



CITY COUNCIL STUDY SESSION AGENDA

August 27, 2012

7:00 p.m.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. DISCUSSION ITEMS Page #
 - a. Discussion on Advisory Boards. 3.
 - b. Discussion of the 2012 Community Assessment Survey Results. 31.
 - c. Review of Study Session Topics and Council Retreat Notes. 85.
5. ADJOURNMENT

COUNCILMEMBERS

Brian Bennett, Mayor	Rose Clark, Deputy Mayor	Jack Block, Jr.
Bob Edgar	Lucy Krakowiak	Joan McGilton
		Gerald F. Robison



COMMISSIONS & ADVISORY BOARDS FOR BURIEN CITY COUNCIL

Staff Presentation
August 27, 2012





COUNCIL RETREAT

Topic: Advisory Boards

January 28, 2012

Are we in the right place for current needs?

BEDP, Planning, Arts, Parks, Teen Council, Senior Advisory Board

What do we want?

Roles? What do ordinances say?

Do we need different ones? Education?

Permanent standing committees/Boards

Consensus- Education Adv/Levy

Liaison with all Boards

Shift in scope volunteer vs. Advisory



1. Planning Commission

- a. Mission
- b. Background
- c. Duties
- d. Size
- e. Meetings
- f. Term
- g. Who Develops Agenda

2. Arts Commission

3. Parks and Recreation Advisory Board

4. Business & Economic Development Partnership



Planning Commission

Mission: Advise the City Council on Burien's future growth.

Duties: Review and make recommendations relating to the City's Comprehensive Land-Use Plan. Review and make recommendations relating to changes to the official zoning map and the zoning code. Perform other duties as assigned by the City Council.

Background: Established as an Advisory Board in 1995. Has 7 members since 2003.

Staffed primarily by Community Development Director and Senior Planner .

Size: 7 members, must reside in Burien.

Meetings: 2nd & 4th Tues. 7 pm (changing to 2nd & 4th Wed., 7 pm in 2013) – televised.

Term: 4 years.

Who develops agenda:
Community Development Director and Senior Planner in consultation with Chair.



Arts Commission

Mission: Advise the City Council regarding the furtherance of artistic and cultural activities.

Duties: Develop by-laws. Coordinate with schools and arts organizations. Initiate, sponsor, and conduct programs or with other agencies. Obtain non-City funds to support projects. Advise Council and staff on public art and cultural programs and funding options for proposed projects. Submit an annual report.

Background:

Established in 1998, with vision for group to be 'working' volunteers who would administer arts programs and do fundraising. City Manager and Council in 2006 agreed with recommendation to create a part-time arts staff position. Staffed primarily by the Cultural Arts Supervisor; assistance from Recreation Manager and PaRCS Director.

Size: 9 members, must reside in Burien

Meetings: Monthly, 4th Tues. 6:30 pm (not televised)

Term: 4 years, with limit of 2 consecutive years

Who develops agenda: Cultural Arts Supervisor in consultation with Chair



Parks & Recreation Advisory Board

Mission: Advise the City Council regarding recreational programming and the acquisition, promotion, improvement, maintenance and use of City parks.

Duties: Develop bylaws which are approved by Council. Recommend available grants for City parks and coordinate with staff. Carry out related tasks assigned by the Council or by ordinance. Advise the Council regarding issues regulations and care for public trees and other vegetation. Submit an annual report.

Background:

Established in 1998; in part, a successor to “Friends of Burien Parks” community group, with vision for group to be ‘working’ volunteers who would work in parks and do fundraising.

Staffed primarily by Development and Operations Manager; assistance from PaRCS Director.

Size:

7 members, must reside in Burien

Meetings:

Monthly, 3rd Wed., 6:30 pm (not televised)

Term: 4 years, with limit of 2 consecutive terms

Who develops agenda:

Development & Operations Manager with input from Chair



Business & Economic Development Partnership

Mission: Advise the City Council in regards to advancing Burien's economic development.

Duties: Adopt by-laws. Make recommendations annually for changes to the Burien Comprehensive Plan that promote and enhance economic development. Make recommendations on economic development programs and priorities. Provide periodic reports to the City Council. Submit annual year-end report and work program. Such other duties as assigned by the City Council.

Background: Formally established as an Advisory Board in 1995. Creation, Membership, Meetings, Duties, and Responsibilities revised in 1999

Staffed primarily by City Manager, Economic Development Manager, and Management Analyst.

Size: 14 members

Meetings: Monthly, 2nd Fri. 7 am; Study session, 4th Fri. 7 am. (Not televised)

Term: 4 years

Who develops agenda: Chair with input from Economic Development Manager

Chapter 2.45 PLANNING COMMISSION

Sections:

- 2.45.010 Created.
- 2.45.020 Membership.
- 2.45.030 Meetings.
- 2.45.040 Duties and responsibilities.

2.45.010 Created.

There is hereby created a planning commission to provide advice and recommendation to the city council on Burien's future growth through review, analysis, and recommendations regarding the city's comprehensive plan and related land use documents. [Ord. 388 § 1, 2003; Ord. 187 § 1, 1996; Ord. 113 § 1, 1995]

2.45.020 Membership.

(1) Number of Members. The planning commission shall consist of seven voting members.

(2) Appointment. All members of the planning commission shall be appointed by the city council. The four positions filled in 2003 (Positions 1, 2, 3, and 4) shall be appointed for terms expiring March 31, 2006, or until their successors are duly appointed and confirmed. The three incumbent positions (Positions 5, 6, and 7) shall expire March 31, 2004, or until their successors are duly appointed and confirmed. Subsequent appointments for full terms shall begin as of April 1st and shall be for four-year terms, or until their successors are duly appointed and confirmed. Members must reside within the city. The planning commission shall at all times include between five and seven voting members. All planning commission members shall be selected without respect to political affiliation and shall serve without compensation. The city council shall attempt, but shall not be obligated, to appoint planning commission members so that all geographic areas of the city are represented.

(3) Removal. Planning commission members may be removed by a majority vote of the entire city council for neglect of duty, conflict of interest, malfeasance in office or other just cause, including absence for more than eight regular meetings in a calendar year. The city manager shall notify the city council of any such absences. The decision of the city council shall be final and there shall be no appeal therefrom.

(4) Vacancies. Vacancies occurring other than through the expiration of a term shall be filled for the unexpired term in the same manner as for appointments as provided in this chapter. [Ord. 388 § 2, 2003; Ord. 187 § 2, 1996; Ord. 113 § 2, 1995]

2.45.030 Meetings.

(1) The planning commission shall hold such regular and special meetings as may be necessary to complete its responsibilities. The planning commission shall elect from among its members a chair who shall preside at all meetings and a vice chair who shall preside in the absence of the chair. A majority of the planning commission members shall constitute a quorum for the transaction of business and a majority vote of members present shall be necessary to carry any motion.

(2) The planning commission shall adopt such rules and regulations as are necessary for the conduct of its business. [Ord. 388 § 3, 2003; Ord. 187 § 3, 1996; Ord. 113 § 3, 1995]

2.45.040 Duties and responsibilities.

The planning commission shall be an advisory body to the city council responsible for providing advice and recommendation for Burien's future growth. Duties of the planning commission shall include:

- (1) Review and recommendations relating to the city of Burien's comprehensive land use plan;
- (2) Review and recommendations relating to changes to the official zoning map and the zoning code;
- (3) Such other and future duties as assigned by the city council. [Ord. 388 § 4, 2003; Ord. 187 § 4, 1996; Ord. 113 § 4, 1995]

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PLANNING COMMISSION BY-LAWS
Adopted by City Council Feb. 14, 2000

The role of the Burien Planning Commission is to advise the City Council on policy and to guide the development of the City, particularly the Comprehensive Plan and the Land Use Code.

Article I

Responsibility

The Planning Commission shall carry out the responsibilities designated by ordinance and other duties assigned by the City Council. The members of the Planning Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State and Municipal law to the best of their ability and to respect and observe the requirements established by the City Council.

Article II

Organization of the Commission

1. A Chairperson and Vice-Chairperson shall be elected by a majority of the Commissioners at the second regular meeting in July of each year, or as soon thereafter as feasible. A quorum must be present to elect the Chairperson and Vice-Chairperson.
2. If the term of the Chairperson ends prior to the election of Chair and Vice-Chairperson, the Commission shall elect an interim Chair until the regularly-scheduled election.
3. In the absence of the Chairperson and the Vice-Chairperson, a Chairperson pro tem shall be elected informally by the members present to conduct the meeting.
4. In the event of the resignation of the Chairperson or Vice-Chairperson, the Commission shall expeditiously elect a new officer to fill the vacancy for the unexpired term.
5. The Chairperson shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings.
6. It shall be the Chairperson's duty to see that the transaction of Commission business is in accord with these By-laws.
7. The Planning Commission, by majority vote of those present may create special committees and assign one or more members to such committees.
8. If a Commission member has more than eight (8) total absences from regularly scheduled meetings in a calendar year, the Chairperson shall inform the City Council who may appoint a new Commission member to fill the member's term.
9. No person shall hold the office of member of the Planning Commission unless that person is a resident of the city. If a member of the Planning Commission ceases to be a resident of the city, the office must be vacated.
10. A quorum is a majority of the commission.

Article III

Meetings

The Commission shall determine a regular meeting time (time, place, and frequency) as necessary.

1. All meetings of the Commission shall be open to the public.
2. Executive sessions may be held only with prior City Council approval and in accord with the requirements imposed by RCW 42.30.110 and 42.30.140.
3. To conduct official Planning Commission business, a quorum must be present. If no quorum exists due to members leaving the meeting, no official action can be taken.
4. All meetings of the Planning Commission shall be governed by these by-laws. Where the by-laws do not state otherwise, the parliamentary rules and procedures contained in the current edition of *Roberts Rules of Order* shall apply.
5. To the extent it does not violate public notice requirements, the printed agenda of a regular meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Commission members present.
6. The Planning Commission may devote part of its meetings to an informational study session during which no comments from the public will be permitted, unless the Chairperson or a majority, on a case-by-case basis, decides otherwise.
7. Action is taken by a majority vote of the members present and voting.
8. After 9pm the Planning Commission shall hear no new agenda items, unless a majority of the Commissioners present should decide otherwise.
9. A staff person will be responsible for the written recording of all Planning Commission meetings. All minutes will be forwarded to the City Clerk and be made part of a permanent record.

Article IV

Conflict of Interest and Appearance of Fairness

Any member of the Commission who in his or her opinion has an interest in any matter before the Commission that would prejudice his or her actions shall so publicly indicate and shall step down and refrain from voting and any manner of participation with respect to the matter in question so as to avoid any possible conflict of interest or violation of the appearance of fairness. The Planning Commission is subject to the City's ethics ordinance, Resolution 115 (attached).

Article V

Agenda

1. The preparation of the agenda will be the duty of the Community Development Director or his/her designee, and he or she will coordinate that preparation with the Chairperson.

2. The agenda may be divided into sections and continue until subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
3. Copies of the agenda will be available to all Commission members at least two days prior to a regular meeting date.
4. The agenda will indicate whether the Planning Commission intends to take formal action on a particular matter.
5. The Commission may continue a public hearing to a future date only for the purpose of accepting new written or oral testimony solely from anyone who had signed up to speak on the original hearing date but did not have the opportunity to testify. A continued public hearing does not require new public notice. Once a public hearing is closed, it cannot be re-opened without issuance of a new public notice.
6. The agenda shall be confirmed at the beginning of each meeting.

Article VI

Study Sessions

A substantial amount of the Planning Commission's work is conducted at informal study sessions.

1. The Commission shall consider information and recommendations from staff and comments from the public during the study session.
2. Based on staff, public, and Commission input, the Commission determines its recommendations to be forwarded to the City Council.

Article VII

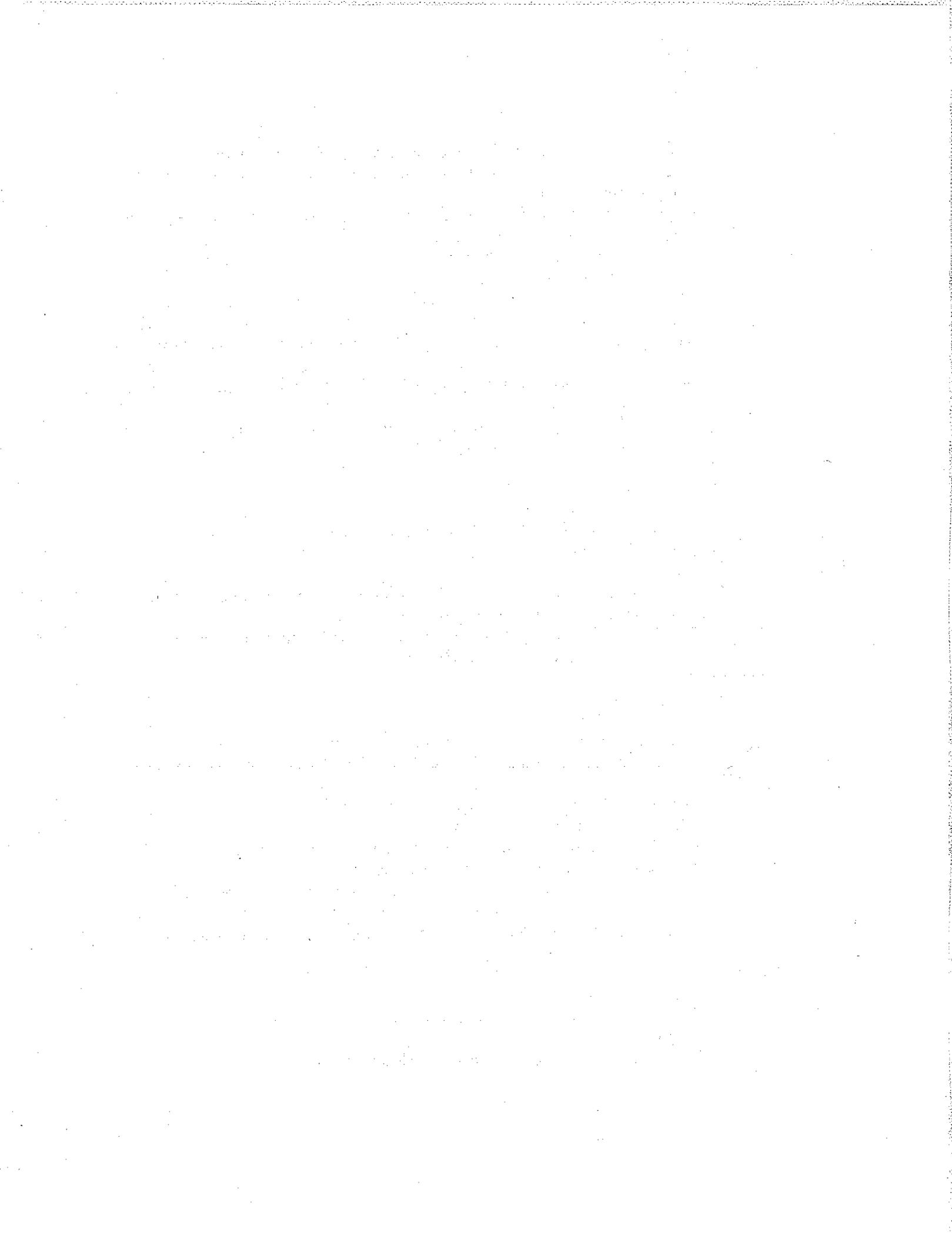
Public Comment

1. Each speaker is limited to 3 minutes speaking time. If a speaker is representing an organization, that speaker shall be granted 5 minutes speaking time.
2. Members of the public attending study sessions may only speak if acknowledged by the Chairperson.
3. If audience dialogue becomes disruptive, the Chairperson may recess the meeting or request that the meeting be adjourned.
4. To communicate with the Commission on a matter not scheduled for Public Hearing, the public may write a letter and/or speak during the duration of each meeting entitled "Public Comment" near the beginning of the agenda.

Article VIII

Amending By-Laws

1. The Planning Commission at a regularly scheduled meeting may amend these by-laws.
2. The Burien City Council must approve all amendments.



Chapter 2.60 ARTS COMMISSION

Sections:

- 2.60.010 Definitions.
- 2.60.020 Creation – Eligibility.
- 2.60.030 Compensation.
- 2.60.040 Terms of commission members – Vacancies.
- 2.60.050 Officers – Meetings – Quorum – Records.
- 2.60.060 Powers and duties.

2.60.010 Definitions.

As used in this chapter, the listed terms shall have the following meanings:

- (1) "Commission" means the city of Burien arts commission; and
- (2) "Arts" means specific artistic projects and cultural activities within the city that both the city and the arts commission members wish to promote, enhance or develop. [Ord. 324 § 1, 2001; Ord. 229 § 1, 1998]

2.60.020 Creation – Eligibility.

(1) There is hereby created an advisory arts commission, consisting of nine voting members, each appointed by a majority vote of the city council, from among the residents of the city. Appointments shall emphasize citizens involved in nonprofit arts organizations.

(2) The council may also appoint alternate (nonvoting) members. The commission may from time to time create short-term ad hoc committees that include nonmembers who are deemed important in performing the commission's duties. Tenure shall vary with the need as determined by the commission's voting members. Nonmembers and alternate members shall not have voting rights. [Ord. 494 § 1, 2008; Ord. 324 § 2, 2001; Ord. 229 § 2, 1998]

2.60.030 Compensation.

No commission member shall receive any compensation for his or her services. [Ord. 324 § 3, 2001; Ord. 229 § 3, 1998]

2.60.040 Terms of commission members – Vacancies.

(1) Except as noted in subsection (2) of this section, commission members shall be appointed to four-year terms running from April 1st through March 31st, or until a member's successor is duly appointed and confirmed; provided, that the term of the member's successor will be shortened by the length of the hold-over and will be considered a full term. Members of the commission may be excused by majority vote of the city council. Vacancies shall be filled for the remaining unexpired portion of the term being filled.

(2) During the initial organization of the commission, three of the members shall be appointed to two-year terms to stagger initial membership expiration.

(3) There shall be a term limit of two consecutive full terms. [Ord. 469 § 1, 2007; Ord. 324 § 4, 2001; Ord. 229 § 4, 1998]

2.60.050 Officers – Meetings – Quorum – Records.

(1) Members of the commission shall meet and organize by electing from the members of the commission a chair, vice-chair, recording secretary, and such other officers as may be necessary. The chair and vice-chair

shall be elected for a one-year term. All commission members present are eligible to vote. In the event the chair is unable to complete his or her term, the vice-chair will assume the position of the chair until the expiration of the one-year term, and a new vice-chair shall be elected.

(2) The chair shall preside at all meetings of the commission and in his or her absence, the vice-chair shall preside. The recording secretary shall keep and publish a summary of the minutes and provide those minutes to the city clerk.

(3) A majority of the commission shall constitute a quorum, and six affirmative votes shall be necessary to carry any proposition.

(4) A meeting of the commission shall be held at least once a month. [Ord. 324 § 5, 2001; Ord. 229 § 5, 1998]

2.60.060 Powers and duties.

The commission shall:

(1) Develop bylaws to govern the internal affairs of the arts commission. All bylaws must be approved by the Burien city council;

(2) Develop cooperation and coordination with schools and local, regional and national arts organizations;

(3) Initiate, sponsor and conduct programs calculated to further public awareness of and interest in fine and performing arts and/or the cultural activities in the city of Burien. The commission may develop these programs alone or in cooperation with any other private, civic or public body of the city, county, state or federal government;

(4) Explore ways to obtain private, local, state and federal funds to promote art projects in the city;

(5) Advise the city council and staff on the receipt of and/or purchase of works of art to be placed on municipal property;

(6) Advise and assist the city council and staff in connection with such other artistic and cultural activities as may be referred to it by the city council or by ordinance;

(7) All advice and recommendations presented to the council must contain project funding source options and/or financial reports detailing the projected expenditure for the project; and

(8) Submit to the city council during June of each year a report of accomplishments for the previous year and work-plan recommendations for the promotion or development of artistic and cultural activities for the upcoming year. [Ord. 324 § 6, 2001; Ord. 229 § 6, 1998]

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City of Burien

BY-LAWS OF THE ARTS COMMISSION

These bylaws are being established pursuant to City of Burien Ordinance No. 229 adopted on May 18, 1998 by the Burien City Council.

