



AGENDA
DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Thursday, June 11, 2026 - 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

COMMENTS FROM THE PUBLIC

REGIONAL COMMITTEE REPORT

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1. **2027 South King Housing and Homelessness Partners (SKHHP) Work Plan and Budget Presentation - 15 Minutes**
Presentation by:
Dorsol Plants, SKHHP Program Manager
- Item 2. **Port of Seattle Presentation - 40 Minutes**
Presentation by:
Dave Kaplan, Port of Seattle Local Government Relations Manager
- Item 3. **2026 4th of July Event Update - 10 Minutes**
Staff Presentation by:
AJ Johnson-Newton, Assistant City Manager

CONSENT AGENDA

- Item 1. **Approval of Vouchers**
Motion: "I move to approve the payment vouchers through May 28, 2026 and payroll transfers through May 20, 2026 in the attached list and further described as follows:"

EFT Vendor Payments	#13640 - #13719	\$ 1,742,501.15
Wires	#3339 - #3345	\$428,098.47
Accounts Payable Checks	#167503 - #167540	\$ 457,230.15
Payroll Checks	#20070 - #20071	\$ 6,404.89
Payroll Advice	#17591 - #17746	\$ 503,485.41
Total Checks and Wires for A/P & Payroll:		\$ 3,137,720.07

- Item 2. **Approval of Minutes**
Motion: "I move to approve the minutes from the May 7, 2026 Committee of the Whole and Study Session meetings, as well as the May 14, 2026 and May 21, 2026 City Council Regular Meetings."
- Item 3. **Juneteenth Proclamation**
Motion: "I move to approve the proclamation recognizing June 19th, 2026, as a day to celebrate Juneteenth."
- Item 4. **LGBTQIA+ Pride Month Proclamation**
Motion: "I move to approve the proclamation recognizing June as LGBTQIA+ Pride Month."
- Item 5. **2027 South King County Housing and Homelessness Partners (SKHHP) Work Plan and Budget**
Motion: "I move to pass Draft Resolution No. 26-040, approving the 2027 South King Housing and Homelessness Partners Budget and the 2027 Work Plan."
- Item 6. **Residential Conversions Ordinance - 2nd Reading**
Motion: "I move to adopt Draft Ordinance No. 26-035 adopting the Residential Conversions Ordinance."
- Item 7. **2026 Lodging Tax Advisory Committee Spending Recommendations**
Motion: "I move to approve the recommendations as submitted by the Lodging Tax Advisory Committee for the expenditure of Lodging Tax funds."
- Item 8. **North Hill Elementary Walkway Improvements Project Condemnation - 2nd Reading**
Motion: "I move to pass Draft Ordinance No. 26-045 directing the City Attorney to prosecute an eminent domain action in King County Superior Court in a manner provided by law to condemn, take, damage and appropriate real property."

UNFINISHED BUSINESS

- Item 1. **Review and Confirmation of the Strategic Priorities for Adoption - 20 Minutes**
Staff Presentation by:
City Manager Katherine Caffrey
- Motion:** "I move to direct staff to incorporate any final feedback provided this evening and place the Strategic Plan, Charting Our Course, on the June 25, 2026 Consent Agenda for Council consideration and adoption."

NEW BUSINESS

Item 1. **New Agenda Items for Consideration - 10 Minutes**

COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

PRESIDING OFFICER'S REPORT

EXECUTIVE SESSION

NEXT MEETING DATE

June 25, 2026 City Council Regular Meeting

ADJOURNMENT

Members of the public who wish to provide comment during the meeting via Zoom must register in advance. To register, please email cityclerk@desmoineswa.gov by 12:00 p.m. (noon) on the Wednesday before the meeting.

City Council meeting can be viewed live on the City's website, Comcast Channel 21/321, on the City's [YouTube](#) channel or via [Zoom](#).

[Projected Future Agenda Items](#)

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: 2027 South King Housing and Homelessness Partners (SKHHP) Work Plan and Budget Presentation

ATTACHMENTS:

1. SKHHP 2027 Work Plan & Budget
PowerPoint

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Community Development

DATE SUBMITTED:

May 26, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this presentation is to provide Council with background information from SKHHP staff and an opportunity to ask questions prior to consideration of the related agenda item later in the meeting.

South King Housing and Homelessness Partners (SKHHP) 2027 Work Plan and Budget

Dorsol Plants, SKHHP Program Coordinator

dplants@skhhp.org

About SKHHP

2019: SKHHP was formed via an Interlocal Agreement

Twelve member jurisdictions include

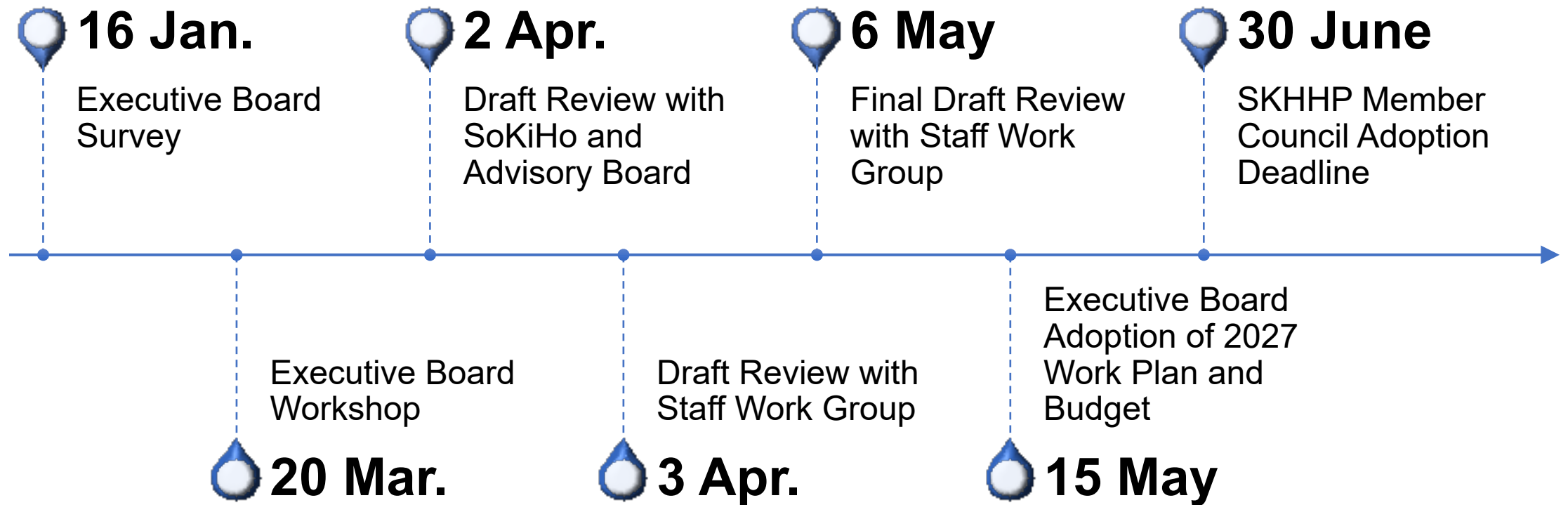
Auburn	Federal Way	Renton
Burien	Kent	SeaTac
Covington	Maple Valley	Tukwila
Des Moines	Normandy Park	King County

Mission

- South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

Interlocal agreement requires City Council adoption of annual work plan and budget

2027 Work Plan and Budget Development Process and Timeline



2027 Work Plan Goals



Photo Credits: Children Watching Construction, Renton, 1950s-1960 (Renton Historical Society)

Fund	Fund the expansion and preservation of affordable housing.
Develop	Develop policies to expand and preserve affordable housing.
Serve	Serve as an advocate for South King County.
Manage	Manage operations and administration.

Population by City and Year

SKHHP Member Jurisdiction	Population (OFM 2022 estimate)	Population (OFM 2023 estimate)	Population (OFM 2024 estimate)	Population (OFM 2025 estimate)	Population (OFM 2026 estimate)
Auburn	Total: 88,750 KC: 78,690	Total: 88,820 KC: 78,760	Total: 88,950 KC: 78,890	Total: 90,320 KC: 80,260	Data not published until June 30, 2026
Burien	52,490	52,560	53,000	53,320	
Covington	21,200	21,600	22,000	22,160	
Des Moines	33,160	33,260	33,400	33,540	
Federal Way	101,800	102,000	102,500	102,900	
Kent	137,900	139,100	140,400	140,100	
Maple Valley	28,920	29,250	29,320	29,340	
Normandy Park	6,790	6,840	6,855	6,855	
Renton	107,500	107,900	108,800	109,700	
SeaTac	31,910	31,740	32,710	32,990	
Tukwila	22,620	22,780	22,930	22,960	
King County (Unincorporated)	248,160	249,060	249,575	250,225	

2027 Operating Budget

Total operation budget: \$525,008

- 68% funds salary and benefits (2 FTEs)

Revenue

- Operating revenues come from member jurisdiction annual contributions based on population tiers

Expenses

- Professional Services incorporates Advisory Board compensation, contract attorney expenses, third-party construction reports, professional development, travel, non-profit dues, and annual license

Continuing to spend down cost savings from previous years to balance additional contribution increases

Interest earnings incorporated into unrestricted fund balance in reserve

Operating Contributions by Population

Member Jurisdiction Population Tier	2026 Contribution	2027 Contribution
<10,000	\$8,045	\$8,045
10,001 – 35,000	\$15,086	\$15,086
35,001 – 65,000	\$30,171	\$30,171
65,000 – 100,000	\$52,295	\$52,295
100,000+	\$68,386	\$68,386

Thank you!

Dorsol Plants, SKHHP Program Coordinator
dplants@skhhp.org

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Port of Seattle Presentation

ATTACHMENTS:

1. Port of Seattle PowerPoint Presentation

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

June 01, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this presentation is for the Port of Seattle to present an update regarding the Sustainable Airport Master Plan (SAMP) Near-Term Projects and the SEPA Draft Environmental Impact Statement and Next Steps.



Sustainable Airport Master Plan Near-Term Projects

SEPA Draft Environmental Impact Statement
and Next Steps • May 22-July 21, 2026

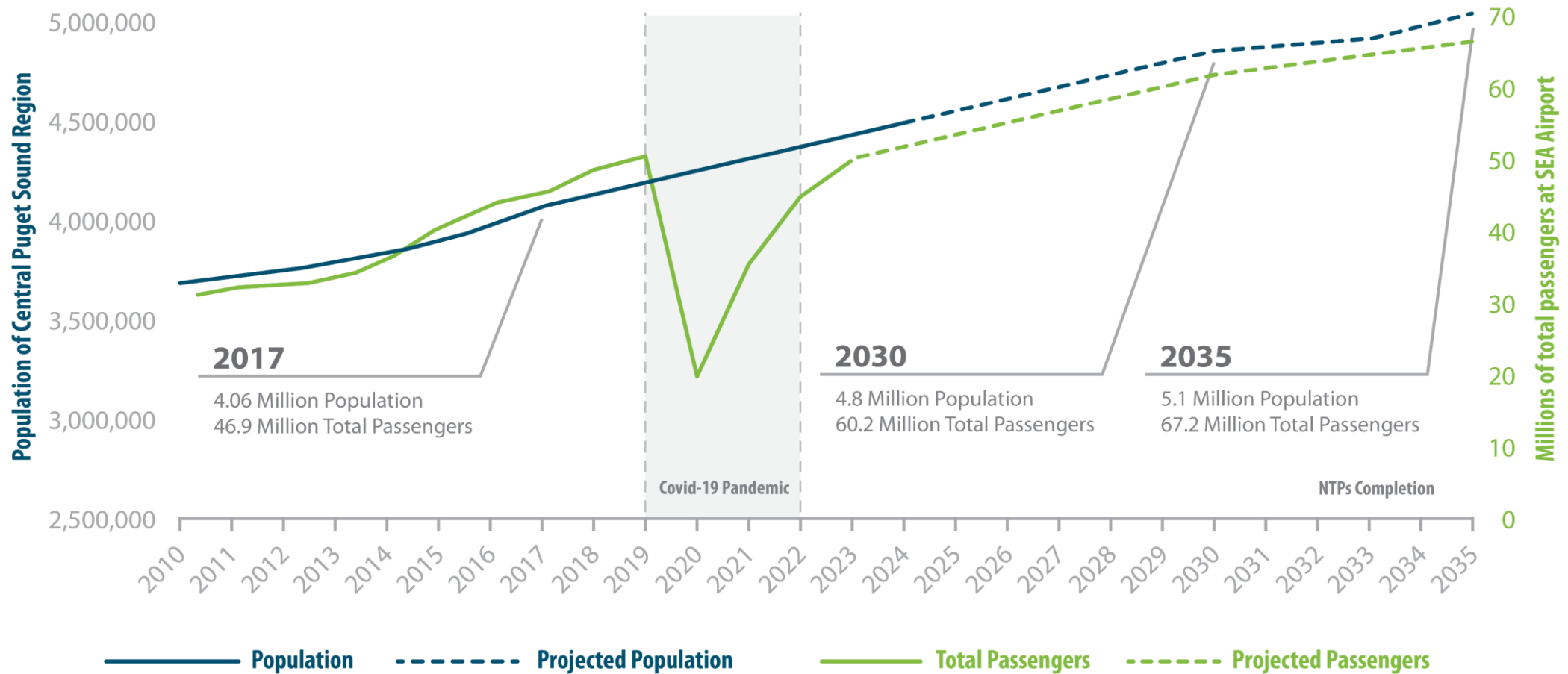




Seattle-Tacoma International Airport (SEA) was built in 1949 to handle half a million passengers annually and is now handling more than 50 million passengers.



Regional Growth and SEA



Population: Puget Sound Regional Council Macroeconomic Forecast
Passengers: SEA Constrained Operating Growth Scenarios

SAMP Overview

The Sustainable Airport Master Plan (SAMP) proposes improvements needed at Seattle-Tacoma International Airport (SEA) to meet future, forecasted demand.

The planning process was completed in 2018 & identified 31 Near-Term Projects.



Completed Project Milestones

2018	Port of Seattle completed the Sustainable Airport Master Plan FAA and the Port initiated NEPA for the NTPs and held Scoping meetings with agencies and the public
2019	Aviation Activity Forecasts were updated
2020 – 2022	Pandemic occurred and process slowed
2022	Baseline conditions and Aviation Activity Forecast updated
2023	Aviation Activity Forecast validated
2024 - 2025	Completion of analysis; publication of NEPA Draft Environmental Assessment
2025	FAA completed NEPA Final EA and issued a Finding of No Significant Impact and Record of Decision Development of additional analysis for SAMP SEPA Draft EIS + Agency and Public Comment Period

Environmental Review and SEPA

What is Environmental Review?

- The purpose of an environmental review is to assess the potential environmental impacts of a proposed project before it is undertaken.
- An environmental review is a process to assess how projects at Port of Seattle facilities may impact the environment in a variety of categories that include air quality and climate, water resources, biological resources, and noise, among others.

What is SEPA?

- SEPA is Washington State's environmental review law and helps decision-makers and the community understand how proposed projects may affect the environment before actions are taken.
- There are two options for review under SEPA: a Determination of Non-Significance (DNS); sometimes mitigated (MDNS)) or the more involved Environmental Impact Statement (EIS). The Port voluntarily chose an EIS.

SEPA Draft EIS Document Overview

Summary

Chapter 1 – Introduction and Purpose & Need

Chapter 2 – Alternatives

Chapter 3 – Affected Environment

Chapter 4 – Impacts and Mitigation Measures

Chapter 5 – Cumulative Impacts

Chapter 6 – References

Appendices

Project website: www.sea-samp.com

How to Access the SEPA DEIS Online

✈ SAMP Website

<https://www.sea-samp.com/>

✈
Home Projects Overview Environmental Review Process Get Involved **Materials** Archive 🔍



How to Access the SEPA DEIS In Person

✈ **Physical copies of the SEPA DEIS can be viewed at:**

- Conference Center at SEA, 17801 International Blvd, SeaTac, WA 98158
- Port of Seattle Headquarters, Pier 69, 2711 Alaskan Way, Seattle, WA 98121
- Burien Library, 400 SW 152nd Street, Suite 100, Burien, WA 98166
- Des Moines Library, 21620 11th Ave S., Des Moines, WA 98198
- Valley View Library, 17850 Military Road S., SeaTac, WA 98188
- Federal Way 320th Library, 848 S 320th St., Federal Way, WA 98003
- White Center Library, 1409 SW 107th St, Seattle, WA 98146
- Tukwila Library, 14380 Tukwila International Blvd, Tukwila, WA 98168
- Vashon Library, 17210 Vashon Hwy. SW, Vashon Island, WA 98070

Agency and Public Comment Period

30-day Public Notice

- April 22, 2026

Public comment period

- May 22 – July 21, 2026 (60 days)

In-Person Public Meetings

Monday, June 22, 6 p.m. – 8 p.m.

Glacier Middle School, 2450 S 142nd St., SeaTac, WA 98168

Tuesday, June 23, 6 p.m. – 8 p.m.

Mt Rainier High School, 22450 19th Ave S, Des Moines, WA 98198

Thursday, June 24, 6 p.m. – 8 p.m.

Wildwood Elementary School, 2405 S 300th St, Federal Way, WA 98003

Saturday, June 27, 10 a.m. – 12 p.m.

Gregory Heights Elementary School, 16201 16th Ave. SW, Burien, WA 98166

Email

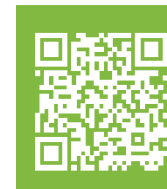
samp@portseattle.org

Postal Mail

Mr. Steve Rybolt

Port of Seattle, AV Environment and Sustainability,

P.O. Box 68727, Seattle, WA 98168



For translated materials, visit our website
Para materiales traducidos, visite nuestro sitio web
Để xem tài liệu đã dịch, hãy truy cập trang web của chúng tôi
如需翻译材料, 请访问我们的网站
Wixii agab la turjumay, booqo shabakadeena
ለትርጉም ዕቃዎች, የእኛን ድረ-ገጽ ይጎብኙ
번역된 자료를 보려면 당사 웹사이트를 방문하세요

Outreach and Engagement

- Use plain, accessible language when communicating
- Communicate via multiple tools to reach various audiences
 - Website, email updates, presenting at community meetings, and in-person and virtual meetings
- Remove barriers to participation
 - Translation tools online and printed materials in nine languages
- Partner with community leaders
 - Briefings at community meetings, present to area cities, and partner with community-based organizations

SEA Airport's Sustainable Airport Master Plan (SAMP) Near-Term Projects (NTPs)

Save the Date! The SAMP serves as a guide to future development for Seattle-Tacoma International (SEA) Airport. The SAMP's planned projects will not only make SEA more efficient but will include benefits for people using and working at the airport, as well as improve transportation in and around the airport. Official comments can be submitted at one of four in-person public meetings, by email, mail, or online beginning **May 22, 2026**.

¡Reserva la Fecha! El SAMP sirve como guía para el desarrollo futuro de Seattle-Tacoma International (SEA) Airport. Los proyectos planificados del SAMP no solo harán que SEA sea más eficiente, sino que también incluirán beneficios para las personas que usan y trabajan en el aeropuerto, además de mejorar el transporte hacia y desde el aeropuerto. Los comentarios oficiales se pueden enviar en una de cuatro reuniones públicas presenciales, por correo electrónico, correo postal o en línea a partir del 22 de mayo de 2026.

날짜를 저장하세요! SAMP는 Seattle-Tacoma International (SEA) Airport의 미래 개발을 위한 안내서 역할을 합니다. SAMP의 계획된 프로젝트는 SEA를 보다 효율적으로 만들 뿐만 아니라 공항을 이용하고 근무하는 사람들을 위한 혜택을 포함하며, 공항 내외부의 교통을 개선할 것입니다. 공식 의견은 2026년 5월 22일부터 네 곳의 대면 공개 회의 중 하나, 이메일, 우편 또는 온라인을 통해 제출할 수 있습니다.

保存日期! SAMP 是 Seattle-Tacoma International (SEA) Airport 未来发展的指

导方案。SAMP 的规划项目不仅将提升 SEA 的运营效率, 还将为使用和在机场工作的人员带来福利, 并改善进出机场的交通状况。公众可从 2026 年 5 月 22 日起, 通过四场现场公开会议之一、电子邮件、邮寄或网络方式提交正式意见。

Keydso taariikhda! SAMP waxay u adeegtaa hagitaan horumarinta mustaqbalka ee Seattle-Tacoma International (SEA) Airport. Mashruucyada qorsheysan ee SAMP ma aha oo kaliya inay SEA ka dhigaan mid waxtar badan, laakiin sidoo kale waxay ku jiri doonaan faa'iidooyin dadka isticmaala iyo ku shaqeeya garoonka, iyo sidoo kale waxay hagaajin doontaa gaadiidka u socda iyo ka imaanaya garoonka. Faallooyinka rasmiga ah waxaa loo gudbin karaa mid ka mid ah afar shirarka dadweynaha ee shakhsi ahaaneed, email, boosto, ama onlayn laga bilaabo Maajo 22, 2026.

