



CITY COUNCIL STUDY SESSION AGENDA

March 24, 2014

7:00 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CORRESPONDENCE FOR THE RECORD

Page #

- a. Letter Dated March 12, 2014, from Chestine Edgar, Transmitted by Robbie Howell at the March 17, 2014, City Council Meeting Regarding the Comprehensive Plan Docket for 2014. 3.
- b. Letter Dated March 12, 2014, from Chestine Edgar, Transmitted by Robbie Howell at the March 17, 2014, City Council Meeting Regarding the Comprehensive Plan Docket for 2014. 7.
- c. Email Dated March 17, 2014, from John Gray, Regarding Theater Space at BAT. 11.

5. BUSINESS ITEMS

- a. Adoption of Ordinance No. 600 Amending the 2013-14 Biennial Budget and Repealing Ordinance No. 588. 13.

6. STUDY SESSION ITEMS

- a. Presentation on the Communications Plan and Social Media Policy. 25.
- b. Presentation on NERA Pilot Project.
- c. Discussion on Planning Commission Interview Criteria. 31.
- d. Discussion on Proposed Retreat Facilitator and Agenda. 33.
- e. Review of the Council Proposed Agenda Schedule. 37.

7. COUNCIL BUSINESS

8. ADJOURNMENT

COUNCILMEMBERS

Lucy Krakowiak, Mayor
Lauren Berkowitz

Bob Edgar, Deputy Mayor
Gerald F. Robison
Nancy Tosta

Stephen Armstrong
Debi Wagner

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

LETTER 1

RECEIVED

MAR 17 2014

CITY OF BURIEN

KW 7:10pm

To The Burien Planning Commission
To the Burien Planning Department
To the Burien City Council

March 12, 2014

Subject: Comprehensive Plan Docket for 2014

To All of the Name Recipients;

The Lake Burien Neighborhood group sent a letter to request that during this time that the Comprehensive Plan is open for revision that the area be considered for an amendment to the Land Use Map. The Land Use Map was changed from Low Density Residential (4 units per acre, RS 12,000) to Moderate Density Residential (6 units per acre, RS 7200) in 1999. The text of the Comp Plan describe and lists the Lake Burien Neighborhood as being Low Density Residential but the Map shows it as being Moderate Density Residential. The Lake Burien Neighborhood was placed in the Comp Plan as Low Density Residential because of;

1. its historical development and current development pattern (this pattern was developed because of the King County requirements to protect Sensitive/Critical Areas)
2. its critical areas- wetlands, aquifer recharge area and its associate creek and these discharge into Miller Creek where there are federally protected Salmon species residing
3. it is an area that is constrained in development due to above mentioned natural features
4. the area is designed by State, County and Burien policies and master plans that state that it should be protected at Low Density
5. a major portion of the neighborhood is a shoreline of the State of Washington with critical areas and warrants low density protection under the SMA
6. the mitigations for the adoption of the Burien Comprehensive Plan by the city, Puget Sound Regional Council (PSRC) and the State of Washington stated that this area should be kept Low Density in development.

In 1999, the City of Burien declared that there was an emergency that required that the newly created 1997 Comp Plan had to be re-opened due to a ruling of the Growth Management Hearings Board. There was no such ruling by the Board. However in the process of this alleged emergency change, the Land Use Map for area of the Lake Burien Neighborhood got changed to Moderate Density. Obviously someone forgot to check the text of the Comp Plan and allowed the Land Use Map change to happen.

This was an error just as the error occurred for the Group Health property and this Planning Commission heard about that error in 2011 and corrected it through an amendment to the Comp Plan and its Land Use Map. The Lake Burien

Neighborhood is asking for the same kind of error correction to happen again in 2014. The only way that this type of error can be corrected. During that change some 117 housing units were lost and this Commission considered that acceptable due to the excess units the City had.

Again the 2013 Burien Comp Plan shows that Burien can meet its targets for 2031 and still have an excess of +135 units. We have attached the page from the Comp Plan that shows this-page 2-8. Also the PSRC has stated that areas like Lake Burien should be kept at low density to protect the critical areas and increased density should be placed in the non critical areas-Vision 2040. So housing unit requirements to meet Growth management numbers should not be part of this discussion for a Land Use Map change to the Lake Burien Neighborhood.

In order to restore consistency to the Burien Comp Plan and the other related master plan documents, to protect critical areas and water quality for the City, the Lake Burien Neighborhood is requesting that its request be placed on the docket for 2014 as a high priority item on the docket. As a reminder in 2010, 163 petitioners from the Lake Burien Neighborhood turned a petition requesting that this change happen.

Thank you.

Chestine Edgar *CE*
and members the Lake Burien Neighborhood

To the Planning Department-Please add this letter and attachment to the record of this meeting and give this document to the City Council members.

Goal LU.2

Plan for a fair share of regional growth consistent with State and regional goals directing growth to urban areas.

shown in Table 2-LU 2.1 (Countywide Growth Targets 2006 to 2031). Implement appropriate zoning regulations and develop infrastructure to support growth represented by the targets, to the extent that market forces

TABLE 2-LU 2.1

Countywide Growth Targets (2006 to 2031)

Existing Housing ¹	Housing Target ²	Housing Capacity ⁴
13,616	4,440	4,575
Existing Employment ³	Employment Target ²	Employment Capacity ⁴
11,572	4,960	7,308

1-Washington State Office of Financial Management, April 2012, <http://www.ofm.wa.gov/pop/april1-default.asp>

2-Countywide Planning Policies 9-21-11

3-PSRC 2011 Covered Employment Estimates by Jurisdiction

4-Burien Land Use Capacity Analysis, 2012

4,575
4,440

+ 135

Goal LU.2

Plan for a fair share of regional growth consistent with State and regional goals

Pol. LU 2.1 Accommodate growth targets for the planning period ending in 2031 as shown in Table 2-LU 2.1 (Countywide Growth Targets 2006 to 2031).
support growth represented by the targets, to the extent that market forces will allow.

TABLE 2-LU 2.1

Countywide Growth Targets (2006 to 2031)

Existing Housing ¹	Housing Target ²	Housing Capacity ⁴
13,916	4,440	4,575
Existing Employment ³	Employment Target ²	Employment Capacity ⁴
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³-PSRC 2011 Covered Employment Estimates by Jurisdiction

⁴-Bunen Land Use Capacity Analysis, 2012

LETTER 2

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CITY OF BURIEN

BW 7:10 PM

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emergency change, the Land Use Map for area of the Lake Burien Neighborhood got changed to Moderate Density. Obviously someone forgot to check the text of the Comp Plan and allowed the Land Use Map change to happen.

