



AGENDA
DES MOINES CITY COUNCIL
CITIZENS ADVISORY BOARD MEETING
City Council Chambers
Wednesday, July 30, 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 June Meeting
[06.25.2025 Citizen Advisory Board Meeting Minutes - DRAFT](#)
- Item 2. Draft Ordinance 25-062 - Citizen Advisory Board
[Draft Ordinance No. 25-062](#)
[Citizens Advisory Board Ordinance Powerpoint](#)
- Item 3. Subcommittee Appointments
- Item 4. Selection of Terms
- Item 5. Upcoming Meetings

ADJOURNMENT

MINUTES

DES MOINES CITY COUNCIL CITIZENS ADVISORY COMMITTEE MEETING City Council Chambers VIA ZOOM

Wednesday, June 25, 2025 - 6:00 PM

CALL TO ORDER

Deputy Mayor Harry Steinmetz called the meeting to order at 6:01PM

ROLL CALL

Harry Steinmetz, Deputy Mayor; Traci Buxton, Mayor; Susan White; Lisa Franz; Lin Cashman; Corrine Anderson-Ketchmark; Victoria Andrews; MaryEllen Laird; Rick Laycock; Bettina Carey; Charlene Bacalzo; Jeff Crompe; Randy Richards; Colleen Gants; Aileen Evans; Magdalena Herrera; Barton DeLacy; Eddy Duggar; Bonnie Wilkins, Director of Administrative Services; Sara Lee, Deputy City Clerk

DISCUSSION ITEMS

There was discussion on how many terms a member can serve on the Citizens Advisory Committee, including Appointive Committees. A ranking paper was passed out to all committee members to rank what subcommittee they would like to serve in order of preference. This will be helpful in placing committee members onto subcommittees of preference.

AGENDA

Item 1: Citizens Advisory Board Overview

Question 1: Is 5 a sufficient minimum number of subcommittee members (per subcommittee) to achieve the subcommittee's intended purpose?

Question 2: is 9 a sufficient maximum number of subcommittee members (per subcommittee) to promote efficiency while also getting a diverse range of opinions?

Action/Direction

Motion made by Bettina Carey that 53 be a sufficient minimum number of subcommittee members (per subcommittee) to achieve the

Citizens Advisory Committee Meeting Minutes
June 25, 2025

subcommittee's intended purpose and 9 to be a sufficient maximum number of subcommittee members (per subcommittee) to promote efficiency while also getting a diverse range of opinions; seconded by Rick Laycock.

The motions passed unanimous by the current (at meeting time) members of the Citizens Advisory Committee. (MaryEllen Laird, Rick Laycock, Bettina Carey, Charlene Bacalzo, Colleen Gants, Magdalena Herrera, Eddy Duggar)

Question 3: Should a subcommittee be reconstituted every 2 years in the interest of fairness?

Action/Direction

Motion made by Bettina Carey that the subcommittee's be reconstituted every 4 years, with a review every 2 years; seconded by Charlene Bacalzo.

The motion passed 6-1 by current (at meeting time) members of the Citizens Advisory Committee.

For: MaryEllen Laird, Rick Laycock, Bettina Carey, Charlene Bacalzo, Colleen Gants, Magdalena Herrera

Against: Eddy Duggar

Magdalena asked if Senior Services, Human Services and Arts Commission Powers of Duties could be sent out to Citizens Advisory Board members so they have an idea of what type of work is involved being on a subcommittee.

Question 4: Currently Councilmembers attending the meeting take information back to City Council to provide updates.

- Is this current practice satisfactory; OR
- Does the Citizens Advisory Board want to designate an individual to take information back to Council

Action/Direction

Motion made by Bettina Carey that a member of the Citizens Advisory Board report out to Council after each meeting with members to be designated at each meeting; seconded by Eddy Duggar.

The motion passed 6-1 by current (at meeting time) members of the Citizens Advisory Committee.

For: MaryEllen Laird, Rick Laycock, Bettina Carey, Charlene Bacalzo, Colleen Gants, Eddy Duggar

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Against: Magdalena Herrera.

Item 2: 2025 Work Plan

There were no other items added to the current work plan.

Item 3: Discussion and Feedback

There was no additional discussion and feedback.

ADJOURNMENT

Action/Direction

Motion made by Charlene Bacalzo to adjourn; seconded by MaryEllen Laird.

The meeting was adjourned at 7:42PM

CITY ATTORNEY'S FIRST DRAFT 07/14/2025

DRAFT ORDINANCE NO. 25-062

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

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

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

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

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

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

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

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

Title.

