



# Burien

*Washington, USA*

City of Burien

## MEMORANDUM

---

**DATE:** March 10, 2017

**TO:** City Council

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

**SUBJECT:** Weekly Report

### Communications

- Staff is looking into working with Puget Sound Access to increase video programming on Channel 21 and online.

### Community Development

- Applications have been received for clear and grade permits for NERA 2B and NERA 3. They are under review, and it is anticipated that the permits will be issued in the next two to three weeks.

### Economic Development

- A Film Office Happy Hour was held Tuesday, March 7, at 6:00 p.m. at the Tin Theater. The 2017 Burien Film Festival schedule of events was revealed as well as details about the film contest categories.
- An open house will be held for the downtown wayfinding system design on Thursday, March 16, 5:30-7:30 p.m. at Merrill Gardens at Burien. This will be a great opportunity to learn about the project, share ideas, and provide input to the project consultant.
- At its Monday, March 6 meeting, Council appointed four new members to two unexpired terms and two full-term positions on the Burien Business and Economic Development Partnership (BEDP), and reappointed four current members.
- The Economic Development Specialist and Communications Officer are working on advertisements with Seattle Southside Regional Tourism Authority to draw travelers from SeaTac Airport to Burien for dining and shopping opportunities.

### Finance

- Staff has begun work on the Comprehensive Annual Financial Report (CAFR).
- The Senior Financial Analyst position was re-posted on Friday, March 3. Advertising has been expanded to increase the pool of qualified candidates.

### Parks and Recreation

- National Safe Place Week will be celebrated March 19-25, 2017 (#NSPWeek2017). As I reported last week, Burien City Hall and the Burien Community Center are designated Safe Place locations where youth ages 12-17 in crisis can turn for help. The purpose of National Safe Place Week is to increase awareness about Safe Place, provide opportunities for advocacy, build community support for Safe Place and licensed Safe Place agencies, and, recognize individuals, organizations, and businesses involved in Safe Place. To recognize National Safe Place locally, staff from Safe Place will perform a service project at a school site with students from our after-school programs.
- PaCRS staff are currently performing what might be considered a lean process of our business practices centering around our program registration processes. In the fall of 2017 we will begin a transition from our current Class registration system, which sunsets in 2018, and will not be supported by the software company, over to a yet-to-be-determined registration software system. To be more effectively positioned for that transition, staff are looking at current practices and systems and evaluating them from a customer focused and employee driven perspective. We will identify how to best move forward in serving our customers, and create an improved registration process for classes, activities and facility bookings.

### Administrative Services

- The recruitment period for the City Manager position closed on February 22. The search firm will conduct in-depth evaluations of the leading candidates and present their findings to Council on March 27, 2017. Council is expected to select the final candidates that evening and interviews will be conducted April 7 and April 8.

### Police

- A student was hit by a car in front of Highline High School the morning of Monday, March 6, receiving minor injuries. The student was not in a crosswalk at the time of the accident.
- A man was shot in the head by his roommate in a house in the 13000 block of Occidental Ave South in Burien Monday morning, March 6. He was taken to Harborview Medical Center.

### Public Works

- The search for a property for relocation of the Public Works Maintenance Shop continues. A few strong possibilities exist pending verification of available power, water, and sewer. Depending on the property selected, it may be necessary to rent mobile office and construction type trailers to create the layout needed to run the shop.
- Current bid openings include the Town Square Water Feature Renovation and the 8<sup>th</sup> Avenue South Stormwater Retrofit project.