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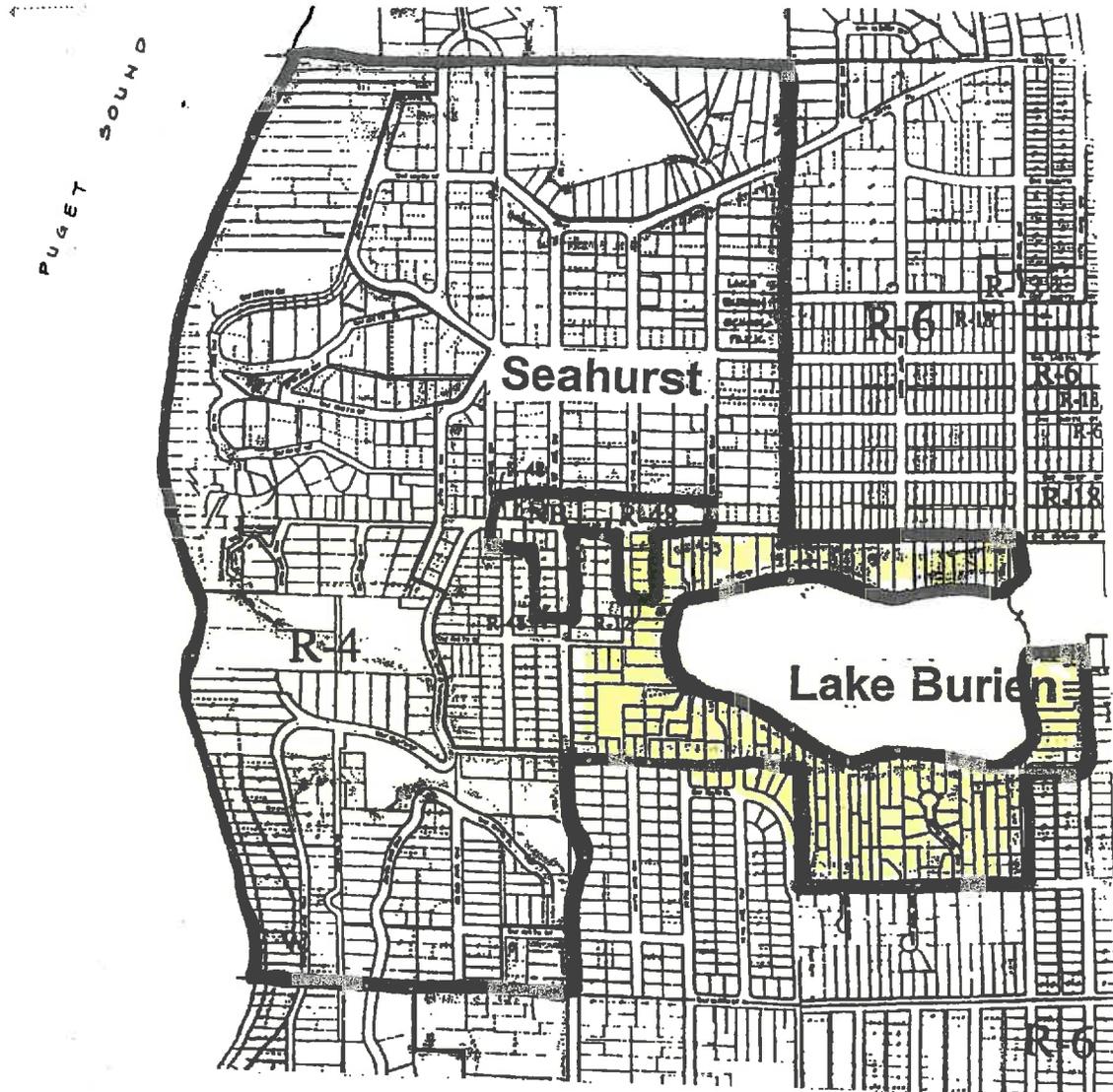
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Thank you.

Chestine Edgar
and members the Lake Burien Neighborhood

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SEAHURST ANALYSIS AREA

Potential new lots per existing zoning (at 7,200 or 9,600 square feet per lot)	413 (45% increase over existing number of lots)
Potential new lots per Comprehensive Plan (between 12,000-15,000 square feet per lot)	162 (18% increase over existing number of lots)
Base number of potential new lots per compromise "metering" system (at 7,200 or 9,600 square feet per lot)	162 (18% increase over existing number of lots)

LAKE BURIEN ANALYSIS AREA

Potential new lots per existing zoning (at 7,200 square feet per lot)	53 (66% increase over existing number of lots)
Potential new lots per Comprehensive Plan (12,000 square feet per lot)	2 (3% increase over existing number of lots)
Base number of potential new lots per compromise "metering" system (at 7,200 square feet per lot)	2 (3% increase over existing number of lots)

TAKEN FROM 1999 ADDENDUM TO COMP. PLAN FILE 3 DRAFT 3

Carol Allread

From: Public Council Inbox
Sent: Monday, March 17, 2014 2:15 PM
To: 'John Gray'
Subject: RE: Theater space for BAT

Dear Mr. Gray,

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 for the Record.

Sincerely,

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

-----Original Message-----

From: John Gray [<mailto:johnrgrayiii@earthlink.net>]
Sent: Thursday, March 13, 2014 7:24 PM
To: Public Council Inbox
Subject: Theater space for BAT

I am so glad that you have decided to rebuild the gym that was damaged in the December fire!

Burien Actors Theater, formerly Burien Little Theater is an important element in Burien's cultural side. There are very few live theater production groups in the area (outside of Seattle) and Burien is fortunate to have both them and The Highliners within our community.

Thank you!

John Gray

CFTR: 4/7/14

cc: Michael Lafreniere, Parks Director

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Adoption of Ordinance No. 600 Amending the 2013-14 Biennial Budget and Repealing Ordinance No. 588		Meeting Date: March 24, 2014
Department: Finance Department	Attachments: Draft Ordinance 600	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Kim Krause, Finance Director		
Telephone: (206) 439-3150		
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is to discuss and potentially adopt Ordinance No. 600 amending the 2013-14 Biennial Budget and repealing Ordinance No. 588.</p> <p>BACKGROUND (Include prior Council action & discussion): On November 18, 2013, staff presented Ordinance No. 588 as part of the mid-biennial review to amend the 2013-14 Biennial Budget.</p> <p>On December 2, 2013, Council continued discussion of the mid-biennium update and adopted Ordinance No. 588 amending the 2013-14 Biennial Budget. Staff recently learned that a prior draft of Ordinance No. 588 was inadvertently included in the December 2, 2013 packet. The prior draft did not include all of the changes that were presented on November 18, 2013. Staff is requesting Council adopt Ordinance No. 600, which corrects this inadvertent error and repeals Ordinance No. 588.</p>		
Administrative Recommendation: Place Ordinance No. 600 amending the 2013-14 Biennial Budget and repealing Ordinance No. 588 on the April 7, 2014 consent agenda for approval.		
Suggested Motion: Move to adopt Ordinance No. 600 amending the 2013-14 Biennial Budget and repealing Ordinance No. 588.		
Submitted by: Kim Krause, Finance Director Administration _____		City Manager _____
Today's Date: March 14, 2014		File Code: \\File\records\CC\Agenda Bill 2013\120213ad-1 Mid-biennial Budget Review and Update.docx

CITY OF BURIEN, WASHINGTON

ORDINANCE NO. 600

AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, REPEALING ORDINANCE 588 AND AMENDING THE 2013-2014 BIENNIAL BUDGET OF THE CITY OF BURIEN, WASHINGTON TO ADJUST REVENUES AND APPROPRIATE EXPENDITURES TO THE CITY FUNDS FOR 2013 AND 2014

WHEREAS, the City of Burien adopted the 2013-2014 Biennial Budget by Ordinance No. 568; and

WHEREAS, on May 20, 2013, the City of Burien adopted Ordinance No. 580 providing funding for litigation, mediation, and settlement negotiation services related to the Town Square development; and

WHEREAS, on May 20, 2013, the City of Burien adopted Ordinance No. 584 providing for the issuance and sale of a limited tax general obligation bond for the purpose of providing funds to acquire land; and

WHEREAS, on November 18, 2013, staff presented Ordinance No. 588, the required mid-biennium update to the 2013-14 Biennial Budget, to Council; and

WHEREAS, on December 2, 2013, Council continued discussion of the mid-biennium update and adopted Ordinance No. 588; and

WHEREAS, a prior draft of Ordinance No. 588 was inadvertently included in the December 2, 2013 packet and, therefore, was the version subsequently adopted; and

WHEREAS, this was an inadvertent error that needs to be corrected; and

WHEREAS, staff is requesting that Council adopt Ordinance No. 600, which reflects the changes that were presented to Council on November 18, 2013 and repeals Ordinance No. 588.