Lưu ngày! SAMP đóng vai trò là hướng dẫn cho sự phát triển trong tương lai của Seattle-Tacoma International (SEA) Airport. Các dự án được lên kế hoạch của SAMP không chỉ giúp SEA hoạt

động hiệu quả hơn mà còn mang lại lợi ích cho những người sử dụng và làm việc tại sân bay, đồng thời cải thiện giao thông vận tải ra vào sân bay. Ý kiến chính thức có thể được gửi tại một trong bốn cuộc họp công khai trực tiếp, qua email, thư bưu điện hoặc trực tuyến bắt đầu từ ngày 22 tháng 5 năm 2026.

កត់ត្រាកាលបរិច្ឆេទ! SAMP ដើរតួជាមគ្គុទ្ទេសក៍សម្រាប់ការអភិវឌ្ឍន៍នាពេលអនាគតរបស់ Seattle-Tacoma International (SEA) Airport។ គម្រោងដែលបានរៀបចំរបស់ SAMP នឹងមិនត្រឹមតែធ្វើឱ្យ SEA មានប្រសិទ្ធភាពជាងមុនប៉ុណ្ណោះទេ ប៉ុន្តែនឹងរួមបញ្ចូលផលប្រយោជន៍សម្រាប់អ្នកប្រើប្រាស់ និងអ្នកធ្វើការនៅអាកាសយានដ្ឋាន ព្រមទាំងធ្វើឱ្យប្រសើរឡើងនូវការដឹកជញ្ជូនចូល និងចេញពីអាកាសយានដ្ឋាន។ មតិយោបល់ផ្លូវការអាចដាក់ជូននៅកិច្ចប្រជុំសាធារណៈដោយផ្ទាល់មាត់ ឬតាមរយៈប្រព័ន្ធអ៊ីម៉ែល តាមអ៊ីម៉ែល តាមប្រៃសណីយ៍ ឬតាមអ៊ីនធឺណិត ចាប់ពីថ្ងៃទី 22 ខែឧសភា ឆ្នាំ 2026។

Notez la Date! Le SAMP sert de guide pour le développement futur de Seattle-Tacoma International (SEA) Airport. Les projets planifiés du SAMP non seulement rendront SEA plus efficace, mais incluront également des

SAVE THE DATE

Monday, June 22 | Glacier Middle School (SeaTac) | 6 p.m. – 8 p.m.

Tuesday, June 23 | Mount Rainier High School (Des Moines) | 6 p.m. – 8 p.m.

Thursday, June 25 | Wildwood Elementary School (Federal Way) | 6 p.m. – 8 p.m.

Saturday, June 27 | Gregory Heights Elementary School (Burien) | 10 a.m. – 12 p.m.

avantages pour les personnes qui utilisent et travaillent à l'aéroport, ainsi qu'une amélioration des transports à destination et en provenance de l'aéroport. Les commentaires officiels peuvent être soumis lors de l'une des quatre réunions publiques en personne, par courriel, courrier postal ou en ligne à partir du 22 mai 2026.

ቀንን ያስቀምጡ! SAMP ለ Seattle-Tacoma International (SEA) Airport የወደፊት ልማት መመሪያ ሆኖ ያገለግላል። የ SAMP ታቅደው የተያዙ ፕሮጀክቶች SEAን የበለጠ ቀልጣፋ ከማድረጋቸው ባሻገር፣ እውሮፕላን ማረፊያውን ለሚጠቀሙ እና ለሚሰሩ ሰዎች ጥቅሞችን ያካትታሉ፤ እንዲሁም ወደ እውሮፕላን ማረፊያው የሚደረገውን ትራንስፖርት ያሻሽላሉ። ይፋዊ አስተያየቶች ከ2026 ሜይ 22 ጀምሮ ከአራቱ የሕዝብ ስብሰባዎች አንዱ ላይ በአካል፣ በኢሜይል፣ በፖስት፣ ወይም በመስመር ላይ ሊቀርቡ ይችላሉ።

Next Steps

- All comments received on the SEPA Draft EIS will be reviewed by the Port and responded to in preparation of the SEPA Final EIS.
- If the Port finds the Proposed Action would have significant environmental impacts that could not be mitigated below the level of significance, mitigation and additional analysis may be required.
- If the Port finds the Proposed Action would not have a significant environmental impact, then the Port will issue a SEPA Final EIS
- All SAMP NTPs, individually or as groups, require Commission action to move forward, e.g., design and/or construction.

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: 2026 4th of July Event Update

ATTACHMENTS:

1. 2026 4th of July Event Update

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

June 3, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is to provide Council with an overview of the City's 2026 4th of July event, Stars, Stripes & Sunshine, and the associated Lodging Tax funding request.

Background

On February 5, 2026, Council directed staff to transition the City's 4th of July celebration from an evening drone show to a daytime, family-oriented event.

In response, Community Enrichment Services developed the "Stars, Stripes & Sunshine" event concept, a free waterfront celebration featuring family activities, entertainment, food vendors, and other activities in coordination with the Des Moines Waterfront Farmers Market.

To support eligible tourism-related expenses associated with the event, the City submitted a Lodging Tax application. The application was reviewed by the Lodging Tax Advisory Committee (LTAC), which recommended funding for the City's request.

Discussion

This presentation provides Council with an overview of the 2026 "Stars, Stripes & Sunshine" event, including planned activities, event operations, and the City's Lodging Tax funding request.

Consistent with Council's direction, the event has been redesigned from an evening drone show to a daytime waterfront celebration. The presentation will highlight key event elements, anticipated attendance, and the significant reduction in Lodging Tax funding requested compared to prior years.

2026 4th of July Event Update

June 11, 2026

Background

- February 5, 2026: Council directed staff to transition the City's 4th of July celebration from an evening drone show to a daytime, family-oriented event.
- Community Enrichment Services developed the “Stars, Stripes & Sunshine” event concept in response to Council direction.
- Event designed to provide a free, family-friendly community celebration while supporting waterfront activity and tourism.

Stars, Stripes and Sunshine

Entertainment

Live music throughout the day
Family-friendly magic show
Declaration of Independence Reading

Family Activities

Multiple Bounce Houses (including a toddler area)
Robo Bots interactive experience
Dunk Tank
Gaga Ball
Arts and Crafts Activities

Games and Recreation

Tug-of-War and sack races
Candy Cannon
Cornhole
Giant yard games including Giant Guess Who, Giant Kerplunk, and Tetris
Tumble
Free play options

Waterfront Experience

Des Moines Farmer's Market
Quarterdeck
Park Run
Food trucks and ice cream vendors
Beer garden
Photo booths



Tourism & Lodging Tax Connection

Tourism & Waterfront Activation

- Event located at the Des Moines Marina and Beach Park Event Center
 - Coordinated with the Des Moines Waterfront Farmers Market
 - Activates the waterfront, marina, restaurants, and local businesses
 - Provides a destination event during the summer tourism season
- Celebrates America's 250th Anniversary with activities designed to attract both residents and visitors

Lodging Tax Funding

- 2026 Request: \$45,224.93
- 2025 Allocation: \$117,175.00
- Reduction of approximately \$71,950 (61%)

LTAC Review

- Application reviewed by LTAC
- Funding recommended for approval





**City Council
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Approval of Vouchers

ATTACHMENTS:

1. Vouchers

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

DATE SUBMITTED:

June 01, 2026

CLEARANCES:

City Clerk
Finance

Purpose and Recommendation

Voucher transfers and expense reimbursement claims have been audited and certified by the auditing office in compliance with RCW 42.24.080 and RCW 42.24.090.

Suggested Motion:

Motion: "I move to approve the payment vouchers through May 28, 2026 and payroll transfers through May 20, 2026 in the attached list and further described as follows:"

EFT Vendor Payments	#13640 - #13719	\$ 1,742,501.15
Wires	#3339 - #3345	\$ 428,098.47
Accounts Payable Checks	#167503 - #167540	\$ 457,230.15
Payroll Checks - 5/20/2026	#20070 - #20071	\$ 6,404.89
Payroll Advice - 5/20/2026	#17591 - #17746	\$ 503,485.41

Total Checks and Wires for A/P & Payroll:	\$ 3,137,720.07

Background

City Council review and approval of voucher reports is a key internal control that promotes transparency, accountability, and public trust in the City's financial operations. By examining vouchers after expenditures have occurred, the Council provides independent oversight to confirm that payments were properly authorized, supported by appropriate documentation, and made in accordance with the adopted budget, City policies, and applicable laws. This review helps ensure public funds are used for their intended purposes, strengthens fiscal discipline, and reinforces the separation of duties between staff who process payments and the elected officials responsible for safeguarding taxpayer resources.

Discussion

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer.

Financial Impact

As described above.

Recommendation

Approval of vouchers.



Voucher Certification Approval

June 11, 2026

Auditing Officer Certification

Voucher transfers and expense reimbursement claims have been audited and certified by the auditing office in compliance with RCW 42.24.080 and RCW 42.24.090. A listing of these claims has been provided to the City Council.

On **June 11, 2026** the Des Moines City Council unanimously approved for payment the vouchers through May 28, 2026 and payroll transfers through May 20, 2026 as detailed in the attached list.

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer:

Jeff Friend, Finance Director

			# From	# To	Amounts
Claims Vouchers:					
EFT's			13640	13719	1,742,501.15
Wires			3339	3345	428,098.47
Checks			167503	167540	457,230.15
Total Vouchers paid					2,627,829.77
Payroll Vouchers					
Payroll Checks	5/20/2026		20070	20071	6,404.89
Payroll Advice			17591	17746	503,485.41
Total Paychecks & Direct Deposits					509,890.30
Total checks and wires for A/P & Payroll					3,137,720.07

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Approval of Minutes

ATTACHMENTS:

1. May 07, 2026 City Council COW and Study Session Meeting Minutes
2. May 14, 2026 City Council Meeting Minutes
3. May 21, 2026 City Council Meeting Minutes

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

DATE SUBMITTED:

May 27, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is for the City Council to review the minutes from the May 7, 2026 Committee of the Whole and Study Session meetings, as well as the May 14, 2026 and May 21, 2026 City Council Regular Meetings.

Suggested Motion:

Motion: "I move to approve the minutes from the May 7, 2026 Committee of the Whole and Study Session meetings, as well as the May 14, 2026 and May 21, 2026 City Council Regular Meetings."

Background

The City Clerk's Office has prepared action-format meeting minutes for the City Council's consideration.

Alternatives

The City Council may make corrections to errors and approve the meeting minutes as amended.

Recommendation

Staff recommends the City Council approve the meeting minutes as presented.



**MINUTES
DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Thursday, May 7, 2026 - 5:00 PM**

CITY COUNCIL COMMITTEE OF THE WHOLE

5:00 p.m. - 5:50 p.m.

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 5:00 PM.

ROLL CALL

Council Present:

Mayor Yoshiko Grace Matsui, Deputy Mayor Gene Achziger, Councilmember Pierre Blosse, Councilmember Robyn Desimone, Councilmember JC Harris, and Councilmember Jeremy Nutting.

Councilmember Harry Steinmetz arrived at 5:05 p.m.

Staff Present:

City Manager Katherine Caffrey; Assistant City Manager Adrienne Johnson-Newton; City Attorney Tim George; Police Chief Ted Boe; Director of Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Finance Director Jeff Friend; Assistant City Attorney Matthew Hutchins; Community Development Director Rebecca Deming; Planning & Development Services Manager Laura Techico; Land Use Planner Peyton Murphy; Public Works Director Mike Slevin; IT Manager Chris Pauk; and City Clerk Taria Keane.

COMMITTEE OF THE WHOLE ITEMS

Item 1. Consideration of Letter of Support for the Boeing Access Road Infill Station

Council discussed a Letter of Support for the Boeing Access Road Infill Station.

Direction/Action

Motion made by Councilmember Jeremy Nutting to authorize the Deputy Mayor to sign a letter of support to the Sound Transit Board regarding the Boeing Access Road Infill Station consistent with the draft presented and an additional letter be drafted, seconded by Councilmember Pierre Blosse.

Motion Passed 7-0.

Item 2. **Discussion of Tree Regulations**

- Community Development Director Rebecca Deming gave Council a PowerPoint presentation on Tree Regulations.

Council provided recommendations and direction to staff regarding the proposed tree regulations.

Direction/Action

Motion made by Councilmember Jeremy Nutting to adjourn the Committee of the Whole meeting, seconded by Councilmember Harry Steinmetz.

Motion Passed 7-0.

CITY COUNCIL STUDY SESSION

6:00 p.m. - 10:00 p.m.

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Robyn Desimone.

ROLL CALL**Council Present:**

Mayor Yoshiko Grace Matsui, Deputy Mayor Gene Achziger, Councilmember Pierre Blosse, Councilmember Robyn Desimone, Councilmember JC Harris, Councilmember Jeremy Nutting, and Councilmember Harry Steinmetz.

Staff Present:

City Manager Katherine Caffrey; Assistant City Manager Adrienne Johnson-Newton; City Attorney Tim George; Police Chief Ted Boe; Director of Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Finance Director Jeff Friend; Assistant City Attorney Matthew Hutchins; Community Development Director Rebecca Deming; Public Works Director Mike Slevin; and City Clerk Taria Keane.

COMMENTS FROM THE PUBLIC

Comments from the public must be limited to the items of business on the Study Session Agenda. Please sign in prior to the meeting and limit your comments to three (3) minutes.

- There were no comments from the public.

DISCUSSION ITEMS

Item 1. **Presentation of the City of Des Moines' Draft Strategic Plan - Charting Our Course**

- Nancy Hetrick of Raftelis gave Council a PowerPoint presentation on the City of Des Moines Draft Strategic Plan – Charting Our Course.

Council provided feedback and recommendations regarding the Draft Strategic Plan.

EXECUTIVE SESSION

No Executive Session was held.

NEXT MEETING DATE

May 14, 2026, City Council Regular Meeting

ADJOURNMENT

Direction/Action

Motion made by Councilmember Robyn Desimone to adjourn, seconded by Councilmember Jeremy Nutting.

Motion Passed 7-0.

The meeting adjourned at 7:22 p.m.



**MINUTES
DES MOINES CITY COUNCIL
REGULAR MEETING**

**City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Thursday, May 14, 2026 - 6:00 PM**

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Jeremy Nutting.

ROLL CALL

Council Present:

Mayor Yoshiko Grace Matsui, Deputy Mayor Gene Achziger, Councilmember Pierre Blosse, Councilmember Robyn Desimone, Councilmember JC Harris, Councilmember Jeremy Nutting, and Councilmember Harry Steinmetz.

Staff Present:

City Manager Katherine Caffrey; Assistant City Manager Adrienne Johnson-Newton; City Attorney Tim George; Assistant Police Chief Kevin Penny; Finance Director Jeff Friend; Assistant City Attorney Matthew Hutchins; City Prosecutor Tara Vaughn; Community Development Director Rebecca Deming; Public Works Director Mike Slevin; City Engineer Tommy Owen; Principal Engineer Khai Le; IT Manager Chris Pauk; and City Clerk Taria Keane.

PROCLAMATIONS

Item 1. National Police Week Proclamation

Motion: "I move to approve the Proclamation recognizing May 10th – 16th, 2026 as National Police Week."

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve the Proclamation recognizing May 10th – 16th, 2026 as National Police Week, seconded by

Councilmember Robyn Desimone.
Motion Passed 7-0.

- Mayor Yoshiko Grace Matsui read the National Police Week Proclamation into the record.

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

- There was no additional correspondence beyond the emails already received by Council.

COMMENTS FROM THE PUBLIC

- Judy Grande - Flock and Detention Centers
- Christie - Detention Centers
- Chris DeLaRosa - Detention Centers

REGIONAL COMMITTEE REPORT

- Councilmember JC Harris gave Council an update on the Emergency Management Advisory Committee meeting which was held on May 13, 2026.

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- City Manager Katherine Caffrey and the City Attorney provided the Council with information regarding zoning code regulations related to detention centers.

CONSENT AGENDA

Item 1. Approval of Vouchers

Motion: "I move to approve the payment vouchers through April 30, 2026 and payroll transfers through May 5, 2026 in the attached list and further described as follows:"

EFT Vendor Payments #13494 - #13582	\$862,220.61
Wires #3311 - #3318	\$593,947.83
Accounts Payable #167488 - #167502	\$129,900.58
Checks	
Payroll Checks - #20065 - #20066	\$7,011.51
4/20/2026	
Payroll Advice - #17278 - #17430	\$487,394.07
4/20/2026	
Payroll Checks - #20067 - #20069	\$1,466.47
5/05/2026	
Payroll Advice - #17431 - #17590	\$499,063.23

5/05/2026

Total Checks and Wires for A/P & Payroll: \$2,581,004.30

Item 2. **Approval of Minutes**

Motion: "I move to approve the minutes from the April 09, 2026, City Council meeting."

Item 3. **Surplus Property - Vehicles**

Motion: "I move to approve Draft Resolution 26-043 declaring certain vehicles and equipment identified in Attachment 1 as surplus and authorize disposal of said surplus vehicles and equipment by auction or trade-in."

Item 4. **Collective Bargaining Agreement Teamsters Local No. 763**

Motion: "I move to approve the attached Collective Bargaining Agreement between the City of Des Moines and the Teamsters Local No. 763 and to authorize the City Manager to sign the Agreement substantially in the form as attached."

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve the Consent Agenda as read, seconded by Councilmember Harry Steinmetz.

Motion Passed 7-0.

UNFINISHED BUSINESS

Item 1. **Vision Zero Resolution**

Staff Presentation: Khai Le, Principal Engineer

- Principal Engineer Khai Le along with Senior Transportation Planner Chris Comeau with Transpo Group provided the Council with a PowerPoint presentation regarding Vision Zero.

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve Draft Resolution No. 26-003 adopting the Vision Zero goal and timeline for the City of Des Moines and to apply the Safe Systems approach to achieve this goal; seconded by Councilmember Pierre Blosse.

Amended Motion made by Councilmember Harry Steinmetz to approve Draft Resolution No. 26-003 adopting the Vision Zero goal and timeline for the City of Des Moines, and report back to the Council on an annual basis, and to apply the Safe Systems approach to achieve this goal; seconded by Councilmember Robyn Desimone.

Amended motion passed 7-0.

The main amended motion passed 7-0.

Item 2. **Photo Enforcement Program Update**

Staff Presentation: Tim George, City Attorney

- City Attorney Tim George, along with Regional Account Executive Alexandra Jacob with Verra Mobility provided the Council with a PowerPoint presentation update on the Photo Enforcement Program.

PUBLIC HEARING/CONTINUED PUBLIC HEARING

Item 1. **2027-2046 Transportation Improvement Plan (TIP)**

Staff Presentation: Tommy Owen, City Engineer

At 7:08 p.m. Mayor Yoshiko Grace Matsui opened the Public Hearing.

Civil Engineer Tommy Owen gave the Council a PowerPoint presentation on the 2027-2046 Transportation Improvement Plan.

Mayor Yoshiko Grace Matsui asked 3 times if anyone wished to speak. Seeing none, Mayor Yoshiko Grace Matsui asked Council if they had any questions.

At 7:23 p.m. Mayor Yoshiko Grace Matsui closed the Public Hearing.

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve Draft Resolution No. 26-039 adopting the 2027-2046 Transportation Improvement Plan for the City of Des Moines, seconded by Councilmember Harry Steinmetz.

Motion Passed 7-0.

NEW BUSINESS

Item 1. **New Agenda Items for Consideration**

- There were no new agenda items for consideration.

COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

Councilmember Jeremy Nutting

- No Report

Councilmember Pierre Blosse

- No Report

Councilmember Harry Steinmetz

- South Sound Opening Day of Boating Season

Councilmember JC Harris

- ICE and Detention Centers
- Airport Committee Meeting
- Transportation Improvement Plan

Councilmember Robyn Desimone

- No Report

Deputy Mayor Gene Achziger

- No Report

PRESIDING OFFICER'S REPORT

- Chat with a Mayor
- Dollar for Scholars

EXECUTIVE SESSION

Pending Litigation RCW 42.30.110(1)(i) - 20 Minutes

The Special Meeting was called to order by Mayor Yoshiko Grace Matsui at 7:28 p.m.

Roll Call

Council Present:

Mayor Yoshiko Grace Matsui, Deputy Mayor Gene Achziger, Councilmember Pierre Blosse, Councilmember Robyn Desimone, Councilmember JC Harris, Councilmember Jeremy Nutting, and Councilmember Harry Steinmetz.