ORGANIZATION AND RULES OF PROCEDURE

1. Committee Name
 - a. The official name is the City of Burien Arts Commission.
2. Officers
 - a. The duties of the officers of the Commission are explained in Ordinance No. 229.
 - b. Officers will be elected at the February meeting of each year.
3. Meetings
 - a. The Commission meets monthly at a predetermined time and location. Additional meetings may be held upon call of the chairperson, as necessary.
 - b. Proper notice must be given for the addition or cancellation of any meeting, in accordance with state open meeting law.
 - c. Regular commission meetings will begin at 6:30 p.m. and will adjourn no later than 8:30 p.m. To continue past the time of adjournment, a majority of the board members present must concur, however, the meeting shall not extend more than 30 minutes after the regular adjournment time.
4. Attendance
 - a. A commission member may be excused from a meeting by providing advance notice to the Commission chairperson, vice-chairperson or staff person.
 - b. In the event any commission member has unexcused absences from three or more meetings held during any calendar year, the Commission may request that the City Council appoint a replacement for that member.
5. Conduct of Meetings
 - a. The Board shall conduct its business for regularly scheduled monthly meetings in the following order: Call to Order, Minutes Approved, Old Business, New Business, Staff Reports, Adjournment.
 - b. Except as provided by these rules and regulations, Roberts Rules of Order will govern the conduct of all Commission meetings.
 - c. Public Input – The Arts Commission will receive public input at any meeting. If the Commission requests public input on a specific issue, the sequence of presentation shall be: staff summary of pertinent information, public comment, Arts Commission comments and questions, Arts Commission deliberation and recommendation.
6. Agendas, Staff Reports and Minutes
 - a. A copy of the agenda for all Arts Commission meetings must be sent to each Commission member no less than one week prior to the date of the meeting.
 - b. The recording of minutes of all Commission meetings may be delegated to a staff person by the recording secretary. All minutes will be made part of a permanent record and forwarded to the City Clerk's office.

7. Commission/Council Relations

- a. Any Commission action which requires Council approval will normally be submitted as a recommendation, in writing, to the Parks, Arts, Culture and Human Services Committee. The Parks, Arts, Culture and Human Services Committee of the Council will make its recommendations to the whole City Council. In cases where expedience is necessary, recommendations may go directly to the City Council.

8. Conflict of Interest

- a. Any commission member having a direct or indirect interest in or who would benefit from any matter must disclose this interest and, if deemed appropriate by that commission member or required by law, refrain from participating or voting on the matter at hand.

9. Amending By-Laws

- a. These by-laws may be amended by the Arts Commission at a regularly scheduled meeting. All changes must be approved by the Burien City Council.

**Chapter 2.55
PARKS AND RECREATION ADVISORY BOARD**

Sections:

- 2.55.010 Definitions.
- 2.55.020 Creation – Eligibility.
- 2.55.030 Compensation.
- 2.55.040 Terms of board members – Vacancies.
- 2.55.050 Officers – Meetings – Quorum – Records.
- 2.55.060 Powers and duties.
- 2.55.070 City staff support.

2.55.010 Definitions.

As used in this chapter, the listed terms shall have the following meanings:

- (1) "Board" means the city of Burien parks and recreation board; and
- (2) "Parks" means areas of land, with or without water, owned by the city and used for public recreational purposes, including landscaped tracts, downtown parks, picnic grounds, playgrounds, athletic fields, recreation centers, camps, foot, bicycle and bridle paths, wildlife sanctuaries, museums, zoological and botanical gardens, facilities for bathing, boating, and fishing, as well as other recreational facilities and open space used for the benefit of the public. [Ord. 325 § 1, 2001; Ord. 228 § 1, 1998]

2.55.020 Creation – Eligibility.

- (1) There is hereby created an advisory parks and recreation board, consisting of seven voting members, each appointed by a majority vote of the city council, from among the residents of the city. Appointments shall be made from citizens of recognized fitness for the position, based on a demonstrated interest in parks and recreation, dedication to representing the interests of the public, and to some degree, based on professional training/expertise in related fields.
- (2) The council may also appoint alternate (nonvoting) members. The board may from time to time create short-term ad hoc committees that include nonmembers who are deemed important in performing the board's duties. Tenure shall vary with the need as determined by the board's voting members. Nonmembers and alternate members shall not have voting rights. [Ord. 325 § 2, 2001; Ord. 228 § 2, 1998]

2.55.030 Compensation.

No board member shall receive any compensation for his or her services. [Ord. 325 § 3, 2001; Ord. 228 § 3, 1998]

2.55.040 Terms of board members – Vacancies.

- (1) Except as noted in subsection (2) of this section, board members shall be appointed to four-year terms running from April 1st through March 31st, or until a member's successor is duly appointed and confirmed; provided, that the term of the member's successor will be shortened by the length of the hold-over and will be considered a full term. Members of the board may be excused by majority vote of the city council. Vacancies shall be filled for the remaining unexpired portion of the term being filled.
- (2) During the initial organization of the board, three of the members shall be appointed to two-year terms to stagger initial membership expiration.

(3) There shall be a term limit of two consecutive full terms. [Ord. 468 § 1, 2007; Ord. 325 § 4, 2001; Ord. 228 § 4, 1998]

2.55.050 Officers – Meetings – Quorum – Records.

(1) Members of the board shall meet and organize by electing from the members of the board a chair and vice-chair and such other officers as may be necessary. The chair and vice-chair shall be elected for a one-year term. All board members present are eligible to vote. In the event the chair is unable to complete his or her term, the vice-chair will assume the position of the chair until the expiration of the one-year term, and a new vice-chair shall be elected.

(2) The chair shall preside at all meetings of the board and in his or her absence, the vice-chair shall preside.

(3) A majority of the board shall constitute a quorum, and four affirmative votes shall be necessary to carry any proposition.

(4) A meeting of the board shall be held at least once a month. [Ord. 325 § 5, 2001; Ord. 228 § 5, 1998]

2.55.060 Powers and duties.

The board shall:

(1) Develop bylaws to govern the internal affairs of the parks and recreation advisory board. All bylaws must be approved by the Burien city council;

(2) Advise and make recommendations to the city council and the city manager regarding the acquisition, promotion, improvement, maintenance, and use of city parks, and advise and make recommendations in regards to recreational programs and events. All recommendations presented to the council must contain project funding source options and/or financial reports detailing the projected expenditure for the project;

(3) Make recommendations regarding available grants for the purpose of supporting city parks;

(4) Coordinate with the parks and recreation department to assure that the board's recommendations are feasible and practical;

(5) Submit to the city council during June of each year a report of accomplishments for the previous year and work-plan recommendations for the development and operation of the parks and recreation programs and facilities, for the information of and as a recommendation to the city council in preparing the annual parks and recreation budget;

(6) Carry out other parks and recreation related tasks assigned by the city council or by ordinance; and

(7) Advise and make recommendations to the city council and the city manager regarding issues relating to regulations and care for public trees and other vegetation in a manner that ensures its viability for future generations. [Ord. 406 § 1, 2004; Ord. 325 § 6, 2001; Ord. 228 § 6, 1998]

2.55.070 City staff support.

Administrative staff support shall be provided by the parks and recreation manager or any other designee of the city manager. Said staff support shall be responsible for the agenda packets, written record of the proceedings of the parks and recreation board, and such other support as necessary to enable the parks and recreation board to conduct business and carry out its duties and responsibilities. [Ord. 325 § 7, 2001; Ord. 228 § 7, 1998]

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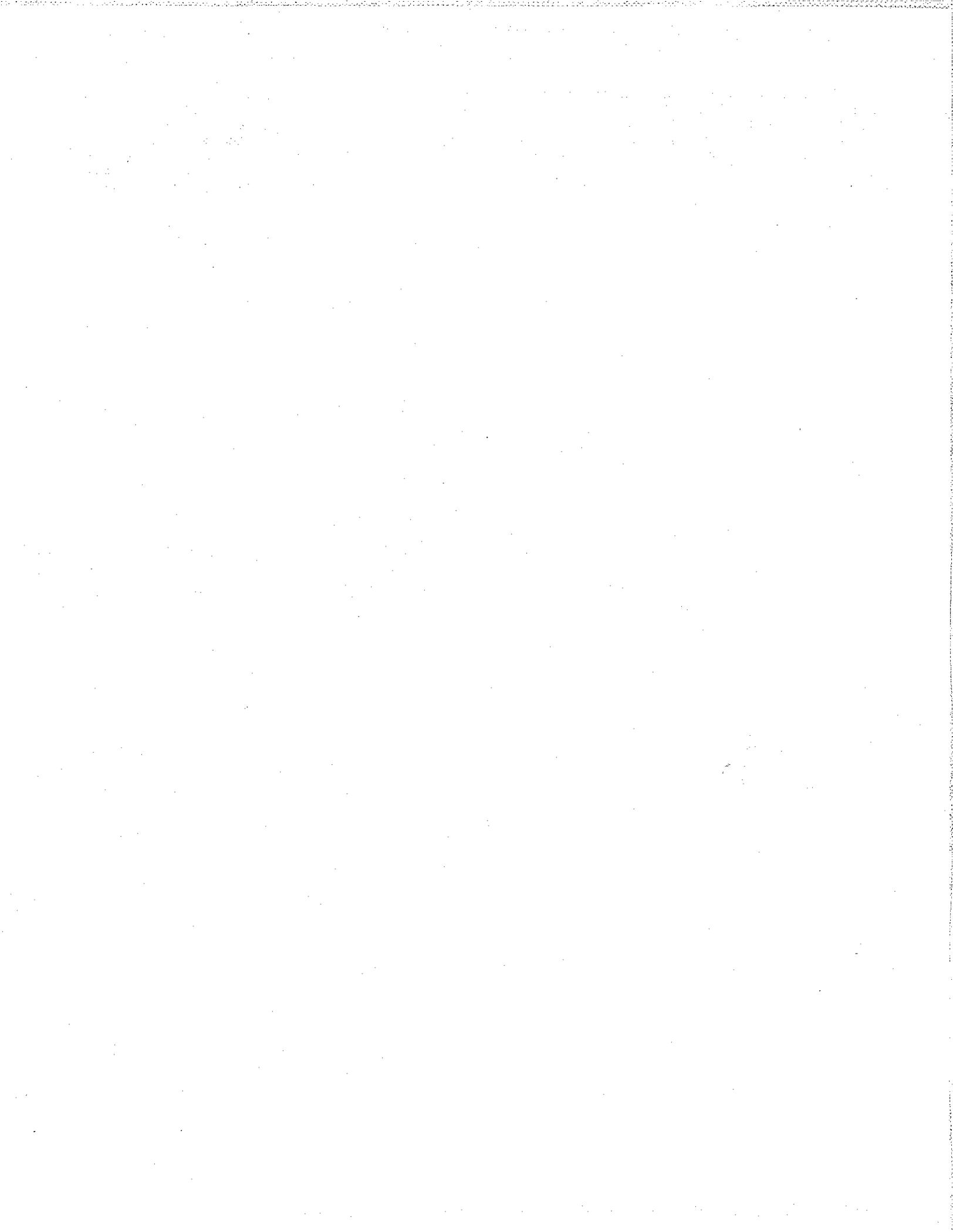
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City of Burien

BY-LAWS OF THE PARKS
AND RECREATION ADVISORY BOARD

These bylaws are being established pursuant to City of Burien Ordinance No. 228 adopted on May 18, 1998 by the Burien City Council.

ORGANIZATION AND RULES OF PROCEDURE

1. Committee Name
 - a) The official name is the City of Burien Parks and Recreation Board.
2. Officers
 - a) The duties of the officers of the Board are explained in Ordinance No. 228.
 - b) Officers will be elected at the first meeting of each New Year.
3. Meetings
 - a) The Board will meet the second Wednesday of each month at the Burien Community Center. Additional meetings may be held upon call of the chairperson, as necessary.
 - b) Proper notice must be given for the addition or cancellation of any meeting, and all meetings shall be conducted in accordance with the Washington State Public Meeting Act.
 - c) Regular Board meetings will begin at 7:00 p.m. and will adjourn no later than 9:00 p.m. To continue past the time of adjournment, a majority of the board members present must concur.
4. Attendance
 - a) A board member may be excused from a meeting by providing advance notice to the Board chairperson, vice-chairperson or staff.
 - b) In the event any board member has unexcused absences from three or more meetings held during any calendar year, the Board may request that the City Council appoint a replacement for that member.
5. Conduct of Meetings
 - a) The Board shall conduct its business for regularly scheduled monthly meetings in the following order: Minutes Approved, Public Input, Agenda Items, Adjournment.
 - b) Except as provided by these rules and regulations, Roberts Rules of Order will govern the conduct of all Board meetings.

- c) Public Input – The Park Board will receive public input at any meeting. If the Board requests public input on a specific issue, the sequence of presentation shall be: staff summary of pertinent information, public comment, Parks Board comments and questions, Parks Board deliberation and recommendation.
6. Agendas and Minutes
- a) A copy of the agenda for all Parks and Recreation Board meetings will be sent to each Board member three working days prior to the date of the meeting.
 - b) A staff person will be responsible for the written recording of all Board meetings. All minutes will be forwarded to the City Clerk and be made part of a permanent record.
7. Board/Council Relations
- a) Any Board action which requires Council approval will normally be submitted as a recommendation, in writing, to the Parks, Arts, Culture and Human Services Committee. The Parks, Arts, Culture and Human Services Committee will make its recommendations to the whole City Council. In cases where expedience is necessary, recommendations may go directly to the City Council.
8. Conflict of Interest
- a) Any board member having a direct or indirect interest in or who would benefit from any matter must disclose this interest and, if deemed appropriate by that commission member or required by law, refrain from participating or voting on the matter at hand.
9. Amending By-Laws
- a) These by-laws may be amended by the Parks and Recreation Board at a regularly scheduled meeting. All changes must be approved by the Burien City Council.

Chapter 2.50
BUSINESS AND ECONOMIC DEVELOPMENT PARTNERSHIP

Sections:

- 2.50.010 Created.
- 2.50.020 Membership.
- 2.50.030 Meetings.
- 2.50.040 Duties and responsibilities.

2.50.010 Created.

There is hereby created a citizen board, to be called the Burien business and economic development partnership, consisting of 14 appointed members, and one nonvoting ex officio member who shall be the city manager, to provide advice to the city council on Burien's economic development through review of, and recommendations for improvement to, economic development components of the city's comprehensive plan, and to make recommendations to the city council on other economic development programs and priorities. [Ord. 258 § 1, 1999; Ord. 114 § 1, 1995]

2.50.020 Membership.

(1) Number, Terms and Qualifications of Members. The partnership shall consist of 14 appointed members and one nonvoting ex officio member. Appointed members shall serve four-year terms running from April 1st through March 31st, or until a member's successor is duly appointed and confirmed. The appointments shall be staggered with every odd-numbered year, half of the members due for re-appointment or replacement.

The voting membership shall be selected with a goal of having predominantly business representation. To the extent available, representation should include applicants from the following areas serving Burien:

- (a) Business owners, managers and employees;
- (b) Commercial property owners;
- (c) Chambers of commerce and merchants' associations;
- (d) Burien city residents;
- (e) Employment and job training services;
- (f) Education;
- (g) Others with interest in Burien.

In addition, the city manager or the city manager's designee shall be a nonvoting ex officio member of the partnership.

(2) Appointment. Members of the partnership shall be appointed by the city council in a manner consistent with the council's appointment procedures. Members shall be selected without respect to political affiliation and shall serve without compensation.

(3) Removal. Members may be removed by a majority vote of the entire city council. The decision of the city council shall be final and there shall be no appeal therefrom.

(4) Vacancies. Vacancies occurring other than through the expiration of the term shall be filled for the unexpired term in the same manner as for appointments as provided in this chapter. [Ord. 258 § 2, 1999; Ord. 114 § 2, 1995]

2.50.030 Meetings.

(1) The partnership shall hold such regular and special meetings as may be necessary to complete its responsibilities. The partnership shall elect from among its members a chair who shall preside at all meetings and a vice chair who shall preside in the absence of the chair. A majority of the partnership members shall constitute a quorum for the transaction of business and a majority vote of those present shall be necessary to carry any motion.

(2) The partnership shall adopt bylaws and such rules and regulations as are necessary for the conduct of its business, subject to approval by the city council. [Ord. 258 § 3, 1999; Ord. 114 § 3, 1995]

2.50.040 Duties and responsibilities.

The partnership shall be an advisory body to the city council responsible for providing advice on Burien's economic growth and development. Duties of the partnership shall include:

(1) Make recommendations annually for changes to the Burien comprehensive plan that promote and enhance economic development;

(2) Make recommendations on economic development programs and priorities;

(3) Provide periodic reports to the city council; submit an annual work program to the city council for approval; provide a year-end annual report of the progress made in implementing the work program and on the status of economic development planning in the city; and

(4) Such other duties as assigned by the city council. [Ord. 258 § 4, 1999; Ord. 114 § 4, 1995]

This page of the Burien Municipal Code is current through Ordinance 563, passed July 16, 2012.

Disclaimer: The City Clerk's Office has the official version of the Burien Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.burienwa.gov/>
(<http://www.burienwa.gov/>)

City Telephone: (206) 241-4647

Code Publishing Company

(<http://www.codepublishing.com/>)

eLibrary

(<http://www.codepublishing.com/elibrary.html>)

City of Burien

**BYLAWS OF THE BURIEN BUSINESS AND ECONOMIC
DEVELOPMENT PARTNERSHIP**

These bylaws are established pursuant to City of Burien Ordinance No. 258 adopted on June 7, 1999 by the Burien City Council.

ORGANIZATION AND RULES OF PROCEDURE

1. Committee Name

- a) The official name of the advisory board is the City of Burien Business and Economic Development Partnership as per Ordinance No. 114 adopted in 1995.
- b) The Burien Business and Economic Development Partnership will be referred to as the Partnership in this document.

2. Business Office

- a) The official seat and business office of the Partnership is Burien City Hall.

3. Officers

The officers of the Partnership shall consist of a Chair and a Vice Chair.

- a) The Chair shall preside over the Partnership and shall retain the right to propose and vote on motions.
- b) The Vice Chair shall, in the absence of the Chair, assume all of the Chair's rights and duties.
- c) If the Chair and Vice Chair are both absent from any meeting, the members present may elect a temporary Chair who shall assume all of the Chair's rights and duties.
- d) Officers shall be elected annually in April, or during odd numbered years, the first meeting in or after April following the City Council's biannual confirmation of new board members.
- e) The term of service for Chair or Vice Chair is one year. A member may not serve as Chair for two consecutive terms.
- f) The Economic Development Manager of the City of Burien shall serve as secretary to the board.

4. Meetings

- a) The Partnership shall meet at least once each month at a regularly established meeting time and location. Additional meetings may be held at the request of the Chair, a majority of the Partnership members or City Councilmembers, the City Manager or the Economic Development Manager.
- b) Proper notice must be given for the addition or cancellation of any meeting. All meetings shall be conducted in accordance with the Washington State Public Meetings Act.

5. Attendance

- a) A Partnership member may be excused from a meeting by providing notice to the Chair, Vice Chair or staff.
- b) In the event any Partnership member has unexcused absences from three or more consecutive meetings, the Partnership shall notify the City Council and may request that the City Council appoint a replacement for that member.

6. Conduct of Business

- a) Except as provided by these rules and regulations and the laws of the City of Burien, the most recent version of Robert Rules of Order, Revised, will govern the conduct of all board meetings.
- b) The Partnership encourages public input.

7. Agenda and Minutes

- a) A copy of the agenda and prior minutes will be sent to each member at least three working days prior to the date of a meeting, and the agenda and minutes will be included in the city council meeting packets.
- b) A staff person will be responsible for the minutes of all meetings. All minutes will be forwarded to the City Clerk and be made part of the permanent record.

8. Partnership/City Council Relations

- a) Any Partnership action that requires City Council approval shall be submitted in writing to the City Council for review or action. The City Council of the whole shall render decisions on Partnership recommendations and actions.

9. Conflict of Interest

- a) Any Partnership member having a direct interest in, or who would personally benefit from, any activity or decision before the Partnership must disclose this interest and, if deemed appropriate by that member or required by law, refrain from voting on the matter at hand.

10. Amending Bylaws

- a) The Partnership may recommend to the City Council amendments to these bylaws by the affirmative vote of the majority of the whole Partnership, if notice of the proposed amendments is contained in the notice of the meeting.



2012 COMMUNITY ASSESSMENT SURVEY RESULTS

Staff Presentation
August 27, 2012





2012 COMMUNITY ASSESSMENT SURVEY

1. Survey Objectives
2. Methodologies
3. Key takeaways
4. Results
5. Questions



SURVEY OBJECTIVES

Gauge general quality of life in Burien

- and

Measure satisfaction with City of Burien services



METHODOLOGIES

Scientific telephone survey

400 Burien residents surveyed

Random digit dialing

Quotas for age, gender and area

Quality control measures including pre-testing, validations and monitoring calls

Margin of error range:
+/-2.8% to 4.9% for each question



KEY TAKEAWAYS

Two-thirds (66%) think Burien is headed in the right direction, a slight decrease from 2010 (72%) and 2008 (74%).

Residents of the western part of Burien were more likely to view their neighborhood positively than residents of eastern Burien, as are women compared to men.

