



## **CITY COUNCIL STUDY SESSION AGENDA**

**November 25, 2013**

**6:30 p.m. – Special Meeting: Conduct Parks & Recreation Board interview**

**7:00 p.m. – Study Session**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. CORRESPONDENCE FOR THE RECORD**

None received.

**5. DISCUSSION ITEMS**

- |   | <b>Page #</b> |
|---|---------------|
| a. Proclamation Honoring King County Councilmember Julia Patterson. | 3.            |
| b. Discussion on Outreach to Diverse Groups.                        | 5.            |
| c. Discussion on Process for Integrating New Councilmembers.        | 19.           |

**6. ADJOURNMENT**

**COUNCILMEMBERS**

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

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

**City Hall, 400 SW 152<sup>nd</sup> Street, 1<sup>st</sup> Floor, 98166**





**PROCLAMATION  
OF THE CITY OF BURIEN  
Washington**

**A PROCLAMATION OF THE BURIEN CITY COUNCIL OF THE CITY OF BURIEN,  
WASHINGTON, HONORING**

**KING COUNTY COUNCILMEMBER JULIA PATTERSON**

Whereas, Julia Patterson has devoted 24 years to public service as an elected representative in South King County; and

Whereas, throughout her years of service, Julia Patterson has worked to improve the lives of Burien residents, as an elected official in the Washington State House of Representatives, the Washington State Senate, and the King County Council; and

Whereas, Julia Patterson has consistently stood up for those most in need in our communities by supporting human services, housing, public health and quality public transit; and

Whereas, Burien residents will continue to benefit from Julia Patterson's efforts, among which is the upcoming implementation of King County Metro's RapidRide F Line, a rapid transit route that will connect Burien to SeaTac, Tukwila and Renton, and a county project in which Councilmember Patterson worked to ensure that Burien was included; and

Whereas, Julia Patterson has been a dependable friend and advocate for the City of Burien.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON,  
DOES HEREBY ASK ALL BURIEN CITIZENS TO JOIN TOGETHER TO HONOR**

**KING COUNTY COUNCILMEMBER JULIA PATTERSON,**

and recognize her for her significant contributions to the City of Burien and the community, and wish her much happiness in her retirement.

Dated this 25th Day of November, 2013.

Mayor Brian Bennett

Deputy Mayor Lucy Krakowiak  
Councilmember Rose Clark  
Councilmember Joan McGilton

Councilmember Jack Block, Jr.  
Councilmember Bob Edgar  
Councilmember Gerald Robison

City of Burien Mayor





# Outreach to Burien's Diverse Communities

Staff Presentation  
11.25.2013

# BURIEN VISION





# DIVERSITY

**Inclusive:** Burien embraces diversity and welcomes all residents.

**Multicultural:** Burien celebrates the many cultures and backgrounds of its residents.

**Multi-centered:** Burien cultivates a thriving array of business and community centers.

## City of Burien Demographics

City of Burien Pop: 48,500	Percent (%)
White	56.24
Latino	19.23
African-American	8.12
Native American	1.4
Asian American	13.05
Hawaiian/Pacific Isl.	1.96

## Burien Schools Demographics

Burien Schools	White (%)	Hispanic (%)	Transitional Bilingual (%)
Southern Heights ES	7.8	49.7	33.7
Cedarhurst ES	23.3	37.7	30.1
Hazel Valley ES	14.1	49.9	41.4
Gregory Heights ES	44.7	30.3	15.0
Hilltop ES	12.5	51.1	35.2
Seahurst ES	18.6	56.6	41.9
Shorewood ES	31.1	24.2	18.7
Sylvester MS	27.2	39.8	12.6
Highline HS	27.6	38.3	12.0
<b>Burien Schools</b>	<b>23.0</b>	<b>42.0</b>	<b>26.7</b>
<b>Highline School Dist</b>	<b>25.0</b>	<b>36.5</b>	<b>22.3</b>
<b>WA State Schools</b>	<b>59.1</b>	<b>20.4</b>	<b>8.9</b>

Source: WA OSPI, 2012-2013



## City's outreach goals:

Inform and engage

Listen to concerns

Respond to needs

## Obstacles:

Busy work schedules

Skeptical of government

Fearful of government

Lack of outreach



## Ideas from surrounding cities:

- From City of Redmond: Walk and Talk, Planner in the Park
- From City of Tukwila: Lunch/breakfast with community, Youths send in photos
- From City of Auburn: Mayor Facebook Page, Conversation with Slavic Community/with Latino Community
- From City of Renton: Academy of City Services, Community Picnic, Community Liaisons
- From City of Mercer Island: Volunteer programs for students



## You are Invited to a Latino Community Conversation

The City of Auburn is inviting you to a Latino Community Conversation with Mayor Pete Lewis and other community leaders to discuss any public safety, public health and school safety concerns you might have.

