



CITY COUNCIL REGULAR MEETING AGENDA

December 5, 2016

**6:00 p.m. – Special Meeting - Review of RFP Responses and
Potential Selection of City Manager Recruitment Firm,
Council Chambers**

7:00 p.m. – Regular Meeting, Council Chambers

PAGE NO.

- | | | | | |
|---|--|--------------------------------|--|-----|
| 1. CALL TO ORDER | | 2. PLEDGE OF ALLEGIANCE | | |
| 3. ROLL CALL | | | | |
| 4. AGENDA
CONFIRMATION | | | | |
| 5. PUBLIC COMMENT | Individuals will please limit their comments to two minutes on general issues not on the agenda. Concerns will be referred to staff for a response as appropriate and will be included in the next City Manager’s Report. The Council will take comments for a maximum of 20 minutes. | | | |
| 6. CORRESPONDENCE
TO THE COUNCIL | a. Letter Dated November 14, 2016, from Peter B. King. | | | 3. |
| | b. Email Dated November 17, 2016, from Michael Goldsmith. | | | 5. |
| | c. Email Dated November 19, 2016, from Katie Hiedeman with
Response from City Attorney Lisa Marshall. | | | 7. |
| | d. Email Dated November 19, 2016, from Irene Danysh. | | | 11. |
| | e. Letter Dated November 21, 2016, from C. Edgar. | | | 13. |
| | f. Email Dated November 21, 2016, from Kent Palosaari. | | | 19. |
| | g. Email Dated November 28, 2016, from Michael Hesch. | | | 23. |
| | h. Email Dated November 30, 2016, from C. Edgar. | | | 25. |
| 7. CONSENT AGENDA | a. Approval of Check Register: Check Numbers 45047 - 45127 in
the Amount of \$1,336,295.65 for Payment on December
5, 2016; Wire Transfers to US Bank for Debt Service in the
Amount of \$1,736,594.68; and, Payroll Salaries and Benefits
Approval Check Numbers 7002 - 7005 for Direct Deposits
and Wire Transfers in the Amount of \$258,194.33 for
November 1 - 15, 2016 Paid on November 18, 2016 | | | 31. |
| | b. Approval of Minutes: Regular Meeting, November 21, 2016. | | | 47. |
| 8. BUSINESS AGENDA | a. Motion to Authorize the City Manager to Execute an Interlocal
Agreement (ILA) with King County for Automated
Fingerprint Identification System (AFIS) Services. | | | 53. |
| | b. Discussion and Action on the 2017 Financial Policies. | | | 67. |

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

City Hall, 400 SW 152nd Street, 1st Floor

CITY COUNCIL REGULAR MEETING AGENDA

December 5, 2016

Page 2

- c. Motion to Adopt 2016 Comprehensive Plan Amendments. 83.
- d. Presentation of Services and Projected 2018 Costs of Burien C.A.R.E.S. and Regional Animal Services of King County (RASKC). 165.
- e. Discussion on Council Meeting Guidelines – Correspondence to the Council. 191.
- f. Sanctuary City Discussion – Requested by Councilmembers Bell, Berkowitz and Tosta. 193.
- g. Review of Council Proposed Agenda Schedule. 199.

9. COUNCIL REPORTS

- 10. CITY MANAGER'S REPORT 205.

11. ADJOURNMENT



RECEIVED
NOV 17 2016
CITY OF BURIEN

November 14, 2016

CTTC 12/9/16

Mayor Lucy Krakowiak
City of Burien
400 SW 152nd Street Suite 300
Burien, WA 98166

Dear Mayor Krakowiak,

The AWC Center for Quality Communities is pleased to once again, announce the recruitment of young leaders from your community for the 2017 Quality Communities Scholarship program. In 2016, the Center awarded six outstanding young leaders scholarships. I hope your city will participate in this program and nominate a student to compete for a scholarship to be awarded next spring.

The AWC Center for Quality Communities is a 501(c)(3) organization, sponsored by the Association of Washington Cities, to promote civic engagement and provide the public a better understanding of the role cities and towns play in Washington. In 2017, we are pleased to be able to offer once again, six \$1,000 Quality Communities Scholarships to outstanding high school seniors. The funds were raised during AWC's 2016 Annual Conference in Everett when city officials, just like you, pledged to invest in young leaders—the future of our communities.

Your city or town can be an integral part of the Center's scholarship program by selecting and nominating one young leader who plans to attend college or a trade school in fall 2017. How you decide to recruit applicants is completely up to you. You can look community wide, concentrate on city hall volunteers, or partner with your community high school. **The deadline for nominating your local student is March 10, 2017.**

I've enclosed information about the AWC Center for Quality Communities and the scholarship fund, and you can find the application form and outreach suggestions at www.cfqc.org. I look forward to seeing your application form. If you have any questions, please contact Karen Tanner (karent@awcnet.org) at (360) 753-4137.

Sincerely,

Peter B. King
AWC Chief Executive Officer

c: City Clerk



AWC Center for Quality Communities Scholarship

Background

AWC Center for Quality Communities promotes municipal leadership development and civic engagement. Our goal is to help residents understand the important role their cities and towns play in Washington. The Center is a 501(c)(3) organization.

We believe in helping to ensure the success of student leaders who care about their communities. The Center for Quality Communities Scholarship supports senior high school students who are actively engaged with their community and/or city government and want to pursue post-secondary education.

The scholarship fund is supported by people who are passionate about cultivating Washington's future local leaders.

Scholarships

Six \$1,000 scholarships will be awarded to high school students who plan to pursue a post-secondary degree in fall 2017. Scholarship funds will be sent directly to the institution. Funds can be used for education expenses and will be deposited directly into a student account.

Student Eligibility

Students interested in competing for the Center for Quality Communities scholarship fund must be:

- Involved (or have been involved) with a city government or with a community/school leadership activity;
- Eligible to graduate from high school, complete home school or receive a GED in spring/summer 2017;
- A Washington state resident; and
- Plan to continue education in the 2017-2018 academic year at an accredited college, community college or trade school on a half-time or more basis.

Timeframe

Washington's 281 cities and towns begin recruiting scholarship applicants in fall 2016. Each participating city must forward the completed application form of one nominee to the AWC Center for Quality Communities by **March 10, 2017**. Scholarship winners will be notified in May 2017.

City Instructions & Selection Process

One nominee per city/town will be considered for the Center for Quality Communities scholarship fund.

Cities are asked to:

- Decide how you want to choose one local nominee (competitive process open to the community, competitive process open to active city volunteers, recruit through local schools, etc.). You may limit applicants to city residents.
- Publicize the scholarship.
- Collect locally completed application forms.
- Write a letter of support for your nominee.
- Submit one application form and letter of support to:

**Center for Quality Communities
Scholarship
1076 Franklin St SE
Olympia, WA 98501-1346**

Deadline for city nominee to be forwarded to AWC Center for Quality Communities is March 10, 2017.

For more information, check the Center for Quality Communities website at cfqc.org.

Carol Allread

From: Public Council Inbox
Sent: Tuesday, November 22, 2016 2:07 PM
To: 'mfgoldsmith@hotmail.com'
Subject: RE: CTTC: FW: Correspondance to the Council

Dear Mr. Goldsmith,

Handwritten note:
CTTC also
at 5:11 PM, 11/22/16

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

Carol Allread
Executive Assistant, City Manager Office
City of Burien
(206) 248-5508 Office
(206) 248-5539 Fax
carola@burienwa.gov

From: michael goldsmith [<mailto:mfgoldsmith@hotmail.com>]
Sent: Thursday, November 17, 2016 5:56 PM
To: Monica Lusk <MONICAL@burienwa.gov>
Subject: Correspondance to the Council

Hello Monica -

I would like to ask that this letter be included in the next Council agenda packet. Thank you very much.

Michael Goldsmith
General Manager
Elliott Bay Brewing Co.
West Seattle - Burien - Lake City

255 S.W. 152nd St.
Burien, WA 98166
Tel: 206.246.4211
Fax: 206.246.0862
elliottbaybrewing.com



Letter to the Burien City Council

11/17/16

Council Members,

Greetings from all of us across the street at Elliott Bay Brewhouse. Since 2007, we have enjoyed being part of the downtown Burien community with all that entails. We are excited for the completion for Phase 3 and 4 of town square to be completed. We all hope that this creates more activity, housing options and vibrancy to our downtown core.

Recently, we have been increasingly concerned at the sense of lawlessness in Burien. On a daily basis, we are witness to people breaking the law (drugs, drinking, loitering) as well as breaking our social contract – that we are deserving of a safe and rich municipal space for all of us. We understand that resources are finite and choices must be made. That being said, it feels like we as citizens are “in retreat” in the fight for our city.

We clearly want to ask for more police presence in the downtown area whether that be Burien City Police, Metro Transit Police or possible private security. Not only policing/public safety but a proactive stance of being peace officers in this growing community. We believe that this is crucial to attracting new residents, reputable businesses and to the healthy growth of our city.

Elliott Bay Brewing Company also wants to pledge to do our part as neighbors and business operators to support these efforts. Thank you for your attention and patronage - Cheers.

Todd Carden
Owner, Elliott Bay Brewing Co.

Michael Goldsmith
General Manager, Elliott Bay Brewing Co.

Elliott Bay Brewhouse & Pub
255 S.W. 152nd St.
Burien, WA
98166

Carol Allread

From: Lisa Marshall
Sent: Wednesday, November 30, 2016 12:00 PM
To: 'katiehiedeman@gmail.com'
Cc: Public Council Inbox; Scott Kimerer (Burien PD); Tony Piasecki
Subject: Your email dated November 19, 2016

CTTC: 12/5/16

Staff Follow-up by Lisa Marshall,
City Attorney

Ms. Hiedeman:

Please accept this response to your email to the City Council dated November 19, 2016. In that email you asked the questions below, the answers to which appear in *italics* following each question:

1. Does Burien have a similar ordinance to Seattle that bans police from inquiring about a person's immigration status? *Answer: The City of Burien does not have such an ordinance. It is a policy of the Burien Police and King County Sheriff's Office not to inquire about a person's immigration status.*
2. What policies are in place to act on online hate speech – threats and incitements of crime against anyone in our community? *Answer: Threats of crime by one or more persons against another(s) are investigated by the police whether threats are made online, verbally, in writing, or through any other form of communication. If an individual believes he or she has been threatened with violence for any reason through any manner of communication, that person should contact the police.*

Thank you,

Lisa Marshall
City Attorney
City of Burien
(206) 248-5535
Lisam@burienwa.gov
www.burienwa.gov

Carol Allread

From: Katie Hiedeman <katiehiedeman@gmail.com>
Sent: Saturday, November 19, 2016 11:48 AM
To: Public Council Inbox
Subject: CTTC: Questions

Dear Council Members,

Considering the recent presidential election and the divisive comments made during and since the election by the President-Elect and his surrogates, I would like to see the City's Mayor, Council Members, and Police Chief make a statement and to take continued action to reassure our neighbors and community members that they are safe here in Burien and that Burien is a community that values its diversity while striving for equality and inclusion.

Couple questions:

Does Burien have a similar ordinance to Seattle that bans police from inquiring about a person's immigration status?

What policies are in place to act on online hate speech – threats and incitements of crime against anyone in our community?

I appreciate your service and time taken to read my email. I look forward to a response.

Thank you,

Katie Hiedeman

11611 23rd Ave SW

Carol Allread

From: Public Council Inbox
Sent: Tuesday, November 29, 2016 8:54 AM
To: 'Katie Hiedeman'
Subject: RE: CTTC: Questions

CTTC - 12/5/16

Staff to follow up: Lisa Marshall City Attorney;
Scott Kramer, Police Chief

Dear Ms. Hiedeman,

Thank you for writing to the City Council to express your concerns. Your inquiry has been forwarded to staff for follow-up, and will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

Carol Allread
Executive Assistant, City Manager Office
City of Burien
(206) 248-5508 Office
(206) 248-5539 Fax
carola@burienwa.gov

From: Katie Hiedeman [mailto:katiehiedeman@gmail.com]
Sent: Saturday, November 19, 2016 11:48 AM
To: Public Council Inbox <council@burienwa.gov>
Subject: CTTC: Questions

Dear Council Members,

Considering the recent presidential election and the divisive comments made during and since the election by the President-Elect and his surrogates, I would like to see the City's Mayor, Council Members, and Police Chief make a statement and to take continued action to reassure our neighbors and community members that they are safe here in Burien and that Burien is a community that values its diversity while striving for equality and inclusion.

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Does Burien have a similar ordinance to Seattle that bans police from inquiring about a person's immigration status?

What policies are in place to act on online hate speech – threats and incitements of crime against anyone in our community?

I appreciate your service and time taken to read my email. I look forward to a response.

Thank you,

Katie Hiedeman

11611 23rd Ave SW

Carol Allread

From: Public Council Inbox
Sent: Tuesday, November 29, 2016 8:42 AM
To: 'irenedanysh@gmail.com'
Subject: RE: Interested in Not in Our Town - cities against hate, bullying, and for inclusiveness

CCTC: 12/5/16

Dear Ms. Danysh,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

Carol Allread
Executive Assistant, City Manager Office
City of Burien
(206) 248-5508 Office
(206) 248-5539 Fax
carola@burienwa.gov

From: Irene Danysh [mailto:irenedanysh@gmail.com]
Sent: Saturday, November 19, 2016 9:31 PM
To: Burien <burien@burienwa.gov>
Cc: Rebecca and Bill <rdare2@yahoo.com>; Nancy Kick <imagination.celebration@gmail.com>
Subject: Interested in Not in Our Town - cities against hate, bullying, and for inclusiveness

Dear friends at Burien City Council,

Hello! I am a resident of Burien and would be interested to know if the City of Burien is making any steps toward officially embracing the inclusive, safe-city declarations that other cities are embarking upon?

One possibility, as I understand, is the "Not in Our Town" movement - www.niot.org. - a movement which fosters inclusiveness.

I will be very grateful if you could inform me if there is any such activity in progress, as I would like to participate in whatever way appropriate.

Thank you in advance for your response.

Sincerely,
Irene Danysh
13664 17th Avenue S.W.
Burien, WA 98166

p.s. I have put some of my neighbors in copy.

SEATTLE SOUTHSIDE Chamber of Commerce

Hello Seattle Southside Chamber Members and Partners,

As I look forward to the new year, I wanted to share a few exciting updates and opportunities we are working on to serve you at a higher level in 2017. When I first announced my appointment to you in August I promised you that we would work hard on your behalf to offer more ways for business professionals to network, showcase and promote their businesses, provide more training and educational opportunities and expand our government advocacy work. I am proud today to announce that we have made progress in planning all the above.

First, the Luncheons are back. You let us know that the luncheons were a vital way to network, connect, and hear from our government leaders and industry professionals. In 2016 the Chamber offered 7 networking events (3 luncheons and 4 mixers). We are more than doubling that for 2017 with 6 luncheons, always held the 2nd Friday of the month (11:30am-1pm) and 9 mixers, always held the 3rd Wednesday of the month (4pm-6pm). Each luncheon will feature a speaker and topic relevant to our business community in the south sound. Each mixer will be a more causal networking opportunity to build and grow your business. We are also looking forward to two special events in 2017, one that will highlight and celebrate women in business and one that will be an opportunity for you to meet and greet candidates running for public office in the next election cycle. If you are interested in sponsoring or hosting a luncheon or mixer, please contact our office. We still have a few openings left to fill and hosting a Chamber event is an excellent way to showcase your business and highlight what you do best.

Second, we will be adding "Lunch and Learn" events that will be held at our Chamber Office (also held on the 2nd Friday of each month, when we don't have a luncheon scheduled). These will be unique sessions, allowing us to share with you progress and updates on our government advocacy work as well as provide you with educational and training opportunities for you and/or your staff.

Finally, we will continue with offering our successful "Morning Buzz" events (Registration now included in your 2017 Membership), held every 1st Wednesday at the Chamber office from 8:30-9:30am. Come to these events to hear a short presentation from a Chamber Member or guest speaker on the issues you want to know about, as well as network and enjoy coffee and pastries.

We know that by increasing the number of opportunities you have to network with other Chamber Members and creating more opportunities for you to stay informed about the issues that matter most to you and your business, you will enjoy a higher level of engagement and greater success building your business.

The Seattle Southside Chamber of Commerce has been known by several names since our founding in 1988. But, what has never changed is our commitment to you, to your business and to our region. We are poised to capitalize on the economic success and development in our region as never before. Our mission is to be a leader in the business community and the communities we serve and our goal is to ensure that our region thrives today while laying a stable foundation for sustainable growth decades from now.

I thank you for your support and look forward to working with you to strengthen our chamber and our region in 2017 and beyond.

Sincerely,

Andrea H. Reay

President/CEO

14220 Interurban Avenue South, #134 Tukwila, WA 98168
Phone: 206-575-1633 Fax: 206-575-2007 www.sschamber.com

NOV 22 2016

City of Burien

CTTC: 12/5/16
 cc: Lori Fleming,
 Management Analyst

November 21, 2016

To the Burien City Council;

Some Council members wanted more information on the issue of homelessness and current strategies being used in the Seattle/King County Area. For that reason, I am submitting this letter and attachments to you.

How to deal with the bombardment and impact from the media about Seattle's problems and its spill out to neighboring communities is difficult for City Council members of small cities in the area. The members of the Seattle City Council are well paid and have staffers to do their research and their briefings. Members of the Burien City Council are employed at real-time jobs to survive financially and basically work at their Council jobs part time as best they can. They are provided with little research and background on the issues they have to vote on. Homeless is one of the "spill out" issues that has drained into Burien from Seattle. **Burien has always been the biggest affordable housing city within the immediate reach of Seattle. South King County has always been the dumping grounds for those problems that Seattle and King County want to sweep out of Seattle.**

Burien has neither the resources nor income to help Seattle with its homelessness problem and under State Law has no obligation to provide Human Services as a city. It should probably stay the course in what it is doing and not expand further Human Services in its future budgets. It is probably time for more faith-based organizations in the area to step up their support to address the Human Services issues.

Seattle has had homelessness problems since the Depressions/1930s. It has never been willing to come up with adequate planning or solutions to this problem. Seattle has looked for ways to get rid of these people and create ordinances to eliminate affordable housing from the city. (See [Hooverilles and Homelessness – Hooverville \(University of ...depts.washington.edu/depress/1ooverville.shtml...](#) and homeless encampments during the Great Depression. **Hooverilles and homeless encampments in Seattle and ... of Seattle's Hooverville,"** in).

So the new homeless emergency that Seattle has today is an extension of its historical poor city planning for people and increased benefit planning to support city planners and developers' wishes. (See [Rooming Houses: History's Affordable Quarters | Sightline ...www.sightline.org/.../14/rooming-houses-historys-affordable-quarters](#) Rooming Houses: History's Affordable Quarters. Rooming Houses: History's Affordable ... motivated the City of Seattle to tighten fire and housing rules for), (See [Bring Back the Boarding House: Key 2 - Decriminalizing ...www.shareable.net/...boarding-house-key-2-decriminalizing-roommates](#) Cities across the country can make housing more affordable,... how to remodel old structures. Seattle is the only), (See- [The Government's War on Affordable Housing | Mises Wire https://www.mises.org/blog/government's-war-affordable-housing](#) was later made even more acute by the "urban renewal")

Plainly stated, the Growth Management Act has no teeth to force cities to develop the affordable housing units that they are required to have in their cities so these cities don't have the poor and homelessness problems. And it has been unable to force cities like Seattle to change their ordinances that work to eliminate affordable housings.

In addition, Seattle has been unwilling to really examine what it is doing wrong by just throwing money at the homelessness situation. (See <http://roominate.com/blog/2016/seattle-shelter-contracts/> - Documentation on how Seattle spends its homelessness dollars). It has dithered away millions of dollars on ineffectual programs and unethical and ineffectual agencies that claim to be working on the homelessness issue. (See [Homeless group's tough tactics draw criticism | The ...www.seattletimes.com/seattle-news/homeless-groups-tough...](#) Homeless group's tough tactics draw criticism.... Allegations the group has been misusing public money,.... Seattle has continued to increase its contract). (See <http://roominate.com/blog/2016/the-accountant-who-wasnt-there/> - Article about the swindle that SHARE/Wheel has been involved in Seattle).

Finally in 2016, Seattle, King County and King County United Way joined together to do a study about why The Coalition to End Homelessness/ALL HOME has continued to fail at making significant progress on the homelessness issue. (See http://www.seattlepi.com/homeless_in_seattle/article/Report-Seattle-needs-to-act-boldly-on-9210813.php - A brief summary of the way that Seattle and King County need to reorganize their approach to the homelessness problem.) (See <http://allhomekc.org/wp-content/uploads/2016/01/System-Performance-Analysis-Final-Report.pdf>- Seattle/King County: Homeless System Performance Assessment and Recommendations with Particular Emphasis on Single Adults Commissioned by United Way of King County, the City of Seattle, and King County Prepared by Focus Strategies September 2016 SWAP report).

This year, Seattle will spend \$100 million dollars on the homelessness problem and King County will dump \$17 million dollars of its collected monies from the entire County on the Seattle homelessness problem. (See [County pitches in with \\$17M in spending on homelessness ... www.capitolhillseattle.com/2016/02/county-pitches-in-with-17m-in...](http://www.capitolhillseattle.com/2016/02/county-pitches-in-with-17m-in...) Feb 12, 2016 · County pitches in with \$17M in spending on homelessness and affordable housing. ... in South King County. \$7 million for ... give Seattle's homeless).

The question is: will Seattle and King County have the guts to restructure the mess that they have continued to fund for 12+ years? (See <http://crosscut.com/2016/06/seattles-homeless-emergency-no-end-in-sight/> - Wednesday 29, June 2016 Seattle's homeless emergency: No end in sight. Is the Mayor really using his powers to help resolve the issue?). Will Seattle have the ethical tenacity to weed out and whittle down the over 360+ providers they have been giving money to create an effective system to address the homelessness problems? (See <http://roominate.com/blog/2016/seattle-shelter-contracts/> - Documentation on how Seattle spends its homelessness dollars). Or will Seattle continue to feed money to old political allies who have been abusive, dishonest or who have dithered away resources with no significant results? (See <http://roominate.com/blog/2016/anatomy-of-a-swindle/> - About the lack of accountability from SHARE in Seattle and the local politicians who are benefiting from SHARE's unethical policies). According to the SWAP study, Seattle has more than enough money to handle the Homelessness problems right now.

Still another issue that The Coalition to End Homelessness/ALL HOME, the City of Seattle and many of the "do gooders" of the area refuse to accept is that not all homeless people want to be housed in a permanent structure model, don't want to reveal their real identities, don't want a case worker and don't want to pay rent. Seattle has been long known to the drifter communities as Freeattle-a place that hands out a lot of benefits with few rules or requirements (See <http://www.seattlepi.com/local/article/Remodeled-downtown-hygiene-center-for-the-1253479.php>). Seattle, like other parts of the country, has been using definitions for identifying homeless people. However, many of these people are not really homeless but simply poor and Seattle has wasted precious Homeless resources on them.

The new King County- Best Starts for Kids dollars that were supposed to be given to kids' health and education is again being used for homelessness. (See <http://www.seattletimes.com/seattle-news/politics/kids-families-more-whats-behind-king-countys-best-starts-levy/> - How the money will be used? \$19 million dollars for homelessness.)

So where do the small South King County Cities get help/money with the Seattle homeless spill -out? They get nothing much. Most of the homeless are single individuals. And like the Metro Transportation money, Seattle gets more than its fair share while the other areas of the County get less than their donated share.

The best approach for Burien to follow is to remain in coalition with its other surrounding small cities and pool resources to stretch Human Services dollars for the maximum impact possible. Burien should not join on to any band wagon with Seattle/King County until Seattle cleans up its long standing problems with ineffective approaches/strategies to the problem and until it finally stops the funding of political, "sacred cow", ineffective programs/agencies that waste resources.

I am attaching a list of some research sites for the Council. Respectfully, C. Edgar

Articles for Council

3review-

Scott Morrow major controller of-**SHARE** and **WHEEL** and self-describer of these organizations--are self-organized, democratic, grassroots organizations of homeless and formally homeless individuals. SHARE was founded in 1990 and WHEEL was founded in 1993. For 22 years we have been working to eradicate homelessness, educate the community, and empower homeless people.

Homeless group's tough tactics draw criticism | The ...

[www.seattletimes.com/seattle-news/homeless-groups-tough...](http://www.seattletimes.com/seattle-news/homeless-groups-tough-tactics-draw-criticism)

Homeless group's tough tactics draw criticism Allegations the **group has been** misusing public **money**, ... **Seattle has** continued to increase its contract ..

mainstategop: Seattle's homeless crisis 12: Rape at Share

[mainstategop.blogspot.com/2016/07/seattles-homeless-crisis-12...](http://mainstategop.blogspot.com/2016/07/seattles-homeless-crisis-12-rape-at-share)

Jul 02, 2016 · **Seattle's homeless** crisis 12: Rape at **Share** ... An encampment full of **strangers** some of whom may ... in Tacoma who stayed at the **encampments** and

<http://roominate.com/blog/2016/the-accountant-who-wasnt-there/>

Article about the swindle that SHARE in Seattle is involved

<http://roominate.com/blog/2016/anatomy-of-a-swindle/>

About the lack of accountability from SHARE in Seattle and the local politicians who are benefiting from SHARE's unethical policies

<http://roominate.com/blog/2016/whats-the-matter-with-kshama/>

about how Swant acts

<http://roominate.com/blog/2016/seattle-shelter-contracts/>

Documentation on how Seattle spends its homelessness dollars

<http://roominate.com/blog/2014/death-in-a-homeless-camp/>

Article about SHARES unwillingness to help police its own camps

<http://roominate.com/blog/2015/the-friends-of-kshama-sawant-progressive-politics-and-influence-at-city-hall/>

How Sawant is using SHARE

http://www.seattlepi.com/homeless_in_seattle/article/Report-Seattle-needs-to-act-boldly-on-9210813.php

A brief summary of the way that Seattle and King County need to reorganize their approach to the homelessness problem

<http://www.seattlechamber.com/home/advocacy/advocacy-news>

see the below article

📄 [Tents and encampments are not an acceptable housing solution](#)

Posted: 09/19/2016 By: Meadow Johnson You can help. Write, call, share, and show up.

[Tents and encampments are not an acceptable housing solution](#)

<https://www.seattlechamber.com/home/advocacy/advocacy-news/details/...>

... fashion without prior legal review or fiscal note, disregards concerns shared by numerous business and community organizations, ... encampments; Seattle Metro

📄 [The Blog Quixotic | Keeping government clean](#)

roominate.com

Mark was a former employee of SHARE, the organization that ran ... SHARE and WHEEL educate our community about the causes and effects ... The Blog Quixotic

<http://blogs.seattletimes.com/northwestvoices/2013/06/14/group-for-homeless-is-criticized-2/>

Blog comment on group/SHARE

📄 [Scott Morrow | The Blog Quixotic - Roominate](#)

roominate.com/blog/tag/scott-morrow

“Dear Scott . . .” Will SHARE ever fire Boss Morrow? Can they? ... If you’re a regular reader of this blog, the name Scott Morrow will be a familiar one.

[Like it or not, Seattle needs SHARE and Nickelsville ...](#)

realchangenews.org/.../it-or-not-seattle-needs-share-and-nickelsville

by Timothy Harris | February 17th, 2016 ... But Scott Morrow, ... Like it or not, Seattle needs SHARE and Nickelsville. At the same time,

[The Government’s War on Affordable Housing | Mises Wire](#)

<https://www.mises.org/blog/government’s-war-affordable-housing>

The Government’s War on Affordable Housing ... The destruction of rooming-house-based affordable housing was later made even more acute by the “urban renewal

[Rooming Houses: History’s Affordable Quarters | Sightline ...](#)

www.sightline.org/.../14/rooming-houses-historys-affordable-quarters

Rooming Houses: History's Affordable Quarters. Rooming Houses: History's Affordable ... motivated the City of Seattle to tighten fire and housing rules for .

[Bring Back the Boarding House: Key 2 - Decriminalizing ...--www.shareable.net/...boarding-house-key-2-decriminalizing-roommates](#)

Cities across the country can make housing more affordable, ... House: Key 2 - Decriminalizing Roommates. ... how to remodel old structures. Seattle is the only

[How Urban Renewal Destroyed The ... - Smart Growth Online](#)

smartgrowth.org/how-urban-renewal-destroyed-the-fillmore-in-order...

... the destruction of the Fillmore is used as a ... a significant portion of its units as affordable housing. ... subdivided into boarding houses with

[Hoovervilles and Homelessness - Hooverville \(University of ...](#)

depts.washington.edu/depress/hooverville.shtml

... and homeless encampments during the Great Depression. ... Hoovervilles and homeless encampments in Seattle and ... of Seattle's Hooverville," in .

Remodeled downtown hygiene center for the homeless already at capacity--John Studley worked 36 years as a hot press operator at a plywood mill before losing his job and some of his dignity.

By JOHN IWASAKI, P-I REPORTER

Published 10:00 pm, Wednesday, October 24, 2007

[Freeattle | The Blog Quixotic - roominate.com](#)

roominate.com/blog/tag/freeattle

Posted in General, Homelessness, Nickelsville, Politics, Squatters | Tagged **Freeattle**, hoarders, homelessness, RVs, Sally Bagshaw, tent cities | 2 Comments. Search

[Freeattle | The Blog Quixotic - roominate.com](#)

roominate.com/blog/tag/freeattle

Posted in General, Homelessness, Nickelsville, Politics, Squatters | Tagged **Freeattle**, hoarders, homelessness, RVs, Sally Bagshaw, tent cities | 2 Comments. Search

[County pitches in with \\$17M in spending on homelessness ...](#)

www.capitolhillseattle.com/2016/02/county-pitches-in-with-17m-in...

Feb 12, 2016 · **County pitches in with \$17M in spending on homelessness and affordable housing. ... in South King County. \$7 million for ... give Seattle's homeless**

<http://crosscut.com/2016/06/seattles-homeless-emergency-no-end-in-sight/>

Wednesday 29, June 2016

Is Mayor really using his powers to help resolve the issue

<http://www.seattletimes.com/seattle-news/politics/seattle-needs-to-revamp-homeless-programs-new-reports-say/> Homelessness dollars should be spend on emergency not costly transitional housing and programs that show no results

<http://www.seattletimes.com/seattle-news/politics/kids-families-more-whats-behind-king-countys-best-starts-levy/>

How the money will be used \$19 million dollars for homelessness

Carol Allread

From: Public Council Inbox
Sent: Tuesday, November 29, 2016 8:48 AM
To: 'Kent Palosaari'
Subject: RE: October 11th meeting at the Port of Seattle @ 12 noon re: cutting additional 3000 mature trees

CTTC: 12/5/16
cc: Chip Davis, Community Development Director

Dear Mr. Palosaari,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

Carol Allread
Executive Assistant, City Manager Office
City of Burien
(206) 248-5508 Office
(206) 248-5539 Fax
carola@burienwa.gov

From: Kent Palosaari [mailto:kentpalosaari@gmail.com]
Sent: Monday, November 21, 2016 9:45 PM
To: CityCouncil@ci.seatac.wa.us; Public Council Inbox <council@burienwa.gov>; citycouncil@desmoineswa.gov; citycouncil@tukwilawa.gov; council@rentonwa.gov; council.members@ci.normandy-park.wa.us; jeri-lynn.clark@cityoffederalway.com; dave.upthegrove@kingcounty.gov; rod.dembowski@kingcounty.gov; larry.gossett@kingcounty.gov; kathy.lambert@kingcounty.gov; jeanne.kohl-welles@kingcounty.gov; claudia.balducci@kingcounty.gov; pete.vonreichbauer@kingcounty.gov; joe.mcdermott@kingcounty.gov; reagan.dunn@kingcounty.gov; kcexec@kingcounty.gov; Keiser, Sen. Karen <karen.keiser@leg.wa.gov>; tina.orwall@leg.wa.gov; Mia.Gregerson@leg.wa.gov; Peter Kwon <peterseatac@gmail.com>; kcampbell@ci.seatac.wa.us; Lynn Thompson <lthompson@seattletimes.com>; Brand, Natalie <nbrand@king5.com>; shauniewheeler@ibew77.com; sharonne@eec-wa.org; Mauricio Ayon <mauricio@washingtoncan.org>; info@sococulture.org
Subject: Re: October 11th meeting at the Port of Seattle @ 12 noon re: cutting additional 3000 mature trees

Port of Seattle

November 21, 2016

Dear Friends,

I am Kent Palosaari, a marriage and family therapist, husband, father, and 10 year resident of the city of Seatac. I want to thank you for having the public meeting on November 1, 2016 in Seatac. It gave many people, 50 for the record, to say what they needed to say. It confirmed what I have been discovering as I have looked into the situation over the last couple of months, however, that the issues at hand go well beyond the cutting of trees around the airport. These include the following:

*the original 1997 E.I.S.that included recommendations for 6 schools to be moved at a cost of \$2 billion, as well as further studies to determine the impact on the physical health of community residents and airport employees.

*feeling lied to by the past Port around the intent of the 3rd runway.

*NextGen navigation and its negative impact.

*The amount of traffic in general.

*the negative impact that the airport has on the local economy, especially in terms of house value, small businesses, and tax base for local education.

*the fact that AvGas is not regulated by the Clean Air Act.

*the airpath alterations.

*the increasing and almost constant noise, due to take offs and landings.

*the actual physical shaking that accompanies landings for many residents.

*the “flight pattern Kids” whose horrific stories of diseases related to the airport go back as many as 4 generations.

As you could tell from people’s testimonies that, as much as the Port wants to make this about the trees, this is a much greater problem. To put into a context that you all can relate to, in the same way that topping the trees will not satisfy the FAA in terms of using NextGen, dealing only with the trees will not be enough to satisfy the surrounding residents. That is why people will not be satisfied with the 1 million dollars that you now are offering. As I mentioned above, 2 billion dollars was suggested as a beginning point back in 1997, so 1 million will be seen as almost an insult to our intelligence. Now, you made it very clear in your mission statement that your goal is to make money, and I noticed that there was nothing mentioned in your mission statement about the health and welfare of surrounding communities. It seems that you are making billions of dollars annually for Seattle, but the average citizen down here sees very little of that money, otherwise you would think that we would have much better things like schools. Furthermore, it feels like you are profiting at the expense of the poor and under-privileged who are economically forced to live around the airport, with little regard for their health. Now, I can tell you don’t wish ill upon us, but I still don’t think you see this as a life and death issue. I, and many others, see this as a Flint, Michigan water issue, because of the level of toxic fine emissions particles that are in the air due to AvGas. (The problem with most testing is that it is for large particles, not fine, which allows you to reduce your overall emissions, while at the same time increasing the level of very damaging fine particles.

I’d like to give you some professional advice as a marriage and family therapist, you really need to take a different approach than what you have been to this point. Right now you are taking more of top down, authoritarian approach, which is common in the legal/lawyer approach to governing. The problem with that is that it results in a zero sum game, in which one party feels upset. The goal needs to be more of a Win/Win, but you need to further engage the citizens here to find out what a win would be for them. As I have mentioned in earlier letters, I would like a more round table discussion with any attitude of equality and cooperation which includes the Port, citizens, the FAA, the EPA, the airlines, business people, unions, health experts, conservationists, elected officials, educators, and as few lawyers as possible. I believe that this is the right thing to do given the magnitude of the situation. I would be willing to help you in creating this summit gathering, as I plan on creating this with or without your help. I really do want to care about you, and I can tell you want to care about me, my family, and all the residents that live in this area. I look forward to further engagements with you in the future.

All the best, and the best for all,

Kent Palosaari, LMHC

Cedar River Counseling, PLLC

Carol Allread

From: Public Council Inbox
Sent: Tuesday, November 29, 2016 4:29 PM
To: 'Michael Hesch'
Subject: RE: "Safe Places" addiction and heroin

CTTC: 12/5/16

Dear Mr. Hesch,

cc: Lori Fleming, management Analyst

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

Carol Allread
Executive Assistant, City Manager Office
City of Burien
(206) 248-5508 Office
(206) 248-5539 Fax
carola@burienwa.gov

From: Michael Hesch [mailto:heschm@icloud.com]
Sent: Monday, November 28, 2016 6:19 PM
To: Public Council Inbox <council@burienwa.gov>
Subject: Re: "Safe Places" addiction and heroin

On Oct 26, 2016, at 5:31 PM, Michael Hesch <heschm@icloud.com> wrote:

I am a registered nurse. I work in a local ICU and have, first hand seen the destruction heroin creates not just to the individual but the entire system that supports its effect. I am writing this article due to a recent push by King County to be the first in our country to establish "safe places" where heroin use is allowed and monitored by healthcare professionals. As a health care professional, I feel it is my duty to educate the public on the difficulties facing us.

First, infection is a huge problem within the spectrum of this addiction. These infections come in the form of superficial abscesses to deep tissue infection involving muscle and bone. The organisms found in these sites are the some of the most dangerous, for example NEC, commonly known as the "flesh eating bacteria" and the highly resistant MRSA. In addition to tissue these infections also commonly travel in the blood and cause organ infections like those found in the heart (endocarditis). These infections require special IV access to administer powerful antibiotics that are themselves dangerous to blood vessels. It is with this IV access that addicts will flee the hospital to continue to use the drug. This is due to the damaging properties of heroin on their vessels making "self access" almost impossible. This lack of access for the user leads to injecting the drug into the muscle "muscling" and "feming" injecting into the femoral vein. Because of this high risk to flee, social work requires these patients to sign a behavioral contract for the weeks to months they must stay in the hospital for their course of treatment. This is because they are not trusted with the IV access they need to do antibiotic treatments on an outpatient basis.

Second, I am a conscious sedation RN. What this means is that my scope of practice extends beyond giving opioid medications to treat moderate and severe pain and into a realm where I must administer enough medication to induce moderate to deep sedation. This is done only for procedures i.e. a team comprised of one doctor, one respiratory therapist, and one RN to do things like insert a camera down your throat. The problem? Heroin addicts target moderate to deep sedation as their goal. By definition moderate sedation is when a patient can respond purposefully to verbal command. Deep sedation is when the patient cannot be easily aroused but requires repeated or painful stimulation to respond purposefully. With deep sedation comes the possibility of losing ventilatory function leading to anoxia, brain damage, and death. The point is, we have a team of people with this individual and I will be at a one to one ratio (one RN to one patient) until this person recovers while on advanced monitoring equipment and performing vitals every 5 min until the patient is at baseline.

So, to put this situation in perspective. The first thing I would insure is that the heroin addict sign a waiver releasing me and my employer of all liability. Second, I would question them as to where they obtained it from so I could surmise potency and purity. I would then have to assist them with cooking the heroin to insure there is no bacteria in the drug. I would then (based on some sort of heroin guidelines) dose and assist this person injecting the drug into locations on their body not covered by any standards of practice. Then I would have to monitor them as I would a procedural sedation patient one to one with equipment until they are done with their high. I would then have to contact the family if something went wrong and explain how I messed up at enabling their family members drug problem. Through all of this I have to believe that the addict will actually comply. In other words, how much control over their safety am I willing to give up so they can attain the high they are looking for. No equipment? multiple patients? I guess I will have to walk around shaking people awake every five minutes.

I don't know how after a day of this, I would be able to go home and view myself as more than a drug pusher. I am an RN and as such follow a code of ethics which at its core is to "do no harm" The concept of a safe place to use heroin pulls into light our judgment of placing one of the world's most trusted occupations in a situation that compromises our moral, ethical, and civil duty to care for people. I will always care for individuals facing the consequences of their actions and I will always do everything in my power to support a decision to heal from addiction. I will never enable individuals to use drugs both legal and illegal/prescription and not. To do so innately put my reputation, my license and my profession at risk.

Michael Hesch, BSN, RN

Carol Allread

From: Public Council Inbox
Sent: Wednesday, November 30, 2016 1:48 PM
To: 'chestine edgar'
Subject: RE: The co-mingling of profit and non profit businesses at the non profit CARES site

Dear Ms. Edgar,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

CTTC: 12/5/16

cc: Laura Crandall,

Local Government Management Fellow

Carol Allread
Executive Assistant, City Manager Office
City of Burien
(206) 248-5508 Office
(206) 248-5539 Fax
carola@burienwa.gov

From: chestine edgar [mailto:16collingham@gmail.com]
Sent: Wednesday, November 30, 2016 11:57 AM
To: Monica Lusk <MONICAL@burienwa.gov>; Lucy Krakowiak <lucyk@burienwa.gov>; Bob Edgar <bobe@burienwa.gov>; Debi Wagner <debiw@burienwa.gov>; Nancy Tosta <nancyt@burienwa.gov>; Stephen Armstrong <stephena@burienwa.gov>; Austin Bell <austinb@burienwa.gov>; Lisa Marshall <lisam@burienwa.gov>; Public Council Inbox <council@burienwa.gov>
Subject: The co-mingling of profit and non profit businesses at the non profit CARES site

To the Burien City Council;

According to the posted website for CARES, "**Burien C.A.R.E.S. (Community Animal Resource & Education Society)** is a non-profit 501 c(3) Corporation."

However, it appears (from State Public Records, store front labeling and the U.S. Postal Service box) that from 2013 to 2016, CARES has been providing office space, utility services, waste management space, mailing location and storage space for several other businesses that are not part of CARES; Discover Burien, the Mark Restaurant, Marketing Innovations and Levich Advertising.

I have made Public Information requests to both non profits-CARES and Discover Burien-about the rental and other use documents as well as the rental and other use fees that CARES should be showing on its Income and Expenses sheets for the above mentioned usage Both corporations are non profits receiving public funding. This is the way Discover Burien describes itself, "Discover Burien is small independent non-profit service organization dedicated to economic development and community engagement in Burien."

The other three businesses were profit businesses according to State Records; The Mark Restaurant, Levich Advertising and Marketing Innovations. See the attached Public Information requests. I have not received any response from Discover Burien or a complete response from CARES.

I encourage the City to look into the nature of the businesses and the contracts that are operating out of the non profit CARES location. Is this co-mingled arrangement with profit and non profit businesses in keeping with 501 c(3) requirements, if these businesses are receiving these spaces and services for free or at the expense of the City or the citizens?

