



# Des Moines

WATERLAND CITY

MINUTES

DES MOINES CITY COUNCIL

REGULAR MEETING

City Council Chambers

21630 11th Avenue S, Suite C

Des Moines, Washington

Thursday, November 13, 2025 - 6:00 PM

## CALL TO ORDER

Mayor Traci Buxton called the meeting to order at 6:00 p.m.

## PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Gene Achziger.

## ROLL CALL

### Council Present:

Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui; Councilmember JC Harris; and Councilmember Matt Mahoney

### Council via Zoom:

Councilmember Jeremy Nutting

### Staff Present:

City Manager Katherine Caffrey; Assistant City Manager Adrienne Johnson-Newton; Assistant City Attorney Matt Hutchins; City Prosecutor Tara Vaughn; Police Chief Ted Boe; IT Manager Chris Pauk; Director of Court Administration Melissa Patrick; Finance Director Jeff Friend; Director of Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Public Works Director Michael Slevin; City Engineer Tommy Owen; Community Development Director Rebecca Deming; Planning & Development Services Manager Laura Techico; Land Use Planner I Alicia Jacobs; Land Use Planner II Peyton Murphy; Deputy City Clerk Sara Lee; and City Clerk Taria Keane

## CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

- No additional correspondence outside of the emails already received by Council.

## COMMENTS FROM THE PUBLIC

- Scott Wilkins, Tenant Appreciation Party Invite
- Joe Dusenbury, Airport Committee

## REGIONAL COMMITTEE REPORT

### KING COUNTY FLOOD CONTROL DISTRICT

- Councilmember JC Harris gave an update about the King County Flood Control District Budget.

### REGIONAL TRANSIT COMMITTEE

- Councilmember JC Harris gave an update about the Regional Transit Committee Budget.

### PUGET SOUND REGIONAL COUNCIL

- Councilmember Matt Mahoney gave an update on the Puget Sound Regional Council Transportation Policy Board meeting held November 13, 2025.

### SOUND CITIES ASSOCIATION PUBLIC ISSUES COMMITTEE

- Deputy Mayor Harry Steinmetz gave an update on the two meetings held November 12, 2025.

## CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- No Report

## CONSENT AGENDA

### Item 1: APPROVAL OF VOUCHERS

**Motion:** To approve the payment vouchers through October 30, 2025 and payroll transfers through October 29, 2025 in the attached list and further described as follows:

EFT Vendor Payments	#12605-12700	\$ 708,386.84
Wires	#3133-3146	\$1,916,014.52
Accounts Payable Checks	#167118-167133	\$ 40,428.37
Accounts Payable Voided Checks		\$ (572.00)

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Payroll Checks	#20026-20029	\$ 13,004.77
Payroll Advice	#15299-15462	\$ 494,101.96
Payroll Checks Void	#20027-20027	\$ (3,340.30)
Payroll Check	#20030-20030	\$ 3,340.30

Total Checks and Wires for A/P & Payroll: \$3,171,364.46

Item 2: APPROVAL OF MINUTES

**Motion:** To approve the minutes for the Committee of the Whole and Council Study Session held on October 02, 2025, and the City Council Regular Meeting held on October 09, 2025.

Item 3: B&O TAX MODEL ORDINANCE UPDATE - 2ND READING

**Motion:** To approve Draft Ordinance No. 25-100, updating the City of Des Moines Business and Occupation Tax Model Ordinance.

Item 4: 2025 NEIGHBORHOOD TRAFFIC CALMING PROJECT - CONTRACT AWARD

**Motion:** To approve the Public Works Contract with Base Crew LLC (Contractor) for the 2025 Neighborhood Traffic Calming Project in the amount of \$55,968.00, and authorize a project construction contingency in the amount of \$6,000.00, and further authorize the City Manager to sign said Contract substantially in the form as submitted.

Item 5: SEA-TAC STAKEHOLDER ADVISORY ROUND TABLE (StART) POSITION APPOINTMENT

**Motion:** To reappoint Joe Dusenbury to a term on the StART Committee effective December 31, 2025 and expiring on December 31, 2027.