Majorities of people feel safe in downtown Burien and in their neighborhoods. Most people, particularly women, feel much safer during the day.

Public safety is a high priority for residents, with 44% who said that it is the top issue for the City to address, over the economy.



KEY TAKEAWAYS

Seventy-six percent (76%) are satisfied with the overall quality of City services, similar to 2010 and 2008.

About six in 10 (62%) residents are satisfied with the Burien Police Department. About eight in 10 (81%) residents view the Burien Police as courteous.

Almost all residents have visited a park, and strong majorities are satisfied with Burien's parks, facilities, and recreation programs (72%) and park maintenance (76%). Residents are less connected to recreation programs, particularly for kids.

More than five in 10 (51%) residents are satisfied with the quality of Burien's roads, a large improvement over 2008 (31%). A majority do not feel there are enough sidewalks and walking paths.

Report Sections

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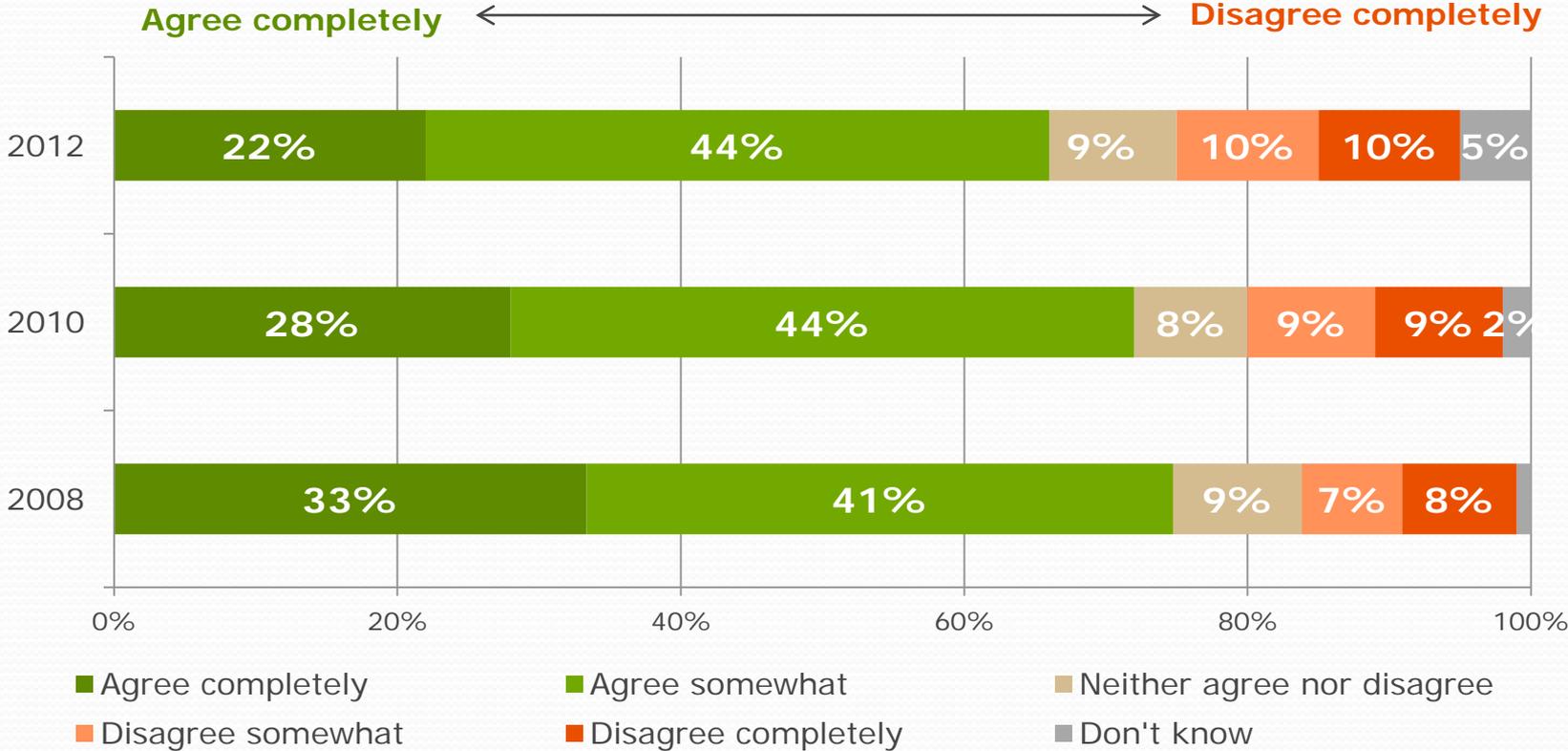


SECTION 1:

LIFE IN BURIEN

Majorities continue to be optimistic about the city's direction.

Direction of City of Burien

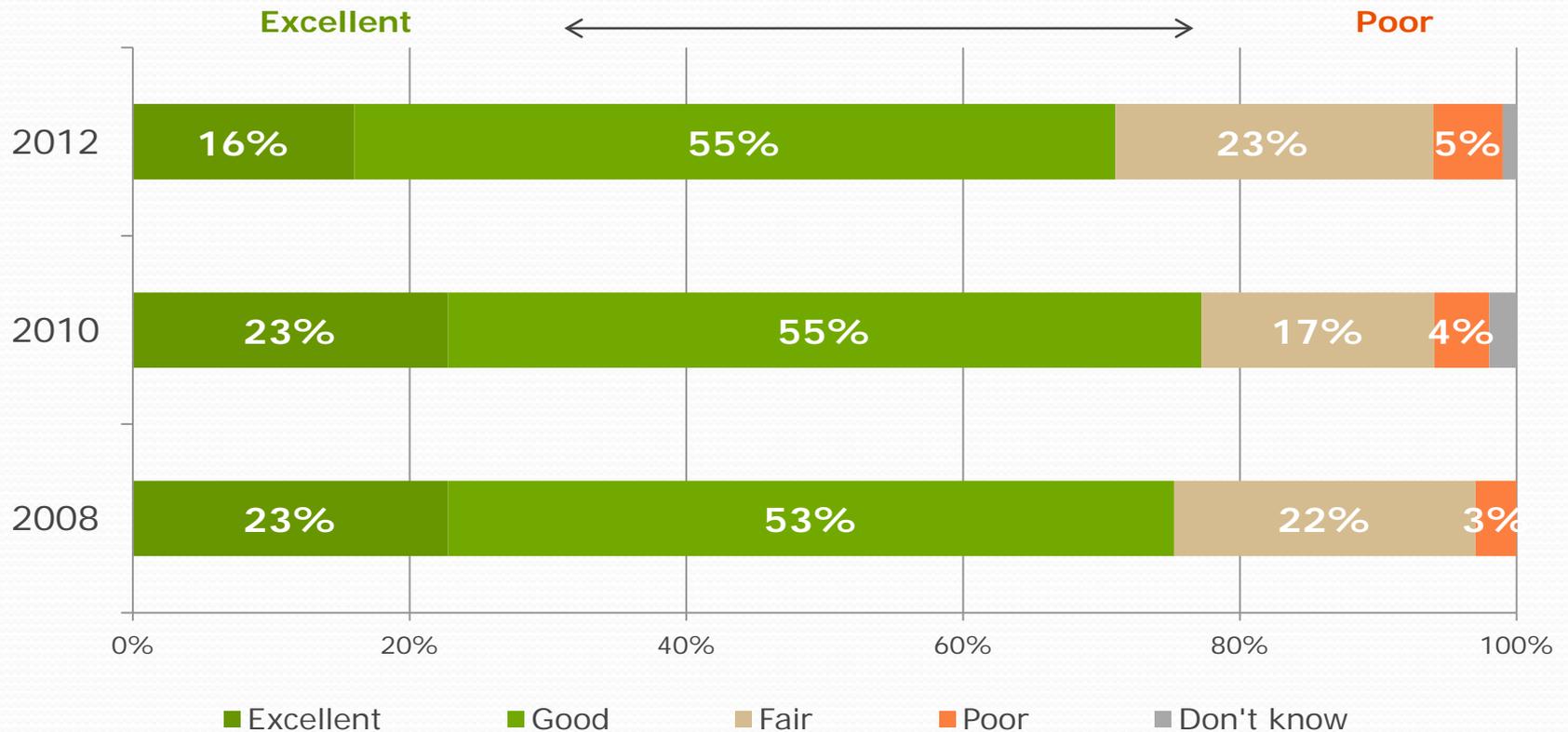


60% of reasons for living in Burien relate to its good location.

Reasons for Living in Burien	2012 N=400	2010 N=461	2008 N=404
Lived here whole life/since childhood	25%	12%	15%
Affordable living	15%	17%	17%
Close to work	14%	18%	23%
Close to family/friends	14%	10%	15%
Location – nice area/close to water/parks	12%	16%	5%
Convenient/central location	11%	9%	7%
Nice property/house/view	7%	7%	9%
I was annexed/I had no choice	6%	7%	0%
Marriage/inherited house/property	6%	8%	4%
Quiet/nice place to live/raise children	5%	8%	15%
Proximity to Seattle	4%	7%	15%
Lived here before it became a city	4%	3%	9%
Friendly neighbors/community	3%	6%	4%
Close to school	3%	3%	6%
Close to airport	3%	3%	5%

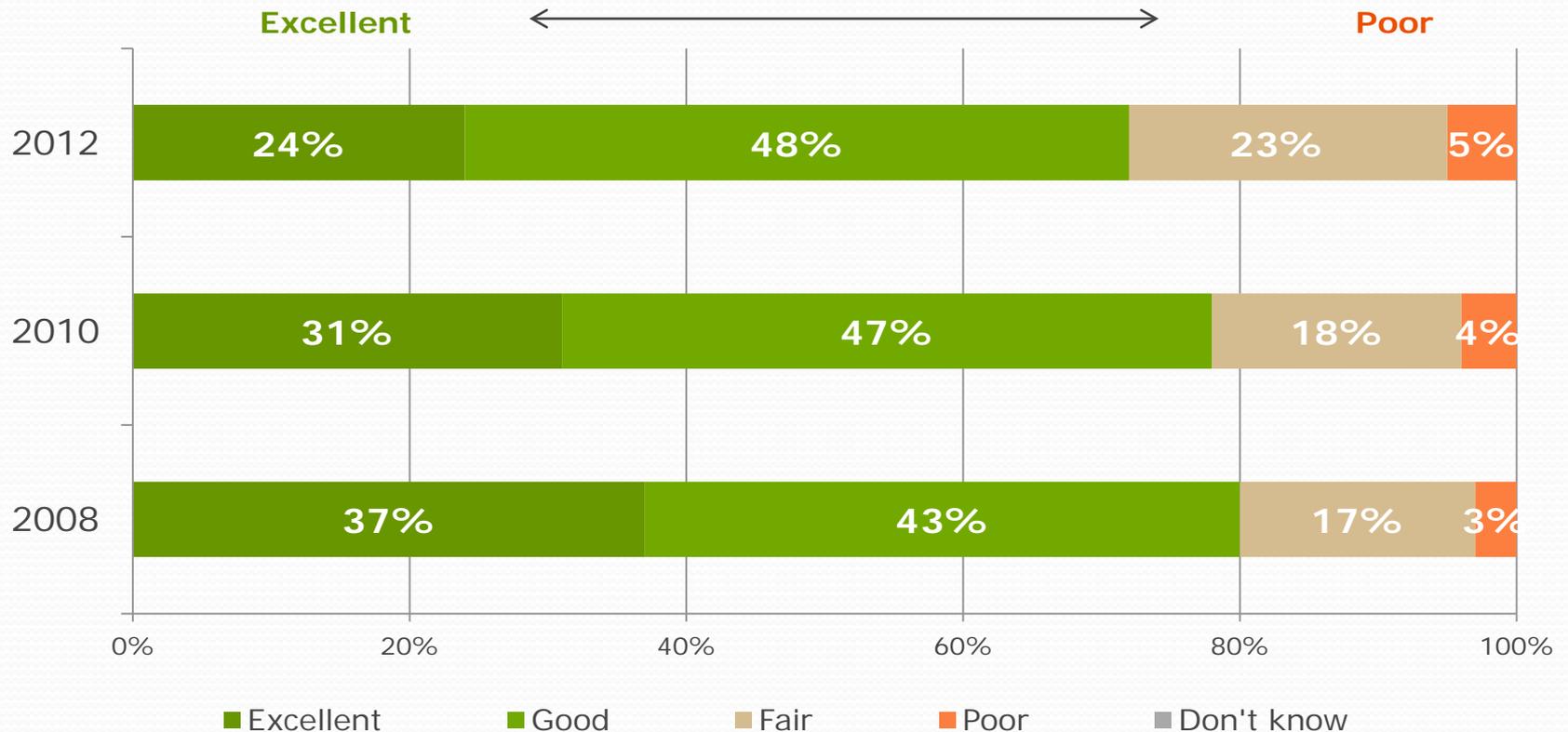
Since 2008, high majorities have rated Burien as a good or excellent place to live. This year, men are most satisfied.

Burien As a Place to Live



In addition to liking the city, they also feel positively about their neighborhoods especially West Burien residents.

Rating Neighborhoods in Burien



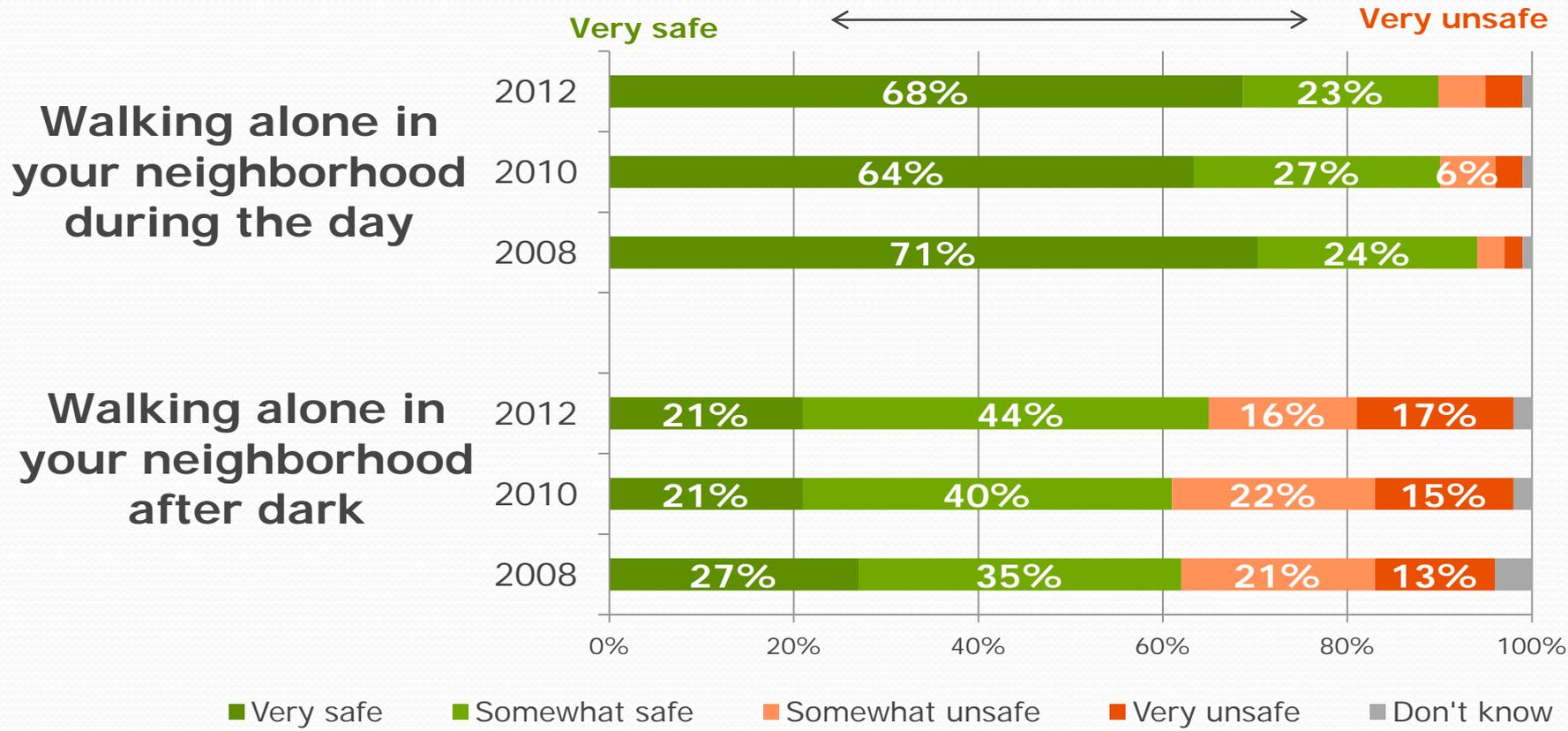
More than 3 in 4 feel safe in downtown Burien. There has been a slight uptick in people feeling unsafe, especially among women.

Safety in Downtown Burien



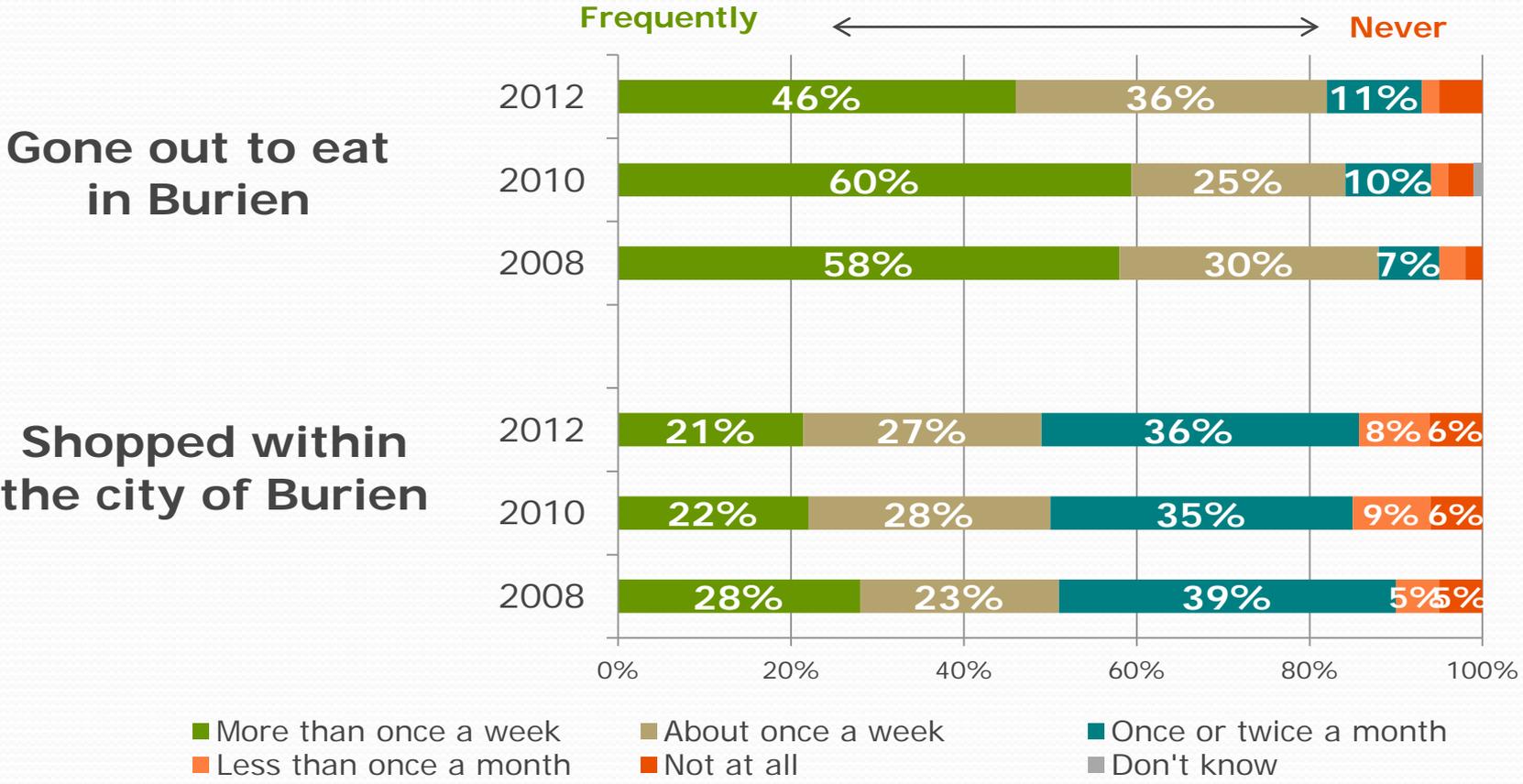
While majorities feel safe in their neighborhoods at all hours, they feel much safer during the day than at night, especially women.

