



**AGENDA**  
**DES MOINES CITY COUNCIL**  
**CITIZENS ADVISORY BOARD MEETING**  
**City Council Chambers**  
**Wednesday, December 10, 2025 - 6:00 PM**

**CITIZENS ADVISORY COMMITTEE**

**CHAIR: Deputy Mayor Harry Steinmetz**  
**Mayor Traci Buxton**  
**Councilmember Gene Achziger**

**CALL TO ORDER**

**AGENDA**

- Item 1. APPROVAL OF MINUTES FROM THE OCTOBER 29, 2025 MEETING  
[Citizens Advisory Board Meeting Minutes 10 29 2025 DRAFT](#)
- Item 2. STRATEGIC PLAN UPDATE
  - 1. Recap of Town Hall meeting
- Item 3. 2026 WORKPLAN DISCUSSION  
[Draft 2026 Workplan](#)
- Item 4. SUBCOMMITTEE REPORTS
  - 1. Presentations of 2026 Draft Workplans

**NEXT MEETING DATE**

January 28, 2026

**ADJOURNMENT**



## Des Moines

WATERLAND CITY  
MINUTES

DES MOINES CITY COUNCIL  
CITIZENS ADVISORY BOARD MEETING  
City Council Chambers  
21630 11th Avenue S, Suite C  
Des Moines, Washington  
Wednesday, October 29, 2025 - 6:00 PM

### CALL TO ORDER

Deputy Mayor Harry Steinmetz called the meeting to order at 6:00 p.m.

### ROLL CALL

Council Present:

Deputy Mayor Harry Steinmetz; Mayor Tracy Buxton; Councilmember Gene Achziger

Citizen Advisory Board Members Present:

Barton DeLacy; Susan White; Lisa Franz; Bettina Carey; MaryEllen Laird; Colleen Gants; Corrine Anderson-Ketchmark; Diane Hoyer; Jim Lampariello; Bill Linscott; Mackenzie Meyers; Charlene Bacalzo; Rick Laycock; Jeff Crompe; Eddy Duggar; Aileen Evans; Alyson Chapin; Victoria Andrews; Magdalena Herrera

Charlene Bacalzo left at 7:01 p.m.

Charlene Bacalzo returns at 7:26 p.m.

Citizen Advisory Board Members Absent:

Randy Richards; Mary Guiberson; Justin Pirtle

Staff Present:

Staff Liaison/City Prosecutor Tara Vaughn; Finance Director Jeff Friend; Deputy City Clerk Sara Lee

## AGENDA

- Item 1. APPROVAL OF MINUTES FROM THE SEPTEMBER 24, 2025 MEETING

### **Direction/Action**

**Motion:** Made by Jeff Crompe to approve the September 24, 2025 minutes; seconded by Barton DeLacy.

Motion Passed 19-0.

- Item 2. CITY BUDGET  
Staff Presentation by Finance Director Jeff Friend

- Shared importance of having a strategic plan
- October 1st and 22nd - Focus Groups led by Raftelis.
- Community-wide survey in November.
- December 9th - community-wide town hall from 6:00 p.m. to 8:00 p.m. at Des Moines Elementary.
- Slogan - Charting Our Course.
- Introduction of Biennial Budgeting.
- Discussed the different funds and where these funds are directed.

- Item 3. STRATEGIC PLAN UPDATE  
Update presented by Board Member Colleen Gants

- Community-wide survey in November and going out early the following week.
- Community-wide townhall will be held at Des Moines Elementary from 6:00-8:00 p.m.
- Three main goals for community engagement:
  - Everyone in the City of Des Moines a voice.
  - Reach out to those in the community who historically aren't likely to be engaged/underserved.
  - Reach out to those with children.
- Discussed 5 ways to reach out to the community:
  - November 8th - Will staff a City of Des Moines booth at the Waterfront Farmers Holiday Market.
  - December 6th - Tree-lighting event on December.
  - Additional opportunities/options not yet scheduled - Pop-up booths at apartment complexes along Pacific Highway.
  - Pop-ups at Woodmont Library and Des Moines Library.
  - Reach out to schools via Peach Jar.
  - CAB members to engage within their own groups/community.

Item 4. SUBCOMMITTEE REPORTS

- Human Services Subcommittee - Reported by Corrine Anderson-Ketchmark
  - Drafted work plan.
  - Next meeting November 12th.
- Senior Services Subcommittee - Reported by Barton DeLacy
  - Plans to schedule meetings at Adriana, Judson Park, and Wesley to distribute survey and encourage participation regarding strategic plan.
  - Schedule periodic future meetings with all 3 senior housing communities to provide reports on CAB meetings, strategic plans, and comprehensive plans.
  - Victoria Andrews volunteered to act as liaison at Wesley to forward the information to the Wesley community.
  - Possibility of adding Huntington Park.
- Arts and Commission Subcommittee - Reported by Jeff Crompe
  - Summer band contracts - Almost all contracts will be received for the band line-up and include but not limited to: Spike and the Impalers; Kitty May; Nite Wave; ABBAgraph; Stevie and the Blue Flames; Power of Love.
  - Attempt to have food trucks during the concerts that correlate with the genre of music played.
  - Squid-A-Rama on November 29th at Beach Front Auditorium, organized by Highline College and the MaST Center.
  - Arts and Sculpture Cleanup - Reported by Charlene Bacalzo
    - Cleaned up American Venus.
    - Will place sculpture at the south end of the Marina.
    - Plinth of sculpture will be funded by the Art Commission.
    - New art map will be created for the International Art Walk Day held in April.

**ADJOURNMENT**

**Direction/Action**

**Motion:** made by Charlene Bacalzo to adjourn the meeting; seconded by Bettina Carey.  
Motion passed 19-0.

Meeting adjourned at 7:40 p.m.



# Citizens Advisory Board 2026 Draft Workplan

# \*2026 DRAFT WORKPLAN

\*Subject to Change

## January 28<sup>th</sup>

- Subcommittee Reports

## February 25<sup>th</sup>

- Community Event Discussion
- Subcommittee Reports

## March 25<sup>th</sup>

- Strategic Plan Update
- Subcommittee Reports

## April 29<sup>th</sup>

- New City Website Discussion
- Subcommittee Reports

## May 27<sup>th</sup>

- Subcommittee Reports

## June 24<sup>th</sup>

- Mid-Year Workplan Review
- Subcommittee Reports

## July 29<sup>th</sup>

- Subcommittee Reports

## August 26<sup>th</sup>

- Budget Discussion
- Subcommittee Reports

## September 30<sup>th</sup>

- Subcommittee Reports

## October 28<sup>th</sup>

- 2027 Workplan Discussion
- Subcommittee Reports

## Nov. & Dec.

- Due to the holidays, meeting dates will be discussed next summer



