



## **CITY COUNCIL SPECIAL MEETING AGENDA**

**April 10, 2017**

**5:00 p.m. – Executive Session for the purpose of discussing a personnel matter per RCW 42.30.110(1)(g) to evaluate qualifications of City Manager candidates, Miller Creek Conference Room**

**6:00 p.m. – Annual Retreat, Council Chambers**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

**3. EXECUTIVE SESSION:** For the purpose of discussing a personnel matter per RCW 42.30.110(1)(g) to evaluate qualifications of City Manager candidates.

### **4. ANNUAL RETREAT AGENDA**

- 6:00 p.m. Recap work from March 27, 2017.
- 6:10 p.m. Review topics list.
- 6:20 p.m. Prioritization activity.
- 7:30 p.m. Break
- 7:45 p.m. Prioritize the topic list.
- 8:30 p.m. Determine success measures for top tier items.
- 8:50 p.m. Last words and action items review.

### **5. ADJOURNMENT**

**City Council meetings are accessible to people with disabilities. Please phone (206) 248-5517 at least 48 hours prior to the meeting to request assistance. American Sign Language (ASL) interpretation and assisted listening devices are available upon request.**

#### **COUNCILMEMBERS**

**Lucy Krakowiak, Mayor    Nancy Tosta, Deputy Mayor    Stephen Armstrong**  
**Austin Bell    Lauren Berkowitz    Bob Edgar    Debi Wagner**

**City Hall, 400 SW 152<sup>nd</sup> Street, 1<sup>st</sup> Floor**

## City of Burien Council Annual Retreat

Meeting Summary

March 27, 2017

Multipurpose Room, City Hall

### Attendees:

#### City Council

*Mayor Lucy Krakowiak*

*Deputy Mayor Nancy Tosta*

*Councilmember Stephen Armstrong*

*Councilmember Austin Bell*

*Councilmember Lauren Berkowitz (by phone)*

*Councilmember Bob Edgar*

*Councilmember Debi Wagner*

#### Leadership Team

*Interim City Manager Tony Piasecki*

*Public Works Director Maiya Andrews*

*Administrative Services Manager Angie Chaufy*

*Economic Development Specialist Chris Craig*

*Local Government Management Fellow Laura*

*Crandall<sup>[R01]</sup>*

*Community Development Director Chip Davis*

*Communications Officer Emily Inlow-Hood*

*Police Chief Scott Kimerer*

*Finance Director Kim Krause*

*City Attorney Lisa Marshall*

*Parks & Recreation Cultural Services Director*

*Steve Roemer*

*Economic Development Manager Andrea Snyder*

### Introduction

City Council and Leadership Team staff convened in the first of two planned sessions to discuss their top priorities for the upcoming year, following on the adoption of the 2017-2020 Strategic Plan in 2016. Ryan Orth or Envirolssues served as the session's neutral facilitator. The purpose of this first annual retreat session was to identify and discuss the range of Council's top priorities, and to provide necessary context for prioritization of these items in a second session scheduled for April 10. Leadership Team staff participated in the session to provide information and additional perspective to the discussion.

### Year in Review- Accomplishments of 2016

Tony Piasecki, Interim City Manager, provided an overview of the progress made toward the goals, initiatives and strategies since the approval of the 2016 Strategic Plan, as outlined in the memorandum included in the Council packet. Council members and staff agreed that the listing of accomplishments was comprehensive and complete.