Staff Present:

City Manager Katherine Caffrey; Assistant City Manager Adrienne Johnson-Newton; City Attorney Tim George; and Community Development Director Rebecca Deming.

The purpose of the Special Meeting was to hold an Executive Session to discuss the Pending Litigation under RCW 42.30.110(1)(i).

The Executive Session was expected to last 30 minutes until 7:58 p.m.

The Executive Session concluded at 7:58 p.m. No formal action was taken.

NEXT MEETING DATE

May 21, 2026 City Council Regular Meeting

ADJOURNMENT

Direction/Action

Motion made by Councilmember Jeremy Nutting to adjourn, seconded by Councilmember Harry Steinmetz.

Motion Passed 7-0.

The meeting adjourned at 8:05 p.m.



MINUTES
DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Thursday, May 21, 2026 - 6:00 PM

CALL TO ORDER

Mayor Yoshiko Grace Matsui called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

The flag salute was led by Mayor Yoshiko Grace Matsui.

ROLL CALL

Council Present:

Mayor Yoshiko Grace Matsui, Deputy Mayor Gene Achziger, Councilmember Pierre Blosse, Councilmember JC Harris, Councilmember Jeremy Nutting, Councilmember Harry Steinmetz.

Council Absent:

Councilmember Robyn Desimone

Direction/Action

Motion made by Deputy Mayor Gene Achziger to excuse Councilmember Robyn Desimone, seconded by Councilmember Jeremy Nutting.

Motion Passed 6-0.

Staff Present:

Assistant City Manager Adrienne Johnson-Newton; City Attorney Tim George; Police Chief Ted Boe; Director of Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Finance Director Jeff Friend; Assistant City Attorney Matthew Hutchins; Community Development Director Rebecca Deming; Land Use Planner I Alicia Jacobs; Public Works Director Mike Slevin; City Engineer Tommy Owen; Surface Water and Environmental Engineering Manager Tyler Beekley; Maintenance Superintendent Adam O'Donnell; Assistant Maintenance Superintendent Tyrone Nesbit; Crew Chief Drew

Kopplitz; Senior Maintenance Lead Trevor Bonholzer; Senior Maintenance Lead Mike Drahosz; Maintenance Worker Patrick O'Dell; Maintenance Worker Chelsey Carlton; Maintenance Worker Ian Runland; Traffic Control Specialist Christ Milford; Maintenance Worker Tom George; IT Manager Chris Pauk; and City Clerk Taria Keane.

PROCLAMATIONS

- Item 1. **National Public Works Week Proclamation**
Motion: "I move to approve the proclamation recognizing the week of May 17-23, 2026 as National Public Works Week."

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve the proclamation recognizing the week of May 17-23, 2026 as National Public Works Week, seconded by Councilmember Harry Steinmetz.

Motion Passed 6-0.

- Mayor Yoshiko Grace Matsui read the National Public Works Week proclamation into the record.

CORRESPONDENCE NOT PREVIOUSLY RECEIVED BY COUNCIL

- There was no additional correspondence beyond the emails already received by Council.

COMMENTS FROM THE PUBLIC

- Jayme Wagner - Des Moines Farmers Market
- Bernice Warner - Des Moines
- Chris DeLaRosa - Flock
- Judy Grande - Flock
- Christie A - Flock

REGIONAL COMMITTEE REPORT

- Deputy Mayor Gene Achziger gave Council an update on the South County Area Transportation Board (SCATB) Meeting which was held on May 19, 2026.

CITY MANAGER REPORT/PRESENTATIONS/BRIEFINGS

- Item 1. **Presentation by Nelson\ Nygaard on the Findings from the Ferry Pilot Evaluation and Alternatives**

- Consultant Dan Eernisse and Project Manager Greg Manager of Nelson\Nygaard gave Council a PowerPoint presentation regarding the Des

Moines Ferry Pilot Evaluation.

Item 2. **Website Update**

Staff Presentation: Bonnie Wilkins, Director of Administrative Services

- Director of Administrative Services Bonnie Wilkins, along with Allison Daskam, Principal, and Cory Fechner, Analytics and Research Lead, with Principal Art & Science Communications, gave Council a PowerPoint presentation on the City's new website.

Item 3. **Update on SB6002 Implementation**

Staff Presentation: Ted Boe, Police Chief

- Chief Ted Boe provided Council with a PowerPoint presentation regarding SB6002 implementation.

Item 4. **Recology Annual Update**

Staff Presentation: Tyler Beekley, Surface Water/Environmental Engineer

- Surface Water and Environmental Engineering Manager Tyler Beekley along with Government & Community Relations Manager Allison Campbell provided Council with a PowerPoint presentation on Recology's annual update.

CONSENT AGENDA

Item 1. **Approval of Vouchers**

"I move to approve the payment vouchers through May 6th in the attached list and further described as follows:"

EFT #13583 - \$1,459,672.46

Vendor #13639

Payments

Wires #13583 - \$631,678.39

 #13639

Total Checks and \$2,091,350.85

Wires for A/P:

Item 2. **Approval of Minutes**

Motion: "I move to approve the minutes from the April 23, 2026, City Council meeting."

- Item 3. **Des Moines Farmer's Market 2026-2028 Agreement**
Motion: "I move to authorize the Des Moines Waterfront Farmers Market to conduct the Farmers Market at the Des Moines Marina during the 2026, 2027, and 2028 market seasons, including the Holiday Market, and authorize the City Manager to execute the agreement substantially in the form as attached."
- Item 4. **Resolution Acknowledging Completion of the 2024 Periodic Update**
Motion: "I move to pass Draft Resolution No. 26-044, Acknowledging the City of Des Moines' Completion of the 2024 Periodic Update Requirements Under the Washington State Growth Management Act."
- Item 5. **North Hill Elementary Walkway Improvements Project Condemnation**
Motion: "I move to pass Draft Ordinance No. 26-045 to a second reading to consider directing the City Attorney to prosecute the eminent domain action in King County Superior Court in a manner provided by law to condemn, take, damage and appropriate real property."

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve the Consent Agenda as read, seconded by Councilmember Harry Steinmetz.

Motion Passed 6-0.

NEW BUSINESS

- Item 1. **Residential Conversions Ordinance - 1st Reading**
Staff Presentation: Land Use Planner I, Alicia Jacobs

- Land Use Planner I, Alicia Jacobs gave Council a PowerPoint presentation on the Residential Conversions Ordinance.

Direction/Action

Motion made by Councilmember Jeremy Nutting to pass Draft Ordinance No. 26-035 to a second reading on June 11, 2026, seconded by Councilmember Pierre Blosse.

Motion Passed 6-0.

- Item 2. **Resolution No. 26-050, City of Des Moines Opportunity Zone Application**
Presentation by: Consultant Dan Eernisse

- Consultant Dan Eernisse gave Council a PowerPoint presentation regarding the

City of Des Moines Opportunity Zone application.

Direction/Action

Motion made by Councilmember Jeremy Nutting to pass Draft Resolution No. 26-050, expressing support for the city's Opportunity Zone application to the Washington State Department of Commerce and authorizing the Community Development Director to submit the application, seconded by Councilmember Harry Steinmetz.

Motion Passed 6-0.

Item 3. **New Agenda Items for Consideration**

- Councilmember Jeremy Nutting asked staff to provide information regarding the maintenance of Marine View Drive after the turnover once 509 is completed. Council supported.

COUNCILMEMBER REPORTS

(4 minutes per Councilmember) - 30 minutes

Councilmember Pierre Blossie

- No Report

Councilmember Harry Steinmetz

- Will be absent from the next meeting

Councilmember JC Harris

- CoHo Release
- Sustainable Airport Master Plan

Councilmember Jeremy Nutting

- No Report

Deputy Mayor Gene Achziger

- No Report

PRESIDING OFFICER'S REPORT

- Citizens Advisory Board Openings
- Des Moines Farmers Market

NEXT MEETING DATE

June 04, 2026 Committee of the Whole and Study Session

ADJOURNMENT

Direction/Action

Motion made by Councilmember Jeremy Nutting to adjourn, seconded by Councilmember Harry Steinmetz.

Motion Passed 6-0.

The meeting adjourned at 9:03 p.m.

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Juneteenth Proclamation

ATTACHMENTS:

1. Juneteenth Proclamation

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

City Clerk

DATE SUBMITTED:

May 20, 2026

CLEARANCES:

City Clerk

Purpose and Recommendation

The purpose of this agenda item is to recognize June 19, 2026 as Juneteenth.

Suggested Motion:

Motion: "I move to approve the proclamation recognizing June 19th, 2026, as a day to celebrate Juneteenth."

Background

June 19, 1865 marks the date that Major General Gordon Granger arrived in Galveston, Texas and announced the end of both the Civil War and Slavery. The 1865 date is largely symbolic in that the Emancipation Proclamation, issued by President Abraham Lincoln, had legally freed slaves on January 1, 1863, almost 2 ½ years earlier. Juneteenth honors the end to slavery in the United States and is considered the longest running African American holiday. In its 2021 term, the Washington State Legislature passed Substitute House Bill 1016, which makes the nineteenth of June a state legal holiday beginning in 2022 as a day of remembrance for the day when slaves learned of their freedom.

Proclamation

WHEREAS, on January 1, 1863, President Abraham Lincoln issued the Emancipation Proclamation, setting in motion the end of slavery in the United States; and

WHEREAS, the Civil War ended with the surrender of General Lee at Appomattox Court House on April 9, 1865; and

WHEREAS, this news reached Texas when Union General Gordon Granger arrived in Galveston Bay with Union troops. It was on June 19, 1865, that he announced: “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free”; and

WHEREAS, celebration of the end of slavery, which became known as Juneteenth, is the oldest known public celebration of the end of slavery in the United States; and

WHEREAS, Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

WHEREAS, on a larger scale, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality, and opportunity which are at the core of the American Dream; and

NOW THEREFORE, THE DES MOINES CITY COUNCIL HEREBY PROCLAIMS June 19th as a day to celebrate *JUNETEENTH 2026*, in the City of Des Moines, Washington.

SIGNED this 11th day of June, 2026.

Yoshiko Grace Matsui, Mayor

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: LGBTQIA+ Pride Month Proclamation

ATTACHMENTS:

1. LGBTQIA+ Proclamation

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

City Clerk

DATE SUBMITTED:

May 20, 2026

CLEARANCES:

City Clerk

Purpose and Recommendation

The purpose of this agenda item is to recognize June as LGBTQIA+ Pride Month.

Suggested Motion:

Motion: "I move to approve the proclamation recognizing June as LGBTQIA+ Pride Month."
--

Background

Members of the lesbian, gay, bisexual, transgender, and queer/questioning, intersex, and asexual/aromatic/agender communities, (LGBTQIA+) contribute to our community's success and strengths in a great number of immeasurable ways; and LGBTQIA+ Washingtonians invite all people to join them during the month of June in celebrating the resiliency of the community.

Proclamation

WHEREAS, the City of Des Moines recognizes that one of its greatest strengths is the diversity of its residents and citizens; and

WHEREAS, members of the lesbian, gay, bisexual, transgender, and queer/questioning, intersex, and asexual/aromantic/agender communities, (LGBTQIA+) contribute to our community's success and strengths in many ways; and

WHEREAS, the City of Des Moines must proactively ensure that acts of discrimination and hatred will not be tolerated; and

WHEREAS, the LGBTQIA+ community continues to be a target of violence, harassment, and discrimination by many and yet continues to thrive through the efforts of the community itself and through the support of LGBTQIA+ affirming spaces, agencies, and individual allies; and

WHEREAS, while nationwide there continues to be targeting and discrimination against members of the LGBTQIA+ community, Washington State continues to lead in affirming the lives and values of LGBTQIA+ individuals; and

WHEREAS, LGBTQIA+ Washingtonians invite all people to join them during the month of June in celebrating the resiliency of the community;

NOW THEREFORE, THE DES MOINES COUNCIL HEREBY PROCLAIMS June LGBTQIA+ Pride Month and encourages all people in our state to join in celebrating diversity, and promoting inclusion and equal protection under the law, and further encourage people to join us in eliminating discriminatory policies and practices toward any culture, race, or group.

SIGNED this day 11th day of June, 2026

Yoshiko Grace Matsui, Mayor

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

**SUBJECT: 2027 South King County Housing and Homelessness Partners
(SKHHP) Work Plan and Budget**

ATTACHMENTS:

1. Draft Resolution 26-040
2. Resolution 2026-03 SKHHP 2027
Work Plan & Budget

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Community Development

DATE SUBMITTED:

May 26, 2026

CLEARANCES:

Community Development

Purpose and Recommendation

The purpose of this agenda item is to review and approve the 2027 South King County housing and Homelessness Partners (SKHHP) work plan and budget.

Suggested Motion:

Motion: "I move to pass Draft Resolution No. 26-040, approving the 2027 South King Housing and Homelessness Partners Budget and the 2027 Work Plan."

Background

The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement between nine (9) South King County cities and King County to work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. SKHHP currently has twelve (12) member jurisdictions. Consistent with the SKHHP Interlocal Agreement, the SKHHP 2027 work plan and budget must be adopted by the SKHHP Executive Board and approved by each member jurisdiction's legislative body.

Discussion

Every year an annual work plan and budget is developed in collaboration with the SKHHP Executive Board and staff work group to guide the work of SKHHP staff in the coming year. Pursuant to the SKHHP Interlocal Agreement, each participating jurisdiction must approve SKHHP's annual budget and work plan. The 2026 Executive Board recommended work plan was developed through a survey to the Executive Board

on their priorities in January and an interactive in-person discussion with the Executive Board in March. The 2027 work plan and budget was adopted on May 15, 2027 at the Executive Board's regularly scheduled meeting.

The 2027 work plan includes four (4) goals with corresponding action items. Each action item is prioritized as higher, medium, or lower priority. Indicators are included to measure progress on the goals. The four (4) goals, which are the same as 2025's goal, include the following:

1. Fund the expansion and preservation of affordable housing
2. Develop policies that expand and preserve affordable housing
3. Serve as an advocate for South King County
4. Manage operations and administration

The 2027 SKHHP operating budget totals \$525,008, supporting two (2) full-time staff, and includes itemization of all categories of budgeted expenses and itemization of each jurisdiction's contribution, including in-kind services. Operating revenues originate from SKHHP member contributions. To support the fiscal stability of member jurisdictions, the Executive Board has approved an operating budget that maintains member contributions at 2026 levels for the upcoming cycle. Recognizing the evolving demands within South King County, SKHHP staff will develop growth projections as part of the 2027 work plan. These projections will provide a data-driven framework for evaluating future contribution levels to ensure the organization remains positioned to meet the region's long-term needs. Member contributions are based on population size accordingly, and no members are moving into a new population tier in 2027:

Population tier	2026 Contribution	2027 Contribution
<10,000	\$8,045	\$8,045
10,001 – 35,000	\$15,086	\$15,086
35,001 – 65,000	\$30,171	\$30,171
65,000 – 100,000	\$52,295	\$52,295
100,000+	\$68,386	\$68,386

Salaries and benefits are proposed to increase by (6)% in 2027. This is to align with actual expenditures in this category. Interfund IT, which is the amount paid to SKHHP's administering agency (City of Auburn) for IT services, is proposed to increase by (10)%. Professional Services is proposed to decrease by (22)% (\$17,975) due to an every other year data update to the SKHHP Affordable Housing Inventory Dashboard (\$18,000). Professional Services include Advisory Board compensation (\$14,400), contract attorney expenses (\$30,000), third-party construction reports (\$6,000), travel (\$6,000), professional development (\$6,800), Housing Development Consortium member dues (\$750), and an annual license fee (\$20). The proposal includes aligning budgeted categories with SKHHP's administering agency. SKHHP continues to spend down the fund balance from previous cost-savings to mitigate any additional increases to member contributions.

The 2027 Executive Board recommended operating budget includes \$501,975 that was set-aside as reserve in 2025 and an additional \$525,008 to be set-aside as part of the 2027 budget that is sourced from interest earned primarily on the Housing Capital Fund balance. This amount is the equivalent of 100% of SKHHP's annual budgeted expenses as outlined in Resolution 25-02 adopted by the SKHHP Executive Board on May 16, 2025. Interest earned in 2025 on all SKHHP funds totaled \$544,744. Interest earned in 2025 by jurisdiction to be set-aside in reserve with the remaining supporting the 2026 Housing Capital Fund funding round are as follows:

Table 1: 2025 Interest Earned by Jurisdiction AND BOARD RECOMMENDED ALLOCATIONS

JURISDICTION	RESERVE	HOUSING CAPITAL FUND	TOTAL 2025 INTEREST EARNINGS
AUBURN	\$23,575	\$886	\$24,461
BURIEN	\$11,254	\$423	\$11,677
COVINGTON	\$38,672	\$1,453	\$40,125
DES MOINES	\$5,381	\$202	\$5,583
FEDERAL WAY	\$20,942	\$788	\$21,730
KENT	\$276,093	\$10,379	\$286,472
MAPLE VALLEY	\$87,736	\$3,298	\$91,034
NORMANDY PARK	\$974	\$37	\$1,011
RENTON	\$39,212	\$1,474	\$40,686
SEATAC	--	--	--
TUKWILA	\$21,169	\$796	\$21,965
KING COUNTY	--	--	--
TOTAL	\$525,008	\$19,736	\$544,744

Spending interest earnings requires the approval of each SKHHP member with allocated earned interest based on their contributions. With the adoption of the 2027 SKHHP operating budget, which incorporates a portion of the interest earnings into an unrestricted fund balance in reserve, the City Council is providing authorization for SKHHP to use those funds towards the unrestricted fund balance in reserve. These funds will assist in future years should there be an economic recession and members choose to pause an increase in dues or other unexpected expenses arises. The remaining amount will go towards the 2026 funding round of the Housing Capital Fund and Council will provide approval to use those funds during the annual concurrence process in early 2027.

Alternatives

Council could choose not to approve the 2027 work plan and budget for SKHHP.

Financial Impact

Based on SKHHP's 2027 Operating Budget, the City of Des Moines 2027 contribution is \$15,086

Recommendation

Staff recommends approval of Resolution No. 26-040 adopting the 2027 SKHHP work plan and budget. This recommendation is based on the following:

1. The 2027 SKHHP work plan and budget is consistent with the Interlocal Agreement and relevant subsequent Companion Agreements between Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, SeaTac, Tukwila, and King County.
2. The 2027 SKHHP work plan and budget incorporates the feedback and priorities of the SKHHP Executive Board made up of representatives of each participating jurisdiction.

CITY ATTORNEY'S FIRST DRAFT, 06/01/2026

DRAFT RESOLUTION NO. 26-040

A RESOLUTION OF THE CITY OF DES MOINES, WASHINGTON, approving the South King Housing and Homelessness Partners 2027 Work Plan and 2027 Operating Budget.

WHEREAS, on April 2, 2019 the City of Des Moines enacted an Interlocal Agreement (ILA) with eight other south King County cities and King County to form the South King Housing and Homelessness Partners (SKHHP), and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve an annual work plan each year to guide the work of SKHHP staff, and

WHEREAS, pursuant to the Interlocal Agreement, each participating jurisdiction must approve SKHHP's annual budget that includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services, and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance, and implement the overarching SKHHP mission to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock, and

WHEREAS, the 2027 work plan includes four goals with corresponding action items that further SKHHP's mission, and

WHEREAS, on May 15, 2026, the SKHHP Executive Board adopted Resolution 2026-03 enacting the 2027 work plan and budget upon approval by the legislative body of each participating party, and

WHEREAS, the City Council of the City of Des Moines finds the 2027 SKHHP Work Plan appropriate and necessary to promote the public health and welfare, and

WHEREAS, the City Council of the City of Des Moines finds the 2027 SKHHP Operating Budget appropriate and necessary to promote the public health and welfare; now therefore,

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

Resolution No. ____
Page 2 of 2

Sec. 1. The City Council hereby approves the SKHHP 2027 Work Plan, attached hereto as Attachment "A".

Sec. 2. The City Council hereby approves the SKHHP 2027 Operating Budget, attached hereto as Attachment "B".

Sec. 3. The City of Des Moines will transmit its annual contribution to SKHHP on an annual basis during the first quarter of the calendar year.

Sec. 4. The City Manager is authorized and directed to take such administrative procedures as may be necessary to implement this Resolution.

Sec. 5. This Resolution shall take effect and be in full force on passage and signing.