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

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

Application.

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

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

Purpose.

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

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

Citizens Advisory ~~Committee~~Board composition.

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

(2) ~~There shall be one alternate member from each of the City's neighborhood planning areas who will serve in the absence of his or her neighborhood planning area regular member, one alternate Des Moines business owner and one alternate marina tenant.~~

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

~~(4)~~ (3) All regular members ~~and alternate members~~ must be at least 21 years of age and eligible to live in the United States.

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

Term.

(1) Citizens Advisory Board

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

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

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

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

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

Scope of duties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Meetings.

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

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

Subcommittees are expected to meet independently and are to utilize staff support only when necessary. After each subcommittee meeting, the subcommittee shall give a report at the next Citizen's Advisory Board meeting.

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

Subcommittees.

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

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

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

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

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

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

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

Sec. 13. Severability - Construction.

(1) If a section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

(2) If the provisions of this Ordinance are found to be inconsistent with other provisions of the Des Moines Municipal Code, this Ordinance is deemed to control.

Sec. 14. Effective date. This Ordinance shall take effect and be in full force thirty (30) days after its passage and approval in accordance with law.

PASSED BY the City Council of the City of Des Moines this ____ day of _____, 2025 and signed in authentication thereof this ____ day of _____, 2025.

Ordinance No. ____
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M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published:

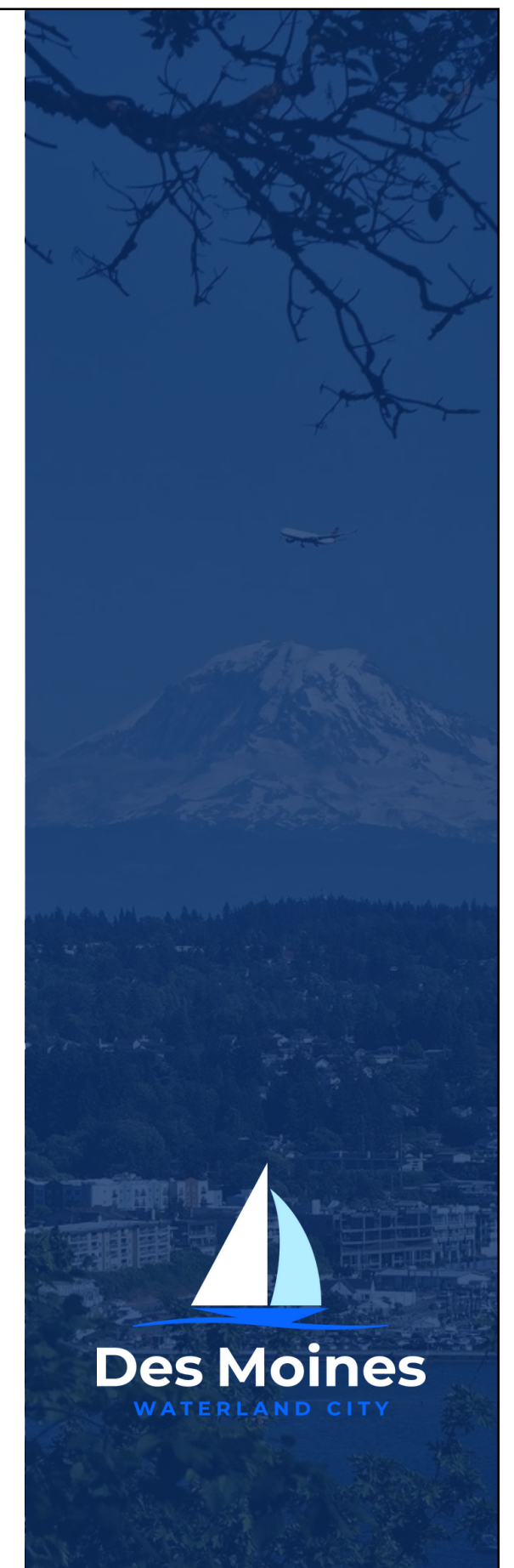
Effective Date:

DRAFT ORDINANCE 25 - 0 6 2
CITIZEN'S ADVISORY BOARD

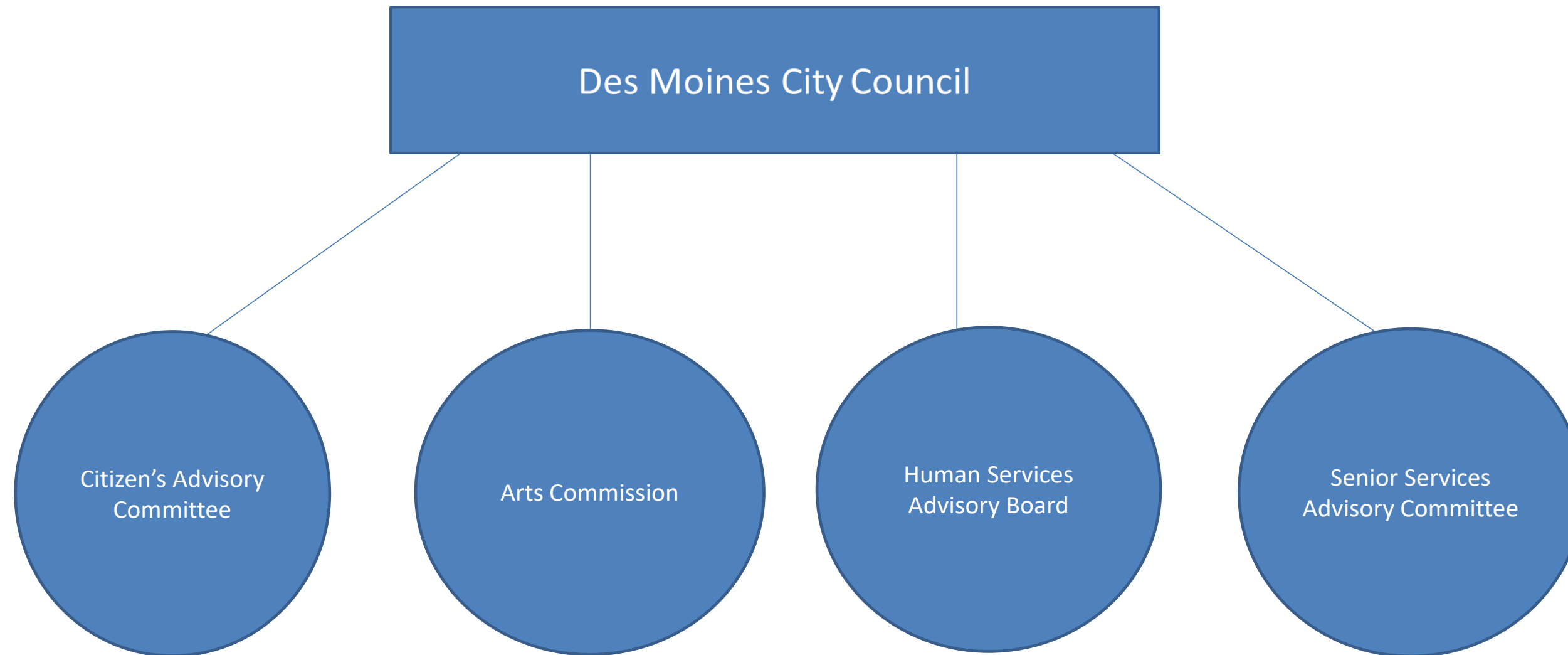


Background

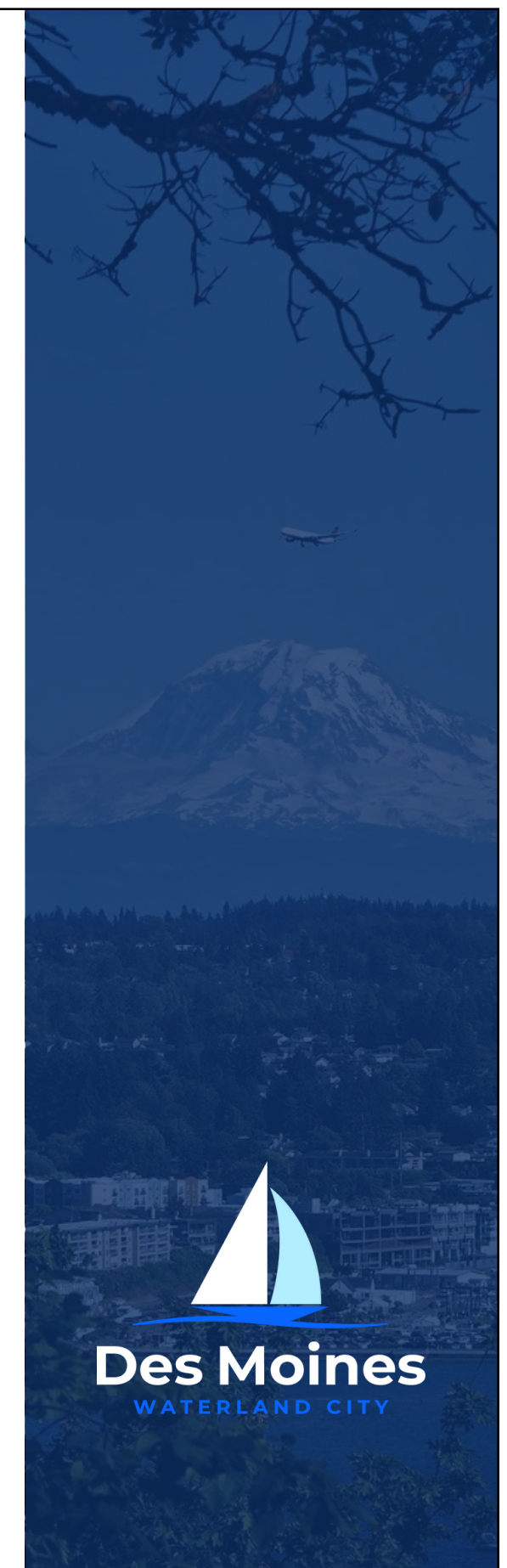
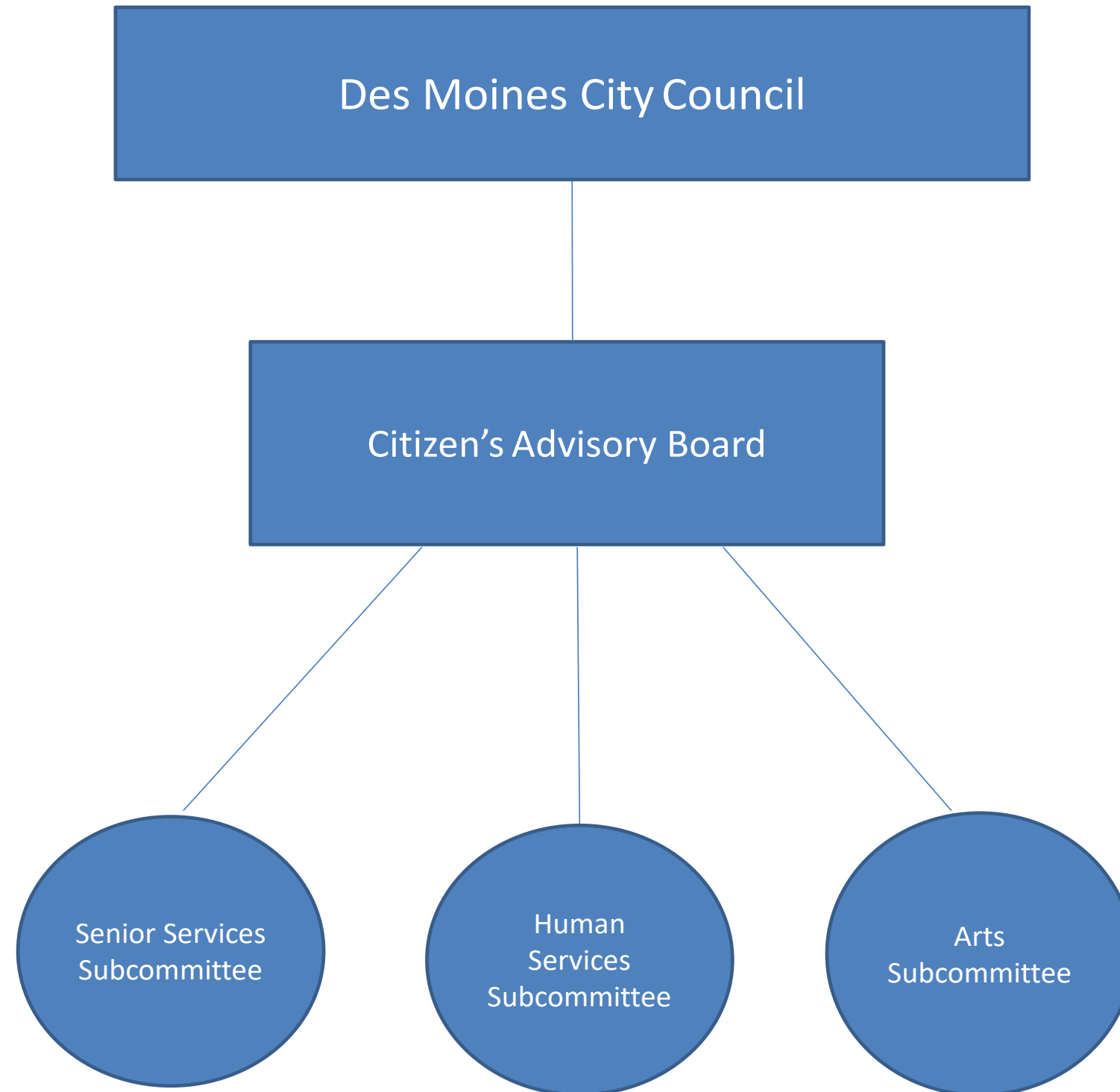
- Including the Airport Committee and the Planning Commission, the City has 9 appointive committees
- In order to reduce the staffing needs to appointive committees, and to best utilize the citizen members, the Council has elected to make Human Services, Senior Services, and the Arts as subcommittees of the Citizen's Advisory Board (renamed from Citizen's Advisory Committee)