Respectfully,
C. Edgar

Carol Allread

From: chestine edgar <16collingham@gmail.com>
Sent: Wednesday, November 30, 2016 12:07 PM
To: Monica Lusk; Lucy Krakowiak; Bob Edgar; Austin Bell; Debi Wagner; Nancy Tosta; Stephen Armstrong; Public Council Inbox; Lisa Marshall
Cc: Laura Crandall
Subject: Fwd: The co-mingling of profit and non profit businesses at the non profit CARES site

FYI

----- Forwarded message -----

From: chestine edgar <16collingham@gmail.com>
Date: Wed, Nov 30, 2016 at 11:56 AM
Subject: The co-mingling of profit and non profit businesses at the non profit CARES site
To: Monica Lusk <monical@burienwa.gov>, Lucy Krakowiak <lucyk@burienwa.gov>, Bob Edgar <bobe@burienwa.gov>, Debi Wagner <debiw@burienwa.gov>, Nancy Tosta <nancyt@burienwa.gov>, Steve Armstrong <stephena@burienwa.gov>, Austin Bell <austinb@burienwa.gov>, Lisa Marshall <lisam@burienwa.gov>, Public Council Inbox <council@burienwa.gov>

To the Burien City Council;

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Respectfully,
C. Edgar

November 10, 2016

To CARES/909 SW 151st St, Burien, WA 98166

To the Director/President of CARES;

This is a Public Information Request for CARES(Community Animal Resource & Education Society UBI603-104-540) which is a registered a non-profit 501 c(3) Corporation in the State of Washington. CARES receives money from the City of Burien and as such is subject to Public Information requests.

In addition, CARES receives mail for several other organizations that are profit businesses in the State of Washington and has served as office/storage location for a profit business(Marketing Innovations) and the non profit, Discover Burien, since 2013 at the same 909 SW 151st St, Burien, WA 98166.

According to Burien code; **5.05.060 Business license required.**

Unless otherwise exempted by this chapter, any person engaging in business within the city, whether any office or physical facility of such business shall be located within or outside the city, will first apply for and obtain a business license and pay the fees as prescribed herein. [Ord. 538 § 1 (Exh. A), 2010; Ord. 360 § 2, 2002; Ord. 322 § 14, 2001; Ord. 318 § 1, 2000; Ord. 281 § 8, 1999].

However when checking with the City of Burien regarding a current Burien Business License for Marketing Innovations, the staff at City Hall confirmed that Marketing Innovations (UBI 602-120-427) had inactivated its Business license as of August 31, 2016. So it is unclear whether Marketing Innovations is still validly operating in Burien. In its State license filing it shows its location of operation in Normandy Park. The window stencil on the CARES locations building shows Marketing Innovations at the Burien CARES location. This For Profit Corporation is a Washington Profit (Reg), which was filed on May 11, 2001. The filing status is listed as open with the Washington State Dept. of Revenue. The address and operating location on file for Marketing Innovations is 19604 Marine View Dr SW, Normandy Park, WA 98166 in King County. The Registered Agent of record is Debra Lynn Gorg. Normandy Park was unable to confirm a current Normandy Park City business license for this corporation.

I am requesting all written and electronic documentation of rental space payments, rental space agreements, utility use payments and garbage/waste dumping payments for the for profit businesses; Marketing Innovations, the Mark Restaurant and Levich Advertising and the one non profit (Discover Burien) that use/used 909 SW 151st St, Burien, WA 98166-to be separated out by each business name-for the years 2013-2016- showing what has been paid to CARES the non profit for rental office space, rental mail space, utility and waste management costs.

In reviewing the documentation that was submitted to the City of Burien regarding the Incomes and Expenses of CARES (2013-2016) as well as the recent audit report, I was unable to find these revenues sources listed as paid to CARES.

Additionally, I am requesting an electronic or hard copy mailing of the 2015 CARES 990. Also, please provide a copy of the current CARES Board Members, their titles in CARES and their current mailing addresses. Provide the amount of compensation paid to these Board members from 2013 to 2016.

Respectfully,

C. Edgar

November 18, 2016

To the Board of Directors of Discover Burien/Governing Persons;

I am addressing this letter to the Board rather than to the Executive Director of your nonprofit, Discover Burien (UBI 602183137) because the web page for Discover Burien is not up to date. According to the State of Washington, the governing persons for this corporation are Noel Gibb and Denise Ferguson.

As Discover Burien receives money from the City of Burien to operate, it is subject to Public Information Requests. I am making a Public Information request of Discover Burien.

State public records show Discover Burien (501C3) as having both a mailing and street address at 427 SW 152nd St., Burien, 98166. However, these records fail to show the other office location and mailing address that Discover Burien has used from 2013-2016. The other location and mailing address that Discover Burien has /is using is 909 SW 151st St., Burien, 98166. Mailing drops, equipment storage and office space have been used by Discover Burien at this location. Therefore, I am requesting the receipts, vouchers, invoices or cancelled checks issued as proof of payment documents issued by Discover Burien for this use of rental space in the nonprofit CARES business complex at 909 SW 151st St, Burien, 98166-for rented office/storage space, utilities used and waste management fees for 2013-2016.

What is confusing is the relationship between the nonprofit Discover Burien, the nonprofit CARES and the profit business Marketing Innovations. Marketing Innovations a profit business owned by Debra Gorg had its business office at 909 SW 151st St, Burien, 98166 from 2013-2016. The Discover Burien website states Debra George is the Events Manager for Discover Burien. What remains unclear is whether Debra George aka Debra Gorg is a paid employee of Discover Burien in the role of Event Manager and covered by the business license of Discover Burien or a sub-contractor to Discover Burien and runs events under her profit business license for

Marketing Innovations. Contractors that work and deliver services for Discover Burien in the City of Burien are required to have Burien City business licenses. For that reason, I am requesting contract documentation and salary for Debra George for her direct paid employee staff role in Discover Burien as Event Manager and the documentation of when she has worked as a contractor to Discover Burien to manage events through her profit business company, Marketing Innovations-for the years-2010-2016-contract date, event name and amount paid.

For those events that Discover Burien has hired outside contractors to run events in the City, Discover Burien is requires to make sure that the contractor running the event has a Burien City Business license. Please see-

According to Burien code; **5.05.060 Business license required.**

Unless otherwise exempted by this chapter, any person engaging in business within the city, whether any office or physical facility of such business shall be located within or outside the city, will first apply for and obtain a business license and pay the fees as prescribed herein. [Ord. 538 § 1 (Exh. A), 2010; Ord. 360 § 2, 2002; Ord. 322 § 14, 2001; Ord. 318 § 1, 2000; Ord. 281 § 8, 1999].

I am requesting Discover Burien documentation/budget records for the years 2010-2016, that shows all the contractors that Discover Burien hired and issued contracts to, the names of the owners of those businesses and their State and City business license numbers. Based on a conversation with the Burien City Staff at City Hall, Marketing Innovations cancelled its business license with the City of Burien as of August, 2016.

Lastly, I am requesting the 990 filled forms for Discover Burien for the years 2012-2016.

Thank you for your assistance with this request.

Respectfully,

C. Edgar

COMPUTER CHECK REGISTER

CHECK REGISTER APPROVAL

WE, THE MEMBERS OF THE CITY COUNCIL OF BURIEN, WASHINGTON, HAVING RECEIVED DEPARTMENT CERTIFICATION THAT MERCHANDISE AND/OR SERVICES HAVE BEEN RECEIVED OR RENDERED, DO HEREBY APPROVE FOR PAYMENT ON **This 5th day of December 2016** THE FOLLOWING:

CHECK NOS. **45047-45127**

IN THE AMOUNT OF **\$1,336,295.65**

WITH VOIDED CHECK NOS. **0**

WIRE TRANSFERS TO US BANK FOR DEBT SERVICE

IN THE AMOUNT OF **\$1,736,594.68**

PAYROLL SALARIES AND BENEFITS APPROVAL

FOR **November 1st – November 15th** PAID ON **November 18th 2016**

CHECK NOS. **7002-7005**

DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: **\$258,194.33**

Accounts Payable

Checks for Approval



User: EllenM
 Printed: 11/30/2016 - 2:19 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
45047	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	7.11	
45047	12/05/2016	Street Fund	Office and Operating Supplies	Ace Hardware	7.11	
45047	12/05/2016	Street Fund	Office and Operating Supplies	Ace Hardware	73.30	
45047	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	73.29	
					Check Total:	160.81
45048	12/05/2016	General Fund	Subscriptions and Publications	Attorney's Eagle Eye Service	59.18	
					Check Total:	59.18
45049	12/05/2016	Street Fund	Office and Operating Supplies	AG Enterprise Supply Inc	43.49	
					Check Total:	43.49
45050	12/05/2016	General Fund	Repairs and Maintenance	Al Books Custom Welding	274.89	
					Check Total:	274.89
45051	12/05/2016	Street Fund	Office and Operating Supplies	Alpine Fence Company	66.75	
					Check Total:	66.75
45052	12/05/2016	General Fund	Fuel Consumed	Amerigas	577.23	
					Check Total:	577.23
45053	12/05/2016	General Fund	Telephone/Internet	STEPHEN ARMSTRONG	39.99	
					Check Total:	39.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
45054	12/05/2016	General Fund	Instructors Prof Srvs	Jay Battle	300.00
				Check Total:	300.00
45055	12/05/2016	General Fund	Telephone/Internet	LAUREN BERKOWITZ	60.94
				Check Total:	60.94
45056	12/05/2016	General Fund	Office and Operating Supplies	Blumenthal Uniforms & Equipmen	214.53
				Check Total:	214.53
45057	12/05/2016	General Fund	Wellness Activities	ANGELA CHAUFTY	150.00
				Check Total:	150.00
45058	12/05/2016	General Fund	Banking Svcs & Cr Card Fees	Civic Plus	174.59
				Check Total:	174.59
45059	12/05/2016	General Fund	Burien Magazine	Enriqueta Cjacon	582.64
				Check Total:	582.64
45060	12/05/2016	General Fund	Office and Operating Supplies	Clay Art Center Inc	1,443.53
				Check Total:	1,443.53
45061	12/05/2016	General Fund	Professional Services	Recology CleanScapes Inc	1,362.23
45061	12/05/2016	General Fund	Professional Services	Recology CleanScapes Inc	282.19
45061	12/05/2016	General Fund	Nuisance and Abatement Costs	Recology CleanScapes Inc	253.08
				Check Total:	1,897.50
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	10.94
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	-29.97
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	43.88
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	282.68
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	204.24
45062	12/05/2016	General Fund	Software Licensing Fees	Key Bank	29.00
45062	12/05/2016	General Fund	Small Tools & Minor Equipment	Key Bank	281.96
45062	12/05/2016	General Fund	Small Tools and Equipment	Key Bank	169.99
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	30.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	42.40
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	61.79
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	6.99
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	54.37
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	38.46
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	37.95
45062	12/05/2016	General Fund	Teen Programs	Key Bank	375.00
45062	12/05/2016	General Fund	Teen Programs	Key Bank	500.00
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	37.04
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	6.29
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	8.86
45062	12/05/2016	General Fund	Small Tools & Minor Equipment	Key Bank	98.54
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	48.25
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	45.94
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	93.16
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	59.00
45062	12/05/2016	General Fund	Subscriptions and Publications	Key Bank	13.96
45062	12/05/2016	General Fund	Miscellaneous	Key Bank	58.22
45062	12/05/2016	General Fund	Burien Marketing Strategy	Key Bank	16.98
45062	12/05/2016	General Fund	Burien Marketing Strategy	Key Bank	156.42
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	61.09
45062	12/05/2016	General Fund	Professional Services	Key Bank	104.03
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	25.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	90.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	90.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	45.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	59.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	50.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	25.00
45062	12/05/2016	General Fund	Software Licensing Fees	Key Bank	29.99
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	99.00
45062	12/05/2016	General Fund	Lodging	Key Bank	-270.69
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	10.48
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	10.49
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	8.45
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	8.45
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	8.45
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	87.56
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	450.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	60.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	118.00
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	13.98
45062	12/05/2016	General Fund	Professional Services	Key Bank	11.16
45062	12/05/2016	General Fund	Printing/Binding/Copying	Key Bank	72.00
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	36.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
45062	12/05/2016	General Fund	Repairs and Maintenance	Key Bank	246.38
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	16.95
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	165.16
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	55.65
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	255.25
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	28.84
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	14.95
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	-10.24
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	10.24
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	10.24
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	27.36
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	125.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	140.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	140.00
45062	12/05/2016	General Fund	Other Travel	Key Bank	15.00
45062	12/05/2016	Street Fund	Registration-Training/Workshop	Key Bank	99.00
45062	12/05/2016	Surface Water Management Fund	Registration-Training/Workshop	Key Bank	198.00
45062	12/05/2016	General Fund	Registration-Training/Workshop	Key Bank	50.00
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	38.82
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	667.49
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	252.92
45062	12/05/2016	General Fund	Parks Building Security	Key Bank	14.99
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	570.80
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	483.79
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	613.76
45062	12/05/2016	General Fund	Parks Building Security	Key Bank	329.92
45062	12/05/2016	General Fund	Small Tools & Minor Equipment	Key Bank	718.27
45062	12/05/2016	General Fund	Office and Operating Supplies	Key Bank	-716.34
45062	12/05/2016	General Fund	Lodging	Key Bank	337.40
45062	12/05/2016	General Fund	Lodging	Key Bank	337.40
45062	12/05/2016	General Fund	Advertising/Legal Publications	Key Bank	45.00
45062	12/05/2016	General Fund	Other Travel	Key Bank	66.00
45062	12/05/2016	General Fund	Other Travel	Key Bank	58.00
45062	12/05/2016	General Fund	Software Licensing Fees	Key Bank	59.95
Check Total:					9,551.75
45063	12/05/2016	General Fund	Drug Seizure Proceeds KCSO	Comcast Corporation	69.95
Check Total:					69.95
45064	12/05/2016	General Fund	Jail Contracts	City of Renton	6,326.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					6,326.00
45065	12/05/2016	General Fund	Utilities	City of Seattle	840.60
45065	12/05/2016	Street Fund	Utilities-Street Lighting	City of Seattle	1,711.02
45065	12/05/2016	General Fund	Utilities	City of Seattle	21.48
45065	12/05/2016	General Fund	Utilities	City of Seattle	18.59
45065	12/05/2016	General Fund	Utilities	City of Seattle	1,098.24
45065	12/05/2016	General Fund	Utilities	City of Seattle	665.01
45065	12/05/2016	General Fund	Utilities	City of Seattle	2,134.77
Check Total:					6,489.71
45066	12/05/2016	Street Fund	Operating Rentals and Leases	City of SeaTac	287.50
45066	12/05/2016	Surface Water Management Fund	Operating Rentals and Leases	City of SeaTac	287.50
Check Total:					575.00
45067	12/05/2016	General Fund	Discover Burien	Discover Burien Association	6,125.00
45067	12/05/2016	General Fund	Discover Burien - Clean & Safe	Discover Burien Association	3,331.66
Check Total:					9,456.66
45068	12/05/2016	General Fund	Operating Rentals and Leases	D&L Property Management LLC	490.00
Check Total:					490.00
45069	12/05/2016	Surface Water Mgmt CIP	Construction	DPK Inc.	79,776.42
45069	12/05/2016	Surface Water Mgmt CIP	Retainage Payable	DPK Inc.	-3,642.76
Check Total:					76,133.66
45070	12/05/2016	General Fund	Professional Services	Dunbar Armored Inc	135.58
Check Total:					135.58
45071	12/05/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	-26.88
45071	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	Dunn Lumber Co.	-26.88
45071	12/05/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	81.69
45071	12/05/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	20.37
45071	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	Dunn Lumber Co.	28.53
45071	12/05/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	28.54
45071	12/05/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	19.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
45071	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	Dunn Lumber Co.	19.05
45071	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	Dunn Lumber Co.	146.50
45071	12/05/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	146.50
Check Total:					436.46
45072	12/05/2016	General Fund	Overflow Legal Services	Davis Wright Tremaine	3,746.25
Check Total:					3,746.25
45073	12/05/2016	General Fund	Telephone/Internet	ROBERT EDGAR	50.94
Check Total:					50.94
45074	12/05/2016	General Fund	Mileage	BRANDI EYERLY	4.86
45074	12/05/2016	General Fund	Other Travel	BRANDI EYERLY	35.00
45074	12/05/2016	General Fund	Meals	BRANDI EYERLY	58.00
Check Total:					97.86
45075	12/05/2016	General Fund	Office and Operating Supplies	Grainger	172.99
45075	12/05/2016	General Fund	Office and Operating Supplies	Grainger	126.67
45075	12/05/2016	General Fund	Office and Operating Supplies	Grainger	135.96
45075	12/05/2016	General Fund	Office and Operating Supplies	Grainger	-161.52
45075	12/05/2016	General Fund	Office and Operating Supplies	Grainger	79.86
Check Total:					353.96
45076	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	HD Fowler Company	721.43
Check Total:					721.43
45077	12/05/2016	General Fund	Office and Operating Supplies	Horizon Distributors Inc	46.78
Check Total:					46.78
45078	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	107.45
45078	12/05/2016	Street Fund	Office and Operating Supplies	ICON Materials	176.94
Check Total:					284.39
45079	12/05/2016	General Fund	Miscellaneous	Iron Mountain	573.47

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	573.47
45080	12/05/2016	General Fund	Burien Marketing Strategy	JayRay Ads & PR Inc	6,108.75
				Check Total:	6,108.75
45081	12/05/2016	General Fund	Telephone/Internet	LUCY KRAKOWIAK	57.98
				Check Total:	57.98
45082	12/05/2016	General Fund	Police Contract - King County	King County Sheriff's Office	946,306.83
				Check Total:	946,306.83
45083	12/05/2016	General Fund	Substance Abuses	KING COUNTY FINANCE	3,296.11
45083	12/05/2016	General Fund	Repairs and Maintenance	KING COUNTY FINANCE	22.00
45083	12/05/2016	General Fund	Repairs and Maintenance	KING COUNTY FINANCE	56.93
45083	12/05/2016	General Fund	Repairs and Maintenance	KING COUNTY FINANCE	20.25
45083	12/05/2016	Surface Water Management Fund	SWM Billed by KC SWM	KING COUNTY FINANCE	3,249.34
45083	12/05/2016	Surface Water Management Fund	SWM Billed by KC SWM	KING COUNTY FINANCE	16,868.02
45083	12/05/2016	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	1,996.15
45083	12/05/2016	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	42,907.00
45083	12/05/2016	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	5,596.11
45083	12/05/2016	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	1,108.22
45083	12/05/2016	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	411.65
45083	12/05/2016	Surface Water Management Fund	TV Inspection and Vactoring	KING COUNTY FINANCE	722.67
45083	12/05/2016	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	162.28
				Check Total:	76,416.73
45084	12/05/2016	Surface Water Management Fund	Miller Walker Basin Stewardship	King County Office of Finance	12,556.47
				Check Total:	12,556.47
45085	12/05/2016	General Fund	Litigation-Consulting Services	Kenyon Disend, PLLC	616.00
45085	12/05/2016	General Fund	Litigation-Consulting Services	Kenyon Disend, PLLC	544.00
45085	12/05/2016	General Fund	Litigation-Consulting Services	Kenyon Disend, PLLC	301.50
45085	12/05/2016	General Fund	Litigation-Consulting Services	Kenyon Disend, PLLC	301.50
45085	12/05/2016	General Fund	Litigation-Consulting Services	Kenyon Disend, PLLC	334.50
45085	12/05/2016	General Fund	Litigation-Consulting Services	Kenyon Disend, PLLC	120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	2,217.50
45086	12/05/2016	Street Fund	Repairs and Maint - Fleet	Les Schwab	867.75	
45086	12/05/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Les Schwab	867.74	
					Check Total:	1,735.49
45087	12/05/2016	General Fund	Office and Operating Supplies	McLendon Hardware Inc	21.69	
45087	12/05/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	52.21	
45087	12/05/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	10.30	
45087	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	10.30	
45087	12/05/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	106.27	
45087	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	106.26	
45087	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	59.66	
45087	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	26.29	
45087	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	135.21	
					Check Total:	528.19
45088	12/05/2016	General Fund	Sales Tax Auditing Costs	Microflex	175.60	
					Check Total:	175.60
45089	12/05/2016	Street Fund	Operating Rentals and Leases	NC Machinery Co.	561.38	
					Check Total:	561.38
45090	12/05/2016	Street Fund	Office and Operating Supplies	National Safety Inc	610.66	
45090	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	National Safety Inc	610.65	
					Check Total:	1,221.31
45091	12/05/2016	General Fund	Office and Operating Supplies	DAN O'BRIEN	153.25	
					Check Total:	153.25
45092	12/05/2016	General Fund	Overflow Legal Services	Ogden Murphy Wallace	150.00	
					Check Total:	150.00
45093	12/05/2016	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	61.87	
45093	12/05/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	61.88	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	123.75
45094	12/05/2016	Surface Water Management Fund	Professional Services	OTAK, Inc	8,372.98	
45094	12/05/2016	Surface Water Mgmt CIP	Design-Engineering	OTAK, Inc	23,581.69	
45094	12/05/2016	Surface Water Mgmt CIP	Design Engineering	OTAK, Inc	21,416.07	
					Check Total:	53,370.74
45095	12/05/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	236.38	
					Check Total:	236.38
45096	12/05/2016	Transportation CIP	Design Engineering	Perteet Inc	7,006.79	
					Check Total:	7,006.79
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	13.70	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	14.39	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	5.97	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	15.00	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	15.00	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	11.53	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	9.32	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	14.57	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	20.00	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	15.00	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	13.63	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	11.34	
45097	12/05/2016	General Fund	Senior Trips	Petty Cash Custodian	7.34	
					Check Total:	166.79
45098	12/05/2016	General Fund	Operating Rentals and Leases	Pitney Bowes Inc	1,011.81	
					Check Total:	1,011.81
45099	12/05/2016	General Fund	Postage	Purchase Power	166.58	
					Check Total:	166.58
45100	12/05/2016	General Fund	Office and Operating Supplies	Pizza Gallery	111.96	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	111.96
45101	12/05/2016	General Fund	Operating Rentals and Leases	PRG Investment Company, LLC	2,224.80
				Check Total:	2,224.80
45102	12/05/2016	General Fund	Building Security	Protection One Alarm Monitorin	68.29
				Check Total:	68.29
45103	12/05/2016	General Fund	Online Video Streaming	Puget Sound Access	200.00
45103	12/05/2016	General Fund	Channel 21 Video Production	Puget Sound Access	1,338.21
				Check Total:	1,538.21
45104	12/05/2016	General Fund	Mechanical Permit	MM Comfort Systems	51.20
				Check Total:	51.20
45105	12/05/2016	General Fund	Refund Clearing Account -Parks	Peggy Van Ieperen	30.00
				Check Total:	30.00
45106	12/05/2016	General Fund	Electrical Permit	Impact Electric	98.40
				Check Total:	98.40
45107	12/05/2016	Surface Water Management Fund	Office and Operating Supplies	Renton Concrete Recyclers LLC	522.62
				Check Total:	522.62
45108	12/05/2016	General Fund	Repairs & Maint-KC Parks Levy	Ron's Stump Removal & Tree Svc	2,710.13
				Check Total:	2,710.13
45109	12/05/2016	General Fund	Repairs and Maintenance	Safety Team Inc.	157.46
				Check Total:	157.46
45110	12/05/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	15.98
45110	12/05/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	66.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
45110	12/05/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	33.94
				Check Total:	116.02
45111	12/05/2016	General Fund	Human Svc-Family/Youth	Sandstone Inn and Airport Park	180.00
				Check Total:	180.00
45112	12/05/2016	General Fund	Jail Contracts	SCORE	59,922.63
				Check Total:	59,922.63
45113	12/05/2016	General Fund	Fuel Consumed	Shell Fleet Plus	43.27
45113	12/05/2016	General Fund	Citizens Patrol/ Crime Prevent	Shell Fleet Plus	37.91
45113	12/05/2016	General Fund	Citizens Patrol/ Crime Prevent	Shell Fleet Plus	202.31
45113	12/05/2016	General Fund	Fuel Consumed	Shell Fleet Plus	553.88
45113	12/05/2016	General Fund	Fuel Consumed	Shell Fleet Plus	107.36
45113	12/05/2016	Street Fund	Fuel Consumed	Shell Fleet Plus	861.76
45113	12/05/2016	Surface Water Management Fund	Fuel Consumed	Shell Fleet Plus	1,132.68
				Check Total:	2,939.17
45114	12/05/2016	General Fund	Jail Contracts	Smart Start	234.30
				Check Total:	234.30
45115	12/05/2016	General Fund	Small Tools & Minor Equipment	SoftwareONE Inc	398.93
				Check Total:	398.93
45116	12/05/2016	General Fund	Seasonal Security	Jacob A Stephen	3,395.00
				Check Total:	3,395.00
45117	12/05/2016	Surface Water Management Fund	Repairs and Maintenance	Southwest Suburban Sewer Dist.	12,177.71
				Check Total:	12,177.71
45118	12/05/2016	Surface Water Mgmt CIP	Retainage Payable	Umpqua Bank	3,642.76
				Check Total:	3,642.76
45119	12/05/2016	Street Fund	Office and Operating Supplies	Uresco Construction Materials	1,397.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	1,397.70
45120	12/05/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Valley Freightliner, Inc.	691.21	
					Check Total:	691.21
45121	12/05/2016	General Fund	Telephone/Internet	DEBI WAGNER	31.46	
					Check Total:	31.46
45122	12/05/2016	General Fund	Utilities	King Co Water Dist 49	62.49	
45122	12/05/2016	General Fund	Utilities	King Co Water Dist 49	385.24	
45122	12/05/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25	
45122	12/05/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	518.25	
45122	12/05/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25	
45122	12/05/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25	
45122	12/05/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25	
					Check Total:	1,238.98
45123	12/05/2016	General Fund	Subscriptions and Publications	West Payment Center	1,058.20	
					Check Total:	1,058.20
45124	12/05/2016	General Fund	Professional Services	Whitewater Aquatics Mgmt	1,666.66	
					Check Total:	1,666.66
45125	12/05/2016	Street Fund	Operating Rentals and Leases	Wilken Properties, LLC	3,300.00	
45125	12/05/2016	Surface Water Management Fund	Operating Rentals and Leases	Wilken Properties, LLC	3,300.00	
					Check Total:	6,600.00
45126	12/05/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	663.50	
45126	12/05/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	331.75	
45126	12/05/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	110.58	
					Check Total:	1,105.83
45127	12/05/2016	General Fund	Mileage	NIOMI ZINN	80.78	
45127	12/05/2016	General Fund	Meals	NIOMI ZINN	47.00	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
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Check Total:	<u>127.78</u>
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Report Total:	<u><u>1,336,295.65</u></u>
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DRAFT

Burien
WASHINGTON

CITY COUNCIL REGULAR MEETING MINUTES

November 21, 2016

7:00 p.m.

**400 SW 152nd St., 1st Floor
Burien, Washington 98166**

To hear Council's full discussion of a specific topic or the complete meeting, the following resources are available:

- *Watch the video-stream available on the City website, www.burienwa.gov*
- *Check out a DVD of the Council Meeting from the Burien Library*

CALL TO ORDER

Mayor Krakowiak called the Regular Meeting of the Burien City Council to order at 7:10 p.m.

PLEDGE OF ALLEGIANCE

Mayor Krakowiak led the Pledge of Allegiance.

ROLL CALL

Present: Mayor Lucy Krakowiak, Deputy Mayor Bob Edgar, Councilmembers Stephen Armstrong, Austin Bell, Lauren Berkowitz (via telephone), Nancy Tosta and Debi Wagner.

AGENDA CONFIRMATION

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to affirm the November 21, 2016, Agenda.

PUBLIC COMMENT

Larry Cripe, Quiet Skies Coalition, 14317 23rd Ave. SW, Burien
Dick West, 11006 Roseburg Ave. S., Burien
Chestine Edgar, 1811 SW 152nd St., Burien
Kathleen Mitchell, 26th Ave S., Burien
Quinton Thompson, P.O. Box 98484, Seattle

CORRESPONDENCE TO THE COUNCIL

- a. Email Dated October 31, 2016, from Susan Goding with Response from Community Development Director Chip Davis.
- b. Email Dated November 2, 2016, from Roger D. Kadeg.
- c. Email Dated November 3, 2016, from R. DeLorm.
- d. Email Dated November 3, 2016, from Horace Parker.
- e. Emails Dated November 3, 2016, from Sara Dawkins with Response from C.A.R.E.S Director Debra George.
- f. Letter Dated November 7, 2016, from C. Edgar.
- g. Email Dated November 8, 2016, from Rachael Levine.
- h. Letter Dated November 15, 2016, from Larry Cripe .

CONSENT AGENDA

- a. Approval of Check Register: Check Numbers 44931 - 45046 in the Amount of \$323,371.74 for Payment on November 21, 2016 and Payroll Salaries and Benefits Approval Check Numbers 6988 – 7001 for Direct Deposits and Wire Transfers in the Amount of \$451,826.69 for October 16 – 31, 2016 Paid on November 4, 2016.
- b. Approval of Minutes: Regular Meeting, November 7, 2016.

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to approve the November 21, 2016, Consent Agenda.

BUSINESS AGENDA

Motion to Name Voting Delegate to the Sound Cities Association (SCA) 2016 Annual Meeting.

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Armstrong, and passed unanimously to name Councilmember Tosta as the City's Voting Delegate for the Sound Cities Association Annual Meeting on November 30, 2016.

Discussion and Action on Resolution No. 380 Affirming Support for the Graduate! Highline Initiative.

Public Comment

None received

Direction/Action

Motion was made by Councilmember Tosta, seconded by Councilmember Bell, and passed unanimously to approve Resolution No. 380 affirming support for Graduate! Highline.

Discussion and Possible Motion to Approve Ordinance No. 663 Adopting the 2017 Property Tax Levy.

Public Comment

None received

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, to adopt Ordinance No. 663, setting the 2017 Property Tax Levy. **Motion** passed 5-2. Opposed, Councilmembers Armstrong and Wagner.

Discussion and Possible Motion to Adopt Ordinance No. 664, Increasing the City's Surface Water Management Service Charges and Amending Chapter 13.10 of the Burien Municipal Code.

Public Comment

None received

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, to adopt Ordinance No. 664, increasing the Surface Water Management Service Charges and amending Chapter 13.10 of the Burien Municipal Code. **Motion** passed 5-2. Opposed, Councilmembers Armstrong and Wagner.

Discussion and Action on the 2017-2018 Preliminary Biennial Budget and Financial Policies.

Public Comment

Larry Cripe, Quiet Skies Coalition, 14317 23rd Ave. SW, Burien

Direction/Action

Motion was made by Councilmember Tosta, seconded by Councilmember Armstrong, to amend Financial Policies Packet Page 125, Item F. 5. to read "Property taxes levied for general government operations will not exceed 1% more than levied in the prior year."

Direction/Action

Council reached consensus to withdraw motion.

Direction/Action

Motion was made by Councilmember Wagner to dedicate this amount allocated for each year to assist in the funding for potential litigation and a public private partnership with Quiet Skies Coalition. **Motion** died due to lack of a second.

Direction/Action

Motion was made by Deputy Mayor Tosta, seconded by Councilmember Armstrong, and passed unanimously to form a committee of Councilmembers and staff to examine improving our social services expenditures prior to future allocations to providers.

Follow-up

Staff will make the following requested changes to the Matrix and place the Financial Policies on the December 5, 2016, Council meeting agenda for further discussion:

1. Matrix Item 12 - revise to read "Budget includes \$100,000 for airport impacts, including litigation."
2. Financial Policies F.5 - revise the property tax increase language.
3. Financial Policy B.8.B - revise to read "Retain current property tax allocation split of 90% General Fund and 10% Capital Projects Reserve Fund."
4. Financial Policy B.8.A - revise to read "Take steps as feasible to limit annual expenditure increases for contract services to the lesser of 2% per year or the annual inflation index listed in Policy J.4."
5. Financial Policy B.8.C - revise to read "Identify and adopt new revenue sources."

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Armstrong, to adopt Ordinance No. 665, adopting the 2017-2018 Biennial Budget. **Motion** passed 6-1. Opposed, Councilmember Berkowitz.

Direction/Action

Mayor Krakowiak called a recess at 8:55 p.m. and reconvened at 9:03 p.m.

Presentation and Discussion on the 2016 Comprehensive Plan Amendments

Public Comment

None received

Follow-up

Staff will provide the Councilmembers with the 2016 Docket and amend the proposed School District Impact Fees/Inter-jurisdictional policy language to read "The Highline School District's Capital Facilities Plan, as amended yearly, is adopted by reference as Appendix 6.3 of this Comprehensive Plan for the purpose of providing a policy basis for collection of school impact fees "if so adopted by the Council.""

Review of Council Proposed Agenda Schedule.

Direction/Action

Councilmembers reached consensus to schedule a discussion on Correspondence to the Council on the December 5, 2016 meeting agenda.

Follow-up

Staff will schedule a special meeting at 6:00 p.m. on December 5, 2016, to review the Request for Proposal (RFP) responses and the potential selection of a City Manager Recruitment firm.

Direction/Action

Motion was made by Councilmember Wagner, seconded by Councilmember Tosta, and passed unanimously to form an Airport Committee.

Follow-up

Staff will schedule an Airport Committee discussion at a future Council meeting.

COUNCIL REPORTS

Deputy Mayor Edgar stated that he attended the Water Resource Inventory Area (WRIA) 9 Watershed Ecosystem Forum and spoke about the upcoming Soundside Alliance Outlook breakfast.

Mayor Lucy Krakowiak stated that she attended the Mayors Roundtable.

Councilmember Tosta spoke about the Sound Cities Association (SCA) Public Issues Committee (PIC) meeting, the King Conservation District Advisory Committee Meeting and the Vision 20/20 art sale at she attended.

Councilmember Wager stated that she attended the South County Area Transportation Board (SCATBd) meeting.

CITY MANAGER'S REPORT

Follow-up

Staff to provide the Councilmembers the amount of the Grant Funds for Economic Development that will be used for the consultant and for the destination marketing, and provide information on the size of the Emerald Pointe apartment complex property.

ADJOURNMENT

MOTION was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to adjourn the meeting at 9:58 p.m.

Lucy Krakowiak, Mayor

Monica Lusk, City Clerk

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Motion to Authorize the City Manager to Execute an Interlocal Agreement (ILA) with King County for Automated Fingerprint Identification System (AFIS) Services		Meeting Date: December 5, 2016
Department: Police	Attachments: ILA AFIS	Fund Source: N/A
Contact: Scott Kimerer		Activity Cost: N/A
Telephone: (206) 248-5503		Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Adopted Initiative: N/A	Initiative Description:	
<p>PURPOSE/ REQUIRED ACTION: The purpose of this agenda item is to authorize the City Manager to enter into an ILA with King County for AFIS services as described below.</p> <p>BACKGROUND (Include prior Council action & discussion): King County has updated the Automated Fingerprint Identification System (AFIS) Interlocal Agreement to formalize how law enforcement agencies throughout King County use Livescan (inkless fingerprint capture stations) and Mobile ID devices (devices that allow officers to do an identification check in the field rather than bringing an individual back to the station for fingerprinting). These practices have been in place for a number of years (e.g. Livescan devices have been in use since 1999). The ILA before the Council today formalizes those practices in writing.</p> <p>The King County Automated Fingerprint Identification System (AFIS) is a countywide crime fighting tool that has been in place since 1986. AFIS's two primary purposes are to:</p> <ul style="list-style-type: none"> ● Quickly identify arrested individuals, preventing the wrongful release of those using false names ● Identify crime scene fingerprints that aid in investigations and to provide evidence in court. <p>Police departments in all 39 cities in King County; the King County Sheriff's Office in unincorporated King County; and the police agencies affiliated with the Port of Seattle, the University of Washington, and Sound Transit, are part of the AFIS system. AFIS, which is managed by the King County Sheriff's Office, is supported entirely by a voter-approved property tax levy. The current levy period runs from 2013-2018. Since its inception in 1986, AFIS has identified thousands of suspects, assisting in the apprehension of criminal suspects and confirming the identity of individuals who are detained or booked in jail.</p> <p>The program relies on two key pieces of equipment to collect fingerprints – Livescan stations and Mobile ID devices.</p> <p>Livescan: Livescan stations, which have been in use since 1999, are used to capture high-quality fingerprints and transmit them electronically to the AFIS database for fast identification. The information is immediately available for search in the local AFIS system and for transmittal to state and federal identification systems. Livescan is used by police agencies and correctional facilities. Positive identification of individuals prevents offenders from evading warrants, hiding criminal records, or from being held wrongfully for others' warrants. The data gathered through Livescan is also used to update state and federal systems so that courts, law enforcement and licensing agencies have access to the most current criminal history record information possible. Livescan stations are placed throughout King County, including one that is housed in the Burien Police Department holding cell.</p> <p>Mobile ID: Beginning in 2011, AFIS began deploying Mobile ID devices on a limited pilot basis. Mobile ID devices allow officers to collect fingerprints and perform an AFIS search in the field using a handheld wireless device. The use of the Mobile ID devices allows the officer to make a quick and informed decision to book or to release an individual while remaining on patrol. Absent the Mobile ID devices, officers must bring suspects to locations with a Livescan station (i.e.</p>		

the holding cell at the Burien Police Department) in order to collect fingerprints and conduct an AFIS search, requiring more officer time. The pilot has shown that use of the Mobile ID devices is effective.

The current 6-year AFIS levy (2013 – 2018) includes funding to expand the number of Mobile ID devices. The AFIS program intends to distribute 250 new Mobile ID devices to police agencies throughout the county as cities sign the interlocal agreements for their use. Once Burien signs the ILA, the City is slated to receive 5 Mobile ID devices for use by Burien police officers.

The Interlocal Agreement (ILA) currently before the Burien City Council formalizes the practices that are already in use for Livescan and Mobile ID devices. The ILA contains indemnification language that is compatible with the indemnification language in Burien's contract with the King County Sheriff's Office for police services in Burien.

OPTIONS (Including fiscal impacts):

1. Authorize the City Manager to execute the ILA. Approving the ILA creates no financial impact to the City of Burien. The AFIS program is funded entirely by a dedicated, countywide, voter-approved property tax levy that is managed by King County.
2. Do not authorize the City Manager to Execute the ILA.

Administrative Recommendation:

Staff recommends approval of this item.

Advisory Board Recommendation:

N/A

Suggested Motion:

Move to Authorize the City Manager to Execute an Interlocal Agreement (ILA) with King County for Automated Fingerprint Identification System (AFIS) Services.

Submitted by:

Administration



City Manager



Today's Date: November 29, 2016

File Code: R:/CC/Agenda Bills 2016/120516ca-1 AFIS ILA

**REVISED INTERLOCAL AGREEMENT BETWEEN
KING COUNTY AND THE CITY OF BURIEN, WHICH CONTRACTS WITH THE
SHERIFF'S OFFICE FOR POLICE SERVICES**

for use of

ELECTRONIC FINGERPRINT CAPTURE EQUIPMENT

THIS AGREEMENT is entered into between King County ("County") and the city of Burien ("Agency"), which contracts with King County Sheriff's Office for police services. The County and the Agency may be referred to individually as a "Party" or collectively as "Parties."

WHEREAS, the Automated Fingerprint Identification System (AFIS) has proven to be an effective crime-fighting tool in furtherance of the health, welfare, benefit and safety of the residents within King County; and

WHEREAS, since January 1, 2013, the County has continued to provide effective AFIS services to public law enforcement agencies within King County, through a voter approved six (6) year levy, as authorized by King County Ordinance No. 17381; and

WHEREAS, the Agency wishes to use AFIS services through Electronic Fingerprint Capture Equipment ("FP Equipment") including the necessary software and computer equipment, and system maintenance services;

NOW, THEREFORE, for and in consideration of the promises and covenants contained in this Agreement, the Parties hereto agree as follows:

I. PURPOSE

The purpose of this Interlocal Agreement is to establish the terms under which FP Equipment, which the County approves for placement in the Agency, will be used and maintained. This applies to FP Equipment previously approved for placement in the Agency and FP Equipment approved for placement in the Agency during the term of this agreement. The goals of this Agreement are to:

- Protect the public by assisting law enforcement in identifying potentially wanted or dangerous subjects before they are released from custody.
- Protect law enforcement officers by providing information important to officer safety prior to the release of detained individuals.
- Provide efficiency and accuracy in criminal record reporting to the Washington State Patrol ("WSP") and the Federal Bureau of Investigation ("FBI").
- Improve the quantity and quality of fingerprints available for search in the King County Regional AFIS Database.

FP Equipment is defined as:

- Livescan: stationary electronic fingerprint capture equipment used to obtain full sets of fingerprints for purposes of searching and storing in AFIS;
- Mobile ID: mobile electronic fingerprint capture equipment used to obtain prints from two fingers for purposes of searching AFIS to determine an individual's identity. These prints are not stored in AFIS.

II. CONTRACT ADMINISTRATION

- A. This Agreement shall be administered by the King County Sheriff through the Regional AFIS Manager or other designee and the Agency Chief of Police or its designee. Each Party's governing body shall approve this Agreement. Each Party shall inform the other within thirty (30) days of this Agreement's execution of its respective contract administrator.

III. GENERAL TERMS AND CONDITIONS

- A. The County, in its sole discretion, will decide whether to place FP Equipment in the Agency.
- B. All FP Equipment purchased by the County and located at the Agency's site shall remain the property of the County.
- C. The County may require the Agency to return FP Equipment to the County at any time, for any reason.
- D. All FP Equipment that has been installed by the King County Regional AFIS Program will be available for use by any other law enforcement agency operating within King County, if feasible, and no charge for the use of those devices by other agencies will be levied by the Agency.
- E. All FP Equipment shall be used exclusively for biometric purposes only.
- F. Statistics, or any information, which is pertinent to the FP Equipment and AFIS Program and requested by the King County Regional AFIS Manager, will be compiled by the Agency and submitted as needed.
- G. The Agency shall cooperate with the FBI if contacted through a post-processing review of a Mobile ID match in its database.
- H. The County may remove any Agency employee's rights to use FP Equipment at any time, for any reason.
- I. The Agency shall ensure that no Agency employee, officer or agent sells, transfers, publishes, discloses, or otherwise makes available any FP Equipment, software, documentation or copies thereof to any third party without the express written authorization of the County.
- J. The Agency agrees to notify the County immediately of any FP Equipment access code of any person who leaves Agency employment so that the County may delete that person's access code in order to maintain the integrity of the AFIS.
- K. The Agency will comply with all FP Equipment requirements as detailed in attached Exhibit A. The Regional AFIS Manager may revise these requirements at any time. Any revised requirements will be provided to the Agency and automatically incorporated as a new Exhibit A to this agreement. No council approval will be required to amend the Exhibit A.
- L. The Agency will comply with the Regional AFIS Program Biometric Handheld Fingerprint Identification Policy. Copy attached as Exhibit B. The Regional AFIS Manager may revise this policy at any time. Any revised policy will be provided to the Agency and automatically incorporated as a new Exhibit B to this agreement. No council approval will be required to amend the Exhibit B.

IV. AGENCY LIAISONS AND TRAINING

- A. The Agency shall assign at least one (1) Liaison. The Agency may assign separate Liaisons for each type of FP Equipment.
- B. All Agency Liaisons are required to attend training in the proper use of and the administrative functions of the FP Equipment. Training shall be provided by the County designated Trainer.
- C. Agency Liaisons for Livescan are responsible to work with the County to schedule staff training, provide user access, perform queue maintenance, and conduct system troubleshooting and testing.
- D. Agency Liaisons for Mobile ID are responsible to work with the County to schedule Agency staff to install the Mobile ID software, schedule staff training, and conduct system troubleshooting and testing.
- E. All Agency FP Equipment Operators are required to attend County provided training in the proper use of the FP Equipment by the County designated Trainer.