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

Section 1. Repealer. Ordinance No. 588 is hereby repealed in its entirety.

Section 2. 2013-2014 Biennial Budget, Amended. The 2013-2014 Adopted Budget for the City of Burien for the period January 1, 2013 through December 31, 2014 is hereby amended as shown in Exhibits A, B and C.

Section 3. Severability. Should any section, 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 4. Effective Date. This ordinance 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 _____, 2014, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS ____ DAY OF _____, 2014.

CITY OF BURIEN

Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:

Monica Lusk, City Clerk

Approved as to form:

Ann Marie Soto, Acting City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.: 600
Date of Publication:

Exhibit A

The following exhibit illustrates the revised revenue and expenditure totals for all funds and brings current the totals for each fund previously reported in Ordinance No. 568:

City of Burien				
2013-14 Revised Budget - All Funds				
Operating Funds - Resources	Beginning Fund Balance	Revenues	Transfers In	Total Resources
General	\$ 6,446,025	\$ 47,513,000	\$ 160,000	\$ 54,119,025
Street	423,366	4,287,000	-	4,710,366
Surface Water Management	664,347	5,912,000	-	6,576,347
Public Works Reserve	380,618	2,176,000	-	2,556,618
Equipment Reserve	519,117	-	515,000	1,034,117
Art in Public Places	33,491	200	-	33,691
Capital Projects Reserve	670,418	1,344,400	-	2,014,818
Transportation Benefit District	23,599	650,000	-	673,599
Debt Service	105,431	480,330	4,910,000	5,495,761
LID Reserve	165,000	-	-	165,000
Capital Project Funds - Resources	Beginning Fund Balance	Revenues	Transfers In	Total Resources
Parks and General Government Capital Projects	(16,659)	10,463,380	1,000,000	11,446,721
Transportation Capital Projects	3,030,685	9,532,061	893,655	13,456,401
Surface Water Management Capital Projects	580,052	5,624,825	2,203,515	8,408,392
Total Resources	\$ 13,025,490	\$ 87,983,196	\$ 9,682,170	\$110,690,856
Operating Funds - Uses	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
General	\$ 47,629,100	\$ 792,000	\$ 5,697,925	\$ 54,119,025
Street	3,302,505	885,000	522,861	4,710,366
Surface Water Management	4,352,240	2,095,000	129,107	6,576,347
Public Works Reserve	-	2,500,000	56,618	2,556,618
Equipment Reserve	400,000	-	634,117	1,034,117
Art in Public Places	33,491	-	200	33,691
Capital Projects Reserve	-	1,718,000	296,818	2,014,818
Transportation Benefit District	-	670,000	3,599	673,599
Debt Service	5,455,455	-	40,306	5,495,761
LID Reserve	-	-	165,000	165,000
Capital Project Funds - Uses	Expenditures	Transfers Out	Ending Fund Balance	Total Uses
Parks and General Government Capital Projects	11,048,100	328,515	70,106	11,446,721
Transportation Capital Projects	12,532,366	-	924,035	13,456,401
Surface Water Management Capital Projects	7,688,431	693,655	26,306	8,408,392
Total Uses	\$ 92,441,688	\$ 9,682,170	\$ 8,566,998	\$110,690,856

Exhibit B

The following illustrates the changes made in each fund, not the totals per fund.

City of Burien				
Changes to the 2013-2014 Budget -- All Funds				
Operating Funds - Resources	Changes to Beginning Fund Balance	Changes to Revenues	Changes to Transfers In	Changes to Total Resources
General	\$ 2,631,120	\$ 7,234,000	\$ 10,000	\$ 9,875,120
Street	304,304	192,000	-	496,304
Surface Water Management	411,054	320,000	-	731,054
Public Works Reserve	179,842	840,000	-	1,019,842
Equipment Reserve	105,134	-	15,000	120,134
Art in Public Places	(9,133)	-	(10,000)	(19,133)
Capital Projects Reserve	32,115	6,000	-	38,115
Transportation Benefit District	23,599	50,000	-	73,599
Debt Service	26,526	(17,620)	60,000	68,906
LID Reserve	-	-	-	-
Capital Project Funds - Resources	Changes to Beginning Fund Balance	Changes to Revenues	Changes to Transfers In	Changes to Total Resources
Parks and General Government Capital Projects	(129,660)	7,951,505	740,000	8,561,845
Transportation Capital Projects	1,557,928	9,369,061	643,655	11,570,644
Surface Water Management Capital Projects	(403,034)	5,309,825	860,480	5,767,271
Total Resources	\$ 4,729,795	\$ 31,254,771	\$ 2,319,135	\$ 38,303,701
Operating Funds - Uses	Changes to Expenditures	Changes to Transfers Out	Changes to Ending Fund Balance	Changes to Total Uses
General	\$ 6,927,810	\$ (50,000)	\$ 2,997,310	\$ 9,875,120
Street	6,825	135,000	354,479	496,304
Surface Water Management	(35,990)	795,000	(27,956)	731,054
Public Works Reserve	-	1,000,000	19,842	1,019,842
Equipment Reserve	-	-	120,134	120,134
Art In Public Places	18,491	-	(37,624)	(19,133)
Capital Projects Reserve	-	(150,000)	188,115	38,115
Transportation Benefit District	-	70,000	3,599	73,599
Debt Service	60,000	-	8,906	68,906
LID Reserve	-	-	-	-
Capital Project Funds - Uses	Changes to Expenditures	Changes to Transfers Out	Changes to Ending Fund Balance	Changes to Total Uses
Parks and General Government Capital Projects	8,424,479	75,480	61,886	8,561,845
Transportation Capital Projects	10,846,366	-	724,278	11,570,644
Surface Water Management Capital Projects	5,545,398	443,655	(221,782)	5,767,271
Total Uses	\$ 31,793,379	\$ 2,319,135	\$ 4,191,187	\$ 38,303,701

Exhibit C

Ordinance No. 588 amends the 2013-2014 Adopted Budget in the following funds:

GENERAL FUND 001

Beginning Fund Balance: An increase of \$2,631,120 was recognized when the books were closed for 2012.