PASSED BY the City Council of the City of Des Moines, Washington this ____ day of _____, 2026 and signed in authentication thereof this _____ day of _____, 2026.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

RESOLUTION NO. 2026-03

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS(SKHHP), ADOPTING THE 2027 SKHHP WORK PLAN AND OPERATING BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan and budget each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement, the annual budget includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption by the Executive Board, the annual work plan and budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, if a party does not approve the work plan or budget in a timely manner, the Executive Board may adopt the budget and work plan with a two-thirds majority vote; and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance, and implement the overarching SKHHP mission to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2027 work plan includes four goals with corresponding action items that further SKHHP's mission.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the 2027 SKHHP Work Plan in Attachment A.

Section 2. The Executive Board adopts the 2027 SKHHP Operating Budget in Attachment B.

Section 3. Each party's contribution to SKHHP's operating budget will be transmitted on an annual basis during the first quarter of the calendar year.

Section 4. The Executive Manager shall conduct a comprehensive budget analysis and fiscal performance report prior to the development of the 2028 budget. This report will evaluate the financial efficiency of operations and establish cost-performance benchmarks to inform future funding requirements.

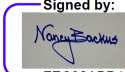
Section 5. The Executive Manager is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 6. SKHHP staff is authorized to make necessary corrections to this Resolution including, but not limited to, the correction of scrivener's/clerical errors, references, Resolution numbering, section/subsection numbers, and any references thereto.

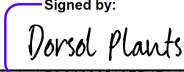
Section 7. This Resolution will take effect and be in full force on passage and signatures.

Dated and Signed this 22nd day of May, 2026.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

Signed by: 

FEC92ABD17E047C...
NANCY BACKUS, CHAIR

ATTEST: Signed by: 

B3C6332510ED4B1...
Dorsol Plants

Acting Executive Manager

RESOLUTION 2026-03 – ATTACHMENT A SKHHP 2027 WORK PLAN

PURPOSE

Establish a 2027 SKHHP work plan and budget that is guided by Executive Board priorities, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP's mission.

BACKGROUND

Established by an interlocal agreement, SKHHP jurisdictions work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. The 2027 SKHHP work plan builds on work done in previous years and was developed in collaboration with the Executive Board and staff work group.

The work plan is organized into four goals with corresponding action items. Each action is identified by priority as follows:

- Higher – Identified as higher priority by Executive Board or is necessary to carry out the Interlocal Agreements
- Medium – Identified as mid-level priority
- Lower – Identified as lower priority

Quarterly budget and progress reports on the status of the work plan elements will be submitted to the SKHHP Executive Board and the legislative body of each member jurisdiction as follows:

Quarter 1: May | **Quarter 2:** August | **Quarter 3:** November | **Quarter 4:** February
In accordance with the Interlocal Agreement, the 2027 SKHHP work plan and budget will be approved by the SKHHP Executive Board and the legislative body of each member jurisdiction.

SKHHP MISSION

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

GOALS & ACTIONS

Goal	Actions
1. Fund the expansion and preservation of affordable housing.	1 through 5
2. Develop policies to expand and preserve affordable housing.	6 through 9
3. Serve as an advocate for South King County.	10 through 15
4. Manage operations and administration.	16 through 22



Goal 1

Fund the expansion and preservation of affordable housing.

Actions	Priority of Actions ●●● = Higher ●● = Medium ● = Lower
1. Pool resources from member cities for the Housing Capital Fund, including SHB 1406 funds, HB 1590 funds, and general funds.	●●●
2. Develop and execute contract documents and covenants for projects ready to move forward from 2023-25 Housing Capital Fund funding rounds.	●●●
3. Facilitate approval from participating Councils of recommended projects from 2026 Housing Capital Fund funding round and prepare contract documents and covenants for any projects ready to move forward.	●●●
4. Manage 2027 Housing Capital Fund funding round including adopting annual guidelines, updating application materials, soliciting proposals, and facilitating project selection.	●●●
5. Encourage investment in South King County by private investors, lenders, and philanthropies.	●●●
Indicators	
○ Number of housing units and number of projects funded with financial support from SKHHP	
○ Number of housing units preserved with financial support from SKHHP	
○ Total dollar amount pooled by member jurisdictions for Housing Capital Fund	
○ Total dollar amount from new sources of revenue added to the Housing Capital Fund	
○ Geographic diversity of applications received for annual Housing Capital Fund funding round	



Goal 2

Develop policies to expand and preserve affordable housing.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
6. Facilitate a review of inclusionary zoning models and feasibility requirements to identify potential shared policy goals among member jurisdictions.	••
7. Convene land use planners (SoKiHo) to increase coordination and collaboration on housing policy and planning.	•
8. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.	•
9. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan.	•
Indicators	
○ Subregional inclusionary zoning potential shared policy goals and feasibility report prepared and presented	
○ Number of relationships fostered with developers	
○ Number of Executive Board briefings on key housing and homelessness topics	



Goal 3
Serve as an advocate for South King County.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
10. Work collaboratively with public funders at the state and local levels to increase alignment and promote shared affordable housing goals and equitable geographic distribution of resources.	••
11. Coordinate with the Advisory Board in collaboration with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials and community members.	•
12. Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP's mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County.	•
13. Connect affordable housing developers with property owners who intend to sell naturally occurring affordable housing in coordination with member cities.	•
14. Meet with legislators as opportunities arise to inform about SKHHP's mission, goals, and the Housing Capital Fund and host a legislative forum (odd numbered years).	•
15. Host a South King County legislative forum to amplify awareness of SKHHP's work and subregional housing needs.	•
Indicators	
○ Number of collaborative work sessions held with public funders	
○ Number of events or engagement opportunities Advisory Board members organize or support	
○ Number of meetings, forums, or events attended that advance SKHHP's mission	
○ Number of meetings with legislators that promote SKHHP and South King County	
○ Number of affordable housing developers connected with property owners intending to sell naturally occurring affordable housing	
○ South King County legislative forum successfully executed	



Goal 4
Manage operations and administration.

Actions	Priority of Actions ●●● = Higher ●● = Medium ● = Lower
16. Develop annual work plan and budget.	●●●
17. Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.	●●●
18. Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account.	●●●
19. Organize and host monthly Executive and Advisory Board public meetings.	●●●
20. Implement and refine monitoring and compliance process to ensure Housing Capital Fund projects maintain affordability for tenants.	●●●
21. Facilitate membership outreach to interested South King County cities to engage potential partners and scale regional housing impact.	●●
22. Evaluate current staff capacity and establish comparative growth models to inform SKHHP's long-term expansion.	●●
23. Maintain and update the SKHHP website.	●●
Indicators	
○ Work plan and budget adopted	
○ Quarterly progress reports prepared and presented to Executive Board	
○ Financial reports and public records maintained	
○ Monthly Executive and Advisory Board meetings held	
○ Process established for monitoring and compliance of Housing Capital Fund projects	
○ Number of outreach meetings, informational briefings, or regional workshops conducted with non-member South King County cities.	
○ Staffing capacity report and growth models prepared and presented to Executive Board	
○ Website maintained	

RESOLUTION 2026-03 – ATTACHMENT B
2027 SKHHP Operating Budget

Estimated beginning fund balance - January 1, 2027	\$ 398,094
Estimated ending fund balance - December 31, 2027	\$ 331,185

REVENUES

Auburn	\$ 52,295
Burien	\$ 30,171
Covington	\$ 15,086
Des Moines	\$ 15,086
Federal Way	\$ 68,386
Kent	\$ 68,386
Maple Valley	\$ 15,086
Normandy Park	\$ 8,045
Renton	\$ 68,386
SeaTac	\$ 15,086
Tukwila	\$ 15,086
King County*	\$ 68,386
Additional King County*	\$ 6,614
Office space (in-kind donation)	\$ 12,000
TOTAL REVENUES	\$ 458,099
Spend down balance	\$ 66,909
TOTAL	\$ 525,008

EXPENSES

Salaries & Wages	\$ 269,648
Benefits	\$ 85,662
Professional Services	\$ 63,970
Interfund Allocations	\$ 44,000
Office Space (in-kind donation)	\$ 12,000
Supplies	\$ 2,000
Subtotal	\$ 477,280
Administering agency - 10% admin fee**	\$ 47,728
TOTAL	\$ 525,008

RESERVE

TOTAL	\$ 1,026,983
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*King County contribution based on the population of unincorporated King County is shown as increasing at the same rate as other partner jurisdictions and the additional allocation decreasing to maintain a total contribution of \$75,000 per year.

**10% administrative fee is calculated as a percentage of operating costs which excludes in-kind donations and carry-forwards.

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Residential Conversions Ordinance - 2nd Reading

ATTACHMENTS:

1. Draft Ordinance No. 26-035

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Community Development

DATE SUBMITTED:

May 26, 2026

CLEARANCES:

Community Development

Purpose and Recommendation

The purpose of this agenda item is for City Council to adopt draft Ordinance No. 26-035 Residential Conversions.

Suggested Motion:

Motion: "I move to adopt Draft Ordinance No. 26-035 adopting the Residential Conversions Ordinance."
--

Background

The Washington State legislative session passed House Bill (HB) 1042 in 2023. HB 1042 requires jurisdictions to allow commercial and mixed-use buildings to convert to residential buildings. State law requires all local governments in Washington State planning under the Growth Management Act to update their development regulations to comply with HB 1042 by June 30, 2026. The bill is intended for the creation of additional housing units in existing buildings. This code update process requires a thorough review of Des Moines's regulations to ensure they reflect new laws and requirements.

At the May 5, 2026 Planning Commission, the Commission held a public hearing and recommended City Council approval of draft Ordinance 26-035.

At the May 21, 2026 City Council meeting, staff presented information regarding HB 1042 and the proposed Ordinance and answered Council questions. Council voted to move the Ordinance to a second reading.

Discussion

The draft Residential Conversions ordinance which includes amendments to Des Moines Municipal Code (DMMC) 18.01.050 Definitions, DMMC 18.52.010B Commercial use chart, and adding a new chapter to Title 18 DMMC entitled “Residential Conversions”. City staff prepared a draft ordinance of the proposed Residential Conversions regulations (Attachment 1).

City staff conducted a review of Des Moines’s existing regulations to ensure consistency with HB 1042 and RCW 35A.21.440. As a result of the review, proposed code amendments address definitions, affected zoning districts, general and development.

Framework

City staff are proposing a Draft Ordinance which includes amendments to DMMC 18.01.050, DMMC 18.52.010B Commercial use chart, and adding a new chapter to Title 18 DMMC entitled “Residential Conversions” to comply with HB 1042 and RCW 35A.21.440. Per these new legislative requirements, cities:

- Must comply with HB 1042 by June 30, 2026;
- Only buildings with Certificates of Occupancy that are at least three (3) years old are eligible;
- Must allow conversions to have a 50% density increase above what is permitted in the underlying zone;
- Parking for the new converted units cannot be required; however, cities may require retention of existing parking for residential and nonresidential uses;
- Cannot impose additional design standards beyond those generally applicable to all residential development in the zone;
- Cannot impose architectural or design standards unless the building is a designated landmark or is within a historic district established by a local preservation ordinance;
- Must allow additional housing units in all locations except ground floor commercial or retail that’s along a major pedestrian corridor;
- Cannot require unchanged portions of an existing building used for residential purposes meet the current energy code. If any portion of an existing building is converted to new dwelling units, the new units must meet the current code;
- Existing non-conformities such as setbacks, building coverage, impervious coverage, etc. cannot be a justification for denial of a building permit;
- Transportation and environmental studies are not required; and
- If a potential conversion cannot satisfy life safety standards, the city is not required to approve its building permit.

Proposed Amendments/Rationale:

Definitions. The words or phrases defined in this section will have the indicated meanings.

- **“Residential conversion”** means the conversion of a building, or portion of a

building, that is vacant, or occupied by a nonresidential use, to a residential use.

Zoning Districts. HB 1042 applies to commercial and mixed-use zones. The zoning districts include:

- N-C: Neighborhood Commercial;
- I-C: Institutional Campus;
- C-C: Community Commercial;
- D-C: Downtown Commercial;
- H-C: Highway Commercial;
- PR-C: Pacific Ridge Commercial;
- T-C: Transit Community Zone; and
- W-C: Woodmont Commercial.
- Those excluded are Single Family Residential (SFR) Zones designated as RS-15,000; RS-9,600; RS-8,400; RS-7,200 and RS- 4,000, RS-E, and R-SR as these zones already allow for mixed-use development. The B-P Zone does not allow for residential or mixed-use development.

General Standards

1. For the purpose of this section, "existing building" means a building that received a certificate of occupancy at least three years prior to the permit application to add housing units;
2. Existing buildings may be permitted to convert to a residential use(s) provided their Certificate of Occupancy was issued a minimum of three (3) years prior to building permit application;
3. The proposal shall comply with all health and safety standards, including but not limited to building code standards and fire and life safety standards.

Development Standards

1. Development of new dwelling units entirely within an existing building is not subject to building height, setbacks, lot coverage, and floor area ratio requirement development standards as applicable to residential development of the underlying zone unless the Director makes written findings that the nonconformity is causing a significant detriment to the surrounding area;
2. The residential density established by the underlying zone may be increased by up to 50% if the housing is constructed entirely within the building envelope of an existing building. Applicable building codes and health and safety standards must be met;
3. New parking spaces are not required for dwelling units added to an existing building;
4. The existing commercial exterior structure is not required to meet additional exterior design requirements unless the building is a designated landmark or is within a historic district established through a local preservation ordinance;
5. Ground floor retail or commercial uses must be retained in buildings located on a Major Pedestrian Corridor as defined as "Priority Pedestrian Corridor" in the City

- of Des Moines Comprehensive Transportation Plan;
6. No traffic concurrency or environmental study is required for residential conversions;
 7. Emergency housing and transitional housing uses are exempt from the development standards of this chapter.

Alternatives

State law (RCW 35A.21.440) requires all local governments planning under the Growth Management Act (GMA) to revise their regulations by June 30, 2026 to conform with the requirements. If a city or county does not amend its rules to be consistent with the law, the statute will "supersede, preempt and invalidate any conflicting local development regulations" RCW 35A.21.440 (1)(b).

Financial Impact

Unknown

Recommendation

Staff recommends that Council adopt Ordinance No. 26-035 relating to residential conversions.

CITY ATTORNEY'S FIRST DRAFT 04/23/2026

DRAFT ORDINANCE NO. 26-035

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to the land use, implementing and regulating residential conversions, amending DMMC 18.01.050, DMMC 18.52.010A, and adding a new chapter to Title 18 DMMC entitled "Residential conversions".

WHEREAS, in 2023 the Washington state Legislature passed Engrossed Substitute House Bill (ESHB) 1042 (chapter 285, laws of 2023), creating new section RCW 35A.21.440, related to co-living housing, and

WHEREAS, in passing ESHB 1042 the Legislature found that Washington state is experiencing a housing affordability crisis, and

WHEREAS, On 04/22/2026, the City submitted the proposed amendment to the Washington State Department of Commerce for its expedited 30-day review and received documentation of completion of the procedural requirement (Submittal ID 2026-S-12726), and

WHEREAS, the Des Moines Planning Commission held a duly noticed public hearing on May 5, 2026, and

WHEREAS, based on the careful consideration of the facts and law, the City Council finds that the proposed amendments attached and incorporated herein should be approved as presented; now therefore,

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

Sec. 1. DMMC 18.01.050 and section 5 of Ordinance No. 1591 as amended by section 1 of Ordinance No. 1628 as amended by section 1 of Ordinance No. 1655 as amended by section 3 of Ordinance No. 1661 as amended by section 3 of Ordinance No. 1669 as amended by section 15 of Ordinance No. 1671 as amended by section 1 of Ordinance No. 1697 as amended by section 3 of Ordinance No. 1714 as amended by section 2 of Ordinance No. 1719 as amended by section 1 of Ordinance No. 1737 as amended by section 1 of Ordinance No. 1750 as amended by section 1 of Ordinance No. 1820 as amended by section 1 of Ordinance No. 1821 as amended by section 1 of Ordinance No. 1836 are each amended to read as follows:

Definitions.

As used in this Title, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

...

"Residence" means a building or structure, or portion thereof, which is designed for and used to provide a place of abode for human beings, but not including hotels or motel units having no kitchens. The term "residence" includes the term "residential" as referring to the type of or intended use of a building or structure.

"Residential conversion" means the conversion of a building, or portion of a building, that is vacant, or occupied by a nonresidential use, to a residential use.

"Restoration" means the return of an environmentally critical area to a state in which its functions, values, and size approach or exceed its unaltered state as closely as possible.

...

"Zone" means an area accurately defined as to boundaries and location on an official map and within which area only certain types of land uses are permitted, and within which other types of land uses are excluded, as set forth in this Title.

Sec. 2. DMMC 18.52.010B, and those parts of the Commercial Use Chart and section 133 of Ordinance 1591 as amended by section 12 of Ordinance 1601 as amended by section 8 of Ordinance 1618A as amended by section 2 of Ordinance 1644 as amended by Section 1 of Ordinance 1645 as amended by section 8 of Ordinance 1655 as amended by section 4 of Ordinance 1656 as amended by section 2 of Ordinance 1661 as amended by section 2 of Ordinance 1669 as amended by section 1 of Ordinance 1672 as amended by section 3 of Ordinance 1697 as amended by section 1 of Ordinance 1701 as amended by section 2 of Ordinance 1714 as amended by section 1 of Ordinance 1719 as amended by section 9 of Ordinance 1737 as amended by section 3 of Ordinance 1750 as amended by section 5 of Ordinance No. 1775 as amended by section 3 of Ordinance No. 1836 are each amended as follows:

Commercial Use Chart.

Use is: P: Permitted P/L: Permitted but with special limitations CUP: Conditional use review required UUP: Unclassified use review required	N-C	I-C	B-P	C-C	D-C	H-C	PR-C	T-C	W-C
Accessory buildings and uses (as described in the applicable zone)	P	P	P	P	P	P	P	P	P
...									
Repossession services	P/L [3]		P	P	P		P/L [52.5]		P
<u>Residential conversions</u>	<u>P/L</u> [95]	<u>P/L</u> [95]		<u>P/L</u> [95]	<u>P/L</u> [95]	<u>P/L</u> [95]	<u>P/L</u> [95]	<u>P/L</u> [95]	<u>P/L</u> [95]
Restaurants	P	P/L [6.1]	P/L [9]	P	P	P	P	P	P
...									

1. Accessory Buildings and Uses. This regulation applies to all parts of Table 18.52.010A that have a [1].

...

95. Residential conversions. This regulation applies to all parts of Table 18.52.010B that have a [95].

Residential Conversions are permitted where the underlying zone permits multifamily or mixed use. Additional requirements for Residential conversions per sections 3 through 8 of this ordinance.

NEW SECTION Sec. 3. Title.

This chapter shall be entitled "Residential conversions".

NEW SECTION Sec. 4. Application.

Residential conversions are a permitted use for buildings that are zoned for commercial or mixed use. Residential conversions are a permitted use in the following zoning districts: N-C, I-C, C-C, D-C, H-C, PR-C, T-C, and W-C.

NEW SECTION Sec. 5. Purpose.

The purpose in providing for the conversion of existing buildings to residential is to encourage conversion of underutilized office and commercial space to housing as a way to accommodate housing needs for the state's growing population, and to be consistent with RCW 35A.21.440.

NEW SECTION Sec. 6. Authority.

This chapter is adopted pursuant to the provisions of RCW 35A.21.440 and other applicable laws.

NEW SECTION Sec. 7. General Standards.

(1) For the purpose of this section, "existing building" means a building that received a certificate of occupancy at least three years prior to the permit application to add housing units;

(2) Existing buildings may be permitted to convert to a residential use(s) provided their Certificate of Occupancy was issued a minimum of three (3) years prior to building permit application;

(3) The proposal shall comply with all health and safety standards, including but not limited to building code standards and fire and life safety standards.

NEW SECTION Sec. 8. Development Standards.

(1) Development of new dwelling units entirely within an existing building is not subject to building height, setbacks, lot coverage, and floor area ratio requirement development standards as applicable to residential development of the underlying zone unless the Director makes written findings that the nonconformity is causing a significant detriment to the surrounding area;

(2) The residential density established by the underlying zone may be increased by up to 50% if the housing is constructed entirely within the building envelope of an existing building. Applicable building codes and health and safety standards must be met;

(3) New parking spaces are not required for dwelling units added to an existing building;

(4) The existing commercial exterior structure is not required to meet additional exterior design requirements unless the building is a designated landmark or is within a historic district established through a local preservation ordinance;

(5) Ground floor retail or commercial uses must be retained in buildings located on a Major Pedestrian Corridor as defined as "Priority Pedestrian Corridor" in the City of Des Moines Comprehensive Transportation Plan;

(6) No traffic concurrency or environmental study is required for residential conversions;

(7) Emergency housing and transitional housing uses are exempt from the development standards of this chapter.

Sec. 9. Codification. Sections 3 through 8 of this ordinance shall be codified as a new chapter in Title 18 DMMC.