Safety in Burien Neighborhoods



Eating out in Burien continues to be done more regularly than shopping. People are less likely to eat out multiple times a week this year.

Frequency of Activities in Burien





SECTION 2:

ISSUES FACING BURIEN

Public safety is the most important issue for residents, even above the economy.

Most Important Issues Facing the City of Burien	2012 N=400	2010 N=461	2008 N=404
Reducing crime	30%	19%	25%
Lack of economical/commercial growth	19%	39%	14%
Lack of police presence/enforcement	14%	10%	9%
Maintaining roads	11%	6%	10%
Improving education/schools	9%	9%	11%
Reducing traffic/congestion	6%	3%	14%
Annexation decisions (unspecified)	6%	4%	9%
Lack of public transportation	5%	2%	4%
Managing population growth	4%	4%	8%
City funding/financial concerns	4%	6%	3%
Lack of sidewalks/walkways/bike lanes	4%	4%	3%
Taxes	4%	6%	6%
More parks/activities for children	4%	6%	6%
City construction/redevelopment	4%	4%	11%
Poor performance of city council/leadership	4%	6%	2%
Abandoned/vacant buildings	3%	0%	0%
Maintaining real estate/housing market value	3%	2%	3%
Annexation of the White Center neighborhood	3%	0%	1%

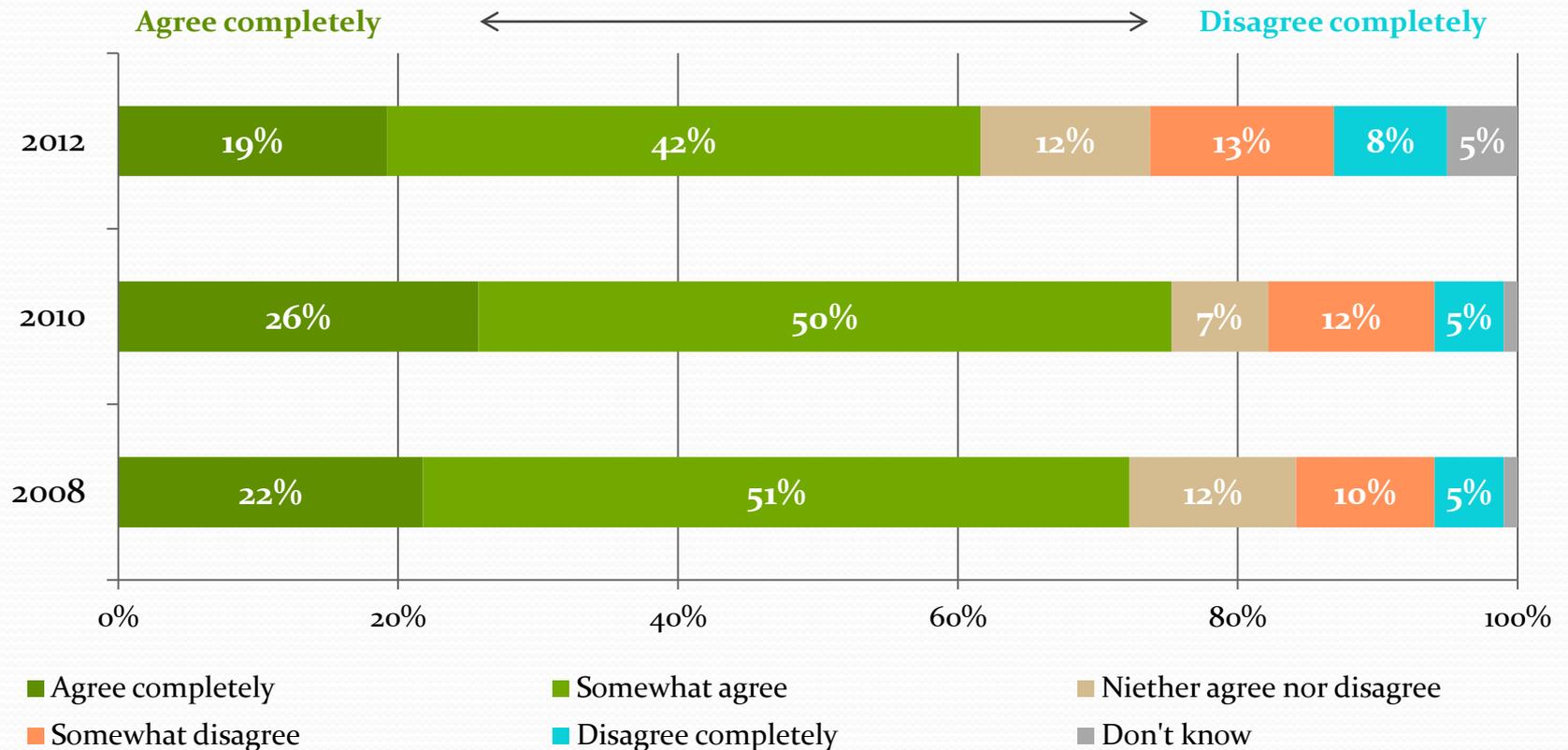


SECTION 3:

PERCEPTIONS OF CITY GOVERNMENT & CITY PLANNING

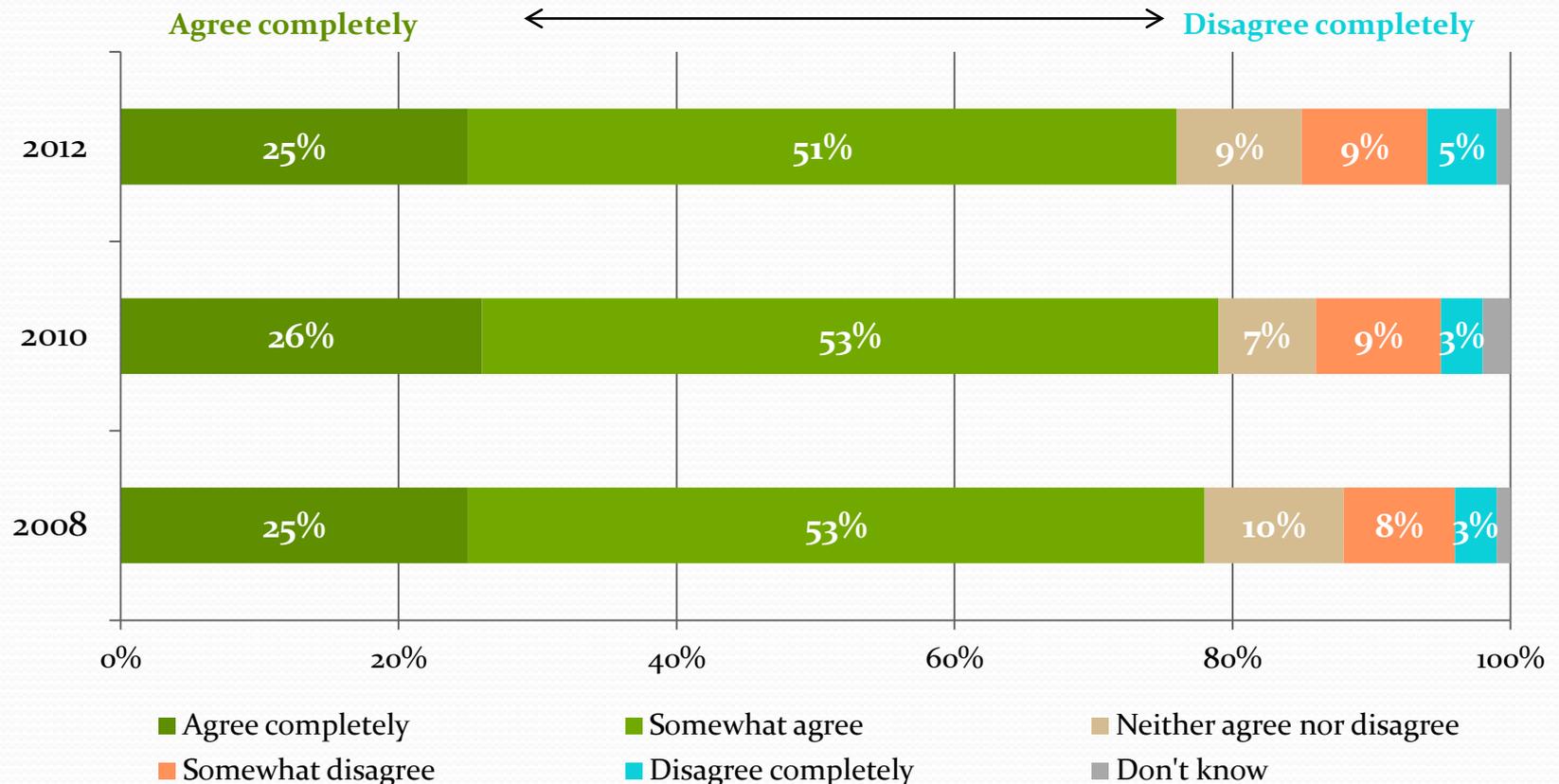
6 in 10 are satisfied with City government performance. There has been a slight increase in neutral and uncertain opinions.

Agreement That City Government Is Doing a Good Job For Burien



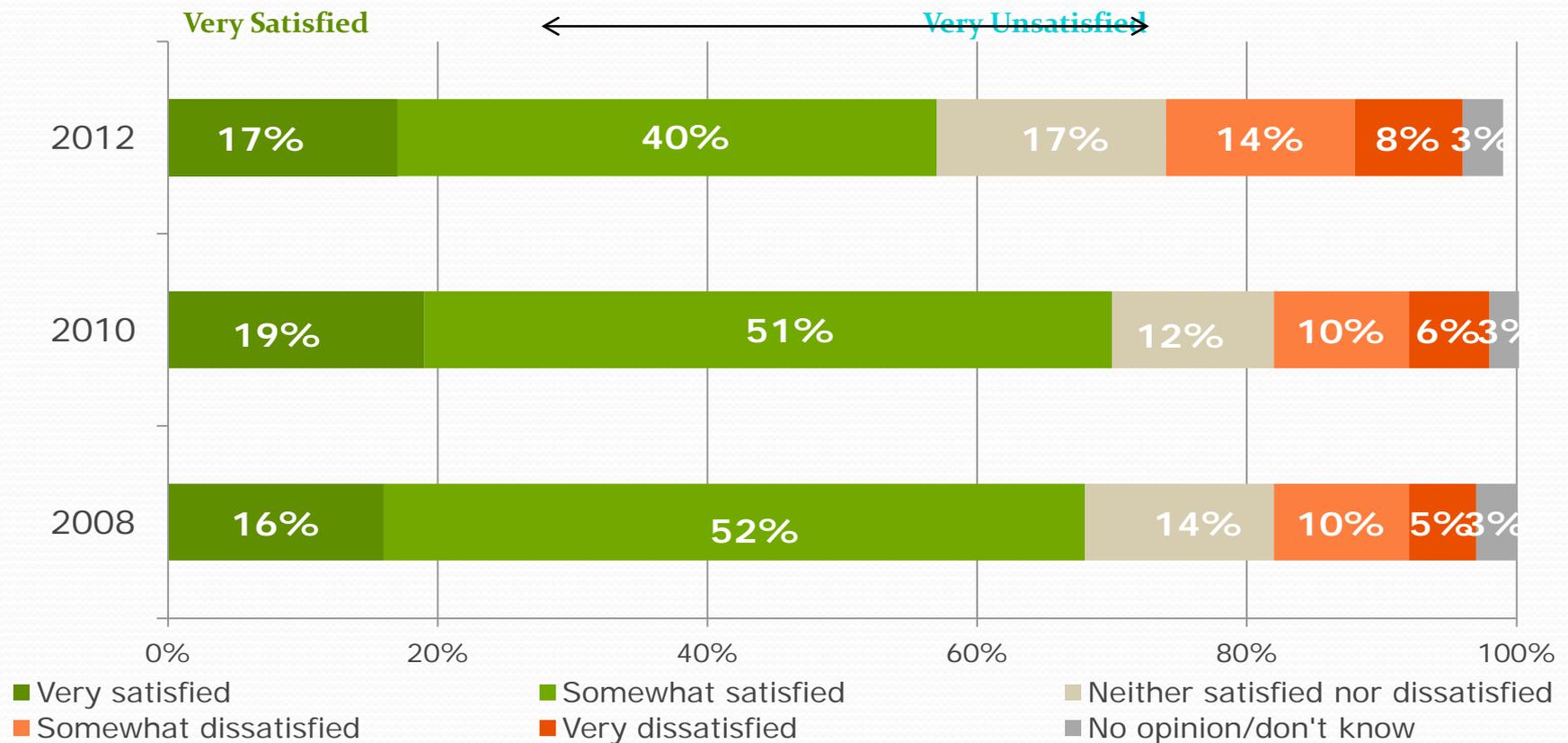
Three-quarters of residents are satisfied with City services.

Agreement That The City Provides Quality Services



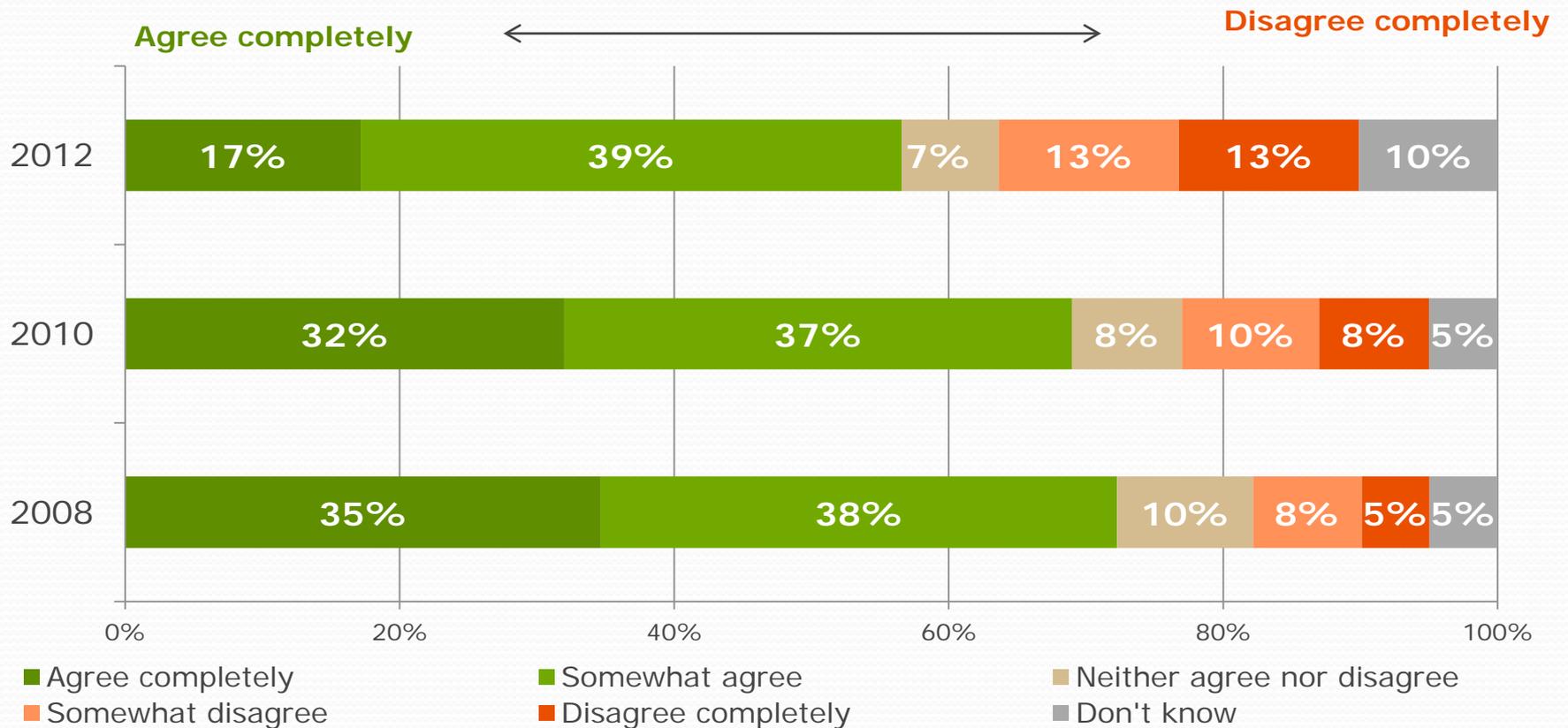
While still at a majority, satisfaction for services is slightly lower when connected to value for taxes paid.

Agreement That The City Provides Quality Basic Services for The Taxes Paid



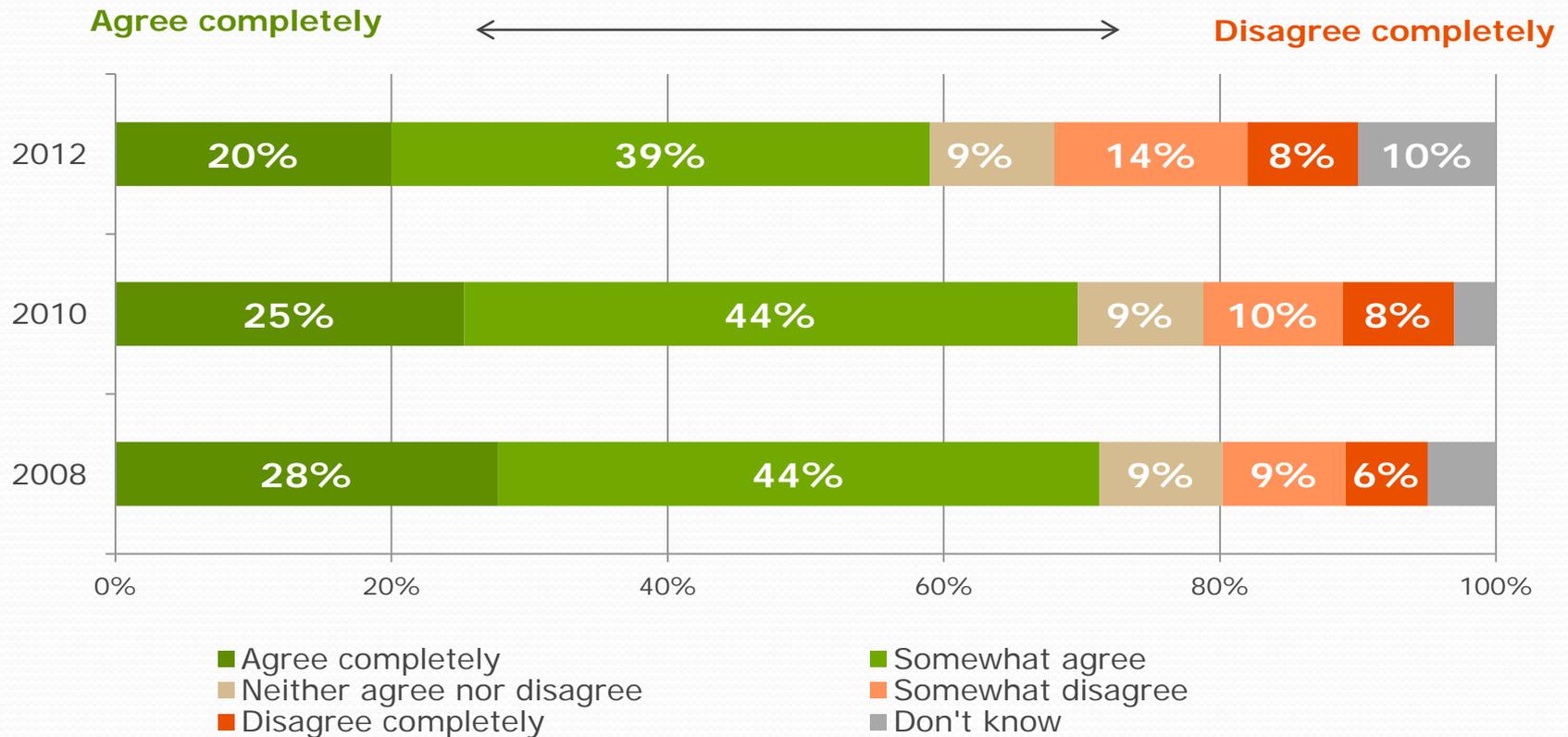
While still majority agreement, there is less strong conviction this year that City government is encouraging economic growth.

