8,130	53.8%
Aug	27,125	22,470	19,914	54.2%
Sep	50,170	78,305	87,561	55.9%
Oct	1,781,413	757,497	721,023	71.7%
Nov	404,598	1,334,765	1,292,382	99.6%
Dec	16,001	20,037	92,696	100.0%
Totals	4,917,949	4,785,740	4,567,450	

2018 YTD Compared to Revised Budget:	4,942,000	99.5%
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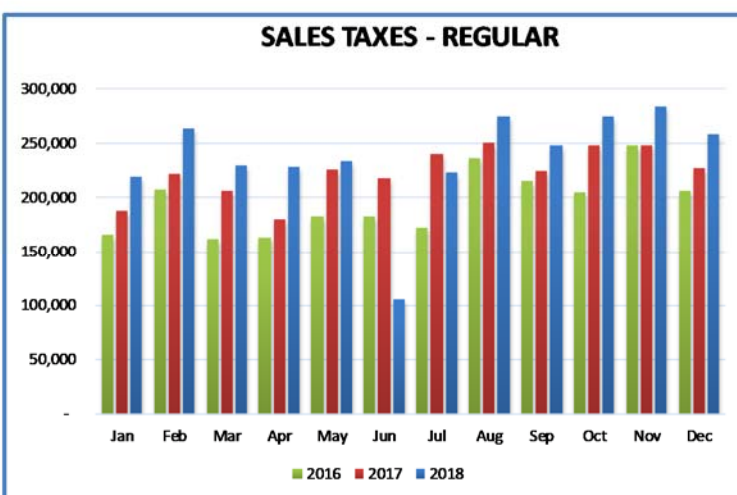


Property Taxes represent the largest source of revenue for the General Fund at \$4,917,949 and 99.5% of estimated tax collections provided by King County.

2018 YTD Compared to 2017 YTD:	161,750	6.0%
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	2018	2017	2016	PY YTD
Jan	219,835	188,813	166,482	7.0%
Feb	263,849	222,214	207,580	15.3%
Mar	230,669	206,184	162,512	23.0%
Apr	228,365	180,327	162,783	29.7%
May	234,241	225,772	183,308	38.1%
Jun	105,465	218,517	182,542	46.3%
Jul	222,961	240,702	172,341	55.2%
Aug	274,972	251,535	236,926	64.6%
Sep	249,032	225,110	216,225	73.0%
Oct	274,171	248,661	205,441	82.3%
Nov	283,547	248,226	248,392	91.5%
Dec	258,734	228,030	206,295	100.0%
Totals	2,845,842	2,684,092	2,350,827	

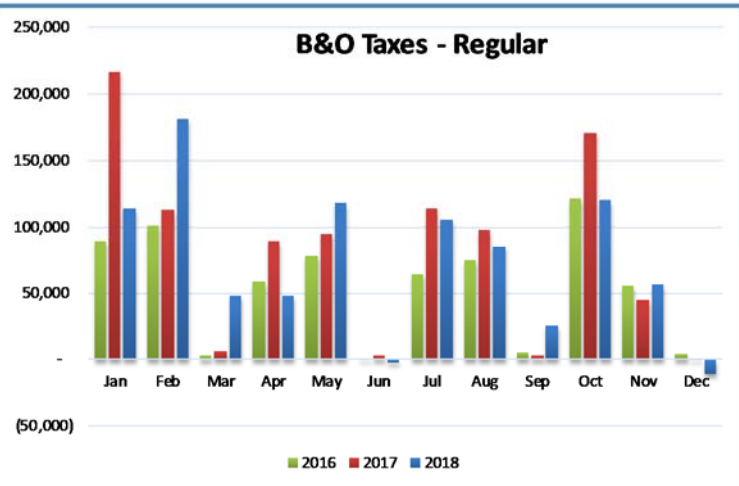
2018 YTD Compared to Revised Budget:	2,700,000	105.4%
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Sales tax-regular is the third largest source of revenue for the General Fund at 11.2% of the total revenue budgeted. For 2018 \$2,845,842 was received which is 6% higher than anticipated. Most of the sales tax or 46.9% comes from two categories: Construction at 24.2% and Retail Trade at 22.7%.