Sec. 10. 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

Ordinance No. ____
Page 6 of 6

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. 11. Effective date. This ordinance shall take effect and be in full force thirty (30) days after its passage, approval, and publication in accordance with law.

PASSED BY the City Council of the City of Des Moines this ____ day of _____, 2026 and signed in authentication thereof this ____ day of _____, 2026.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: 2026 Lodging Tax Advisory Committee Spending Recommendations

ATTACHMENTS:

1. Stars, Stripes, and Sunshine Application
2. MIB Lodging Tax Application

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

May 27, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this agenda item is for the City Council to consider and approve the Lodging Tax Advisory Committee's (LTAC) recommendations for expenditures of Lodging Tax funds collected by the City. The following motion will appear on the Consent Calendar:

Suggested Motion:

Motion: "I move to approve the recommendations as submitted by the Lodging Tax Advisory Committee for the expenditure of Lodging Tax funds."
--

Background

The City charges a .8% special excise tax on the sale of or charge made for overnight lodging stays. The Des Moines Lodging Tax Advisory Committee is responsible for reviewing applications for lodging tax funds and making recommendations to the City Council regarding the distribution of those funds. Lodging taxes are only eligible to be used for limited purposes pursuant to state law. Revised Code of Washington (RCW) 67.28.1815 limits the use of lodging tax funds as follows:

All revenue from taxes imposed under this chapter shall be credited to a special fund in the treasury of the municipality imposing such tax and used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities.

Only the following entities are eligible to apply for direct lodging tax funding:

1. Cities, towns, and counties of Washington State;
2. Convention and Visitors Bureaus;
3. Public Facilities Districts; and
4. Non-Profits organized as either a 501(c)(3) or 501(c)(6).

Requests to use lodging tax funds – including requests by the City itself – are submitted to the City. The lodging tax advisory committee reviews the applications for funding and then forwards a list of candidates to the City Council for final action. As part of the application process, a requestor must provide to the City estimates on how the lodging tax funds will result in an increase in the number of people traveling for business or pleasure on a trip.

After a recommendation is made by the Committee, the City Council can either:

1. Agree and fund the request.
2. Seek a modified funding amount. This requires notice to the Committee and a chance to respond.
3. Deny the funding request.

The Council cannot award funds to a request that is not recommended for funding by the Committee.

Discussion

The City currently has \$103,807 in unspent lodging tax funds. Two applications for funding have been received this year and is summarized below:

1. Application from the City of Des Moines for reimbursement of expenses to host the Stars, Stripes, and Sunshine event on July 4th. Total application request = \$45,224.93
2. Application from MIBBB to support tourism marketing and visitor engagement costs for MIBBB Fest events in June 2026. Total application request = \$14,500.

The Lodging Tax Committee reviewed and discussed these applications at their meeting in May and unanimously approved the applications to be fully funded. At this time, the Committee's recommendation is being forwarded to the City Council for review and approval.

The applications for lodging tax funds are attached as required by state law.

Alternatives

The City Council could elect to spend the Lodging Taxes in a different manner. If the funds are not spent in the exact manner that is recommended by the Lodging Tax

Advisory Committee, there are specific conditions that must be met prior to expenditure, including allowing 45 days for the Committee to review the Council's recommendations and to respond.

Financial Impact

The expenditure of these funds is limited by state law. There is no negative financial impact from spending them as they cannot be used for general funds purposes.

Recommendation

Approve the motion as written.

2026 Application for Des Moines Lodging Tax Funds

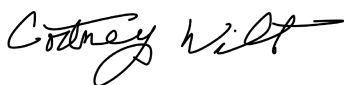
Amount of Lodging Tax Requested: \$45,224.93

Organization/Agency Name: City of Des Moines, Washington Community Enrichment Services			
Federal Tax ID Number: [City EIN — please insert] 91-6016496			
Event or Activity Name (if applicable): Stars, Stripes & Sunshine — 4th of July 2026			
Contact Name and Title: [Authorized Contact Name & Title] Cortney Wilt, CES Program Supervisor II			
Mailing Address: 21630 11th Ave S.	City: Des Moines	State: WA	Zip: 98198
Phone: [Contact Phone Number] 206.870.9153	Email Address: [Contact Email] cwilt@desmoineswa.gov		
☐ Non-Profit ☐ For-Profit ☒ Public Agency			

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Municipal Services Contract with the City.
- The City of Des Moines will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature: 	Date: 05-14-2026
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Application Overview

Provide us with an overview of your request:

The City of Des Moines Community Events & Services (CES) requests \$45,224.93 in Lodging Tax funds to support the “Stars, Stripes & Sunshine” 4th of July 2026 celebration. This is a free, family-friendly community event running 10:00 AM to 3:00 PM on July 4, 2026, along the Des Moines waterfront, from the Marina floor through Des Moines Beach Park Event Center.

America’s 250th birthday presents a once-in-a-generation opportunity for Des Moines to showcase its iconic waterfront to regional visitors and celebrate community pride. This event features: a Farmers Market with local vendors; a Park Run open to all fitness levels; music; a Kids’ Zone with interactive activities; diverse food vendors; and a beer and spirits garden for adults (21+). The combination of the national milestone and the multi-activation waterfront setting is expected to draw visitors from across King County and the broader Puget Sound region.

Lodging Tax funds will cover contracted services (vendors, performers, and miscellaneous contracted costs totaling \$44,274.93) and other non-contracted expenses including marketing and supplies (\$1,750.00). Staff costs are not included in this request. Anticipated revenue from event activity totals \$800.00, leaving a net funding request of \$45,224.93.

Attach:

1. Description and itemized budget showing how you intend to use the amount requested from the City of Des Moines (income and expenses).
2. If your agency is a non-profit a copy of your agency’s current non-profit corporate registration with the Washington Secretary of State.
3. A copy of your organization’s business plan (please limit to not more than two pages) and annual budget.
4. Brochures or other information about your event/activity/facility, in particular items showing recent tourism promotion efforts. (Optional)

This proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.

Tell us who you expect to attract:

This event is designed to attract a broad audience centered around Des Moines residents and regional visitors. Primary audiences include: families with children seeking free, safe, daytime entertainment; adults and seniors participating in the America 250 patriotic celebration; fitness enthusiasts joining the Park Run; and regional visitors from southern King County, Pierce County (Tacoma area, ~35 miles), Thurston County (Olympia area, ~60 miles), and the Kitsap Peninsula. The free waterfront event, holiday timing, and multi-activation programming are expected to draw visitors who may not otherwise visit Des Moines, generating lodging and economic activity in the city over the July 4th holiday weekend.

The State of Washington requires an estimate for the following questions below:

As a direct result of your proposed tourism-related service, provide an estimate of:	What method was used to determine attendance in previous years?
--	---

a. Overall Attendance Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 2,000	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☒ Structured Estimate
b. Attendance, 50+ Miles Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 300	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☒ Structured Estimate
c. Attendance, Out of State, Out of Country Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 50	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☒ Structured Estimate
d. Attendance, Paid for Overnight Lodging Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: 75	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☒ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: 1,925	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☒ Structured Estimate

Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Actual data will be required with your final reimbursement.

Application Submittal

Submit a PDF or one original signed copy to:

City of Des Moines Lodging Tax Advisory Committee
c/o Ed Armijo
21630 11th Ave S.,
Des Moines, WA 98198
Email: EArmijo@desmoineswa.gov

You must complete and sign the cover sheet with this packet

- ⇒ **You may use the Supplemental Form or type the questions and answers on separate sheets of paper.**
- ⇒ **Please number each page in your packet, except for the optional brochures/information.**

General Information

City of Des Moines Lodging Tax Fund Overview

The City's Lodging Tax Fund is the primary source of City funding for activities, operations, and expenditures designed to increase tourism. In any given year, the City may maintain a reserve in the Fund, and will assess on an annual basis how much of the fund to appropriate in a given year.

The Des Moines City Council has created a Lodging Tax Advisory Committee to conduct an annual process to solicit and recommend Lodging Tax funded services for City Council consideration.

HIGH PRIORITY will be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the City of Des Moines.
- Promote Des Moines and/or events, activities, and places in the City to potential tourists from outside King County.
- Have demonstrated or high potential from the Committee's perspective to result in documented economic benefit to Des Moines.

- Have a demonstrated history or success in Des Moines, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
- Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
- Provide, maintain, operate or enhance City-owned tourism facilities or infrastructure.

State Law Excerpts

RCW 67.28.1816 – Use of Lodging Tax Fund.

Lodging tax revenue under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

- a. Tourism marketing;
- b. The marketing and operations of special events and festivals designed to attract tourists;
- c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
- d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) or the internal revenue code of 1986, as amended.

RCW 67.28.080 – Definitions.

- "Municipality" means any county, city or town of the state of Washington.
- "Operation" includes, but is not limited to, operation, management, and marketing.
- "Person" means the federal government or any agency thereof, the state or any agency, subdivision, taxing district or municipal corporation thereof other than county, city or town, any private corporation, partnership, association, or individual.
- "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- "Tourism promotion" means activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.
- "Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, or to accommodate tourist activities.
- "Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

STARS, STRIPES & SUNSHINE

4th of July 2026 — Event Business Plan

*City of Des Moines, Washington - Community Enrichment Services · Contact: Cortney Wilt, CES
Program Supervisor II · 206.870.9153 cwilt@desmoineswa.gov*

EVENT AT A GLANCE

Event Name	Stars, Stripes & Sunshine — 4th of July 2026
Date & Time	Saturday, July 4, 2026 10:00 AM – 3:00 PM
Location	Des Moines Marina Floor through Des Moines Beach Park & Event Center
Organizer	City of Des Moines — Community Events & Services (CES)
Admission	Free and open to the public
Expected Attendance	2,000
Lodging Tax Request	\$45,224.93

PURPOSE & TOURISM VALUE

Stars, Stripes & Sunshine is a free, family-friendly community celebration marking America's 250th birthday—a once-in-a-generation milestone that creates a unique opportunity for Des Moines to attract regional visitors and generate lodging and economic activity citywide.

The event leverages Des Moines' most distinctive asset—its working waterfront—to offer an experience that draws visitors from across King County, the South Sound, and the Kitsap Peninsula. Visitors traveling 50 or more miles for a July 4th weekend event are likely to extend their stay overnight, directly benefiting the City's two lodging establishments.

This event aligns with all LTAC high-priority criteria:

- Demonstrated potential to generate overnight stays at Des Moines lodging establishments
- Promotes Des Moines to potential tourists from outside King County
- Documented economic benefit through vendor activity, food & beverage sales, and visitor spending
- Utilizes City-owned tourism infrastructure (Des Moines Beach Park, Marina, Event Center)

EVENT PROGRAMMING

The event runs as a continuous daytime activation across the Marina floor to the Beach Park, a connected waterfront corridor that accommodates large community gatherings.

- DJ and live reading of the Declaration of Independence, a patriotic programming honoring America's 250th anniversary
- Farmers Market: local vendors and artisans showcasing Des Moines-area products
- Park Run: open community run along the waterfront, accessible to all fitness levels
- Kids' Zone: interactive activities, games, and entertainment for families
- Food vendors: diverse cuisine options throughout the event footprint
- Beer & spirits garden: adults (21+), managed in compliance with applicable permits

OPERATIONS & MANAGEMENT

CES staff will manage event logistics with support from contracted vendors. Key operational elements include:

- Contracted event production (national event professionals)
- Security provided by Allied Universal
- Sanitation services (Honey Bucket)
- Entertainment coordination (Party on the Rocks and performers)
- Marketing and communications including signage and print materials

All contracted services will be procured in accordance with City purchasing policies. Event permits, insurance, and applicable licenses will be secured in advance of the event date.

BUDGET SUMMARY

Category	Amount
Contracted Services (vendors, performers, misc.)	\$44,274.93
Marketing & Communications	\$750.00
Supplies & Materials	\$1,000.00
Event Revenue (ticket sales offset)	(\$800.00)
NET LODGING TAX REQUEST	\$45,224.93

Note: Staff costs are not included in this Lodging Tax request. The budget above reflects contracted and non-contracted event expenses only, net of anticipated revenue.

STARS, STRIPES & SUNSHINE — 4th of July 2026

Event Budget — City of Des Moines Community Events & Services | Lodging Tax Application Attachment

Expense Category	Cost per Date (\$)	# Dates	Total (\$)	Notes
CONTRACTED SERVICES				
Vendors (National Event Pros, Allied Universal Security, Honey Bucket, Party on the Rocks, Entertainment)	\$ 34,759.70	1	\$ 34,759.70	Event production, security, sanitation, entertainment
Performers	\$ 7,500.00	1	\$ 7,500.00	DJ + live Declaration of Independence reading
Misc. Contracted Services	\$ 2,015.23	1	\$ 2,015.23	Additional contracted event support
TOTAL CONTRACTED SERVICES			\$ 44,274.93	
OTHER EXPENSES (NON-CONTRACTED)				
Marketing & Communications	\$ 750.00	1	\$ 750.00	Signage, print materials, digital promotion
Supplies & Materials	\$ 1,000.00	1	\$ 1,000.00	Event supplies, kids activities, decorations
TOTAL OTHER EXPENSES			\$ 1,750.00	
REVENUE				
Ticket Sales / Registrations (\$5 x 160 participants)	\$ 800.00	1	\$ 800.00	Park Run entry fee
TOTAL REVENUE			\$ 800.00	
Total Expenses (Contracted + Other)			\$ 46,024.93	
Total Revenue			\$ 800.00	
NET LODGING TAX REQUEST			\$ 45,224.93	

Note: Staff costs are not included in this Lodging Tax request. Budget reflects contracted and non-contracted event expenses only, net of anticipated revenue.

2026 Application for Des Moines Lodging Tax Funds

Amount of Lodging Tax Requested: \$14,500

Organization/Agency Name:		MI3B Fabrications, LLC	
Federal Tax ID Number:		93-1470722	
Event or Activity Name (if applicable):		MIBBB Fest 2026 (Men in Black Birthday Bash & Festival)	
Contact Name and Title:		Steve Edmiston / Quadrant Quadrant45, LLC	
Mailing Address: 27043 7 th Place South	City: Des Moines	State: WA	Zip code: 98198
Phone: (206) 372-6647	Email Address: steveedmistonQ45@gmail.com		
☐ Non-Profit ☒ For-Profit ☐ Public Agency			

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Municipal Services Contract with the City.
- The City of Des Moines will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature: 	Date: March 28, 2026
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Application Overview

Provide us with an overview of your request: **SEE ATTACHED**

Attach:

1. Description and itemized budget showing how you intend to use the amount requested from the City of Des Moines (income and expenses). **SEE ATTACHED OVERVIEW**
2. If your agency is a non-profit a copy of your agency's current non-profit corporate registration with the Washington Secretary of State. **N/A**
3. A copy of your organization's business plan (please limit to not more than two pages) and annual budget. **SEE ATTACHED.**
4. Brochures or other information about your event/activity/facility, in particular items showing recent tourism promotion efforts. (Optional) **SEE ATTACHED.**

This proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.

Tell us who you expect to attract: **We expect growth over historic numbers as awareness (4 years) increases. We have – each year – seen attendees from outside our city and state. This even has a strong historical, mythology, and sci-fi component; these elements each are strong, genre draws. We NOTE that our historical dates in June of 2026 are highly problematic, with direct competition (in particular, marketing and promotion) from the FIFA World Cup games in Seattle at the same time. Our team is NOT seeking expansion in 2026, but already planning for 2027 significant growth, in large part because it is the 80th anniversary of the 1947 Summer of the Saucers, a milestone that will carry a national profile.**

The State of Washington requires an estimate for the following questions below:

	2026	2027	Method
Attendance (predicted):	1,200	5,000	Direct Count (estimates base on 2022-2025)
Attendees from >50 miles	100	500	Direct Count
Out-of-state or international	25	100	Direct Count
Paid Overnight Lodging	50	300	Direct Count
No Lodging (day-trip)	1,150	2,500	Direct Count

Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information

collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Actual data will be required with your final reimbursement.

Application Submittal

Submit a PDF or one original signed copy to:

City of Des Moines Lodging Tax Advisory Committee
c/o Bonnie Wilkins
21630 11th Ave S.,
Des Moines, WA 98198
Email: BWilkins@desmoineswa.gov

You must complete and sign the cover sheet with this packet

- ⇒ **You may use the Supplemental Form or type the questions and answers on separate sheets of paper.**
- ⇒ **Please number each page in your packet, except for the optional brochures/information.**

•

Business Plan and Overview - 2026 Men in Black Birthday Bash (MIBBB Fest) Des Moines Lodging Tax Application

Lodging Tax Request Overview

MIBBB Fest requests \$14,500 in 2026 Lodging Tax funds from the City of Des Moines to support tourism marketing and visitor engagement costs tied directly to attracting out-of-town attendees to MIBBB Fest events in June 2026. Funds will be used exclusively for marketing activities and promotional assets to reach potential attendees outside of Des Moines, outside of King County, and statewide; to develop festival programming, operations, and infrastructure seeking and supporting high-volume visitor attendance and increased overnight stays; and to position for a rapid increase in attendees for 80th Anniversary 2027 events. Every event qualifies under RCW 67.28.1816 as a tourism-promotion activity.

Executive Summary – 2026

The festival's goal is to enhance awareness of our unique Des Moines history drive increased tourism, economic impact through lodging and local spending, and strengthen Des Moines' identity as a niche destination. The Men in Black Birthday *Bash* is the flagship event of MIBBB Fest, a celebration inspired by the June 21, 1947 Maury Island Incident—the true Men in Black origin story. Expected additional festival events are identified below. Organizers are planning 2026 and 2027 festivals simultaneously; 2027 is the 80th Anniversary of the MII and 1947 Summer of the Saucers, with nationwide profile. Historically, the anchor Birthday Bash at Quarterdeck has capped off up to a week of music, walking tours, classic sci-fi screenings, dance parties, and more.

Target 2026 Audience & Attendance Projections

	2026	2027	Method
Attendance (predicted):	1,200	5,000	Direct Count + Indirect Count
Attendees from >50 miles	100	500	Direct Count + Indirect Count
Out-of-state or international	25	100	Direct Count + Indirect Count
Paid Overnight Lodging	50	300	Direct Count + Indirect Count
No Lodging (day-trip)	1,150	2,500	Structured Estimate

Financial

Income

As of this date/time, in 2026, MIBBB anticipates one ticketed event, all other events are free. Overall revenues:

Income	Target \$
Ticket Sales	\$4,375
Sponsorships	\$2,500
Merch Sales	\$500
Donor	\$1,000
LT Support Request	\$14,500
Total Revenue	\$22,875

Expenses

MIBBB Fest is volunteer, no professional staff. Expenses are third-party (insurance, rentals, tech support, materials, contractors, etc.).

Expense Category	Estimated Cost
General Production Operations*	\$5,000
General Marketing & Media**	\$4,500
Specific Event (8) Ops/Marketing	\$13,375
Total Expense	\$22,875

*Includes overall expenses, non-allocable by event

**Includes overall expense, non-allocable by event

Proposed Allocation of Lodging Tax Funds – June 2026 MIBBB Fest

- \$2,500 – MIBBB contractor/staff, insurance, general event operations/management
- \$2,500 – Marketing/promo, expanded regional (ads, reels, influencers, visitor packets, DM Farmer Market on June 6 and 13))
- \$4,000 – MIBBB Bash @ Quarterdeck, specific event operations (anchor event)
- \$1,000 – MIBBB Alien Abductee Lookalike Contest event operations
- \$1,000 – Sparky’s Revenge Flying Disc Dog Tournament: event operations/engagement
- \$750 – MIBBB-themed Park Run community promo and activation
- \$500 – Gathering on the Pier: new event, operations setup and visitor engagement
- \$750 – Waterland Arcade Afterparty - Marketing / operations
- \$500 – MIBBB Walking Tours (multi-day): guide fees, maps, signage, marketing
- \$1,000 – Speaker Series: booking/speaker fee support, A/V, media, venue

MIBBB Fest operates as a program under MI3B, LLC, Quadrant45, LLC and in collaboration with Explore Seattle Southside and Des Moines businesses and regional nonprofit partners.



