



**AGENDA
DES MOINES CITIZENS ADVISORY BOARD
MEETING**

City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Wednesday, March 25, 2026 - 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA ITEMS

- Item 1. **Approval of Minutes from the February 25, 2026 Citizens Advisory Board Meeting**
Motion: "I move to approve the minutes of the February 25, 2026 Citizens Advisory Board Meeting."
- Item 2. **Strategic Plan Update**
- Item 3. **Discussion on Draft Ordinance 26-009 Regarding Appointive Committees & Citizen Advisory Board Code**
- Item 4. **Subcommittee Reports**

NEXT MEETING DATE

April 29, 2026

ADJOURNMENT



**MINUTES
DES MOINES CITIZENS ADVISORY BOARD
MEETING**

**City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Wednesday, February 25, 2026 - 6:00 PM**

CALL TO ORDER

Chair Harry Steinmetz called the meeting to order at 6:00 PM.

ROLL CALL

Council Present: Deputy Mayor Gene Achziger; Councilmember Harry Steinmetz; Councilmember Robyn Desimone

Committee Present: Victoria Andrews; Corrine Anderson-Ketchmark; Charlene Bacalzo; Alyson Chapin; Jeff Crompe; Eddy Duggar; Aileen Evans; Lisa Franz, Colleen Gants; Diane Hoyer; Bill Linscott; Mackenzie Meyers; Randy Richards

Staff Present: Assistant City Manager Adrienne Johnson-Newton; City Liaison Tara Vaughn; Deputy City Clerk Sara Lee

AGENDA ITEMS

- Item 1. **Approval of Minutes**
Motion: "I move to approve the minutes of the January 28, 2026 Citizens Advisory Board Meeting."

Direction/Action

Motion made by Jeff Crompe, seconded by Eddy Duggar
Motion 13-0.

- Item 2. **City Sponsored Events Presentation**

Assistant City Manager Adrienne Johnson-Newton gave a presentation on City Sponsored Events.

- Community Enrichment Services (CES) - Park and Recreation, Senior

- Services, Events and Facilities.
- Discontinuation of Fourth of July Drone Show and moving towards multiple signature events
- Review of First Annual Holiday Tree Lighting
- Future Goals - Refine the scope of the Fourth of July event(s) in anticipation of America's 250th Birthday.

Item 3. **Subcommittee Reports**

ARTS COMMISSION - PRESENTED BY JEFF CROMPE and CHARLENE BACALZO

- Working with Communications and Community Programs Analyst Alex Reyes to create a flyer to be used for advertng the Summer Concerts.
- Video Contest Update: Announcing the contest to the school at the beginning of the school year, with submissions due around October. Theater on Marine View Drive will be utilized to view the submissions.
- Working with the City to help with the Christmas Decorations this year.
- International Sculpture Day is April 25th - Creating a map that showcases the sculptures in the City.

SENIOR SERVICES - PRESENTED BY AILEEN EVANS

- Meeting with Community Enrichment Services Program Supervisor Cortney Wilt and Recreation Manager Kyle Ehlers to discuss the following programs:
 - Inter-generational Programming - Indoor playtime for kids and parents
 - Senior vs, Senior History Project - Highschool students visiting senior living residents and interviewing seniors regarding their history.
 - Postscripts - Hearing stories from seniors and discussing memories and showcasing any memorabilia they have of Des Moines.

HUMAN SERVICES - PRESENTED BY CORRINE ANDERSON-KETCHMARK

- Met with Co-Responder Monica O. Lara at Des Moines Police to go over services Monica provides and how to connect citizens with those services.
- Building a resource guide for citizens.
- Future meetings with BackPack Brigade, Orion, and Highline College.
- March 6th - Will be hearing an update regarding a grant and reviewing applications to present to Council to see which applications will receive the funding. Applicants are service providers for the community.

NEXT MEETING DATE

March 25, 2026

ADJOURNMENT

Direction/Action

Motion made by Charlene Bacalzo, seconded by Victoria Andrews
Motion 13-0.

The meeting adjourned at 7:35 P.M.



Update on the Strategic Plan

For CAB March 25, 2026

Katherine Caffrey

City Manager



Engagement Process



CAB was everywhere!