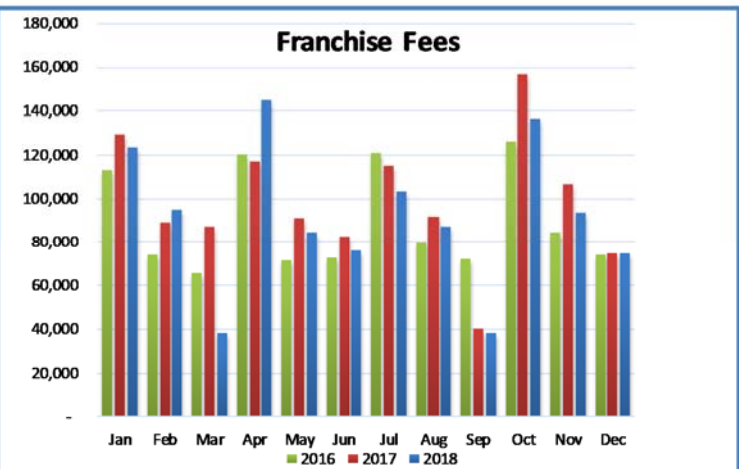
MAJOR REVENUE TRENDS (CASH BASIS - Continued)

2018 YTD Compared to 2017 YTD:		(63,152)	-6.6%	
	2018	2017	2016	PY YTD
Jan	114,329	216,324	89,942	22.7%
Feb	181,623	112,795	101,825	34.5%
Mar	48,000	6,291	3,106	35.1%
Apr	48,450	89,260	58,292	44.5%
May	118,467	94,829	78,035	54.4%
Jun	(2,120)	3,205	1,262	54.7%
Jul	106,002	114,496	63,661	66.7%
Aug	84,875	97,730	74,863	77.0%
Sep	25,957	2,767	5,211	77.2%
Oct	120,989	171,216	122,095	95.2%
Nov	56,044	44,658	55,292	99.9%
Dec	(10,796)	1,400	4,217	100.0%
Totals	891,820	954,972	657,801	
2018 YTD Compared to Revised Budget:		923,425	96.6%	



Business and occupation (B&O) taxes are imposed on all business activity occurring within the Des Moines city limits. The year-end tax receipts of \$891,820 or 96.6% are somewhat less than anticipated in the revised budget.

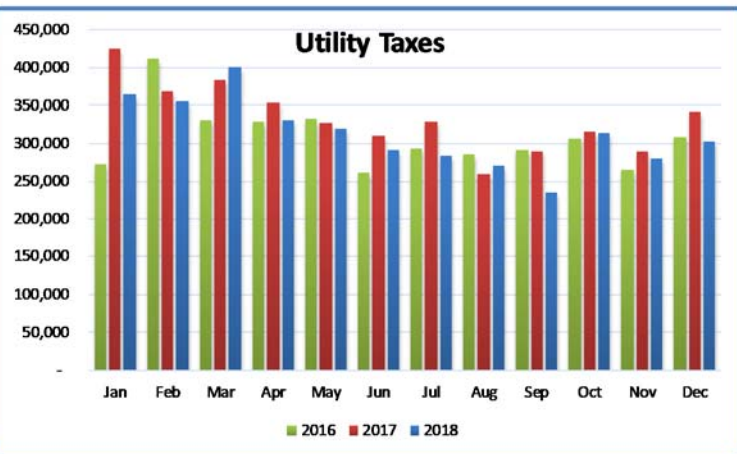
2018 YTD Compared to 2017 YTD:		(85,704)	-7.3%	
	2018	2017	2016	PY YTD
Jan	123,726	129,401	113,463	10.9%
Feb	94,879	89,045	73,834	18.5%
Mar	38,037	87,325	65,347	25.9%
Apr	145,331	116,973	120,207	35.8%
May	84,654	91,363	71,583	43.5%
Jun	75,876	82,575	72,626	50.5%
Jul	103,551	115,316	121,248	60.2%
Aug	87,305	91,478	79,804	68.0%
Sep	38,146	40,214	72,099	71.4%
Oct	136,538	156,940	126,141	84.7%
Nov	93,389	106,415	84,251	93.7%
Dec	74,794	74,885	73,899	100.0%
Totals	1,096,226	1,181,930	1,074,502	
2018 YTD Compared to Revised Budget:		1,118,000	98.1%	



Franchise fees are collected monthly and the year-end amount is \$1 096 223 or 98.1% of budget.