MIBBB FEST 2026

Review / Business Plan
M13B Fabrications, LLC



MIBBB Fest

The Men in Black Birthday Bash

A Vision – For Des Moines

An annual festival with global appeal, exploiting a competitive advantage rooted in our local history – the first encounter with the so-called Men in Black – launching a worldwide pop culture juggernaut. *The community event that celebrates the **real** start of it all.*

MIBBB FEST

What We Are: “Culture and Vibe”

- Descriptors – fun; self-deprecating; a celebration of “us”
- Music festival feel with a cocktail party atmosphere
- History/culture/mythology focus
- Cosplay/black and white, but not tuxedos. Informal.
- A sense of pride of being *first*
- Hyper-attractive to genre media

MIBBB FEST

Key Assets

- **Backstory/mythology/legacy** – True local history with genre appeal; a story we can *own*
- **Premiere outdoor venues** – e.g., Quarterdeck
- **Event experience** – Quadrant45 14 years; MIBBB events 4 years
- **Media** – national presence; South King Media local.
- **Tourism Bureau** support – Explore Seattle Southside

MIBBB FEST

Why MIBBB Fest? Case studies

History/cultural festivals *launched* with story, a spirit of humor, and celebration of mythology

- **La Tomatina** (https://en.wikipedia.org/wiki/La_Tomatina). 10,000 attendees
- **Stonehenge Summer Solstice**. 20,000 attendees
- **Roswell UFO festival** - \$14 million annual revenue, city of 50,000
- **Groundhog Day** (Punxsutawney Groundhog's Club) - https://en.wikipedia.org/wiki/Groundhog_Day. 25,000 attendees
- **Burning Man**. https://en.wikipedia.org/wiki/Burning_Man. 78,000 attendees
- **Frozen Dead Guy Days CO**. https://en.wikipedia.org/wiki/Frozen_Dead_Guy_Days. 25,000 attendees

MIBBFest is 5 Years Old

QUARTERDECK AND QUADRANTS PRESENT

Q/Q

THE MEN IN BLACK BIRTHDAY BASH
AN EVENT IN BLACK AND WHITE
75 YEARS IN THE MAKING

MUSIC BY:
JT UNDERWOOD
PAPER MOON

FEATURING:
2022 MIBBY AWARDS

JUNE 22, 2022
QUARTERDECK DES MOINES
DOORS OPEN 5:30

TICKETS AT EVENTBRITE:
<https://mibby/3t6e8dgc>

MORE INFORMATION AT:
http://www.qddeck.com/622_mib
<https://www.quarterdeckdm.com/events>

SPONSORED BY:



Rotary
Rotary Club of Des Moines
Des Moines Park Mall

Liquor
Liquor.com

Quarterdeck's
Quadrants

United Way
United Way of Central Iowa

Des Moines Register
Des Moines Register

WDRS-TV 3ABC
WDRS-TV 3ABC

[illegible][illegible][illegible]



2026 “Special Limited Edition” constraints

- FIFA World Cup Overlap
- Uncertain Financing
- Planning for large 2027, 80th Anniversary of the Maury Island Incident and 1947s summer of the saucers





Last year:

2025 Events

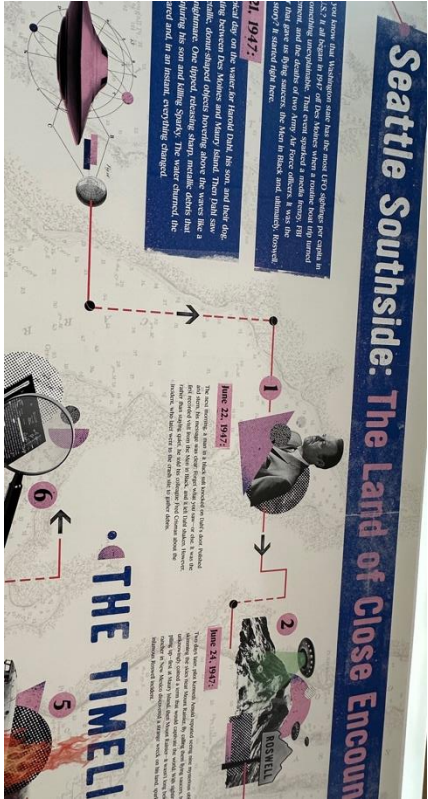
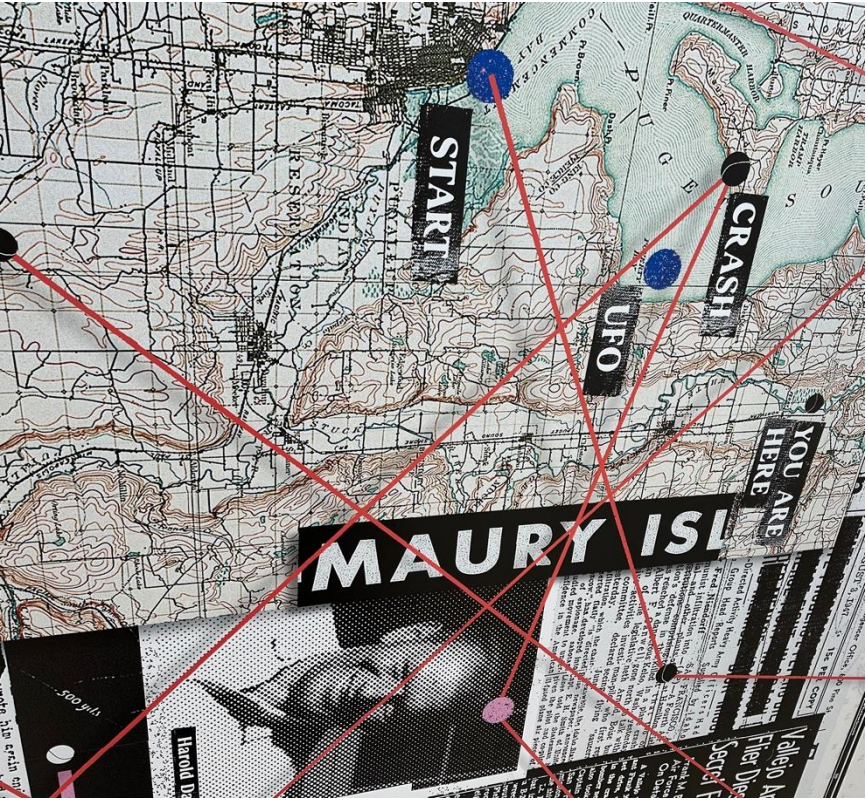
- **6/9 – Walking Tour**
- **6/13 – Colleen Rafferty Lookalike**
- **6/20 – Film+Trivia Night**
- **6/21 – MIBBB @ Quarterdeck**
- **6/21 – Games @ Waterland Arcade**
- **6/21 – Park Run**
- **6/22 – Sparky’s Revenge**
- **7/19 – Parade**
- **10/10 – WA / Roswell debate** Humanities
- **Multiple (20+ dates): Humanities WA UFO**
Speakers Bureau



2025-26:

Partners

- 1. Explore Seattle Southside**
- 2. South King Media**
- 3. Print Place**
- 4. Quarterdeck**
- 5. Harper Studios**
- 6. Waterland Arcade**
- 7. Marina Mercantile**
- 8. Destination Des Moines**



Explore Seattle Southside

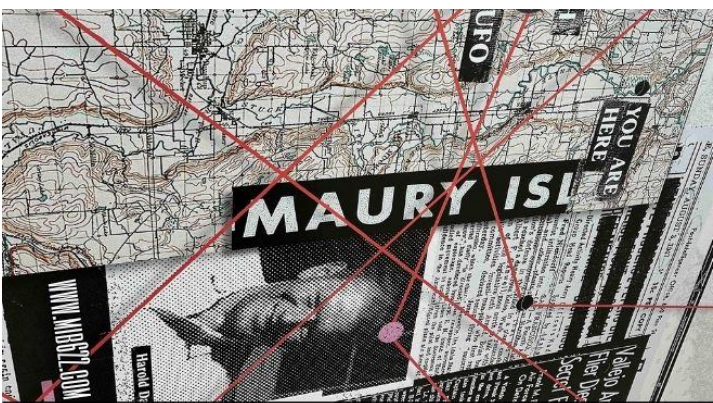
2025-26 Alieninvitation Campaign - Westfield Mall



2024-25:

Sample Media Highlights

1. Coast to Coast – National Radio, 2x
2. Axios
3. Geekwire
4. South King Media (multiple blogs, over 30 stories; including “Roswell vs. MIBBB” debate, framing Des Moines as a credible UFO-place alternative)
5. Seattle Times – NW a UFO Hot Spot
6. KING-5 Evening Magazine - “UFOs Over Des Moines”
7. Humanities WA UFO NW – 22 talks around State
8. Rainy Day Rabbit Holes: Three-part podcast
9. South Sound Magazine “I Want to Believe”
10. Pretty Gritty Tours, Tacoma: coverage
11. South Seattle Emerald
12. Middle East News
13. The Word Radio
14. Spark Blog (Humanities Washington)
15. SUFON interview
16. Documentary – Ray Palmer by Dean Bertram
17. Documentary – Universe on Earth by Krystal Kelley



MIBBB FEST

June 13-22

INFO/ TICKETS HERE!

Explore Seattle Southside

MIBBB FEST

June 13

INFO/ TICKETS HERE!

Men in Black Birthday Bash & Festival / www.mib622

Black Birthday Bash & Festival

June 13

MIBBB FEST

Page

Learn more at mib622

MIBBB FEST

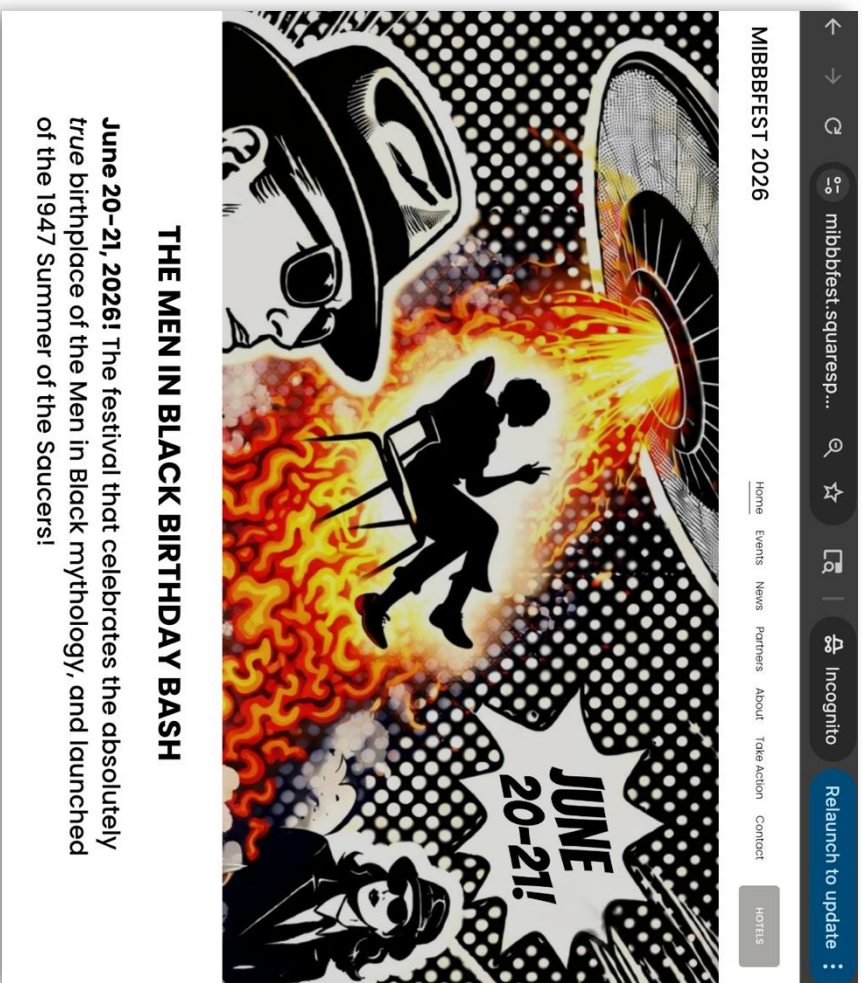
TICKETS

QR Code

MIBBB FEST
REPRESENTATIVE
ADVERTISEMENTS AND
PROMOTIONS

MIBBBB

On the web



**City Council
AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

**SUBJECT: North Hill Elementary Walkway Improvements Project Condemnation -
2nd Reading**

ATTACHMENTS:

1. Draft Ordinance 26-045
2. CIP Worksheet
3. Project Right of Way Plans
4. Des Moines ROW Procedures
Approved 4.15.25

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Legal

DATE SUBMITTED:

June 1, 2026.

CLEARANCES:

City Clerk

Public Works

Purpose and Recommendation

The purpose of this item is to hold a second reading of Draft Ordinance No. 26-045 authorizing the City Attorney to begin condemnation proceedings to acquire the vacant property identified as parcel 2946000120 in Des Moines, which is necessary for the North Hill Elementary Walkway Improvements Project.

Suggested Motion:

Motion: "I move to pass Draft Ordinance No. 26-045 directing the City Attorney to prosecute an eminent domain action in King County Superior Court in a manner provided by law to condemn, take, damage and appropriate real property."

Background

The North Hill Elementary Walkway Improvements Project will be installing sidewalks, curb and gutter, ADA curb ramps and other roadway and safety improvements to S 200th St, from 8th Ave S. to 10th Pl. S. As a part of this Project, the City has been acquiring property and easements as necessary to complete the plan. At this time, the only parcel remaining to be acquired is parcel 2946000120. Despite good faith efforts by the City and our acquisition agent, we have been unable to come to terms on a purchase of the property.

Discussion

Litigation and the condemnation process (eminent domain) is a last resort and only used by government agencies once all reasonable negotiations and discussions have failed. Eminent domain is the government power to acquire private property necessary for public use following due process of law and payment of just compensation.

Proceedings to take property under eminent domain are referred to as "condemnation" proceedings. The property that governments may condemn includes fee title as well as lesser interests in real property, such as easements.

The typical process this entails is the Council approving the condemnation proceeding to move forward (Draft Ordinance 26-045) which will allow the City Attorney to file the matter in Superior Court. After the lawsuit is served on the property owner, the City can file for approval from the Court for Possession and Use of the property. Once approved, the City can move forward with the project and will have the authority to access the parcel without limitation.

Although this will allow the project to move forward, the City will still be required to compensate the parcel owner for the fair market value of the property. If agreement cannot be reached between the City and the owner, the Court will make this decision.

Alternatives

Not pass the draft ordinance. Absent condemnation proceedings or an agreement from the owner to sell the property to the City, the City will need to reconfigure the project.

Financial Impact

The City will be responsible for paying the property owner fair market value for the property. The most recent appraisal of the property valued it at \$10,000. The City will also be responsible for legal filing fees for the lawsuit.

Recommendation

Pass the Draft Ordinance as submitted.

CITY ATTORNEY'S FIRST DRAFT 5/15/2026

DRAFT ORDINANCE NO. 26-045

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to the acquisition by eminent domain of certain property in the City of Des Moines; describing the public convenience, use and necessity of such property; providing for the condemnation, appropriation and taking of such land, including the mode of payment of cost of acquisition; and directing the City Attorney to prosecute such action in King County Superior Court.

WHEREAS, there exists in the City of Des Moines certain property legally described in section 1 of this Ordinance, and

WHEREAS, the City Council of the City of Des Moines intends to acquire by the payment of "fair market value" the property described in Section 1 to continue construction of the North Hill Elementary Walkway Improvements Project in Des Moines, Washington ("Property"), and

WHEREAS, the City Council finds that acquisition of the property described in section 1 "Legal description" below is critical to construct the improvements necessary for the North Hill Elementary Walkway Improvements Project, and it is in the public interest to acquire such property for public health, safety, welfare and transportation needs, and

WHEREAS, pursuant to chapter 8.12 RCW, the City is empowered to condemn land and property for transportation purposes (RCW 8.12.030), and

WHEREAS, proper notice of planned final action shall be provided pursuant to RCW 8.25.290 prior to Council final action, and

WHEREAS, based upon the foregoing, the City Council finds that, pending the outcome of negotiations, the only alternative available for acquisition of properties in described in section 1, or portions thereof, may be by eminent domain; now therefore,

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

Sec. 1. Legal description. The real property that is the subject of this Ordinance is legally described in Exhibit A; attached hereto.

Sec. 2. Public use and necessity. The public convenience, use and necessity demand the acquisition of the real property described in section 1 herein for the North Hill Elementary Walkway Improvements Project and for use by the public for transportation purposes. Said improvements have been designed to implement the City of Des Moines Comprehensive Plan, the City of Des Moines Transportation Improvement Plan, and the approved Right of Way Plan for the project.

Sec. 3. Condemnation of property. All lands, rights, privileges, and other property lying within the limits of the real property described in Section 1 herein are hereby condemned, appropriated, taken and/or damaged, only after just compensation has been made or paid into the court for the owner thereof in a manner provided by law.

Sec. 4. Costs of acquisition. The costs of the acquisition provided by this Ordinance shall be paid by the City of Des Moines, or such other funds of the City of Des Moines as may be provided by law.

Sec. 5. Authority of the City Attorney. The City Attorney is hereby authorized and directed to begin and prosecute the actions and proceedings in a manner provided by law to condemn, take, damage, and appropriate the real property necessary to carry out the provisions of this Ordinance. In conducting such condemnation; proceedings, the City Attorney is hereby authorized to enter into stipulations for the purpose of minimizing damages.

Sec. 6. 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 and 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. 7. Effective Date. This Ordinance shall take effect and be in full force five (5) days after its passage, approval and publication in accordance with law.

PASSED BY the City Council of the City of Des Moines, Washington, this ____ day of _____, 2026 and signed in authentication thereof this ____ day of _____, 2026.

M A Y O R

APPROVED AS TO FORM

City Attorney

ATTEST

City Clerk

Published: _____, __, 2026

Effective Date: _____

Exhibit A: Legal Description

LOT 8 IN BLOCK 4 OF GROVE ADDITION TO DES MOINES, AS PER PLAT
RECORDED IN VOLUME 4 OF PLATS, PAGE 83, RECORDS OF KING COUNTY
AUDITOR;
TOGETHER WITH A PORTION OF VACATED STREET ADJACENT THERETO AS
VACATED BY ORDINANCE NO. 2942 RECORDED UNDER RECORDING NO.
7611090856.

Tax Account No(s): 2946000120

CITY OF DES MOINES
2026-2031 CAPITAL IMPROVEMENTS PLAN
 (Amount in Thousands)

S. 200th St. & S. 199th St. Improvements (Segment 1)	Project #	TRCIP0021
-	Previous Project #	319.620

CIP Category: Transportation - Capital Projects

Managing Department: Plan, Build & PW Admin

<i>Summary Project Description:</i>
Installation of approximately 800 linear feet of curbs, gutter, sidewalks, ADA curb ramps, bike lane, storm drainage, retaining walls and driver radar feedback signs on both sides of South 200th St from 8th Avenue South to 10th Place South.

Justification/Benefits: The proposed walkway improvements support the City's non-motorized priority identified within the City's Comprehensive Transportation Plan and Safe Routes to School Project Report. South 200th Street is a high pedestrian corridor serving the North Hill Public Schools.