**Direction/Action**

**Motion** made by Councilmember Matt Mahoney to approve the Consent Agenda as read; seconded by Councilmember Jeremy Nutting. Motion passed 7-0.

## PUBLIC HEARING/CONTINUED PUBLIC HEARING

Item 1: 2026 PROPERTY TAX LEVY - 2ND READING

At 6:20 p.m. Mayor Traci Buxton opened the Public Hearing.

- Finance Director Jeff Friend gave a PowerPoint Presentation on the 2026 Property Tax Levy.

Mayor Traci Buxton asked 3 times if anyone wished to speak.

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Seeing none Mayor Traci Buxton asked Council if they had any questions.

At 6:26 p.m. Mayor Traci Buxton closed the Public Hearing.

**Direction/Action**

**Motion 1** made by Councilmember Jeremy Nutting to enact Draft Ordinance No. 25-101, determining the amount of funds to be raised by ad valorem taxes for the year 2026 for general City expenditures; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 7-0.

**Motion 2** made by Councilmember Jeremy Nutting to enact Draft Ordinance No. 25-102 authorizing the increase in ad valorem taxes for the year 2026 for general City expenditures; seconded by Councilmember Matt Mahoney.

Motion passed 7-0.

Item 2: 2025/2026 BIENNIAL BUDGET AMENDMENTS - 1ST READING

At 6:32 p.m. Mayor Traci Buxton opened the Public Hearing.

- Finance Director Jeff Friend gave a PowerPoint Presentation on the 2025/2026 Biennial Budget Amendments.

Mayor Traci Buxton asked 3 times if anyone wished to speak.

Seeing none Mayor Traci Buxton asked Council if they had any questions.

At 7:04 p.m. Mayor Traci Buxton closed the Public Hearing.

**Direction/Action**

**Motion** made by Councilmember Matt Mahoney to forward Draft Ordinance No. 25-092, relating to municipal finance and amending the 2025/2026 Biennial Budget adopted in Ordinance No. 1813, to a second reading; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 7-0.

Item 3: LAND USE APPLICATION ABANDONMENT ORDINANCE - 1ST READING

At 7:16 p.m. Mayor Traci Buxton opened the Public Hearing.

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- Land Use Planner Peyton Murphy gave a PowerPoint Presentation on the Land Use Application Abandonment Ordinance.

Mayor Traci Buxton asked 3 times if anyone wished to speak.

Seeing none Mayor Traci Buxton asked Council if they had any questions.

At 7:22 p.m. Mayor Traci Buxton closed the Public Hearing.

**Direction/Action**

**Motion** made by Councilmember Matt Mahoney to pass draft Ordinance 25-072 to a second reading on December 4, 2025; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 7-0.

Item 4: CO-LIVING HOUSING ORDINANCE - 1ST READING

At 7:23 p.m. Mayor Traci Buxton opened the Public Hearing.

- Land Use Planner Alicia Jacobs gave a PowerPoint Presentation on the Co-Living Housing Ordinance.

Mayor Traci Buxton asked 3 times if anyone wished to speak.

Seeing none Mayor Traci Buxton asked Council if they had any questions.

At 7:34 p.m. Mayor Traci Buxton closed the Public Hearing.

**Direction/Action**

**Motion** made by Councilmember Matt Mahoney to pass draft Ordinance 25-090 to a second reading on December 4, 2025; seconded by Councilmember Yoshiko Grace Matsui.

Motion passed 7-0.

**NEW BUSINESS**

Item 1: 2026-2031 CAPITAL IMPROVEMENTS PLAN  
Staff Presentation by Finance Director Jeff Friend

- Finance Director Jeff Friend gave a PowerPoint Presentation on the 2026-2031 Capital Improvements Plan.

**Direction/Action**

**Motion** made by Deputy Mayor Harry Steinmetz to adopt Draft Resolution No. 25-093 approving the City of Des Moines 2026–2031 Capital Improvements Plan; seconded by Councilmember Jeremy Nutting.

Motion passed 7-0.

Item 2: INTERLOCAL AGREEMENT FOR COORDINATED SAMP REVIEW AND LEGAL SERVICES

Staff Presentation by Community Development Director Rebecca Deming

- Community Development Director Rebecca Deming gave a PowerPoint Presentation on the Interlocal Agreement for coordinated SAMP Review and Legal Services.

