



## CITY COUNCIL REGULAR MEETING AGENDA

**April 21, 2014**

**6:30 p.m. - Special Meeting for the purpose of holding an Executive Session to discuss real estate per RCW 42.30.110(1)(b)**

**7:00 p.m. – Regular Meeting**

**7:05 p.m. – 7:35 pm – Reception Honoring Citizens of the Year and Outgoing Advisory Board Members**

PAGE NO.

- |   |   |     |
|---|---|-----|
| <b>1. CALL TO ORDER</b>   |   |     |
| <b>2. PLEDGE OF ALLEGIANCE</b>  |   |     |
| <b>3. ROLL CALL</b>   |   |     |
| <b>4. CITIZENS OF THE YEAR AWARDS AND OUTGOING ADVISORY BOARD MEMBERS</b> | Presentation of the Citizens of the Year Awards and Recognition of Outgoing Advisory Board Members.   |     |
| <b>5. RECESS FOR RECEPTION</b>  | (Approximately 7:05 p.m.)   |     |
| <b>6. AGENDA CONFIRMATION</b>   |   |     |
| <b>7. PUBLIC COMMENT</b>  | Individuals will please limit their comments to two minutes on general issues not on the agenda. Concerns will be referred to staff for a response as appropriate and will be included in the next City Manager’s Report. The Council will take comments for a maximum of 20 minutes. |     |
| <b>8. CORRESPONDENCE FOR THE RECORD</b>                                   |   |     |
|   | a. Email Dated April 1, 2014, from Alice Braverman Regarding Please join Navos and be Part of the Solution.   | 3.  |
|   | b. Letter Dated April 2, 2014, from Craig Kenworthy, Executive Director, Puget Sound Clean Air Agency, Regarding Reduction of Greenhouse Gas Emissions.   | 5.  |
|   | c. Letter Dated April 2, 2014, from John Rosenow, Chief Executive, Arbor Day Foundation, Regarding Recognition as a 2013 Tree City USA.   | 7.  |
|   | d. Email Dated April 9, 2014, from Ray Brimhall Regarding Annexation.   | 9.  |
|   | e. Email Dated April 9, 2014, from Joy Brimhall Regarding Annexation.   | 11. |

**COUNCILMEMBERS**

Lucy Krakowiak, Mayor	Bob Edgar, Deputy Mayor	Stephen Armstrong	
Lauren Berkowitz	Gerald F. Robison	Nancy Tosta	Debi Wagner

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

# CITY COUNCIL REGULAR MEETING AGENDA

April 21, 2014

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|---|---|---------------------------------|
| <b>8. CORRESPONDENCE<br/>FOR THE RECORD<br/>(cont.)</b> | f. Email Dated April 13, 2014, from Sara Hagenah, University of Washington STARS Research Assistant, Regarding Cascade MS Seattle Super STARS film event this Tuesday, April 15.  | 13.                             |
| <b>9. CONSENT AGENDA</b>                                | a. Approval of Check Register: Numbers 37322-37464, in the Amounts of \$376,101.57 for Payment on April 21, 2014, and Payroll Salaries and Benefits Numbers 6099-6115 for Direct Deposits and Wire Transfers in the Amount of \$345,093.29 for March 16 – March 31, 2014, Paid on April 4, 2014.<br>b. Approval of Minutes: Regular Meeting, April 7, 2014.<br>c. Motion to Adopt Ordinance No. 602, Amending the 2013-2014 Biennial Budget to Appropriate Additional Expenditures for 2014.  | 15.<br>37.<br>41.               |
| <b>10. BUSINESS AGENDA</b>                              | a. Presentation of the 2013 Annual Report by Discover Burien.<br>b. Discussion on Submitted Financing Plan and Proposed Amendment #9 to the Burien Town Square Disposition & Development Agreement (DDA) with Legacy/RD Merrill.<br>c. Discussion and Possible Approval of the Interim Economic Development Strategic Plan.<br>d. Discussion on and Selection of a Facilitator for the Council and Staff Retreat on May 17, 2014.<br>e. Review of Council Proposed Agenda Schedule.<br>f. City Manager's Report.<br>(includes proclamation on Toxic Awareness Week) | 45.<br>61.<br>73.<br>77.<br>81. |
| <b>11. COUNCIL BUSINESS</b>                             |   |                                 |
| <b>12. ADJOURNMENT</b>                                  |   |                                 |