<i>PROJECT SCOPE</i>			
<i>Expenditures</i>	<i>Current Budget</i>	<i>Requested Change</i>	<i>Total Budget</i>
Design	667	(16)	651
Land & Right of Way	630	10	640
Construction	2,844	826	3,670
Contingency	364	97	461
Total Expenditures	4,505	917	5,422

<i>ANNUAL ALLOCATION</i>								
<i>Project to Date</i>	<i>Actuals Year</i>	<i>Scheduled Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>
<i>12/31/24</i>	<i>2025</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>
410	104	184	57	-	-	-	-	-
114	197	526	-	-	-	-	-	-
-	-	-	3,670	-	-	-	-	-
		150	311					
524	301	860	4,038	-	-	-	-	-

<i>Funding Sources</i>	<i>Current Budget</i>	<i>Requested Change</i>	<i>Total Budget</i>
SURFACE WATER UTILITY	500	(406)	94
AUTOMATED SPEED ENFORCEMENT	205	-	205
REET 1	250	(250)	-
STREET PAVEMENT FUND	400	923	1,323
REDONDO SPEED ENFORCEMENT	150	150	300
TRANSPORTATION BENEFIT DISTRICT	-	500	500
WA ST SAFE ROUTES TO SCHOOL	3,000	-	3,000
Total Funding	4,505	917	5,422
Funding Shortfall/Excess	-	-	-

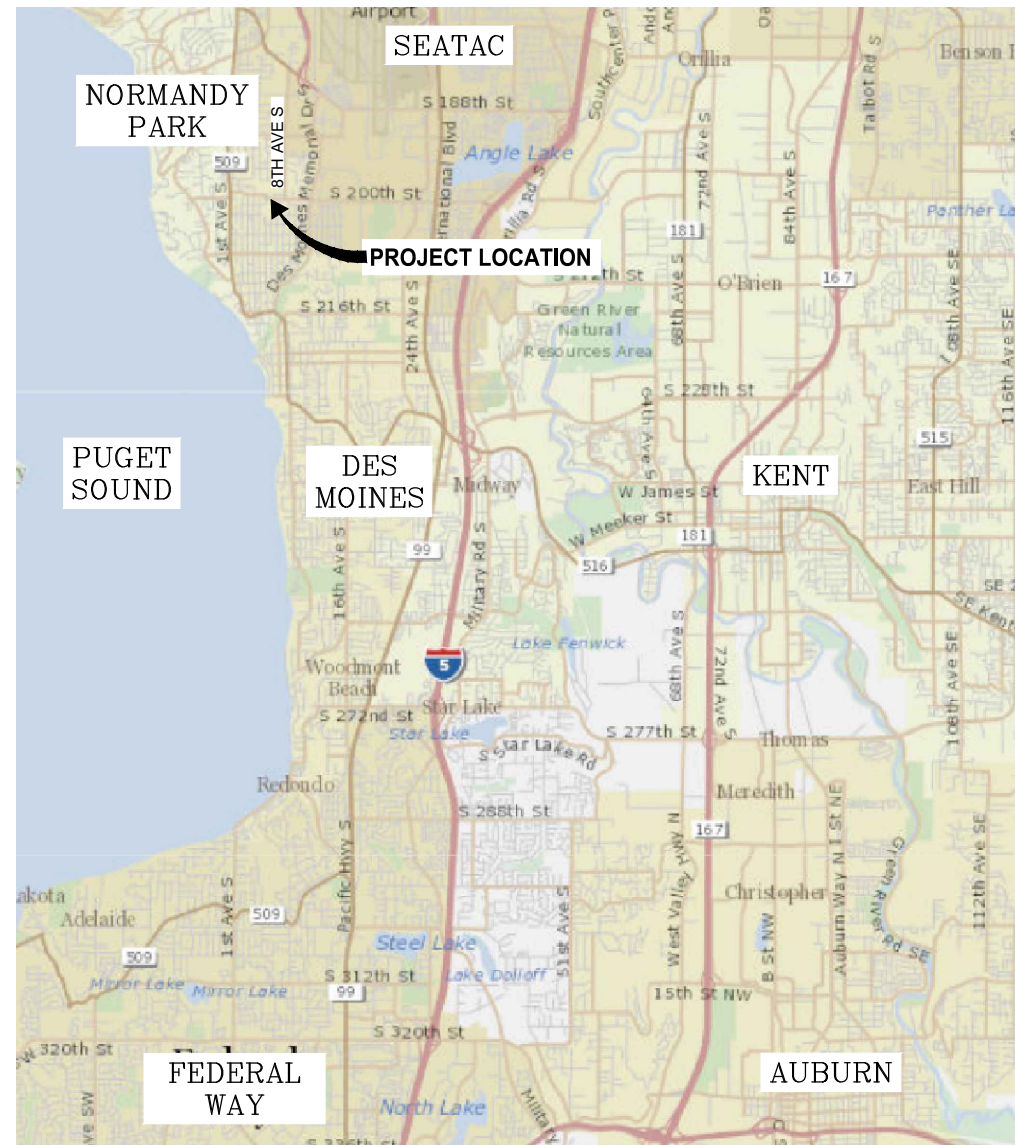
<i>Project to Date</i>	<i>Actuals Year</i>	<i>Scheduled Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>	<i>Plan Year</i>
<i>12/31/24</i>	<i>2025</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>
-	-	6	88					
30	-	175						
-	-	-						
1	-	331	991					
-	-	150	150					
-	-		500					
491	190	200	2,309					
522	190	862	4,038	-	-	-	-	-

LAYOUT: COVER PATH: U:\PSO\Projects\Clients\1792-CityOfDesMoines\214-1792-046 NHillElemWalkwayimprov\99Svcs\Survey\00Current\Dwg PLOTTED BY: sharpste DATE: Monday, July 1, 2024 8:20:55 AM

PARCEL NUMBER	ASSESSOR PARCEL#	ADDRESS	ZONING USE CODE	ZONE DESCRIPTION
100	520620-0005	654 S 200TH ST	RS-7200	SINGLE FAMILY
101	052204-9104	802 S 200TH ST	RS-7200	SINGLE FAMILY
102	052204-9111	820 S 200TH ST	RS-7200	SINGLE FAMILY
103	052204-9119	826 S 200TH ST	RS-7200	SINGLE FAMILY
104	052204-9126	19925 9TH AVE S	RS-7200	SINGLE FAMILY
105	052204-9129	19915 9TH AVE S	RS-7200	SINGLE FAMILY
106	052204-9011	902 S 200TH ST	RS-7200	SINGLE FAMILY
107	294600-0330	20003 8 TH AVE S	RS-7200	SINGLE FAMILY
108	294600-0285	801 S 200TH ST	RS-7200	SINGLE FAMILY
109	294600-0235	817 S 200TH ST	RS-7200	SINGLE FAMILY
110	294600-0191	901 S 200TH ST	RS-7200	SINGLE FAMILY
111	052204-9132	820 S 200TH ST	RS-7200	CHURCH
112	317140-0280	920 S 200TH ST	RS-7200	SINGLE FAMILY
113	294600-0190	905 S 200TH ST	RS-7200	SINGLE FAMILY
114	294600-0100	1001 S 200TH ST	RS-7200	SINGLE FAMILY
115	294600-0120	XXX S 200TH ST	RS-7200	SINGLE FAMILY
116	052204-9061	19915 8TH AVE S	RS-7200	SINGLE FAMILY
117	052204-9105	XXX 8TH AVE S	RS-7200	CHURCH
118	052204-9062	19804 8TH AVE S	RS-7200	SINGLE FAMILY
119	052204-9149	916 S 200TH ST	RS-7200	SINGLE FAMILY

APPROVED FOR CONSTRUCTION	
TOMMY OWEN, PE., PTOE ACTING PUBLIC WORKS DIRECTOR	DATE

THE CITY OF DES MOINES REQUESTED THAT PARAMETRIX PREPARE RIGHT-OF-WAY PLANS FOR THE TCE BOUNDARIES FOR THE NORTH HILL ELEMENTARY WALKWAY IMPROVEMENTS PROJECT ALONG APPROXIMATELY 800 FEET OF S 200TH ST, FROM 8TH AVE S TO 10TH PLACES. THE PROJECT WILL REQUIRE PARTIAL ACQUISITION OF REAL PROPERTY, AND TEMPORARY EASEMENTS AND WILL IMPROVE SAFETY IN THE CORRIDOR AT THE INTERSECTION OF 200TH ST AND 8TH AVE S BY CONSTRUCTING 3 ADA-COMPLIANT CURB RAMP, MARKED CROSSINGS, ILLUMINATION FOR MARKED CROSSINGS, AND AT S 200TH ST, FROM 8TH AVE S TO 10TH PL S, 6-FOOT SIDEWALK WITH CURB & GUTTER ALONG BOTH SIDES, 32 ADA COMPLIANT CURB RAMP (3 INTERSECTION CURB RAMP AND 29 DRIVEWAY/SIDEWALK RAMP), MARKED BIKE RAMP, AND AT THE INTERSECTION OF 200TH ST AND 8TH AVE S, 32 ADA COMPLIANT CURB RAMP, 32 ADA COMPLIANT CROSSING BEACONS (RRFBs) ON EACH SIDE OF 8TH AVE S, CURB RAMP, MEDIAN REFUGE ISLAND AND RESTRIPTING LANE CONFIGURATIONS, MARKED CROSSINGS, AND ILLUMINATION FOR MARKED CROSSINGS

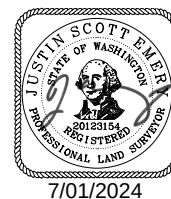


VICINITY MAP
NOT TO SCALE

RIGHT OF WAY DETERMINATIONS FOR THIS PLAN SET, WERE MADE BY ANALYZING A COMBINATION OF EXISTING RIGHT OF WAY PLANS, TOGETHER WITH RECORDED SURVEYS, SUBDIVISION PLATS, DEEDS & DEDICATIONS, AND FOUND MONUMENTS. ALL MEASUREMENTS SHOWN ARE IN U.S. SURVEY FEET, GROUND DISTANCES.

▷	REVISIONS	DATE	BY	DESIGNED S. SHARPE
				DRAWN S. SHARPE
				CHECKED
				APPROVED

[REDACTED]	
ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY	
FILE NAME	214-1792-046-ROW
JOB No.	214-1792-046
DATE	JUNE 2024



PROJECT NAME

**CITY OF DES MOINES
NORTH HILL ELEMENTARY
WALKWAY IMPROVEMENTS**

DES MOINES, WA

RIGHT OF WAY PLANS COVER SHEET

DRAWING NO.
X OF XX

RW1

NORTH HILL ELEMENTARY WALKWAY IMPROVEMENTS RIGHT OF WAY PLANS

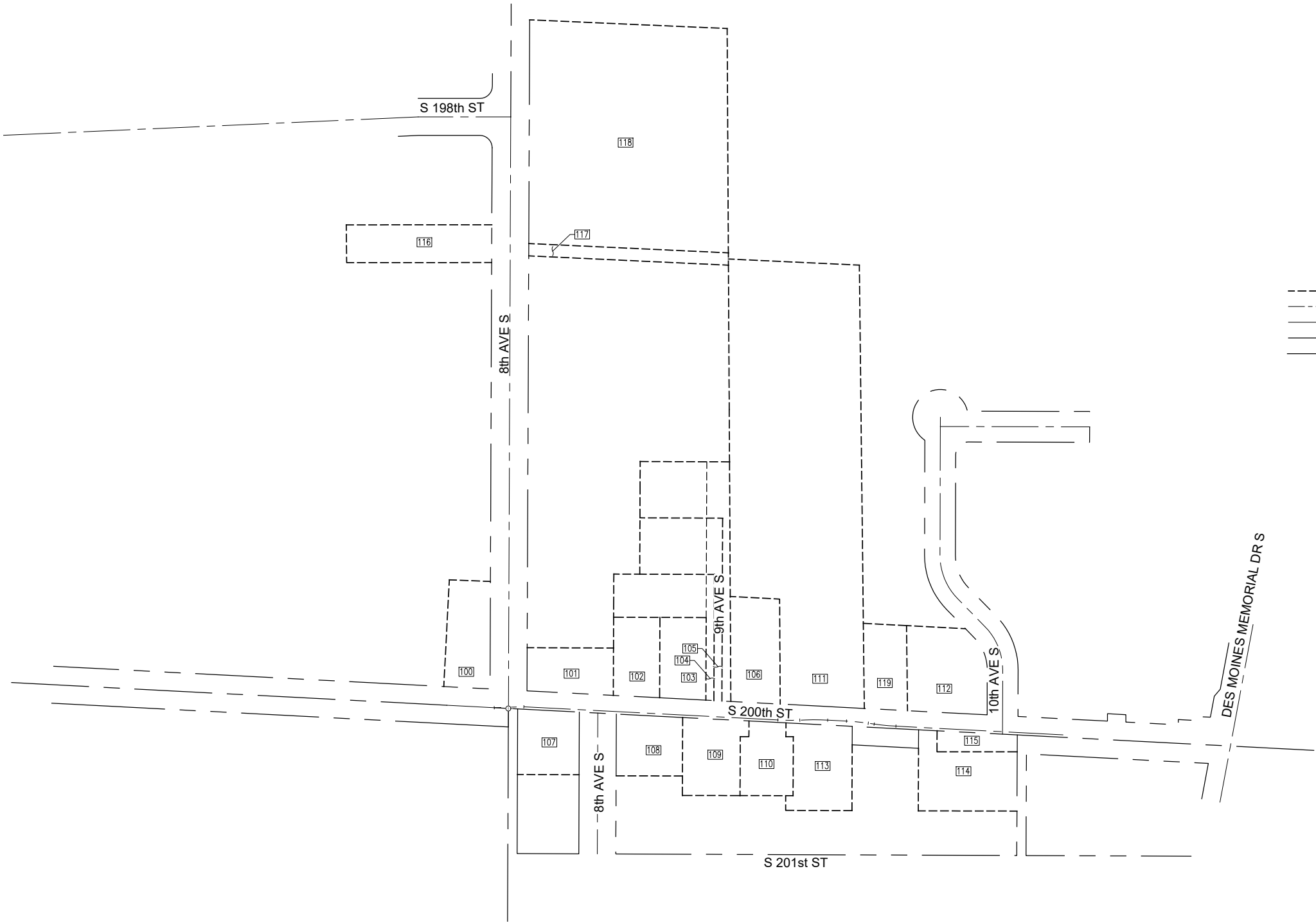
TOTAL PARCEL DETAIL

PORTIONS OF THE NW, NE & SE 1/4 OF SECTION 5, T. 22 N., R. 4 E., W.M.



LEGEND

- IMPACTED PARCEL IDENTIFIER
- IMPACTED PARCEL BOUNDARY LINE
- PARCEL LINES
- STREET CENTERLINE
- EXISTING RIGHT OF WAY
- QUARTER SECTION LINE



BASIS OF BEARING:
GRID NORTH BASED ON THE WASHINGTON STATE PLANE
COORDINATE SYSTEM NORTH ZONE (NAD 83/2011).

REVISIONS	DATE	BY	DESIGNED
			S SHARPE
			DRAWN
			S. SHARPE
			CHECKED
			APPROVED

ONE INCH AT FULL SCALE.
IF NOT, SCALE ACCORDINGLY

FILE NAME
214-1792-046-ROW

JOB No.
214-1792-046

DATE
JUNE 2024



7/01/2024

Parametrix

1019 39th Avenue SE, Suite 100 • Puyallup, WA 98374
Ph: 253.604.6600

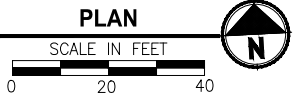
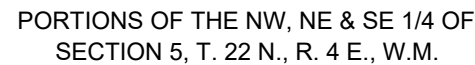
PROJECT NAME
CITY OF DES MOINES
NORTH HILL ELEMENTARY
WALKWAY IMPROVEMENTS
DES MOINES, WA

RIGHT OF WAY PLANS
TOTAL PARCEL DETAIL

DRAWING NO.
X OF XX

RW2

30 % REVIEW SUBMITTAL
NOT FOR CONSTRUCTION



ALL AREAS SHOWN IN SQUARE FEET

ALL AREAS SHOWN IN SQUARE FEET

 RIGHT OF WAY ACQUISITION AREA

 TEMPORARY CONSTRUCTION
EASEMENT (TCE) AREA



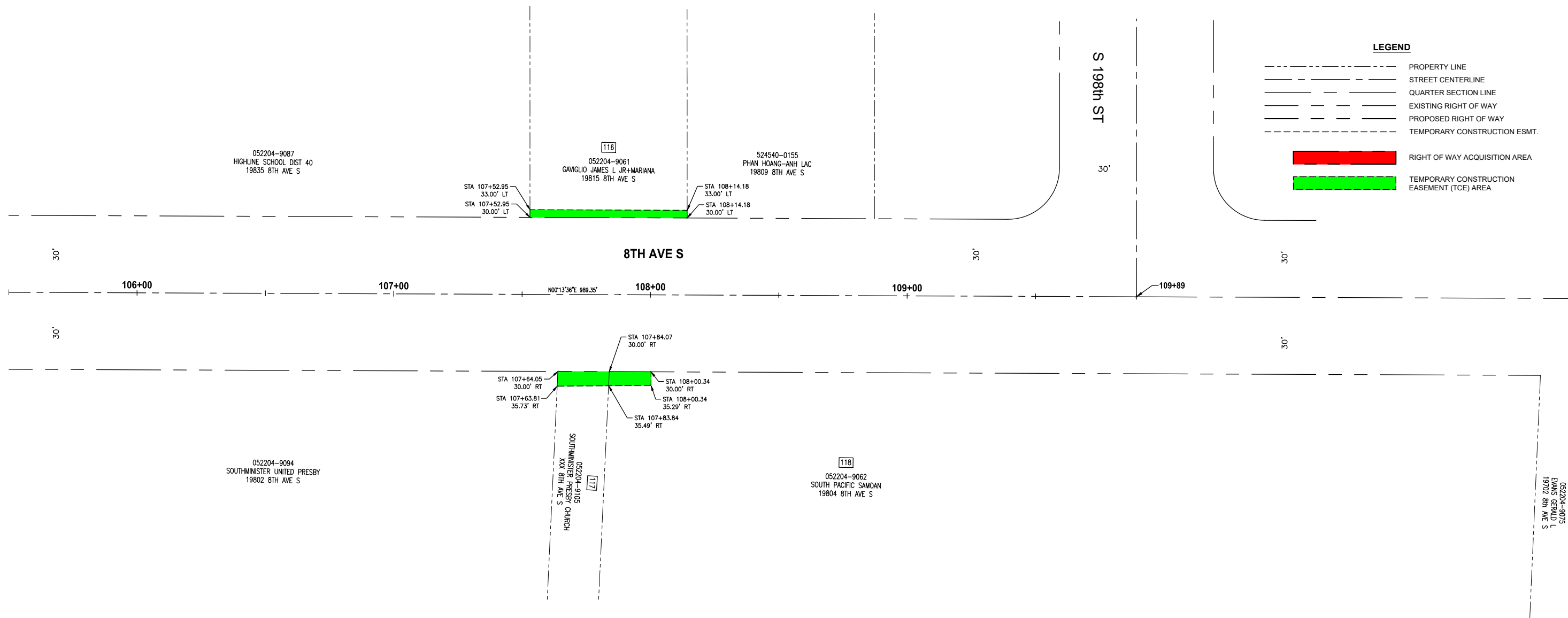
PLAN

SCALE IN FEET

0 20 40

LEGEND

-
- PROPERTY LINE
STREET CENTERLINE
QUARTER SECTION LINE
EXISTING RIGHT OF WAY
PROPOSED RIGHT OF WAY
TEMPORARY CONSTRUCTION ESMT.
- RIGHT OF WAY ACQUISITION AREA
- TEMPORARY CONSTRUCTION EASEMENT (TCE) AREA



OWNERSHIPS

PARCEL NUMBER	TAX PARCEL NO.	OWNER NAME	TOTAL AREA	R/W ACQUISITION	REMAINDER AREA	TCE AREA
116	052204-9061	GAVIGLIO JAMES L JR+MARIANA	13,200	0	13,200	184
117	052204-9105	SOUTHMINISTER PRESBY CHURCH	6,485	0	6,485	112
118	052204-9062	SOUTH PACIFIC SAMOAN	113,691	0	113,691	88

PARCEL TOTAL AREAS WERE DERIVED FROM KING COUNTY ASSESSOR REPORTS
 PARCELS NOT RECLOSED FOR REVALUATION ALL AREAS SHOWN IN SQUARE FEET

▷	REVISIONS	DATE	BY	DESIGNED S. SHARPE
				DRAWN S. SHARPE
				CHECKED
				APPROVED

ONE INCH AT FULL SCALE.
IF NOT, SCALE ACCORDINGLY

FILE NAME
214-1792-046-ROW
JOB No.
214-1792-046
DATE
JUNE 2024



Parametrix
1019 39th Avenue SE, Suite 100 • Puyallup, WA 98374
Ph: 253.604.6600

PROJECT NAME

**CITY OF DES MOINES
NORTH HILL ELEMENTARY
WALKWAY IMPROVEMENTS**

DES MOINES, WA

RIGHT OF WAY PLANS
STA105+50-109+89.35

DRAWING NO.
X OF XX

RW4

Right of Way Procedures

The City of Des Moines (Agency), needing to acquire real property (obtain an interest in and/or possession of) in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable federal regulations (49 CFR Part 24) and state law (Ch. 8.26 RCW), and state regulations (Ch. 468-100 WAC) hereby adopts the following procedures to adhere to all applicable laws, statutes, and regulations. The Agency is responsible for the real property acquisition and relocation activities on projects administered by the Agency and must acquire right of way (ROW) in accordance with the policies set forth in the Washington State Department of Transportation Right of Way Manual M 26-01 and Local Agency Guidelines (LAG).

Below is a list of Agency staff, by name and position titles, who are qualified to perform specific ROW functions. Attached to these procedures are resumes for everyone listed within these procedures, which provide a summary of their qualifications. The procedures shall be updated whenever staffing changes occur.

1. The Agency has the staff with the knowledge and experience to accomplish the following ROW Disciplines:

- i. **PROGRAM ADMINISTRATION:**

Oversee delivery of the ROW Program on federal aid projects for the Agency. Ensures ROW functions are conducted in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Ensures Agency's approved ROW Procedures are current, including staff qualifications, and provides copies to consultants and Agency staff;
- Oversight of ROW consultants;
 - use of consultant contract approved by WSDOT
 - management of ROW contracts
 - management of ROW files
 - reviews and approves actions and decisions recommended by staff & consultants
 - Overall responsibility for decisions that are outside the purview of consultant functions
- Sets Just Compensation before offers are made;
- Oversight and approval of Waiver Valuations per policy;
- Oversight and approval of Administrative Settlements per policy;
- Ensure the Agency has a relocation appeal process before starting relocation activities;
- Obligation authority for their Agency;
- Obtain permits (Non-Uniform Relocation Act (URA));
- Ensures there is a separation of functions to avoid conflicts of interest.
- Verifies whether ROW is needed, and that the property rights and/or interests needed are sufficient to construct, operate, and maintain the proposed projects (see LAG Appendix 25.174, 25.175, & 25.176).