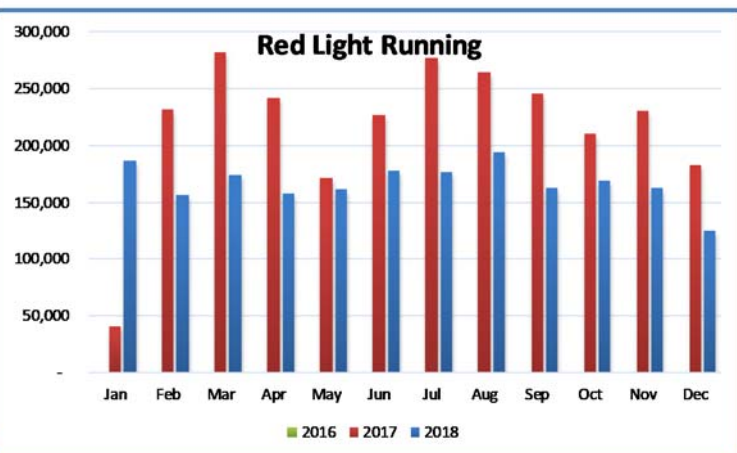
MAJOR REVENUE TRENDS (CASH BASIS - Continued)

2018 YTD Compared to 2017 YTD:		(245,835)	-6.1%	
	2018	2017	2016	PY YTD
Jan	364,526	424,753	273,337	10.6%
Feb	356,373	369,100	410,967	19.9%
Mar	401,190	384,143	332,039	29.5%
Apr	331,071	354,597	329,815	38.3%
May	319,357	326,610	333,168	46.5%
Jun	291,360	311,295	262,684	54.3%
Jul	283,591	330,214	293,988	62.6%
Aug	270,950	259,947	286,311	69.1%
Sep	236,382	289,489	292,324	76.3%
Oct	314,663	315,656	306,464	84.2%
Nov	279,898	289,793	266,326	91.4%
Dec	302,618	342,218	308,003	100.0%
Totals	3,751,980	3,997,816	3,695,425	
2018 YTD Compared to Revised Budget:		3,827,000	98.0%	



Utility taxes are the second largest source of General Fund revenue, comprising 15.7% of all General Fund revenue received for the year. Utility taxes are levied on the gross income derived from the sales of electricity, natural gas, solid waste collection, cable television, telephone, and stormwater services provided within city limits and are collected monthly. Utility taxes collected in 2018 were \$3,751,980 or 98.0% of the budget target. This is a 6.1% decline from 2017 taxes collected. We anticipated an increase in these revenues based on the development of the business park; as a result, the city is initiating a utility tax audit in 2019.

2018 YTD Compared to 2017 YTD:		(597,813)	-22.9%	
	2018	2017	2016	PY YTD
Jan	186,912	41,052		1.6%
Feb	157,163	232,138		10.5%
Mar	174,355	281,581		21.3%
Apr	158,143	242,435		30.5%
May	162,501	172,049		37.1%
Jun	178,283	227,114		45.8%
Jul	176,829	277,288		56.5%
Aug	195,111	264,954		66.6%
Sep	163,580	245,831		76.0%
Oct	169,926	210,839		84.1%
Nov	162,918	230,840		93.0%
Dec	126,092	183,507		100.0%
Totals	2,011,815	2,609,628	-	
2018 YTD Compared to Revised Budget:		2,200,000	91.4%	



The Red Light Running program has two elements; structural on-going revenue which is \$1.5M of the \$2.2M budget and one-time revenue which is the remaining \$700,000 of the \$2.2M budget. Year-to-date collection is 91.4% of budget and is lower than anticipated. Activity for this program continues to be closely monitored.

MAJOR REVENUE TRENDS (CASH BASIS - Continued)

CIP FUNDING SOURCES

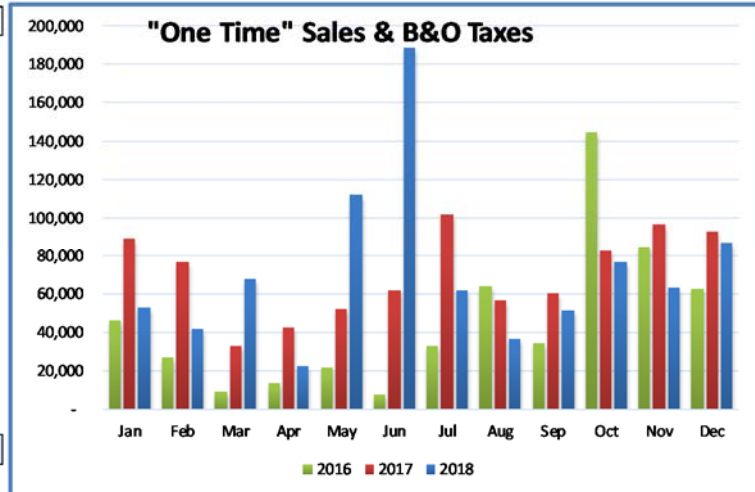
2018 YTD Compared to 2017 YTD:			180,401	9.3%
	2018	2017	2016	PY YTD
Jan	100,179	296,469	93,909	15.3%
Feb	218,634	64,190	109,153	18.6%
Mar	94,383	78,233	80,623	22.7%
Apr	92,064	95,642	86,005	27.6%
May	184,602	132,598	84,072	34.5%
Jun	111,822	152,999	99,166	42.4%
Jul	134,460	448,867	163,905	65.6%
Aug	114,749	173,469	90,084	74.5%
Sep	137,688	136,573	116,119	81.6%
Oct	91,501	118,772	91,603	87.7%
Nov	77,299	132,237	109,682	94.6%
Dec	758,105	105,037	91,594	100.0%
Totals	2,115,486	1,935,085	1,215,915	
2018 YTD Compared to Revised Budget:			900,000	235.1%