Agreement that the City of Burien is Proactively Encouraging Economic Growth Within the City



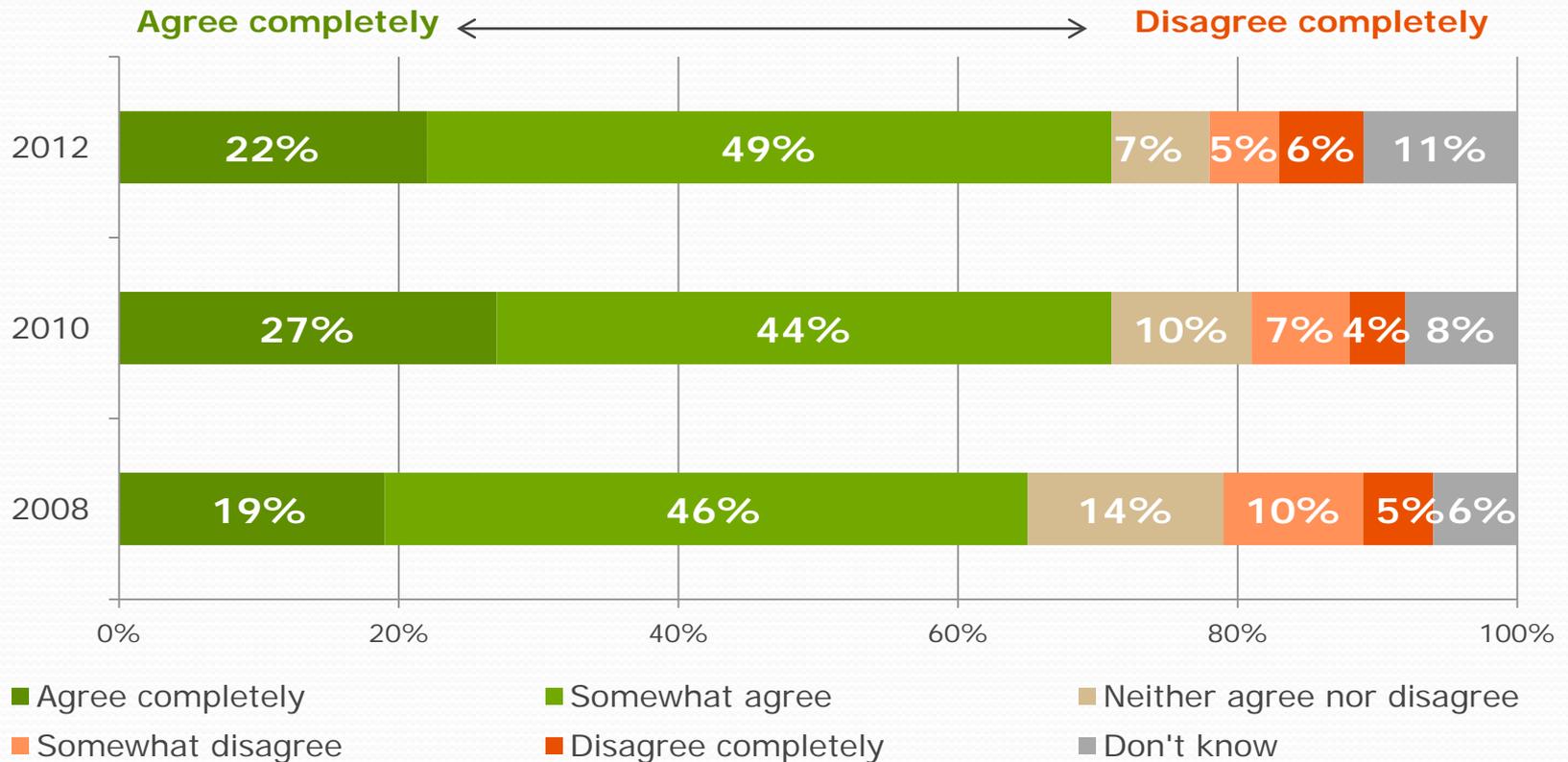
While the scale leans to the positive side, there is also less agreement that the City is adequately planning for Burien's future.

Agreement that the City of Burien is Adequately Planning for the Future



The City continues to receive high ratings for protecting the natural environment.

Agreement that the City of Burien is Adequately Protecting the Natural Environment

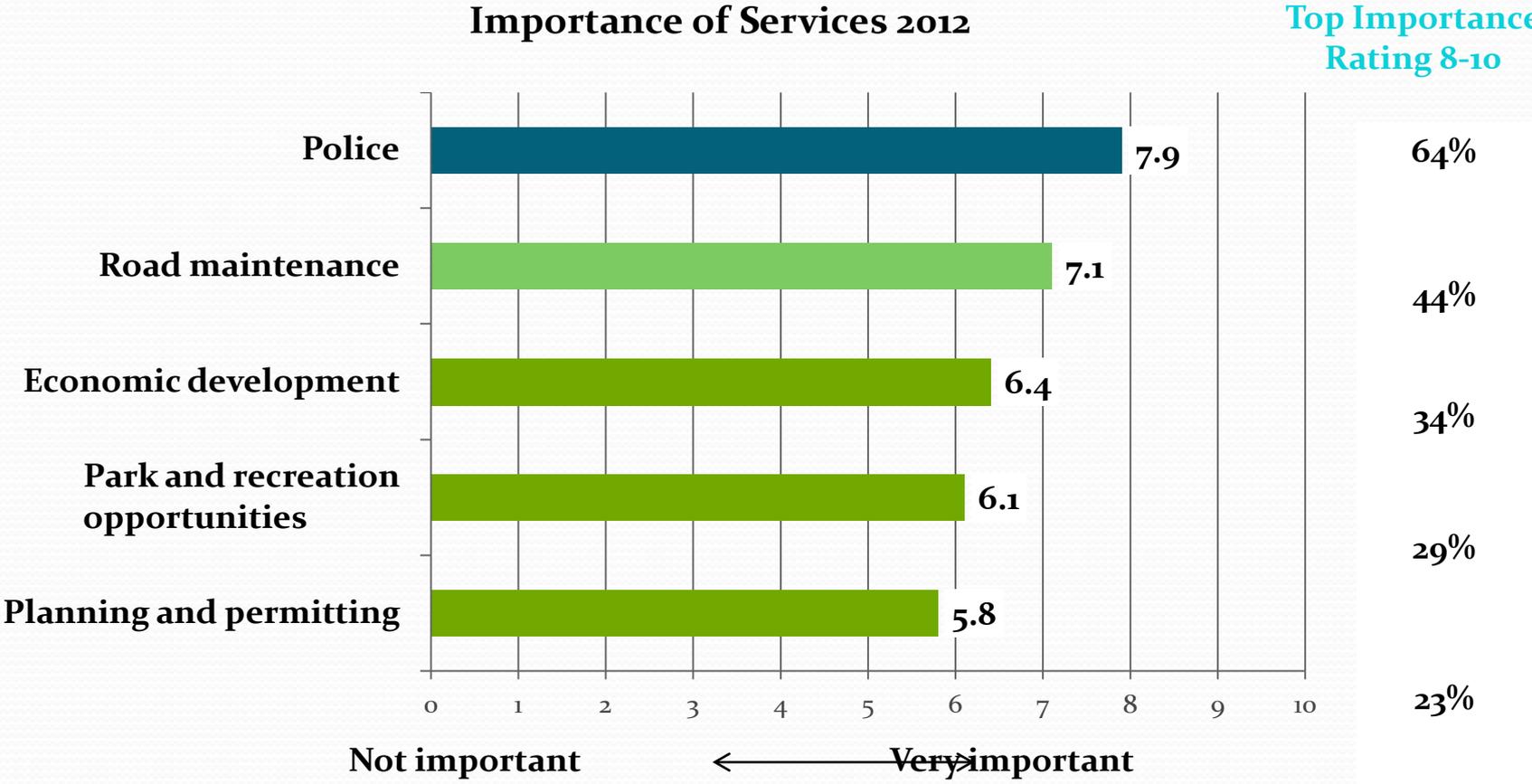




SECTION 4:

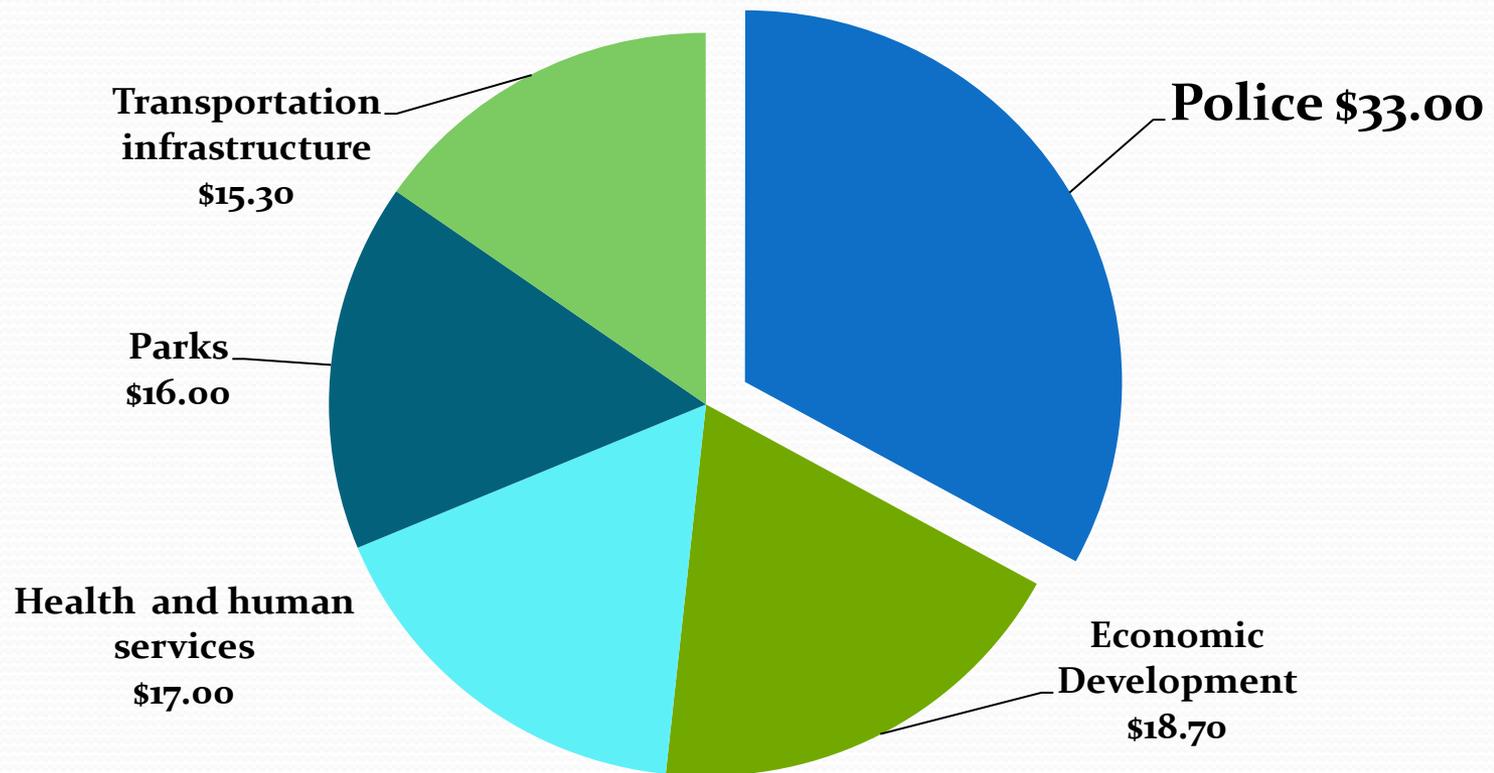
SERVICE PRIORITIES

Public safety is a top concern in Burien, so it is no surprise that police service is the top priority.



Residents allocated one-third of their \$100 to police, around twice as much as any other service.

Budget Priorities Allocating \$100 Across Services



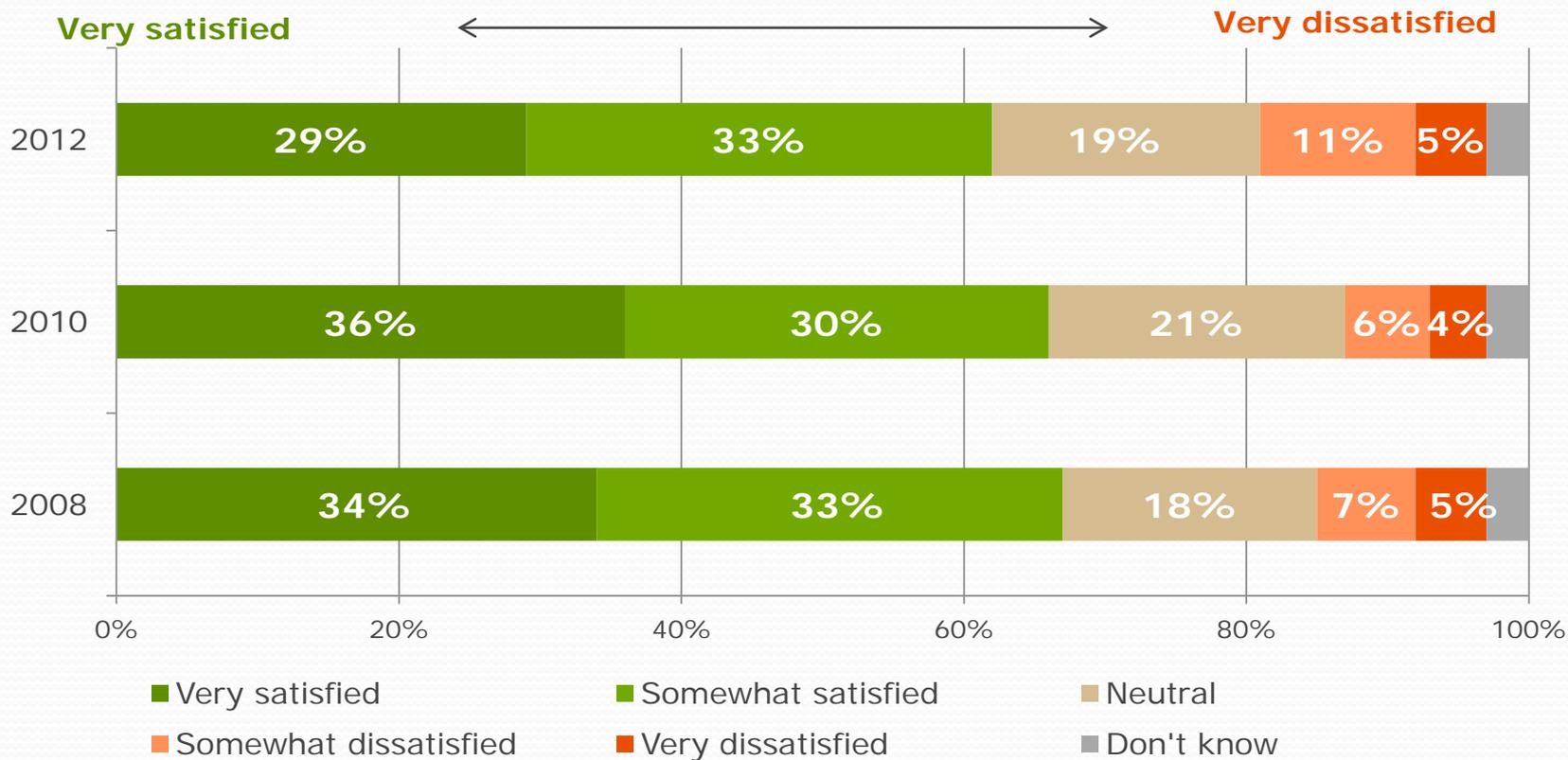


SECTION 5:

PUBLIC SAFETY

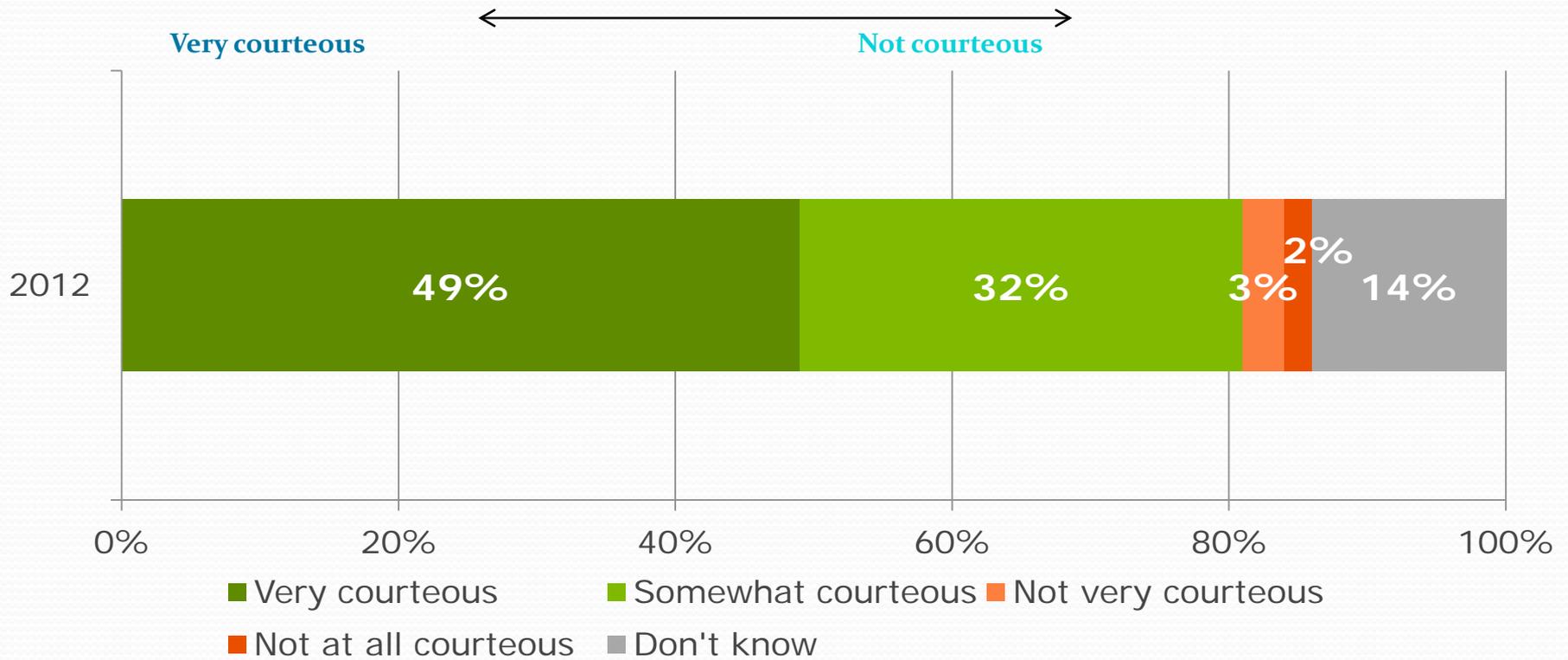
Public safety is top of mind for residents. Many are satisfied with the Police Department, although with less intensity than in 2010.

Performance Ratings of Burien Police Department



Burien police have a reputation for courteousness.