V. INSTALLATION AND MAINTENANCE OF ELECTRONIC FINGERPRINT CAPTURE EQUIPMENT

A. Costs paid by County

The County shall pay for the one-time delivery and installation of the FP Equipment approved for placement in the Agency. The County shall be responsible for all maintenance costs on the FP Equipment, unless otherwise specified below.

B. Costs paid by Agency

The Agency shall pay the following costs related to FP Equipment:

1. Any cost for office space remodeling which may be necessary to accommodate the Agency's Livescan installation;
2. Any internal infrastructure which may be necessary to connect the Agency to the King County Network. This infrastructure may include a Local Area Network, wiring, or other equipment;
3. Services in connection with the relocation of the FP Equipment or the additional removal of items of equipment, attachments, features, or other devices, except as may be mutually agreed by written amendment to this Agreement;
4. Electrical work external to the Agency's FP Equipment;
5. Repair or replacement of damaged or lost FP Equipment from any cause whatsoever, while in the care, custody and/or control of the Agency;
6. Repair or replacement to FP Equipment due to the FP Equipment being modified, damaged, altered, moved or serviced by personnel other than County's Contractor or its authorized representative;

7. Purchase of consumable FP Equipment supplies, such as printer toner cartridges, cleaning supplies, and gloves;
 8. Agency employee salary cost and any overtime pay which may be necessary to complete initial or ongoing use or training for FP Equipment;
 9. Cost of integrating any Agency system to the FP Equipment.
 10. Costs associated with moving FP Equipment.
 11. Costs associated with preventative cleaning of FP Equipment.
- C. The County shall act as the point of contact for any questions or service calls from the Agency that need to be relayed to the FP Equipment Contractor. The County shall have a contact person available twenty-four (24) hours a day, seven (7) days a week.
 - D. The Agency shall provide a means of gaining access to the FP Equipment twenty-four (24) hours a day, seven (7) days a week for the purpose of installation, service calls, regular maintenance and special maintenance, when agreed upon in advance between parties. The Agency shall permit the County and/or the FP Equipment Contractor prompt and free access to the FP Equipment, including the ability to access the Livescan remotely.
 - E. The Agency will not make or permit any person other than the County or the FP Equipment Contractor to make any adjustment or repair to the FP Equipment. The Agency will not relocate, modify, change, or attempt to connect said FP Equipment without the prior written permission of the AFIS Regional Manager. The Agency will not attempt to service the FP Equipment, except for normal cleaning, and will not permit anyone other than the County or the FP Equipment Contractor to perform maintenance services in connection with the FP Equipment.
 - F. The Agency shall promptly notify the County of any error, defect, or nonconformity in the FP Equipment.
 - G. The Agency shall perform preventative cleaning of the FP Equipment in accordance with the written instructions and schedules provided by the County.
 - H. Any local system or network changes that would affect the FP Equipment or King County network must be reviewed by King County prior to implementation.
 - I. The Agency shall provide and maintain the network required to submit electronic fingerprint transmissions, in compliance with the FP Equipment Security Policy as described in Exhibit A.

VI. DURATION, TERMINATION AND AMENDMENT

- A. This Agreement shall become effective when it is signed by both Parties.
- B. This Agreement shall continue in full force and effect from year to year unless modified or terminated in accordance with the terms of this Agreement.
- C. This Agreement may be terminated or suspended by either Party without cause, in whole or in part, by providing the other Party's administrator, as described in Article II., thirty (30) days advance written notice of the termination.
- D. If County or other expected or actual funding is withdrawn, reduced, or limited in any way the County may, upon written notification to the Agency's administrator, as described in Article II.,

terminate or suspend this Agreement in whole or in part and such termination or suspension may take place immediately.

- E. This Agreement shall terminate without penalty in the event that, in the opinion of the County, AFIS levy proceeds are, for whatever reason, no longer available for purposes of this Agreement.
- F. Upon termination of this Agreement, the Agency shall cooperate in the return of all King County property to the County. Such a return would be coordinated by the Regional AFIS Manager.
- G. As described in Article III.K and L, any changes to Exhibit A or B may be made by the Regional AFIS Manager. All other amendments to this Agreement must be agreed to in writing by the parties.

VII. INDEMNIFICATION AND LIMITATION OF LIABILITY

- A. In no event will the County be liable for loss of data, loss of use, interruption of service, incompleteness of data and/or for any direct, special, indirect, incidental or consequential damages arising out of this Agreement or any performance or non-performance under this Agreement.
- B. The County assumes no responsibility for the payment of any compensation, fees, wages, benefits or taxes to or on behalf of the Agency, its employees, contractors or others by reason of this Agreement.
- C. Each party shall protect, indemnify and save harmless the other party, its officers, agents and employees from any and all claims, costs and losses whatsoever occurring or resulting from (1) the other party's failure to pay any compensation, wage, fee, benefit or tax, and (2) the supplying to the other party of work, services, materials or supplies by the other party's employees or agents or other contractors or suppliers in connection with or in support of performance of this Agreement.
- D. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.
- E. The County shall indemnify and hold harmless the Agency and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of this agreement. In the event that any such suit based upon such a claim, action, loss or damages is brought against the Agency, the County shall defend the same at its sole cost and expense; provided that the Agency reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the Agency, and its officers, agents, and employees, or any of them, or jointly against the Agency and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.
- F. The Agency shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the Agency, its officers, agents, and employees, or any of them relating to or arising out of this agreement. In the event that any suit based upon such a claim, action, loss or damages is brought against the County, the Agency shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the Agency and their respective officers, agents, and employees, or any of them, the Agency shall satisfy the same.

G. The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

VIII. CHOICE OF LAW AND VENUE

This Agreement will be governed by the laws of the State of Washington, both as to interpretation and performance. Any action at law, suit in equity or other judicial proceeding for the enforcement of this Agreement may be instituted only in King County Superior Court.

IX. DISPUTES

The Parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both Parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this article.

X. NO THIRD PARTY BENEFICIARIES

There are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

XI. WARRANTY OF RIGHT TO ENTER INTO AGREEMENT

The Parties each warrant they have the authority to enter into this Agreement and that the persons signing this Agreement for each Party have the authority to bind that Party.

XII. ENTIRE AGREEMENT

No change or waiver of any provision of the Agreement shall be valid unless made in writing and executed in the same manner as this Agreement. Except as to modifications to Exhibits A & B, the governing body of each Party shall approve any amendment to this Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all previous agreements, written or oral, between the Parties with respect to the subject matter hereof.

KING COUNTY	AGENCY:
_____	_____
NAME OF PERSON SIGNING	NAME OF AGENCY
_____	_____

TITLE OF PERSON SIGNING	NAME OF PERSON SIGNING
DATE SIGNED	TITLE OF PERSON SIGNING
	DATE SIGNED

EXHIBITS:

- A: FP Equipment Requirements**
- B: Biometric Handheld Fingerprint Identification Policy**

EXHIBIT A

FINGERPRINT EQUIPMENT REQUIREMENTS

I. LIVESCAN SPECIFIC REQUIREMENTS

A. Environmental

The County shall provide an Uninterruptible Power Supply (“UPS”) to be used with the Livescan equipment at no cost to the Agency.

The Agency shall provide the County with a minimum of two fixed IP addresses to be used only for the Livescan system and fingerprint card printer.

Cities must provide the proper environment for the Livescan, to include:

1. Consistent temperature ranging from 60 to 80 degrees Fahrenheit.
2. Consistent humidity ranging from 20% to 80% non-condensing.
3. Network connections no more than 3-4 feet from equipment.
4. Total of 4 power outlets within 3-4 feet of the Livescan system.

Note: It is recommended that Cities have a dedicated 120V, 15Amp, 60Hz power line for the Livescan to avoid circuit overload.

B. Local Interfaces

Livescans may be integrated with local records management systems provided that:

1. All development and installation costs are paid by the Agency
2. The integration specifications are provided for review and approval by the County prior to implementation
3. The integration is tested by the County prior to implementation

C. Fingerprint, Palmprint and Arrest Record Transmission

1. All Agency criminal misdemeanor, gross misdemeanor, and felony fingerprints and palmprints, on both adults and juveniles, will be electronically transmitted to the King County Regional AFIS database for search and registration.
2. The King County Regional AFIS will transmit the Agency’s fingerprint images, charge and demographic data, electronically to the Washington State Patrol for processing.
3. The Agency will be solely responsible for the accuracy of all demographic and charge information on its fingerprint and palmprint submissions. The County will not edit any suburban Agency demographic or charge information prior to submitting to Washington State Patrol.

II. MOBILE IDENTIFICATION SPECIFIC REQUIREMENTS

The Agency must provide the proper environment for the Mobile ID software, to include:

- A. The Mobile Data Terminal or patrol vehicle mounted laptop running Windows 7 (32 or 64 bit) operating system.
- B. The patrol vehicle must be a physically secure location according to current Criminal Justice Information Services Security Policy.

III. QUALITY CONTROL

Maintaining the quality of the Regional AFIS database is important in order to continue our region's ability to identify criminals and solve crimes. The Agency shall submit electronically captured fingerprints and palmprints (where applicable) to the Regional AFIS database that are of the best possible quality. The County will provide training to Agency staff, either through the FP Equipment Contractor or the County. The Agency and County will work together to ensure that all users are trained to competency. The County will review the quality of electronically captured prints and inform Agency of operators not meeting standards. These operators may be required to repeat training, and must improve their overall quality, in order to maintain access to the FP Equipment.

IV. NETWORKING

The Agency will provide coordination of Agency IT staff, when needed, to ensure secure networking is in place.

The Agency shall report, in advance when possible, all network changes and/or outages which have the potential to disrupt FP Equipment connectivity. Reporting can be made via the King County Service Request Line (206-263-2777) or the AFIS IT mailbox (AFISITHelp@kingcounty.gov).

V. SECURITY

A. Roles and Responsibilities

Each participating Agency is responsible for establishing appropriate security control.

All member Cities shall provide security awareness briefing to all personnel who have access to King County FP Equipment.

B. Monitoring

All access attempts are logged and/or recorded and are subject to routine audit or review for detection of inappropriate or illegal activity.

Security-related incidents that impact County FP Equipment data or communications circuits shall be reported immediately upon discovery by the Agency to the King County Regional AFIS Program.

C. Physical Security

Cities must assume responsibility for and enforce the system's security standards with regard to all Cities and users it services. The Agency must have adequate physical security to protect against any unauthorized access to FP Equipment, or stored/printed data at all times.

D. Network Environment Security

Cities hosting the connection of FP Equipment shall ensure adequate security measures are taken to provide protection from all forms of unauthorized and unsolicited access to FP Equipment. These security measures will be in compliance with Federal Information Processing Standard (FIPS) 140-2.

Cities are required to provide, manage, and maintain a firewall that segments the FP Equipment from any foreign non-public safety networks.

Any exceptions to this or any other network security requirement must be approved by the Regional AFIS Manager under the guidance of King County by and through its Sheriff's Office Information Services Section and King County Information Technology.

If a security breach occurs and personal identifiable information or confidential data is released or compromised, the host Agency shall bear the responsibility and costs to notify affected individuals whose information was released or compromised. This will be completed in accordance with any applicable state or federal laws.

EXHIBIT B



BIOMETRIC HANDHELD FINGERPRINT IDENTIFICATION POLICY King County Regional Automated Fingerprint Identification System (AFIS)

I. PURPOSE

To provide direction for the use of the biometric handheld fingerprint identification devices, more commonly known as a mobile identification device or Mobile ID. If an agency wishes to adopt its own or deviate from this policy, the agency must present its request to the Regional AFIS Manager.

II. PROGRAM

King County's regional AFIS program has initiated a Mobile ID project, involving the use of wireless remote fingerprint identification throughout the county. The project is designed to assist in identifying persons whose identities are in question. While the fingerprint verification process already exists in King County, Mobile ID moves this function to law enforcement first responders, resulting in a more timely identification process.

The system scans the fingerprints at the Mobile ID device and transmits wirelessly to the King County AFIS. If the fingerprints are in the AFIS database, a positive match returns the person's specific identifiers to the Mobile ID device or officer's mobile computer.

In the future, a simultaneous search may also be conducted to search Washington State Patrol's AFIS database and an FBI database known as the Repository for Individuals of Special Concern (RISC).

- A. Only officers trained by AFIS program staff and operating under the guidelines of the Mobile ID project may use the device.
- B. In the event that lack of usage by the assigned officer is a concern, the AFIS program will communicate with the agency and provide retraining and/or direct a reassignment of the device.
- C. Any use of the device not consistent with this policy and/or law enforcement purposes may result in reassignment or forfeiture of the device, and/or a deactivation of access to the AFIS database. Additionally, any violation of the Mobile ID policy/procedure, or of federal or state law, may subject the officer to internal discipline by his/her agency.

III. PROCEDURE

The use or retention of any Mobile ID-collected data shall conform to federal and state laws. It must also conform to individual agency policy as well as the AFIS program procedure as follows:

- A. An officer may use Mobile ID when there is probable cause to arrest a suspect.
- B. An officer may also use Mobile ID during a Terry Stop based upon reasonable suspicion. If a person provides a driver's license or other valid means of identification, or gives the officer a name that can be confirmed through a driver's license check, that form of identification should suffice without the use of Mobile ID. However, if there are articulable facts that give rise to reasonable suspicion regarding the accuracy of a person's identity, the officer may use Mobile ID to verify identity.
- C. Absent probable cause or reasonable suspicion of criminal activity, a person may consent to an officer's request to use Mobile ID. However, the consent must be voluntary as defined by current Washington case law; i.e., the person must be informed that he/she has a right to refuse the officer's request.
- D. Use of the device shall be documented in any report generated as a result of the contact. The officer must articulate the specific facts that support the basis for the use of Mobile ID and must state the voluntary compliance of the Mobile ID if used without arrest, probable cause, or reasonable suspicion.

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion and Action on the 2017 Financial Policies		Meeting Date: December 5, 2016
Department: Finance	Attachments: 1. Budget Matrix 2. Financial Policies	Fund Source: N/A
Contact: Kim Krause, Finance Director		Activity Cost: N/A
Telephone: (206) 439-3150		Amount Budgeted: N/A
Adopted Initiative: N/A	Initiative Description: N/A	
PURPOSE/ REQUIRED ACTION: The purpose of this agenda item is to discuss and potentially adopt the 2017 financial policies.		
BACKGROUND (Include prior Council action & discussion): On August 22, 2016, staff presented the first draft of the 2017 proposed financial policies. On October 3, 2016, staff presented the 2017-2018 Preliminary Biennial Budget and additional proposed revisions to the financial policies, including the incorporation of comments made by Council at the August 22 meeting. On November 7, 2016, staff proposed and Council discussed two more revisions to the financial policies. On November 21, staff requested that Council approve the 2017 financial policies in conjunction with the 2017-2018 Biennial budget. Council directed staff to incorporate additional proposed changes to the budget matrix and return on December 5 for further discussion. Staff has included the discussion items on the attached matrix for Council's consideration.		
OPTIONS (Including fiscal impacts): 1. Approve the 2017 Financial Policies. 2. Do not approve the 2017 Financial Policies. Provide direction to staff for changes and place on the December 19, 2016 agenda for adoption.		
Administrative Recommendation: Approve the 2017 Financial Policies.		
Advisory Board Recommendation: N/A		
Suggested Motion: Move to approve the 2017 Financial Policies.		
Submitted by: Kim Krause Administration _____ City Manager _____		
Today's Date: November 22, 2016	\\File\records\CC\Agenda Bill 2016\120516ad-1 2017 Financial Policies Discussion and Adoption.docx	

2017 Financial Policies Matrix

#	comment Date	Request/Comment	Annual Cost	Staff Response	Council Decision
1	11/21/2016	Financial Policy F.5 - revise property tax increase language		Staff's recommendation is: As a general guideline, property taxes levied for general government operations will be at least 1% more than levied in the prior year plus the amount received as a result of new construction.	
2	11/21/2016	Financial Policy B.8.8 - retain current property tax allocation split of 90% General Fund and 10% Capital Projects Reserve Fund		If approved, staff will remove B.8.B to redirect 100% of the property tax to the General Fund; the updated financial forecast will show a deficit in 2020.	-----
3	11/21/2016	Financial Policy B.8.C - change language to say "Identify and adopt new revenue sources."		Staff concurs with proposal	
4	11/21/2016	Financial policy B.8.A - change language to say "Take steps as feasible to limit annual expenditure increases for contract services to the lesser of 2% per year or the annual inflation index listed in Policy J.4."		Staff concurs with proposal	
5	11/21/2016	Form a committee of Council and staff to examine improving the allocation formula for human services funding prior to future allocation		This work needs to be complete by the end of 2017. Need further direction from Council on committee's purpose and names of Councilmembers who will be participating.	Approved
6					
7					
8					
9					
10					

CITY OF BURIEN FINANCIAL POLICIES

The City's Financial Policies are intended to serve as a Council-approved set of values and expectations for Council Members, City staff, citizens and other interested parties who may do business with the City. The use of the term "City" refers to all City officials and staff who are responsible for the activities to carry out these policies. The policies describe expectations for financial planning, budgeting, accounting, reporting and other management practices. They have been prepared to assure prudent financial management and responsible stewardship of the City's financial and physical resources.

A. City Funds

The City shall utilize "governmental fund accounting" as the organizational structure for its financial activities. The following funds have been established for budgeting, accounting and reporting.

OPERATING FUNDS

1. The *General Fund* is the general operating fund of the City. It accounts for all financial resources and transactions except those required to be accounted for in another fund.
2. The *Street Fund* is required by state law to account for dedicated state-shared gas tax revenue. The City's business license fee revenue, solid waste franchise fees and solid waste utility taxes are also deposited in this fund. Monies in the Street Fund are used for street maintenance and transportation capital projects.
3. The *Surface Water Management Fund* accounts for the maintenance and capital improvements to the City's storm and surface water drainage system. Revenues come from fees collected from residential and commercial property owners.

RESERVE FUNDS

1. The *Equipment Replacement Reserve Fund* provides monies for the orderly replacement of City assets with a value over \$5,000 and with an estimated service life of three or more years. All monies come from the City's Operating Funds (General, Street, and Surface Water Management).
2. The *Public Works Reserve Fund* is utilized for debt service or to accumulate monies for future Capital Improvement Program projects. Funding sources include the Real Estate Excise Tax (REET), Park Mitigation Fees, and transfers from the General Fund.

3. The *Capital Project Reserve* was established to accumulate monies from the City's annual property tax levy for future Capital Improvement Program projects.
4. The *Art in Public Places Fund* accounts for contributions, donations and commissions on sales of art displayed in public places along with 1% of construction contracts for City owned buildings, transit centers and parks.
5. The *Local Improvement District (LID) Guaranty Fund* is required by State law to maintain a balance of not less than 10% of the City's outstanding LID assessments. All monies in the Fund come from the Street Fund; any monies in excess of the needs of the LID Guaranty Fund are returned to the Street Fund.

DEBT SERVICE FUND

1. The City maintains a single *Debt Service Fund* to account for the resources necessary to pay principal and interest when due on the City's outstanding General Obligation Bonds, Local Improvement District Bonds, and Public Works Trust Fund Loans.

CAPITAL IMPROVEMENT PROGRAM FUNDS

Three Capital Improvement Program Funds have been established to account for the revenues and expenditures associated with the following Capital Improvement Program project areas:

1. Parks and General Government;
2. Transportation; and
3. Surface Water Management.

B. Resource Planning

1. To assure stability and continuity in City services, the City will prepare and update on a biennial basis a six-year Financial Forecast for all City Operating and Reserve Funds. This biennial planning process will enable citizens, staff, advisory committees, and the City Council to discuss current and future programs, service levels, and capital facility needs.
2. The relationship between the Operating and Capital Budgets will be incorporated into the Financial Forecasts and Budgets. Maintenance and operating costs associated with new Capital Improvement Program projects shall be disclosed in the Capital Budget when projects are being considered and included in the Operating Budget when the projects are complete.
3. The City Manager shall develop on a biennial basis a Financial Planning calendar that will provide for the timely update of the six-year Financial Forecasts for all City Operating and

Reserve Funds along with the biennial process to develop, review, and adopt the City's Operating and Capital Budgets.

4. The City's Operating and Capital Budgets will implement City Council adopted goals and policies, long-range plans, and service choices for the community. To the extent financially feasible, the City Manager shall develop a proposed budget that implements the adopted Strategic Plan. The City Council shall use the adopted Strategic Plan and other applicable policies and plans to inform and guide their review and adoption of the biennial budget.
5. The City will use "prudent revenue and expenditure assumptions" in the development of the six-year Financial Forecasts, and Operating and Capital Budgets. Revenue and expenditure estimates shall be conservative to generally produce variances from budget estimates in the 3% to 5% range for overall fund revenues and 3% to 5% range for overall fund expenditures.
6. One-time resources shall be identified and shall be used to support one-time expenditures. Ongoing expenditure programs shall only be supported by ongoing resources.
7. Where estimated expenditures and fund balances exceed estimated resources for any Financial Forecast, potential options to bring the six-year Financial Forecasts into balance shall be included as an integral part of the Budget process.
8. To address anticipated the budget implications associated with the loss of the Annexation Sales Tax Credit revenue in the 2019-2020 biennial budget, the city should consider the following options:
 - A. Take steps to limit annual expenditure increases for contract services to the lesser of 2% per year or the annual inflation index listed in Policy J.4.
 - B. Direct 100% of the Property Tax revenue to the General Fund (instead of 90%).
 - C. Adopt a new revenue source.

C. Fund Balance and Reserve Levels

Budgeted fund balances shall be established at a minimum of ~~17.5~~20% of budgeted recurring revenue for the General Fund and 5% of budgeted recurring revenues for the Street and Surface Water Management Funds. ~~The City's General Fund Reserve shall be increased to 20% with the adoption of the 2017-18 biennial budget.~~ The City hereby establishes and will maintain reservations of Fund Balance, as defined in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This policy shall only apply to the City's governmental funds. Fund Balance shall be composed of the following five categories:

1. Non-Spendable Fund Balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the principal of an endowment fund).
2. Restricted Fund Balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), constitutionally, or through enabling legislation (that is, legislation that creates a new revenue source and restricts its use). Restrictions may only be changed or lifted with the consent of the resource providers.
3. Committed Fund Balance – Amounts that can be used only for the specific purposes determined by formal action of the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally.
4. Assigned Fund Balance – Amounts the City intends to use for a specific purpose.
5. Unassigned Fund Balance – The residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are the portion of fund balance that is not obligated or specifically designated and is available for any purpose.

The Finance Director shall have the authority to assign amounts of fund balance to a specific purpose; however, before expenditure, amounts must be appropriated by the City Council.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for purposes for which amounts in any of unrestricted fund balance classifications can be used, committed amounts shall be reduced first, followed by assigned amounts and then unassigned amounts.

[With the adoption of the 2015-16 Biennial Budget, Council approved the establishment of a The General Fund includes a \\$2 million dollar Capital Partnership Reserve. With the adoption of the 2017-18 Biennial Budget, the reserve is increased by \\$1 million for a total of \\$3 million.](#) This reserve is in the General Fund and will be leveraged to partner with other agencies on shared capital facilities. [Also with the adoption of the 2017-18 Biennial Budget, \\$1 million is set aside to establish a Capital Equipment Reserve to purchase furnishing and/or equipment for new City facilities.](#) The funds are available for appropriation if the first criteria is met and one or more of the following criteria is also met.

1. Partnership with a public or private entity.
2. The project or the need is identified in an adopted plan or the adopted budget.

3. The estimated cost of the project is a minimum of \$1 million and Burien's share is at least \$500,000.
4. The project can be accomplished better and/or faster with a partnership.

D. Resource Allocation

The City Council has established the following allocations for designated revenues:

1. Not less than 1.25% of annual General Fund expenditures will be for Human Services programs.
2. A minimum of 40% and a maximum of 50% of Business and Occupation Tax Revenues are dedicated to expanded Economic Development programs and activities.

E. Accounting, Budget, and Financial Practice Policies

1. The City will maintain an accounting and financial reporting system that fully meets professional standards, state accounting requirements, and standards used by debt rating agencies.
2. Financial procedures shall be developed to assure appropriate controls are in place to protect City assets and to provide for the development of timely financial reporting.
3. Procurement policies and procedures shall be developed and periodically updated as needed to meet legal requirements and assure effective and competitive purchasing practices.
4. The City will strive to maintain at least an "A1" bond rating from Moody's Investor Services.
5. The Finance Director shall provide to the City Council not less than quarterly a Financial Status Report for all City Funds. This Report will include comparisons of actual revenue and expenditure performance to the respective Budget estimates. Where revenue collections are, or are anticipated to be significantly less than Budget estimates, and/or, where expenditures are, or are anticipated to be significantly greater than Budget estimates, the Finance Director shall include recommendations for possible adjustments or actions.
6. In accordance with state law, the City Manager is authorized to transfer budgeted amounts within any fund; however, any revisions that alter the total expenditure authority (appropriation) of a fund, that increase the total number of authorized employee positions, or that increase any salary range within the pay classification system in the budget by more than 5% must be approved by the City Council.

7. City checks for the payment of claims may be issued prior to the City Council's review and approval of such claims, provided that the City Manager and/or Finance Director have put in place the provisions of RCW 42.24.180 which include the following:
 - a. The Auditing Officer and individuals designated to sign checks shall have in place an official bond for the faithful discharge of his or her duties in an amount equal to or exceeding \$50,000;
 - b. The City ~~Manager Council~~ shall adopt contracting, hiring, purchasing and disbursing policies that implement effective internal controls;
 - c. The City Council shall provide for its review of the documentation supporting claims paid and for City Council approval of all checks issued for payment of claims at a Council meeting within one month of issuance of the checks; and
 - d. The City Council shall require that if, upon its review, it disapproves some claims, the Finance Director and individuals designated to sign checks shall jointly establish the disapproved claims as receivables of the City and pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claims.

F. Revenue Policies

1. To minimize the impact of cyclical economic downturns on General Fund revenues and services, the City will attempt to diversify its economic base.
2. Where the City has authority to establish and change fees and charges, all such fees and charges (except for the Surface Water Management fee) shall be adjusted annually for inflation, based on the change in the Seattle-Tacoma-Bremerton Consumer Price Index - All Urban Consumers for all items for the twelve month period ending June 30, or other applicable index or measure. The Surface Water Management fee shall be adjusted annually for inflation based on the change in the Engineering News Record Construction Cost Index (CCI) for Seattle. This index shall be measured by the percent change between the most recent June index as compared to the prior June index.
3. The City will establish cost recovery policies for fee supported services which consider the relative public/private benefits received from the services being provided and/or the desirability of providing access to services for specialized populations. These policies will determine the percentage of full service costs to be recovered through fees. The level of cost recovery may be adjusted to ensure that rates are current, equitable, and competitive and cover that percentage of the total cost deemed appropriate. Staff shall submit periodic financial reports to the Council on the progress in meeting the policies.

4. Grant revenue will be included in the City's Financial Forecasts and Budgets when it is probable the City will receive the grant award.
5. Property taxes levied for general government operations will be at least 1% more than levied in the prior year plus the amount received as a result of new construction. Effective with the 2012 Property Tax Levy, 90% of the Property Taxes will be allocated to the General Fund and 10% will be allocated to the Capital Projects Reserve Fund. [\(Note, see Section B.8. above\)](#)

G. Capital Improvement Program Policies

1. The City will plan for capital improvements over a multi-year period. The Capital Improvement Program will directly relate to the City's long-range plans and policies. When capital improvements are being planned, maintenance & operating costs will be estimated and identified within the City's Financial Forecasts. When the capital projects are complete, monies will be included in the City's Operating Budget to provide for maintenance and operating costs.
2. To plan for replacement of the City's physical assets, the City shall maintain a current inventory of all of the City assets, their condition, and estimated replacement costs. The City shall maintain an Equipment Replacement Reserve Fund consisting of cash reserves set aside each year to provide for the timely and orderly replacement of assets. The Equipment Replacement Reserve Fund shall be included in the update of the City's Financial Forecasts.
3. The City will maintain an "Art in Public Places Fund" for the purpose of providing funds for art in capital improvement projects funded wholly or in part by the City of Burien for construction or remodeling of government owned public buildings, transit centers and parks.
4. A capital project is defined as a project of a nonrecurring nature with a cost of \$25,000 or more and estimated service life of at least 10 years including major renovations of existing facilities. Routine maintenance of existing facilities, however, should not be included in capital requests.
5. The Adopted Capital Facilities Element of the Burien Comprehensive Plan provides guidance regarding the development of the City's Capital Improvement Program.
6. For each Fund included in the Capital Improvement Program (Parks and General Government, Transportation, and Surface Water Management), funding sources will be identified so that it will be clear what local funds, grant funds, and other revenue sources are supporting each program.

7. The City will use Community Development Block Grant capital funds for eligible capital projects that are included in the City's adopted Capital Improvement Program. The funds will only be spent on eligible projects that benefit low and moderate income individuals as defined in the Community Development Block Grant regulations.

7-8. To help improve competitiveness for capital project construction grants and loans, the City should identify and budget resources for project design and matching funds. Potential sources may include water and sewer district franchise fees or utility taxes, and new or updated impact fees for streets and parks to be imposed on new development.

H. Debt Policies

1. When evaluating the use of councilmanic debt and the associated debt service obligations, a financial feasibility analysis will be performed including the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles.
2. Voted and councilmanic debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating.
3. The City will establish appropriate procedures to assure compliance with its bond covenants and all other applicable federal, state, and local laws, policies or regulations.
4. Debt may be used on a limited basis for specific short-term cash flow needs. Debt will not be used to fund long-term revenue shortages. For major capital projects with long-term useful lives (normally 20 years or more) and where costs exceed short-term cash flows, debt may be used provided there is sufficient discretionary revenue within the Financial Forecasts Plan to service the debt without disrupting the City's existing service delivery programs.

I. Investment Policies

1. The City will follow state law and the following criteria in priority order when investing City monies:
 - a. Preserve capital through prudent financial investments;
 - b. Maintain sufficient liquidity so that monies are available when needed; ~~and~~
 - ~~b-c.~~ Achieve the best available rate of return.
 - d. Manage the investment yields of bond proceeds to avoid the potential for payment of rebates;

e. Ensure that investment instruments acquired with bond proceeds are purchased at fair market value; and

2. The City will provide the appropriate accounting and reporting for any private donations or monies held in trust by the City.

J. Financial Management and Organizational Review Policies

1. The City Manager will periodically review the City's organizational structure to assure that it is responsive to current conditions; and to eliminate service duplication within the organization and with other local government jurisdictions. Periodic performance audits may be used to assess organizational costs and effectiveness. Periodic budget reviews shall be made to examine departmental and/or program line-item costs. The City Manager has the authority to revise the organizational structure to improve performance and address opportunities, within the adopted budget.
2. The City Manager will periodically evaluate the City's administrative and direct service delivery systems to determine whether a service should be provided by the City, by agreement with a qualified and competitively priced private or public contractor, or eliminated due to changes in community needs and expectations.
3. The City Council will adopt, through the biennial Budget, service levels, a work program, and performance standards that reflect City revenues, community expectations and legal requirements. The City is committed to examining how it provides services so that service levels and performance standards are met or exceeded at the least cost to the public.
4. The City's compensation structure (salaries and benefits) will be reviewed at least every three years. The City's compensation structure shall be competitive with that of comparable public sector employers in the relevant recruiting or market area; however, no adjustments shall be made if it is determined the City does not have the ability to pay. The criteria for reviewing employee salaries and benefits will also include internal comparability for similar jobs. If relevant private sector comparisons are available, they will be considered. Annual cost of living adjustments will be based on 100% of the change in the Seattle-Tacoma-Bremerton Urban Wage Earners and Clerical Workers Consumer Price Index for all items the twelve-month period ending June 30, or other applicable index or measure, rounded to the nearest one-tenth percent.
5. The City will, within available resources, maintain the productivity of staff through a supportive working environment, which includes appropriate equipment, supplies, materials, and professional staff development.

6. The City will evaluate its use of intergovernmental service contracts to prevent duplication of services and to assure an effective and efficient service delivery system to the community.

~~6.7.~~ The City adopts biennial budgets at the start of every odd-numbered year. The biennial budget provides a two-year expenditure appropriation with side-by-side one-year budget displays. To avoid overspending the two-year appropriation too quickly, departments are held to single-year budgets and are generally not able to commit funds from the second year of the biennium before it begins. The City Manager may approve the carryover of unspent funds from the first year to the second year if it is determined that a program and/or project was not complete at the end of the year and funds are available.

K. Contract Approval Authority

The approval authority for execution of City contracts is as follows:

1. The City Manager will have authority to sign contracts up to \$25,000.
2. The City Manager will have authority to sign contracts over \$25,000 for equipment, goods, and services that are included in the Adopted Budget. The City Manager shall provide a report of such contracts signed as part of the quarterly financial report.
3. Contracts that exceed Adopted Budget spending authority must be placed on the Council agenda for discussion and approval.
4. Contracts over \$25,000 for initiatives not included in the Adopted Budget must be placed on the Council agenda for discussion and approval.
5. All capital projects in which there is a material change in scope must be placed on the Council agenda for discussion and approval.

L. Debt Collection

1. The Finance Director shall establish and maintain policies and procedures relating to the collection of debt.
2. The Finance Director shall establish policies and procedures governing the assignment or other referral of delinquent accounts or debt to a collection agency that has entered into a contract with the City for that purpose.
3. In certain cases, amounts which are due any City department, from an individual or a corporate debtor may remain unpaid for long periods of time. After the Finance Director and the City Manager have determined that there is no cost

effective means of collecting the debt, the debt may be cancelled, written off, or reduced.

4. Amounts due to the City which are \$1,000 or less, after reasonable efforts for collection and or settlement have been made, may be written off upon approval of the City Attorney and the Finance Director. Any debts that are approved for discharge shall be reported as part of the quarterly financial reports.
5. Amounts due to the City between \$1,001 and \$5,000 due to the City, after reasonable efforts for collection and or settlement have been made, may be written off by the City Manager upon the recommendation of the City Attorney and the Finance Director. Any debts that are approved for discharge shall be reported as part of the quarterly financial reports.
6. Amounts due to the City greater than \$5,000, after reasonable efforts for collection and or settlement have been made, will be presented to the City Council for approval to be written off.

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Motion to adopt 2016 Comprehensive Plan Amendments.		Meeting Date: December 5, 2016
Department: Community Development	Attachments: 1) Ordinance No. 662, 2016 Comprehensive Plan Text and Map Amendments 2) Resolution No. 370, 2016 Comprehensive Plan Docket	
Contact: David Johanson, AICP, Senior Planner		
Telephone: (206) 248-5501		
Adopted Work Plan Priority: Yes <u>X</u> No <u> </u> .	Work Plan Item Description: Processing and adoption of annual comprehensive plan text and map amendments.	

PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for the City Council to take action on the proposed 2016 Comprehensive Plan amendments.

BACKGROUND (Include prior Council action & discussion):

On April 18, 2016 the City Council passed Resolution No. 370 establishing the 2016 Comprehensive Plan Amendment Docket and Work Program. As requested at your November 21, 2016 meeting, this resolution is being provided as Attachment 2 to this agenda bill.

An introduction to the Planning Commission regarding the proposed Comprehensive Plan text amendments and Comprehensive Plan Map amendment request occurred on October 14, 2016. Public hearings on all of the proposed amendments was conducted on October 26, 2016 followed by the Planning Commission making unanimous recommendations to the City Council at that same meeting on October 26, 2016.

The map amendment recommendation report can be found as an attachment to proposed Ordinance No. 662 as Exhibit D (see Attachment 1). The map amendment request is being split into two separate processes. The first step will be to consider the Comprehensive Plan map amendment request, which is a legislative action. If the result of the Comprehensive Plan process is a change in the land use designation then second the step in the process will commence. This will be the consideration of a rezone and it will occur in early 2017. The City Council is the final decision maker on rezone requests.

Ordinance No. 662 as attached has been amended pursuant to direction by the City Council at your November 21, 2016 meeting. Specifically the policy language regarding adoption of the Highline School District's capital facilities plan has changed to clarify that the Council may choose to adopt school impact fees at some point in the future.

FUTURE ACTIONS

December 19, 2016 - If needed, action may occur on Ordinance No. 662.

OPTIONS (Including fiscal impacts):

1. Approve Ordinance No. 662 as presented.
2. Modify Ordinance No. 662

Administrative Recommendation: Approve Ordinance No. 622 adopting amendments to Burien's Comprehensive Plan.

Advisory Board Recommendation: The Planning Commission unanimously recommended approval of the text amendments and the Morton Comprehensive Plan Map amendment request as set forth in Ordinance No. 662.

Suggested Motion: I move to adopt Ordinance No. 662 adopting amendments to Burien's Comprehensive Plan and adopting the findings and conclusions contained therein.

Submitted by: David Johanson, AICP, Senior Planner

Administration 

City Manager 

Today's Date: November 29, 2016

File Code: R:\CC\Agenda Bill 2016\120516cd-1
CompPlanAmend 2016.docx

CITY OF BURIEN, WASHINGTON

ORDINANCE NO. 662



**AN ORDINANCE OF THE CITY OF BURIEN,
WASHINGTON, RELATING TO 2016 COMPREHENSIVE
PLAN TEXT AND MAP AMENDMENTS, ADOPTING
FINDINGS, PROVIDING FOR SEVERABILITY, AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council adopted the Comprehensive Plan of the City of Burien on November 17, 1997, pursuant to RCW Chapter 35A.63 and as required by the Growth Management Act ("GMA") of 1990, as amended; and

WHEREAS, the City Council adopted Resolution No. 370 on April 18, 2016, which established the docket of possible Comprehensive Plan amendments to be considered as part of the City's annual amendment package; and

WHEREAS, public notice was provided and the City of Burien Planning Commission held two public hearings on October 26, 2016 pertaining to proposed comprehensive plan text, figure and a map amendment; and

WHEREAS, the City Council has received recommendations from the Planning Commission regarding the proposed amendments as attached hereto as Exhibit B; and

WHEREAS, the City Council held public meetings on November 21, 2016 and December 5, 2016 to discuss the proposed amendments; and

WHEREAS, the City of Burien has complied with the requirements of the State Environmental Policy Act and the City Environmental Procedures Code; and

WHEREAS, the City of Burien provided the proposed comprehensive plan amendments to the Washington State Department of Commerce on September 28, 2016 and did not receive comments; and

WHEREAS, based on careful consideration of the facts and law, including without limitation, the King County Countywide Planning Polices, public testimony and the records and files on file with the office of the City Clerk including the following:

- Planning Commission meeting minutes of March 9, 2016, October 12, 2016 and October 28, 2016;

- Findings and Recommendations as recommended by the Planning Commission (attached Exhibits B & D)
 - Exhibit B - Comprehensive Plan Amendments includes text, figures and maps
 - Exhibit D - File No. PLA 16-0451, Morton Comprehensive Plan map amendment;
- City Council findings (attached Exhibit D)

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Findings. The City Council finds that approval of amendments to the Comprehensive Plan text attached hereto as Exhibit A and amendments to the Comprehensive Plan and Zoning Maps attached hereto as Exhibit C comply with the requirements of the Washington State Growth Management Act and the City of Burien Zoning Code;

Section 2. Amendments to the Comprehensive Plan Text. The City Council hereby adopts the amendments to the Burien Comprehensive Plan Text, attached as Exhibit A, and further adopts the findings in support of said amendments, attached as Exhibit B, which Exhibits A and B are incorporated by this reference as if fully set forth herein

Section 3. Amendments to the Comprehensive Plan. The City Council hereby adopts the amendments to the Burien Comprehensive Plan Map, attached as Exhibit C, and further adopts the findings in support of said amendments, attached as Exhibit D, which Exhibits C and D are incorporated by this reference as if fully set forth herein.

Section 4. Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This ordinance, or a summary thereof, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2016, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS _____ DAY OF _____, 2016.

CITY OF BURIEN

Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:

Monica Lusk, City Clerk

Approved as to form:

Lisa Marshal, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.: 662
Date of Publication:

Ordinance 662

Exhibit A

PoL CF 8.0 The Highline School District's capital facilities plan, as amended yearly, is adopted by reference as Appendix 6.3 of this Comprehensive Plan for the purpose of providing a policy basis for collection of school impact fees, if so adopted by the Burien City Council.

The following figure and document are attached.

Figure TR 2.5 - Primary Truck Routes

Appendix 6.3 – Highline School District No. 401, Capital Facilities Plan 2016-2021, adopted June 22, 2016



Figure 2-TR2.5 - Primary Truck Routes

December 2016

**BURIEN COMPREHENSIVE PLAN
APPENDIX 6.3**

HIGHLINE SCHOOL DISTRICT NO. 401

CAPITAL FACILITIES PLAN

2016-2021

May 27, 2016



Adopted: June 22, 2016

HIGHLINE SCHOOL DISTRICT NO. 401

CAPITAL FACILITIES PLAN

2016-2021



BOARD OF DIRECTORS

Michael D. Spear, President
Bernie Dorsey, Vice President
Angelica Alvarez
Tyrone Curry, Sr.
Joe Van

SUPERINTENDENT

Dr. Susan Enfield

Table of Contents

	Page
Introduction.....	1
Educational Program Standard	3
Capital Facilities Inventory.....	5
Student Enrollment Trends and Projections	9
Capital Facilities Projections for Future Needs	10
Financing Plan	14
School Impact Fees.....	16
Appendix A: District Map	A-1
Appendix B: Population and Enrollment Data	B-1
Appendix C: School Impact Fee Calculations.....	C-1
Appendix D: Student Generation Rates.....	D-1

For information regarding the Highline School District's 2016-2021 Capital Facilities Plan, contact G. Scott Hodgins, Executive Director, Capital Planning and Construction, Highline School District No. 401, 17810 8th Avenue South, Building A, Burien, Washington 98148. Telephone: (206) 631-7500

SECTION ONE: INTRODUCTION

Purpose of the Capital Facilities Plan

This Six-Year Capital Facilities Plan has been prepared by the Highline School District (the "District") as the District's primary facility planning document, in compliance with the requirements of Washington's Growth Management Act (the "GMA") and King County Council Code Title 21A. The Plan was prepared using data available in May 2016. The GMA outlines 13 broad goals including adequate provision of necessary public facilities and services. Schools are among these necessary facilities and services. School districts have adopted capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student populations anticipated in their districts.

The Highline School District (the "District") has prepared this Capital Facilities Plan (the "CFP") to provide King County (the "County") and the cities of Burien, Des Moines, Kent, Normandy Park, SeaTac, and Seattle with a schedule and financing program for capital improvements over the next six years (2016-2021).

This Plan will be updated annually with any changes to the impact fee schedule adjusted accordingly.