The City collected \$2,115,486 in Real Estate Excise Tax (REET) revenue through the year-end 2018. This amount is higher than the original amount budgeted.

2018 YTD Compared to 2017 YTD:		16,584	102.0%	
	2018	2017	2016	PY YTD
Jan	53,243	89,266	46,556	10.5%
Feb	42,058	76,783	27,195	19.6%
Mar	67,676	33,370	9,428	23.5%
Apr	22,899	42,775	13,465	28.6%
May	112,228	52,185	22,165	34.7%
Jun	188,990	62,293	7,770	42.1%
Jul	61,955	101,589	32,666	54.1%
Aug	36,798	56,915	64,376	60.8%
Sep	51,661	60,445	34,407	67.9%
Oct	76,662	82,400	144,643	77.6%
Nov	63,324	97,018	84,923	89.1%
Dec	86,876	92,746	62,874	100.0%
Totals	864,369	847,785	550,468	
2018 YTD Compared to Revised Budget:		-	-	

Note: One-Time Taxes were not included in the Adopted Annual Budget



All "one-time" sales and B&O tax revenues are designated for capital improvements.

PRELIMINARY - GENERAL FUND 001

	2018 REVISED BUDGET			2018 Year to Date ACTUAL				
	ANNUAL 12 MONTHS			DECEMBER				
	REVENUES	EXPENDITURES	NET	REVENUES	%**	EXPENDITURES	%**	NET
BEGINNING FUND BALANCE			\$ 5,392,527					\$ 5,392,527
<u>Unrestricted Revenues</u>								
Unrestricted Taxes	13,522,000	-	13,522,000	12,680,960	93.8%	-	-	12,680,960
One Time Sales/B&O Taxes	-	-	-	864,339	-	-	-	864,339
Unrestricted Franchise Fees	1,118,000	-	1,118,000	1,096,226	98.1%	-	-	1,096,226
State/City Assistance	120,000	-	120,000	123,809	103.2%	-	-	123,809
Miscellaneous	110,000	-	110,000	120,462	109.5%	-	-	120,462
Transfer In	-	-	-	-	-	-	-	-
Total Unrestricted Revenues	14,870,000	-	14,870,000	14,885,796	100.1%	-	-	14,885,796
<u>Policy & Support Services</u>								
Support Services Chargebacks	2,620,190		2,620,190	2,691,254	102.7%			2,691,254 102.7%
City Council	-	95,148	(95,148)	-	0.0%	82,528	86.7%	(82,528) 86.7%
City Manager	31,500	1,342,306	(1,310,806)	31,874	0.0%	1,449,396	108.0%	(1,417,522) 108.1%
Financial Services	70,000	1,031,334	(961,334)	25,068	35.8%	1,031,444	100.0%	(1,006,376) 104.7%
Technology Services	758,527	758,527	-	758,527	100.0%	732,882	96.6%	25,645 0.0%
Legal	-	387,812	(387,812)	12,184	-	351,239	90.6%	(339,055) 87.4%
Bldg & Facility Maint	-	394,665	(394,665)	-	-	383,176	97.1%	(383,176) 97.1%
Total Policy & Support Services	3,480,217	4,009,792	(529,575)	3,518,907	101.1%	4,030,665	100.5%	(511,758) 96.6%
<u>Public Safety Services</u>								
Restricted - Public Safety	3,766,960		3,766,960	3,614,466	96.0%			3,614,466 96.0%
Court	115,005	1,287,728	(1,172,723)	117,417	102.1%	1,367,053	106.2%	(1,249,636) 106.6%
Probation	72,500	224,938	(152,438)	73,153	100.9%	206,488	91.8%	(133,335) 87.5%
EMS/Fire/Jail/Public Defenders	4,500	968,037	(963,537)	4,269	94.9%	902,121	93.2%	(897,852) 93.2%
Legal (Prosecution, DV, etc.)	36,050	312,113	(276,063)	36,207	100.4%	399,309	127.9%	(363,102) 131.5%
Police	238,015	10,850,937	(10,612,922)	283,457	119.1%	10,580,998	97.5%	(10,297,541) 97.0%
Total Public Safety Services	4,233,030	13,643,753	(9,410,723)	4,128,969	97.5%	13,455,969	98.6%	(9,327,000) 99.1%
<u>Community Services</u>								
Planning & Bldg (NonFee Based)	-	550,947	(550,947)	-	-	497,390	90.3%	(497,390) 90.3%
Engineering (NonFee Based)	-	256,360	(256,360)	-	-	256,980	100.2%	(256,980) 100.2%
Subtotal	-	807,307	(807,307)	-	-	754,370	93.4%	(754,370) 93.4%
Park Maintenance	26,665	946,555	(919,890)	13,254	49.7%	926,795	97.9%	(913,541) 99.3%
Parks & Community Relations	6,500	218,553	(212,053)	14,176	218.1%	231,012	105.7%	(216,836) 102.3%
Senior & Human Services	104,050	604,892	(500,842)	107,377	103.2%	602,414	99.6%	(495,037) 98.8%
Arts Program	12,500	55,511	(43,011)	24,720	197.8%	68,814	124.0%	(44,094) 102.5%
Recreation Programs	1,059,047	1,289,211	(230,164)	1,079,671	101.9%	1,217,968	94.5%	(138,297) 60.1%
Beach Park Rentals	266,100	563,949	(297,849)	217,746	81.8%	529,803	93.9%	(312,057) 104.8%
Subtotal	1,474,862	3,678,671	(2,203,809)	1,456,944	98.8%	3,576,806	97.2%	(2,119,862) 96.2%
Total Community Services	1,474,862	4,485,978	(3,011,116)	1,456,944	98.8%	4,331,176	96.5%	(2,874,232) 95.5%
<u>Transfers Out</u>								
Capital & Debt		1,479,588	(1,479,588)	-	-	1,430,940	96.7%	(1,430,940) -
One Time Sales/ B&O Tax		885,000	(885,000)	-	-	864,339	97.7%	(864,339) -
Total Transfers	-	2,364,588	(2,364,588)	-	-	2,295,279	97.1%	(2,295,279) -
TOTAL GENERAL FUND	24,058,109	24,504,111	(446,002)	23,990,616	99.7%	24,113,089	98.4%	(122,473) -27.5%
ENDING FUND BALANCE		22.69%	\$ 4,946,525			24.18%		\$ 5,270,054
2 month expenditures target min Ending Fund Balance			3,633,720					3,633,720
Reserve (shortfall) surplus			\$ 1,312,805					\$ 1,636,334