Perceptions of Courtesy of Burien Police 2012



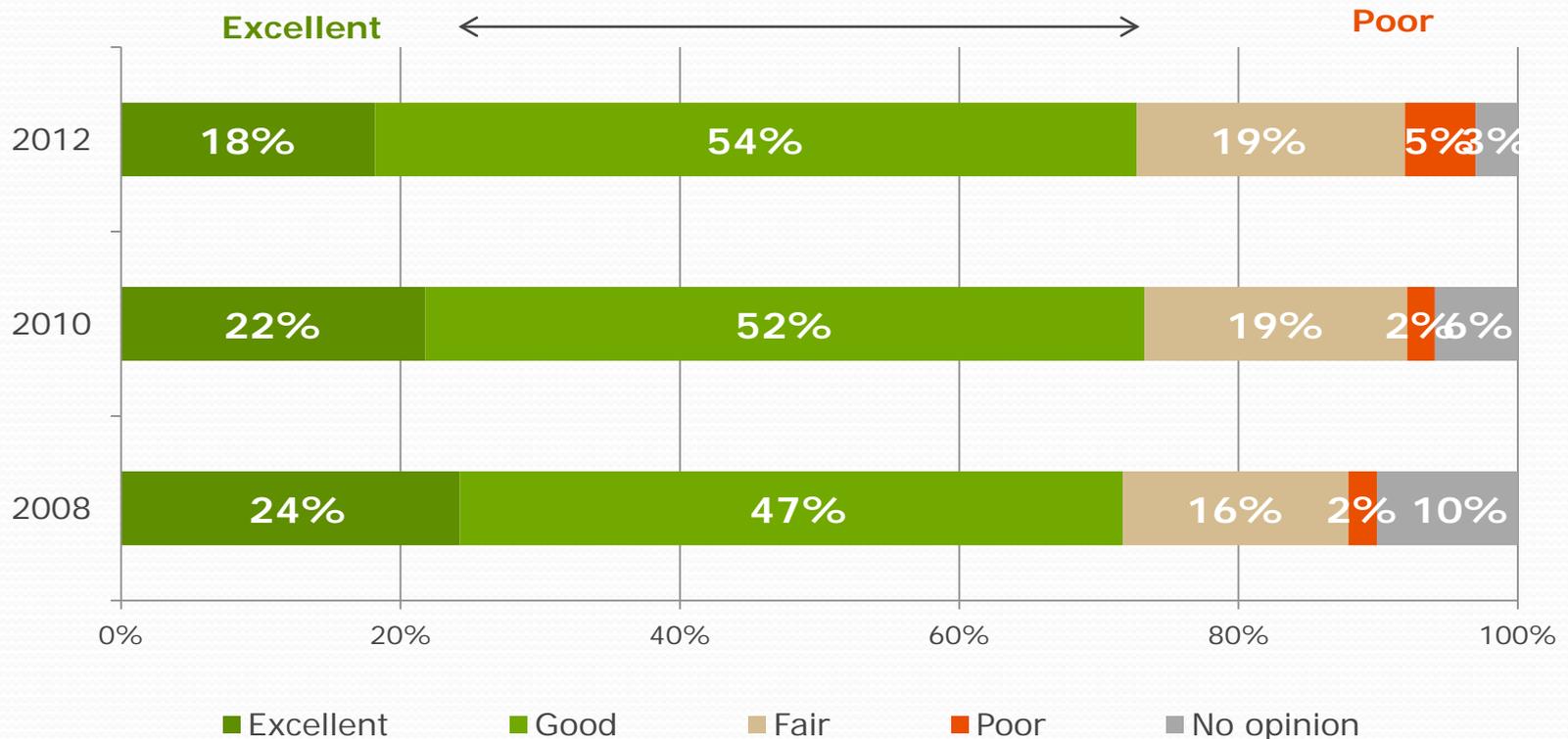


SECTION 6:

PARKS & RECREATION

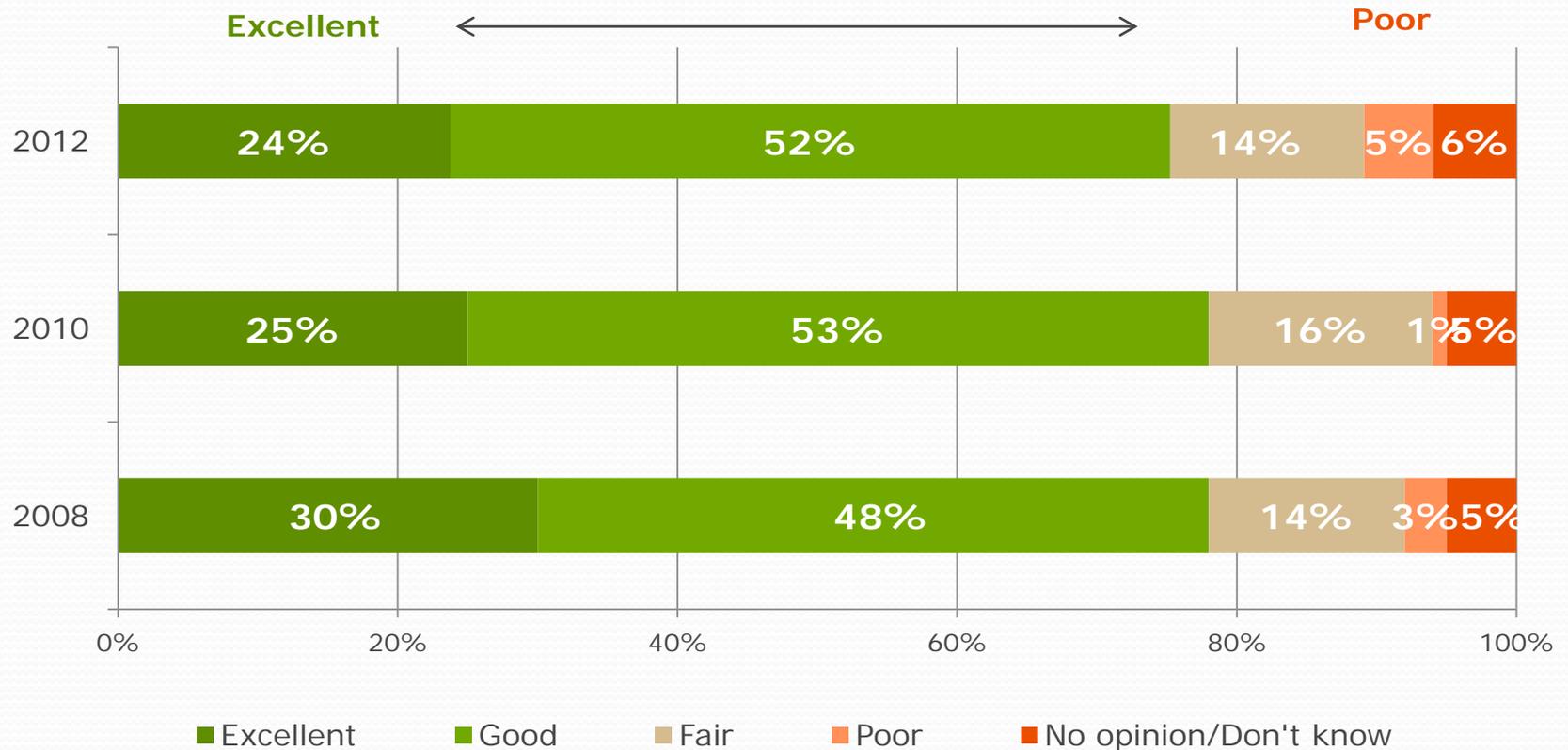
7 in 10 continued to be satisfied with parks and recreation programs.

Performance with Burien's Parks, Facilities, and Recreation Programs



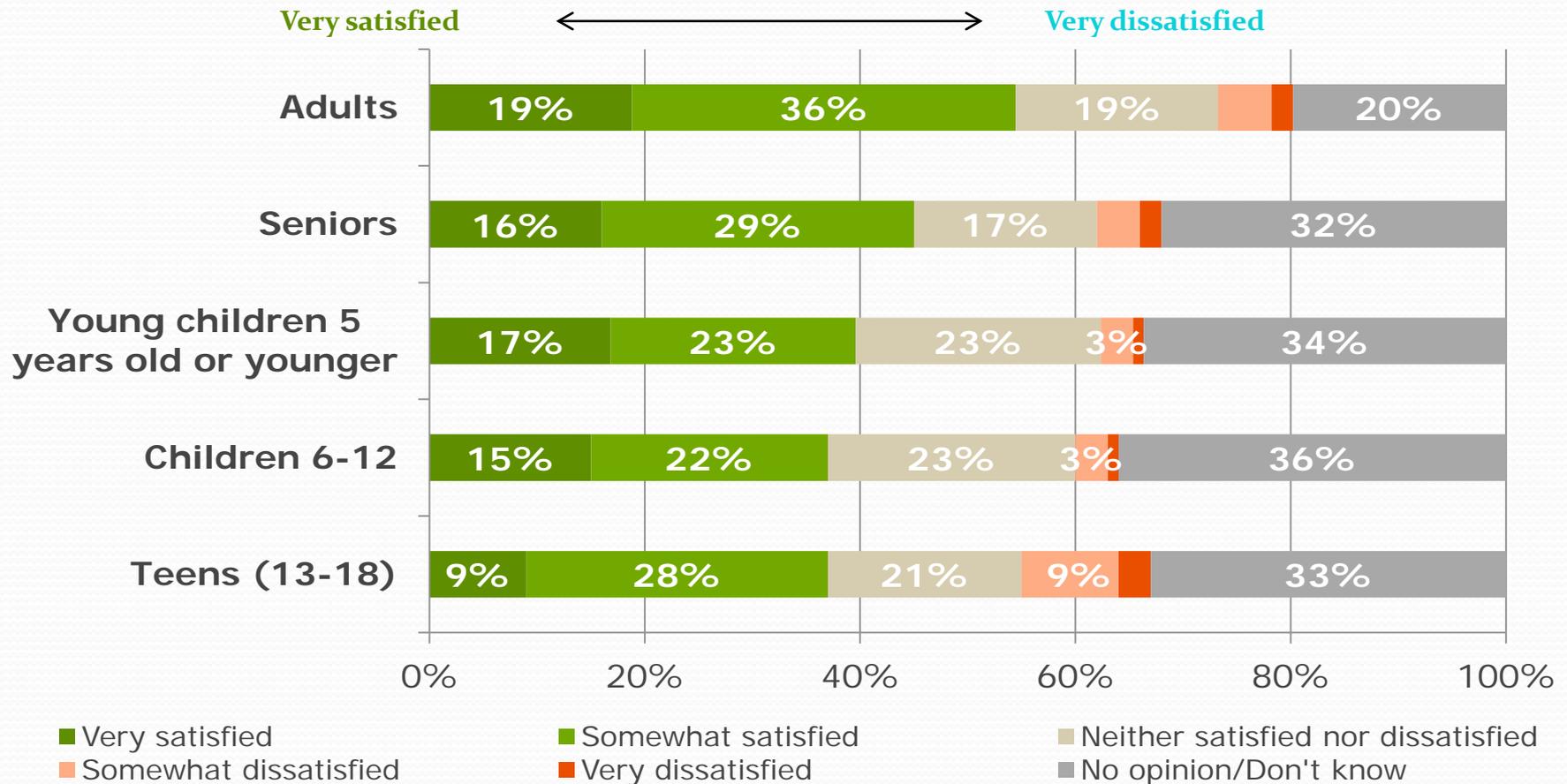
And have similar high satisfaction levels with parks maintenance.

Satisfaction with Maintenance of City's Parks



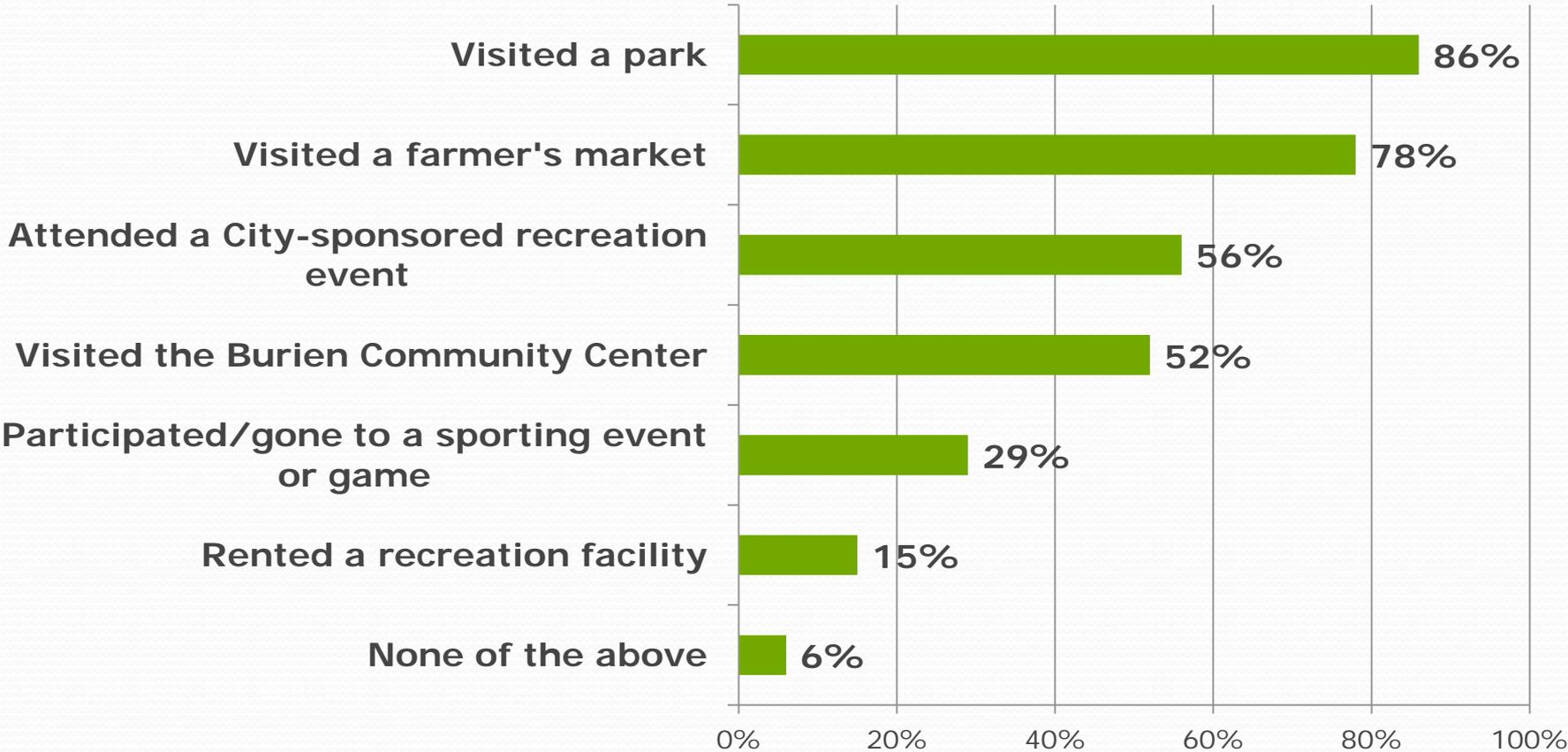
Satisfaction for programs is high among those who are aware of them, but 39%-59% don't know enough to give programs a rating.

Satisfaction with Recreation Programs By Group



Many residents have experience with parks programs in Burien, especially visiting parks and farmer's markets.

Usage of Parks Programs and Services



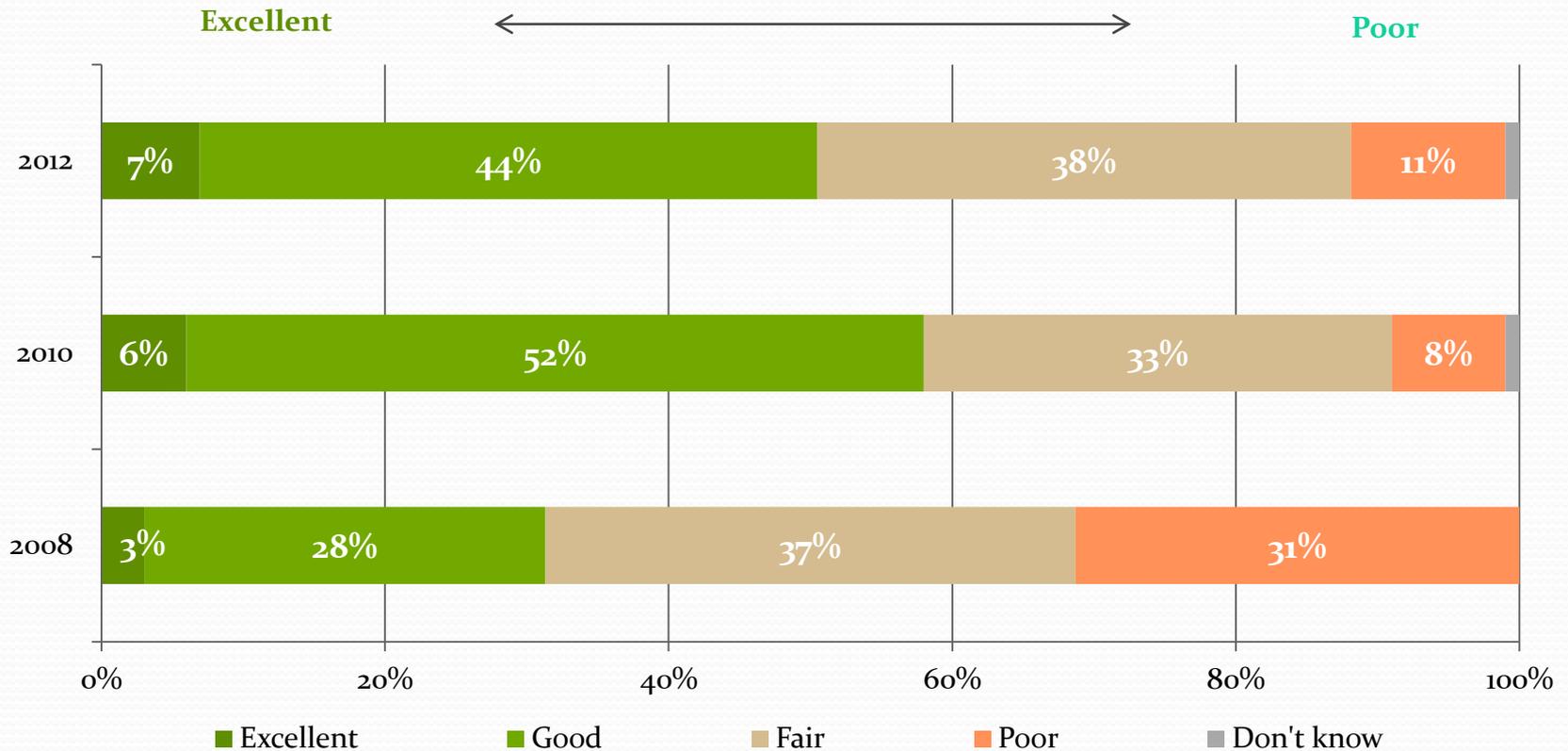


SECTION 7:

TRANSPORTATION INFRASTRUCTURE

Since 2008, there has been significant gains in satisfaction with the quality of Burien's roads.

Satisfaction with Road Quality

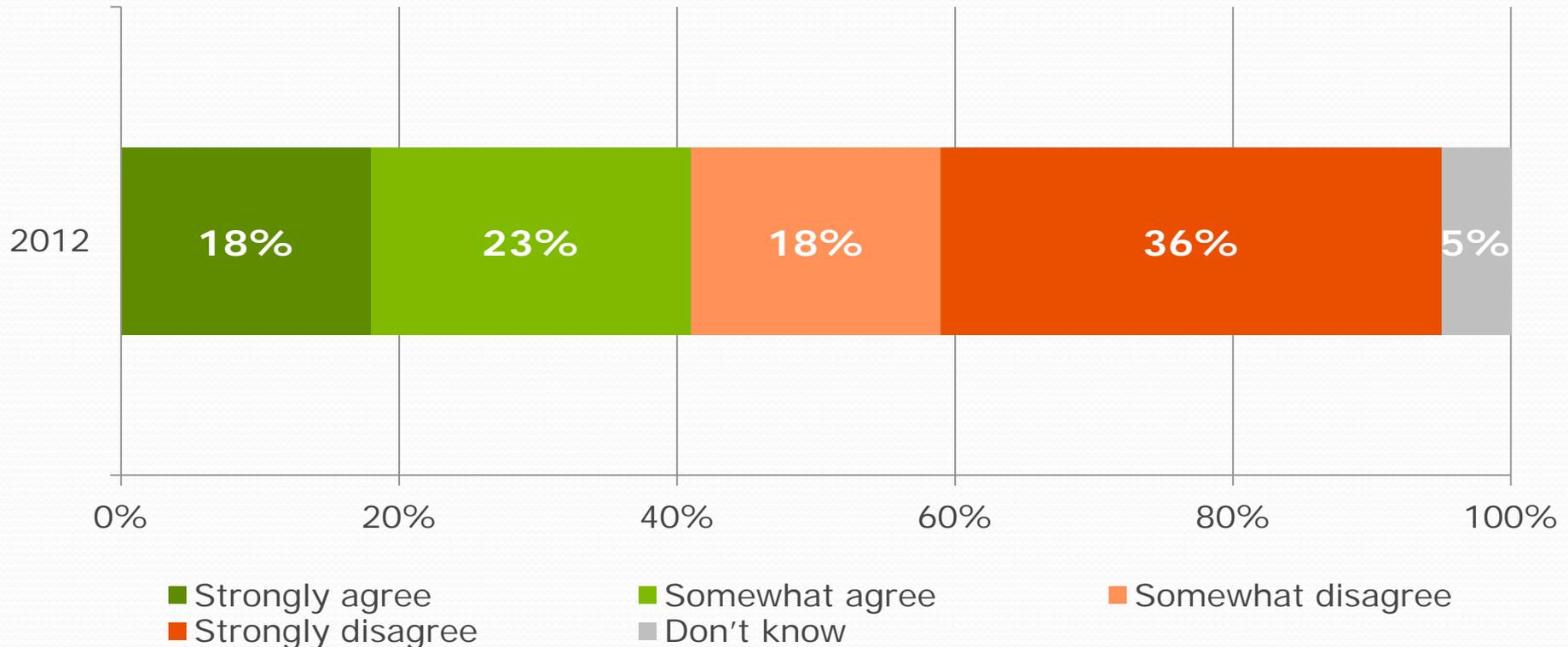


A majority of residents expressed dissatisfaction with the number of sidewalks and walking paths in their neighborhoods.