Executive Summary

After a period of low enrollment growth, the District has experienced steady and significant enrollment increases since 2010. The District currently serves an approximate student population of 19,058 (October 1, 2015 enrollment) with 18 elementary schools (grades K-6), five middle level schools (grades 7-8), and five high schools (grades 9-12). In addition, the District has alternative programs: Big Picture (MS and HS) at the Manhattan site; CHOICE Academy (MS and HS) at the Woodside site; New Start at the Salmon Creek Site; and Puget Sound Skills Center ("PSSC").

Over the last 14 years the District has embarked on a major capital improvement effort to enhance its facilities to meet current educational and life-safety standards. Since 2002 the District has passed two major capital bonds: one in 2002 for approximately \$189,000,000 and one in 2006 for approximately \$148,000,000. The schools which were built for replacement of existing facilities and not to accommodate increased enrollment.

With the approved capital bond funds and reimbursements from the Office of the Superintendent of Public Instruction, the State of Washington, the Port of Seattle, the Federal Aviation Administration and private donations for a new Raisbeck Aviation High School the District has designed, permitted and constructed 13 new elementary schools, 1 new high school, renovated 3 schools as interim facilities, and renovated portions of Memorial Field and Camp Waskowitz. All of this work has been done since March 2002.

The District proposed in November 2014 and February 2015, but did not receive the 60 percent voter approval required for passage, of a bond measure to fund capacity and infrastructure needs. In response to the District's failure to successfully pass a capital bond, the District formed a Capital Facilities Advisory Committee ("CFAC") to develop recommendations for long term capital facilities, including a scope for future bond measures.

As the District looks ahead it recognizes that anticipated enrollment growth, some of which will be caused by new development, and implementation of recent legislation will require the District to either add new facilities, add additions to existing facilities, renovate existing facilities, or add portables to existing facilities.

This CFP identifies the current enrollment, the current capacity of each educational facility, the projected enrollment over the six-year planning period and how the District plans to accommodate this growth. It also includes a schedule of impact fees that should be charged to new development.

Based on current projections, the District needs to add capacity at the elementary and middle school levels to accommodate projected enrollment and implementation of recent legislation. To address these needs, the District plans to replace Des Moines Elementary School to increase its student capacity, add classrooms at existing elementary schools, and build one new middle school. In addition, new modular or portables may need to be added at individual elementary schools and middle schools to accommodate future enrollment. At this time it has been assumed that additional land will not be needed to accommodate the new schools; however, land will be necessary in the future to support the District's long range facilities plan and its Educational Strategic Plan.

The District's current planning as stated in this Capital Facilities Plan is subject to the Board's adoption of the Capital Facilities Advisory Committee's final recommendations (scheduled for July 2016). Future updates to this Capital Facilities Plan will provide final adoption information and any other relevant information.

SECTION 2 – STANDARD OF SERVICE

King County Code 21A.06 refers to a “Standard of Service” that each school district must establish in order to ascertain its overall capacity. School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District’s adopted educational program. The educational program standards which typically drive facility space needs include grade configuration, optimum facility size, class size, educational program offerings, classroom utilization and scheduling requirements, and use of relocatable classrooms (portables).

District educational program standards may change in the future as a result of changes in the program year, special programs class sizes, grade span configurations, and use of new technology, as well as other physical aspects of the school facilities. In addition, the State Legislature’s implementation of requirements for reduced K-3 class size will also impact school capacity and educational program standards. (The District currently offers full-day kindergarten.) The school capacity inventory will be reviewed periodically and adjusted for any changes to the educational program standards. These changes will also be reflected in future updates of this CFP.

The Standard of Service outlined below reflects only those programs and educational opportunities provided to students that directly affect the capacity of school buildings. The special programs listed below require classroom space, thus the permanent capacity of some buildings housing these programs has been reduced.

Table 1
Class Size – Standard of Service

Grade Level	Average Class Size Based on Standard of Service
Kindergarten	24*
Grades 1 – 3	25*
Grades 4 – 6	27
Grades 7 – 8	30
Grades 9 – 12	32

*The District standard for K-3 will change to 17:1 in 2019 (see Table 7).

It is not possible to achieve 100% utilization of all regular teaching stations throughout the day. Therefore, classroom capacity is adjusted using a utilization factor of available teaching stations depending on the physical characteristics of the facility and educational program needs.

Elementary School Standard of Service Models

- **Special education for students with disabilities may be provided in self-contained classrooms.**
- **All students are provided music instruction in a separate classroom.**
- **All students will have scheduled time in a special classroom.**
- **Identified students will also be provided other educational opportunities in classrooms designated as follows:**
 - **Resource Rooms**
 - **English Language Learners (ELL)**
 - **Education for Disadvantaged Students (Title I)**
 - **Gifted Education**
 - **Learning Assisted Programs**
 - **Severely Behavior Disorder**
 - **Transition Rooms**
 - **Mild, Moderate, and Severe Disabilities**
 - **Developmental Kindergarten**
 - **Extended Daycare Programs and Preschool Programs**

Secondary School Standard of Service Models

- **Identified students will also be provided other educational opportunities in classrooms designated as follows:**
 - **Resource Rooms**
 - **English Language Learners (ELL)**
 - **Computer Labs**
 - **Science Labs**
 - **Career and Vocational Rooms**
 - **Daycare Programs**
 - **Alternative Program Spaces**

SECTION THREE: CAPITAL FACILITIES INVENTORY

This section provides an inventory of capital facilities owned and operated by the District including schools and relocatable classrooms (modulars or portables). School facility capacity was inventoried based on the space required to accommodate the District's adopted educational program standards. See *Section Two: Standard of Service*. A map showing locations of District facilities is provided in Appendix A.

Schools

See *Section One* for a description of the District's schools and programs.

School capacity was determined based on the number of teaching stations (or general classrooms) within each building and the space requirements of the District's currently adopted current educational program and internal targets as reported in ICOS with the Office of the Superintendent of Public Instruction. It is this capacity calculation that is used to establish the District's baseline capacity, and to determine future capacity needs based on projected student enrollment. The school capacity inventory is summarized in Tables 2, 3, and 4.

As the District implements reduced K-3 class size requirements and grade reconfiguration, the inventory will reflect adjustments in the Standard of Service (see Tables 7-B and 7-C).

Relocatable Classrooms (Portables)

Relocatable classrooms (portables) are used as interim classroom space to house students until funding can be secured to construct permanent classrooms. The District currently uses 27 relocatable classrooms at various school sites throughout the District to provide additional interim general classroom capacity. A typical relocatable classroom can provide capacity for a full-size class of students. Current use of relocatable classrooms throughout the District is summarized in Table 5.

**Table 2
Elementary School Level Inventory**

Elementary School	Building Area (sq. ft.)	Teaching Stations*	Permanent Capacity**
Beverly Park at Glendale ES	58,145	22	514
Bow Lake ES	76,108	30	666
Cedarhurst ES	68,916	26	619
Des Moines ES	41,766	19	471
Gregory Heights ES	65,978	27	585
Hazel Valley ES	65,346	26	452
Hilltop ES	51,532	24	594
Madrona ES	69,240	25	598
Marvista ES	68,462	27	621
McMicken Heights ES	69,979	25	582
Midway ES	66,096	25	610
Mount View ES	67,783	26	628
North Hill ES	65,665	27	636
Parkside ES	68,857	26	622
Seahurst ES	59,967	27	585
Shorewood ES	60,326	22	483
Southern Heights ES	32,942	15	336
White Center ES	65,654	26	622
TOTAL	1,122,762	445	10,231

* Teaching Station definition: A space designated as a classroom. Other stations include spaces designated for special education and pull-out programs.

** General classrooms

**Table 3
Middle School Level Inventory*****

<i>Middle School</i>	<i>Building Area (sq. ft.)</i>	<i>Teaching Stations*</i>	<i>Permanent Capacity**</i>
Cascade MS	90,582	34	986
Chinook MS	87,476	27	783
Pacific MS	73,941	24	696
Sylvester MS	92,617	30	870
Big Picture MS (at Manhattan)^		2	58
Choice (at Woodside) ^		2	58
TOTAL	344,616	119	3,451

* Teaching Station Definition: A space designated as a general classroom. Other stations include spaces designated for special education and pull-out programs.

** General classrooms.

***Does not include alternative programs: CHOICE Academy MS/HS at Woodside site.

^The District anticipates that the Big Picture and Choice programs will be relocated to another District facility or leased space in 2017. Inventory adjustments will be reflected in future updates to this Capital Facilities Plan.

**Table 4
High School Level Inventory*****

<i>High School</i>	<i>Building Area (sq. ft.)</i>	<i>Teaching Stations*</i>	<i>Permanent Capacity**</i>
Raisbeck Aviation HS	87,934	14	448
Big Picture HS (at Manhattan)^	29,141	10	320
Evergreen HS	161,456	48	1,536
Highline HS	214,919	70	2,240
Mount Rainier HS	205,159	47	1,504
Tyee HS	143,101	38	1,216
TOTALS	841,710	227	7,264^^

* Teaching Station definition: A space designated as a general classroom. Other stations include spaces designated for special education and pull-out programs.

** Regular classrooms.

***Does not include alternative programs: CHOICE Academy MS/HS at Woodside site; New Start HS at Salmon Creek site; and Puget Sound Skills Center.

^ The District anticipates that the Big Picture program will be relocated to another District facility or leased space in 2017. Inventory adjustments will be reflected in future updates to this Capital Facilities Plan.

^^Total capacity at the high school level may be affected as the District makes programmatic changes in its small school high schools: Tyee HS and Evergreen HS. For example, spaces currently identified as teaching stations may be needed to serve special programs.

**Table 5
Relocatable Classrooms (Portable) Inventory**

<i>Elementary School</i>	<i>Relocatables**</i>	<i>Other***</i>	<i>Interim Capacity</i>
Beverly Park at Glendale	0	2	0
Bow Lake	0	4	0
Cedarhurst	1	3	25
Des Moines	0	1	0
Gregory Heights	0	0	0
Hazel Valley	3	1	75
Hilktop	5	1	125
Madrona	2	0	50
Marvista	2	0	50
McMicken Heights	0	0	0
Midway	4	0	100
Mount View	4	0	100
North Hill	0	0	0
Parkside	0	0	0
Seahurst	2	2	50
Shorewood	1	3	25
Southern Heights	2	1	50
White Center	1	3	25
TOTAL	27	21	675

<i>Middle School</i>	<i>Relocatables**</i>	<i>Other***</i>	<i>Interim Capacity</i>
Cascade	0	3	0
Chinook	5	1	145
Pacific	4	0	116
Sylvester	2	2	58
Big Picture MS	4	7	116
TOTAL	15	13	435

<i>High School</i>	<i>Relocatable**</i>	<i>Other***</i>	<i>Interim Capacity</i>
Raisbeck Aviation HS	0	0	0
Big Picture HS	0	0	0
Evergreen HS	3	2	96
Highline HS	0	0	0
Mount Rainier HS	0	0	0
Tyee HS	0	1	0
TOTALS	3	3	96

**Used for regular classroom capacity.

***The relocatables referenced under "other relocatables" are used for special pull-out programs, storage, community use, etc.

SECTION FOUR: STUDENT ENROLLMENT TRENDS AND PROJECTIONS

Generally, enrollment projections using historical calculations are most accurate for the initial years of the forecast period. Moving further into the future, more assumptions about economic conditions, land use, and demographic trends in the area affect the projection. Monitoring birth rates in the County and population growth for the area are essential yearly activities in the ongoing management of the CFP. In the event that enrollment growth slows, plans for new facilities can be delayed. It is much more difficult, however, to initiate new projects or expedite projects in the event enrollment growth exceeds the projections.

With the assistance of a professional demographer, the District has developed its own methodology for forecasting future enrollments. This methodology, a modified cohort survival method, considers a variety of factors to evaluate the potential student population growth for the years 2016 through 2021. These factors include: projected births, projected growth in the K-12 population, and a model which considers growth in population and housing within the District's boundaries. The methodology also considers the potential impacts on enrollment due to the recent opening of a charter school within the District's boundaries. Certain assumptions are made regarding the continued enrollment at the charter school. Therefore, the methodology and the resulting projections should be considered conservative.

District enrollment has increased in recent years, including a 6.4% increase since 2009. Using the modified cohort survival projections, a total enrollment of 20,423 students is expected in 2021. In other words, the District projects an increase of 7.1% in student enrollment (or 1,365 students) between 2015 and 2021. See Appendix B (Enrollment projections from Les Kendrick, December 2015.)

**Table 6
Projected Student Enrollment
2016-2021**

<i>Projection</i>	<i>2015*</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Actual Change</i>	<i>Percent Change</i>
	19,058	19,233	19,459	19,622	19,872	20,118	20,423	1,365	7.1%

*Actual October 2015 FTE enrollment.

SECTION FIVE: CAPITAL FACILITIES PROJECTIONS FOR FUTURE NEEDS

Projected future capacity needs, shown in Tables 7-A through 7-C, are derived by applying the projected number of students to the projected permanent capacity. It is not the District's policy to include relocatable classrooms when determining future capital facility needs; therefore, interim capacity provided by relocatable classrooms is not included in this analysis. The District will utilize relocatables as necessary to address interim capacity needs. Information on relocatable classrooms by grade level and interim capacity can be found in Table 5. Information on planned construction projects can be found in the Financing Plan, Table 8.

Recent state-level policy decisions impact the District's capacity analysis. Engrossed Senate House Bill 2261, adopted in 2009, requires school districts to implement full-day kindergarten by 2018. SHB 2776, passed in 2010, requires school districts to reduce K-3 class sizes to 17 students per teacher. Finally, in November 2015, the voters passed Initiative 1351, which requires reduced class sizes across all grades (K-12). The District has proactively implemented full day kindergarten, which reduced the number of available regular classrooms in elementary schools districtwide. The District anticipates that the Legislature will only partially fund implementation of K-3 class size reduction, and therefore the capacity projects needed to address implementation will require successful passage of a capital bond. Future updates to this Plan will incorporate any funded implementation of Initiative 1351.

Table 7 assumes that K-3 class size reduction is implemented by 2019 and that grade levels are reconfigured to K-5, 6-8, and 9-12 in 2020. All scenarios include the capacity related projects the District is planning during the six-year planning period.

**Table 7
Projected Student Capacity – 2016 through 2021**

Elementary School Level – Surplus/Deficiency

	2015*	2016	2017	2018	2019[^]	2020^{^^}	2021
Existing Permanent Capacity	10,231	10,231	10,231	10,231	9,034	9,544	9,849
Added Permanent Capacity	0	0	0		510 [']	305 ^{''}	0
Total Permanent Capacity**	10,231	10,231	10,231	10,231	9,544	9,849	9,849
Enrollment	10,580	10,744	11,026	11,210	11,302	9,725	9,788
Surplus (Deficiency)** Permanent Capacity	(349)	(513)	(795)	(979)	(1,758)	124	61

*Actual October 2015 FTE enrollment

**Does not include portable capacity

[^]Implementation of reduced K-3 class size and adjusted Standard of Service

^{^^}Movement of 6th grade to middle school level and adjusted Standard of Service

[']Addition of new classrooms at existing elementary schools

^{''}New Des Moines Elementary School opens with added capacity

Middle School Level – Surplus/Deficiency

	2015*	2016	2017	2018	2019	2020^{^^}	2021
Existing Permanent Capacity	3,451	3,451	3,451	3,451	3,451	3,451	4,451
Added Permanent Capacity	0	0	0	0		1,000 [']	0
Total Permanent Capacity**	3,451	3,451	3,451	3,451	3,451	4,451	4,451
Enrollment	2,648	2,490	2,405	2,533	2,761	4,562	4,584
Surplus (Deficiency)** Permanent Capacity	803	961	1,046	918	690	(111)	(133)

*Actual October 2015 FTE enrollment

**Does not include portable capacity

^{^^}Movement of 6th grade to middle school level and adjusted Standard of Service

[']New middle school capacity added

High School Level – Surplus/Deficiency

	2015*	2016	2017	2018	2019	2020	2021
Existing Permanent Capacity	7,264	7,264	7,264	7,264	7,264	7,264	7,264
Added Permanent Capacity	0	0	0	0	0	0	0
Total Permanent Capacity**	7,264	7,264	7,264	7,264	7,264	7,264	7,264
Enrollment	5,830	5,998	6,028	5,878	5,809	5,831	6,051
Surplus (Deficiency)** Permanent Capacity	1,434	1,266	1,236	1,386	1,455	1,433	1,213

*Actual October 2015 FTE enrollment

**Does not include portable capacity.

SECTION SIX: FINANCING PLAN

Planned Improvements

The Finance Plan focuses on capacity related projects needed to accommodate recent and projected growth in the District.

Based upon the scenario presented in Table 3, the District will need to add permanent classroom capacity at both the elementary school and middle school grade levels. Subject to Board approval of the Capital Facilities Advisory Committee's final recommendations, anticipated in July 2016, the District anticipates that the additional capacity will be accomplished by (1) adding space to the new Des Moines Elementary School (replacement school), (2) the construction of new elementary school classrooms at various sites, and (3) constructing a new middle school. All new schools will be located on land currently owned by the District.

In addition, new relocatable classrooms (portables) may need to be added at individual elementary schools and middle schools to accommodate future enrollment or to provide interim classrooms until permanent classroom capacity is built.

The District has identified "non-capacity" capital needs at existing schools. The non-capacity projects are identified in the District's 2016 Long Range Facility Plan (scheduled to be adopted in July 2016). Funding for the non-capacity related projects may be proposed as a part of a future capital bond measure. The School Board of Directors will continue annual review of its school and support facility needs, and any decisions will be reflected in future updates to this Capital Facilities Plan (CFP).

Financing for Planned Improvements

Funding for planned improvements is typically secured from a number of sources including voter-approved bonds, State match funds, and impact fees.

General Obligation Bonds: Bonds are typically used to fund construction of new schools and other capital improvement projects, and require a 60% voter approval. The District's voters will need to approve a school construction bond to fund the projects identified in this Plan.

State School Construction Assistance Funds: State School Construction Assistance Funds come from the Common School Construction Fund, which is composed of revenues accruing predominantly from the sale of renewable resources (i.e., timber) from State school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate funds or the State Board of Education can establish a moratorium on certain projects. School districts may qualify for State School Construction Assistance Funds for specific capital projects based on a prioritization system.

The District anticipates receiving funding from Senate Bill 6080 to address a portion of the classrooms needed for implementation of reduced K-3 class sizes.

Impact Fees: Impact fees are a means of supplementing traditional funding sources for construction of public facilities needed to accommodate new development. See Section 7 School Impact Fees.

The Six-Year Financing Plan shown on Table 8 demonstrates how the District intends to fund new construction and improvements to school facilities for the years 2016-2021. The financing components include bonds, State match funds, and impact fees: The Financing Plan separates projects and portions of projects which add capacity from those which do not, since the latter are generally not appropriate for impact fee funding.

**Table 8
Capital Facilities Financing Plan**

Improvements Adding Permanent Capacity Costs (in Millions)**

Project	2016	2017	2018	2019	2020	2021	Total Cost	Bonds/ Local Funds	State Funding	Impact Fees
Elementary Schools										
Des Moines Elementary Replacement and Addition			30.000	31.674			\$61,674	X	X	X
Elementary School Classrooms – various sites		10.00	10.00				\$20.000	X	SB 6080 Funds (in excess of \$20M)	X
Middle Schools										
New Middle School (1,000 capacity)		14.000	39.650	39.650			\$93.300	X	X	X
								X	X	X
Portables										
Portables at Various Sites		.200	.200	.200				X		X
High Schools										
Land Purchase (elementary site for future growth)						\$20.000	\$20.000	X		X

**All projects are growth-related.

SECTION SEVEN: SCHOOL IMPACT FEES

The GMA authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

Impact fees in Appendix C have been calculated utilizing the formula in the King County Code. The resulting figures are based on the District's cost per dwelling unit to purchase land for school sites, make site improvements, construct schools, and purchase/install relocatable classrooms (portables). As required under the GMA, credits have also been applied in the formula to account for State Match Funds to be reimbursed to the District and projected future property taxes to be paid by the dwelling unit.

The District's cost per dwelling unit is derived by multiplying the cost per student by the applicable student generation rate per dwelling unit. The student generation rate is the average number of students generated by each housing type; in this case, single family dwellings and multi-family dwellings. Multi-family dwellings were broken out into one-bedroom and two-plus bedroom units. The District has developed its own student generation rate data based on actual permit data from local jurisdictions. See Appendix D.

Using the variables and formula described, and applying the 50% discount rate required by the King County School Impact Fee Ordinance, impact fees proposed as a part of this CFP, are summarized in Table 9 below. See also Appendix C.

King County and the City of Kent currently have adopted school impact fee ordinances and collect school impact fees on behalf of the District. The District is requesting that the other cities that it serves consider adoption of a school impact fee ordinance.

Table 9
School Impact Fees
2016

Housing Type	Impact Fee Per Dwelling Unit
Single Family	\$7,528
Multi-Family	\$6,691

APPENDIX A
DISTRICT MAP

APPENDIX B

POPULATION AND ENROLLMENT DATA

Highline Enrollment Projection

Births	2004	2005	2006	2007	2008	2009	2010
King County	22,874	22,860	21,244	24,869	25,180	25,057	24,514
K Enrollment %	5.79%	6.24%	5.96%	6.20%	6.72%	6.46%	6.34%

Medium Range Forecast (With Charter Schools Continuing)

		Projected Births															
		2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
K	1564	1560	1598	1613	1631	1617	1616	1616	1616	1616	1622	1616	1616	1616	1622	1622	
1	1577	1593	1619	1627	1642	1661	1646	1645	1645	1645	1645	1645	1645	1645	1645	1645	
2	1637	1575	1593	1619	1627	1640	1658	1643	1642	1642	1642	1642	1642	1642	1642	1642	
3	1678	1655	1595	1614	1640	1645	1657	1676	1661	1660	1660	1660	1660	1660	1660	1660	
4	1582	1673	1658	1593	1612	1635	1640	1652	1671	1656	1656	1656	1656	1656	1656	1656	
5	1435	1553	1643	1632	1572	1591	1613	1618	1631	1649	1649	1649	1649	1649	1649	1649	
6	1271	1387	1509	1605	1594	1536	1554	1576	1581	1593	1593	1593	1593	1593	1593	1593	
7	1205	1211	1322	1438	1529	1519	1463	1480	1502	1506	1506	1506	1506	1506	1506	1506	
8	1285	1194	1212	1323	1439	1530	1520	1465	1482	1503	1503	1503	1503	1503	1503	1503	
9	1743	1688	1568	1591	1737	1896	2015	2002	1929	1952	1952	1952	1952	1952	1952	1952	
10	1468	1529	1481	1376	1398	1529	1668	1774	1762	1698	1698	1698	1698	1698	1698	1698	
11	1427	1387	1445	1399	1300	1323	1449	1581	1681	1670	1670	1670	1670	1670	1670	1670	
12	1361	1425	1384	1443	1397	1303	1326	1453	1585	1685	1685	1685	1685	1685	1685	1685	
Total	19,235	19,459	19,622	19,872	20,118	20,423	20,827	21,131	21,387	21,481	21,481	21,481	21,481	21,481	21,481	21,481	

* HS Enrollment Does Not Include Open Doors

Learning Center Students or Career

Link Students Beginning with the 2014 Enrollment

Change	198	190	125	258	413	425	-264	175	226	163	259	245	305	403	354	205	94
% Change	1.1%	1.1%	0.7%	1.4%	2.2%	2.2%	-1.4%	0.9%	1.2%	0.8%	1.3%	1.2%	1.5%	2.0%	1.7%	1.0%	0.4%

9,279	9,594	9,734	9,863	10,302	10,367	10,580	10,744	11,026	11,210	11,302	11,319	11,324	11,365	11,427	11,647	11,468
2,490	2,445	2,473	2,584	2,560	2,639	2,648	2,490	2,405	2,533	2,761	2,968	3,048	2,983	2,545	2,983	3,009
6,143	6,062	6,019	6,037	6,035	6,116	5,830	5,936	6,026	6,078	6,309	5,831	6,051	6,459	6,009	6,957	7,004

APPENDIX C

SCHOOL IMPACT FBE CALCULATIONS

**HIGHLINE SCHOOL DISTRICT No. 401
IMPACT FEE CALCULATION
Jun-16**

School Site Acquisition Cost:		Facility	Cost/	Facility	Student	Student		
Scope	Acres	Cost/	Acres	Capacity	SFR	MFR	Cost/SFR	Cost/MFR
Elementary Schools		\$0		0	0.210	0.134	\$0	\$0
Middle Schools					0.045	0.059	\$0	\$0
High Schools					0.099	0.099	\$0	\$0
TOTALS							\$0	\$0

School Construction Cost:			Facility	Facility	Student	Student		
Scope	% Perm Fac.	Cost	Capacity	SFR	MFR	Cost/SFR	Cost/MFR	
Elementary Schools (38.33%)	1 site 97.36%	\$32,874	717	0.210	0.134	\$17,872	\$11,404	
Middle Schools	1 site 97.36%	\$93,300	1000	0.045	0.059	\$4,088	\$6,359	
High Schools				0.099	0.099	\$0	\$0	
TOTALS						\$21,959	\$16,763	

Temporary Facilities Cost:			Facility	Facility	Student	Student		
Scope	% Perm Fac.	Cost	Capacity	SFR	MFR	Cost/SFR	Cost/MFR	
Elementary Schools	2.64%	0	0	0.210	0.134	\$0	\$0	
Middle Schools	2.64	0	0	0.045	0.059	\$0	\$0	
High Schools		0	0	0.099	0.099	\$0	\$0	
TOTALS						\$0	\$0	

State Match Credit Calculation:		Const. Cost	SF/	State	Student	Student		
Scope	Allocation/SF	Student	Match	SFR	MFR	Cost/SFR	Cost/MFR	
Elementary Schools	213.23	90	0.5313	0.210	0.134	\$2,262	\$1,792	
Middle Schools	213.23	100	0.5613	0.045	0.059	\$582	\$388	
High Schools	\$	0	0	0.099	0.099	\$0	\$0	
TOTALS						\$2,844	\$2,180	

Tax Payment Credit:						Credit/SFR	Credit/MFR
Average Assessed Value						\$294,206	\$87,018
Capital Bond Interest Rate						3.27%	3.27%
Net Present Value of Average Dwelling						\$2,475,408	\$732,157
Years Amortized						10	10
Property Tax Levy Rate						\$1,840	\$1,640
Tax Payment Credit						(4,060)	\$1,201

Fee Summary		Cost/SFR	Cost/MFR
School Site Acquisition Cost		\$0	\$0
School Construction Cost		\$21,959	\$16,763
Temporary Facilities Cost		\$0	\$0
State Matching Credit Calculation		\$2,844	\$2,180
Tax Payment Credit Calculation		\$4,060	\$1,201
SUBTOTAL		\$15,650	\$13,383
50% Local Share		-\$7,528	-\$6,691
CALCULATED IMPACT FEE		\$7,528	\$6,691
2016 IMPACT FEE		\$7,528	\$6,691

APPENDIX D

STUDENT GENERATION RATE DATA

**Highline School District
Student Generation Rates**

In 2015, the District developed student generation rates based upon new residential development occurring within the District's boundaries within the preceding five year period. The District compared student enrollment addresses to the addresses on permits for new dwelling units. The District is using the 2015 study for purposes of this Capital Facilities Plan update. Future updates to the Capital Facilities Plan will include updated information.

**Single Family Occupancy Permits for the last 5 years = 401
Elementary Students occupying Single Family Residences = 84
Elementary Students Single Family Student Generation Rate = 0.21**

**Single Family Occupancy Permits for the last 5 years = 401
Junior High School Students occupying Single Family Residences = 18
Junior High School Students Single Family Student Generation Rate = 0.045**

**Single Family Occupancy Permits for the last 5 years = 401
High School Students occupying Single Family Residences = 40
High School Students Single Family Student Generation Rate = 0.099**

**Multi-Family Occupancy Permits for the last 5 years = 67
Elementary Students occupying Multi-Family Residences = 9
Elementary Students Single Family Student Generation Rate = 0.134**

**Multi-Family Occupancy Permits for the last 5 years = 67
Junior High School Students occupying Multi-Family Residences = 4
Junior High School Students Single Family Student Generation Rate = 0.059**

**Multi-Family Occupancy Permits for the last 5 years = 67
High School Students occupying Multi-Family Residences = 6
High School Students Single Family Student Generation Rate = 0.089**

Ordinance 662

EXHIBIT B

CITY OF BURIEN
Dept. of Community Development
400 SW 152nd Street, Suite 300
Burien, WA 98166
(206) 248-5510

2016 Comprehensive Plan Text, and Figure Amendments

APPLICANT(S): City of Burien

LOCATION: Comprehensive Plan Amendments Apply Citywide.

REQUEST: Amendments to Burien's Comprehensive Plan generally include the following:

- New Policies to adopt Highline School District Capital Facilities plan and support the collection of school impact fees.
- Updated Figure to recognize legislation actions of the City.

TAX PARCEL NUMBER(S): Not applicable, amendments apply city wide.

FINDINGS

REVIEW OF CRITERIA FOR COMPREHENSIVE PLAN AMENDMENT

Zoning Code section 19.65.095.4 contains the criteria for review of a proposed Comprehensive Plan amendment. To be approved, the proposed amendment must meet all of the following criteria:

A. The request is the best means for meeting an identified public benefit; and

The request to amend the Comprehensive Plan was made prior to March 1, 2016, as required in BMC 19.65.095.

The proposed amendments set the policy framework on what land use and other related decisions occurring over the next 20 years. A figure will be updated to be consistent with other specifically related city actions including but not limited to adoption of a truck route ordinance. Policy language will be added to adopt the Highline School District capital facilities plan in order to support the establishment of a school impact fee. School impact fees are one mechanism to charge and collect fees to ensure that all new residential development bears its proportionate share of the capital costs of school facilities reasonably related to new development and ensure the availability of adequate school facilities at the time that new development occurs. These all benefit the public.

B. The proposed amendment is consistent with the Growth Management Act, applicable Puget Sound Regional Council (PSRC) plans, King County Countywide Planning Policies and Burien Comprehensive Plan; and

Goals of the GMA state that development should occur in urban areas where adequate public facilities and services exist and there is an efficient multimodal transportation system. The goals also state that the environment should be protected. The GMA, PSRC plans and King County Countywide Planning Policies all contain various requirements related to land use, environmental protections, transportation services, and require

communities to adequately plan for future growth. The Countywide Planning Policies establish specific growth and affordable housing targets. The proposed amendments will ensure consistency with the Growth Management Act, PSRC plans and Countywide Planning Policies by incorporating policy language illustrating how the Burien meets its needs and the needs of the region including but not limited to having sufficient capacity for anticipated employment and population growth. The provision of adequate school facilities is an integral part of supporting the growing population and the needs of the community.

The Growth Management Act (GMA), as codified at Chapter 36.70A RCW and RCW 82.02, authorizes cities planning under GMA to assess, collect, and use impact fees to pay for capital projects related to public facilities needed to accommodate growth. School impact fees are one mechanism to charge and collect fees to ensure that all new residential development bears its proportionate share of the capital costs of school facilities reasonably related to new development and ensure the availability of adequate school facilities at the time that new development occurs.

The plan amendments will solidify a long-term land use management approach that will coordinate development with infrastructure improvements and adjacent uses while encouraging efficient use of land.

C. The proposed amendment will result in a net benefit to the community; and

The proposed amendments will provide policy support for the establishment of school impact fees. Impact fees support the GMA policy of growth paying for growth. The benefit to the community will be as units are added funds will be collected to support capital improvements within the school district. Sufficient capacity in schools is a vitally important service to a community that values its youth.

D. The revised Comprehensive Plan will be internally consistent; and

The proposed amendments will be consistent with other portions of the Comprehensive Plan and documents including but not limited to Burien's Zoning Code and other related City ordinances.

E. The capability of the land can support the projected land use; and

Policy language changes do not involve the use of land therefore this is not applicable.

F. Adequate public facility capacity to support the projected land use exists or can be provided by the property owner(s) requesting the amendment, or can be cost-effectively provided by the City or other public agency; and

Not applicable; see item E above. The proposed amendments do not propose specific land uses that could impact public facility capacity.

G. The proposed amendment will be compatible with nearby uses; and

Not applicable. The proposed amendments do not propose specific land uses.

H. The proposed amendment will not prevent the City from achieving its Growth Management Act population and employment targets; and

The proposed amendments do not propose specific land uses nor affect specific parcels of land affecting the city's capability to provide sufficient housing or employment capacity.

I. For a Comprehensive Plan map change, the applicable designation criteria are met and either of the following is met:

i. Conditions have so markedly changed since the property was given its present Comprehensive Plan designation that the current designation is no longer appropriate;

ii. The map change will correct a Comprehensive Plan designation that was inappropriate when established.

The sole map amendment is being considered separately from this criteria review. Please refer to that specific document and analysis for evaluation of applicable criteria.

J. The City Council may approve an area-wide rezone only if all of the following criteria are met:

i. The rezone is consistent with the comprehensive plan; and

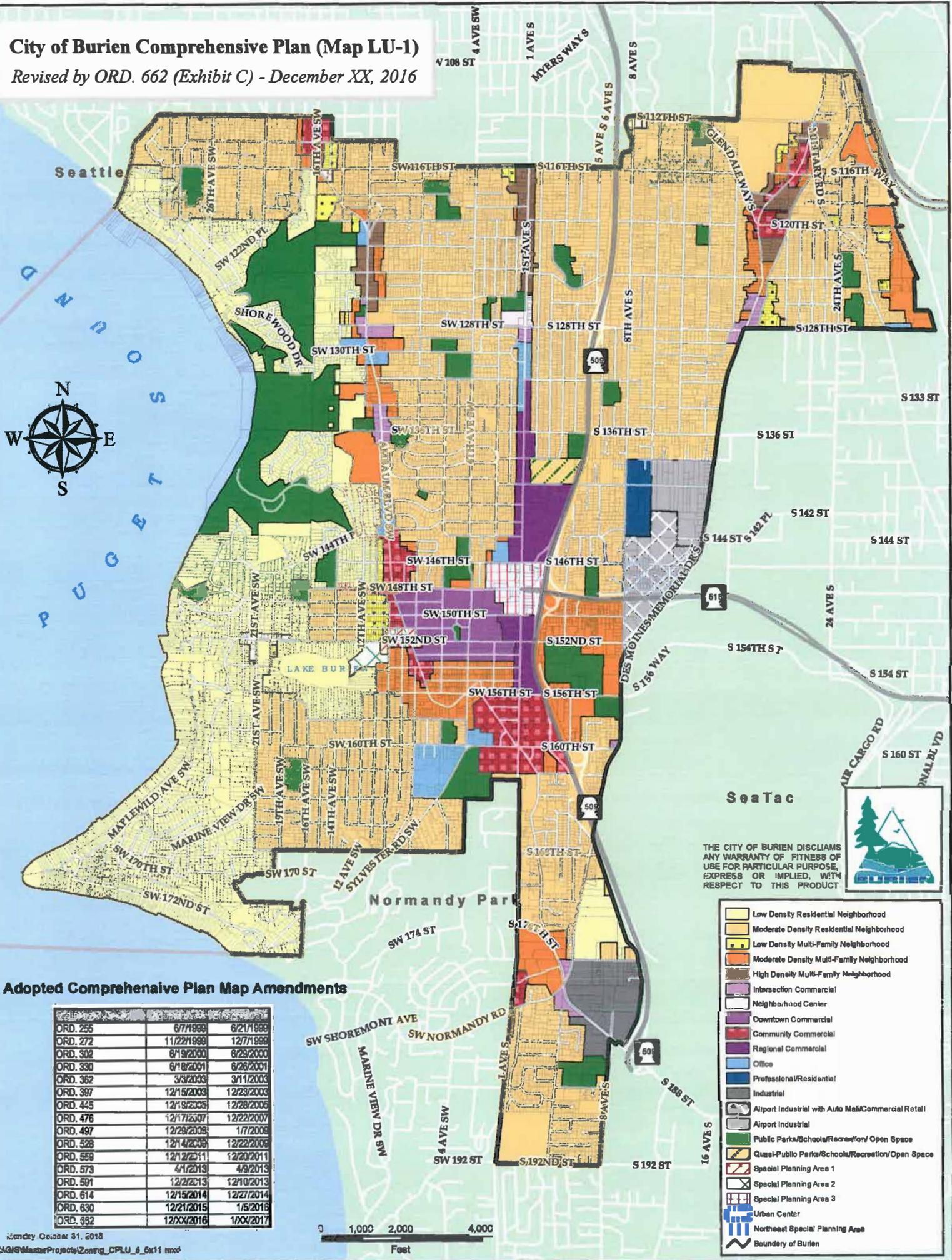
ii. The rezone will advance the public health, safety, or welfare; and

iii. The rezone will not have significant adverse environmental impacts that are materially detrimental to adjacent properties or other affected areas.

The proposed figure and text amendments do not change the zoning map.

City of Burien Comprehensive Plan (Map LU-1)

Revised by ORD. 662 (Exhibit C) - December XX, 2016



THE CITY OF BURIEN DISCLAIMS ANY WARRANTY OF FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESS OR IMPLIED, WITH RESPECT TO THIS PRODUCT

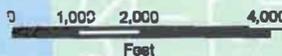


Adopted Comprehensive Plan Map Amendments

Ordinance Number	Effective Date 1	Effective Date 2
ORD. 255	6/7/1999	6/21/1999
ORD. 272	11/22/1999	12/7/1999
ORD. 302	6/19/2000	8/29/2000
ORD. 330	6/18/2001	6/26/2001
ORD. 362	3/3/2003	3/11/2003
ORD. 387	12/15/2003	12/23/2003
ORD. 445	12/19/2005	12/28/2005
ORD. 476	12/17/2007	12/22/2007
ORD. 497	12/29/2008	1/7/2009
ORD. 528	12/14/2009	12/22/2009
ORD. 559	12/12/2011	12/23/2011
ORD. 573	4/1/2013	4/9/2013
ORD. 591	12/2/2013	12/10/2013
ORD. 614	12/15/2014	12/27/2014
ORD. 630	12/21/2015	1/5/2016
ORD. 662	12/XX/2016	1/XX/2017

Monday, October 31, 2018

R:\GIS\MapServer\Projects\Zoning_CPLU_6_Std1.mxd



- Low Density Residential Neighborhood
- Moderate Density Residential Neighborhood
- Low Density Multi-Family Neighborhood
- Moderate Density Multi-Family Neighborhood
- High Density Multi-Family Neighborhood
- Intersection Commercial
- Neighborhood Center
- Downtown Commercial
- Community Commercial
- Regional Commercial
- Office
- Professional/Residential
- Industrial
- Airport Industrial with Auto Mall/Commercial Retail
- Airport Industrial
- Public Parks/Schools/Recreation/ Open Space
- Quasi-Public Parks/Schools/Recreation/ Open Space
- Special Planning Area 1
- Special Planning Area 2
- Special Planning Area 3
- Urban Center
- Northeast Special Planning Area
- Boundary of Burien



CITY OF BURIEN, WASHINGTON
Department of Community Development
400 SW 152nd Street, Suite 300, Burien, Washington 98166
Phone: (206) 241-4647 Fax: (206) 248-5539

**Comprehensive Plan Map Amendment
For
So Yong Morton
PLA 16-0451**

APPLICANT: So Yong Morton, Property Owner

LOCATION: 825 South 112th Street (see Attachment 1-Vicinity Map)

CURRENT LAND USE: Single-family Residential

TAX PARCEL #s: 336140-0005

REQUEST: 1) Change the Comprehensive Plan Designation from Moderate Density Residential Neighborhood to Neighborhood Center

**PLANNING COMMISSION
AND STAFF**

RECOMMENDATION: 1) Approve the request to change the Comprehensive Plan Designation from Moderate Density Residential Neighborhood to Neighborhood Center

FINDINGS & CONCLUSIONS

COMPREHENSIVE PLAN MAP HISTORY

1983 (before incorporation): King County Highline Community Plan designated the subject property as Single-family (4-6 units per acre).

2013: City of Burien Comprehensive Plan (Ordinance No. 573) designated the subject property as Moderate Density Single-Family Neighborhood.

ORDINANCE 662

EXHIBIT D

ZONING HISTORY

- 1981 (before incorporation/annexation):** RS-7,200 with a potential zone designation of RM-2,400 (RM-18 equivalent)
- 2009 (before incorporation/annexation):** The King County Zoning designation for the property was Urban Residential (R-6).
- 2010:** City of Burien Ordinance No. 533 established interim zoning for the North Highline Area. The parcel was designated RS-7,200.
- 2013:** The City of Burien Zoning Map (Ordinance 573) re-affirmed the RS-7,200 zoning designation.

ADJACENT COMPREHENSIVE PLAN, ZONING DESIGNATIONS AND USES:

Direction	Comprehensive Plan Designation	Zone	Current Uses
North	uh (urban residential, high - >12 du/ac) - King County	R-6 (RM-18 Potential)	Single-Family
South	Moderate Density Residential	RS-7,200 (Residential Single-Family)	Single-Family
East	Neighborhood Center	CN (Neighborhood Center)	Gas pumps with an associated small Commercial Strip Mall
West	Moderate Density Residential Neighborhood	RS-7,200 (Residential Single-Family)	Single-Family

BACKGROUND

The applicant requests to change land use designations for one parcel that totals 0.61 acres (26,550 square feet). The site contains a single-family residence that was constructed in 1923. The existing single-family home is located at the northern portion of the site adjacent to South 112th Street (See Attachment 1, site vicinity map). The parcel also contains a couple of smaller out buildings and appears to have a driveway on the eastern property line that provides access to the southern portion of the single-family property immediately adjacent

and to the east. There is a minor amount of elevation change from the southwest corner sloping down to the northeast corner.

The parcel is bordered by South 112th Street on the north side. To the west there is small scale strip mall containing gas pumps with an associated food mart, nail salon, two restaurants, and a retail store. Adjacent uses to the east, north and south consist of single-family residential homes.

In 2010 the City of Burien annexed this parcel and the surrounding neighborhood from King County. As a part of that process interim zoning designations were assigned the whole area with the commitment by the City to revisit land use designations in the near future. In 2011 the City initiated community based process to analyze existing land use designations and propose comprehensive plan and zoning designations for the recently annexed area. The subject parcel was designated residential single-family with King County and the City's land use designation actions in 2013 maintained a comparable single-family designation (RS-7,200).

A component of amending the land use designations also included the establishment of a hierarchy of commercial nodes. The nodes were established as another land use designation criteria to maintain the character of residential neighborhoods by focusing commerce and multi-family growth at specific locations dispersed throughout the City. Comprehensive plan Figure 2LU-3 illustrates locations of the commercial nodes. The subject parcel is located within a low intensity commercial node.