### **EVENT WILL INCLUDE:**

- Open House with FREE resources, food, give aways and activities for children
- Conversation with Mayor Lewis and representatives from the Auburn School District, Public Health and Public Safety.

### **DATE & TIME:**

Thursday, July 18, 2013

5:30 – 6:30 p.m. Open House

6:30 – 8 p.m. Community Conversation

**FREE: food, music, youth activities!!!**

### **LOCATION:**

Auburn Senior Activity Center  
Millennium Room  
308 Ninth Street SE, Auburn

### **QUESTIONS?**

Spanish speakers please contact:  
Rafael I (510) 508-9733

English speakers please contact:  
Duanna Richards, Neighborhood Programs Manager  
(253) 931-3099, [drichards@auburnwa.gov](mailto:drichards@auburnwa.gov)

### **Community Partners:**

Auburn School District  
CDAC Christian Center  
City of Auburn: *Community Services, Parks,  
Planning, Recycling, Emergency  
Management, Police, Senior Activity Center  
Jubilee Center*  
King County Library - Auburn  
King County Public Health  
Valley Regional Fire Authority  
YMCA

Facilitated questions at Auburn's Conversation with Latino Community

We heard we have to pay for permits when we're starting a business or building something. Do you have people at the City who will help us with our ideas?

How are building inspections in the City of Auburn handled differently than in other countries?

I have concerns about gang activity in the schools. Who do I talk to about these concerns?

## City of Renton – Community Service Projects & Picnics Program

### Community Service Projects

- Carrying out a neighborhood clean-up
- Adopting a park
- Holding a supply drive (food, clothes, book, school supplies)
- Working with Habitat for Humanity
- Picking up trash on streets & and neighborhood school grounds
- Cleaning up graffiti
- Helping a neighbor in need
- Volunteering with a Renton non-profit or community group/project



### City's Contribution

The City grants funds for picnic expenses based on matching in-kind contributions from the neighborhoods. It helps coordinate the event by providing:

- Picnic Trailer, food and supplies: Barbecue, condiments, hot dogs, lemonade, plastic ware, etc.
- Printing of flyers (not posters) that can be distributed by the neighborhood group(s) within the participating neighborhood(s)
- Waiver of park fees
- Assistance with purchasing liability insurance, if needed, by neighborhood groups
- ***An opportunity to meet City officials***
- Use of City picnic game kit, which includes: Hula Hoop, Volleyball system, Bean Bag Toss Game, Tug-of-War, etc.

Source: City of Renton, 2013



## Interests and Concerns of Latinos in Burien (2007 Latino Community Outreach and Engagement Study):

1. Affordable housing
2. Education programs (stronger PTAs, after school programs)
3. Immigration/Legal services (fear of deportation and family separation)
4. Jobs/job training (computer skills, interviewing practice, labor rights, etc.)
5. Healthcare
6. Culturally appropriate services (Latino Advising Panel, ballet folklórico)
7. Gangs & violence (prevent children from joining gangs and report violence)



## Recommendations from the 2007 Latino Community Outreach and Engagement Study:

1. **Create a Latino Outreach Liaison position**
2. **Hire Latino Spanish-speakers at all levels of the City government**
3. **Create a Latino Advisory Panel to PaRCS department to help plan program offerings**
4. **Include Latino businesses as part of the organized business community by encouraging Latino business owners to join the BEDP and partnering with Discover Burien to outreach to these businesses**
5. **Implement alternative strategies for outgoing communication: social events (soccer matches, church picnics), Spanish radio, Spanish Facebook, etc.**
6. **Arrange for cultural competency training for councilmembers and city staff**
7. **Others**

## Scope of work for Outreach Specialist

### A. Outreach preparation:

1. Develop a survey tool to collect citizen feedback
2. Identify underserved communities and events to attend

### B. Implementation:

1. Outreach to stakeholders
2. Organize community meetings attended by Councilmembers/staff/service providers
3. Serve as a resource referral for community groups of City services
4. Encourage residents to attend Council meeting and join advisory boards



# Questions/Comments

Outreach to Burien's Diverse Communities

Staff Presentation

11.25.2013





# Integrating New Council Members into the Burien City Council

## Plan for Orientation & Retreats (draft)

Staff presentation

11.25.2013



## Integrating New Council Members into the Burien City Council *Orientation & Retreats*

On January 1, 2014, the Burien City Council welcomes four new members to begin a 4-year term.

