



# Burien

*Washington, USA*

City of Burien

## MEMORANDUM

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**DATE:** March 31, 2017

**TO:** City Council

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

**SUBJECT:** Weekly Report

### City Manager

- The ICMA Management Fellow is responsible for Change Management on the transition team for the finance software implementation. This continues her role in process improvement to increase the City's efficiency and effectiveness in operations and processes. She is also working with the IT team in evaluating project management software for tracking the general IT workplans and the multiple software transitions they will be implementing.

### Administrative Services

- The City Manager interview process/scheduling is underway.

### Communications

- The first draft of the brand guide has been submitted by JayRay for review.
- The Communications Officer issued a press release on March 28 announcing the five finalists for the City Manager position.

### Community Development

- Washington Department of Ecology (DOE) conducted a site visit to the NERA 3 site on Wednesday March 22 and has provided guidance to staff regarding the NERA 3 wetland classification. That information will be incorporated in Critical Area Determination for NERA 3 site development. The Clear and Grade permit and retaining wall permit for NERA 3 are currently being reviewed by staff.
- The Planning Commission will begin work at their April 12 meeting on the tree canopy recovery work program which was adopted at the March 6 City Council meeting. The multi-phased work program includes establishing a community forestry advisory committee, establishing an off-site tree banking program, pursuit of grants for a forestry plan and tree canopy monitoring program and community education on the importance of trees for quality of life in Burien.

- The 2017 Comprehensive Plan docket will be considered by the City Council at their April 3 meeting. The proposed docket includes an update to the downtown section of the Comprehensive Plan to include a Growth Center Plan, at the direction of Puget Sound Regional Council (PSRC). The Growth Center Plan will incorporate the findings of the Downtown Mobility Study and is the starting point for new policies addressing the next phase of downtown development, as we approach completion of Town Square.

#### Economic Development

- Andrea Snyder, the City's new Economic Development Manager, has been busy reading various reports and meeting with senior staff and external stakeholders. She is excited to utilize her experience and expertise to promote the health and vitality of the City.
- An open house was held Thursday evening, March 16, at Merrill Gardens at Burien to seek input for a Downtown Wayfinding System design. A second open house will be held during the day and staff will perform outreach to interested parties when the date has been determined. An on-line survey will also be used to collect feedback. Staff will provide Council with a mid-way point check-in on the Wayfinding System Facility Design at the April 17 Council Meeting.
- A Seattle Metropolitan Credit Union branch will be opening in Burien Town Plaza on 4th Ave SW.
- As part of the Port of Seattle Economic Development Partnership Grant funding, we are partnering with a destination marketing organization, Seattle Southside Regional Tourism Authority, to market Burien's assets and amenities to tourists and travelers through a variety of media including print, social media, and digital impressions. The first product to come out of this program is a one page ad placed in their Travel Guide that features Seahurst Park as a destination. The Travel Guide has a print run of 100,000 copies; 3,000 of these will be hardbound and placed in hotel rooms in the Seattle Regional Tourism Authority area.

#### Finance

- Work on year-end processing continues.
- The Quarter 4 report is complete.
- A kick-off call is scheduled for Thursday, March 30, with Munis, the financial software selected to replace Springbrook.

#### Legal

- Friday, March 31, is the final hearing for the VIP Hookah Lounge. The property owner is being included in the case to hold him financially responsible.
- The City Attorney will attend an information session on immigrant and refugee issues, co-sponsored by King County and Sound Cities Association (SCA). The event will be held from 9:30 am to noon at the Renton Community Center Banquet Hall.

### Parks and Recreation

- Staff from Safe Place met with youth in our Friday Late Night (FLN) program and the Sylvester Middle School and the Highline High School After-School programs to provide information on support services. Safe Place is a national outreach and prevention program for youth ages 12-17 in need of immediate help and safety. Youth can receive help via text, a phone call, or by simply finding a place with the Safe Place sign.
- Burien Parks, Recreation & Cultural Services (PaRCS) staff participated in Career Day at New Start High School to share the rewards of working in the field of parks and recreation, and also discuss potential internship and volunteer opportunities.
- We are excited to announce three new corporate sponsors for the Wild Strawberry Festival (WSF): CHI Franciscan, Alaska Airlines, and Kaiser Permanente.
- March 22-25 staff attended the National Clay Conference in Portland Oregon. This extremely well attended conference was hosted by National Council on Education for the Ceramic Arts (NCECA). Along with the resource opportunities provided at this conference, it also provides a networking opportunity among artist to discuss artist friendly and affordable communities, such as Burien, as potential areas to relocate and start new workshops.

### Police

- An announcement for the new sergeant position has been posted in the King County Sheriff's Office General Information Bulletin; a June 1 start date is anticipated.
- On March 23, Captain Howard met with a NAVOS manager to discuss additional ways to collaborate and better serve our residents. A tour of the NAVOS Lake Burien Youth Program is scheduled for next week.
- On March 23, a Burien officer spotted a vehicle wanted in connection with multiple armed robberies throughout the region. Officers pursued the suspects until they ran from their stolen car in the Shorewood neighborhood. With the help of a KCSO K9 unit, police helicopter, and a Seattle PD K9 team, all five suspects were located and arrested.
- On March 28, Captain Howard met with NAVOS and Highline Hospital staff to discuss ways to better serve our vulnerable residents. The discussion focused specifically on the youth residents of the NAVOS Lake Burien program.
- On March 28, Detectives and Patrol located suspects wanted in a robbery in which a handgun was displayed (mentioned in last week's report). Both suspects were arrested and booked into jail.

### Public Works

- The City has been awarded emergency funding by Federal Highway Administration (FHWA) for demolition of the Peter Western Bridge. Staff is putting together a Local Agency Agreement (grant funding agreement) with WSDOT.
- The contract for the 8th Ave S. Storm Drainage Retrofit project in NERA has been awarded to Scarcella Bros. Inc.

- The contract for the SW 152<sup>nd</sup> ST archway replacement has been awarded. The prime contractor is Road Construction Northwest, the same contractor that recently completed construction on the Lake to Sound Trail.