This staff recommendation report only reviews the applicable criteria for a comprehensive plan land use designation change. References to general zoning development standards are appropriate, however following the rezone application and review process and if a development proposal is submitted, specific details of site design features and project components will receive a more detailed review.

REVIEW CRITERIA FOR COMPREHENSIVE PLAN MAP AMENDMENT

Burien Municipal Code section 19.65.095.6 contains criteria for review of a proposed Comprehensive Plan amendment. To be approved, the proposed amendment must meet all of the following criteria (in bold, followed by staff response).

A. The proposed amendment is the best means for meeting an identified public benefit.

The purpose of the Neighborhood Center land use designation is to provide areas where uses can be located that offer opportunities to locate businesses that support the adjacent neighborhood. Policy RE 1.3 describes the purpose of the land use designation as follows.

"The Neighborhood Center designation allows for relatively small areas that provide limited scale convenience goods and services to serve the everyday needs of the surrounding single

family neighborhoods or to provide locally based employment opportunities, while protecting the desired neighborhood character. Mixed use development up to 12 dwelling units per acre is allowed at these locations. Mixed use developments contain a commercial or office presence while also providing opportunities for people to live near services and/or a choice of transportation modes. These neighborhood focal points should be designed and located so that customers and employees are encouraged to walk rather than drive to these areas.”

The applicant states that the public benefit is to provide more of an opportunity to construct professional offices that in turn could provide services to the adjoining neighborhood.

If approved, the land use designation change from single-family residential to Neighborhood Center will enable the City to increase the amount of land available to provide employment capacity to accommodate future growth.

Growth beyond the commercial node designation is limited by the maximum size of the node of designation, which is 1/8 mile from an intersection. This purposeful limitation allows for some expansion of applicable commercial land use designations near the identified intersections while placing a limit on the amount of expansion to protect adjacent single-family residential neighborhoods. The neighborhood center land use designation expansion east by one parcel (appx. 110 feet), will not be detrimental to the existing single-family neighborhood. The subject parcel has good access to the state highway system because it is in close proximity to SR 509 and an associated on and off ramp and transit service.

B. The proposed amendment is consistent with the Growth Management Act, applicable Puget Sound Regional Council (PSRC) Plans, King County Countywide Planning Policies and Burien Comprehensive Plan.

The proposed amendment is consistent with Burien’s comprehensive plan in that it meets the land use designation criteria for Neighborhood Center (Policy BU 1.3). Please see below for an analysis of the criteria contained in Policy BU 1.3.

The requested land use designation allows more development potential for both employment opportunities and possibly mixed use development. Both of these types of land uses will assist the City in providing housing and/or employment capacity to accommodate forecasted growth in the region.

C. The proposed amendment will result in a net benefit to the community.

The applicant has stated that more commercial available land will allow more opportunity to provide services, both commercial and professional, to the surrounding neighborhood.

The commercial node concept encourages compact growth within a comfortable walking distance from goods and services to minimize use of automobiles. The nearest commercial node is in the Boulevard Park area which is nearly 1 mile away. Allowing expansion of the commercial land available at this location may allow more opportunities to provide a greater range of goods and services available to more residents within a short distance. Greater opportunity to provide goods and services within a shorter distance to residents is a benefit. Additionally the change in land use designation may assist in the city in providing more residential or employment capacity.

The request is consistent with the criteria.

D. The revised Comprehensive Plan will be internally consistent.

The proposed amendment will not create an internal inconsistency in the Comprehensive Plan in that it is inconsistent with the Neighborhood Center land use designation criteria (please see section I below).

The request is consistent with the criteria.

E. The capability of the land can support the projected land use.

The applicant stated that they are considering a mixed use development, however if the land use designation is changed and the subsequent zoning change is approved a range of uses may be allowed on the subject parcel. The uses allowed are listed in BMC 19.15.015.

Generally the parcel does not contain any constraints with regard to topography or other natural features. There are no critical areas located on the parcel with the exception of the area being mapped as containing critical aquifer recharge area.

The request is consistent with the criteria.

F. Adequate public facility capacity to support the projected land use exists or, can be provided by the property owner(s) requesting the amendment, or can be cost-effectively provided by the City or other public agency.

The applicant has not provided the City with certificates of sewer, water or hydrant availability, however all adjacent buildings are being served by "public" water and sewer service. When a future site specific building permit application is filed the applicant will be required to demonstrate that adequate public utilities are available.

G. The proposed amendment will be compatible with nearby uses.

The proposed amendment would change the land use and designation to match the adjacent parcel to the west. The parcel to the west of the site is a small scale strip mall

that includes gas pumps. The applicant is a partial owner of this adjacent commercial property.

Properties immediately to the north, south and east of the subject site are designated Moderate Density Single-Family Neighborhood and are developed with single-family homes.

The Neighborhood Center zone allows a variety of uses including office and lower intensity commercial activities. Development standards for some of the uses vary however the majority of the potential land uses on this site must comply with the general development standards listed below.

General CN Zone Development Standards Chart

	CN
Maximum Units per acre	12*
Front setback	10-feet
Interior setback	0-feet**
Building coverage	70%
Impervious surface coverage	85%
Height	35-feet (approximately 3 stories)
Parking	Varies depending on potential use(s)

*- only allowed as a part of a mixed use development per BMC 19.15.015.

**- A transition zone of 20-feet of dense/full screen landscaping is required when a commercial property abuts a residential property (BMC 19.17.015).

H. The proposed amendment would not prevent the City from achieving its Growth Management Act population and employment targets.

As reported in the 2014 King County Buildable Lands Report, Burien is responsible to plan for a 2035 employment target of 8,780 jobs. Under current zoning, Burien has an employment capacity of 8,848 jobs (Comprehensive Plan Table 2-LU 2.1). Consequently, the proposed amendment allowing the potential to develop additional housing units in this location will not prevent the City from achieving its Growth Management Act population and employment targets and will contribute more towards achieving the City’s population targets and maintaining sufficient residential housing capacity.

- I. For a Comprehensive Plan map change, the applicable designation criteria are met and either of the following is met:***
 - i. Conditions have so markedly changed since the property was given its present Comprehensive Plan designation that the current designation is no longer appropriate; or,***
 - ii. The map change will correct a Comprehensive Plan designation that was inappropriate when established.***

Applicable Designation Criteria

The applicable designation criteria for the Neighborhood Center land use designation is found in Policy BU 1.3 of the Comprehensive Plan.

In addition to listing the applicable designation criteria, this policy states that the *“designation allows for relatively small areas that provide limited scale convenience goods and services to serve the everyday needs of the surrounding single family neighborhoods or to provide locally based employment opportunities, while protecting the desired neighborhood character. Mixed use development up to 12 dwelling units per acre is allowed at these locations. Mixed use developments contain a commercial or office presence while also providing opportunities for people to live near services and/or a choice of transportation modes. These neighborhood focal points should be designed and located so that customers and employees are encouraged to walk rather than drive to these areas.”*

Policy BU 1.3 lists the criteria for designating areas as **Neighborhood Center**, which is shown below followed by Staff’s analysis.

- 1. Areas are located at low intensity commercial nodes (shown on Figure 2 LU-3, Commercial Nodes) adjacent to residential neighborhood(s).***

The subject parcel is located within a low intensity commercial node as shown on Figure 2 LU-3 (See Attachment 3, Figure 2 LU-3, Commercial Nodes).

The request is consistent with criteria.

- 2. Adjacent residential designations shall predominately be Moderate Density Residential.***

Adjacent areas to the east and south are designated and Moderate Density Residential Neighborhood by the City of Burien. The parcels to the north are designated by King County as Urban Residential which is a comparable comprehensive plan land use designation to Moderate Density Residential.

The request is consistent with criteria.

3. *Areas shall be located on an identified general bikeway.*

The City of Burien has adopted a Transportation Master plan. The transportation plan includes a figure indicating the location of general bikeways either planned or existing. Figure 15, Bicycle Priority Routes, in the adopted Transportation Master plan designates South 112th Street as general bikeway. The subject parcel abuts South 112th Street. Design elements for these routes may include sharrows, wide shoulders, or designated bike lanes.

The request is consistent with the criteria.

4. *The area is located within 1/8 mile of a transit route with peak transit frequency of at least every 21-30 minutes.*

There is one bus route within the vicinity of the subject parcel. Route 128 is located on South 112th Street directly adjacent to the subject parcel. The Metro bus service schedule indicates a service frequency of approximately every 30 minutes.

The request is consistent with the adopted criteria.

5. *The area does not have critical areas, except critical aquifer recharge areas.*

The critical area maps shows there are no critical areas, with the exception of critical aquifer recharge areas, located on or near the subject parcel.

The request is consistent with the criteria.

6. *The area is located adjacent to or has adequate access to an arterial.*

The parcel has direct access to South 112th Street, which is classified as a collector Arterial (Figure 2 TR 2.3).

The request is consistent with the criteria.

7. *The area is located in sections of the city that have or are planned to have pedestrian or other non-motorized connections.*

The parcel is located adjacent to South 112th Street which is classified as a general bikeway as specified on Figure 16, Bicycle Priority Routes, in the Burien Transportation Master Plan(TMP). General bikeways are described in the TMP as second tier bike routes, and provide further mobility options for more experienced riders and make use of roads with higher vehicle volumes and/or steeper grades.

The request is consistent with the criteria.

Criteria I, Conditions have changed since the property was given its present Comprehensive Plan designation so that the current designation is no longer appropriate:

The original land use designation was applied by King County and has been in place at least since 1983. In 2010 the City of Burien annexed the parcel and subsequently proceeded with nearly a year long public process to evaluate land use designations for the entire North Burien annexation area. The process was initiated to align the land use designations with Burien and determine if incremental adjustments were appropriate. In general, the focus of land use designation review efforts were on the more developed corridors such as Ambaum Boulevard SW, 1st Avenue South and the Boulevard Park area.

The conditions for Burien and King County have changed since the parcel was given its single-family designation. The region is anticipated to grow significantly in the next planning horizon and the result is that there will be a need for both housing and employment opportunities. The change for this parcel will provide more opportunity for redevelopment but more importantly will offer more supply of commercial land that can support the needs of adjacent residential development. Because this particular node is somewhat distant from others it can provide more opportunity for commercial goods and services within a shorter distance.

Comprehensive Plan Map Land Use Designation Change Conclusions

The applicant has demonstrated that the subject parcel is substantially consistent with the land use designation criteria found in comprehensive plan policy BU 1.3 therefore, the requested land use designation change from Moderate Density Residential Neighborhood to Neighborhood Center should be approved.

ATTACHMENTS

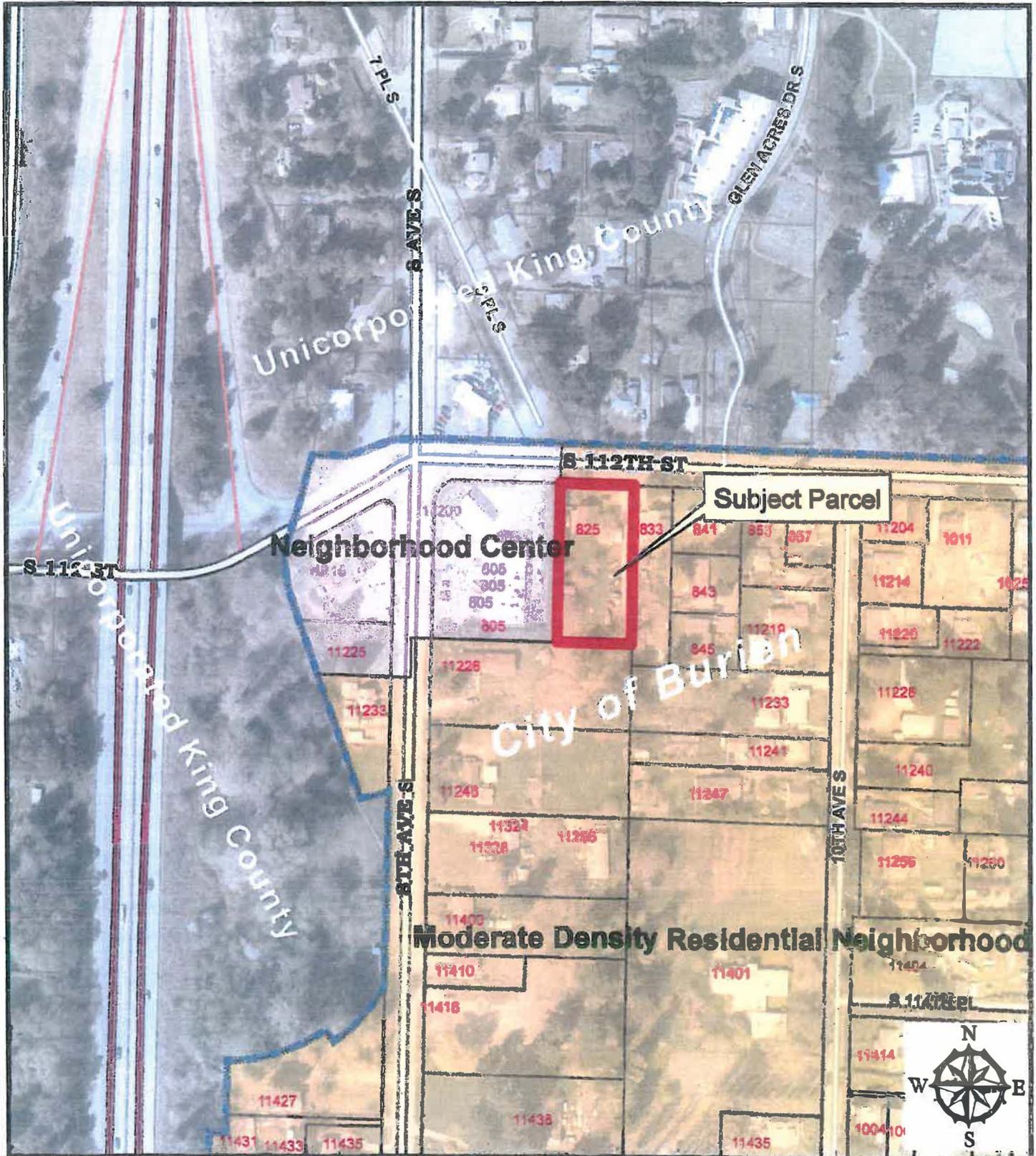
- 1 - Vicinity Map
- 2 - Submitted Application Materials
- 3 - Figure 2 LU-3, Commercial Nodes
- 4 - Public Comments (no written comments were received)

Morton Comprehensive Plan Map

Amendment Request

File No. PLA 16-0451

Vicinity Map





Burien

Washington, USA

Comprehensive Plan Amendment Request

400 SW 152nd Street, Suite 300 Burien, WA 98166
Phone: (206) 241-4647 © FAX: (206) 248-5539
www.burienwa.gov

Amendment Type	Reference Number <small>(staff will assign)</small>
<input checked="" type="checkbox"/> Map amendment	PLA 16-0451
<input type="checkbox"/> Text amendment	

APPLICANT INFORMATION			
Name: <u>So Yong Norton</u>	Company:	Daytime Phone: *	
Mailing Address: *		E-mail: *	
Contact person: <u>Gerald F. Robison</u>	E-Mail: <u>gfr@robisonlaw.com</u>	Daytime Phone: *	
Property owner: <u>So Yong Norton</u>		Daytime Phone: *	
Mailing Address: *		E-Mail: *	

SITE INFORMATION (if applicable)			
Site Address: <u>825 S. 112th St.</u>	Parcel Number: <u>336140-0005</u>		
Existing Zoning District: <u>RS 7200</u>	Existing Comprehensive Plan: <u>Med Density Res</u>		
	Requested Plan designation: <u>NC</u>		
Number of Acres: <u>.6</u>	Current Land Use: <u>S.F. Res.</u>		
Critical areas present: <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input checked="" type="checkbox"/> Critical Aquifer <input type="checkbox"/> Landslide Hazard Area <input type="checkbox"/> Fish & Wildlife <u>Aquifer Recharge Area</u>			
Brief description of proposal (attach additional sheets if necessary): <u>* direct all contact through Gerald F. Robison, 648 S. 152nd, #7 Burien, WA 98148 (206) 243-4219</u>			
<u>Amend map from Residential to NC.</u>			
<u>see attached</u>			

RECEIVED

FEB 29 2016

CITY OF BURIEN

SIGNATURE

I, So Yong Norton, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate Gerald F. Robison to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional engineers and other consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: 2-22-16

Signature: [Signature]

Application for Amendment of Comprehensive Plan Map, Attachment to Comprehensive Plan Amendment Application.

PLA-16-0451

Description of Request:

Property owners desire to amend the comprehensive plan map so that the property they own at 825 S. 112th St., which is the subject of this application and is currently designated at Moderate Density Residential, has the same comprehensive plan designation as the adjoining property they own at 805 S. 112th St., which is designated Neighborhood Center.

The applicants bought the subject property after the previous owner complained that operation of the gas station and convenience store on their adjoining property interfered with his ability to enjoy his home.

Description of the property:

The subject property is located 300 feet east of 8th Ave. S., on the south side of S. 112th St.. It is 112.5 feet wide by 236 feet deep, a total of 26,550 square feet (0.60 acre), sloping gently upward to the south from the street. At present the property is a typical large suburban residential lot, with a single family home.

Description of the neighborhood:

The property is located in the northwest corner of the Boulevard Park neighborhood, adjacent to the neighborhood center located at the intersection of 8th Ave. S., S. Glendale Way and S. 112th St., on the northern boundary of the City of Burien. In Burien, the neighborhood center presently includes the adjoining property, which is improved with a gas station/ convenience store and small strip mall that includes two restaurants, a beauty salon and a party store. On the west side of 8th Ave S., the neighborhood center includes a former gas station that is now a fruit and vegetable store, and an adjoining house that was rezoned a few years ago to allow for possible future re-development of the property. Across the City limits there is an auto repair shop (in an old gas station) and a convenience store.

The adjoining neighborhood is entirely residential. The 2010 census indicates a population of about 7,000 people within three quarters of a mile from the property (including areas of Burien and unincorporated King County). The Glenacres Condominiums are directly across the street, in unincorporated King County. Otherwise, the immediate neighborhood is mostly single family residential, with large apartment complexes about three quarters of a mile to the north, and smaller apartment complexes a similar distance to the east. The next nearest commercial/retail/office areas are located about a half mile west along First Avenue S. (separated from the Boulevard Park neighborhood by Highway 509), and nearly a mile east on Des Moines Memorial Drive S.

The property has frontage on S. 112th St., which is an east-west collector arterial, which connects on the west to 8th Ave. S. (a north-south collector arterial, 300 feet from the property), SR 509 (northbound only, a freeway about 600 feet away from the subject property), and First Ave. S. (a principal arterial about one half mile away from the property), and on the east to Des Moines Memorial Drive S. (a minor arterial about three quarters of a mile away). A sidewalk

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runs along Glendale Way and S. 112th St., from SR 509, past the property and continuing all the way to Des Moines Memorial Drive S.

Metro bus route 128 passes the subject property with an eastbound stop about 200 feet west of the property and a westbound stop about 300 feet east of the property. The schedule calls for 40 eastbound and 37 westbound buses per day on weekdays, and 36 buses each way on Saturdays and Sundays, with buses every 20 minutes or so during the peak commute times.

Discussion of Comprehensive Plan Amendment Criteria:

A. Best means for meeting an identified public benefit:

Goal BU.1. Calls for the City to, "Provide a broad range of attractive and strategically located business activity centers/nodes that serve as focal points for employment, commerce and culture for their adjacent residential neighborhoods ...".

Policy BU 1.2. Calls for the city to, "Provide areas for businesses that serve neighborhoods ..., and minimize traffic congestion, visual and other impacts on the surrounding residential areas."

Policy BU 1.3. Provides that the NC designation should allow for relatively small areas that provide limited scale convenience goods and services to serve the everyday needs of the surrounding single family neighborhoods or to provide locally based employment opportunities, and that customers and employees are encouraged to walk rather than drive to these areas.

Policy LU 1.5. Calls for expanding Burien's economic base by attracting the types of economic activities that best meet the needs and desires of the community, while protecting well established residential areas from encroachment by incompatible non-residential uses.

Policy LU 1.7. Calls for the recognizing the rights of individuals to use and develop private property in a manner consistent with City regulations.

The meaning of "identified public benefit" is not clear in the comprehensive plan, but the plan does call for development of services in nodes that serve the surrounding residential areas with limited scale convenience goods and services, and attracting businesses that meet the needs and desires of the community.

In this case, the property is adjacent to an existing node that satisfies many of those needs and desires, but does not provide, for example, any professional office space, medical or dental office space, assisted living facilities or formal day care,. Those needs are not in fact adequately provided for anywhere within a mile or more from this location, leaving most of the several thousand residents in the area to travel a mile or more to reach such services.. Nor is there any room to add such facilities in the existing node without taking away one or more of the existing services that are provided there.

Expanding the existing node to include the subject property is the best way to meet the need for local facilities in the Boulevard Park neighborhood.

B. The proposed amendment is consistent with the GMA, PSRC plans, KCCPP and Burien CP:

The Growth Management Act, RCW 36.70A.020, sets out 13 planning goals, and those planning goals inform all the other planning documents. Not all of those are relevant to the present application, but this application is consistent with those that are relevant.

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The 1st and 2nd goals seek to encourage development in urban areas and reduce urban sprawl. The requested amendment will allow one residence on a large lot to be replaced with a much more urban business use. This application is consistent with those goals.

The 3rd and 4th goals don't apply to this application.

The 5th goal encourages economic development that is consistent with adopted comprehensive plans, promotes the recruitment of new businesses and encourages growth in areas experiencing insufficient economic development. This application is consistent with the adopted comprehensive plan, will make space available for a new business in area that is currently under served, and will encourage new economic development in an area that has not experienced economic growth in decades.

The remaining goals are not relevant to this application.

C. The proposed amendment will result in a net benefit to the community:

When the property is redeveloped Burien will lose the one old single family home that is now on the property, and the possible two additional homes that could be added by short platting under the present zoning. An inconsequential affect on the supply of housing in Burien.

The proposed amendment will allow redevelopment that will bring services to the neighborhood that are not presently available there.

The benefit to the community from adding services not now available, plus the benefit to the City as a whole of increasing economic activity and tax revenues, substantially outweighs the loss of one existing and two potential single family homes.

On a smaller scale, the former owner of the existing house complained that the lights at the gas station, and the noise of cars coming and going interfered with his peaceful enjoyment of his home. This proposal would eliminate the future possibility of locating single family homes next to the gas station.

D. The revised Comprehensive Plan will be internally consistent:

The proposed map amendment will revise only the map, not the Comprehensive Plan. As discussed elsewhere in this application, the map amendment is consistent with the comp plan.

E. The capability of the land can support the projected land use:

The property is in an aquifer recharge area, but otherwise is not in any critical area that would bar development for a use consistent with the NC zone. The land rises very gently from the street to the back of the property. There are no areas of standing water on the property. There is no question that the land can support any use that would be allowed in the NC zone.

F. Adequate public facility capacity to support the projected land use exists, or can be provided by the property owner:

The property has 112.5 feet of frontage on a collector arterial with curbs, storm drainage and a sidewalk fronting the property, close by another arterial (8th Ave. S.), and SR 509.

Even though the subject property is not presently connected to the sanitary sewer, the applicant has previously extended the sewer main to the abutting property on the west side of the subject property. That sewer was installed with the intention that it will also serve the subject

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property when it is redeveloped.

All other utilities are available in the street.

G. The proposed amendment is compatible with nearby uses:

To the west, the subject property abuts a retail commercial property, with a gas station/convenience store, two small restaurants, and two other businesses. The proposed office/service use on the subject property is compatible with that use.

To the south and east, the subject property abuts single family residences. The proposed use will be more compatible with those uses than the present use is with the existing retail development to the west. There will be no gas station built on the property, and the two convenience stores already located in the business node will certainly preclude the addition of another convenience store. The most likely development on the site will an office use of some kind which will have little or no impact on neighboring residences. Any impact such development might otherwise have on neighboring residences will be mitigated or eliminated by the buffers, landscaping, and other development requirements that will be imposed on any development under the Burien zoning code.

Across the street to the north, in unincorporated King County, there are single family homes, and the Glenacres condominiums and golf course. The subject property will have little or no impact on those uses (other than providing a new service for the residents) and is compatible with those uses.

H. The proposed amendment will not prevent the City from achieving its GMA population and employment targets:

The loss of one existing single family home and two potential building sites will not affect the City's ability to achieve its population target.

The addition of new office or retail space will enhance the City's ability to achieve its employment target.

I. Conditions have changed since the property was given its present Comprehensive Plan designation so that the current designation is no longer appropriate and or the map change will correct a Comprehensive Plan designation that was inappropriate when established:

The present Moderate Density Residential designation was carried over from King County's designation after the area was annexed into Burien. It seemed appropriate at the time since the property was used as a single family residence, had long been zoned single family, and there was no request at the time for a different designation. But, even though it seemed appropriate at the time, it probably was not.

Since King County originally designated the subject property as single family the area has gained population, with large condominium and apartment complexes to the north, and more homes to the south and east, without adding any new office or retail designated areas. King County granted permits for construction of the present gas station/convenience store/strip mall abutting the west side of the subject property, a use that is more intensive than the old gas station that was located there previously, without changing the designation of the subject property even though it abuts the property on which the County allowed a much more intensive use.

Conditions had changed since the single family designation was first established, such that it was no longer appropriate when the property was annexed into Burien, but because no one requested a change, the County had not changed it. The applicant did not own the subject property at that time, so she could not make such a request. The man who owned the subject property at the time did not request a change. In the absence of any request for a change, the City did not study the appropriateness of the single family designation for that individual parcel when it converted the County's designations under the Burien Comprehensive Plan and Zoning Code. So, even though the single family designation was not appropriate even then, it became the city's designation for the property.

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SUPPLEMENTAL ATTACHMENT TO APPLICATION
Application of So Morton regarding property located at 825 S. 112th St.

Discussion of evaluation criteria set forth in Burien Comprehensive Plan Policy BU 1.3

1. The subject property is located in the low intensity commercial node located at the intersection of S. 112th St. and 8th Ave. S. Figure 2LU-3, Comprehensive Plan.
2. The surrounding residential area is designated as Moderate Density Residential. City of Burien Comprehensive Plan (Map LU-1), Revised by ORD. 630 - Effective January 5, 2016.
3. The subject property is on a General Bikeway. Figure 15, Transportation Master Plan, May 2012.
4. The subject property is located on Metro Transit route 128, with east and west bound stops within 300 feet of the property. The Metro schedule indicates transit frequency of about 21 minutes during peak transit times. Figure 4, Transportation Master Plan, May 2012, includes the subject property on a transit route having Peak Transit Frequency of 21-30 minutes.
5. The only designation affecting the subject property is an Aquifer Recharge Area. Figure 2-EV1 - Sensitive/Critical Areas Map, Burien Comprehensive Plan, December 2012
6. The subject property has street frontage on S. 112th St., which is designated as a Collector Arterial in Figure 2, Transportation Master Plan, May 2012.
7. The subject property is located on a street that has pedestrian and non-motorized connections.
The sidewalk on S. 112th St., fronting the subject property, runs from SR 509 to Des Moines Memorial Drive S., where it connects to sidewalks on Des Moines Memorial Drive S. and S. 120th St., which in turn connect into the City's general system of sidewalks. Figure 5, Transportation Master Plan, May 2012.
The existing sidewalk connects to a nearby Pedestrian Activity Center near the eastern edge of the subject property. Figure 14, Transportation Master Plan, May 2012.
The subject property is located on a General Bikeway that connects to the west with other General Bikeways at 8th Ave. S., 4th Ave. SW, and 26th Ave SW, and to Neighborhood Bikeway at 8th Ave. SW. It connects to with Existing Bicycle Lanes on Des Moines Memorial Blvd S., and S. 120th St., and Neighborhood Bikeway at Roseburg Ave. S. Through those connections the subject property connects to every Bicycle Priority Route in the City. Figure 15, Transportation Master Plan, May 2012.

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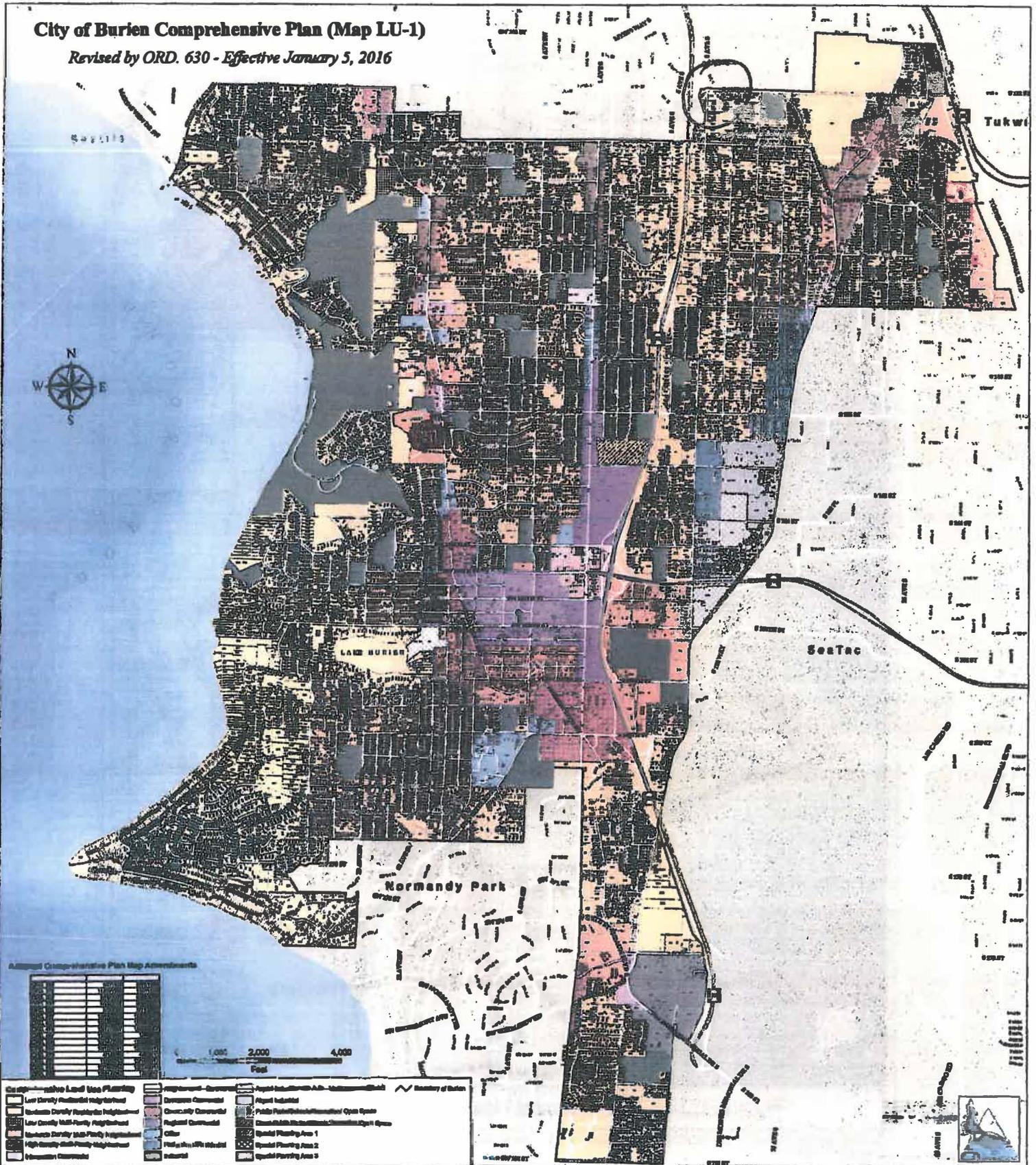


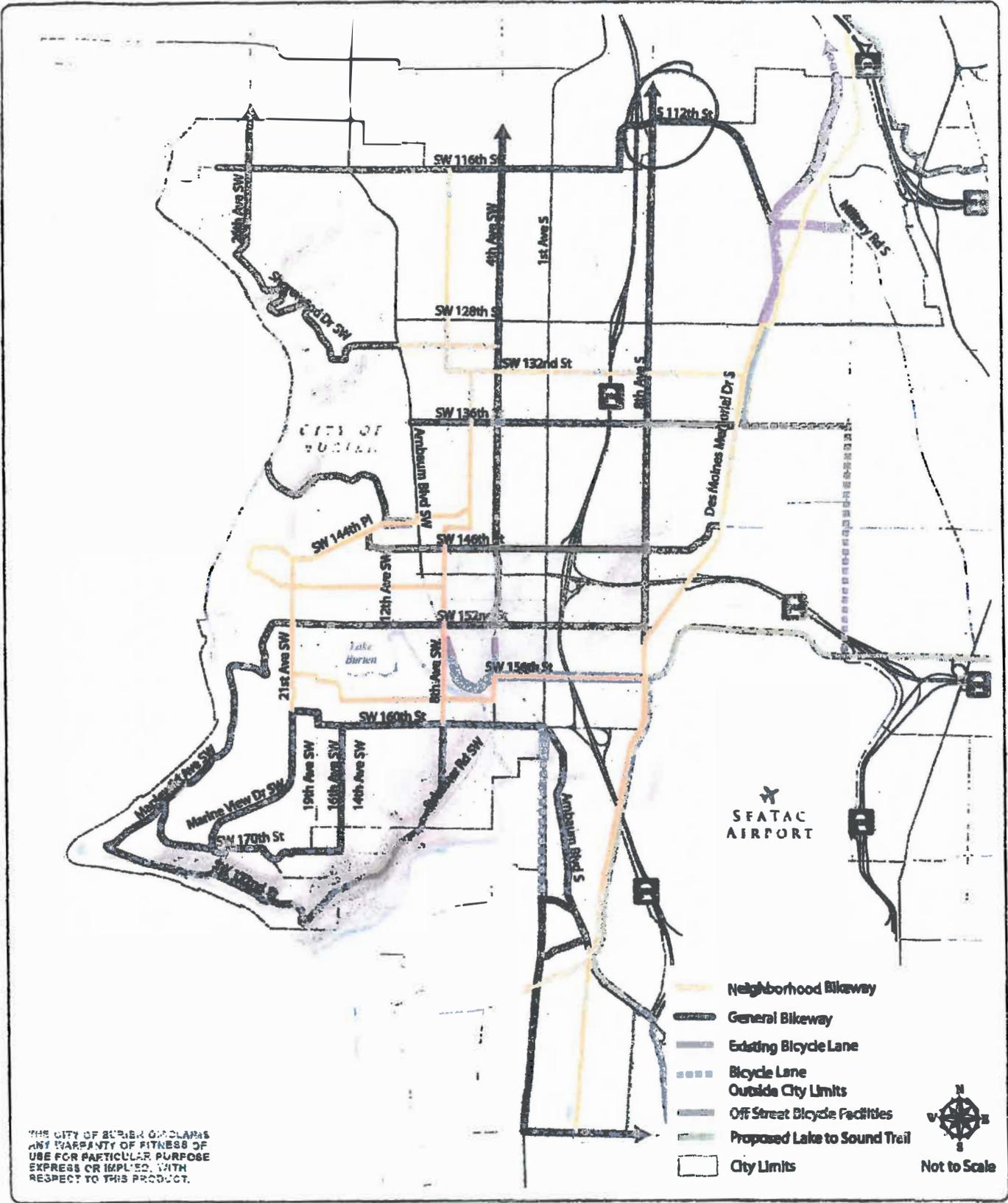
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City of Burien Comprehensive Plan (Map LU-1)

Revised by ORD. 630 - Effective January 5, 2016

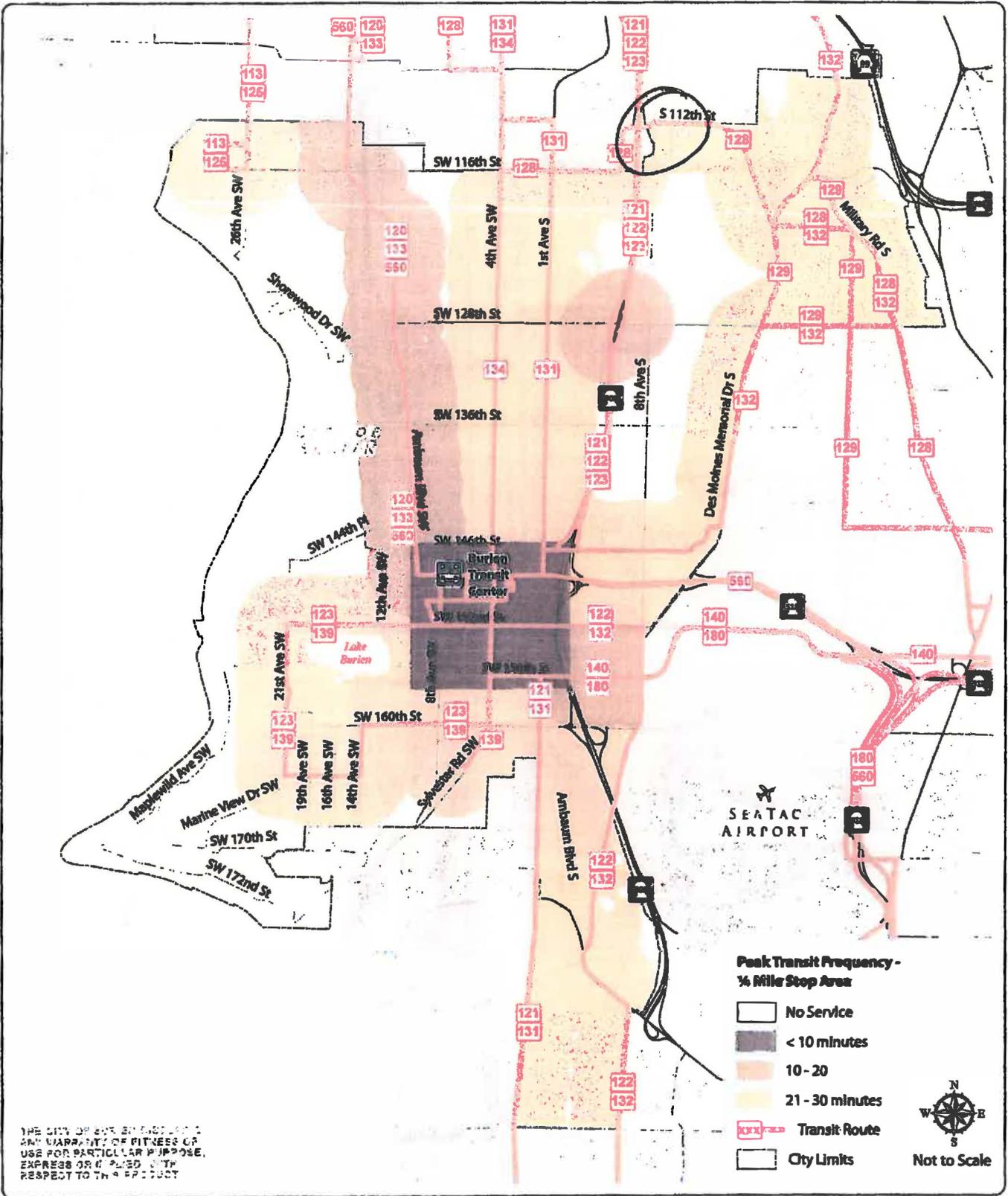




FEHR & PEERS

BICYCLE PRIORITY ROUTES

FIGURE 16



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TRANSIT SERVICE

FIGURE 4

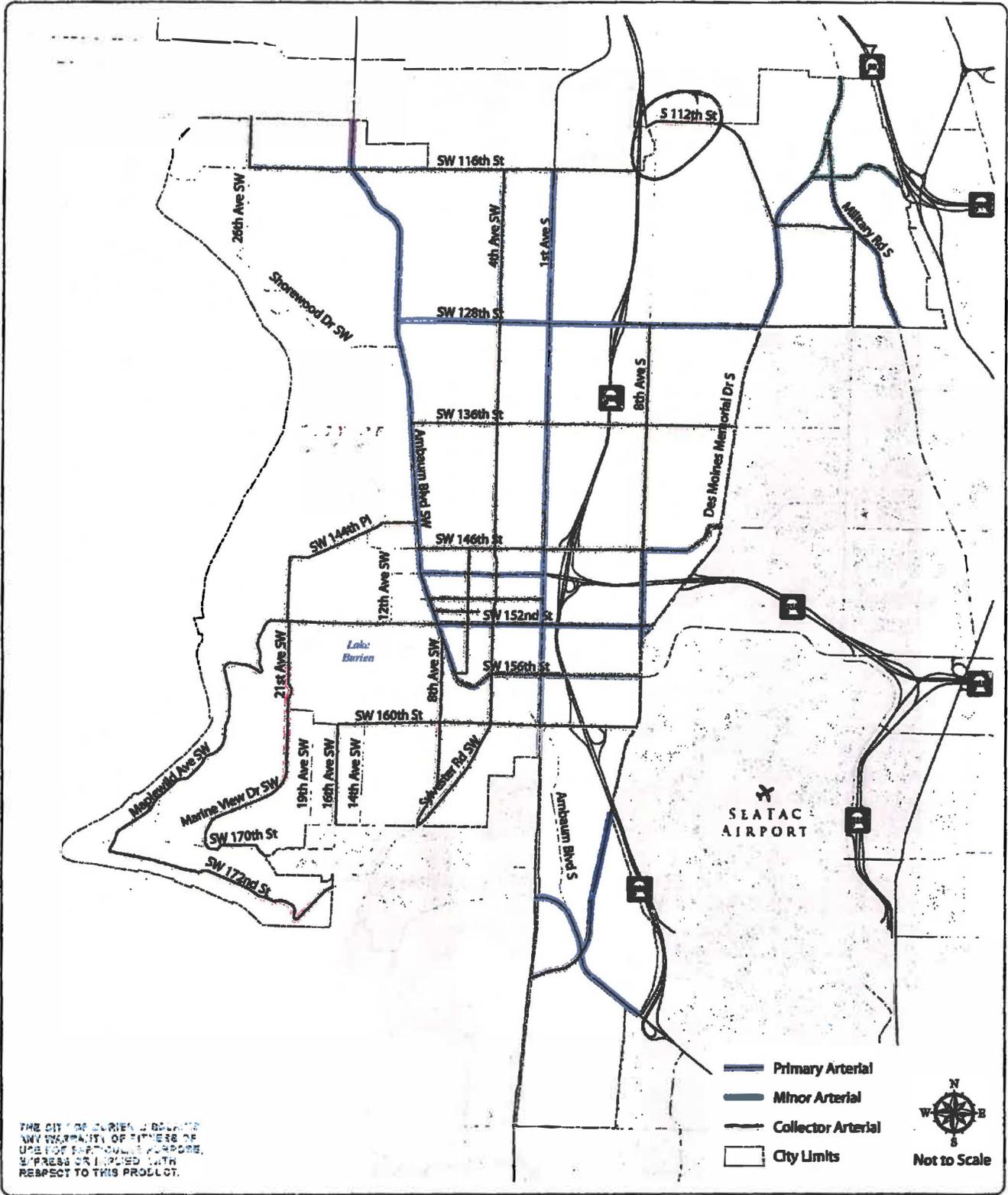
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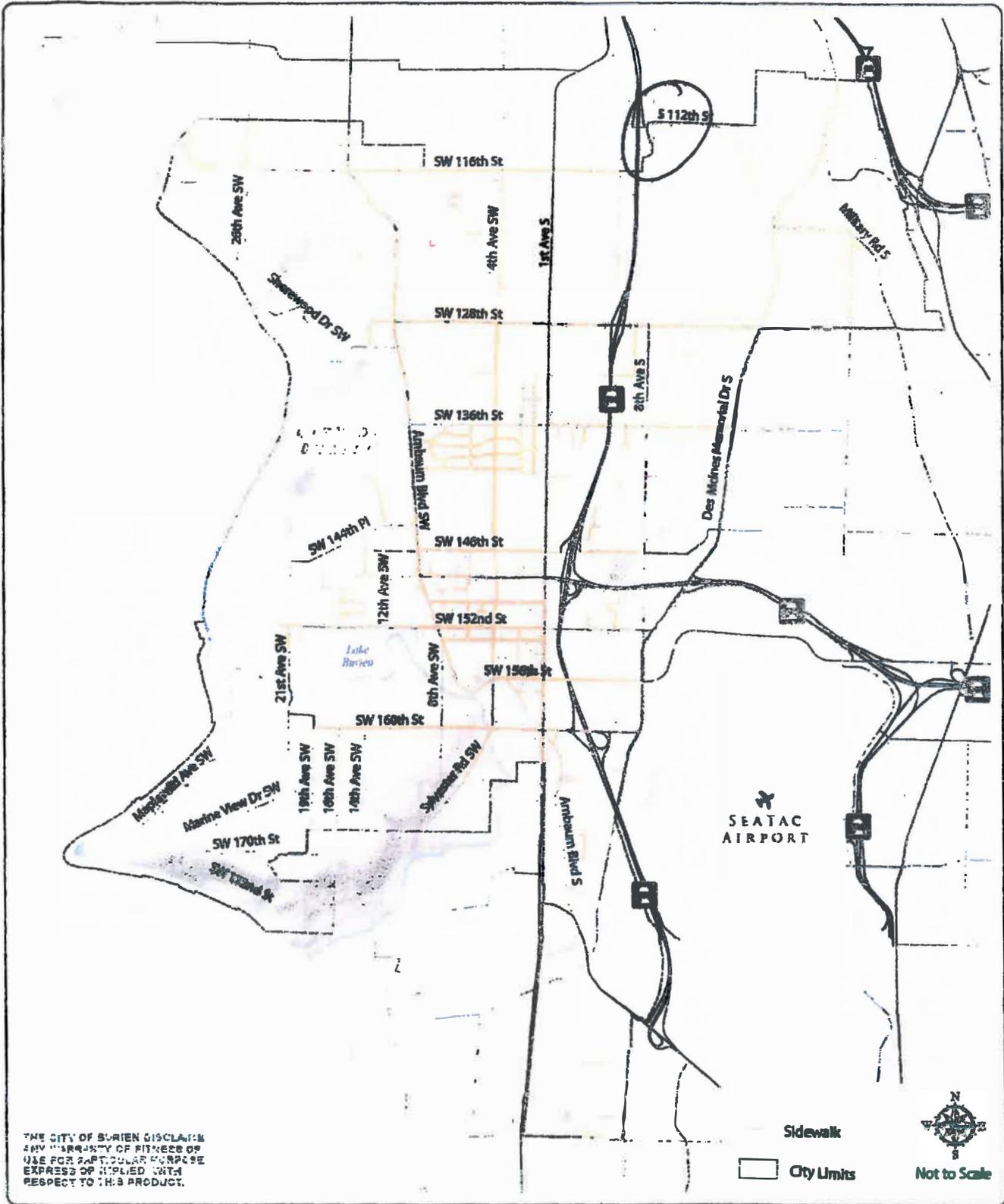
Last Updated: January 2012