**December is month 12 of 12 = 100%

PRELIMINARY - SPECIAL REVENUE FUND 105 (DEVELOPMENT - FEE BASED)

	2018 REVISED BUDGET			2018 Year to Date ACTUAL				
	ANNUAL 12 MONTHS			DECEMBER				
	REVENUES	EXPENDITURES	NET	REVENUES***	% **	EXPENDITURES	%**	NET
BEGINNING FUND BALANCE			\$ 1,868,569					\$ 2,869,893
<i>Community Services (PBPW Fee Based)</i>								
Interest Earnings	5,000		5,000	56,709	1134.2%			56,709 1134.2%
Planning (Fee Based)	268,000	688,215	(420,215)	308,188	115.0%	679,392	98.7%	(371,204) 88.3%
Recycle Grant	44,360	44,909	(549)	36,866	83.1%	39,182	87.2%	(2,316) 421.9%
Building & Permits (Fee Based)	1,547,650	857,334	690,316	2,808,274	181.5%	857,518	100.0%	1,950,756 282.6%
Minor Home Repair Grant	32,000	31,642	358	39,588	123.7%	39,756	125.6%	(168) 0.0%
Engineering (Fee Based)	471,000	951,367	(480,367)	1,085,356	230.4%	972,317	102.2%	113,039 23.5%
TOTAL PBPW Fee Based	2,368,010	2,573,467	(205,457)	4,334,981	183.1%	2,588,165	100.6%	1,746,816 850.2%
ENDING FUND BALANCE			\$ 1,663,112					\$ 4,616,709

****December is month 12 of 12 = 100%**

*****ACTUAL Revenues include development revenues (such as building permits and plan reviews). Recording development activity in its own fund ensures permit revenues paid at the beginning of the project are set aside to pay the cost to service the projects over time.**

