



**AGENDA
DES MOINES CITIZENS ADVISORY BOARD
MEETING**

City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Wednesday, April 29, 2026 - 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA ITEMS

- Item 1. **Approval of Minutes from the March 25, 2026 Citizens Advisory Board Meeting**
Motion: "I move to approve the minutes of the March 25, 2026 Citizens Advisory Board Meeting."

- Item 2. **Ethics Training**

NEXT MEETING DATE

May 27, 2026

ADJOURNMENT

**Citizens Advisory Board
AGENDA ITEM**

BUSINESS OF THE CITIZENS ADVISORY BOARD
City of Des Moines, WA

SUBJECT: Approval of Minutes from the March 25, 2026 Citizens Advisory Board Meeting

ATTACHMENTS:

1. DRAFT March 25, 2026 Citizens Advisory Board Meeting Minutes

FOR AGENDA OF:

April 29, 2026

DEPT OF ORIGIN:

Legal

DATE SUBMITTED:

April 20, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is for the Citizen Advisory Board to review the minutes from the March 25, 2026 Citizens Advisory Board meeting.

Suggested Motion:

Motion: "I move to approve the minutes of the March 25, 2026 Citizens Advisory Board Meeting."

Background

The City Clerk's Office has prepared action-format meeting minutes for Citizen Advisory Board's consideration.

Alternatives

The Citizen Advisory Board may make corrections to errors and approve the meeting minutes as amended.

Recommendation

Staff recommends the Citizen Advisory Board approve the meeting minutes as presented.



**MINUTES
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

Chair Harry Steinmetz called the meeting to order at 6:02 p.m.

ROLL CALL

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

Committee Present: Aileen Evans; Lisa Franz; Alyson Chapin; Bettina Carey; Victoria Andrews; Corrine Anderson-Ketchmark; Diane Hoyer; Jim Lampariello; Mary Guiberson; Bill Linscott; Jeff Crompe; Mackenzie Meyers; Charlene Bacalzo; Eddy Duggar

Staff Present: City Manager Katherin Caffrey; City Liaison Tara Vaughn; Deputy City Clerk Sara Lee

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."

Direction/Action

Motion made by Jeff Crompe, seconded by Bill Linscott
Motion passed 14-0.

- Item 2. **Strategic Plan Update**

City Manager Katherin Caffrey presented the Strategic Plan Update.

Item 3. **Discussion on Draft Ordinance 26-009 Regarding Appointive Committees & Citizen Advisory Board Code**

City Manager Katherine Caffrey held a discussion on Draft Ordinance 26-009.

- Ensure committee members understand their role and value
- Staff supports committees through information sharing, logistics, implementation.
- Establish meeting procedures, attendance expectations, term limitations
- Annual ethics training
- Annual joint meetings with Council

Direction/Action

Motion made by Victoria Andrews to change the status of subcommittees to committees; seconded by Harry Steinmetz.

Motion passes 14-0.

Item 4. **Subcommittee Reports**

HUMAN SERVICES - PRESENTED BY CORRINE ANDERSON-KETCHMARK

- Creating a resource guide; researching 988, 211, and 411 and compiling information to help develop the guide.
- Grant process has opened and working on the process the next few months; will be bringing recommendations to the CAB.
- Looking into conducting a needs assessment.

SENIOR SERVICES - PRESENTED BY AILEEN EVANS

- Reached out to Redondo and Woodmont neighborhoods regarding open positions.
- Des Moines Historical Project - Proposing to have a yearly event to have seniors/long-time residents bring artifacts or history about Des Moines and engage in conversations with the public.
- Post Scripts Program - For students that need to complete community service hours, this program would allow students to interview seniors or long-time residents and have the interview featured in local papers/magazines.
- Intergenerational Program - Art with seniors.

ARTS COMMISSION - PRESENTED BY JEFF CROMPE

- Posters for the Summer Concerts Series posted around the City.
- Submitted a list of food truck vendors to the City to be available during the

Summer Concert Series.

- Video contest will be held in the fall of this year.
- Currently working on creating a list of bands for the 2027 Summer Concert Series.

NEXT MEETING DATE

April 29, 2026

April 29, 2026

ADJOURNMENT

Direction/Action

Motion made by Jeff Crompe to adjourn; seconded by Charlene Bacalzo.
Motion passed 14-0.

The meeting adjourned at 7:42 p.m.

Ethics & Conflicts of Interest



Purpose

- Board and committee members hold a public trust and are expected to adhere to a standard of behavior that does not violate, or even appear to violate, that trust
- Yearly ethics training is required for all appointive committees under the new Ordinance

Use of City Property

- City property may not be used for personal use, convenience, or profit
- Board and committee members must take care to properly use, maintain, and avoid damage of City property



Personal Gain or Profit

- Board and committee members may not:
 - Use their position for personal or family gain or profit
 - Use information acquired in confidence from a city customer, supplier, lessee, or contractor for anything other than City purposes



Conflicts of Interest - Policy

- Board and committee members must not do any act that is in conflict with the performance of their duties
- This includes avoiding even the appearance of a conflict

Conflicts of Interest – What are they?

- Using any person, property, or City money for private benefit/gain
- Using, or attempting to use, board or committee position to secure privileges or exemptions
- Accepting, or agreeing to accept, favors, rewards, gratuity, or anything with \$ value with the understanding that the members services or decisions would be influenced thereby
- Influencing selection of, or conduct of business, between the City and an entity with which the member has a financial interest

Conflicts of Interest – What are they?