**Direction/Action**

**Motion** made by Councilmember Matt Mahoney to approve the Interlocal Agreement between the Cities of Burien, Des Moines, and SeaTac for Legal and Environmental Review in Connection with the NEPA and SEPA Evaluations of the Sea-Tac Airport Sustainable Master Plan and authorize the City Manager to sign substantially in the form as attached; seconded by Councilmember Jeremy Nutting.

Motion passed 7-0.

Item 3: CITY COUNCIL COMPENSATION FRAMEWORK DISCUSSION

Staff Presentation by Assistant City Manager Adrienne Johnson-Newton

- Assistant City Manager Adrienne Johnson-Newton gave a PowerPoint Presentation on the City Council Compensation Framework Discussion.

**EXECUTIVE SESSION**

The Special Meeting was called to order by Mayor Traci Buxton at 8:25 p.m.

**ROLL CALL**

**Council Present:**

Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger; Councilmember JC Harris; and Councilmember Matt Mahoney

**Council Via Zoom:**

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Councilmember Jeremy Nutting

The purpose of the Special Meeting was to hold an Executive Session to discuss the Performance of a Public Employee under RCW 42.30.110(1)(g).

The Executive Session expected to last 45 minutes.

At 9:11 p.m. the meeting was extended to 9:42 p.m.

Councilmember Jeremy Nutting left the meeting at 9:12 p.m.

No formal action was taken. The Special Meeting lasted 67 minutes and adjourned at 9:42 p.m.

The City Council regular meeting reconvened at 9:42 p.m.

**Direction/Action**

**Motion 1** made by Councilmember Matt Mahoney to increase the City Manager's salary as a merit increase of six percent with an additional adjustment of four percent for COLA for a total of a ten percent increase which would equate \$269,500 for the year of 2026; seconded by Councilmember Yoshiko Grace Matsui.

Motion passed 5-1.

**For:** Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui; and Councilmember Matt Mahoney

**Against:** Councilmember JC Harris

**Motion 2** made by Councilmember Yoshiko Grace Matsui to set the City's annual contribution to the City Manager's Deferred Comp Account to \$12,000 annually until the year 2030; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 5-1.

**For:** Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui; and Councilmember Matt Mahoney

**Against:** Councilmember JC Harris

**Motion 3** made by Deputy Mayor Harry Steinmetz to amend the termination and severance clause to accrue at a rate of three months per year of service until the cap of twelve months is reached; seconded by Councilmember Matt Mahoney.  
Motion passed 5-1.

**For:** Mayor Traci Buxton; Deputy Mayor Harry Steinmetz;  
Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui;  
and Councilmember Matt Mahoney

**Against:** Councilmember JC Harris

## **NEW BUSINESS CONTINUED**

Item 4: NEW AGENDA ITEMS FOR CONSIDERATION

Mayor Traci Buxton recommended the following:

1. Use the segment "Items for Future Focus" in the City Manager Evaluation as a springboard for expectations in 2026 and create a tangible document for the City Manager.
2. Consider the formation of an ad hoc committee in August to review evaluation procedures and make recommendations to Council.
3. Review evaluation timeline, create a schedule, and review evaluation procedures.

Council consensus supported the recommendation.

### **Direction/Action**

**Motion** made by Councilmember Yoshiko Grace Matsui to have staff prepare an amendment to the City Managers Contract and to authorize the Mayor to sign the contract on the behalf of Council based on the motions passed; seconded by Councilmember Matt Mahoney.  
Motion passed 5-1.

**For:** Mayor Traci Buxton; Deputy Mayor Harry Steinmetz;  
Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui;  
and Councilmember Matt Mahoney

**Against:** Councilmember JC Harris

## **NEXT MEETING DATE**

December 04, 2025 City Council Regular Meeting.

## **ADJOURNMENT**

**Direction/Action**

**Motion** made by Councilmember Gene Achziger to adjourn the meeting;  
seconded by Councilmember Matt Mahoney.  
Motion passed 6-0.

The meeting adjourned at 9:57 p.m.