Old Organization



New Organization



Draft Ordinance 25 -062

- Structure of the CAB
 - 12 neighborhood seats including two business owners and a marina tenant
 - Up to 11 at-large seats
- Structure of the subcommittees
 - Minimum of 3 members
 - Maximum of 9 members
- Terms
 - 4 year term for CAB members with initial terms of 2 and 4 yrs in order to stagger the members' term expiration
 - May serve two consecutive terms, then must remain off the Board for two years before reapplying
 - No term limit for subcommittees



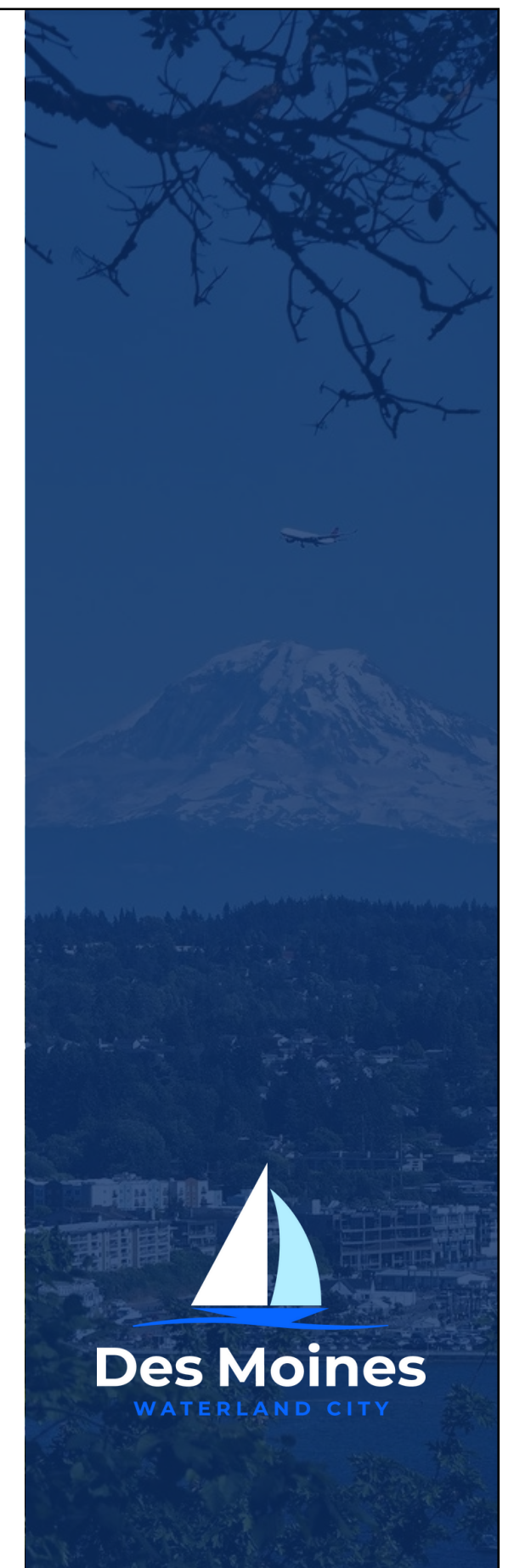
Draft Ordinance 25 -062

- Proposed work flow
 - CAB will elect a member to present their recommendations to the City Council as needed.
 - Subcommittees meet independently as needed.
 - Subcommittees will report to the CAB who will vote to either:
 - Adopt the subcommittee recommendations to relay to Council
 - Draft separate recommendations to relay to Council



Proposed Motion

“I move to pass Draft Ordinance No. 25 -062 to a second reading on September 11, 2025. ”





Des Moines
WATERLAND CITY