Michael P. Slevin III, Public Works Director
(Agency Staff Positions & Qualifications – See Attachment 1)

Note: Staff included under Program Administration must have completed the eLearning Administrative Settlement and No ROW Verification training available at <https://wsdot.wa.gov/business-wsdot/support-local-programs/local-programs-training/right-way-training-education>

ii. APPRAISAL

Prepare and deliver appraisals on federal aid projects for the Agency. Ensures that appraisals are consistent and in compliance with state and federal laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Use only qualified agency staff approved by WSDOT to perform appraisal work;
- Use an Appraiser from WSDOT's Approved Consultant List if the Agency does not have qualified staff;
- Prepare ROW Funding Estimate (not required to be completed by an appraiser & only when there are federal funds in the ROW Phase);
- Prepare Wavier Valuation;
- Obtain specialist reports;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management, as necessary.

Contract with a qualified consultant

iii. APPRAISAL REVIEW:

Review appraisals on federal aid projects for the Agency to make sure they are adequate, and reliable, have reasonable supporting data, and approve appraisal reports. Ensures appraisals are adequately supported and represent fair market value and applicable costs to cure and are completed in compliance with state and federal laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Use only qualified agency staff approved by WSDOT to perform appraisal review work;
- Use review appraiser from WSDOT's Approved Consultant List if the agency does not have qualified staff;
- Ensures project-wide consistency in approaches to value, use of market data, and costs to cure;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management, as necessary.

Contract with a qualified consultant

iv. ACQUISITION:

Acquire, through negotiation with property owners, real property, or real property interests (rights) on federal aid projects for the Agency. Ensures acquisitions are completed in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Use only qualified staff to perform acquisition activities for real property or real property interests, including donations;

- To avoid a conflict of interest, when the acquisition function prepares a Waiver Valuation, only acquires property valued at \$15,000 or less;
- Provide and maintain a comprehensive written account of acquisition activities for each parcel;
- Prepare Waiver Valuation justification and obtain approval;
- Prepare Administrative Settlement and obtain approval;
- Prepare Right of Way Funding Estimate (when there are federal funds in the ROW Phase);
- Review title, and recommend and obtain approval for acceptance of encumbrances;
- Ensure acquisition documents are consistent with ROW plans, valuation, and title reports;
- Provide a negotiator disclaimer;
- Maintain a complete, well-organized parcel file for each acquisition;
- Coordinate with engineering, program administration, appraisal, relocation, and/or property management, as necessary.

Contract with a qualified consultant

Note: Staff included under Acquisition must have completed the eLearning Administrative Settlement training available at <https://wsdot.wa.gov/business-wsdot/support-local-programs/local-programs-training/right-way-training-education>

v. **RELOCATION:**

Provide relocation assistance to occupants of property considered displaced by federally funded projects for the Agency. Ensures relocations are completed in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Prepare and obtain approval of relocation plan before starting relocation activities;
- Confirm relocation appeal procedure is in place;
- Provide required notices and advisory services;
- Make calculations and provide recommendations for Agency approving authority before making payment;
- Provide and maintain a comprehensive written account of relocation activities for each parcel;
- Maintain a complete, well-organized parcel file for each displacement;
- Ensure occupants and personal property is removed from the ROW;
- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management, as necessary.

Contract with a qualified consultant

vi. **PROPERTY MANAGEMENT:**

Establish property management policies and procedures that will assure control and administration of ROW, excess lands, and improvements acquired on federal aid projects for the Agency. Ensures property management activities are completed in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Account for use of proceeds from the sale/lease of property acquired with federal funds on other title 23 eligible activities;
- Keep ROW free of encroachments;
- Obtain WSDOT/FHWA approval for change in access control along interstate;
- Maintain property records;
- Ensure occupants and personal property is removed from the ROW;
- Maintain a complete, well-organized property management file;
- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management, as necessary.

Michael P. Slevin III, Public Works Director

Thomas Owen, City Engineer

Tyler Beekley, Surface Water & Environmental Engineering Manager

Jeff Friend, Finance Director

Timothy A. George, City Attorney

(Agency Staff Positions & Qualifications – See Attachment 1)

- b. Any functions for which the Agency does not have qualified staff, the Agency will contract with another local agency with approved procedures, a qualified consultant, or the WSDOT. An Agency that proposes to use qualified consultants for any of the above functions will need to work closely with their ROW Local Agency Coordinator (LAC) and Local Programs to ensure all requirements are met. The LAC will perform spot-check reviews on selected federal aid or federal aid-eligible projects. **The LAC must be given an opportunity to review all offers and supporting data before offers are made to the property owners.** The number of spot-check reviews is dependent upon the scope of the project, the complexity of acquisitions, the local agency's level of experience, and past performance. Spot check reviews may not be required on all projects but will lessen the risk of delays during ROW Certification. Additional information or parcel files may be requested by the LAC to ensure local agency compliance.
 - c. The Agency's Administrative Settlement Procedures indicating the approval authorities and the procedures involved in making administrative settlements need to be included with these procedures (see Exhibit A).
 - d. An Agency wishing to take advantage of the Waiver Valuation process, properties valued up to \$35,000 or less, need to complete Exhibit B of these procedures.
2. All projects shall be available for review by the FHWA and WSDOT at any time and all project documents shall be retained and available for inspection during the plan development, ROW, and construction stages, and for three years following acceptance of the projects by WSDOT.

ATTACHMENT 1

AGENCY STAFF POSITIONS & QUALIFICATIONS

City of Des Moines staff will be responsible for the Program Administration and Property Management functions. The following positions and individuals are identified below. Position descriptions and qualifications are available.

Public Works Director: Michael P. Slevin III, P.E.- Registered Professional Engineer 36248 in the state of Washington. Washington State University B.S, Civil Engineering, University of Washington MBA, APWA Stone Public Works Fellow. Mr. Slevin has over 30 years of experience in the public sector managing and fulfilling Engineer of Record roles for municipal infrastructure projects. His experience includes 29 years at the City of Tacoma in numerous roles including; Project Engineer, Right of Way, Facilities, and Real Estate manager, City Engineer, Utility Engineer, Public Works Director, and Environmental Services Director.

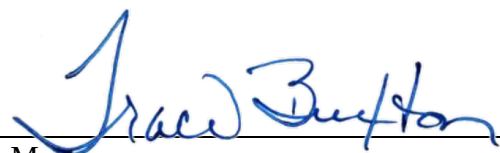
City Engineer: Thomas Owen, P.E., PTOE – Registered Professional Engineer and Certified Professional Traffic Operations Engineer, Washington State; B.S. Engineering Management, University of Portland; Mr. Owen has over 17 years of experience in the public sector managing transportation infrastructure improvements consistent with WSDOT LAG guidelines. Experience includes Right-of-Way acquisition plan development, acquisition management, and project certification.

Surface Water and Environmental Engineering Manager: Tyler Beekley, P.E. – Registered Professional Engineer, Washington State; B.S. Civil Engineering, Washington State University; Mr. Beekley has over 12 years of experience in the public sector involving stormwater infrastructure projects, water quality permitting, and landslide restoration projects.

Finance Director: Jeff Friend, CPA – Licensed WA State CPA #26289. Master's in Public Accounting from Seattle University. He has 23 years of experience in public sector financing and accounting. His experience over the past 23 years include the Muckleshoot Indian Tribe, King County Housing Authority, the City of Tukwila, and the City of Des Moines.

City Attorney: Timothy A. George, – J.D. California Western School of Law, Attorney licensed to practice law in Washington, California, and the United States Western District. Mr. George has been practicing law for over 18 years and has extensive civil and criminal law experience including acquisition of public Right-of-Way via use of municipal powers of eminent domain.

3. Approval of the Agency's procedures by WSDOT Local Programs may be rescinded at any time the Agency is found to no longer have qualified staff or is found to be in non-compliance with the regulations. The rescission may be applied to all, or part of the functions approved.



Mayor

04/08/2025

Date

Washington State Department of Transportation

Approved By:

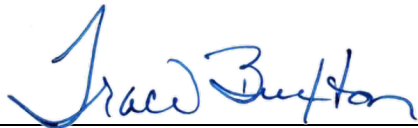
Local Programs Right of Way Manager

Date

EXHIBIT A
Agency's Administrative Settlement Policy

Administrative settlements that exceed Fair Market Value (FMV) as established through the appraisal process, and in accordance with LAG manual section 25.11, Administrative Settlement Guidelines, shall be documented and thoroughly justified, and shall be set forth in writing. Administrative Settlements shall be subject to the following levels of approval authority: The City Manager, or designee shall have the authority to make administrative settlements up to 10% above FMV not to exceed \$50,000. Administrative settlements in excess of \$50,000 shall require the approval of the City Council.

Passed and approved by the City of Des Moines Council, this 15th day of February 2018.



Mayor

04/08/2025

Date

Attest:

Approved as to Form:



City Clerk

/s/ Tim George

City Attorney

Washington State Department of Transportation

Approved By:

Local Programs Right of Way Manager

Date

EXHIBIT B

Agency's Waiver Valuation

The City of Des Moines, hereinafter (Agency), desiring to acquire Real Property according to 23 CFR, Part 635, Subpart C, 49 CFR Part 24, and State directives, and desiring to take advantage of the waiver valuation process approved by the Federal Highway Administration (FHWA) for Washington State, hereby agrees to follow the procedure approved for the Washington State Department of Transportation (WSDOT) as follows:

Rules

- A. The Agency may elect to waive the requirement for an appraisal if the acquisition is simple, has a low fair market value, and the compensation estimate (including the cost to cure items) and the estimated property value is under \$35,000.
- B. The Agency must make the property owner(s) aware that an appraisal has not been completed on the property for offers of \$15,000 or less.
- C. The Agency must make the property owner(s) aware that an appraisal has not been completed on the property for offers over \$15,001 and up to \$35,000, and that an appraisal will be prepared if requested by the property owner(s).
- D. Special care should be taken in the preparation of the Waiver Valuation as no review is mandated, the preparer needs to ensure that the compensation is fair and that all the calculations are correct.

Procedures

- A. A Waiver Valuation is prepared using comparable sales found and verified at the time of preparation.
- B. The Waiver Valuation is approved by the Agency staff listed under Program Administration within these Right of Way Procedures. Upon signature, an offer to the property owner(s) is authorized once the local agency coordinator has completed a Spot Check for the project.



Mayor

04/08/2025

Date

Washington State Department of Transportation

Approved By:

Local Programs Right of Way Manager

Date

RESOLUTION NO. 1377

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, adopting Administrative Settlement Policies in accordance with the Washington State Department of Transportation Local Agency Guidelines (LAG) manual, section 25.11, *Administrative Settlement Guidelines*.

WHEREAS, it is sometimes necessary for the City to acquire real estate property in order to construct or accommodate planned improvements and,

WHEREAS, for a project to be eligible for federal funding on any phase of the project, the project's right-of-way must be acquired in accordance with the requirements of the Washington State Department of Transportation Local Agency Guidelines (LAG) manual and,

WHEREAS, Section 25.09 of the LAG outlines the process for Administrative Settlements which include requiring the local agency to submit for review to the Washington State Department of Transportation (WSDOT) the agency's responsible official with authority to approve administrative settlements, and the procedure for handling administrative settlements, and

WHEREAS, the designated local agency representative may approve an administrative settlement when it is determined that such action is in the public interest; now therefore,

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

The Des Moines City Council adopts the following Administrative Settlement Policies for real estate property purchases required for public works projects in accordance with the Washington State Department of Transportation Local Agency Guidelines (LAG) manual, section 25.11, *Administrative Settlement Guidelines*.

ADMINISTRATIVE SETTLEMENT POLICIES

(1) The City Manager, or the City Manager's designee, shall have the authority to make administrative settlements up to ten percent (10%) above the Fair Market Value (FMV) not to exceed \$50,000.

(2) Administrative settlements in excess of \$50,000 shall require the approval of the Des Moines City Council.

ADOPTED BY the City Council of the City of Des Moines, Washington this 15th day of February, 2018 and signed in authentication thereof this 15th day of February, 2018.


M A Y O R

APPROVED AS TO FORM:


Assistant City Attorney

ATTEST:


City Clerk

APPROVED BY:

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Local Programs Right-of-Way Manager
Dated: _____

**City Council
AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA**

SUBJECT: Review and Confirmation of the Strategic Priorities for Adoption

ATTACHMENTS:

1. Des Moines - Strategic Plan Framework Update for Review
2. Review and Confirmation of the Strategic Priorities for Adoption PowerPoint

FOR AGENDA OF:

June 11, 2026

DEPT OF ORIGIN:

Administration

DATE SUBMITTED:

June 3, 2026

CLEARANCES:

Purpose and Recommendation

The purpose of this item is to review the revised draft Strategic Plan, "Charting Our Course", confirm that Council's previously identified revisions have been incorporated, receive any final feedback, and provide direction regarding adoption.

Suggested Motion:

Motion: "I move to direct staff to incorporate any final feedback provided this evening and place the Strategic Plan, Charting Our Course, on the June 25, 2026 Consent Agenda for Council consideration and adoption."

Background

In 2025, the City initiated its first comprehensive Strategic Planning process to establish clear priorities and guide decision-making over the next five years. The City entered into a professional services agreement with Raftelis in August 2025 to support facilitation, community engagement, and plan development.

Branded Charting Our Course, the Strategic Plan is intended to align City resources, policy direction, and service delivery with community priorities. The process has included:

- Council retreats
- Community survey and outreach
- Focus groups and stakeholder engagement

- Public events and community input opportunities

On May 2, 2026, Council reviewed the draft Strategic Plan and provided feedback regarding language, priorities, and overall plan structure. Staff and the consultant team subsequently incorporated the feedback received and prepared a revised draft for Council's review.

Discussion

The revised draft Strategic Plan, Charting Our Course, was included in the Council packet for review. The draft incorporates the feedback provided by Council during its May 2, 2026 discussion. The purpose of this discussion is to confirm that Council's requested revisions have been appropriately captured, identify any final modifications, and determine whether the Strategic Plan is ready to move forward for Council consideration and adoption.

Following Council direction, staff anticipates bringing the Strategic Plan forward on the June 25, 2026 Consent Agenda for consideration and adoption.

Alternatives

Council may direct staff to make additional revisions and return the Strategic Plan for further review at a future meeting.

Recommendation

Staff recommends that Council provide any final feedback and direct staff to place the Strategic Plan on the June 25, 2026 Consent Agenda for consideration and adoption.

City of Des Moines

2026-2030 Strategic Plan Framework

The following framework has been updated to reflect input received during the May 7 workshop.

Vision

A vision statement is aspirational. It reflects what we hope will be true about our City and community in the future. Des Moines' vision is to be:

The premier waterfront community on ~~the~~ Puget Sound.

Mission

A mission statement articulates the purpose of the organization and what drives employees to show up and deliver quality services for their community.

Des Moines is committed to maintaining a safe, sustainable environment while ensuring a high quality of life for all to live, work, and play.

Values

Values are the principles that guide behavior, influencing how staff interact with one another and how they serve the public. Des Moines embraces the values of:

Teamwork | Customer Service | Safety | Responsibility | Integrity

Strategic Focus Areas

Focus areas represent what the City must do well to achieve its vision. These areas guide the City's resources and daily efforts, driving measurable progress toward the community's desired future.

ECONOMIC VITALITY

Des Moines cultivates a dynamic economy that attracts investment and is sustainable for residents and businesses.

Strategies

- Implement a data-informed Economic Development strategy with clear priorities, opportunities, and focus areas that leverage the City's location and unique amenities.
- Revitalize downtown to be vibrant and provide a range of amenities that meet the needs and wants of a growing community.
- Stimulate a marina that is the treasure of Des Moines, where the beauty, activities, and events attract locals and visitors.
- Create an atmosphere where Des Moines is recognized as a great place for business investment.
- Embrace the Pacific Highway corridor as an integrated community and economy to support complementary redevelopment.

FINANCIAL STABILITY

We keep Des Moines on solid financial footing by spending wisely, securing steady revenue, and maintaining healthy reserves.

Strategies

- Secure steady revenue through diverse sources.
- Use resources wisely and manage costs.
- Align spending with City priorities.
- Plan ahead with strong financial forecasting.
- Use partnerships and outside funding to support City services.
- Maintain healthy reserves for long-term stability.

PUBLIC SAFETY

Des Moines is a safe and equitable place to live and visit, supported by responsive public safety services, emergency preparedness, and strong community partnerships.

Strategies

- Recruit and retain public safety personnel to align police staffing with service needs.
- Enhance public safety services through data-driven decision-making, partnerships, and responsible use of modern tools with a commitment to public trust., prioritizing responsible data use and privacy.
- Improve traffic safety through coordinated ~~enforcement~~, engineering, education, ~~and~~ technology, and enforcement.
- ~~Strengthen emergency preparedness and community build community by building community resilience through education, and awareness and community partnerships.~~ Strengthen emergency preparedness and build community resilience through education and awareness, engaging residents, businesses, and community organizations as active partners.
- Provide sustainable and effective animal control services that meet community expectations.

ENGAGED AND THRIVING COMMUNITY

Des Moines fosters an engaged and connected community where residents are informed, involved, and supported by inclusive programs, events, and public spaces.

Strategies

- Provide programs, events, and spaces that evolve with community needs and interests.
- Increase participation in civic life through expanded volunteerism and inclusive engagement opportunities.
- ~~Maintain~~ Improve and activate parks, trails, and green spaces as safe, welcoming community assets.
- Make it easy for people to find information and stay connected through modern, user-friendly tools that are accessible for all.

NATURAL AND BUILT ENVIRONMENT

Des Moines preserves its natural resources, including waterfronts, parks, and trails, while promoting safe, convenient mobility across the City and prioritizing investment in maintaining critical infrastructure.

Strategies

- Maintain and invest in critical infrastructure and public assets to support reliability, sustainability, and future growth.
- Preserve, restore, and enhance Des Moines' unique environment, natural resources, and open spaces.
- Advocate Develop for solutions that reduce airport impacts and protect community health and quality of life.
- Maintain parks, trails, and recreational facilities to ensure safe, high-quality community amenities.
- Improve mobility, safety, and connectivity through a balanced, multimodal transportation system.

ORGANIZATIONAL EXCELLENCE

Des Moines builds a skilled, supported, and engaged workforce that delivers high-quality service to the community.

Strategies

- Strengthen a customer service-centered culture across the organization.
 - Recruit and retain a talented workforce to deliver high-quality public services.
 - Develop leadership capacity through clear professional development and advancement pathways.
 - Promote employee engagement through communication, recognition, and feedback.
 - Equip employees with the tools, technology, and resources needed to deliver effective services.
-



Review and Confirmation of the Strategic Priorities for Adoption

June 11, 2026

Council Confirmation:

1. Did we capture Council's requested revisions?
2. Are there any final revisions?
3. Is the Strategic Plan ready to move forward for adoption on June 25, 2026?

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A vision statement is aspirational. It reflects what we hope will be true about our City and community in the future. Des Moines' vision is to be:

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- Develop leadership capacity through clear professional development and advancement pathways.
- Promote employee engagement through communication, recognition, and feedback.
- Equip employees with the tools, technology, and resources needed to deliver effective services.



What Happens Next:

- Immediately After Adoption:
 - Finalize document and design
 - Public communication and distribution
 - Begin aligning ongoing work with adopted priorities



Adoption is not the finish line- it is the transition from planning to implementation.

What Happens Next:

- Summer/ Fall 2026:
 - Council workshop (July 30) on governance, communication and decision-making to support Strategic Plan implementation
 - Fall TBD: Council retreat focused on implementation and action items
 - Integrate priorities into 2027/28 budget development
 - Develop reporting and accountability framework
- Ongoing:
 - Tie major initiatives and agenda items back to Strategic Plan
 - Advance near-term action items
 - Measure progress and report back regularly

Council Confirmation:

1. Did we capture Council's requested revisions?
2. Are there any final revisions?
3. Is the Strategic Plan ready to move forward for adoption on June 25, 2026?

Motion:

"I move to direct staff to incorporate any final feedback provided this evening and place the Strategic Plan, Charting Our Course, on the June 25, 2026, Consent Agenda for Council consideration and adoption."