Update By: T Ryan



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 Last updated: 01/17/2015
 By: fernandol



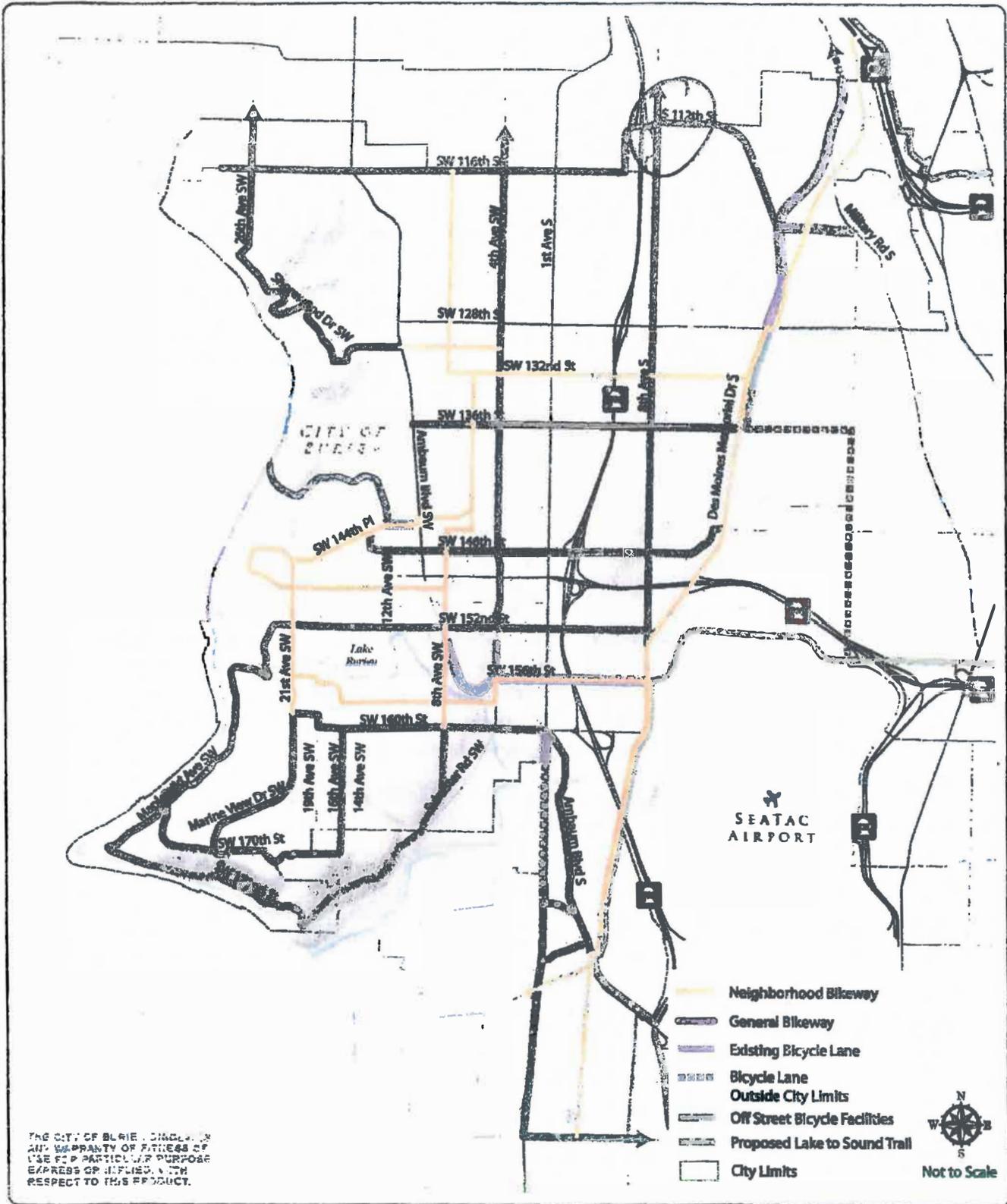


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 Last Updated: January 2012
 Update By: T Ryan

EXISTING SIDEWALKS

FIGURE 6



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BICYCLE PRIORITY ROUTES

FIGURE 16

Business

Goal BU.1

Provide a broad range of attractive and strategically located business activity centers/nodes that serve as focal points for employment, commerce and culture for their adjacent residential neighborhoods and the greater Burien area. The scale and intensity of uses at these locations shall be compatible with Burien's vision.

- Pol. BU 1.1 Allow home occupations in residential areas as an accessory use if they are compatible with adjacent residential uses and do not change the home's residential character.
- Pol. BU 1.2 Provide areas for businesses that serve neighborhoods, the community and the region, and minimize traffic congestion, visual, and other impacts on the surrounding residential areas.
- Pol. BU 1.3 The *Neighborhood Center* designation allows for relatively small areas that provide limited scale convenience goods and services to serve the everyday needs of the surrounding single family neighborhoods or to provide locally based employment opportunities, while protecting the desired neighborhood character. Mixed use development up to 12 dwelling units per acre is allowed at these locations. Mixed use developments contain a commercial or office presence while also providing opportunities for people to live near services and/or a choice of transportation modes. These neighborhood focal points should be designed and located so that customers and employees are encouraged to walk rather than drive to these areas.

This Comprehensive Plan land use designation is implemented by the *Neighborhood Center* zoning designation.

Designation Criteria: Properties designated for *Neighborhood Center* uses should reflect all of the following criteria:

1. Areas are located at low intensity commercial nodes (shown on Figure 2 LU-3, Commercial Nodes) adjacent to residential neighborhood(s).
2. Adjacent residential designations shall predominately be Moderate Density Residential.
3. Areas shall be located on an identified general bikeway.
4. Areas are located within 1/8 mile of a transit route with a peak transit frequency of at least 21-30 minutes.
5. The area does not have critical areas, except aquifer recharge areas.
6. Areas are located adjacent to or have direct access to an arterial.
7. The area is located in sections of the city that have or are planned to have pedestrian or other non-motorized connections.

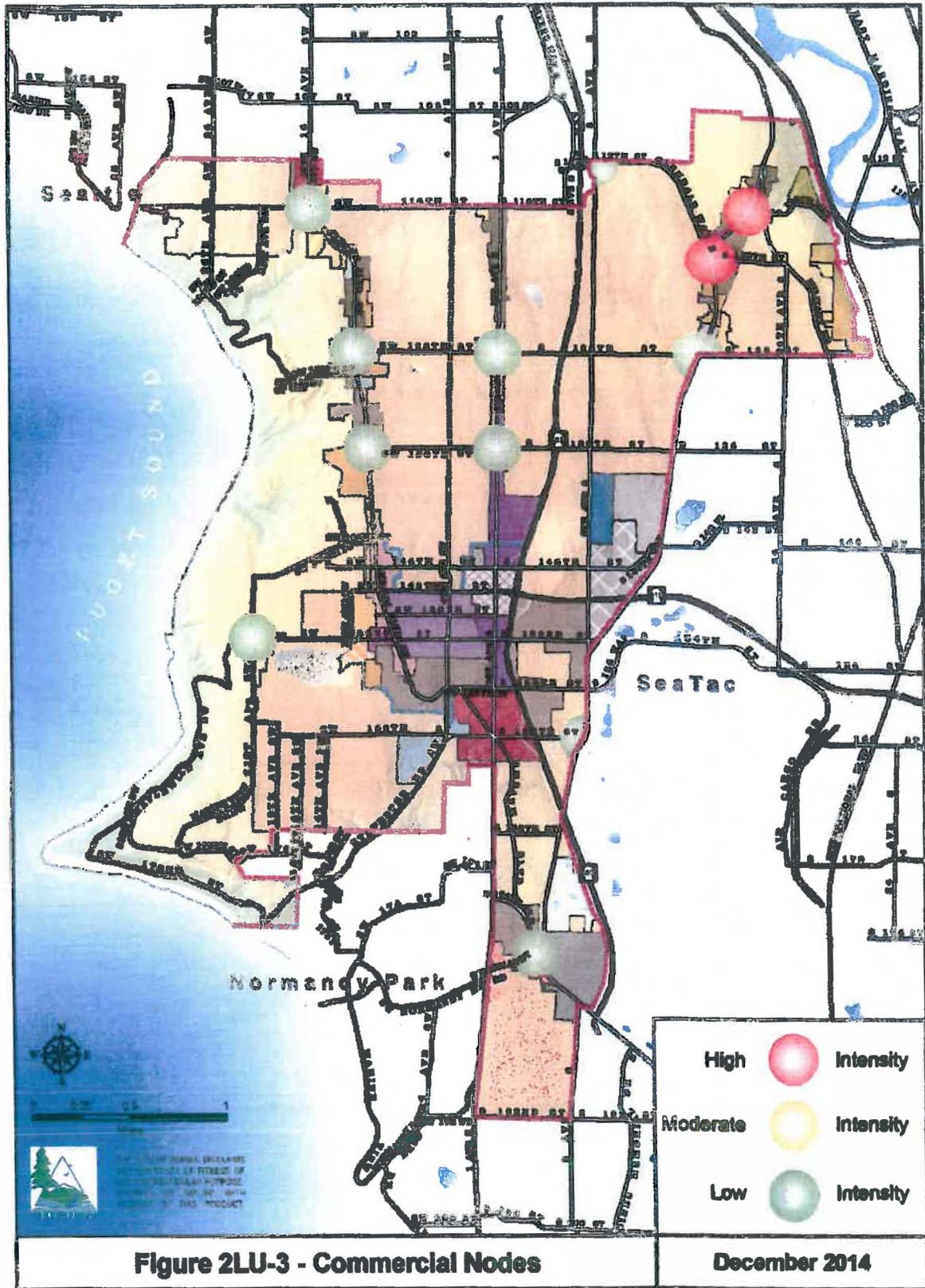


Figure 2LU-3 - Commercial Nodes

December 2014

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 Last updated: 10/8/2014
 By: fernando

CITY OF BURIEN, WASHINGTON
RESOLUTION NO. 370

A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON, RELATING TO THE COMPREHENSIVE PLAN OF THE CITY OF BURIEN, AS REQUIRED AND ADOPTED PURSUANT TO THE GROWTH MANAGEMENT ACT OF 1990, AS AMENDED (RCW CHAPTER 36.70A), AND AS ADOPTED PURSUANT TO RCW CHAPTER 35A.63; ESTABLISHING THE CITY'S 2016 COMPREHENSIVE PLAN AMENDMENT DOCKET AND WORK PROGRAM.

WHEREAS, the Burien City Council adopted the Comprehensive Plan of the City of Burien on November 17, 1997 as required by the Growth Management Act ("GMA") of 1990, as amended, and also adopted the Comprehensive Plan pursuant to RCW Chapter 35A.63; and

WHEREAS, the Growth Management Act authorizes the City to amend the Comprehensive Plan on an annual basis and requires cities to periodically conduct a thorough review of their plans and regulations to ensure they are consistent with changes in the Act; and

WHEREAS, in 2014 the City of Burien completed the last phase a thorough Growth Management Act review and completed its last annual amendment process in December of 2015; and

WHEREAS, the City of Burien in 2011 conducted a Visioning process and desires to incorporate this vision into its Comprehensive Plan; and

WHEREAS, the City of Burien intends to update its Comprehensive Plan to comply with relevant State, regional and county planning documents; and

WHEREAS, the City of Burien followed public participation procedures as set forth by BMC 19.65.095; and

WHEREAS, on December 27, 2015 the City of Burien issued a Notice of Comprehensive Plan Review and Update, informing the general public of the update and how they may participate in establishing the scope of work; and

WHEREAS, on March 9, 2016, the City of Burien Planning Commission held a public meeting to allow for interested parties to comment on a draft docket and work program and at that meeting made a recommendation to the Burien City Council; and

WHEREAS, the City Council held a public meeting to consider requests for amending the Comprehensive Plan; and

WHEREAS, the City of Burien received one (1) citizen initiated amendment request, which is included in the Docket and Work Program attached hereto as Exhibit A.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. 2016 Comprehensive Plan Amendment Docket Adopted. The City Council directs City staff and the Planning Commission to analyze, study, and make recommendations to City Council on the items listed on the Docket and Work Program attached hereto as Exhibit A.

PASSED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 18TH DAY OF APRIL, 2016.

CITY OF BURIEN
/s/ Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:
/s/ Monica Lusk, City Clerk

Approved as to form:
/s/ Soojin Kim, City Attorney

Filed with the City Clerk: April 18, 2016
Resolution Passed: April 18, 2016
Resolution No. 370

RESOLUTION 370—EXHIBIT A
2016 COMPREHENSIVE PLAN AMENDMENTS
DOCKET AND WORK PROGRAM
 April 18, 2016

2016 Prioritized Comprehensive Plan Docket Items

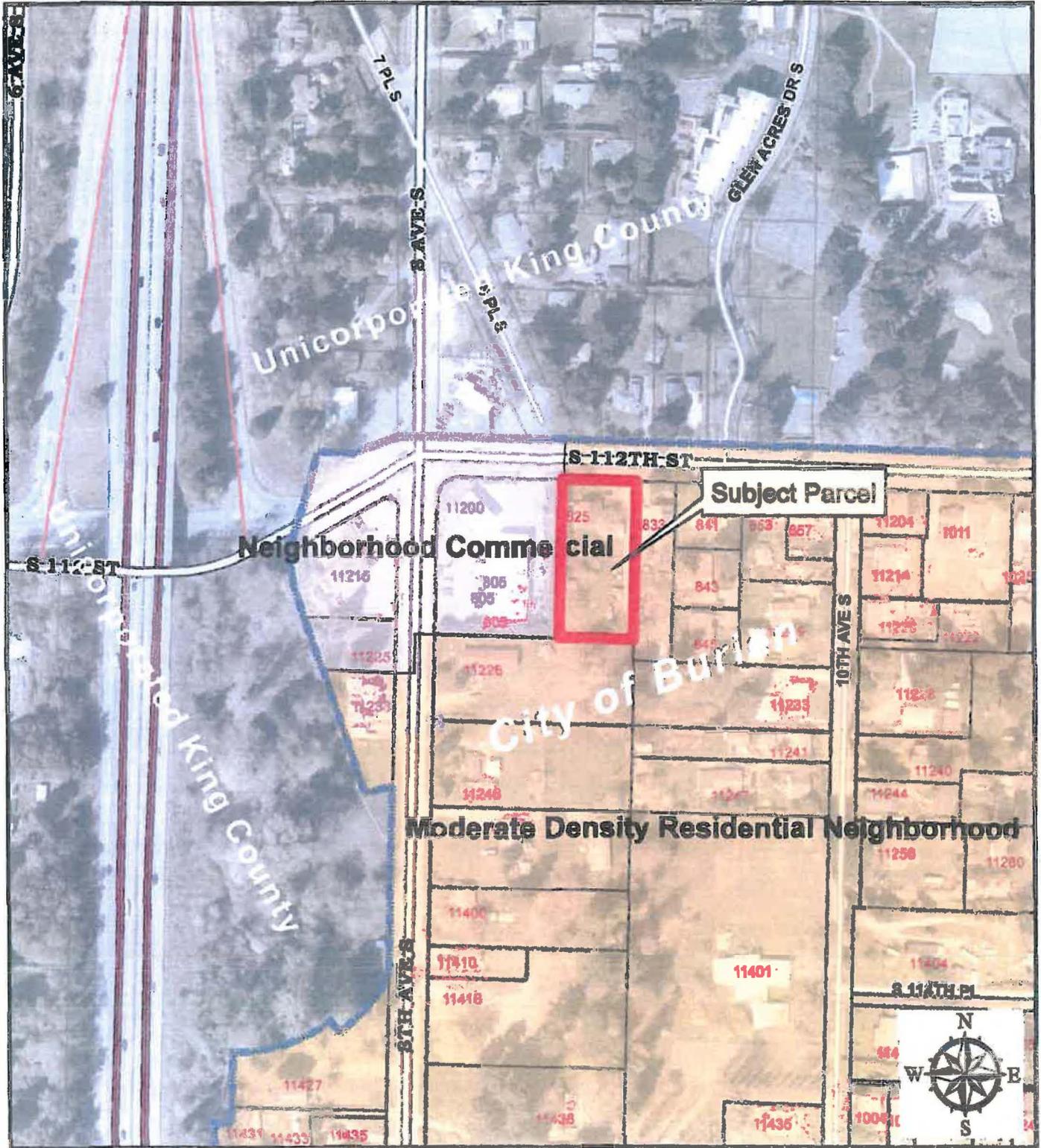
Item No.	Priority	Topic	Item Description/Background
1	H	Integrate required elements of Vision 2040 <ul style="list-style-type: none"> • Document how housing and employment targets were extended to 2035. • Reference the Transportation Master Plan to include the supporting technical analysis on existing conditions and analysis of the system addressing the GMA requirements. • Support the updates to the Housing Element by preparing an inventory and needs analysis. 	Ongoing docket item. To best compete for grants and other funding sources Burler's document must be certified by PSRC. This requires the plan to include goals and policies that align and are consistent with this regional planning document.
2	H	Comply with applicable State Environmental Policy Act Review Requirements.	Ongoing docket item. SEPA processes must be followed each update cycle.
3	H	Update Economic Development Element consistent with City Council adopted economic development priorities.	The economic development element should be updated to incorporate all the work completed over the past year regarding economic development and to formalize the policy direction contained therein. Incorporate outcomes of the Downtown Mobility Study.
4	H	Update Figure TR 2.5, Primary Truck Routes, to coordinate with new map as adopted by Ordinance.	Technical amendment to ensure consistency with a more recently adopted ordinance regarding truck routes (Ord. 633).
5	M	Streamline Plan, combine or eliminate goals and/or policies as needed or are no longer applicable.	Ongoing docket item. The City continually evaluates the plan for opportunities to streamline and simplify its contents.
6	H	Update Downtown section in coordination with preparation of a Growth Center Plan (following TS completion in 2016).	A PSRC required item. Regional Growth Center plans are required by PSRC. (Added in 2015). The item was initially scheduled to coincide with Town Square completion, but given delays in the developments progress the item has been moved further into the future. Some components of the plan may be able to start earlier than indicated here and be supported by the outcomes of the downtown Mobility Study.
7	H	Comprehensive Plan Map amendment request from So Yong Morton (owner). File No. PLA 16-0451. Change designation of one parcel from Moderate Density Residential Neighborhood to Neighborhood Commercial.	Individual amendment request (legislative).

Ref No.	INDIVIDUAL PROPOSED AMENDMENTS	Proposed By
2016-1	Comprehensive Plan Map Amendment Request Parcel No.: 336140-0005 Addresses: 825 South 112th Street File No. PLA 16-0451 Request: Comprehensive Plan change from Moderate Density Residential Neighborhood to Neighborhood Commercial.	So Yong Morton

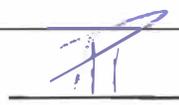
Morton Comprehensive Plan Map Amendment Request

File No. PLA 16-0451

VicinityMap



**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Presentation of Services and Projected 2018 Costs of Burien C.A.R.E.S. and Regional Animal Services of King County (RASKC)		Meeting Date: December 5, 2016
Department: City Manager	Attachments: 1. Memorandum: Services and Projected 2018 Costs of Burien C.A.R.E.S. (CARES), and Regional Animal Services of King County (RASKC) 2. Presentation: Animal Control Services Overview	Fund Source: Pet Licenses and General Fund
Contact: Laura Crandall		Activity Cost: \$0
Telephone: (206) 439-3165		Amount Budgeted: \$175,000 Unencumbered Budget Authority: \$0
Adopted Initiative: N/A	Initiative Description: Animal Issues	
PURPOSE/ REQUIRED ACTION: The purpose of this item is to provide the Council with information on services and estimated fees for Burien CARES, the City's current animal control provider, and services and for Regional Animal Services of King County (RASKC).		
BACKGROUND (Include prior Council action & discussion): At the May 23, 2016 Council Study Session, a <i>Briefing and Discussion on Relative Cost and Levels of Animal Services Provided by Regional Animal Services of King County (RASKC) and Burien Community Animal Resources and Education Society (CARES)</i> was presented to Council. Discussion continued at a regular Council meeting on June 6, 2016, where Council directed staff to negotiate a contract with CARES to extend animal care and control services for the City until December 31, 2017 and to incorporate a quarterly reporting of services rendered into the contract extension. Council directed staff to obtain an estimate of 2018 services from RASKC and CARES by November 2017. This topic comes before the Council at this time because Regional Animal Services of King County (RASKC) is in the process of finalizing a new five-year Interlocal Agreement (ILA) for Animal Field Services, Licensing, and Sheltering with twenty-six King County cities. The ILA begins January 1, 2018. In order to more accurately determine cost and service projections, King County and RASKC are asking participating cities to provide a non-binding Letter of Interest to RASKC by December 31, 2016. RASKC requires that formal notification of intent to contract be received by February 15, 2017, with Councils to approve contract by June 1, 2017. The Council will be requested to provide direction to the City Manager for the non-binding Letter of Interest at the December 19, 2016 Council meeting. Another meeting in January will be held for direction on the February 15 formal notification.		
OPTIONS (Including fiscal impacts): N/A		
Administrative Recommendation: Receive Presentation		
Advisory Board Recommendation: N/A		
Suggested Motion: None Required		
Submitted by: Administration 	City Manager 	
Today's Date: November 29, 2016	File Code: R://CC/Agenda Bills 2016/120516cm-1 Services and Costs CARES RASKC	



Burien

Washington, USA

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MEMORANDUM

To: Burien City Council
From: Laura Crandall, Local Government Management Fellow
Topic: Services and Projected 2018 Costs of Burien C.A.R.E.S. (CARES), and Regional Animal Services of King County (RASKC)
Date: December 5, 2016

Purpose:

Animal Care and Control services are currently provided by Burien C.A.R.E.S. (CARES). The current contract ends on December 31, 2017. This memorandum provides information to assist the Council in future decision-making on the City's animal care and control services provider.

Regional Animal Services of King County (RASKC) is finalizing a new five-year Interlocal Agreement (ILA) for Animal Field Services, Licensing, and Sheltering with twenty-six cities in King County. The ILA begins January 1, 2018. King County, RASKC and a Joint Collaboration Committee made up of representatives from participating cities are working to develop the terms of the new ILA.

In order to more accurately determine cost and service projections, King County and RASKC are asking participating cities to provide RASKC with a non-binding Letter of Interest by December 31, 2016.

This Memorandum includes:

- A brief background of animal care and control services in Burien
- Services and Cost Structure of both models
- Comparison of the services provided by the City's contracted animal control provider CARES with that of RASKC

1. Background of Animal Control Services in Burien

Animal Field Services, Sheltering, and Licensing were provided by King County until July 1, 2010, when the County cancelled all existing contracts, restructured the regional model, and issued new contracts. Burien City Council opted to discontinue service with King County because of a 'significant cost increase'.

City staff worked with a regional group to devise alternatives, but ultimately issued an RFP and contracted with a service provider. That initial provider cancelled the contract after a short service period, and the City issued a second RFP. In 2011, the City entered into a four-year contract with Burien CARES. The contract has been amended and extended since that time and is valid until December 31, 2017.

2. Services and Cost Structure of the Models

CARES and RASKC cover three Service Areas: Field Services, Shelter Services, and Licensing.

ANIMAL FIELD SERVICES:

- Receive and respond to calls
- Dispatch an animal control officer (ACO) according to an established priority ranking

SHELTERING:

- Provide Adequate **Indoor and Outdoor Facilities:** See Appendix for code section
- Veterinary Services
- Euthanasia rate not to exceed 15%

LICENSING:

1. Administer pet licenses and renewals in accordance with City Code

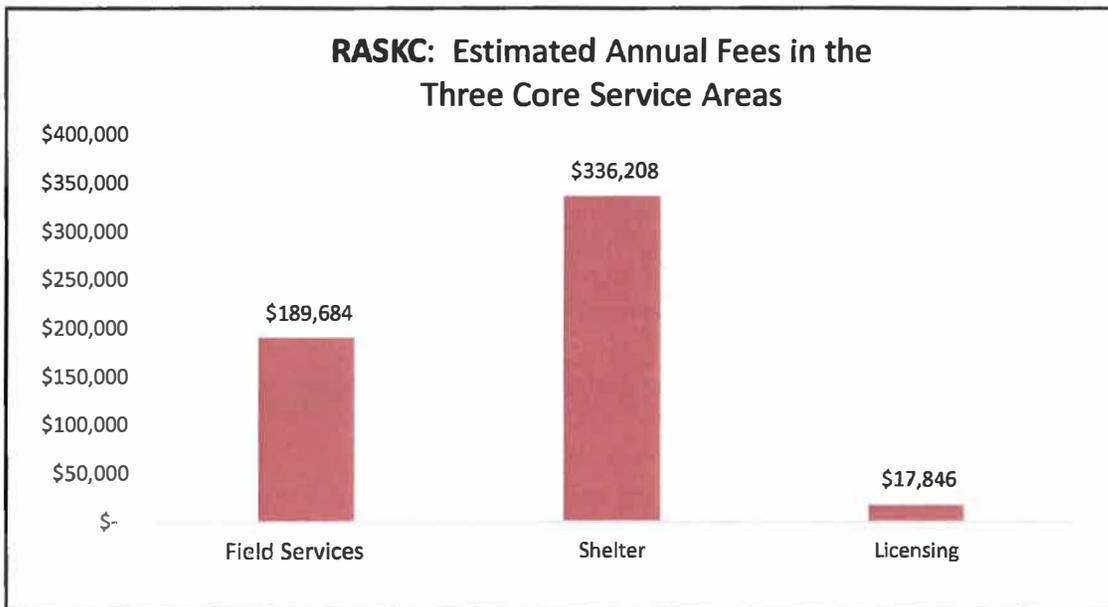


Figure 1

COST STRUCTURE RASKC: To figure and assign costs, RASKC separated the County into three districts. Service costs to cities for each service area are based on an 80/20 formula--80% of cost is based on usage, 20% on population. Using this formula, the annual cost of RASKC is projected at **\$543,738**.

Figure 1 on page 2 shows the estimated total annual fee for Burien for each service.

Explanation of RASKC's Calculations for Shelter Usage and Shelter Credit

The RASKC estimate includes an annual Shelter Credit of \$168,657. RASKC figures the cost to cities based on historical usage. RASKC does not have recent historical usage data for Burien. Therefore, cost projections for Burien in 2018 are based on estimated intakes. RASKC calculated the estimate using per capita intake rates for the cities of Kent, SeaTac, and Tukwila, determining estimated intakes for 2014 and 2015 and then averaging the two years. RASKC estimates 578 animal intakes for Burien in 2018. Burien CARES reported a total of 573 animal intakes for 2015.

RASKC collects cities' usage data and adjusts cities' rates based on actual usage by applying the Shelter Credit. The credit is figured using the three most-recent years of intake data. The credit is applied to the next year. For example, the City of SeaTac's 2018 credit would be figured using actual intake data from 2014, 2015, and 2016. 2017 would not be used in the calculation because a complete data set would not be available at the time of the County's budget preparation.

RASKC estimates that Burien's net cost would be between \$310,000 and \$344,000 annually.

CARES is currently contracted for a lump sum of **\$175,134** per annum. Figure 2, overleaf, shows the estimated 2018 costs for CARES. In past reporting on Burien's animal care and control program costs, costs related to administration¹, legal proceedings, and operating audits have not been included. RASKC incorporates those costs into their fee schedule², so those costs have been added to the CARES for comparison purposes.

With the above-mentioned costs included, the estimated 2018 total annual cost for CARES is **\$198,205**.

¹Legal expenses based on a three-year average. Audit fee for 2016 was \$4,000; estimated here at \$10,000--the cost of bringing in an independent professional auditor. Licenses and Fines based on 2015 actuals.

² Burien City staff spend an estimated 253 hours per year on licensing, accounting, and other administrative functions related to pet licensing, contract administration, and inquiries. These hours were assigned a wage congruent with the position responsible.

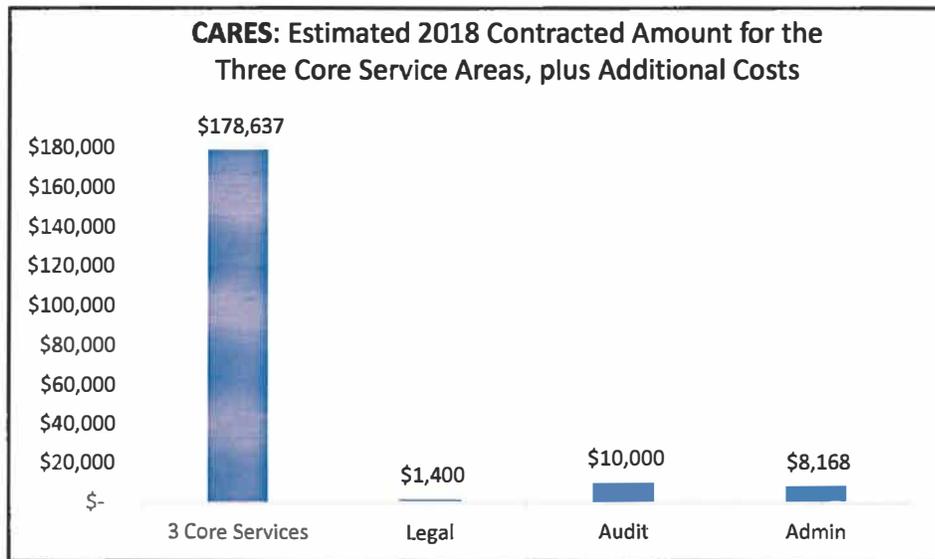


Figure 2

ITEM	CARES 2018	RASKC 2018
COSTS		
3 Core Services	\$ 178,637	
Field Services	-	\$ 189,684
Shelter	-	336,208
Licensing	-	17,846
Legal	1,400	-
Audit	10,000	-
Admin	8,168	
Total Cost	\$ 198,205	\$ 543,738
REVENUES		
Licenses	\$ 46,880	\$ 65,460
Fines	10,968	-
Total Revenues	57,848	65,460
Less Shelter Usage Credit	N/A	\$ 168,657
Net Cost	\$ 140,357	\$ 309,621

Table 1, at left, shows the estimated cost of CARES and RASKC for 2018.

The CARES estimate is based on the current contract and assumes a 2% increase in the contracted annual fee, as consistent with the current contract.

Table 1: 2018 Projected Costs and Revenues for CARES and RASKC

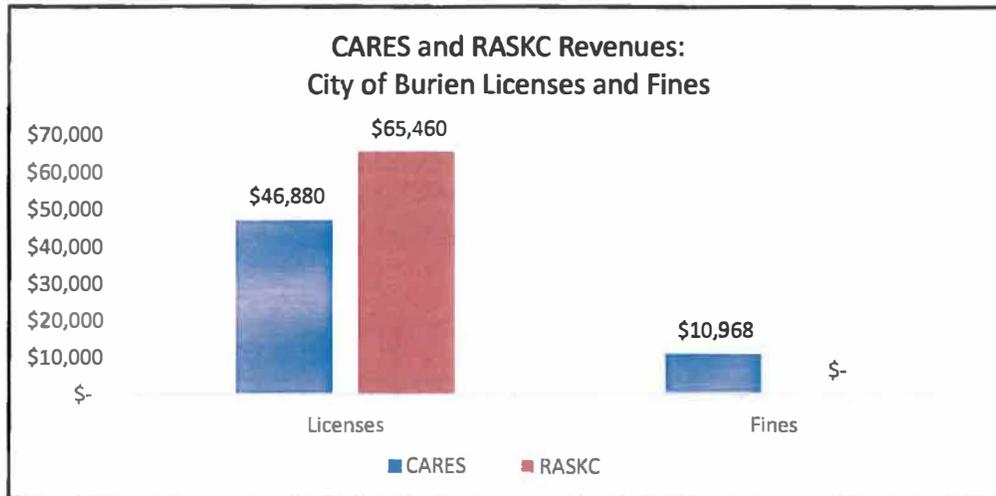


Figure 3

Revenues

CARES and RASKC³ collect revenue from pet licenses and fines. CARES submits fine and license revenue to the City of Burien. CARES receives donations of money, pet food, and supplies. The total amount of donations received in 2014—the most recent year for which data were available—was \$33,228.⁴

RASKC offsets each city’s costs with licensing revenue from that city. Figure 3 shows annual license and fee revenues.

RASKC uses other fees, penalties, and donations to offset costs to the entire County. These revenues are estimated \$220,000 annually.

3. Comparison of Services

Figure 4 shows the services provided by both organizations. Orange indicates the service is not provided; yellow indicates partial provision of service, and a dollar (\$) sign indicates an additional cost to the City in staff time and/or materials that is not included in the contracted amount paid.

In Field Services, the service difference noted is the removal of dead animals from the right of way. CARES is contracted to provide this. RASKC will not. Burien’s Department of Public Works handled this prior to the current contract.

Sheltering shows that CARES uses an offsite vet for animal health checks and vaccinations, etc. There is no additional cost to the City.

Both the City and CARES handle Licensing. Both sell licenses, but the City handles renewals. This includes mailings, data entry, delinquent reminders, postage, and materials. The City does not have licensing

³ License revenue estimated by RASKC. RASKC anticipates a higher rate of compliance. CARES figures based on 2015 actuals.

⁴ Obtained from the CARES 990 filed for 2014.

software to automate the process. This increases staff time for the renewal process. Implementation of the City’s new financial software may improve the current process, reducing staff time.

RASKC includes everything in the **Administrative** category in their fees.

With CARES, the City is entirely responsible for legal proceedings and all accounting functions. Public disclosure requests, and media/other inquiries are handled jointly. The City estimates 253 hours of staff time per annum on all CARES related activities, which may be reduced by more than half with the implementation of a new financial system.

Service Category	Function	CARES	RASKC
Field Services	24/7 Emergency Response	Priority categories and response data dissimilar between CARES and RASKC.	
	Dispatch ACO for Priority Calls	1.5 ACO’s on duty six days per week; on call Sundays. 13.23 sq. mile service area	2 ACO’s on duty six days per week in District. 68 sq. mile service area
	Removal of Dead Animals in ROW	Yes	Burien Public Works would resume, \$
Sheltering	Adequate Facilities	Passed Operations Audit 8/2016	Yes
	Veterinary Services	Offsite	Onsite
	Euthanasia < 15%	<5%	<12%
Licensing	Licensing and Renewals	In-person sales at City Hall and CARES. Renewal mailings by City Hall Staff. \$	On-line and in-person sales through RASKC. Mailings and calls for renewals.
Administrative	Public Disclosure Requests	City/CARES, \$	RASKC handles; included in contracted amount.
	Collect, track, record fees		
	Handle media/other inquiries		
	Handle legal proceedings	City Attorney, \$	

Figure 4

Response performance data for both entities are not provided in this report because CARES and RASKC differ in their use of prioritization categories, response goals, and response performance.

The information below is provided for planning purposes:

1. **Potential future Council discussion dates and topics**
12/19/2016: Non-binding Letter of Interest with RASKC
1/23/17: Options for Animal Care and Control Services
2. **RASKC's Timeline for Decision-Making:**
 - **February 15, 2017**—Cities send formal notification of intent to contract
 - **March 1, 2017**—RASKC Confirmation of intent to contract
 - **By June 1, 2017**—City Councils approve contract

Appendix

Section 2: Sheltering

11.04.100 Animal shelters, kennels, catteries, grooming services and pet shops - indoor facilities. Animal shelters, kennels and pet shops which have indoor housing facilities for animals and birds shall:

A. Be sufficiently heated or cooled to protect such animals from temperatures to which they are not normally acclimatized;

B. Be adequately ventilated to provide for the health of animals contained therein and to assist in the removal of foul and obnoxious odors. Provision shall be made so that the volume of air within any enclosed indoor facility shall be changed three times or more each hour. This may be accomplished through the location and periodic opening of doors and windows. If fans or ventilating equipment are used, they shall be constructed in conformance with current standards of good engineering practice with respect to noise and minimization of drafts;

C. Have sufficient natural or artificial lighting to permit routine inspection and cleaning at any time of day. In addition, sufficient natural or artificial lighting shall be supplied in the area of sinks and toilets to provide for the hygiene of animal caretakers;

D. Have interior wall and ceiling surfaces constructed of materials which are resistant to the absorption of moisture and odors, or such surfaces shall be treated with a sealant or with paint, when such materials are not originally resistant to moisture or odors. Floor surfaces shall not be made of unsealed wood. In addition, interior walls shall be constructed so that the interface with floor surfaces is sealed from the flow or accumulation of moisture or debris;

E. Contain a drainage system which shall be connected to a sanitary sewer or septic tank system which conforms to the standards of building codes in force within the county and shall be designed to rapidly remove water and excreta in the cleaning of such indoor housing facility under any condition of weather or temperature; provided, this requirement shall not apply to hobby kennels and pet shops. All indoor housing facilities for animals, fish, or birds shall be maintained in a clean and sanitary condition and a safe and effective disinfectant shall be used in the cleaning of such facilities. (Ord. 10423 § 16, 1992: Ord. 2428 § 7, 1975: Ord. 1396 Art. II § 8, 1972).

11.04.110 Animal shelters, kennels, catteries and pet shops - outdoor facilities. Animal shelters, kennels, catteries and pet shops which have outdoor facilities for animals and birds shall:

A. Be constructed to provide shelter from excessive sunlight, rain, snow, wind, or other elements. In addition, such facilities shall be constructed to provide sufficient space for the proper exercise and movement of each animal contained therein;

B. Be constructed to provide drainage and to prevent the accumulation of water, mud, debris, excreta, or other materials and shall be designed to facilitate the removal of animal and food wastes;

C. Be constructed with adequate walls or fences to contain the animals kept therein and to prevent entrance of other animals. (Ord. 10423 § 17, 1992: Ord. 2428 § 8, 1975: Ord. 1396 Art. II § 9, 1972).