Fund Activity Year-to-Date through December 31, 2018				
Fund	Beginning Fund Balance	Revenues & Transfers-In	Expenditures & Transfers-Out	Ending Fund Balance
Special Revenue Funds:				
Street	691,657	1,799,646	1,637,999	853,304
Arterial Pavement	1,107,772	1,719,398	1,674,767	1,152,403
Police Drug Seizure	10,446	14,519	2,925	22,040
Hotel-Motel Tax	(24,541)	135,773	124,708	(13,476)
Redondo Zone	15,655	92,908	66,933	41,630
Waterfront Zone	17,808	171,474	109,047	80,235
PBPW Automation Fee	194,673	220,436	100,233	314,876
Urban Forestry	-	-	-	-
Abatement	6,659	35,647	-	42,306
Automated Speed Enforcement (ASE)	267,147	368,754	265,384	370,517
Transport Benefit District	138,639	939,852	912,812	165,679
Debt Service Funds:				
REET 1 Eligible Debt Service	21,139	17,268	19,276	19,131
REET 2 Eligible Debt Service	38,569	263,424	228,684	73,309
2018 LTGO & Refunding Bonds Debt Service	-	3,391,379	1,402,428	1,988,951
Capital Project Funds:				
REET 1	1,023,165	1,129,026	556,894	1,595,297
REET 2	755,117	1,073,588	451,482	1,377,223
Park Levy	1,757	60,553	54,000	8,310
Park in Lieu	559,810	119,928	34,000	645,738
One-Time Sales & B&O Tax Revenues	1,183,676	879,584	104,533	1,958,727
Municipal Capital Improvements	201,447	2,588,242	1,246,777	1,542,912
Transportation Capital Improvements	808,678	1,252,205	423,289	1,637,594
Traffic in Lieu	108,978	1,630	-	110,608
Traffic Impact - Citywide	1,280,159	524,075	88,259	1,715,975
Traffic Impact - Pac Ridge	278,859	20,770	-	299,629
Internal Service Funds:				
Equipment Rental Operations	369,196	511,519	516,421	364,294
Equipment Rental Replacement	3,807,967	819,351	558,378	4,068,940
Facility Major Repairs	192,667	485,975	115,101	563,541
Computer Replacement	1,022,200	260,400	94,991	1,187,609
Self Insurance	460,407	866,574	637,922	689,059
Unemployment Insurance	437,457	73,397	10,145	500,709

Budget vs. Actual Revenue & Transfers-In by Fund

Year-to-Date through December 31, 2018

Fund	Budget	YTD Actual	% Actual to Budget	Remaining Budget
Special Revenue Funds:				
Street	1,766,145	1,799,646	101.90%	(33,501)
Arterial Pavement	1,875,000	1,719,398	91.70%	155,602
Police Drug Seizure	1,000	14,519	1451.90%	(13,519)
Hotel-Motel Tax	177,000	135,773	76.71%	41,227
Redondo Zone	60,870	92,908	152.63%	(32,038)
Waterfront Zone	276,000	171,474	62.13%	104,526
PBPW Automation Fee	100,000	220,436	220.44%	(120,436)
Urban Forestry	10,000	-	0.00%	10,000
Abatement	35,300	35,647	100.98%	(347)
Automated Speed Enforcement (ASE)	350,000	368,754	105.36%	(18,754)
Transport Benefit District	916,000	939,852	102.60%	(23,852)
Debt Service Funds:				
REET 1 Eligible Debt Service	17,268	17,268	100.00%	-
REET 2 Eligible Debt Service	263,428	263,424	100.00%	4
2018 LTGO & Refunding Bonds Debt Service	3,369,820	3,391,379	100.64%	(21,559)
Capital Project Funds:				
REET 1	504,000	1,129,026	224.01%	(625,026)
REET 2	450,000	1,073,588	238.58%	(623,588)
Park Levy	54,000	60,553	112.14%	(6,553)
Park in Lieu	10,000	119,928	1199.28%	(109,928)
One-Time Sales & B&O Tax Revenues	-	879,584	-	(879,584)
Municipal Capital Improvements	4,436,039	2,588,242	58.35%	1,847,797
Transportation Capital Improvements	1,294,996	1,252,205	96.70%	42,791
Traffic in Lieu	802,000	1,630	0.20%	800,370
Traffic Impact - Citywide	1,687,000	524,075	31.07%	1,162,925
Traffic Impact - Pac Ridge	-	20,770	-	(20,770)
Internal Service Funds:				
Equipment Rental Operations	482,673	511,519	105.98%	(28,846)
Equipment Rental Replacement	750,978	819,351	109.10%	(68,373)
Facility Repair & Replacement	522,258	485,975	93.05%	36,283
Computer Replacement	247,744	260,400	105.11%	(12,656)
Self Insurance	861,790	866,574	100.56%	(4,784)
Unemployment Insurance	68,682	73,397	106.86%	(4,715)

