



# Burien

*Washington, USA*

City of Burien

## MEMORANDUM

---

**DATE:** February 10, 2017

**TO:** City Council

**FROM:** Tony Piasecki, Interim City Manager

**SUBJECT:** Weekly Report

### City Manager's Office

- An offer has been made to the top candidate for the Economic Development Manager position; we anticipate a start date within the next three to five weeks.
- The final two logo designs, one a refresh of the current logo and the other a new design, will be presented to Council on February 27.
- Public Works staff is obtaining estimates to place cypher locks on the bathroom doors as it was cost prohibitive to remodel the existing space as previously considered. Once the locks are in place, use of the restrooms will be for staff and those conducting business in City Hall only.

### Communications

- Materials for the next edition of the Burien Magazine went to Philips Publishing Group on February 7.
- Seattle Magazine is including Burien in a story about suburban cities with big city amenities. They will be visiting later this week to gather information for the article.

### Parks and Recreation

- The Community Center was closed and programming canceled due to a snow-storm-related power outage on Monday, February 6.
- Staff is responding to trees/branches down in parks.
- The after-school program at Highline High School has launched and is currently attracting 20+ students per session. The program primarily targets freshman and sophomores, with a focus on academic support and recreational enrichment. Enrollment is expected to increase through word-of-mouth and increased marketing.
- After an extensive RFP process, Parks, Finance, and IT staff are leaning toward PerfectMind software to replace the current a registration and facility booking system.

### Legal

- The City Attorney sent a letter to the FAA on January 30 to relay Council's request to cease the westerly flight flow by Friday, February 20.
- We are moving toward a permanent injunction on the VIP Hookah Lounge, with the goal of keeping this chronic nuisance business closed.

### Community Development

- A temporary Certificate of Occupancy (COO) has been issued to Merrill Gardens at Burien and will be in effect for 90 days. The builders must remove fencing and finish exterior and sidewalk work. An announcement will be made when the permanent COO has been issued.

### Economic Development

- A meeting of the stakeholders for the Wayfinding project was held last week. This group consists of representatives from the Planning Commission, the Arts Commission, BEDP, WABI, and others. KPG Interdisciplinary Design, the consultant selected for the downtown wayfinding project, will create a unified signage system to enhance navigation and increase visibility of businesses and attractions in the downtown area. The next Burien Magazine will feature an article on this exciting project-stay tuned!
- On the new business front, in recent weeks a couple of different developers have looked at Burien for large projects, and the City has been contacted by more than one auto dealership interested in doing business here.
- A ribbon cutting was held for the BECU Financial Center on Tuesday, February 7.
- Due to the weather-related cancelation of the February 6 Council Meeting, the interviews and appointments of the applicants to the BEDP have been rescheduled for Monday, February 13.

### Human resources

- The Safety Committee held its first meeting of the year on February 1. The focus for 2017 is updating policies and Material Safety Data Sheets (MSDS).
- Along with the City Attorney and our ICMA Management Fellow, the Administrative Services Manager has been working on the animal code. It will be re-written and presented to Council in early April.

### Public Works

- In response to a storm warning from NOAA, crews began de-icing on Sunday, February 5, focusing on priority routes, the Community Center parking lot, and residential neighborhoods. Many thanks to the Public Works Department for the efficient handling of this wintery blast!
- The City's landlord for the Public Works Maintenance Shop gave notice that we must vacate the building by April 30. Maiya Andrews is pursuing other locations and it may be necessary to lease a location while we look for the best long-term solution. Highline School District may have a site that would work for interim use. The City Attorney has sent a letter asking to extend the date by an additional month.
- Next up: Warming trend = rain/snow melt/flooding!

Finance

- The budget document is nearly ready to go to press.
- Work has begun on the Comprehensive Annual Financial Report (CAFR).
- We are getting close to signing a contract with Tyler for the new financial software.
- The IT Manager is gathering quotes to replace desktop units and server hardware as part of scheduled and budgeted maintenance.
- Two finalists are scheduled for second interviews on Monday, February 13, for the Senior Financial Analyst position.