Council members and staff spoke to the examples and factors contributing to their recent accomplishments, including the following comments:

- 2016 successes relate directly to the goals, initiatives and strategies named in the Strategic Plan for 2017-2020
- The Strategic Plan gave good direction to staff; it also gave focus on what's important for the community
- Quality staff are carrying out the work
- Staff are tackling their work cooperatively
- Staff are "finding a way" in the face of limited resources
- Appreciation for reaching goals ahead of schedule, e.g., on budget/finances

### Designing an agenda for success

Council members and staff discussed criteria or measures that could describe future success and potentially be applied to priorities identified through the annual retreat process. Potential criteria and measures include:

- Number of people involved
- Types/variety of communities represented/involved (including age, ethnicity, language, income, etc.)
- Community appreciation of work
- Economic/community development outcomes (jobs, etc.)
- Communities feel healthy/healthier
- Measures of community perception/satisfaction (how well are we doing?)
- Costs of delivering services are going down, or not escalating
- Alignment with community expectations
- Level of airport noise
- Value for money/cost
- Fewer citizen comments questioning what money is spent on, costs of services (e.g., Transportation Benefit District/ST3)
- Outcomes vs outputs- narrative and qualitative description can help tell a more complete story

### Identifying priorities

Council members were asked to identify their top priorities, including items that are already described in the Strategic Plan, items that are currently underway or wholly new ideas. The priorities generated through this discussion were recorded, including a short title and description; relationship to strategic plan goals, strategies or initiatives; and context as to the potential next steps or actions required, a general anticipated level of effort (LOE), and general thoughts on timeframe required for implementation. The list of topics, organized below by related Strategic Plan goal area, will undergo further prioritization at the April 10 Annual Retreat session.

## Priorities relating to SAFE COMMUNITY goal

### Community reporting

- Description:
  - Community involvement, having reporting occur in faster, more streamlined manner; related to code enforcement
- Next steps: Existing review is older and needs to be re-visited
- LOE: High

### Code compliance/enforcement

*Relates to: (2) Steward the City's basic infrastructure, making sure it is safe and maintained to standard*

- Description:
  - Do all businesses have business license?
  - Are businesses following code? -> compliance/enforcement
  - Includes broader code enforcement, such as sign code, abandoned homes, etc.
- Next steps: Commitment of staff time to research issues
- LOE: High
- Timeframe: Continuous

### Transportation system

*Relates to: (2) Steward the City's basic infrastructure, making sure it is safe and maintained to standard*

- Description:
  - Smarter traffic lights, system improvements, timing
  - North-South vs East-West connections
  - Pedestrian movements
  - Intersections and connectivity
- Next steps: Unconnected signals vs. those currently interconnected
- LOE: Requires funding for infrastructure, connectivity and adaptability
- Timeframe: Will depend on if focused on review (12 months) or implementation (longer)

### New sidewalks

*Relates to: (2) Steward the City's basic infrastructure, making sure it is safe and maintained to standard*

- Description: Build new sidewalks in an equitable distribution throughout the City
- Next steps: Pursue grant funding; need information on estimates, available grants
- LOE: High
- Timeframe: Long-term, 10+ years

### Street investments

*Relates to: (2.a) Take care of our streets by investing more resources to maintain current pavement conditions.*

- Description:
  - Continue to assess and prioritize investments
  - Funding challenge
- Next steps: Looking into creative approaches to address investments, funding gap
- LOE: Medium/low, given the gap in funding to invest

### Pedestrian infrastructure

*Relates to: (2.b) In high priority areas, help Burien pedestrians by improving existing sidewalk conditions*

- Description:
  - Broader than sidewalks
  - Connecting people to commercial centers
  - Use of outdoor space
  - Economic development and public safety
  - Relationship to Bicycle and Pedestrian Plan
  - All-way crossings/4-way intersections
- Next steps: Role for involvement of Business and Economic Development Partnership, Planning Commission, Public Works Department, Police Department to consider this long-term vision
- Timeframe: 12 months

## Priorities relating to DYNAMIC COMMUNITY goal

### New businesses

*Relates to: (3b) Focus on increasing locally-owned small businesses AND (3c) Attract new business investment through communications, outreach, and targeted use of incentives.*

- Description:

- Understand more about new businesses that inquire with the City, but don't act/invest
- Relationship to parking policy/availability
- What information does the City collect?
- Next steps: Involves collaboration between multiple departments. Surveying businesses, contacting where we have information. Could also involve interviews with commercial real estate brokers on their experience with businesses. Potentially establishing new systems to collect this information- through new software rollout, or directing to customer satisfaction survey online.
- LOE: 6-12 months
- Timing: Medium to high