Revenues: A net increase of \$7,234,000. This increase includes the \$3,600,000 limited tax general obligation bond authorized in Ordinance No. 584, adopted on May 20, 2013. Other adjustments include an increase of \$154,000 in Property Tax due to the increase in assessed valuation and an additional \$1,031,000 in Sales Tax that is primarily due to improved auto sales. Utility Taxes have been adjusted downward by \$123,000. This is due to lower than expected natural gas receipts caused by a mild winter and reduced natural gas rates. Gambling Excise Tax reflects a \$140,000 decrease due to the reduction in the card room tax rate to 8%, as adopted by the Council earlier in the year. There is a \$60,000 increase in franchise fees and a \$50,000 increase in permit revenues for right-of-way inspections. State Shared Revenues (City Assistance) has been reduced by \$107,000 as the City no longer qualifies based on the calculation formula. Liquor Tax and Profits reflects a decrease of \$47,000 as the State used these funds to balance its budget. Seattle City Light revenues and other Intergovernmental revenues were overestimated and reflect a reduction of \$161,000. Recreation revenues have been increased by \$131,000 to reflect the current year activity and new programming. Fines and Forfeitures reflect an \$80,000 increase that is the result of penalty and interest collected as part of the utility tax audit. Miscellaneous revenues includes the an increase for repayment of a temporary interfund loan to Fund 317 in the amount of \$2,700,000 and a \$6,000 increase for an insurance reimbursement for damage to the Skate Park sign.

Transfers In: A net increase of \$10,000. The transfer in from the Street and Surface Water Management Funds is increased by \$5,000 each to fund a part-time GIS intern.

Expenditures: A net increase of \$6,927,810. The bulk of the increase (\$3,600,000) is due to the inclusion of the mid-year appropriation to purchase property in the North East Redevelopment Area (NERA) and the allocation of funds for litigation, mediation and settlement negotiation services related to the Town Square Development. While Council approved an additional \$500,000 for Town Square, staff reduced this amount to \$245,000 in this amendment.

This amendment also includes an increase in employee salaries and benefits (\$167,010) that is a combination of many factors including an increase in the VEBA contribution for Councilmembers (\$16,795), an increase in the City Manager's compensation package (\$37,575), the addition of a GIS Intern that is funded with a transfer from the Street and Surface Water Management Funds (\$9,965), and the addition of intermittent staffing in Parks, Recreation and Cultural Services to provide additional programming and to staff the Highline School District Joint Venture after school program (\$68,845). Also included is the implementation of the salary survey (\$170,890) that is offset by a reduction of the 2% COLA placeholder to 1% (\$38,585), the elimination of all medical increases as a result of the AWC Trust becoming self-insured (\$73,340) and savings due to re-organizations (\$25,135). The cost of the 1% COLA for all General Fund staff is \$40,780.

Other expenditure adjustments include an increase of \$2,000 to establish an annual volunteer recognition program, emailing the quarterly newsletter for a savings of \$50,000, closure of City Hall North because it is no longer needed by the Sheriff's Department (\$15,000), additional funds (\$100,000) for voter registration due to a change by County in the timing of their billing, additional funds (\$95,000) for the utility tax audit (offset by revenue), a reduction in the SCORE jail costs (\$80,000), an increase in the animal control contract (\$45,000) as approved by Council, the addition of \$40,000 to replace and upgrade equipment in the audio/video room in Council Chambers to improve security and reliability, a decrease in the 2014 King County Sheriff's contract (\$176,000), an increase in a Deputy who was being shared with King County (\$24,000), an increase in the condo operating costs due to some large repairs (\$28,000), an increase of \$30,000 in professional services to hire King County Community Services for graffiti removal and trash pickup, professional services to assist with preparation of a new Environmental Impact Statement to support the Comprehensive Plan update (\$100,000), program operation costs for the enhanced after school programs and Highline Joint Venture (\$30,300), the downtown bike rack project (\$10,000), repair of the skate park sign (\$6,000) and a new van (\$26,500) for the youth program as the current one is unreliable.

GENERAL FUND 001 Expenditures continued

An additional increase of \$2,700,000 relates to the temporary interfund loan to the Parks and General Government Capital Projects Fund. The interfund loan is necessary to maintain a positive cash balance while waiting for grant reimbursement for the Seahurst Park – North Shoreline capital improvement project.

Transfers Out: A net reduction of \$50,000. Due to improved REET collections, the General Fund transfer to the Parks and General Government CIP Fund (\$110,000) was eliminated. This is offset by an increase (\$60,000) to the Debt Service Fund for the interest expense on the line of credit issued earlier in the year.

Ending Fund Balance: An increase of \$2,997,310 reflects the net changes of the adjustments noted above.

STREET FUND 101

Beginning Fund Balance: An increase of \$304,304 was recognized when the books were closed for 2012.

Revenues: A net increase of \$192,000. This increase reflects a reduction (\$60,000) in Solid Waste Utility Taxes due to reduced rates as a result of awarding the solid waste contract to CleanScapes effective June 2014. This decrease is offset by increased franchise fees that will be used to establish an annual overlay program (\$252,000).

Expenditures: A net increase of \$6,825. This amendment includes a net decrease of \$33,175 in salaries and benefits that is a combination of several factors including decreasing the budgeted 2% COLA to 1% (\$6,745) and the elimination of all medical increases as a result of the AWC Trust becoming self-insured (\$8,305) and reducing the salaries and benefits to reflect the current staffing (\$26,515). These decreases are offset by the implementation of the salary survey (\$8,390). The cost of the 1% COLA for these staff members is \$4,745.

Capital outlay includes \$40,000 for a chipper as city crews currently rent or borrow this piece of equipment from a neighboring city.

Transfers Out: A net increase of \$135,000. This increase includes reducing the transfer to the Debt Service Fund (\$70,000) as the Transportation Benefit District Fund can provide more support for the overlay bonds; increasing the transfer to the General Fund to pay for half of the GIS intern (\$5,000) and adding a transfer to the Transportation CIP Fund (\$200,000) as a result of the increased franchise fees due to the CleanScapes contract implementation in June 2014.

Ending Fund Balance: An increase of \$354,479 reflects the net changes of the adjustments noted above.

SURFACE WATER MANAGEMENT FUND 104

Beginning Fund Balance: An increase of \$411,054 was recognized when the books were closed for 2012.

Revenues: An increase of \$320,000 is the result of receiving funds from the King County Flood Control District for the purchase of the vactor truck (\$275,000) and the addition of a grant from the Department of Ecology (\$45,000).

Expenditures: A net decrease of \$35,990. This decrease is due to a combination of factors in salaries and benefits including a reduction of the budgeted 2% COLA to 1% (\$9,635), the elimination of all medical increases as a result of the AWC Trust becoming self-insured (\$18,030), and a reduction of the Civil Engineer III position to a Civil Engineer – Journey Level (\$27,025). These decreases are offset by the implementation of the salary survey (\$18,700). The cost of the 1% COLA for these staff members is \$8,145.

Transfers Out: An increase of \$795,000 includes \$5,000 to the General Fund to pay for half of the GIS Intern, \$15,000 to the Equipment Reserve Fund for the addition of the vactor truck and \$775,000 to the Surface Water Management CIP Fund.

Ending Fund Balance: A decrease of \$27,956 reflects the net changes of the adjustments noted above.

PUBLIC WORKS RESERVE FUND 106

Beginning Fund Balance: An increase of \$179,842 was recognized when the books were closed for 2012.