- Soliciting gifts or anything of value
- Intentionally using/disclosing info not available to the public and acquired by reason of position, which financially benefits the member, family, friends, others
- Accepting employment, or engaging in business/professional activity, that could conflict with performance of duties, or could require disclosure of confidential info
- Accepting personal or cash gifts
- Taking part in any action concerning any matter in which there is a financial interest

Conflicts of Interest – What to do?

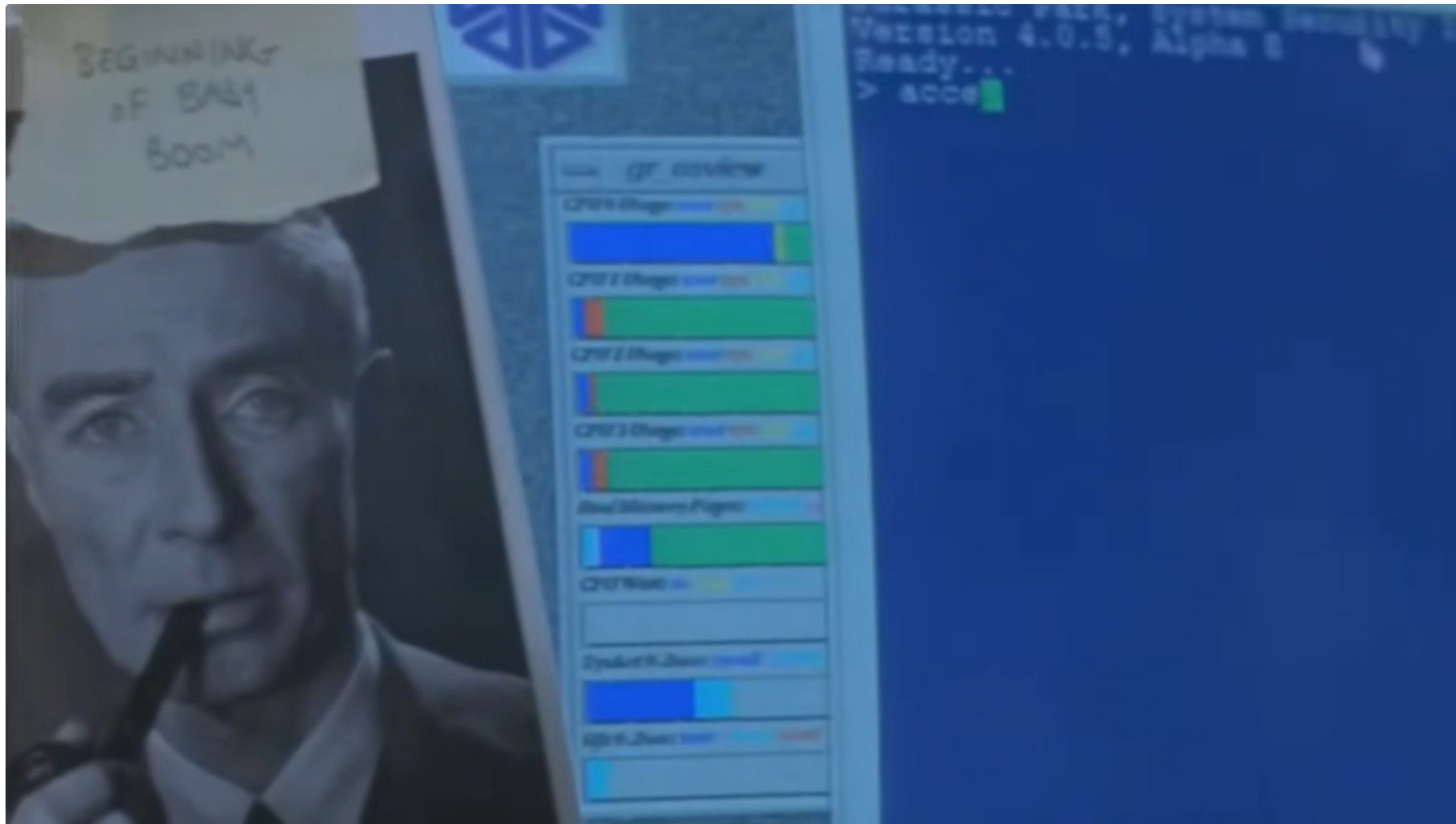
- If member believes there may be a conflict of interest, must disclose:
 - The fact that there is, or may appear to be, a conflict
 - The extent of the members interest
- Once a conflict is disclosed, that member will be excluded from voting on the matter

Political Activities

- Members have the right to vote, express opinions on all political subjects, hold political office, or participate in campaigns
- Restrictions:
 - City facilities may not be used
 - Must make clear that you do not represent the City and that the City does not endorse any particular candidate or position
 - May not attempt to obtain political contributions from City employees by threat of disciplinary action or unusual/preferential treatment

Records Disclosure

- Members may not:
 - Disclose, to any unauthorized person, any confidential City info
 - Disclose, or use, confidential City info for direct/indirect personal gain/benefit



Violations

- Violations may result in disciplinary action such as:
 - Counseling
 - Verbal or written reprimands
 - Censure
 - Suspensions
 - Removal from the Board
 - Or other appropriate actions

QUESTIONS?