Animal Control Services Overview



City of Burien, Washington
December 5, 2016



ATTACHMENT 2

Tonight's Focus

- A brief background of animal control services in Burien
- Services and Cost Structure of current provider, Burien C.A.R.E.S. (CARES) and Regional Animal Services of King County (RASKC)
- A comparison of services provided by CARES and RASKC



Background

King County

- Restructure & Fee Hike
- City Council votes to discontinue

Burien Staff

- Attempted partnership alternatives
- Issued RFP, Initial contractor cancels

Burien CARES

- 2011 contract begins
- Expires 12/31/17

Services: CARES and RASKC



Field Services

- Receive and respond to calls
- Dispatch an ACO according to priority



Sheltering

- Adequate indoor and outdoor facilities
- Veterinary services
- Euthanasia < 15%



Licensing

- Administer Pet Licenses
- Administer License Renewals

Cost Structure

CARES:

- Contracted for a lump sum per annum
- Receives a COLA increase, usually 2%
- Additional costs of operating the program are incurred by the City:
 - Administration of licenses and renewals
 - Legal proceedings
 - Operating audits

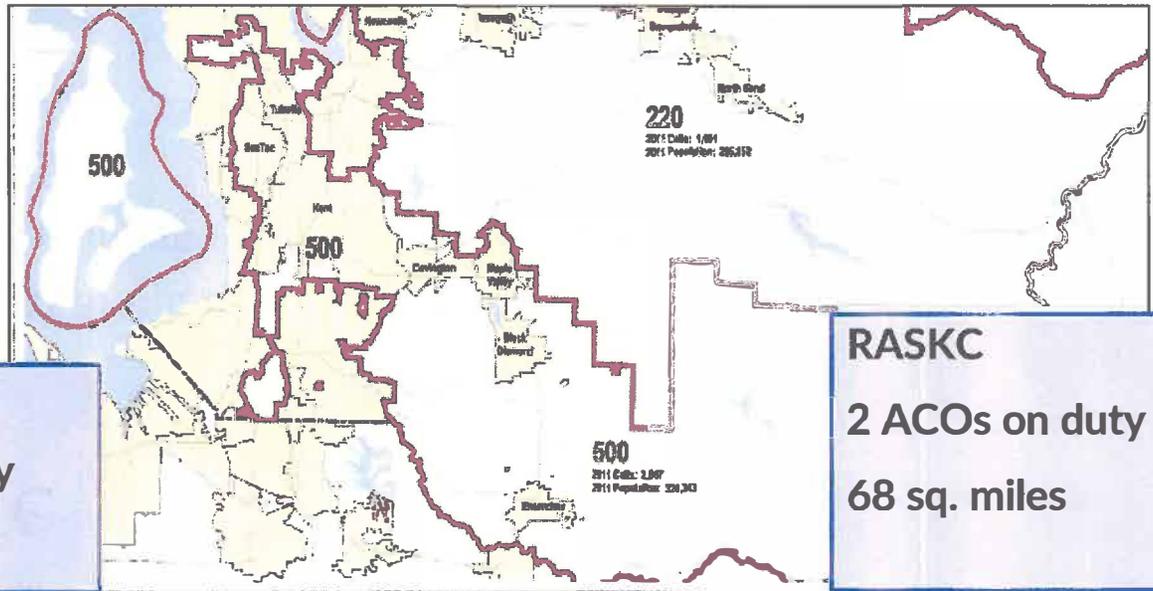
RASKC:

- Based on **3 Core Services**
- Cost in *each* service area is based on 80/20:
 - **80% on Usage**
 - **20% on Population**

Service Areas and ACO Staffing

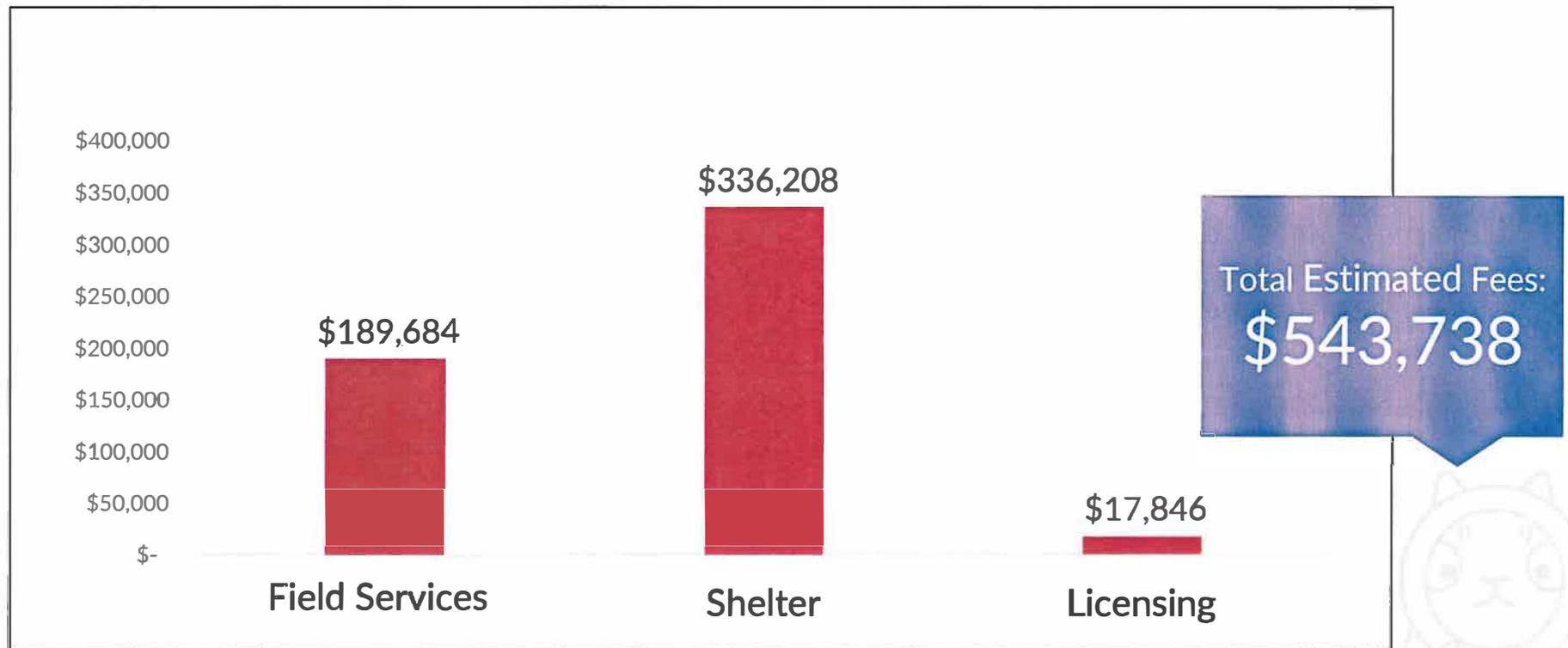


CARES
1 ACO on duty
13 sq. miles

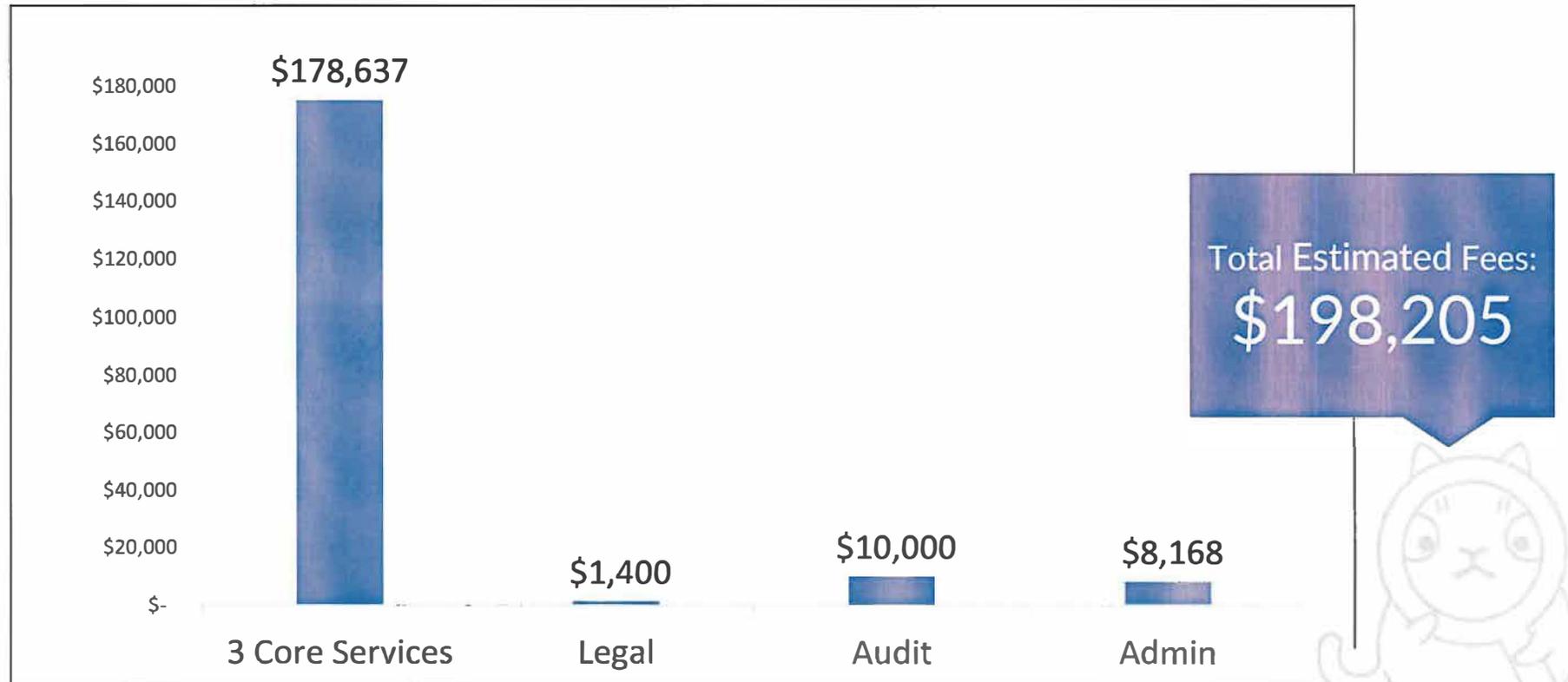


RASKC
2 ACOs on duty
68 sq. miles

RASKC: Estimated 2018 Annual Fees for Burien



CARES Estimated 2018 Fees: 3 Core Service Areas plus Additional Costs



Revenues

CARES:

Pet license fees and fines are submitted to the City of Burien.

Receives donations of money, pet food, and supplies.

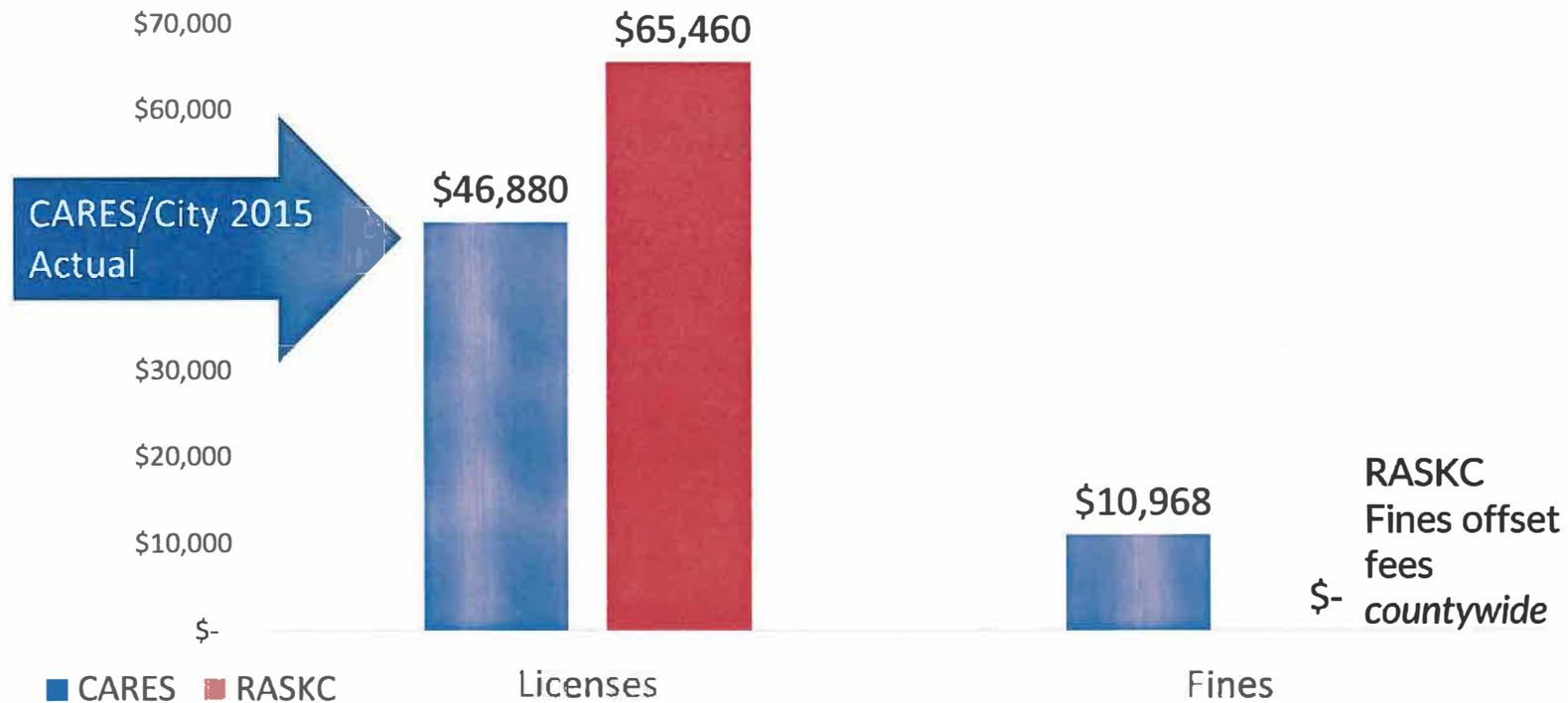
RASKC:

Pet license fees collected for Burien would offset Burien's costs.

Fines and other fees are used to offset costs *countywide*.



CARES and RASKC Revenues: Licenses and Fines



Estimated 2018 Cost After Application of Credits and Revenues

ITEM	CARES	RASKC
COSTS		
3 Core Services	\$ 178,637	
Field Services	-	\$ 189,684
Shelter	-	336,208
Licensing	-	17,846
Legal	1,400	-
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Licenses	\$ 46,880	\$ 65,460
Fines	10,968	-
Total Revenues	57,848	65,460
Less Shelter Credit	N/A	\$ 168,657
Net Cost	\$ 140,357	\$ 309,621

Estimated total costs:

CARES \$140,357

RASKC \$309,621



Comparison of Services



Field Services

Service Category	Function	CARES	RASKC
Field Services	24/7 Emergency Response	Priority categories and response data dissimilar between CARES and RASKC.	
	Dispatch ACO for Priority Calls	1.5 ACO's on duty six days per week; on call Sundays. 13.23 sq. mile service area	2 ACO's on duty six days per week in District. 68 sq. mile service area
	Removal of Dead Animals in ROW	Yes	Burien Public Works would resume, \$

Comparison of Services



Sheltering

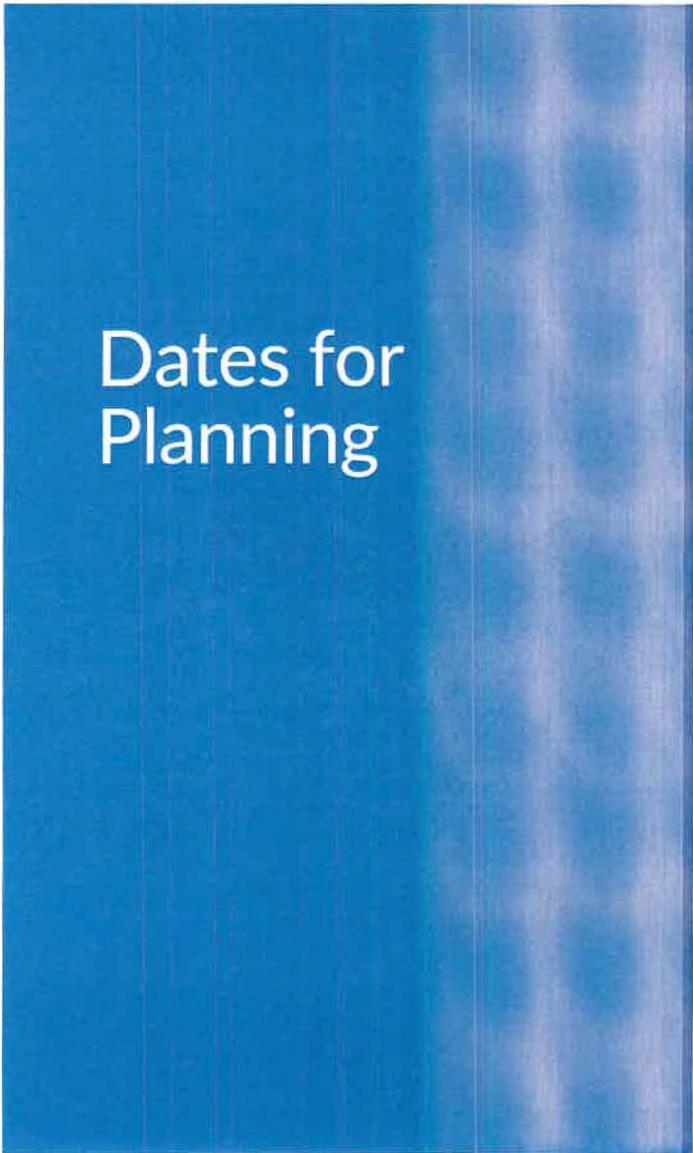
Service Category	Function	CARES	RASKC
Sheltering	Provide Adequate Facilities	Passed Operations Audit 8/2016	Yes
	Veterinary Services	Offsite	Onsite
	Euthanasia < 15%	<5%	<12%

Comparison of Services



Licensing & Administrative

Service Category	Function	CARES	RASKC
Licensing	Licensing and Renewals	In-person sales at City Hall and CARES. Renewal mailings by City Hall Staff. \$	On-line and in-person sales through RASKC. Mailings and calls for renewals.
Administrative	Public Disclosure Requests	City/CARES, \$	RASKC handles; included in contracted amount.
	Collect, track, record fees		
	Handle media/other inquiries		
	Handle legal proceedings	City Attorney, \$	



Dates for Planning

The information below is provided for planning purposes:

Potential future Council discussion dates and topics

12/19/16: Non-binding Letter of Interest with RASKC

1/23/17: Options for Animal Care and Control Services

RASKC's Timeline for Decision-Making:

February 15, 2017—Cities send formal notification of intent to contract

March 1, 2017—RASKC Confirmation of intent to contract

By June 1, 2017—City Councils approve contract

Questions?



Laura Crandall, Local Government Management Fellow
laurac@burienwa.gov

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion on City Council Meeting Guidelines – Correspondence to the Council		Meeting Date: December 5, 2016
Department: Interim City Manager	Attachments:	Fund Source: N/A
Contact: Tony Piasecki		Activity Cost: N/A
Telephone: (206) 248-5503		Amount Budgeted: N/A
Adopted Initiative: No	Initiative Description: N/A	

PURPOSE/ REQUIRED ACTION:
The purpose of this agenda item is for Council to discuss the Correspondence to the Council procedure as listed in the City Council Meeting Guidelines.

BACKGROUND (Include prior Council action & discussion):
On November 21, 2016, Council supported Councilmember Armstrong’s request to discuss Correspondence to the Council as adopted in the City Council Meeting Guidelines (2.6 Order of Regular Council Meeting Agenda). The Guidelines state:

A. Correspondence to the Council
The purpose Correspondence to the Council is to encourage respectful, civilized, and relevant communication to the Council regarding matters of public interest where the Council has taken action in the past or may take action in the future.

B. The City reserves the right to exclude from publication any correspondence containing statements that fall within categories (a) through (g)

- a. Statements relating to private disputes or other private concerns;
- b. False allegations about the City or any individual;
- c. Remarks about individuals that the individuals may find defamatory, harassing or discriminatory;
- d. Remarks that are obscene or profane;
- e. Threats to file a claim or lawsuit against the City or demands that the City file a lawsuit or take other legal action against an individual;
- f. Anonymous statements;
- g. Material that “assists a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition” in violation of RCW 42.17A.555.

C. Procedures for publication of correspondence consistent with Policy
Correspondence consistent with this Policy that are received by noon on the Wednesday prior to a Council meeting will be published in the agenda packet for the following Council meeting and on the City’s website at its Agenda Center.

The Council requests the cooperation of the public to keep the correspondence submitted for publication concise, respectful, courteous and relevant to City Council past, present or future agendas. Given the City’s limited resources and time constraints, the City cannot ensure that all parts of a correspondence will be scrutinized prior to publication to determine whether a particular word or phrase falls within categories a-g of Section B. All correspondence published on the City’s website or not, will become a public record subject to disclosure in compliance with the Public Records Act.

If it is discovered or determined that correspondence contains statements that the City has reserved the right to exclude, the City will exclude a submitter’s correspondence in its entirety rather than try to redact parts of the correspondence.

D. Caution to submitters regarding submission of false statements about individuals

Submitters of correspondence for publication should be aware that submitting false statements about individuals may expose submitters to liability for defamation. Submitters are responsible for the statements they submit for publication and may be asked to get any statements that reflect negatively on the reputations of any individual validated if they wish to have those statements published. The City relies on the submitter to take due care when making statements that reflect negatively on the reputations of any individual.

The City will make its best effort to delay the publication of any correspondence that identifies any individual and contains content that has the obvious potential to injure the reputation of an individual, but it may be difficult for the City to ascertain in some cases whether a statement is defamatory prior to publication.

If, after publication, the City becomes aware that a false statement was made about an individual, the City will remove the correspondence from publication on the City's website. Anyone concerned that a false allegation was published about an individual may email the City Clerk to identify the false statement and explain why it is false.

E. Caution regarding matters that are the subject of current investigation or enforcement action

Complaints regarding code enforcement or legal matters sent via the Correspondence to the Council portal will be transmitted to the Council and may be published, but if the matter is the subject of current investigation or review, complainants are asked to refrain from requesting that a particular matter be prematurely escalated or favored by the attention of the City Council, City Manager or City Attorney ahead of other complaints. The City must observe due process and avoid the appearance of arbitrary action. When complaining about the condition of private property or the conduct of Burien residents or business owners, complainants should keep in mind that the subject of their complaints may make a public records request for communications received by the City. All complaints will be handled in due course and Code Enforcement will provide status updates upon request.

Staff will email a matrix of its suggested revisions and the adopted Guidelines to the Council at the end of December 2016. Staff encourages the Council to provide the City Clerk by February 10, 2017, any of its proposed changes to be added to the matrix. The Guidelines are scheduled to be discussed at the March 6, 2017, Council meeting.

OPTIONS (Including fiscal impacts):

N/A

Administrative Recommendation: Hold discussion and provide direction to staff.

Advisory Board Recommendation: N/A

Suggested Motion:

None required.

Submitted by:

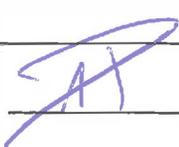
Administration _____

City Manager _____

Today's Date: November 29, 2016

File Code: R://CC/Agenda Bills 2016/120516cm-3
Council Meeting Guidelines - CTC

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Sanctuary City Discussion – Requested by Councilmembers Bell, Berkowitz and Tosta		Meeting Date: December 5, 2016
Department: Interim City Manager	Attachments: 1. Email Dated November 19, 2016, from Katie Hiedeman with Response from City Attorney Lisa Marshall 2. H.B.C., "What are Sanctuary Cities" <i>The Economist</i> , Nov. 22, 2016.	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Tony Piasecki		
Telephone: (206) 248-5503		
Adopted Initiative: No	Initiative Description:	
PURPOSE/ REQUIRED ACTION: This purpose of this agenda item is for Council to discuss Sanctuary City as requested by Councilmembers Bell, Berkowitz and Tosta.		
BACKGROUND (Include prior Council action & discussion): Attached is information to help with the discussion.		
OPTIONS (Including fiscal impacts): N/A		
Administrative Recommendation: Hold discussion.		
Advisory Board Recommendation: N/A		
Suggested Motion: None required.		
Submitted by: Administration _____		City Manager  _____
Today's Date: December 1, 2016		File Code: R:/CC/Agenda Bills 2016/120516cm-4 Sanctuary Discussion

Carol Allread

From: Katie Hiedeman <katiehiedeman@gmail.com>
Sent: Saturday, November 19, 2016 11:48 AM
To: Public Council Inbox
Subject: CTTC: Questions

Dear Council Members,

Considering the recent presidential election and the divisive comments made during and since the election by the President-Elect and his surrogates, I would like to see the City's Mayor, Council Members, and Police Chief make a statement and to take continued action to reassure our neighbors and community members that they are safe here in Burien and that Burien is a community that values its diversity while striving for equality and inclusion.

Couple questions:

Does Burien have a similar ordinance to Seattle that bans police from inquiring about a person's immigration status?

What policies are in place to act on online hate speech – threats and incitements of crime against anyone in our community?

I appreciate your service and time taken to read my email. I look forward to a response.

Thank you,

Katie Hiedeman

11611 23rd Ave SW

Carol Allread

From: Lisa Marshall
Sent: Wednesday, November 30, 2016 12:00 PM
To: 'katiehiedeman@gmail.com'
Cc: Public Council Inbox; Scott Kimerer (Burien PD); Tony Piasecki
Subject: Your email dated November 19, 2016

CTTC: 12/5/16

Staff Follow-up by Lisa Marshall,
City Attorney

Ms. Hiedeman:

Please accept this response to your email to the City Council dated November 19, 2016. In that email you asked the questions below, the answers to which appear in *italics* following each question:

1. Does Burien have a similar ordinance to Seattle that bans police from inquiring about a person's immigration status? *Answer: The City of Burien does not have such an ordinance. It is a policy of the Burien Police and King County Sheriff's Office not to inquire about a person's immigration status.*
2. What policies are in place to act on online hate speech – threats and incitements of crime against anyone in our community? *Answer: Threats of crime by one or more persons against another(s) are investigated by the police whether threats are made online, verbally, in writing, or through any other form of communication. If an individual believes he or she has been threatened with violence for any reason through any manner of communication, that person should contact the police.*

Thank you,

Lisa Marshall
City Attorney
City of Burien
(206) 248-5535
Lisam@burienwa.gov
www.burienwa.gov

The
Economist

The Economist explains
Explaining the world, daily

The Economist explains
What are sanctuary cities?

Nov 22nd 2016, 23:00 by H.B.C. | LOS ANGELES

AT A press conference two days after Donald Trump was elected president, Bill de Blasio, New York's mayor, sought to assuage the fears of his city's undocumented residents. "We are not going to sacrifice a half-million people who live amongst us, who are part of our communities, whose family members and loved ones happen to be people in many cases who are either permanent residents or citizens—we're not going to tear families apart." During his campaign, Mr Trump vowed to deport millions of undocumented immigrants from America. The leaders of New York and several other "sanctuary" cities such as Seattle, Chicago and San Francisco (pictured) insist they will resist any such dragnet. What is a sanctuary city?



There is no specific legal definition for what constitutes a sanctuary jurisdiction but the term is widely used to refer to American cities, counties or states that protect undocumented immigrants from deportation by limiting cooperation with federal immigration authorities. Some decline to use city or

state tax dollars to enforce federal immigration laws. Many prohibit local officials from asking people about their immigration status. Sanctuary policies can be mandated expressly by law or practiced unofficially. Proponents say they help ensure that undocumented immigrants don't avoid reporting crimes, seeking healthcare and enrolling in schools for fear of deportation. Los Angeles was the first to institute such policies in 1979 when the city's police department forbade officers from detaining people with the objective of finding out their immigration status. An unofficial tally by the Centre for Immigration Studies, a non-profit organisation that studies immigration, categorises some 300 cities, counties and states as sanctuary jurisdictions, including the cities of New Orleans and Boston, and the entire states of California, Connecticut, New Mexico and Colorado.

Scrutiny of sanctuary jurisdictions intensified last July after a young American woman was shot in San Francisco by a man who was in the United States illegally, had seven previous felony convictions and had already been deported five times. In a campaign speech in August, shortly after the shooting, Mr Trump vowed to block funding to areas deemed uncooperative with federal immigration authorities. "We will end the sanctuary cities that have resulted in so many needless deaths," he promised. "[They] will not receive taxpayer dollars." Reince Priebus, Mr Trump's chief of staff, confirmed in a television interview on November 20th that the administration intends to make good on Mr Trump's campaign vow. If the administration proceeds with cuts, the results could be dire: according to CNN, New York alone could lose \$10.4bn in funding for social services and other municipal programs.

Mr de Blasio called Mr Trump's threat to cut funding for sanctuary areas "dangerous" but cast doubts on whether the president-elect would actually follow through. Rahm Emanuel, Chicago's mayor, is also sceptical: "I don't believe they'll do it, because that would mean every major city in the United States would be targeted," he reasoned. "They will make a choice that this is not the battle they want to take on because they have bigger fish to fry." Slashing funding is the surest way to attack sanctuary areas; combatting them legally could prove more difficult. A recent court ruling in Illinois deemed it unconstitutional for federal officials to ask local jails to detain suspected undocumented immigrants without a warrant. Such challenges could make it difficult for the Trump administration to follow through on its threats. Indeed Mr Trump was conspicuously silent on deportation in a YouTube address on November 21st in which he laid out his policy agenda for the first 100 days of his presidency.

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Review of Council Proposed Agenda Schedule		Meeting Date: December 5, 2016
Department: City Manager	Attachments: Proposed Agenda Schedule	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Monica Lusk, City Clerk		
Telephone: (206) 248-5517		
Adopted Initiative: Yes No <input checked="" type="checkbox"/>	Initiative Description: N/A	
PURPOSE/REQUIRED ACTION:		
<p>The purpose of this agenda item is for Council to review the proposed City Council meeting schedule. New items or items that have been rescheduled are in bold.</p> <p style="text-align: center;"></p>		
BACKGROUND (Include prior Council action & discussion):		
Per the City Council Meeting Guidelines, the proposed meeting schedule is reviewed at each meeting.		
OPTIONS (Including fiscal impacts):		
<ol style="list-style-type: none"> 1. Review the schedule and add, delete, or move items. 2. Review the schedule and make no modifications. 		
Administrative Recommendation: Review the schedule and provide direction to staff.		
Advisory Board Recommendation: N/A		
Suggested Motion: None required.		
Submitted by:		
Administration _____	City Manager _____	
Today's Date: November 29, 2016	File Code: R:/CC/Agenda Bills 2016/120516cm-2 Rev Agenda Schedule	

**CITY OF BURIEN
COUNCIL PROPOSED AGENDA SCHEDULE
2016**

December 19, 7 pm Regular Meeting

Discussion on Services and Costs by Current Provider and Services and Projected Costs of Regional Animal Services of King County (RASKC) and Potential Action on a Nonbinding Letter of Intent with RASKC.

(City Manager – Rescheduled from 12/5/16)

Discussion and Potential Action Approving Port of Seattle’s Application for Subdivision Vacations, Alterations and Right-of-Way Vacations.

(Public Works – Rescheduled from 9/19/16)

Discussion and Potential Action to Authorize Staff to Execute a Utility Easement for Seattle City Light on Community Center Property.

(Public Works)

Review of Council Proposed Agenda Schedule.

(City Manager)

December 26, Study Session CANCELLED – Christmas Holiday

2017

January 2, Regular Meeting CANCELED – New Year’s Day Holiday

January 9, 7 pm Special Meeting (TENTATIVE)

January 16, Regular Meeting CANCELED (MLK Jr. Holiday)

January 23, Study Session

Business Agenda

Election of Deputy Mayor.

(City Manager)

Discussion Items

Discussion on and Potential Action to Authorize the City Manager to Execute a Contract for Animal Control Services.

(City Manager – Rescheduled from 12/19/16)

Review of Council Proposed Agenda Schedule.

(City Manager)

February 6, Regular Meeting

Report and Discussion on Ordinance No. 648, Regarding Significant Tree Retention Zoning Code Amendments.

(Community Development – Rescheduled from 12/19/16)

Introduction/Discussion on Ordinance No. 652, Minor Zoning Code Amendments.

(Community Development – Rescheduled from 11/7/16)

Review of Council Proposed Agenda Schedule.

(City Manager)

February 20, Regular Meeting CANCELED (Presidents’ Day Holiday)

February 27, Study Session

Review of Council Proposed Agenda Schedule.

(City Manager)

March 6, Regular Meeting

Discussion and Potential Action on Ordinance No. 648, Regarding Significant Tree Retention Zoning Code Amendments.

(Community Development – Rescheduled from 2/6/17)

Discussion and Potential Action to Adopt Ordinance No. 652, Minor Zoning Code Amendments.

(Community Development – Rescheduled from 11/21/16)

Discussion on City Council Meeting Guidelines.

(City Manager – Rescheduled from 10/24/16)

Review of Council Proposed Agenda Schedule.

(City Manager)

March 20, Regular Meeting

Review of Council Proposed Agenda Schedule.

(City Manager)

March 27, Study Session

Review of Council Proposed Agenda Schedule.

(City Manager)

April 3, Regular Meeting

Discussion on Strategies and Ideas on Enforcing Fireworks Ban.

(City Manager – Council direction on 7/18/16)

Review of Council Proposed Agenda Schedule.

(City Manager)

April 17, Regular Meeting

Discussion on Arts District. (Tentative)

(Parks)

Review of Council Proposed Agenda Schedule.

(City Manager)

April 24, Study Session

Review of Council Proposed Agenda Schedule.

(City Manager)

FUTURE AGENDA ITEMS (identified by Council)

Low Priorities

- a. Discussion on Wi-Fi Service in Common Areas *(Council direction on 9/15/14)*
- b. Discussion on Establishing Multiple Rates Within the Business and Occupation (B&O) Tax According to Different Sizes or Types of Businesses *(Council direction on 11/17/14)*

2017 FUTURE AGENDA ITEMS (identified by Staff)

- a. BMC Revisions Regarding Right-of-Way *(Staff on 10/14/14)*
- b. Public Works Fee Schedule Modifications *(Staff on 1/9/15)*
- c. Establishing Development Fee Implementation Dates *(Staff on 1/9/15)*
- d. Downtown Center Planning Effort *(Staff on 1/9/15)*
- e. Discussion on Business License Code Update *(Staff on 3/8/16)*
- f. Discussion on Permit Technology Fees *(Staff on 3/8/16)*
- g. 2016 Title 17 Subdivision Code Major Revision *(Staff on 1/9/15 – Rescheduled from 2016)*
- h. Uninhabitable Buildings *(Staff on 8/18/15 – Rescheduled from 2016)*
- i. Discussion on Utility Franchises *(Staff on 11/23/15 – Rescheduled from 2016)*
- j. Discussion on Permit Tracking System Modification/Replacement
(Staff on 1/9/15 – Rescheduled from 2016)
- k. Discussion on Credit Card Convenience Fee *(Staff on 1/19/16 – Rescheduled from 2016)*
- l. Sign Code Update *(Staff on 3/22/16)*
- m. Panel Discussion on Solid Waste/Recycling.
 - Recology Update
 - Mandatory Garbage Services
 - Plastic Bag Ban*(Public Works – Was scheduled on 8/22/16)*
- n. Discussion on Amendments to BMC Regarding Airport Noise Reduction.
(Community Development – Was scheduled on 11/7/16)



Burien

Washington, USA

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MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Tony Piasecki, Interim City Manager
DATE: December 5, 2016
SUBJECT: City Manager's Report

I. INTERNAL CITY INFORMATION

A. Burien Finance Director Elected President of Puget Sound Finance Officers

Finance Director Kim Krause, who has served on the Board of Directors for the Puget Sound Finance Officers Association (PSFOA) for the past four years, has been elected President for 2017. PSFOA is comprised of local and state government finance professionals in the Puget Sound region. The purpose of the organization is to keep abreast of current legislation and other information pertinent to local government finance. The group holds a monthly luncheon that is also a training session for various topics of interest, such as local economic issues, legislative issues, and securities law.

B. Successfully Completed Code Compliance Cases (Page 209)

Attached are photos of five recently completed Code Compliance cases:

- 1) 12463 Des Moines Memorial Drive. The vacant building was dilapidated long before the City annexed the area in 2010 where the property is located. In late 2014, a portion of the building fell. Immediately thereafter, the City required that the owner fence the area. After several Notices of Violation, liens, and issuance of a citation requiring demolition of the structure, the property owner signed a Voluntary Correction Agreement (VCA) on March 21, 2016. The property owner was required to obtain a demolition permit by April 1, 2016, and demolish the building by July 31, 2016. July 31, 2016 passed and the building was not demolished. Because the owner signed a VCA allowing the City to physically enter the property and demolish the structure at the owner's expense if the owner failed to do so, the City began the demolition process and retained an asbestos consulting firm to test the structure for asbestos prior to demolition. The City Attorney notified the owner in writing of the City's intent to demolish the

structure and emphasized the City's desire for the owner's cooperation. Upon receipt of this letter, the owner demolished the structure his own expense on or about October 25, 2016. The final two photos of this property were taken after demolition of the dilapidated structure.

- 2) 156 S. 120th Street. The property owner passed away and the bank gained title through a judicial foreclosure. Prior to the bank taking title, the City boarded the property to prevent transients from occupying the house. The first three photos depict the property prior to the bank taking title and during the time the property was inhabited by transients. The last 2 photos show the property subsequent to the bank's sale of the foreclosed property. This is a good example of Code Compliance working with a foreclosing bank to secure the property and transfer the property to a viable owner.
- 3) 1830 SW 149th. This property was a problem dating back to 2014. Through Code Compliance's application of Notices and Orders and citations, the owners eventually complied.
- 4) 14620 SW 20th. This property has been the subject of Code Compliance efforts dating back to 2005. The property would improve and then deteriorate again. Through Code Compliance pressure, the property finally sold and there is now an improved structure on the lot.
- 5) 810 SW 124th. These photos provide an example of Code Enforcement's successful efforts to abate a problem property. As was the case with the last property, it sold to a viable owner who replaced the structure.

C. 3rd Quarter 2016 Financial Report (Page 237)

The 3rd Quarter 2016 Financial Report is attached. The report is comprised of five components, including one new one:

1. A comparison of the operating funds for 3rd Quarters 2015 and 2016. The numbers included in the 2015 year-end column are audited.
2. Charts comparing the major tax revenues for the last three years (this is new).
3. The financial status of the 2016 budgeted capital improvement projects.
4. Contracts over \$25,000 signed by the City Manager during the quarter.
5. A copy of the budgeted transfers.

The following narrative explains some variances in Item 1, 2016 3rd Quarter Financial Report for the Operating Funds.

General Fund

Revenues: Overall, General Fund revenues for the period are \$1.3 million over last year. This is mostly due to increased Sales Tax revenues, which are more than \$600,000 ahead of 2015. Sales are ahead in all categories, but particularly auto sales and construction. Business and Occupation taxes are nearly \$200,000 ahead of last year due to the rate increase adopted by Council effective January 1, 2015.

Intergovernmental Revenues are ahead of last year by nearly \$200,000 as a result of increased Liquor Tax and Profits, increased receipts from Seattle City Light and receipt of the School District's share of the School Resource Officer. Liquor Tax and Profits reflects the State's restoration of some of our lost revenue. Planning and building plan review fees are up by more than \$121,000 and well ahead of budget as last year's high value permits continue through the construction cycle.

Expenditures by Department: The City Council's expenditures increased due to the timing of the payment of membership dues to the Puget Sound Regional Council. Expenditures in City Manager's professional services increased due to the community survey, strategic planning and the website upgrade. The increase in Economic Development expenditures reflects vacancies in 2015 and increased professional services in 2016 expenditures due to the downtown mobility study, lodging needs assessment and branding projects as well as title and escrow services for the sale of the NERA property. The increase in Finance is primarily due to the higher cost of the jail contract. Public Works is slightly ahead of last year due to the timing of payments for utility costs for fire hydrants. Professional services expenditures in Community Development are above last year as contracted inspectors were used to backfill staff vacancies. Expenditures in Parks, Recreation and Cultural Services decreased from 2015 due to staff vacancies and a timing difference in payments for contracted parks maintenance.

Expenditures by Line Item: The increase in Salaries and Benefits is reflective of vacancies in 2015. The increase in Professional Services is due to the community survey, strategic planning, website upgrade, downtown mobility study, branding, lodging needs assessment, sale of the NERA property and contracted building inspectors. Repairs and Maintenance expenditures decreased in Parks, Recreation and Cultural Services as last year included work on the Annex Building roof and painting the exterior of the Moshier Arts Center. The increase in Transfers Out reflects the transfer to the Debt Service Fund to repay the line of credit after the sale of the NERA property.

Street Fund

Revenues: Revenues are up from 2015 by \$141,000 or about 5% due to increases in all categories; however, the majority is from Fuel Taxes and Solid Waste Franchise Fees. Included in fuel tax is a new tax revenue source established by the Legislature – Multimodal Transportation Tax.

Expenditures: Expenditures are down from last year primarily due to non-payment to King County for some disputed invoices. Some of those invoices were paid in the 4th quarter.

Surface Water Management Fund

Revenues: This fund reflects the receipt of the Stormwater Connection Fees recently adopted by Council for new development in NERA.

Public Works Reserve Fund

Revenues: The bulk of the increase in Real Estate Excise Tax is due to the sale of The Heights apartment complex.

Debt Service Fund

Revenues: Special Assessment Revenue is reflective of some of the properties being sold so the assessments were paid off. Also included is the bond refunding. Transfers In reflects the sale of the NERA property.

Expenditures: This includes repayment of the line of credit and repayment of the 2006 bond issue due to the refunding that occurred earlier in the year.

II. Notices: (Page 247)

The following (attached) Notices were published:

- Notice of Decision: PLA-16-1570; Approval of Type 1 Land Use Review, subject to conditions for a State-Licensed Recreational Marijuana Retail Store to be located in the Regional Commercial (CR) Zone.
- SEPA Determination of Nonsignificance (DNS): PLA-16-2193; The lead agency for this proposal has determined that the proposal does not have a probably significant adverse impact on the environment.