Revenues: An increase of \$840,000. Real Estate Excise Tax revenues reflect an improvement in home sales.

Transfers Out: An increase of \$1,000,000 to the Debt Service Fund.

Ending Fund Balance: An increase of \$19,842 reflects the net changes of the adjustments noted above.

EQUIPMENT RESERVE FUND 107

Beginning Fund Balance: An increase of \$105,134 was recognized when the books were closed for 2012.

Transfers In: An increase of \$15,000 from the Surface Water Management Fund for future replacement of the vactor truck.

Ending Fund Balance: An increase of \$120,134 reflects the net changes of the adjustments noted above.

ART IN PUBLIC PLACES FUND 113

Beginning Fund Balance: A decrease of \$9,133 was recognized when the books were closed for 2012.

Transfers In: A decrease of \$10,000 reflects the actual anticipated transfers for 2013 and 2014.

Expenditures: An increase of \$18,491 to implement the public art plan approved by Council earlier in the year.

Ending Fund Balance: A decrease of \$37,624 reflects the net changes of the adjustment noted above.

CAPITAL PROJECTS RESERVE FUND 115

Beginning Fund Balance: An increase of \$32,115 was recognized when the books were closed for 2012.

Revenue: An increase of \$6,000 if Council approves the property tax ordinance.

Transfers Out: A net decrease of \$150,000 is the result of reducing the transfer to the Debt Service Fund by \$1,000,000 due to the increased real estate excise tax collections and increasing the transfer to the Parks and General Government CIP Fund by an additional \$850,000 to cover the funds required by the Army Corps of Engineers for the Seahurst Park - North Shoreline project.

Ending Fund Balance: An increase of \$188,115 reflects the net changes of the adjustments noted above.

TRANSPORTATION BENEFIT DISTRICT FUND 118

Beginning Fund Balance: An increase of \$23,599 was recognized when the books were closed for 2012.

Revenue: An increase of \$50,000 reflects higher than anticipated car tab fee revenue.

Transfers Out: An increase of \$70,000 to the Debt Service Fund for the overlay project. This increase is offset by a reduction in the Street Fund transfers.

Ending Fund Balance: An increase of \$3,599 reflects the net changes of the adjustments noted above.

DEBT SERVICE FUND 201

Beginning Fund Balance: An increase of \$26,526 was recognized when the books were closed for 2012.

Revenues: A decrease of \$17,620 reflects the reduction in the subsidy from the federal government as a result of sequestration.

Transfers In: A net increase of \$60,000 reflects an increase in the transfer from the General Fund for the interest expense (\$60,000) on the line of credit issued earlier in the year, an increase in the transfer from the Public Works Reserve Fund (\$1,000,000), the corresponding decrease (\$1,000,000) in the transfers from the Capital Project Reserve Fund, an increase in the transfer from the Transportation Benefit District Fund (\$70,000) and the corresponding decrease in the Street Fund (\$70,000).

Expenditures: An increase of \$60,000 reflects the addition of interest expense for the line of credit used to buy property in the North East Redevelopment Area (NERA).

Ending Fund Balance: An increase of \$8,906 reflects the net changes of the adjustments noted above.

PARKS & GENERAL GOVERNMENT CAPITAL PROJECT FUND 317

Beginning Fund Balance: A decrease of \$129,660 was recognized when the books were closed for 2012.

Revenue: An increase of \$7,951,505 reflects a temporary interfund loan from the General Fund in the amount of \$2,700,000, the addition of \$15,000 in CDBG funding for the Community Center Roof Replacement project, \$24,000 in private funding for the construction of the Off-Leash Dog Park, \$90,000 from the newly approved King County Parks Levy, and additional funding from the Army Corps of Engineers and other grants for the Seahurst Park project (\$5,122,505).

Transfers In: A net increase of \$740,000. An additional \$850,000 from the Capital Projects Reserve Fund to cover the funds required by the Army Corps of Engineers for the Seahurst Park – North Shoreline project and the elimination of the transfer from the General Fund (\$110,000).

Expenditures: An increase of \$8,424,479. This increase includes \$2,700,000 for repayment of the temporary interfund loan from the General Fund, an additional \$70,000 to the Burien Community Center Roof Replacement Project, the addition of \$39,000 for construction of the Off-Leash Dog Park (pending receipt of private funds to match the City's share), an additional \$125,100 for Parks Facilities Restoration, and an additional \$5,490,379 for the Seahurst Park – North Shoreline Project (carried forward from previous years).

Transfers Out: A net increase of \$75,480 reflects the transfer of an additional \$85,480 to the Surface Water Management CIP Fund for the NERA Trail project and the elimination of the transfer (\$10,000) to the Art in Public Places Fund to reflect the actual anticipated transfers.

Ending Fund Balance: An increase of \$61,886 reflects the net changes of the adjustments noted above.

TRANSPORTATION CAPITAL PROJECT FUND 318

Beginning Fund Balance: An increase of \$1,557,928 was recognized when the books were closed for 2012.

Revenue: An increase of \$9,369,061. This increase is attributed to an increase of \$2,616,490 in grant and utility funds for the 1st Avenue South Phase II project (carried forward from 2012), the addition of \$300,000 for a WSDOT grant for the Citywide Traffic Intersections/Corridor Improvement project (carried forward from 2012), the addition of \$40,376 in King County funds for the Lake to Sound Trail project, an FAA grant for \$4,000,000 and a Port of Seattle contribution of \$500,000 for the NERA Infrastructure Improvements – Pilot Program project, the addition of a federal grant (\$1,630,195) and state appropriation (\$250,000) for the NERA SR 518/Des Moines Memorial Drive Interchange project (carried forward from 2012), and the addition of \$195,000 in CDBG funds for

TRANSPORTATION CAPITAL PROJECT FUND 318 continued

the South 132nd Street Pedestrian and Bicycle Trail project. These increases are offset by the elimination of the WSDOT grant (\$163,000) for the South 132nd Street Pedestrian and Bicycle Trail as it was not awarded.

Transfers In: An increase of \$643,655 reflects the addition of \$200,000 from the Street Fund for overlay and an additional \$443,655 from the Surface Water Management CIP Fund to fund the surface water portion of transportation projects.

Expenditures: An increase of \$10,846,366. Included in this adjustment is additional funding to finalize 1st Avenue South Phase I (\$80,000 – carried forward from 2012), additional funding for 1st Avenue South Phase II (\$2,770,438 – carried forward from 2012), the addition of the 4th and 6th Avenue SW/ SW 148th Street Intersection project (\$204,000), the addition of \$298,937 for the Citywide Traffic Intersections/Corridor Improvement project (carried forward from 2012), the addition of \$3,655 to close out the Hazel Valley Elementary School Safe Sidewalk project, additional \$37,091 in the Lake to Sound Trail project, the addition of the NERA Infrastructure Improvements – Pilot Program project (\$5,000,000), an additional \$1,930,195 for the NERA SR 518/Des Moines Memorial Drive Interchange project (carried forward from 2012), the additional of a Signal Controller/Interconnect Upgrade program (\$50,000), an increase in the South 132nd Street Pedestrian and Bicycle Trail project (\$24,000), and an additional \$390,000 for the 2014 Street Overlay project, and the addition of \$58,050 for the Sylvester Road Bridge project (carried forward from 2012).