### Diverse communities

*Relates to: (3e) Establish new ways to better engage diverse communities in civic conversations and activities.*

- Description:
  - Hundreds involved in recent discussion and interested in staying involved
- Next steps: Communications Officer reaching out to coalition as a follow-up to this
- LOE: Low
- Timeframe: Immediate-term

## Priorities relating to HEALTHY COMMUNITY goal

### Teen Services Council

*Relates to: (5b) Enhance programs for youth and teens, with a focus on City-subsidized programs.*

- Description:
  - Interests from community
  - Currently engaging Teen Services – Sylvester Middle School
  - Interest in input from across the City
  - Also a venue for youth input on a variety of topics, parks, etc.
  - Leveraging facilities, channels and other outreach efforts
  - Coordination with Highline School District, Puget Sound Skills Center, urban agriculture programs
- Next steps: Review of opportunities to involve youth
- Timeframe: Ongoing reports to council
- LOE: Medium

### At risk/ homeless youth

*Relates to: (6b) Support success for all Burien children by further strengthening our partnership with Highline Public Schools.*

- Description:
  - Reports of 1200 homeless students in Highline School District
  - Definition/counts need to be clarified
- Next steps: Focus on homeless youth in overall discussion of at-risk community members that is already moving forward. Include discussion of relationship to existing programs.
- Timeframe: In progress
- LOE: In progress

### Provide Emergency Assistance to people experiencing housing instability

*Relates to: (6) Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Description/next steps: Work with experts that presented at the March 20 City Council meeting on strategies to end homelessness
- LOE: High intensity
- Timeframe: To be informed by discussion of strategies

### Legal review of policies

*Relates to: (6) Provide quality, holistic services for vulnerable populations and at-risk community members.*

- Description/next steps:
  - City Attorney review of constitutionality, legality of all policies, rules and ordinances, particularly in relation to homeless and other vulnerable populations
- LOE: High (questions for City Attorney on effort and feasibility)
- Timeframe: Medium

### Urban forestry

*Relates to: (7) Protect and improve the quality of Burien's natural environment.*

- Description:
  - King Conservation District is investing in cities, and may have funding opportunities
  - Washington State Department of Natural Resources also has funding
  - Follow up/maintenance is a cost factor to be considered
- LOE: Low
- Timeframe: Immediate-term

## Priorities relating to multiple goals/other

### Community safety

*Relates to Safe Community, Dynamic Community, Healthy Community goals*

- Description:
  - Adding to police force
  - Partnering with library
- Next steps: ID stakeholders (businesses, residents), define scope/opportunities and identify funding sources (including grants). Partnership with library is ongoing. Annual Crime Report anticipated at April Council meeting.
- LOE: High
- Timeframe: 6 months

### Streetcar

- Description:
  - Discover Burien streetcar/electric trolley
  - Use of community art
  - Carrying people to signature destinations, e.g., Seahurst Park
- Next steps: Task Business and Economic Development Partnership/Discover Burien and Arts Commission with discussion and recommendations

### **“Big ideas” discussion**

Council and Leadership Team members discussed potential large, citywide and long-term initiatives. The Town Square project was used as an example, resulting from the original HyettPalma study, which led to a process that included community visioning. Council was asked to provide their thoughts on the next large projects or programs Burien should pursue.

Members discussed the lack of a long-term vision and the opportunity to think about what the community may look like in the future, and the policy changes or investments that could support that vision. Specific opportunities identified include:

- NE commercial area
- Cultural centers/districts, arts districts
- Citywide vs district concept
- Community center refresh
- Hotel, keep moving forward
- 153<sup>rd</sup> corridor

### **Next steps**

City Council members will reconvene on April 10 to revisit this discussion and to further prioritize these items.