Budget vs. Actual Expenditures & Transfers-Out by Fund

Year-to-Date through December 31, 2018

Fund	Budget	YTD Actual	% Actual to Budget	Remaining Budget
Special Revenue Funds:				
Street	1,644,937	1,637,999	99.58%	6,938
Arterial Pavement	1,890,413	1,674,767	88.59%	215,646
Police Drug Seizure	1,000	2,925	292.50%	(1,925)
Hotel-Motel Tax	133,000	124,708	93.77%	8,292
Redondo Zone	69,853	66,933	95.82%	2,920
Waterfront Zone	158,938	109,047	68.61%	49,891
PBPW Automation Fee	100,778	100,233	99.46%	545
Urban Forestry	5,000	-	-	5,000
Abatement	16,200	-	-	16,200
Automated Speed Enforcement (ASE)	396,686	265,384	66.90%	131,302
Transport Benefit District	914,812	912,812	99.78%	2,000
Debt Service Funds				
REET 1 Eligible Debt Service	19,476	19,276	98.97%	200
REET 2 Eligible Debt Service	263,428	228,684	86.81%	34,744
2018 LTGO & Refunding Bonds Debt Service	1,405,820	1,402,428	99.76%	3,392
Capital Project Funds:				
REET 1	747,828	556,894	74.47%	190,934
REET 2	743,428	451,482	60.73%	291,946
Park Levy	54,000	54,000	100.00%	-
Park in Lieu	59,000	34,000	57.63%	25,000
One-Time Sales & B&O Tax Revenues	726,039	104,533	14.40%	621,506
Municipal Capital Improvements	4,399,345	1,246,777	28.34%	3,152,568
Transportation Capital Improvements	1,875,690	423,289	22.57%	1,452,401
Traffic in Lieu	105,825	-	-	105,825
Traffic Impact - Citywide	237,565	88,259	37.15%	149,306
Traffic Impact - Pac Ridge	-	-	-	-
Internal Service Funds:				
Equipment Rental Operations	555,142	516,421	93.03%	38,721
Equipment Rental Replacement	563,000	558,378	99.18%	4,622
Facility Repair & Replacement	473,013	115,101	24.33%	357,912
Computer Replacement	276,824	94,991	34.31%	181,833
Self Insurance	701,975	637,922	90.88%	64,053
Unemployment Insurance	30,000	10,145	33.82%	19,855

PRELIMINARY
MARINA FUND - OPERATING, DEBT SERVICE & CAPITAL FUNDS
(Budget/Working Capital Basis)
Year-to-Date through December 31th

	2018 Budget	2018 Year-to-Date	%	2017 Budget	2017 Year-to-Date	%
Operating Revenues						
Charges for Services	\$ 2,959,065	\$ 3,014,996	102%	\$ 2,966,110	\$ 2,971,795	100%
Fuel Sales	933,000	1,079,200	116%	1,103,986	938,244	85%
Parking Fines & Moorage Late Fees	12,220	32,494	266%	12,220	18,782	154%
Intergovernmental Revenues	-	-	-	-	590	-
Miscellaneous Revenues	44,460	47,161	106%	79,899	53,112	66%
Total Operating Revenues	\$ 3,948,745	\$ 4,173,851	106%	\$ 4,162,215	\$ 3,982,523	96%
Operating Expenses						
Salaries	757,095	694,303	92%	671,098	605,354	90%
Personnel Benefits	277,853	236,125	85%	245,273	224,123	91%
Supplies	137,400	146,866	107%	159,073	150,980	95%
Fuel Purchases	657,000	953,794	145%	862,710	825,529	96%
Services	778,536	877,422	113%	869,331	765,192	88%
Machinery & Equipment	-	37,364	-	-	9,587	-
Total Operating Expenses (excluding depreciation)	2,607,884	2,945,874	113%	2,807,485	2,580,765	92%
Operating Income (Loss)	\$ 1,340,861	\$ 1,227,977		\$ 1,354,730	\$ 1,401,758	
Non-Operating Revenues						
Interest Revenue	10,000	51,019	510%	1,285	22,035	1715%
Insurance Recoveries	-	-		4,459	2,063	46%
Total Non-Operating Revenues	10,000	51,019	510%	5,744	24,098	420%
Non-Operating Expenses						
Other Non-Operating Expenses	-	600	-	-	600	-
Capital Outlay	460,000	34,139	7%	551,000	47,154	9%
Debt Service	815,416	720,833	88%	820,515	820,516	100%
Total Non-Operating Expenses	1,275,416	755,572	59%	1,371,515	868,270	63%
Beginning Working Capital - January 1st		\$ 2,040,165			\$ 1,485,163	
Ending Working Capital -December 31th		2,563,634			2,042,751	
Net Change in Working Capital (see Note)		\$ 523,469			\$ 557,588	