Ending Fund Balance: An increase of \$724,278 reflects the net changes of the adjustments noted above.

SURFACE WATER MANAGEMENT CAPITAL PROJECT FUND 319

Beginning Fund Balance: The Beginning Fund Balance was \$403,034 lower than projected during the 2013-14 budget process.

Revenues: An increase of \$5,309,825. This includes \$4,255,305 in grant funds carried forward from 2012 and an additional \$1,200,000 from the Port of Seattle for the NERA Drainage Improvement project, and the addition of Department of Ecology grants for the Hermes/Mayfair Study (\$5,000) and the Residential Drainage Improvement Program (\$120,000). These increases are offset by a reduction in funding from the King County Flood Control District for the Hermes/Mayfair Study (\$250,000) as this funding was used to purchase the vector truck and a reduction in the King County Parks Levy funds as those will be included in Transfers In (\$20,480).

Transfers In: An increase of \$860,480 reflects additional funding from the Surface Water Management Fund (\$775,000) and the Parks and General Government CIP Fund for the Parks Trail is included in the NERA Drainage Improvement project (\$85,480).

Expenditures: An increase of \$5,545,398. Of this increase, \$5,420,398 is attributed to the addition of the NERA Drainage Improvement Project (\$4,255,305 is carried forward from 2012), additional funding for the Hermes/Mayfair study (\$5,000) and additional funding for the Residential Drainage Improvement Program (\$120,000).

Transfers Out: An increase of \$443,655 to the Transportation Capital Project Fund to fund the surface water portion of those projects.

Ending Fund Balance: A reduction of \$221,782 reflects the net changes of the adjustments noted above.

City of Burien

COMMUNICATIONS PLAN



This Communications Plan is a blueprint for the Communications Office to communicate with the public and City employees about relevant and useful City government activities, programs and services. The plan details how we are communicating with the public (outside of paid legal notices), lists the different communications vehicles used, and advises City employees on how to use the Communications Office to disseminate information to the public.

1. COMMUNICATIONS PLAN GOALS

The goals for the Communications Plan are as follows:

- To build understanding and knowledge of City government among Burien residents and businesses.
- To inform Burien residents and businesses about City of Burien services, programs, and activities, and how they are affected by a particular service, program or activity.
- To inform the public about City services and opportunities, and encourage participation through information about City services, events, and issues.
- To educate staff about the ways to disperse information to the community.

Target Audiences

The Communications Plan targets the following groups and organizations:

Residents/Businesses of Burien – The City's primary audience for information are the residents and business owners who rely on the City's services, events and programs.

Media – Information about City projects, programs and activities is distributed to mainstream area media to enhance the City's image throughout the region. Mainstream media include a Seattle daily newspaper, Seattle television and radio stations, a local community newspaper and community blogs.

City Employees – Information about City issues, programs and services is distributed to City employees, many of whom communicate with citizens on a regular basis.

2. EXTERNAL COMMUNICATIONS

The Communications Office distributes information to the public primarily through mailed and electronic newsletters, special mailings, news releases to the media, the City's website, government television channel, low-watt radio station, signs, posters, an electronic readerboard, and social networking sites. The City communication vehicles are listed as follows:

A. CITY HALL

Quarterly Newsletter - "Burien City News" is a full-color newsletter that is printed and mailed quarterly to residents who have signed up to receive it. It is also available in news racks that are being placed in business areas throughout the community. The newsletter is sent electronically to people on an email list, and appears on the City website. The newsletter reports news of importance related to the City, notices of upcoming events, available services, City Hall directory and legislation passed by the City Council.

Electronic Newsletter – "Burien City Report" e-newsletter with general City information is emailed monthly to residents who have registered to receive it electronically.

Press Releases – Releases are sent to local and regional media. Coverage of City of Burien affairs is primarily through the Westside Weekly (Highline Times), the B-Town Blog, Burien Daily blog, and in some cases, through newspapers with regional distribution.

Advertisements – Paid display ads are circulated in the local newspaper. (Paid advertisements must be approved by the appropriate Department Director).

Special Mailings – Flyers or postcards are sent to all or targeted households and businesses emphasizing important public events such as a community meeting or to publicize a new program or event. Mailings can be to a specific geographic area using Geographical Information Systems mapping.

Brochures – Special publications containing long-standing information about City programs and services. Brochures are placed in display racks at City Hall, the Community Center, and other outlets, or sent out by request.

City Website – The website (www.burienwa.gov) includes comprehensive information about the City and is available to anyone with access to a computer. The website provides easy access to City news items, agendas, minutes, legislation, services, programs, and calendars.

Social Networking – Facebook, Twitter, YouTube, and Flickr social media websites are used to establish contact with groups of people and individuals to disperse information about City programs and events. Automated electronic messaging from the City is available to people who have access to the Internet and who sign up for the service(s).

Electronic Readerboard – The digital sign on SW 148th St. next to Community Center is used primarily for parks-related information, but can be used for general City events. It serves as an important tool for emergency communications.

Cable TV – Channel 21 provides mostly non-immediate information about the City, with special programming about City services and events. It also broadcasts live and recorded City Council and Planning Commission meetings (also available on the City website). Channel 21 is an important tool for emergency communications.

Radio Station – The City-owned radio station Radio Free Burien AM-540 is heard primarily in Burien and provides standing information on City programs, services, and events. The radio station also serves as a key communications vehicle in major emergencies.

B. PARKS DEPARTMENT PUBLICATIONS

Quarterly Parks and Recreation Brochure – The publication contains information about the season's events and programs, mailed to about 2,000 households in the City and is available online in interactive digital format. The brochure includes comprehensive information about Parks and Recreation Department programs, services, events and classes.

Electronic Newsletter – An e-newsletter with Parks information is emailed monthly to people who are on an email list.

Monthly Senior Program Newsletter – This printed publication focuses primarily on information about Parks and Recreation Senior Program services, events and classes. It is mailed to seniors on a mailing list and also is available at the Community Center.

Quarterly Moshier Art Center Newsletter – This printed newsletter focuses on information about the pottery program at Moshier Art Center. It is mailed to people on a mailing list and also is available at the Art Center.

3. OTHER COMMUNICATIONS VEHICLES

- City presence and tables at community events and festivals such as the Wild Strawberry Festival and Burien Wellness Fair with appropriate displays and materials.
- City displays with posters, publications, and citizen comment forms in City facilities, library, and appropriate stores, and kiosks to make information and commenting readily accessible.
- Presentations to civic groups, neighborhood associations, and other community groups.
- Community surveys on programs and projects.
- Cross-street banners publicizing City events.
- Billboards – space can be purchased on billboards located throughout the City.

4. **COMMUNICATION WITH NON-ENGLISH SPEAKING RESIDENTS**

The Communications Office distributes information to non-English speaking residents to involve ethnic groups in community events and City programs. The greatest emphasis is on Spanish because of the large Spanish-speaking population in Burien.

- Spanish-language newsletter about City programs, services and events is distributed to stores, restaurants, and other establishments in Burien that serve Spanish-speaking residents. (Twice yearly, fall and spring.)
- Announcements are regularly broadcast in Spanish on the City radio station and on the City's telephone recording system.
- Translated news releases and announcements are sent to Spanish-language and other ethnic print and broadcast media.
- The City provides interpreters for public meetings for Spanish-language and other non-English-speaking community members as needed.
- Communications can also be translated into other languages as determined necessary.