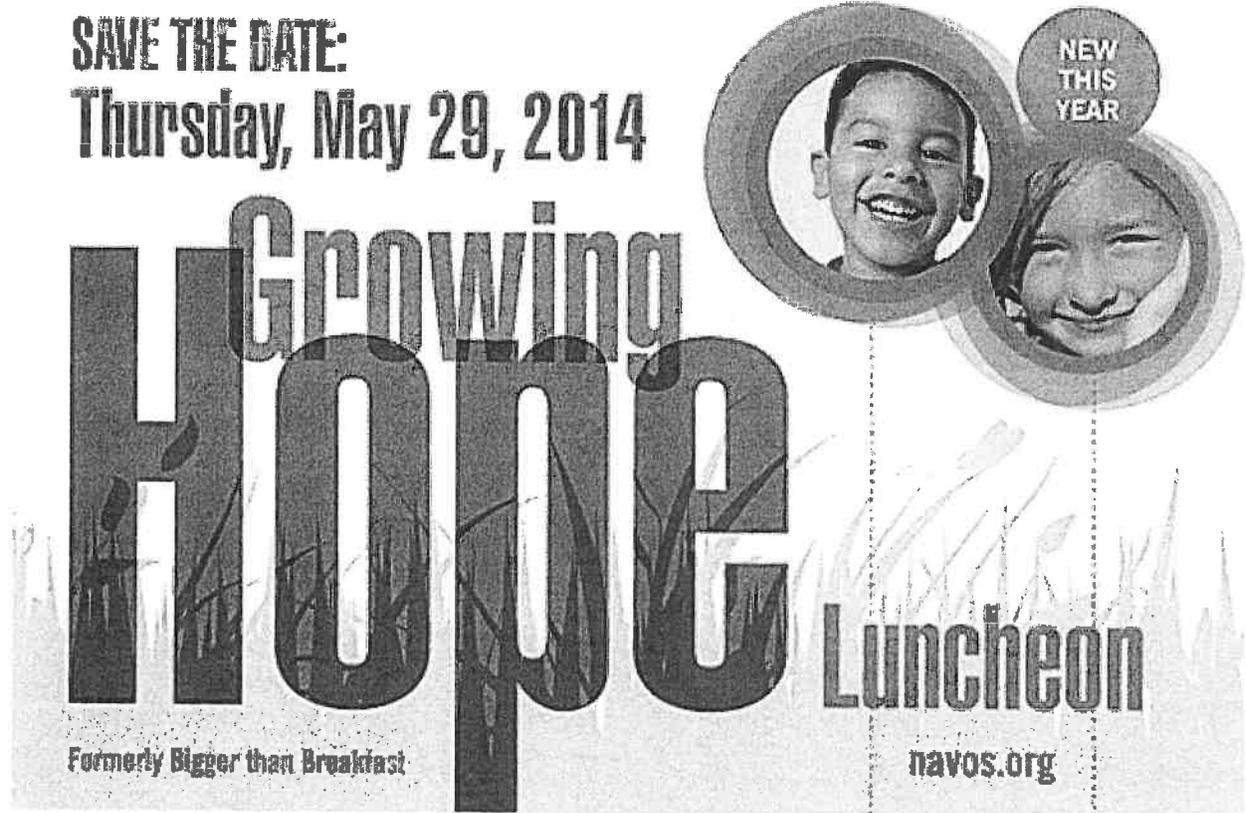
**Carol Allread**

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**From:** Alice Braverman [Alice.Braverman@navos.org]  
**Sent:** Tuesday, April 01, 2014 12:18 PM  
**To:** Public Council Inbox  
**Subject:** FW: Please join Navos and be a Part of the Solution

Everyone deserves access to the healthcare they need and the opportunity to recover from their experiences of trauma and mental illness. Your support helps us continue to build and expand essential programs and services that adults, adolescents, families and children need in the future.

Please join me and Navos on May 29 and be a Part of the Solution.



**Location:**

Sheraton Hotel, 1400 Sixth Ave, Seattle ([directions](#))

**Reception:** 11am–12pm **Program:** 12–1pm

**RSVP/Information:**

Visit [growinghopeluncheon.org](http://growinghopeluncheon.org)

CFTR: 4/21/14



April 2, 2014

Dear Mayor Krakowiak:

**Clean and Healthy Air for everyone in our region, all the time. Defend our future by reducing greenhouse gas emissions.**

Clean healthy air for  
everyone, everywhere,  
all the time.