Agreement that Their Neighborhood Has Enough Sidewalks and Biking Paths

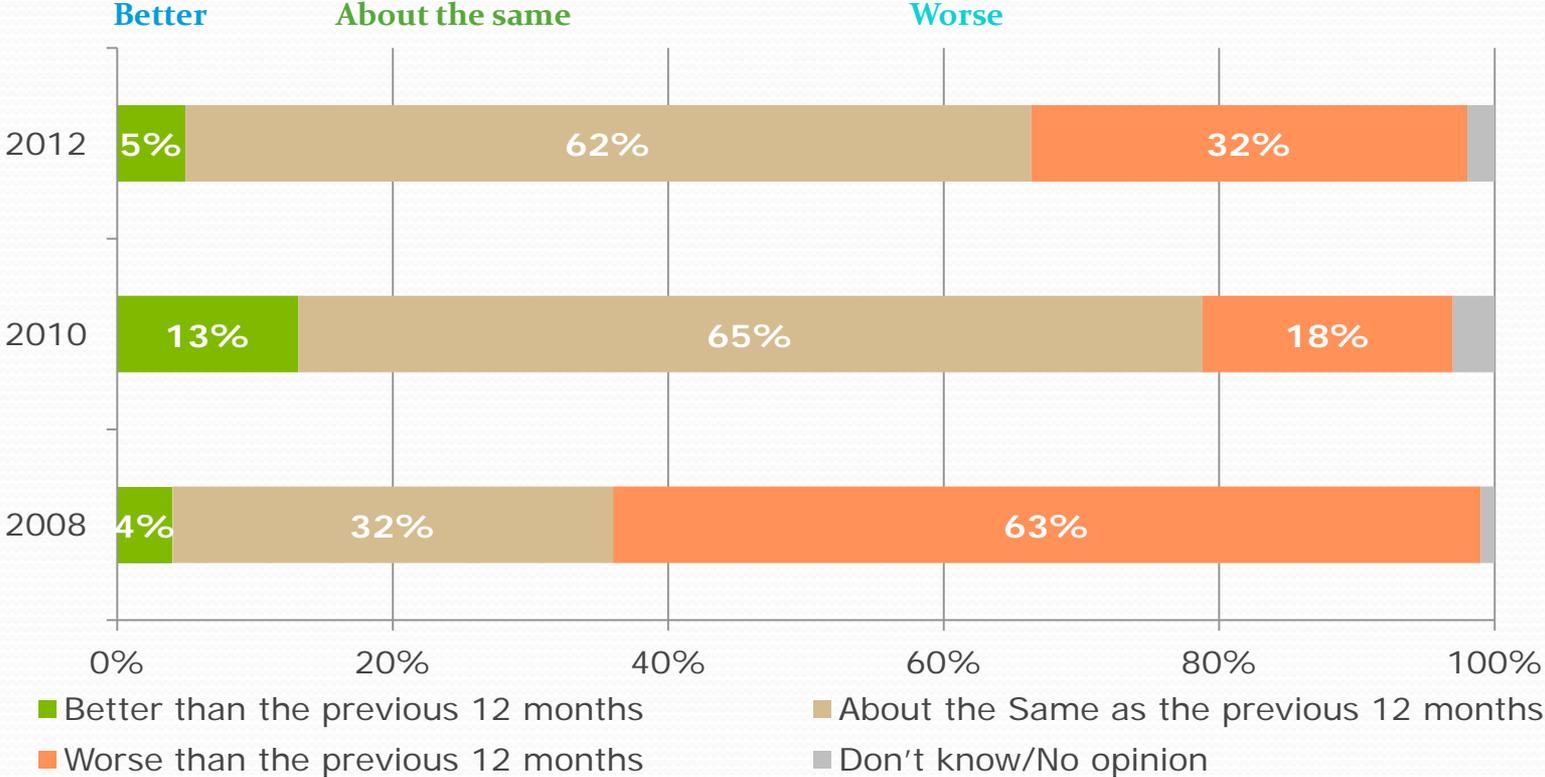
Strongly agree

Strongly disagree



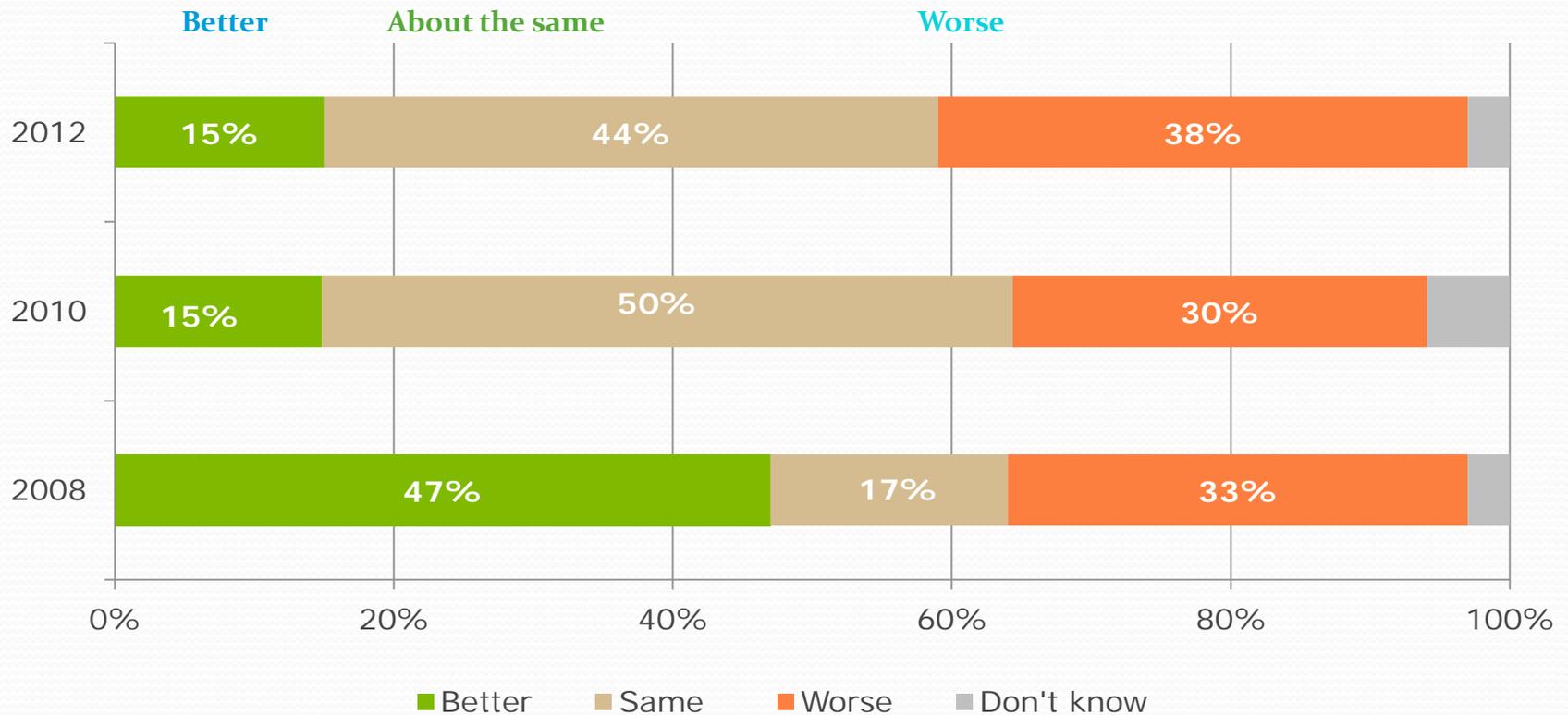
Residents feel more positively about traffic in Burien. Since 2008, there has been a 31-point drop in perceptions that traffic is worse.

Change in Traffic Over Past 12 Months



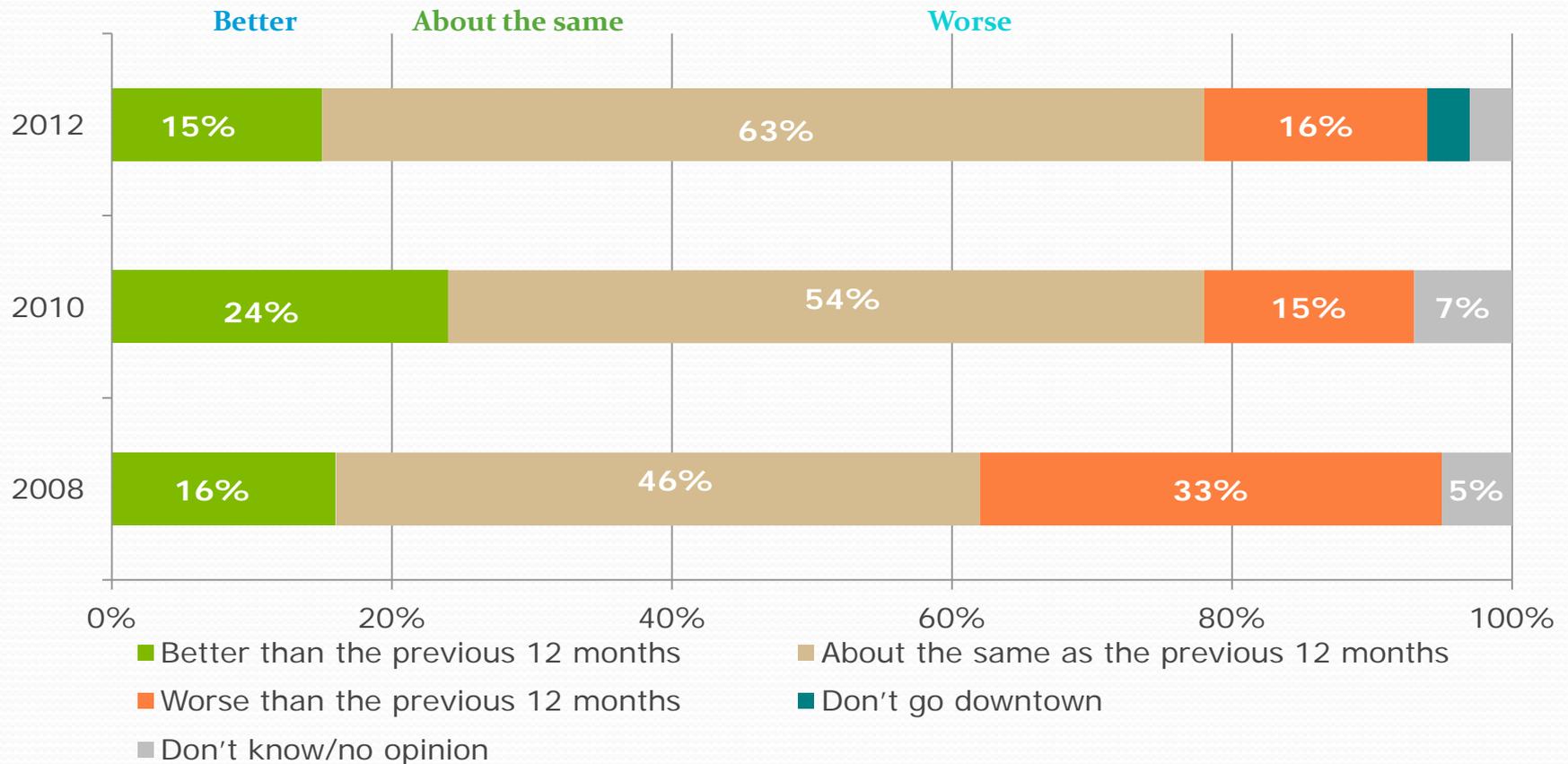
Residents are divided between thinking traffic will stay the same or get worse, which is not uncommon in the Puget Sound area.

Perception of Traffic In the Next 12 months



6 in 10 think parking downtown as remained about the same; few are negative.

Perception of Downtown Parking Over Past 12 Months



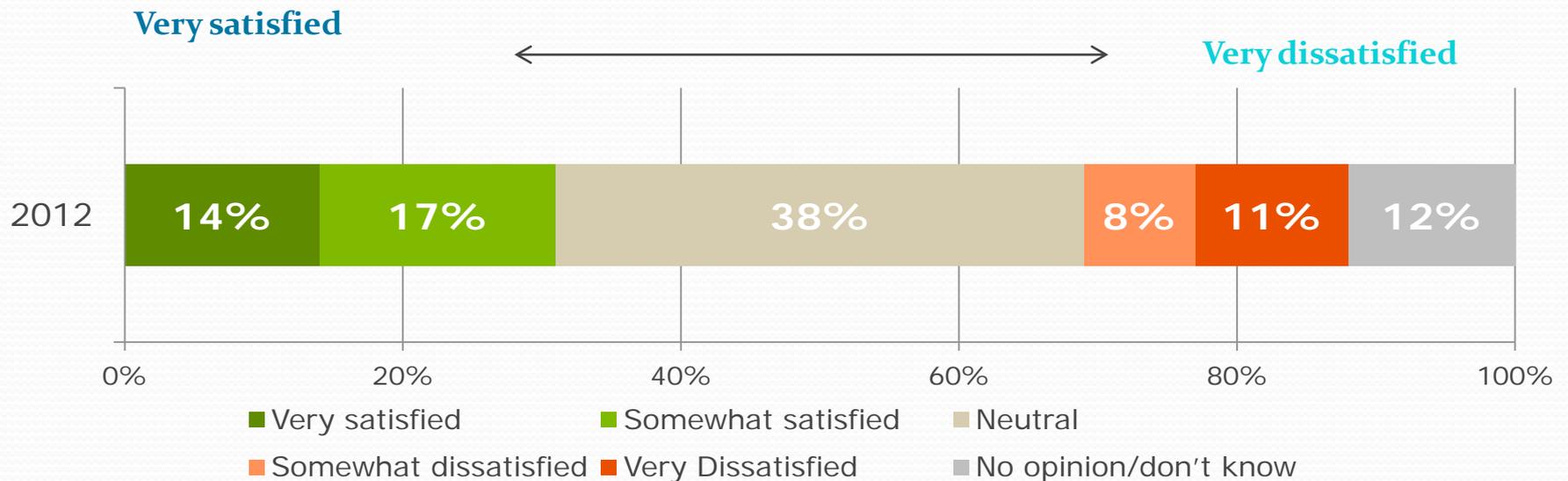


SECTION 8:

ANIMAL CONTROL

Residents are neutral to positive about animal control in Burien.
Just over one-quarter have used this service.

Satisfaction with Animal Control Services



Have you used animal control services:

Yes: 27% | No: 72%

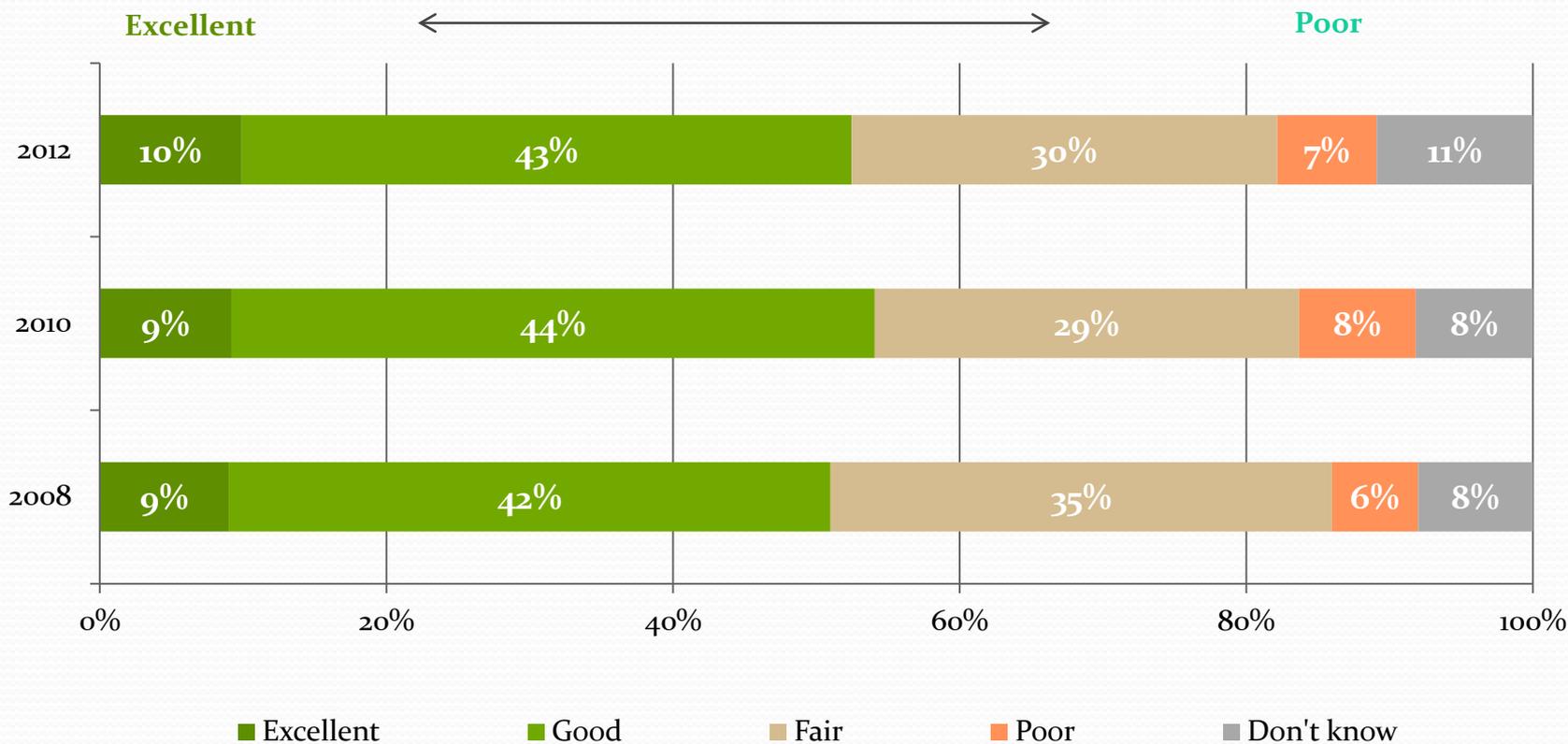


SECTION 9:

EQUITY

Residents are more likely to think relationships between different races are good; 3 in 10 continue to be lukewarm.

Rating for Relationships Between People of Different Races and Cultures



The biggest reason for having positive perceptions of interracial relations is simply that everyone gets along.

Reasons for Thinking Relationships Between Different Cultures are Good/Excellent	2012 N=210
Everyone gets along	57%
Multi-racial community	32%
Never had any issues with race	17%
Lack of unity between racial groups	9%
Racism/discrimination	7%
Racial diversity in schools	2%
Multi-cultural restaurants	2%
Crime/gang-related issues	2%

Lack of unity between groups is the biggest reason for negative ratings, particularly for Hispanic residents.

Reasons for Thinking Relationships Between Different Cultures are Fair/Poor	2012 N=148
Lack of unity between racial groups	45%
Everyone gets along	26%
Multi-racial community	25%
Racism/discrimination	12%
Crime/gang-related issues	7%
Room for improvement – general	5%
Language barriers/people speaking different languages	4%
Never had any issues with race	3%



SECTION 10:

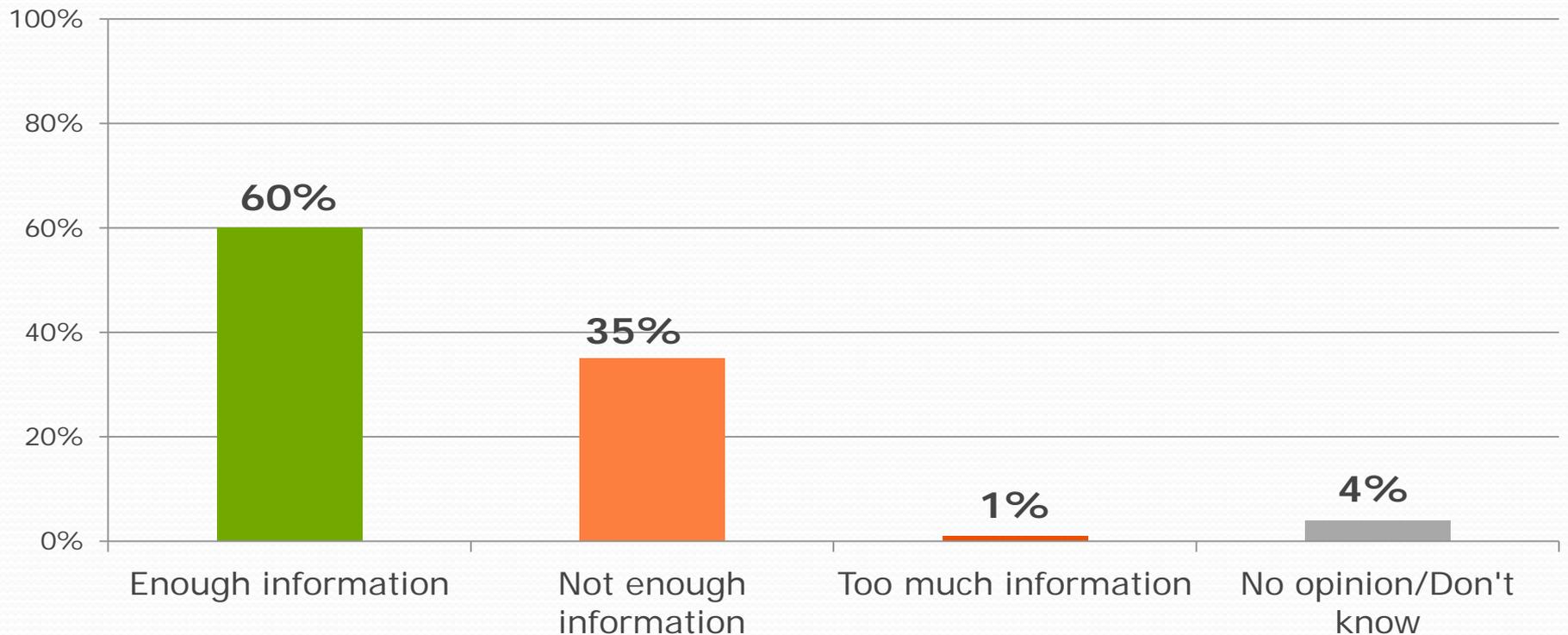
COMMUNICATIONS

This year, Burien residents mentioned a bigger variety of information sources, with sizable increases in email, blogs, flyers, and mail.