5. **INTERNAL (STAFF) COMMUNICATIONS**

Information of special interest to all City of Burien employees is distributed regularly through a variety of methods.

- Information is placed on the internal website "B-hive".
- Information is presented at all-staff meetings and department meetings.
- General City information is available in quarterly newsletter and e-newsletters.
- Posters and signs are posted at City Hall and other City workplaces.

6. **PROCESS FOR GETTING INFORMATION PUBLISHED/BROADCAST**

The following is information on how employees can get information out about a program or event. All information that goes out to the public should be approved by the appropriate Department Director or designee.

- **Burien City News (printed/emailed quarterly newsletter):** Submit information to Public Information Officer who will prepare article for publication in the newsletter.
- **Burien City Report (electronic monthly newsletter):** Submit information to Public Information Officer who will include information in the electronic newsletter.
- **Website/Social Media:** Submit information to Public Information Officer or City Manager Executive Assistant who will place item on City website, and if appropriate, social media sites.
- **News Release:** Submit information and request for news release to Public Information Officer; follow instructions in news release template in <R:/CM/Communications Office/News Release/News Release Template>. Approval from City Manager, Department Director or designee required for news releases.
- **TV station:** Contact Public Information Officer who will make arrangements with Channel 21 to broadcast the information.
- **Radio station:** Contact Public Information Officer who will have the information recorded and broadcast on Radio Free Burien 540 AM.
- **Special Mailings, Billboards, Banners, Electronic Billboard:** Contact Public Information Officer.

Updated March 18, 2014

City of Burien Social Media Policy DRAFT



Purpose

The City of Burien uses social media tools to reach a broader audience and to address the fast-changing landscape of the Internet and the way residents communicate and obtain information online.

The City of Burien has an interest and expectation in deciding what is “spoken” on behalf of the City on social media sites. Therefore, the City is establishing guidelines for the use of social media.

General

1. All City social media sites will be subject to approval by the director of the department hosting the site and the city manager.
2. The City of Burien's websites (burienwa.gov and burienparks.net) will remain the City's primary and predominant Internet presences.
 - a. The City of Burien's uses of social media tools fall into two categories:
 - i. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - ii. As marketing/promotional vehicles which increase the City's ability to broadcast its messages to the widest possible audience.
 - b. Whenever possible, content posted to City of Burien's social media sites will also be available on the home page of the City's main website.
 - c. Whenever possible, content posted to City of Burien's social media sites will provide links directing users to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City.
3. Department staff will be responsible for the content and upkeep of any social media sites their department creates.
4. Whenever possible, all City of Burien social media sites shall comply with appropriate City of Burien policies, codes and standards.
5. City of Burien social media sites are subject to State of Washington public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The City Clerk and department maintaining the site are responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
6. Washington state law and relevant City of Burien records retention schedules apply to social media formats and social media content. The department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible.
7. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City of Burien social media site articles and comments containing any of the following forms of content shall not be allowed:
 - a. Comments not topically related to the particular social medium article being commented upon.
 - b. Comments in support of or opposition to political campaigns or ballot measures.
 - c. Profane language or content.

- d. Content that promotes, fosters, or perpetuates discrimination on the basis of any individual's sex, race, color, creed, religion, national origin, pregnancy, age, marital status, honorably discharged veteran or military status, sexual orientation, genetic information, disability, or any other basis prohibited by local, State or Federal law.
- e. Sexual content or links to sexual content.
- f. Solicitations of commerce or promotion of a private business.
- g. Conduct or encouragement of illegal activity.
- h. Information that may tend to compromise the safety or security of the public or public systems.
- i. Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Act.
- j. Anonymous posts.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

- 8. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
- 9. The City will approach the use of social media tools as consistently as possible, enterprise-wide.
- 10. All new social media tools proposed for City use will be approved by the department director and City Manager.
- 11. Administration of City of Burien social media sites.
 - a. The Public Information Officer will maintain a list of all City of Burien social media sites.
 - b. The Public Information Officer will be responsible for maintaining the main social media sites (Facebook, Twitter, YouTube, Flickr) for general City information. Social media sites specific to any one department (Parks, Community Development, etc.) shall be maintained by that department, following rules and guidelines in the Social Media Policy.
- 12. Councilmembers' individual City-related social media sites (Facebook, Twitter) should be linked to the council member's City email address for proper archiving. Councilmembers' sites should follow rules and guidelines in the Social Media Policy.

Social Media Tools

The following social media tools have been approved for use by the City of Burien:

- Twitter --
- Facebook
- YouTube
- Flickr

Blogs

Blogs are online journals that feature informal, first-person narratives. Blogs related to City business that are written by City employees and sponsored by the City must first be approved by the director of the department sponsoring the blog, and by the City Manager. City blogs shall adhere to City of Burien Social Media Policy concerning content and procedures. The City reserves the right to restrict or remove any content that is deemed in violation of the policy. City blogs are public forums to which state laws concerning records retention, public disclosure, open meetings and use of government resources apply.

- For information or questions about this policy, contact the Public Information Officer in the City Manager's Department.

References: City of Seattle Social Media Policy, City of Bothell Social Media Policy, Guidelines and Best Practices for Social Media Use in Washington State (Office of the Governor)

(Updated 3/19/14)

Draft: 031914

Draft Board/Commission Selection Criteria

1. Volunteer or other direct engagement in Burien that demonstrates knowledge of Burien
2. Understanding/experience relevant to the Commission/Board of service (e.g., in the case of the Planning Commission - knowledge of the Burien Comprehensive Plan and the role it plays in Burien's future)
3. Ability to think objectively and listen to and respect points of view different than one's own
4. Ability to clearly express ideas and concepts
5. Not employed in Burien City government
6. Availability to review materials to prepare for meetings and to attend scheduled meetings
7. Residency in Burien for at least 5 years
8. Representative diversity in geography and philosophy on the Board/Commission

Considerations for Re-Appointment

1. Regularity of attendance
2. Understanding of committee or commission function
3. Effectiveness in expressing ideas and engaging with other Board/Commission members
4. Demonstrated contribution during past term of office on issues, programs, policies, etc., of the Board/Commission
5. Number of terms served (Note Burien term limits)



Burien

Washington, USA

City of Burien – City Hall
400 SW 152nd St., Suite 300, Burien, WA 98166
Phone: (206) 241-4647 • FAX (206) 248-5539
www.burienwa.gov

Memorandum

TO: Mayor Lucy Krakowiak and Councilmembers
Interim City Manager Craig Knutson

FROM: Nhan Nguyen, Management Analyst

DATE: March 19, 2014

SUBJECT: Possible 2014 Retreat Facilitators

Per the City Council's request, attached is information about five facilitators who submitted proposals to be the facilitator for the January 11 Council retreat, and one facilitator, Jim Reid, who was out of the country on January 11 but indicated that he would like to work with the City of Burien in the future. The six facilitators are as follows:

1. Philip Orlandi has over 20 years working with private companies, but none with local government.
2. Neil Aaland has over 32 years of experience as a facilitator and mediator on land-use related issues and others, but none as a council retreat facilitator.
3. Cary Bozeman was hired to facilitate the Council retreat on January 11. Mr. Bozeman has a long career in public service, serving as Mayor and Councilmember for the cities of Bellevue and Bremerton.
4. Ronald Holifield is with SGR, the firm that conducted our recent City Manager search. He facilitated the City of Bainbridge Island's Council-Manager retreat.
5. Andrew Ballard has facilitated over 300 city council retreats, including Kent, SeaTac, Redmond, Lynnwood, Sound Cities Association, and others. He has over 30 years of experience in facilitation.
6. Jim Reid has more than 60 clients, including local, state and federal agencies, non-profit organizations, and others. He was recommended to our City Clerk by the cities of Covington, Normandy Park and Maple Valley.