The orientation and retreats serve to inform/train new Councilmembers on:

- Roles and responsibilities
- City programs and projects
- Working relationships among Council members, staff and the public
- Related topics



## One Orientation & Two Retreats:

1. Orientation in December 2013 (Dec. 14 - 21)
2. Retreat in January 2014 (Jan. 4, 11 or 18)
3. Retreat in May or June 2014 (depending on new City Manager's start date)



# Orientation

## December 2013

### Part I (Administrative):

1. HR (New Hire paperwork, Personnel Policies, City Manager Performance Review, etc.)
2. City Clerk (Role of City Clerk, Council Meeting Guidelines, Electronics at the dais, etc.)

### Part II (Substantive):

1. City Manager Department
2. Legal Department
3. Finance Department
4. Public Works Department
5. Community Development Department
6. Parks, Recreation and Cultural Services Department
7. Police Department

### Part III (Wrap-up): New and incumbent Councilmembers & City Manager



## Facilitated Retreat

January 2014

1. When: Suggested dates of January 4, 11 & 18.
2. Attendees: All Councilmembers, facilitator, Interim City Manager.
3. Potential topics:
  - Council & City Manager: Roles and responsibilities
  - Team-building/Working together/Respecting differences in learning, communication, leadership styles.
  - Related topics



## Facilitator Selection Process

1. Staff send Request of Qualifications to recommended facilitators.
2. Staff receive Statement of Qualifications by December 2.
3. City Council selects facilitator at December 16 City Council meeting .

## List of Recommended Facilitators

1. James Reid, the Falconer Group
2. Rhonda Hilyer, Agreement Dynamics, Inc.
3. Ron Holifield, SGR
4. Neil Aaland, Aaland Planning Services, Inc.
5. Cary Bozeman, former Mayor of cities of Bremerton and Bellevue.



## Facilitated Retreat

May or June 2014

1. **When:** May or June, 2014 when new City Manager is in office.
2. **Attendees:** All Councilmembers, facilitator, City Manager, Leadership Team.
3. **Potential topics:**
  - Council & City Manager: Roles and responsibilities
  - Follow-up of January retreat
  - Related topics



# Integrating New Council Members into the Burien City Council

## Questions/Comments

Staff presentation

11.25.2013

**DRAFT**  
**Orientation for New Councilmembers**  
**Checklist**  
**December 2013**

**Department Directors/Managers**

**City Manager Department**

- Human Resources Manager to provide copy and/or overview:

Meet individually with Councilmembers (10 minutes each)

- ◆ W-4
- ◆ Auto Payroll Deposit Form
- ◆ VEBA Paperwork

Group Session (25 minutes)

- ◆ Good2Great Program
  - ◆ Relevant Personnel Policies
    - Administration of the Personnel System
    - Employment of Relatives
    - Anti-Harassment/Sexual Harassment Policies & Reporting of Harassment
    - Whistleblower Protection Act
  - ◆ City Manager Performance Review
- City Clerk to provide copy and/or overview in Chambers: (15 mins)
    - ◆ Role of City Clerk
    - ◆ Council Meeting Guidelines Excerpts
      - Motions
      - Attendance at Meetings
      - Election of Mayor/Deputy Mayor
    - ◆ Queuing and Voting System
  - Economic Development Manager to provide copy and/or overview: (20 mins)
    - ◆ Burien Downtown Redevelopment
      - Town Square and Beyond
    - ◆ Northeast Redevelopment Area (NERA)
    - ◆ Burien Business and Economic Development Partnership (BEDP)
    - ◆ Soundside Alliance
      - Small Business Development Center at Highline Community College
      - HCC Startzone
    - ◆ Discover Burien/SW King County Chamber of Commerce/Burien Wellness Cluster
    - ◆ Performing Arts/Restaurants/Parking-Business District
  - Management Analyst / Public Information Officer to provide copy and/or overview: (30 mins)
    - Special Projects (Management Analyst)
      - ◆ CARES & Pet Licensing Sales and Revenues
      - ◆ Emergency Operations Center (EOC) Functions
      - ◆ Solid Waste Collection & Disposal: Transition to CleanScapes
      - ◆ Outreach and Engage Diverse Communities
    - Communications Office (Public Information Officer)
      - ◆ TV, Radio, Newsletter, Social Media
      - ◆ City Website
      - ◆ Contact with Media

Legal Department (45 mins)