- Pop-Ups at events and facilities:
 - Holiday Market
 - Des Moines Food Bank
 - Des Moines & Woodmont Library branches
 - Holiday tree lighting

- Passed out flyers
- Neighborhood briefings: Wesley, Huntington Park, Judson Park
- Sent neighborhood emails



- Advertised Community Survey:
 - Waterland Blog
 - Peach Jar (Federal Way & Highline schools)
 - City Manager Report
 - Social media
 - Provided multi-lingual cards for the survey to ESL educators in Highline schools

Results

Engagement	Participation
Focus Groups	50
City Councilmember Interviews (past and present)	8
Staff survey	113
Community survey	1,036
Town Hall	80



Strengths

Committed and engaged community

Location and city aesthetics

City staff and leadership

Organizational adaptability and resourcefulness

Challenges



Business attraction and support



Long-term financial stability and budget shortfalls



Impact of airport on quality of life



Managing community expectations



Resources and workforce staffing



Protecting natural areas, shorelines, and the environment

Opportunities

Activated
Marina

Recreation &
activities

Fostering the
City's
relationship
with the
community

Downtown
revitalization
and business
attraction

Transportation
& Mobility

Public safety

Protection of
natural
resources

Fiscal
responsibility
and
sustainable
funding
sources

City workforce
needs and
employee
development

Cross-Cutting Engagement Themes

Stakeholder Groups

Council

Staff

Community Members



Common Themes

Creating a vibrant community

A thriving downtown, strong local business community, and public marina are top priorities

Financial and budgetary constraints

Sustainable revenue sources needed to protect quality of life

Location and natural beauty

Great access and natural resources make Des Moines a destination and must be protected

Public safety

More officers and safer streets would enhance already high quality of life

Active and engaged community

Passionate residents want strong relationship with the City

Council Retreat

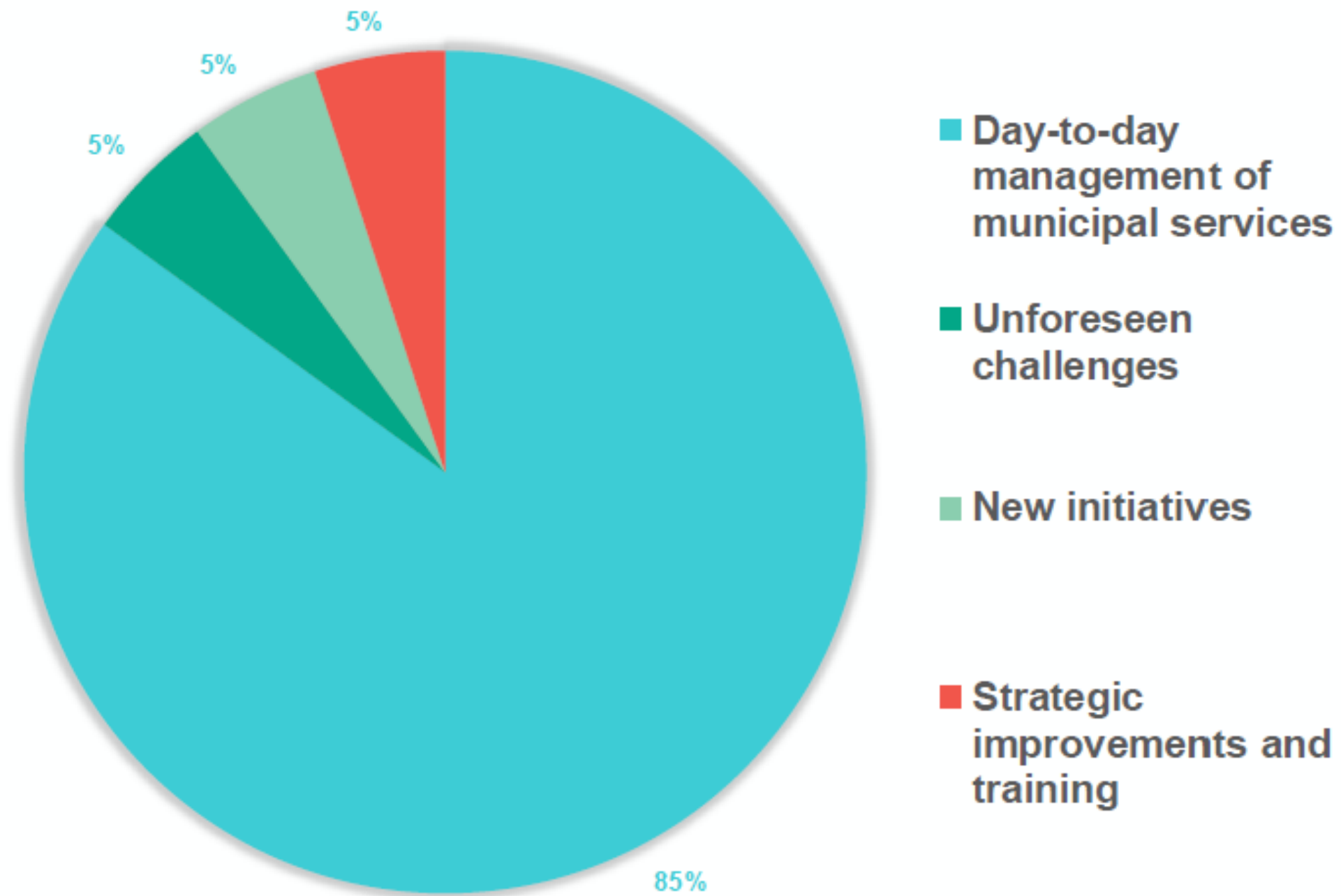
- Develop Strategic Priorities which drive work plan and focus for next 3-5 years
- Provide direction and focus to organization