Company	Marketing Solutions	Strategic Government Resources (SGR)	The Falconer Group	Threshold Crossings	Aaland Planning Services	The Bozeman Group
Personnel conducting retreat	Andrew Ballard	Ronald Holifield & Michael Mowery, Ph.D.	Jim Reid	Philip Orlandi	Neil L. Aaland, AICP	Cary Bozeman
Experience	30 years of experience, facilitated nearly 500 planning retreats and working sessions.	Over 10 years as City Manager in Texas; owner of a government consulting firm for 20 years prior to operating SGR for 13 years until present.	More than 60 clients, including local, state, and federal agencies, and non-profit organizations and associations. Trained over 600 leaders in negotiation, facilitation, leadership, communications, and managing change.	Over 20 years facilitating sessions for large companies.	Over 32 years as facilitator, land use hearing examiner and mediator.	Long career of public, private and non profit service includes: Bellevue Councilmember for 17 years (3 terms as Mayor) & Mayor of Bremerton for 7 years, CEO of Port of Bremerton and President/CEO of the Boys and Girls Club of King County.
Clients	Facilitated Council retreats for Cities of Kent, Seatac, Redmond, Lynnwood; SCA, Snohomish County and others.	Ron conducted council retreats for Bainbridge Island, WA and over 350 local governments in 41 states. SGR trains 1,000 public employees monthly.	Advised elected officials, senior appointed officials, and staff people of federal, state, tribal, and local agencies, and of governments big and small and urban and rural.	Disney Animation, Tata Global Beverages, Chicago Family Health Center, and others.	WA Dept. of Ecology, Jefferson County, WA Association of Counties, and others.	Facilitated Council retreats for Cities of Longview, Bremerton, Port Townsend, and recently Burien.

**CITY OF BURIEN
COUNCIL PROPOSED AGENDA SCHEDULE
2014**

March 31, 7:00 pm Council Special Meeting

Planning Commission Interviews.
(City Manager)

April 7, 7 pm Regular Council Meeting

Consent Agenda

Motion to Adopt Ordinance No. 600, Amending the 2013-14 Biennial Budget.
(Finance)

Motion to Adopt Ordinance No. 601, Amending the 2013-2014 Biennial Budget.
(Parks – Council direction on 3/17)

Motion to Approve Submittal of the 2015 Community Development Block Grant (CDBG) Project Application for the Moshier Park Pedestrian Safety Improvement Project.
(Finance – Council direction on 3/17)

Business Agenda

Presentation of the 2013 Annual Report by the Small Business Development Center (SBDC).
(City Manager)

Presentation on City-Sponsored, School-Based ArtsCorps Programs.
(Parks)

Motion to Approve Appointments to the Planning Commission.
(City Manager)

Introduction and Discussion of 2014 Comprehensive Plan Docket.
(Community Development)

Discussion on Hiring Interns to Assist with Community Engagement and Economic Development, and Discussion on and Possible Motion to Adopt Ordinance No. 602, Amending the 2013-2014 Biennial Budget.
(City Manager/Finance)

Continued Discussion on the Economic Development Strategic Plan.
(City Manager – Rescheduled from 3/17)

Review of Council Proposed Agenda Schedule.
(City Manager)

City Manager's Report.
(City Manager)

April 21, 7 pm Regular Council Meeting

7:05 – 7:35 pm, Reception Honoring Citizens of the Year and Outgoing Advisory Board Members

Presentation of the 2013 Annual Report by Discover Burien.
(City Manager – Rescheduled from 3/17)

Motion to Adopt Ordinance No. 602, Approving the Hiring of Interns to Assist with Community Engagement and Economic Development.
(City Manager)

Discussion on and Possible Motion to Adopt Resolution No. xxx, Establishing a Date and Time for a Public Hearing to Consider a NERA Street Vacation.
(Public Works – Rescheduled from 4/7)

Discussion and Possible Adoption of 2014 Comprehensive Plan Docket.
(Community Development)

Update and Recommendation on School-Based Afterschool Programs.
(Parks)

Review of Council Proposed Agenda Schedule.
(City Manager)

City Manager's Report.
(City Manager)

April 28, 7 pm Council Study Session

Discussion on Economic Development Forum.

(City Manager)

Presentation on Public Works Maintenance Facility.

(Public Works – Rescheduled from 2/24)

Review of Council Proposed Agenda Schedule.

(City Manager)

May 5, 7 pm Regular Council Meeting

Public Hearing and Discussion on NERA Subdivision/Street Vacation.

(Public Works – Rescheduled from 4/21)

Presentation by Recology CleanScapes on its Transition Status.

(Public Works)

Presentation on School District Facilities Challenges and Potential Bond by Highline Public Schools.

(City Manager)

Review of Council Proposed Agenda Schedule.

(City Manager)

May 19, 7 pm Regular Council Meeting

Motion to Adopt Ordinance No. xxx, Approving the NERA Subdivision/Street Vacation.

(Public Works – Rescheduled from 5/5)

Motion to Adopt the King County Hazard Mitigation Plan.

(City Manager)

Review of Council Proposed Agenda Schedule.

(City Manager)

City Manager's Report.

(City Manager)

May 26, 7 pm Council Study Session CANCELED (Memorial Day Holiday)

SUMMER SCHEDULE (June –August)

June 2, 7 pm Regular Council Meeting

Discussion on Approval of the 2015-2017 Interlocal Cooperation Agreement Regarding the Community Development Block Grant (CDBG) Program.

(Finance)

June 16, 7 pm Regular Council Meeting

Review of Council Proposed Agenda Schedule.

(City Manager)

City Manager's Report.

(City Manager)

July 7, 7 pm Regular Council Meeting

Review of Council Proposed Agenda Schedule.

(City Manager)

City Manager's Report.

(City Manager)

July 21, 7 pm Regular Council Meeting

Review of Council Proposed Agenda Schedule.

(City Manager)

City Manager's Report.

(City Manager)

August 3, 7 pm Regular Council Meeting

Review of Council Proposed Agenda Schedule.

(City Manager)

City Manager's Report.

(City Manager)

August 18, 7 pm Regular Council Meeting

Review of Council Proposed Agenda Schedule.

(City Manager)

City Manager's Report.

(City Manager)

FUTURE AGENDA ITEMS

1. Discussion on Traffic Calming (3/3/14 Council meeting)
2. Discussion of Council Term Limits (3/17/14 Council Meeting)
3. Discussion of the City Council Meeting Guidelines (3/17/14 Council Meeting)