Note: Working Capital = Current Assets minus Current Liabilities

December is 12th month of 12

100%

Fuel Profits (using COGS)

125,406

112,715

PRELIMINARY
SURFACE WATER MANAGEMENT FUND - OPERATING & CAPITAL FUNDS
(Budget/Working Capital Basis)
Year-to-Date through December 31st

	2018 Budget	2018 Year-to-Date	%	2017 Budget	2017 Year-to-Date	%
Operating Revenues						
Charges Goods & Services	\$ 3,741,629	\$ 3,841,089	103%	\$ 3,532,391	\$ 3,590,146	102%
Intergovernmental Revenues	-	50,000	-	-	-	-
Miscellaneous	50	88	-	50	4,754	-
Total Operating Revenues	<u>\$ 3,741,679</u>	<u>\$ 3,891,177</u>	<u>104%</u>	<u>\$ 3,532,441</u>	<u>\$ 3,594,900</u>	<u>102%</u>
Operating Expenses						
Salaries	922,742	776,704	84%	914,844	807,096	88%
Personnel Benefits	424,417	364,676	86%	421,390	357,675	85%
Supplies	88,112	101,413	115%	66,900	92,030	138%
Services	1,585,117	1,533,993	97%	1,463,299	1,487,375	102%
Total Operating Expenses (excluding depreciation)	<u>\$ 3,020,388</u>	<u>\$ 2,776,786</u>	<u>92%</u>	<u>\$ 2,866,433</u>	<u>\$ 2,744,176</u>	<u>96%</u>
Operating Income (Loss) - excluding depreciation	\$ 721,291	\$ 1,114,391		\$ 666,008	\$ 850,724	
Non-Operating Revenues						
Interest Revenue	10,000	75,920	759%	5,000	29,418	588%
Storm Drainage Hook-Up Fees	80,000	200,611	251%	80,000	265,149	331%
Total Non-Operating Revenues	<u>90,000</u>	<u>276,531</u>	<u>307%</u>	<u>85,000</u>	<u>294,567</u>	<u>347%</u>
Non-Operating Expenses						
Capital Outlay	1,235,860	643,220	52%	874,774	297,783	34%
Total Non-Operating Expenses	<u>1,235,860</u>	<u>643,220</u>		<u>874,774</u>	<u>297,783</u>	
Beginning Working Capital - January 1st		\$ 4,595,686			\$ 3,722,888	
Ending Working Capital - September 30th		<u>5,343,388</u>			<u>4,570,397</u>	
Net Change in Working Capital (see Note)		<u>\$ 747,702</u>			<u>\$ 847,509</u>	

Note: Working Capital = Current Assets minus Current Liabilities

December is 12th month of 12 100.0%

The City of Des Moines' investment portfolio is managed in a manner to provide maximum security of principle while meeting daily cash flow demands and conforming to laws and regulations governing the investment of public funds. The primary objective of the City's investment activities, in priority order, are safety, liquidity and return on investment.

The City's Investment Policy has been adopted by Ordinance 1144 of the City Council (per Des Moines Municipal Code 3.12). Authorized investments are securities and investments authorized by State statute as defined in RCW 39.58 and further defined within the Investment Policy.

**City of Des Moines
Deposits and Investment Portfolio
Year-to-date December 31, 2018**

Security Type	Fair Value as of 1/1/2018	January through December Activity	Fair Value as of 12/31/2018	% of Portfolio	Investment Returns
Federal Farm Credit Bank	\$ 3,475,995	\$ (2,481,325)	\$ 994,670	2.5%	\$ 38,900
Federal Home Loan Bank	-	4,977,720	\$ 4,977,720	12.4%	46,250
Federal Home Loan Mtg Corp	3,992,510	(3,992,510)	\$ 2,000,000	5.0%	19,375
Residual Funding Corp.	-	4,532,300	\$ 4,532,300	11.3%	-
Farmer Mac	-	1,499,025	\$ 1,499,025	3.7%	-
Key Bank	4,812,933	(1,035,063)	3,777,870	9.4%	-
LGIP	16,923,648	5,384,871	22,308,519	55.6%	384,870
Total	\$ 29,205,086	\$ 8,885,017	\$ 40,090,103	100.0%	\$ 489,395