12463 Des Moines Memorial Drive







03.15.2016 10.08



01.21.2016 10:32



11 03 2016 10:46



11 03 2016 10:47



156 S. 120th St.



04.23.2015 09:48



12.02.2015 11:27



10.27.2016 15:54



10 27 2016 15:55



1830 SW 149th





01 27 2015 10 32



10.31.2016 11:12



04.25.2016 10:36

14620 SW 20TH



01.06.2016 16:33



01-06-2016 16:32









10.31.2016 11:13



01 28 2016 13 25

810 SW 124th



01 28 2016 13 25



11 15 2016 16 11

**City of Burien
2016 3rd Quarter Financial Report**

	2016			2015			2015 Year End Actual Audited
	Revised Budget	3rd Quarter Year-to-Date	% of Budget	Revised Budget	3rd Quarter Year-to-Date	% of Budget	
GENERAL FUND							
Revenues							
Beginning Fund Balance	\$ 11,533,275	\$ -	0.00%	\$ 10,812,915	\$ -	0.00%	\$ 10,812,916
Property Tax	6,764,000	3,773,036	55.78%	6,652,000	3,720,582	55.93%	6,655,337
Sales Tax	5,920,000	3,943,885	66.62%	5,800,000	3,321,975	57.28%	5,999,642
Sales Tax - Annexation Credit	705,000	467,119	66.26%	690,000	394,028	57.11%	710,867
Sales Tax - Local Criminal Justice	1,275,000	753,978	59.14%	1,250,000	697,739	55.82%	1,254,964
Business and Occupation Tax	1,010,000	829,744	82.15%	1,010,000	633,080	62.68%	1,084,849
Utility Taxes	2,630,000	1,672,566	63.60%	2,600,000	1,691,729	65.07%	2,600,721
Gambling and Other Taxes	440,000	238,118	54.12%	440,000	248,550	56.49%	512,336
Total Taxes	18,744,000	11,678,445	62.30%	18,442,000	10,707,684	58.06%	18,818,716
Miscellaneous Licenses and Permits	85,000	62,565	73.61%	85,000	65,650	77.24%	70,500
Franchise Fees	640,000	332,227	51.91%	630,000	324,719	51.54%	660,505
Permits - Building Related	430,000	529,465	123.13%	635,000	643,454	101.33%	817,859
Permits - Electrical	115,000	178,137	154.90%	115,000	110,275	95.89%	132,873
Permits - Right of Way	125,000	98,440	78.75%	125,000	86,788	69.43%	123,378
Total Licenses and Permits	1,395,000	1,200,834	86.08%	1,590,000	1,230,886	77.41%	1,805,115
Federal Grants	20,000	15,671	78.35%	31,000	23,020	74.26%	38,000
State Grants	-	-	0.00%	-	-	0.00%	-
State - Criminal Justice	210,000	89,815	42.77%	210,000	91,182	43.42%	194,070
Liquor Tax and Profit	635,000	431,682	67.98%	530,000	369,236	69.67%	581,752
Intergovernmental Revenues	163,300	138,201	84.63%	140,000	42,575	30.41%	158,810
Intergovernmental - Seattle City Light	880,000	664,805	75.55%	855,000	620,520	72.58%	890,257
Total Intergovernmental Revenues	1,908,300	1,340,174	70.23%	1,766,000	1,146,533	64.92%	1,862,889
Planning Fees	210,000	146,085	69.56%	210,000	116,628	55.54%	152,960
Building Plan Review Fees	260,000	333,822	128.39%	260,000	242,006	93.08%	436,263
Other Miscellaneous Charges	15,000	27,748	184.99%	15,000	21,276	141.84%	28,598
Parks and Recreation Charges	574,000	489,939	85.36%	571,000	492,211	86.20%	577,087
Total Charges for Goods and Services	1,059,000	997,594	94.20%	1,056,000	872,122	82.59%	1,194,908
Fines and Penalties	200,000	162,190	81.10%	200,000	157,783	78.89%	208,765
Facility Leases	173,000	189,740	109.68%	173,000	156,086	90.22%	227,153
Miscellaneous Revenues	100,000	80,519	80.52%	75,000	65,286	87.05%	89,487
Total Revenues	\$ 23,579,300	\$ 15,649,497	66.37%	\$ 23,302,000	\$ 14,336,379	61.52%	\$ 24,207,033
Transfers In	173,000	-	0.00%	173,000	-	0.00%	173,000
Other Financing Sources (Disposition of Capital Asset)	4,275,000	4,500,000	105.26%	-	-	0.00%	-
Non-Revenue (Prior Period Adjustment)	-	10,544	0.00%	-	-	0.00%	-
Total Revenues, Non-Revenues, Transfers In, and Other Financing Sources	\$ 28,027,300	\$ 20,160,041	71.93%	\$ 23,475,000	\$ 14,336,379	61.07%	\$ 24,380,033
TOTAL ALL RESOURCES	\$ 39,560,575	\$ 20,160,041	50.96%	\$ 34,287,915	\$ 14,336,379	41.81%	\$ 35,192,949

City of Burien
2016 3rd Quarter Financial Report

	2016			2015			2015
	Revised Budget	3rd Quarter Year-to-Date	% of Budget	Revised Budget	3rd Quarter Year-to-Date	% of Budget	Year End Actual Audited
GENERAL FUND							
Expenditures by Department							
City Council	\$ 258,895	\$ 196,312	75.83%	\$ 256,940	\$ 181,720	70.72%	\$ 220,002
City Manager	708,470	418,434	59.06%	528,840	301,134	56.94%	430,398
Economic Development	1,210,505	838,810	69.29%	783,455	358,893	45.81%	572,493
Administrative Services	689,430	376,651	54.63%	629,140	353,159	56.13%	556,479
Finance	3,105,090	2,090,397	67.32%	2,990,490	2,005,819	67.07%	2,710,879
Legal	1,214,265	817,396	67.32%	1,237,430	815,732	65.92%	1,080,796
Police	11,304,000	7,348,691	65.01%	10,728,500	6,981,175	65.07%	10,636,389
Public Works	723,000	397,556	54.99%	687,480	356,023	51.79%	567,192
Community Development	1,648,580	984,611	59.72%	1,440,335	922,190	64.03%	1,315,582
Parks, Recreation, and Cultural Services	3,185,135	1,912,444	60.04%	3,062,030	2,055,340	67.12%	2,997,504
Total Expenditures	\$ 24,047,370	\$ 15,381,302	63.96%	\$ 22,344,640	\$ 14,331,185	64.14%	\$ 21,087,714
Transfers Out	4,040,000	3,605,000	89.23%	410,000	60,000	14.63%	210,000
Total Expenditures and Transfers	\$ 28,087,370	\$ 18,986,302	67.60%	\$ 22,754,640	\$ 14,391,185	63.25%	\$ 21,297,714
Expenditures by Line Item							
Salaries	\$ 4,314,215	\$ 2,902,119	67.27%	\$ 4,223,505	\$ 2,765,017	65.47%	\$ 3,935,248
Personnel Benefits	1,598,645	1,029,230	64.38%	1,520,610	968,760	63.71%	1,386,853
Total Salaries and Benefits	5,912,860	3,931,349	66.49%	5,744,115	3,733,777	65.00%	5,322,101
Supplies	219,590	172,042	78.35%	203,310	150,413	73.98%	227,427
Professional Services	4,140,180	2,206,374	53.29%	3,371,610	1,814,563	53.82%	2,759,346
Communications	91,150	60,057	65.89%	85,850	54,276	63.22%	77,958
Travel, Meals, and Mileage	27,950	9,602	34.35%	26,350	4,190	15.90%	11,440
Advertising	21,150	9,131	43.17%	17,650	11,164	63.25%	15,501
Operating Rents and Leases	87,100	55,873	64.15%	84,600	55,711	65.85%	77,130
Insurance	230,435	230,408	99.99%	220,150	216,880	98.51%	216,880
Utility Services	203,750	159,816	78.44%	215,750	159,201	73.79%	239,555
Repairs and Maintenance	151,000	53,560	35.47%	139,000	98,049	70.54%	128,515
Dues and Memberships	140,845	122,007	86.63%	138,895	104,720	75.40%	110,110
Printing, Binding, and Copying	21,150	10,152	48.00%	23,150	12,351	53.35%	14,620
Registrations and Training	39,260	30,498	77.68%	33,760	30,304	89.76%	40,372
Subscriptions and Publications	13,200	17,495	132.54%	13,200	5,670	42.96%	8,916
Other Miscellaneous	65,150	26,487	40.66%	64,650	40,277	62.30%	55,227
Total Services and Charges	5,232,320	2,991,461	57.17%	4,434,615	2,607,357	58.80%	3,755,570
Total Intergovernmental Services	12,578,850	8,260,463	65.67%	11,918,850	7,838,812	65.77%	11,782,616
Total Capital Outlay	103,750	25,987	25.05%	43,750	825	1.89%	-
Total Expenditures	\$ 24,047,370	\$ 15,381,302	63.96%	\$ 22,344,640	\$ 14,331,185	64.14%	\$ 21,087,714
Transfers Out	4,040,000	3,605,000	89.23%	410,000	60,000	14.63%	210,000
Total Expenditures and Transfers	\$ 28,087,370	\$ 18,986,302	67.60%	\$ 22,754,640	\$ 14,391,185	63.25%	\$ 21,297,714
Ending Fund Balance	11,473,205	-	0.00%	11,533,275	-	0.00%	13,895,235
TOTAL ALL USES	\$ 39,560,575	\$ 18,986,302	47.99%	\$ 34,287,915	\$ 14,391,185	41.97%	\$ 35,192,949

City of Burien
2016 3rd Quarter Financial Report

	2016			2015			2015 Year End Actual Audited
	Revised Budget	3rd Quarter Year-to-Date	% of Budget	Revised Budget	3rd Quarter Year-to-Date	% of Budget	
STREET FUND							
Revenues							
Beginning Fund Balance	\$ 259,640	\$ -	0.00%	\$ 1,512,325	\$ -	0.00%	\$ 1,512,327
Solid Waste Utility Tax	365,000	252,024	69.05%	360,000	242,919	67.48%	368,682
Parking Tax	215,000	157,395	73.21%	215,000	144,219	67.08%	219,453
Business License Fees	290,000	291,496	100.52%	290,000	277,812	95.80%	300,966
Solid Waste Franchise Fees	700,000	589,844	84.26%	685,000	562,599	82.13%	816,500
Motor Vehicle Fuel Tax	1,020,000	606,824	59.49%	1,000,000	586,982	58.70%	1,024,262
Multimodal Transportation	-	41,621	0.00%	-	-	0.00%	-
Fines and Penalties	-	-	0.00%	-	-	0.00%	-
Miscellaneous	1,000	19,863	1986.28%	1,000	3,309	330.86%	4,127
Total Revenue	\$ 2,591,000	\$ 1,959,067	75.61%	\$ 2,551,000	\$ 1,817,840	71.26%	\$ 2,733,990
TOTAL ALL RESOURCES	\$ 2,850,640	\$ 1,959,067	68.72%	\$ 4,063,325	\$ 1,817,840	44.74%	\$ 4,246,317
Expenditures							
Salaries	\$ 592,010	\$ 374,376	63.24%	\$ 571,105	\$ 388,902	68.10%	\$ 537,112
Personnel Benefits	218,865	147,189	67.25%	208,880	150,623	72.11%	209,872
Total Salaries & Benefits	810,875	521,565	64.32%	779,985	539,525	69.17%	746,984
Supplies	183,000	90,246	49.31%	183,000	98,047	53.58%	120,278
Professional Services	130,000	62,475	48.06%	130,000	73,240	56.34%	111,317
Communications	6,000	6,977	116.28%	6,000	7,144	119.07%	9,027
Travel, Meals, and Mileage	1,000	47	4.71%	1,000	95	9.52%	584
Advertising	500	-	0.00%	500	-	0.00%	-
Operating Rents and Leases	55,000	38,859	70.65%	55,000	30,329	55.14%	38,601
Utilities	160,000	92,744	57.97%	160,000	100,067	62.54%	146,022
Repairs and Maintenance	35,000	28,007	80.02%	35,000	11,993	34.26%	26,711
Dues and Memberships	1,000	720	72.00%	1,000	854	85.40%	854
Printing, Binding, and Copying	1,200	1,100	91.71%	1,200	976	81.33%	976
Registrations and Training	8,000	1,854	23.18%	8,000	3,359	41.98%	3,999
Miscellaneous	-	252	0.00%	-	10	0.00%	10
Total Other Services and Charges	397,700	233,035	58.60%	397,700	228,067	57.35%	338,101
King County Street Maintenance	50,000	-	0.00%	50,000	81,289	162.58%	105,712
King County Traffic Signal/Control Maint.	220,000	30,708	13.96%	220,000	71,325	32.42%	151,332
Total Intergovernmental	270,000	30,708	11.37%	270,000	152,614	56.52%	257,044
Machinery and Equipment	-	760	0.00%	40,000	-	0.00%	30,628
Total Expenditures	\$ 1,661,575	\$ 876,314	52.74%	\$ 1,670,685	\$ 1,018,253	60.95%	\$ 1,493,035
Transfers Out	958,000	-	0.00%	2,133,000	275,000	12.89%	2,133,000
Total Expenditures and Transfers	\$ 2,619,575	\$ 876,314	33.45%	\$ 3,803,685	\$ 1,293,253	34.00%	\$ 3,626,035
Ending Fund Balance	231,065	-	0.00%	259,640	-	0.00%	620,282
TOTAL ALL USES	\$ 2,850,640	\$ 876,314	30.74%	\$ 4,063,325	\$ 1,293,253	31.83%	\$ 4,246,317

**City of Burien
2016 3rd Quarter Financial Report**

	2016			2015			2015 Year End Actual Audited
	Revised Budget	3rd Quarter Year-to-Date	% of Budget	Revised Budget	3rd Quarter Year-to-Date	% of Budget	

SURFACE WATER MANAGEMENT FUND							
Revenues							
Beginning Fund Balance	\$ 434,215	\$ -	0.00%	\$ 830,545	\$ -	0.00%	\$ 830,544
Intergovernmental Revenues	50,000	-	0.00%	-	33,402	0.00%	33,402
Storm Drainage Fees	3,210,000	1,915,451	59.67%	3,145,000	1,856,486	59.03%	3,260,770
Stormwater Connection Fee	-	303,018	0.00%	-	-	0.00%	-
Miscellaneous Revenues	10,000	5,368	53.68%	10,000	1,393	13.93%	10,231
Total Revenue	\$ 3,270,000	\$ 2,223,837	68.01%	\$ 3,155,000	\$ 1,891,281	59.95%	\$ 3,304,403
Transfers In	-	-	0.00%	-	-	0.00%	-
Total Revenues and Transfers In	\$ 3,270,000	\$ 2,223,837	68.01%	\$ 3,155,000	\$ 1,891,281	59.95%	\$ 3,304,403
TOTAL ALL RESOURCES	\$ 3,704,215	\$ 2,223,837	60.04%	\$ 3,985,545	\$ 1,891,281	47.45%	\$ 4,134,947
Expenditures							
Salaries	\$ 918,825	\$ 578,667	62.98%	\$ 828,635	\$ 553,064	66.74%	\$ 782,372
Personnel Benefits	384,015	247,904	64.56%	332,880	219,550	65.95%	298,310
Total Salaries and Benefits	1,302,840	826,571	63.44%	1,161,515	772,614	66.52%	1,080,682
Supplies	118,000	69,006	58.48%	118,000	73,120	61.97%	93,175
Professional Services	443,000	178,731	40.35%	468,000	170,071	36.34%	264,415
Communications	6,000	5,804	96.73%	6,000	4,942	82.37%	7,143
Travel, Meals, Mileage	-	119	0.00%	-	76	0.00%	84
Operating Rents and Leases	55,000	35,274	64.13%	55,000	29,471	53.58%	36,046
Utilities	8,000	4,633	57.91%	8,000	2,760	34.50%	3,809
Repairs and Maintenance	53,000	29,016	54.75%	53,000	49,863	94.08%	62,769
Dues and Memberships	1,000	889	88.90%	1,000	854	85.40%	989
Printing, Binding, and Copying	1,000	49	4.93%	1,000	149	14.92%	149
Registrations and Training	11,000	3,902	35.47%	11,000	3,398	30.89%	6,038
Subscriptions and Publications	800	-	0.00%	800	65	8.14%	65
Miscellaneous	-	-	0.00%	-	88	0.00%	88
Debt Service Principal	83,030	83,031	100.00%	83,030	83,031	100.00%	83,031
Interest on PWTFM Pond	4,565	1,903	41.68%	4,985	4,567	91.61%	4,740
Total Other Services and Charges	666,395	343,351	51.52%	691,815	349,335	50.50%	469,366
Intergovernmental Services	210,000	74,544	35.50%	230,000	70,801	30.78%	82,874
Machinery and Equipment	-	760	0.00%	40,000	10,950	27.38%	41,580
Total Expenditures	\$ 2,297,235	\$ 1,314,232	57.21%	\$ 2,241,330	\$ 1,276,819	56.97%	\$ 1,767,677
Transfers Out	1,110,000	-	0.00%	1,310,000	-	0.00%	1,310,000
Total Expenditures and Transfers	\$ 3,407,235	\$ 1,314,232	38.57%	\$ 3,551,330	\$ 1,276,819	35.95%	\$ 3,077,677
Ending Fund Balance	296,980	-	0.00%	434,215	-	0.00%	1,057,270
TOTAL ALL USES	\$ 3,704,215	\$ 1,314,232	35.48%	\$ 3,985,545	\$ 1,276,819	32.04%	\$ 4,134,947

PUBLIC WORKS RESERVE FUND							
Revenues							
Beginning Fund Balance	\$ 130,265	\$ -	0.00%	\$ 314,265	\$ -	0.00%	\$ 314,264
Real Estate Excise Tax 1st Quarter	550,000	733,060	133.28%	700,000	555,877	79.41%	798,513
Real Estate Excise Tax 2nd Quarter	550,000	728,060	132.37%	700,000	555,275	79.32%	796,744
Parks Mitigation Fees	15,000	25,518	170.12%	15,000	28,481	189.88%	33,808
Interest Income	1,000	2,606	260.61%	1,000	625	62.53%	869
Total Revenue	\$ 1,116,000	\$ 1,489,244	133.44%	\$ 1,416,000	\$ 1,140,258	80.53%	\$ 1,629,934
TOTAL ALL RESOURCES	\$ 1,246,265	\$ 1,489,244	119.50%	\$ 1,730,265	\$ 1,140,258	65.90%	\$ 1,944,198
Expenditures							
Transfers Out	\$ 1,100,000	\$ 550,000	50.00%	\$ 1,600,000	\$ 440,000	27.50%	\$ 1,600,000
Ending Fund Balance	146,265	-	0.00%	130,265	-	0.00%	344,198
TOTAL ALL USES	\$ 1,246,265	\$ 550,000	44.13%	\$ 1,730,265	\$ 440,000	25.43%	\$ 1,944,198

**City of Burien
2016 3rd Quarter Financial Report**

	2016			2015			2015 Year End Actual Audited
	Revised Budget	3rd Quarter Year-to-Date	% of Budget	Revised Budget	3rd Quarter Year-to-Date	% of Budget	

EQUIPMENT RESERVE FUND							
Revenues							
Beginning Fund Balance	\$ 900,850	\$ -	0.00%	\$ 880,850	\$ -	0.00%	\$ 880,850
Interest Income	-	3,429	0.00%	-	887	0.00%	1,335
Transfers In	270,000	-	0.00%	270,000	-	0.00%	270,000
Total Revenue	\$ 270,000	\$ 3,429	1.27%	\$ 270,000	\$ 887	0.33%	\$ 271,335
TOTAL ALL RESOURCES	\$ 1,170,850	\$ 3,429	0.29%	\$ 1,150,850	\$ 887	0.08%	\$ 1,152,185
Expenditures							
Supplies	\$ -	\$ 8,715	0.00%	\$ -	\$ 11,692	0.00%	\$ 10,922
Professional Services	-	-	0.00%	-	66,849	0.00%	66,849
Machinery and Equipment	500,000	-	0.00%	250,000	4,317	1.73%	10,935
Total Expenditures	\$ 500,000	\$ 8,715	1.74%	\$ 250,000	\$ -	0.00%	\$ 88,706
Ending Fund Balance	670,850	-	0.00%	900,850	-	0.00%	1,063,479
TOTAL ALL USES	\$ 1,170,850	\$ 8,715	0.74%	\$ 1,150,850	\$ 82,858	7.20%	\$ 1,152,185

ART IN PUBLIC PLACES FUND							
Revenues							
Beginning Fund Balance	\$ 30,380	\$ -	0.00%	\$ 30,380	\$ -	0.00%	\$ 30,384
Interest Income	-	99	0.00%	-	28	0.00%	41
Transfers In	-	-	0.00%	-	-	0.00%	-
Total Revenue	\$ -	\$ 99	0.00%	\$ -	\$ 28	0.00%	\$ 41
TOTAL ALL RESOURCES	\$ 30,380	\$ 99	0.33%	\$ 30,380	\$ 28	0.09%	\$ 30,425
Expenditures							
Supplies	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Repairs and Maintenance	-	997	0.00%	-	-	0.00%	-
Works of Art	25,000	-	0.00%	-	-	0.00%	-
Total Expenditures	\$ 25,000	\$ 997	3.99%	\$ -	\$ -	0.00%	\$ -
Ending Fund Balance	5,380	-	0.00%	30,380	-	0.00%	30,425
TOTAL ALL USES	\$ 30,380	\$ 997	3.28%	\$ 30,380	\$ -	0.00%	\$ 30,425

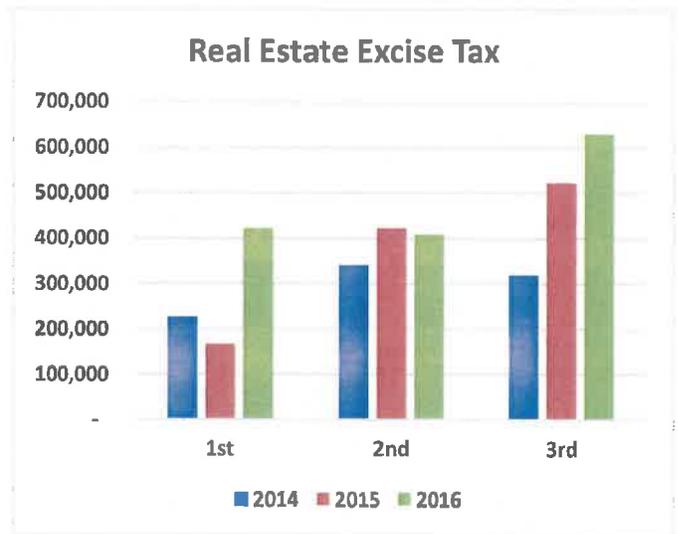
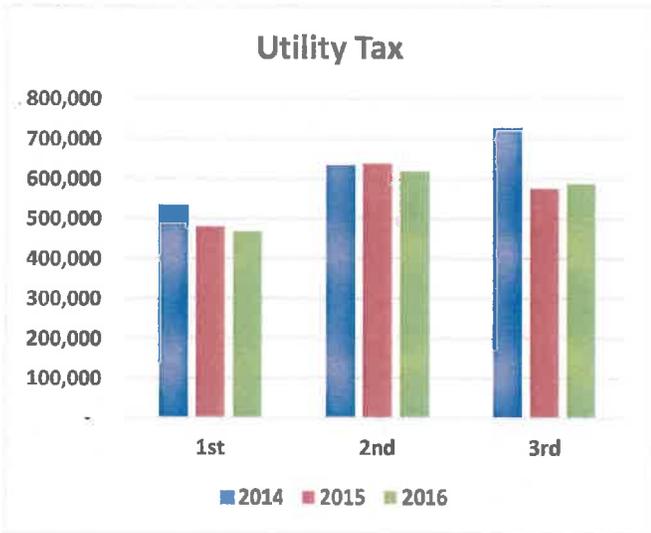
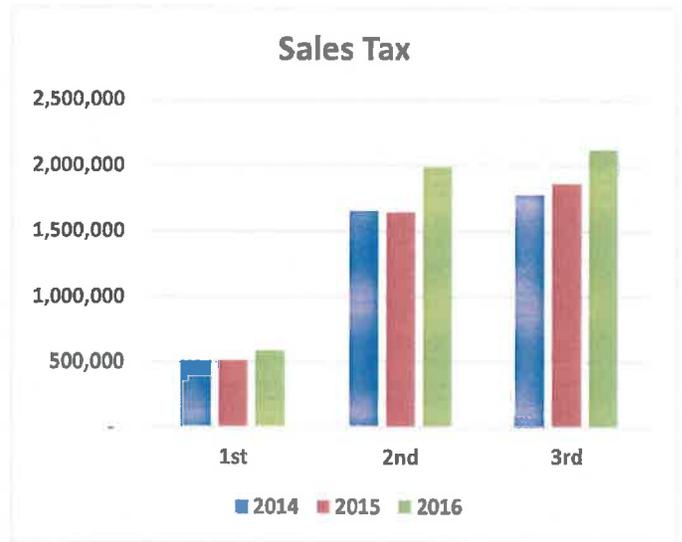
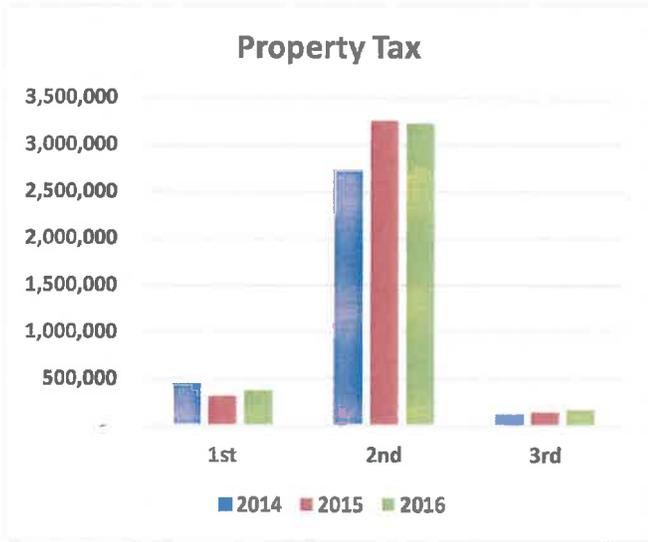
CAPITAL PROJECTS RESERVE FUND							
Revenues							
Beginning Fund Balance	\$ 513,050	\$ -	0.00%	\$ 82,050	\$ -	0.00%	\$ 82,050
Property Tax	740,000	413,488	55.88%	730,000	407,456	55.82%	728,876
Interest Income	1,000	2,396	239.60%	1,000	362	36.20%	667
Total Revenue	\$ 741,000	\$ 415,884	56.12%	\$ 731,000	\$ 407,818	55.79%	\$ 729,543
TOTAL ALL RESOURCES	\$ 1,254,050	\$ 415,884	33.16%	\$ 813,050	\$ 407,818	50.16%	\$ 811,593
Expenditures							
Transfers Out	\$ 771,000	\$ 50,000	6.49%	\$ 300,000	\$ -	0.00%	\$ 300,000
Ending Fund Balance	483,050	-	0.00%	513,050	-	0.00%	511,593
TOTAL ALL USES	\$ 1,254,050	\$ 50,000	3.99%	\$ 813,050	\$ -	0.00%	\$ 811,593

**City of Burien
2016 3rd Quarter Financial Report**

	2016			2015			2015 Year End Actual Audited
	Revised Budget	3rd Quarter Year-to-Date	% of Budget	Revised Budget	3rd Quarter Year-to-Date	% of Budget	
TRANSPORTATION BENEFIT DISTRICT FUND							
Revenues							
Beginning Fund Balance	\$ 21,785	\$ -	0.00%	\$ 46,785	\$ -	0.00%	\$ 46,786
TBD Vehicle Fee	350,000	266,765	76.22%	350,000	256,742	73.35%	367,068
Interest Income	-	373	0.00%	-	193	0.00%	238
Total Revenue	\$ 350,000	\$ 267,138	76.33%	\$ 350,000	\$ 256,935	73.41%	\$ 367,306
TOTAL ALL RESOURCES	\$ 371,785	\$ 267,138	71.85%	\$ 396,785	\$ 256,935	64.75%	\$ 414,092
Expenditures							
Salaries	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 207
Personnel Benefits	-	-	0.00%	-	-	0.00%	65
Professional Services	-	-	0.00%	-	1,636	0.00%	1,636
Total Expenditures	-	-	0.00%	-	1,636	0.00%	1,908
Transfers Out	350,000	95,000	27.14%	375,000	-	0.00%	375,000
Total Expenditures and Transfers Out	\$ 350,000	\$ 95,000	27.14%	\$ 375,000	\$ 1,636	0.44%	\$ 376,908
Ending Fund Balance	21,785	-	0.00%	21,785	-	0.00%	35,276
TOTAL ALL USES	\$ 371,785	\$ 95,000	25.55%	\$ 396,785	\$ 1,636	0.41%	\$ 412,184

DEBT SERVICE FUND							
Revenues							
Beginning Fund Balance	\$ 48,870	\$ -	0.00%	\$ 82,885	\$ -	0.00%	\$ 82,887
Build America Bonds Subsidy	110,000	55,366	50.33%	110,000	55,069	50.06%	110,434
Town Square Mitigation Fees	48,000	48,164	100.34%	48,000	48,164	100.34%	48,164
Special Assessment Revenue	84,000	129,450	154.11%	84,000	92,939	110.64%	95,534
Interest Income & Other Miscellaneous	-	1,656	0.00%	-	167	0.00%	225
Other Miscellaneous Revenue	-	174	0.00%	-	-	0.00%	-
Premium on Bonds Sold	785,000	785,519	100.07%	-	-	0.00%	-
Refunding Bonds Proceeds	5,321,000	5,320,000	99.98%	-	-	0.00%	-
Total Revenues	6,348,000	6,340,329	99.88%	242,000	196,339	81.13%	254,357
Transfers In	6,165,000	4,300,000	69.75%	2,485,000	775,000	31.19%	2,285,000
Total Revenue and Transfers In	\$ 12,513,000	\$ 10,640,329	85.03%	\$ 2,727,000	\$ 971,339	35.62%	\$ 2,539,357
TOTAL ALL RESOURCES	\$ 12,561,870	\$ 10,640,329	84.70%	\$ 2,809,885	\$ 971,339	34.57%	\$ 2,622,244
Expenditures							
Debt Service Principal and Interest	\$ 6,390,980	\$ 4,352,524	68.10%	\$ 2,758,015	\$ 828,577	30.04%	\$ 2,541,292
Bond Issuance Fees	38,000	36,850	96.97%	-	-	0.00%	-
Refunding/payoff of 2006 LTGO Bonds	6,068,000	6,065,026	99.95%	-	-	0.00%	-
Bond Administrative Fees	3,000	-	0.00%	3,000	50	1.67%	1,750
Total Expenditures	\$ 12,499,980	\$ 10,454,400	83.64%	\$ 2,761,015	\$ 828,627	30.01%	\$ 2,543,042
Ending Fund Balance	61,890	-	0.00%	48,870	-	0.00%	79,202
TOTAL ALL USES	\$ 12,561,870	\$ 10,454,400	83.22%	\$ 2,809,885	\$ 828,627	29.49%	\$ 2,622,244

3rd Quarter 2016 Major Tax Revenue Comparison Charts



City of Burien, Washington
Capital Projects Expenditure Report - Third Quarter 2016

Project Name	Budget Authority thru 2016*	Expended thru September 30, 2016	Remaining Budget
Parks & General Government Capital Projects			
Dottie Harper Playground Improvements - closed	\$ 201,620	\$ 201,616	\$ 4
Lake Burien School Park - Site Plan	50,000	-	50,000
Moshier Park Restroom and Field Improvements	697,000	117,540	579,460
Off-Leash Dog Park	60,000	55,831	4,169
Parks Facilities Restoration (2015-2016)	248,830	55,978	192,852
Public Works Maint. and Operations Facility - unfunded	-	-	-
Seahurst Park - North Shoreline	11,171,723	5,539,319	5,632,404
Seahurst Park Slide	180,000	30,997	149,003
Staff Coordination of Parks CIP Projects - 2016	20,000	6,237	13,763
Parks & General Government CIP Fund Balance	\$ 12,629,173	\$ 6,007,518	\$ 6,621,655
Transportation Capital Projects			
1st Ave S Phase 2 (SW 140th St to SW 146th St) - closed	\$ 8,518,000	\$ 8,507,961	\$ 10,039
4th and 6th Ave SW/SW 148th Street Intersection	422,000	308,533	113,467
Citywide ADA Barrier Mitigation	1,070,000	24,894	1,045,106
Citywide Roadway Embankment Stabilization	301,000	275,130	25,870
Hilltop Elementary School Crosswalk/Path	176,000	118,679	57,321
Lake to Sound Trail	100,376	5,913	94,463
NERA Infrastructure Improvements - Pilot Program	566,500	30,360	536,140
NERA SR-518/DMMD Interchange	4,045,195	2,042,390	2,002,805
Shorewood Drive Gabion Wall/Roadway Embankment	152,000	115,334	36,666
Signal Controller/Interconnect Upgrades Program	150,000	43,485	106,515
S. 132nd Street Pedestrian and Bicycle Trail	241,000	167,200	73,800
S/SW 136th Street Sidewalk Improvements - unfunded	-	-	-
Street Overlay Program (2015-2016)	910,000	828,034	81,966
Staff Coordination of Transportation CIP Projects - 2016	78,000	53,741	24,259
Transportation CIP Fund Balance	\$ 16,730,071	\$ 12,521,654	\$ 4,208,417
Surface Water Management Capital Projects			
Capacity Improvements at SW 158th St & 4th Ave SW	\$ 575,000	\$ 231,996	\$ 343,004
8th Ave S. Sub-basin Retrofit Improvements	1,940,845	111,691	1,829,154
SW 152nd St. and 8th Ave SW Drainage Improvements	745,000	109,586	635,414
SW 165th St. Drainage Improvements	470,500	60,826	409,674
Hermes/Mayfair Study - closed	227,138	227,138	-
Hermes/Mayfair Drainage Improvements	-	-	-
King County Courthouse Stormwater Project	60,000	-	60,000
NERA Drainage Improvements	6,197,461	5,795,848	401,613
Residential Drainage Imprvmnt Project (RDIP) (2015-2016)	806,725	185,103	621,622
Staff Coordination of SWM CIP Projects - 2016	51,000	23,411	27,589
Surface Water Management CIP Fund Balance	\$ 11,073,669	\$ 6,745,599	\$ 4,328,070
<i>* Includes 2015-2016 Mid-Biennium Budget Updates</i>			

City of Burien, Washington
Contracts Over \$25,000 Signed by the City - Third Quarter 2016

Contract Number	Vendor Name	Contract Description	Contract Amount
3433	Community Animal Resource & Education Society (CARES)	Amendment #6 to extend animal control services until December 31, 2017.	Amendment is for \$240,000 for services 9/1/16 to 12/31/17.
4240	OTAK, Inc.	Amendment #2 to add construction management services to Lake Burien Creek Stabilization Improvements Project (SW 158th St. & 4th Ave SW).	Amendment is for \$71,048. Revised total contract amount is \$260,543.
4374	Recology CleanScapes	Amendment #2 to extend parks graffiti removal services until July 1, 2018.	Amendment is for \$32,694 for services 7/1/16 to 7/1/18.
4533	King County Housing and Community Development	Amendment #1 to add construction phase to 2016 Community Development Block Grant (CDBG) Agreement for Hilltop Elementary Crosswalk/Path Project.	Amendment is for \$103,000. Revised total contract amount is \$145,000.
4595	VSS International, Inc.	Construction services for 2016 Slurry Seal Program.	\$258,824
4597	The Blueline Group, LLC	Construction management services for S. 132nd Street Pedestrian/Bike Trail Project.	\$28,400
4600	CivicLive/Reliance Communications, LLC	Redesign of the Burien website.	\$60,000
4608	KPG, Inc.	Design and construction management services for Downtown Gateway Arch Replacement.	\$39,800
4614	Washington State Department of Ecology	Water Quality Combined Financial Assistance Agreement for 8th Avenue S. Subbasin Retrofit Project.	Total Agreement is \$1,940,843. DOE share is \$1,455,632. City share is \$485,211
4615	W.S. Contractors, LLC	Construction services for Hilltop Elementary Crosswalk/Path Project.	\$119,310
4627	CR Master Roofing	Construction services to reroof 3 sections of Burien Community Center Annex.	\$30,655
4634	DPK, Inc.	Construction services for Lake Burien Creek Stabilization Improvements Project (SW 158th St. & 4th Ave SW).	\$322,116

TRANSFERS IN

Transfer TO	Revised 2015 Amount	Revised 2016 Amount	Transfer FROM
General Fund	\$ 133,000	\$ 133,000	Street Fund
General Fund	40,000	40,000	Surface Water Mgmnt Fund
Total General Fund	173,000	173,000	
Equipment Reserve Fund	150,000	150,000	General Fund
Equipment Reserve Fund	50,000	50,000	Street Fund
Equipment Reserve Fund	70,000	70,000	Surface Water Mgmnt Fund
Total Equipment Reserve Fund	270,000	270,000	
Debt Service Fund	260,000	3,890,000	General Fund
Debt Service Fund	250,000	275,000	Street Fund
Debt Service Fund	1,600,000	1,100,000	Public Works Reserve Fund
Debt Service Fund	-	550,000	Capital Projects Reserve Fund
Debt Service Fund	375,000	350,000	Transportation Benefit Dist. Fund
Total Debt Service Fund	2,485,000	6,165,000	
Capital Projects			
Parks and General Gov't CIP	\$ 300,000	\$ 186,000	Capital Projects Reserve Fund
Transportation CIP Fund	1,650,000	500,000	Street Fund
Transportation CIP Fund	-	35,000	Capital Projects Reserve Fund
Transportation CIP Fund	33,250	150,000	Surface Water Mngmnt CIP Fund
Total Transportation CIP Fund	1,683,250	685,000	
Surface Water Mgmnt CIP Fund	50,000	-	Street Fund
Surface Water Mgmnt CIP Fund	1,200,000	1,000,000	Surface Water Mgmnt Fund
Total Surface Water Mgmnt CIP Fund	1,250,000	1,000,000	
TOTAL TRANSFERS IN	\$ 6,161,250	\$ 8,479,000	

TRANSFERS OUT

Transfer FROM	Revised 2015 Amount	Revised 2016 Amount	Transfer TO
General Fund	\$ 150,000	\$ 150,000	Equipment Reserve Fund
General Fund	260,000	3,890,000	Debt Service Fund
Total General Fund	410,000	4,040,000	
Street Fund	133,000	133,000	General Fund
Street Fund	50,000	50,000	Equipment Reserve Fund
Street Fund	250,000	275,000	Debt Service Fund
Street Fund	1,650,000	500,000	Transportation CIP Fund
Street Fund	50,000	-	Surface Water Mgmnt CIP Fund
Total Street Fund	2,133,000	958,000	
Surface Water Mgmnt Fund	40,000	40,000	General Fund
Surface Water Mgmnt Fund	70,000	70,000	Equipment Reserve Fund
Surface Water Mgmnt Fund	1,200,000	1,000,000	Surface Water Mgmt CIP Fund
Total SWM Fund	1,310,000	1,110,000	
Public Works Reserve Fund	1,600,000	1,100,000	Debt Service Fund
Capital Projects Reserve Fund	-	550,000	Debt Service Fund
Capital Projects Reserve Fund	300,000	186,000	Parks & General Government CIP
Capital Projects Reserve Fund	-	35,000	Transportation CIP Fund
Total Capital Projects Reserve Fund	300,000	771,000	
Transportation Benefit District Fund	375,000	350,000	Debt Service Fund
Capital Projects			
Surface Water Mgmt CIP Fund	33,250	150,000	Transportation CIP Fund
TOTAL TRANSFERS OUT	\$ 6,161,250	\$ 8,479,000	



Notice of Decision

City of Burien

400 SW 152nd Street (Suite 300)

Burien, Washington 98166

Date	November 17, 2016
Applicant	Laura Sagen-Hughes, O.G. Growers, Owner/Applicant
Proposal	Type 1 Land Use Review for a State-Licensed Recreational Marijuana Retail Store to be located in the Regional Commercial (CR) Zone.
File No.	PLA 16-1570
Location	1050 South 140 th Street, Burien, WA
Tax Parcel No.	172304-9553 and 172304-9111
Decision	Approval of Type 1 Land Use Review, subject to conditions
SEPA Determination	Determination of Nonsignificance
Appeals	The City of Burien has issued the decision described above. Parties of record may appeal this decision to the Hearing Examiner pursuant to Burien Municipal Code Section 19.65.065.5. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on December 1, 2016 . Copies of the "Notice of Appeal" document may be obtained at the Department of Community Development. There is a non-refundable filing fee of \$314 for the submittal of an appeal. For more information please contact the project planner (see below).
Property Tax Revaluation	Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For more information, please contact the King County Assessor's Office at (206) 296-7300.
Project Planner	Charles W. "Chip" Davis, AICP Department of Community Development City of Burien 400 SW 152 nd Street (Suite 300) Burien, WA 98166 Phone: (206) 439-3152 E-Mail: chipd@burienwa.gov
Attachments	Conditions of Approval

Laura Sagen-Hughes, O.G. Growers, Owner/Applicant
Type 1 Land Use Conditions of Approval
File No. PLA 16-1570

1. This application is subject to the applicable requirements contained in the Burien Municipal Code (including but not limited to the Zoning Code, Building Code and Fire Code), the 2009 King County Surface Water Design Manual and the 2008 Burien Road Standards. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these documents.
2. The applicant shall address all of the conditions of approval outlined in the Development Review Engineer's memorandum dated August 26, 2016, prior to issuance of construction permits for the proposed facility.
3. The applicant shall address all of the conditions of approval outlined in the King County Fire District #2 Fire Hydrant Certificate dated June 28, 2016, prior to issuance of construction permits for the proposed facility.
4. The applicant shall address all of the conditions of approval outlined in the Surface Water Management Engineer's memorandum dated August 9, 2016, prior to issuance of construction permits for the proposed facility.
5. The applicant shall show all required landscaping and irrigation on construction permit drawings to be verified and approved by the Director prior to issuance of construction permits for the proposed facility.
6. All required landscaping and irrigation shall be inspected and accepted by the City prior to issuance of certificate of occupancy.
7. The applicant shall provide a security for a period of two years after planting to ensure proper establishment and maintenance of required landscaping.
8. The applicant shall provide a Transportation Impact Fee of \$11,376 for transportation impacts associated with the proposed facility at the time of construction permit issuance.
9. The applicant shall at all times possess a State of Washington Marijuana Producer/Processor License and Operating Permit.
10. All parking lot or building lighting on the property shall be installed and maintained to minimize the impacts of exterior night lighting on adjacent properties.
11. This land use approval has been extended one year to allow the proposed marijuana production and processing development to be phased. This land use approval shall expire 3 years from the date of approval, unless use of the land authorized by the decision has begun.

SEPA Determination of Nonsignificance (DNS) WAC 197-11-970

City of Burien 400 SW 152nd St, Suite 300 Burien, Washington 98166

Date November 21, 2016

Applicant 7-Eleven, Inc.

Proposal Fuel System Replacement

File No. PLA-16-2193
File is available for viewing at Burien City Hall during regular business hours.

Location 11657 Des Moines Memorial Drive S, Burien WA

Tax Parcel No. 098500-0384

Lead Agency City of Burien

Environmental Determination The lead agency for this proposal has determined that the proposal does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of a completed environmental checklist and other information on file with the lead agency.

This Determination of Nonsignificance (DNS) is issued after using the optional DNS process WAC 197-11-355. There is no further comment period on the DNS. This DNS is specifically conditioned on compliance with the applicable regulations set forth in the Burien Municipal Code.

All information relating to this proposal is available to the public upon request.

Public Comment and Appeal Process This DNS is issued under 197-11-355. There is a 14-day appeal period on this agency decision. An appeal of the decision requires that a Notice of Appeal form and a \$314.00 fee be submitted by **Monday December 5, 2016**. Appeal forms are available at the Department of Community Development or the city's website www.burienwa.gov. Questions regarding procedures for appealing this agency decision may be directed to Brandi Eyerly at (206) 248-5519 or BrandiE@burienwa.gov.

SEPA Responsible Official Charles "Chip" Davis, AICP
Community Development Director
City of Burien
400 SW 152nd Street Suite 300
Burien, WA 98166

Signature: _____