Information Sources about Burien	2012 N=400	2010 N=461	2008 N=404
Local newspaper/Highline times	31%	29%	47%
Burien city newsletter	25%	44%	50%
Friends/colleagues	18%	13%	20%
Flyers/signs/billboards posted around the community	18%	2%	10%
Direct mail	18%	4%	5%
Email/internet	16%	6%	3%
Blogs	10%	3%	-
Pamphlets/brochures	8%	2%	3%
City of Burien website	7%	27%	18%
TV/TV news – general	5%	0%	0%
The library	3%	1%	-
Do not receive information	5%	3%	2%

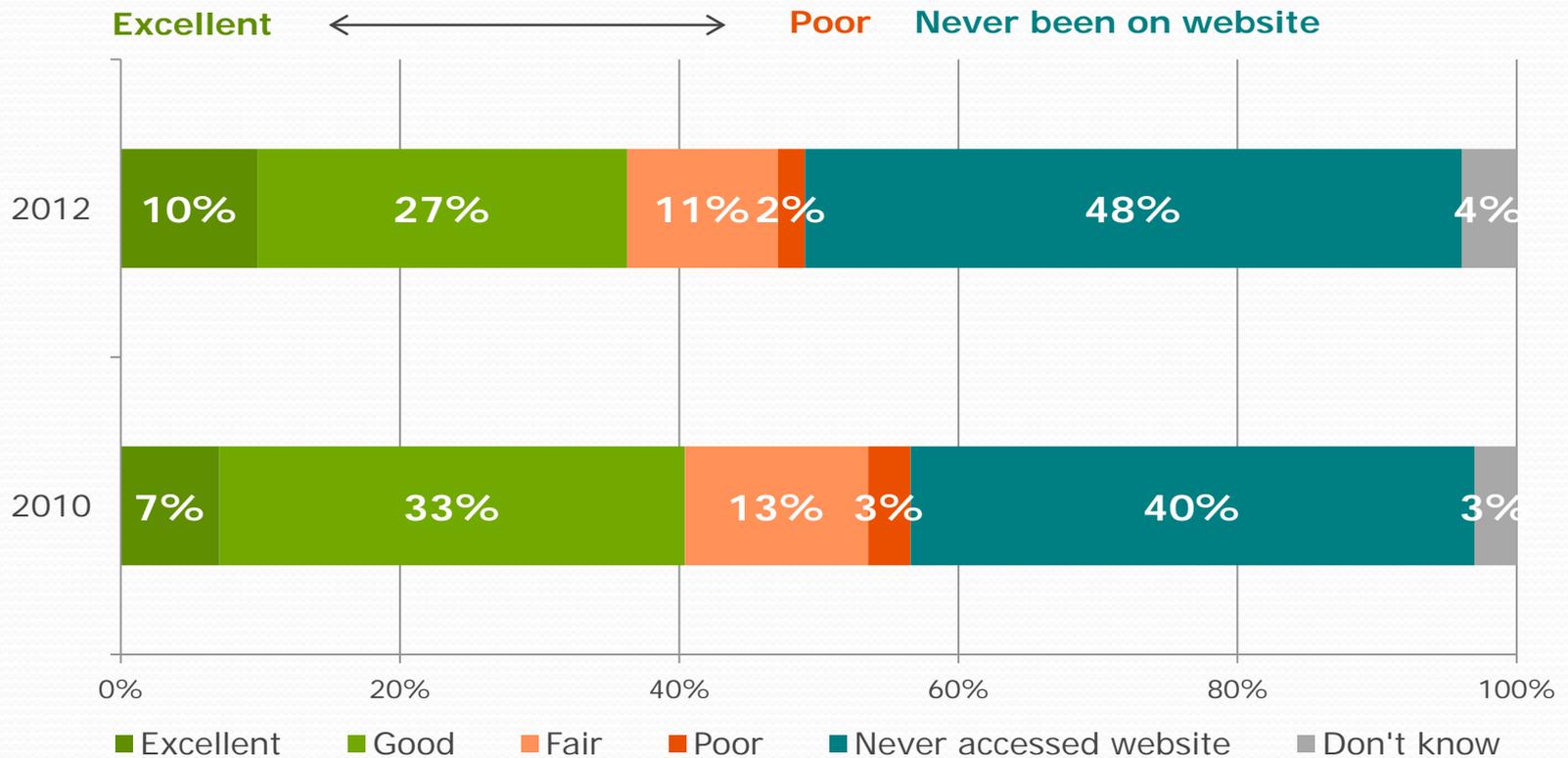
A majority think they get enough information about Burien, however 35% said they could use more.

Satisfaction with Amount of Information



5 in 10 have never been on the City's website. Those who have are 3 times more likely to rate it positively than negatively.

Satisfaction with City Website

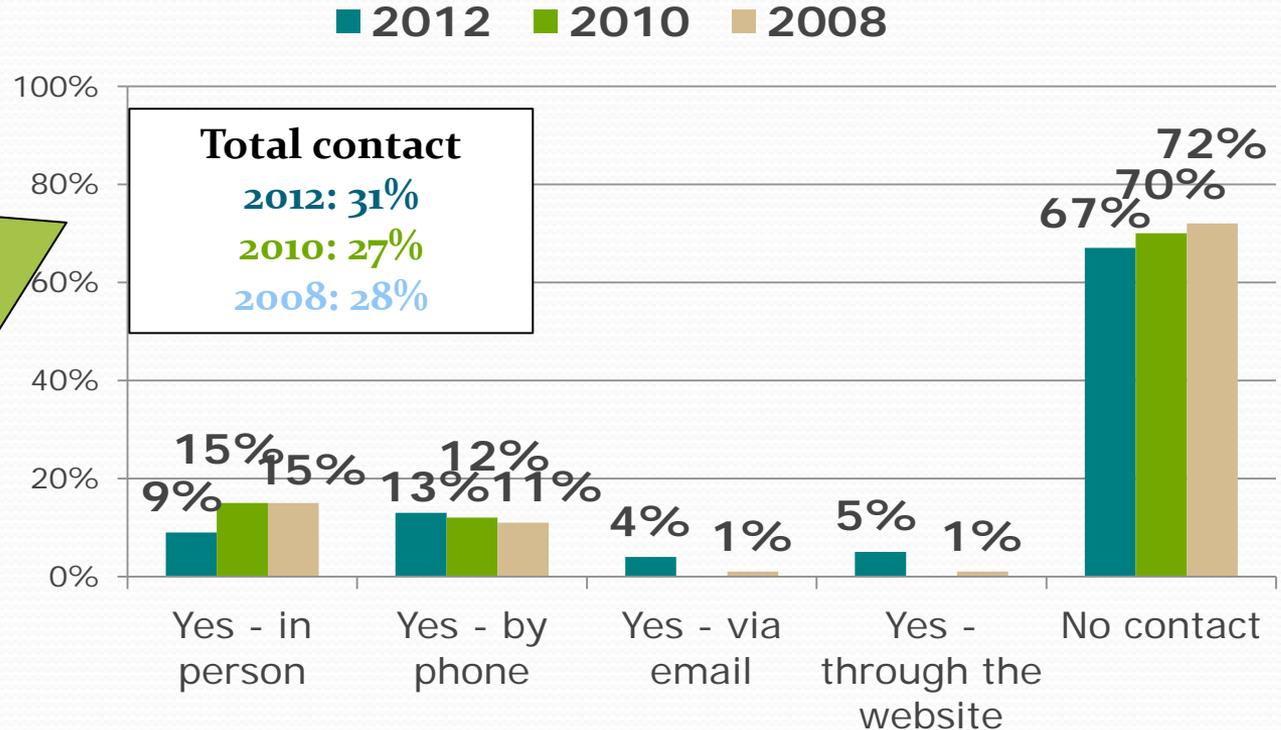


Two-thirds of residents have not contacted the city in the past few years. Those who have did so in person or by phone.

If and How Residents Contacted the City

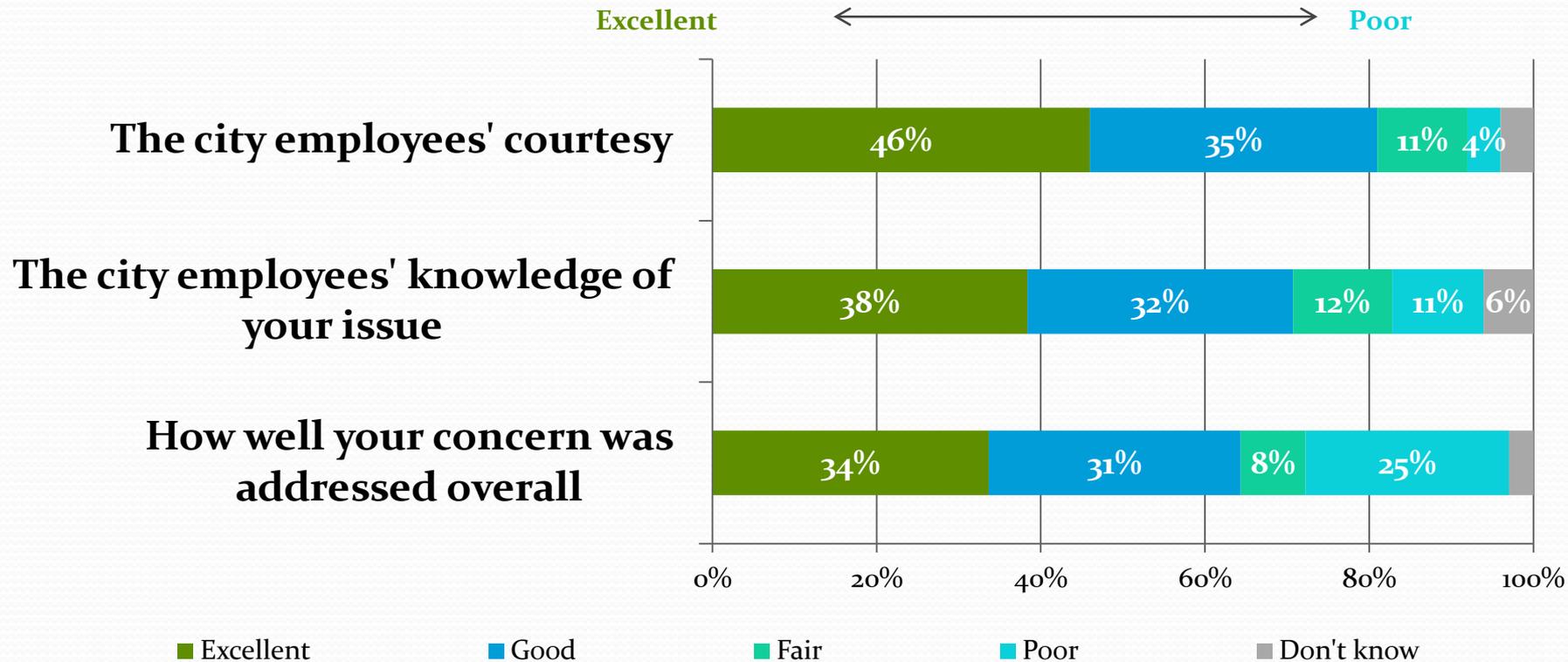
What department?

- Public works: 16%
- Police: 15%
- Animal control: 13%
- Parks: 9%
- City Hall: 9%
- Code Enforcement: 8%
- Planning and zoning: 7%
- Building/permit: 5%
- Council member: 3%
- City manager: 1%



Residents are satisfied with City employees' courtesy and knowledge. There is some dissatisfaction with getting issues addressed.

Satisfaction with Contacting the City





QUESTIONS?

STUDY SESSION TOPICS 2012

Identified at Retreat

1. Outreach to Diverse Groups
2. Kids and Cops
3. Storm Water Management
4. Transportation Improvement Program
5. Wellness Cluster Initiative

Identified at Meetings

6. Review of Council Policies and Procedures
7. Community Recreation Center
8. King County Historic Preservation Program (Rose)

(Facilitator Retreat Notes and this evolving list of topics will be included in the Study Session packet)

DISCUSSIONS HELD:

Liquor and B&O Taxes – April 23, 2012

Economic Development – July 23, 2012

Advisory Boards –August 27, 2012

Burien
City
Council
Annual
Retreat
Summary

January 28

2012

Summary of notes from the day

2012 Annual
retreat notes

Burien City Council
Retreat Notes
Revised January 28, 2012

Open Space Session Notes

1. Session Title: Advisory Boards

Convener: Rose

Those attending: Lucy, Michael, Bob

Key Themes and Notes:

- Are we in the right place for current needs?
- **BEDP, Planning, Arts, Parks**, Teen Council, Senior Advisory Board
- What do we want?
- Roles? What do ordinances say?
- Do we need different ones? Education?
- Permanent standing committees/Boards
- Consensus- Education Adv/Levy
- Liaison with all Boards
- Shift in scope volunteer vs. Advisory

Next Steps:

- Study session to review ordinances/roles- 1) BEDP/ 2) Others
- Take input from existing members
- Spell out factors/criteria for filling vacancies
- Integrate involvement in work plan items

2. Session Title: Diverse Community Outreach

Convener: ?

Those attending: Lucy, Angie, Craig, Brian, Bob, Janet, Scott G, Joan

Key Themes and Notes

- Trust in Law Enforcement
- Business opportunities
- Community involvement
 - Boards/Groups/Associations
 - Government
- Enhancing communication

Next Steps

- Existing programs to help communication
- Develop more internal/external communication networks
- Effective creation and/or participation in cultural events
- Participate in other culture media

Burien City Council
Retreat Notes
Revised January 28, 2012

3. Session Title: Economic Development

Convener: Dan Trimble

Those attending: Jack, Jerry, Janet, Scott, Bob

Key Themes and Notes

Attracting Business

- Auto Mall (Auto Center)
- Better use of assets
 - P.A.C., Ticket tax & promotion
- Special events
- Marketing Strategy
 - Recruitment
- Vacant Store fronts
 - Tax
 - Art Galleries
 - Window painting
- Business retention
- Business Expansion
- Merchant groups
 - BEDP
- BEDP Focus
- Chamber of Commerce
 - Burien focused
- Parking (more)
- Impact fees

Next Steps

More outreach
Regional retail & small chains
Council Members recruit
Office Incubator

BEDP engaged
matching funding

Propose to CC (here or
under Impact fees)

4. Session Title: Kids and Cops

Convener:

Those attending:

Key Themes and Notes:

- Identify key players
- Identify possible stakeholders
- Obtain grassroots support/involvement
- Identify specific outcomes

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Next Steps:

- Staff to staff conversation (principals)
- Council discussion re: identified issues
- Contact w/ School district
- Council/HSD Retreat
- Develop strategic Plan
 - Timeline
 - Performance measures

5. Session Title: Liquor and B & O Taxes

Convener: Jerry

Those attending: Nhan, Scott, Maiya, Kim

Key Themes and Notes

- B & O tax
 - State collection
- Reduce Costs
- Liquor Tax
 - Sales Tax
 - B & O Tax

Next Steps

- What is being done at State level?
- Bring it in-house
 - Cost?
 - Control
- Repeal RCW that prohibits Local B & O

6. Session Title: Stormwater and TIP

Convener: Joan

Those attending: Craig, Kim, Maiya

Key Themes and Notes

- NPDES flexibility
 - LID program
 - 2 year development period
- Marine/Lake Burien homeowner support
 - Stormwater improves quality of life, ED
- TIP- long term planning for street repair

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Next Steps

- Seek Fed/State demonstration grants for Miller Creek
- Look for effective model ordinances
- Surface water rate increase
- Council agreement/conversation
- Education/outreach for LID (ESC)
- TIP management plan

7. Session Title: Wellness Cluster

Convener: Rose

Those attending: Jack, Dan, Michael, Mike

Key Themes and Notes

- Is it working?
 - Business people/Educators not on the same page re: vision/goals
- Success in some areas, but lack of stakeholder buy-in, organization and focused leadership
- Lack of clear steps to accomplish vision/mission

Next Steps

- Formalize structure and approach: Membership, structure and leadership
 - If not, sunset it
- Shift leadership to stakeholders
- Liz Heath/Capacity building

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Headlines and Next Steps

Advisory Boards

- Are existing boards the right ones? There are some required by statute/ordinance. We need to understand what is really required
- Do we need different boards? Do we need an Education Board for example?
- Schedule study sessions re: BEDP and then others
- Make criteria for membership explicit
- Integrate their involvement with Work Plan as appropriate so they have input
- Reinstating Council liaison to all Boards
- Make process explicit for selecting board members
- Boards could be clearly linked to Vision and how they contribute

Next Steps:

- Study session to review ordinances/roles- 1) BEDP/ 2) Others
- Take input from existing members
- Spell out factors/criteria for filling vacancies
- Integrate involvement in work plan items

Economic Development

- Business attraction and retention
- Focus of existing groups- do they meet the community needs? Do they need to be shifted to city-wide, region, vs. micro-focus?
- Business outreach
- Image and impediments
- Marketing
- Impact fees
- Improving/enhancing store fronts
- Special events in city to bring people in
- Town Square
- Auto Center

Next Steps

- More outreach
 - Regional retail & small chains
 - Council Members recruit
 - Office Incubator
- BEDP engaged

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- Matching funds
- Parking or Impact Fees?

Diverse Community outreach

- Develop level of trust in law enforcement
- Understand boundaries re: cultural behavior that can take place
- Communication- improve it, reach out
- We need to reach out to them, their existing events, meet them in their cultural environments
- Increase participation in local govt
- Develop soccer leagues
- ESL
- Create an extended day option as part of Kids and Cops for Homework assistance and sports; can include officers playing sports with kids (Basketball)
- Reexamine renters rights to ensure they feel comfortable asking questions

Next Steps

- Existing programs to help communication
- Develop more internal/external communication networks
- Effective creation and/or participation in cultural events
- Participate in other culture media

Kids and Cops

- ID key stakeholders
- Get grass root support
- Staff to staff conversation about how to move forward
- Council discussion simultaneously
- Contact school district for work session/retreat

Next Steps:

- Staff to staff conversation (principals)
- Council discussion re: identified issues
- Contact w/ School district
- Council/HSD Retreat
- Develop strategic Plan
 - Timeline
 - Performance measures

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Liquor & B & O taxes

- Understand what the change in law means for city- will know w/in 2-3 months
- B&O- will the state take it over or will city take it in-house

Next Steps

- What is being done at State level?
- Bring it in-house
 - Cost?
 - Control
- Repeal RCW that prohibits Local B & O

Storm Water and TIP

- Long term planning for street repair- multi-decade plan not addressed in workplan
- Statewide funding not adequate to fund state initiatives, so cities will need to address this

Next Steps

- Seek Fed/State demonstration grants for Miller Creek
- Look for effective model ordinances
- Surface water rate increase
- Council agreement/conversation
- Education/outreach for LID (ESC)
- TIP management plan

Wellness Cluster

- Questions re: it's effectively working, some successes
- Unclear buy-in or lack thereof
- No clear steps for moving it forward- formalizing it
 - Clear ID membership
 - Clear structure
 - Clear leadership
- Shift leadership to community-based stakeholders; there are resources available
- Pursue capacity building funding to move this group forward (Liz Heath)

Next Steps

- Formalize structure and approach: Membership, structure and leadership
 - If not, sunset it
- Shift leadership to stakeholders
- Liz Heath/Capacity building