Council Retreat

**Effective
Strategic
Planning
Requires
*Attention***

MANAGEMENT'S TIME

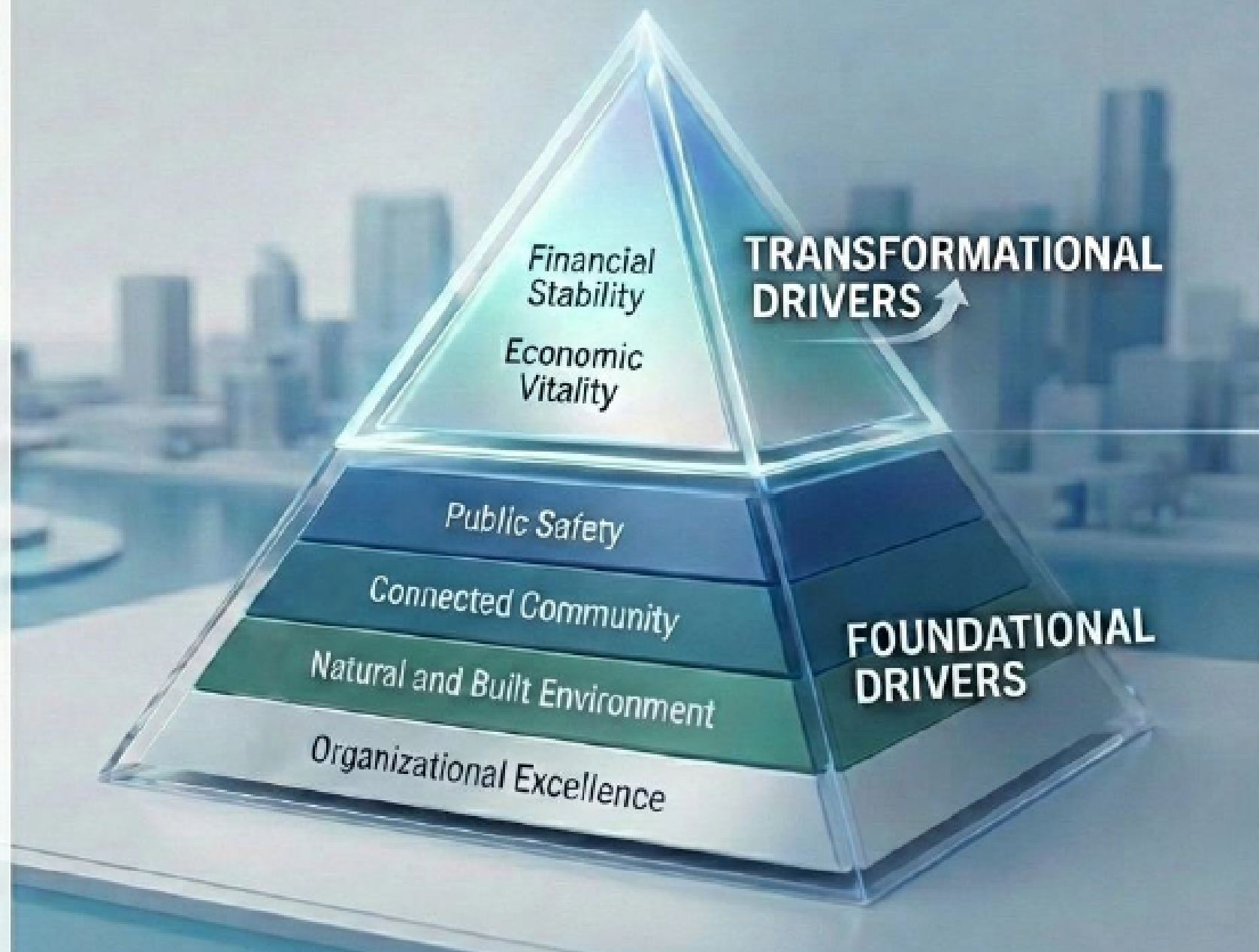


Council Retreat

Transformational vs. Foundational

STRATEGIC FOCUS AREAS

Financial Stability
Economic Vitality
Public Safety
Connected Community
Natural and Built Environment
Organizational Excellence



Strategic Priorities

- Economic Vitality
- Financial Stability
- Public Safety
- Connected & Engaging Community
- Natural & Built Environment
- Organizational Excellence

Strategic Planning Process Overview

Kick off meeting with City

August 2025

Understand the Context

Interviews with Mayor and City Council Members

Fall 2025

Community Focus Groups

Employee Survey

October 2025

Engagement Activities

Community Town Hall
Community Survey

December 2025

Workshop with Executive Team

January 2026

Strategic Planning Workshops

Workshop with City Council

February 2026

Develop draft and final strategic plan for adoption

Winter/Spring 2026

Develop the Strategic Plan



Des Moines

WATERLAND CITY



Draft Ordinance 26-009 Regarding Appointive Committees & CAB

Purpose

- Strengthen committee effectiveness and alignment
- Over the past year, the City has taken a comprehensive look at how our committees operate
- This part of a code update to ensure consistency
- The goal is to:
 - Clarify roles and expectations
 - Support meaningful participation
 - Strengthen connection to Council priorities

Purpose

- We want to ensure every committee member understands:
 - Their role
 - Where they add value
- Create a consistent structure so:
 - Meetings are productive and focused
 - Ideas move clearly from subcommittee -> committee -> Council
- Make this a positive volunteer experience!

Clarifying the Advisory Role

- Committees play an important role in:
 - Providing community perspective
 - Advising Council and staff on key issues
- The Municipal Code clarifies that:
 - Final decisions rest with City Council and/or staff (depending on issue)
 - Subcommittees focused on recommendations and input

Roles of Staff and Committees:

- Staff support committees by:
 - Providing information
 - Coordinating logistics, vendors and budgets
 - Implementing Council direction
 - Providing a designated liaison
- Committees focus on:
 - Providing input and recommendations

Operations/Robert's Rules/ Attendance:

- Use of established meeting procedures (i.e. Robert's Rules...*light*)
- Clear attendance expectations (More than 3 absences get referred to Council)
- Broad community representation
- Membership limited to one committee per term

Ethics & Conflict of Interest

- Ethics and Public Trust
- All committee members are held to City's ethics standards
- Annual conflict of interest and ethics training
- Helps ensure transparency and public confidence in committee work

Council and Committee Connection

- Annual joint meetings with Council
 - Clarify priorities
 - Identify where committee input is most valuable
- Helps ensure committee work is:
 - Relevant
 - Timely
 - Actionable

CAB Specific Changes

- Subcommittees have defined areas of focus
- Meetings should center on topics within CAB's mission
- Ensures time is spent on the most impactful work
- Staff handle operational, administrative and logistical functions
- This allows committee members to focus on:
 - Ideas
 - Input
 - Recommendations

CAB Specific Changes

- Create clear pathways for ideas:
 - Process to request items for future agendas
 - Make request through staff liaison
 - Requests are coordinated through staff to:
 - Ensure alignment with priorities
 - Allow for proper preparation
 - Subcommittee reports do not have to occur at every meeting
- How Recommendations Move Forward:
 - Subcommittees develop ideas/recommendations → written report
 - CAB reviews and refines as a full body
 - CAB forwards formal recommendations to Council

QUESTIONS?