- City Attorney to provide copy and/or overview:
  - ◆ Legal Policies/Form of Government
  - ◆ Conflict of Interest – Contracts
  - ◆ Code of Ethics (Resolutions No. 115 & No. 215)
  - ◆ Quasi-Judicial Hearings and the Appearance of Fairness Doctrine
  - ◆ Distinguished from Legislative Actions
  - ◆ Open Public Meetings Act
  - ◆ Executive Sessions
  - ◆ Overview of Burien Municipal Code
  - ◆ Code Enforcement
  - ◆ Risk Management

Finance Department (60 mins)

- Director to provide copy and/or overview:
  - ◆ Biennial Budget
  - ◆ Budget Process Overview
  - ◆ Financial Policies
  - ◆ Six-Year Financial Forecast
  - ◆ Capital Improvement Program Budget
  - ◆ Potential Financial Issues
  - ◆ Travel Reimbursement Policy
  - ◆ Councilmember Computer Policy, Usage and Support

Public Works Department (30 mins)

- Director to provide copy and/or overview:
  - ◆ Department Divisions and Responsibilities
  - ◆ Transportation Improvement Program (TIP)
  - ◆ Capital Improvement Plan (CIP)
  - ◆ Storm Drainage Master Plan
  - ◆ NERA – Current Projects and Funding
  - ◆ NPDES Responsibilities
  - ◆ Day to Day Public Works Operations

Community Development Department (30 mins)

- Director to provide copy and/or overview:
  - ◆ Growth Management Act
  - ◆ Multi-County Policies (Vision 2040)
  - ◆ King County Countywide Planning Policies
  - ◆ Comprehensive Plan
  - ◆ Development Regulations
  - ◆ Zoning Code and Map
  - ◆ Subdivision Code
  - ◆ Shoreline Master Program (SMP)
  - ◆ Other City Codes and Regulations
  - ◆ Other Implementation
  - ◆ Capital Improvement Plan (CIP)
  - ◆ State Environmental Policy Act (SEPA)
  - ◆ Market Forces
  - ◆ Major Planning Initiatives

Parks, Recreation and Cultural Services Department (30 mins)

- Director to provide copy and/or overview:
  - ◆ Parks, Recreation, and Open Space (PROS) Plan
  - ◆ Parks Development Projects (current & near term)
  - ◆ Organizational Chart/Functions
  - ◆ Overview of Recreation programs
    - Youth, Adults, Seniors, and Arts programming
    - Community Events (i.e., Night of the Pumpkin, Spring SpEGGtacular, Wild Strawberry Festival, Summer Concerts, Arts-a-Glow, etc.)
    - Facility Rentals
    - Pricing Policy & Program Revenue
  - ◆ What's the Future Look Like?

Police Department (30 mins)

- Chief to provide copy and/or overview:
  - ◆ Organization Chart
  - ◆ Contract and Oversight
  - ◆ Annual Report
  - ◆ Website
    - Crime Statistics
    - Report Crime(s) Online
  - ◆ Citizen Involvement:
    - Block Watches/National Night Out
    - Citizen Emergency Response Team (CERT)
    - Community Police Academy



# INCOMING COUNCIL

## Task List

### City Manager's Department

Executive Assistant to coordinate:

- Receptions for outgoing Councilmembers in December and incoming Councilmembers in January
- Photo op in January for incoming members and Council as a whole
- AWC New Council orientation workshop/webinars
- New Councilmember orientation with department heads

Public Information Officer to coordinate:

- Photograph(s) in City newsletter
- Photograph(s) & biography for City webpage
- News Release to Highline Times and blogs
- Update TBC 21

City Clerk to coordinate:

- Update city publications and telephone lists (includes Elected Officials and EOC cards)
- Oath of Office Ceremony
- Name tags and business cards
- Name plates for Chambers (2 sets)
- Update queuing/voting system in Chambers with IT
- Update Council Agendas
- Mailing List/Labels
- Mailbox Labels
- City of Burien Logo Lapel Pin
- Calendars
- New Councilmember Orientation (CD/Printed Materials)
  - ◆ City Council Meeting Guidelines
  - ◆ City Vision Statement
  - ◆ Code of Ethics for City Officials Resolution No. 115, Amended by Resolution No. 215
  - ◆ Phone Lists
  - ◆ Appearance of Fairness by MRSC
  - ◆ Code City Handbook by MRSC
  - ◆ Knowing the Territory by MRSC
  - ◆ Local Government Policy-Making Process by MRSC
  - ◆ Mayor's Handbook by MRSC
  - ◆ The Open Public Meetings Act by MRSC
  - ◆ Council-Manager Plan of Government, RCW 35A.13

### Finance Department

- Payroll
- City computer, Council E-mail Address