This is the vision our Board (comprised of elected officials from King, Kitsap, Pierce and Snohomish counties) recently adopted in our new Strategic Plan (enclosed). The Plan calls for us to:

**Board of Directors**

Bremerton  
Patty Lent, Mayor

Everett  
Ray Stephanson, Mayor  
Paul Roberts, Board Chair

King County  
Dow Constantine, Executive

Kitsap County  
Charlotte Garrido, Commissioner

Pierce County  
Pat McCarthy, Executive

Public-at-Large  
Stella Chao

Seattle  
Ed Murray, Mayor

Snohomish County  
Dave Somers, Councilmember

Tacoma  
Ryan Mello, Councilmember

Executive Director  
Craig T. Kenworthy

Phone  
206.343.8800  
800.552.3565

Fax  
206.343.7522

Mail  
1904 Third Avenue, Suite 105  
Seattle, WA 98101-3317

- **Make sure our region meets federal air quality standards.** This creates a competitive advantage over other metropolitan areas by minimizing barriers to attracting new businesses. Our region is at risk for violating new lower ozone standards and the highest pollution levels are in King County. Being in violation means higher costs for major employers like the aerospace industry. Reducing transportation emissions is a major part of our new plan (they are the #1 source of ozone pollution).
- **Protect our most vulnerable from the most toxic pollutants.** Pregnant women, children, our seniors and those with heart and lung conditions suffer the most from air pollution. Exposure to air pollution can cause a lifetime of ailments like decreased lung function and smaller birth weight and head size; we can't afford to allow this to happen to future generations.
- **Invest in new technologies to define air quality on a finer scale.** We'll move beyond our fixed air quality monitor network and expand efforts to give people a better understanding of the air quality closer to them.
- **Leave no one behind.** Low income communities and people of color often live in areas where pollution exposure levels are higher than surrounding communities. We'll work to raise awareness and reduce inequities.
- **Defend the future.** Our goal? Become the most climate friendly region in the country. We'll focus on reducing transportation emissions, which helps protect public health now and fulfills our responsibility to those who follow us.

Our per capita rate has not increased since FY2009. Since then, we've collected \$10 million in per capita revenue while leveraging it into over \$40 million in federal, state and other grant funding for our region. **I am asking our Board to raise the per capita rate to generate an additional \$1,000,000 per year starting in 2015.** I'll also propose keeping the new rate flat until at least 2018. The new rate would go into effect on January 1, 2015. Your city's share of per capita funding, including the increase is projected to be \$ 31,612 in 2015. The Board will discuss this at their April 24<sup>th</sup> meeting and we will ask them to take action at their May 22<sup>nd</sup> meeting.

I'll be contacting your office to set up a time to explain the investments we are making through our Strategic Plan and answer any questions that you may have. In the interim, you can contact me anytime at 206-689-4004 or at [craigk@pscleanair.org](mailto:craigk@pscleanair.org).

Best,



Craig Kenworthy  
Executive Director

RECEIVED

CFTR: 4/21/14

jwc  
cc: Chip Davis, Community Development Director  
Kim Krause, Finance Director  
City of Burien



### **Emission Reduction/Fuel efficiency/Cost reductions**

- Contributed \$1.2 million to help municipal governments purchase electric vehicle charging stations for public and fleet use.
- Contributed \$750,000 to help electrify ground support equipment and install electric charging ports at Seattle-Tacoma International Airport.
- Retrofitted 1,211 public and private school buses and completed 17 other diesel projects, including garbage trucks, transit buses, maritime and locomotive projects, spending \$3,391,300 and generating approximately \$199,400 in sales tax revenue from project work.
- Contributed \$1.0 million to convert regional taxi and shuttle fleet vehicles to operate on compressed natural gas.
- Completed idle-reduction technology installations on emergency response vehicles.
- Worked with King County, the City of Seattle, the Cities of Snohomish, and Mercer Island, Waste Management and Quest Diagnostics to certify their fleets as Evergreen Fleets, helping them save more than \$1.4 million and cut more than 5,000 tons of greenhouse-gas emissions. Certified our first 5-star Evergreen Fleet – CleanScapes – who operates in several municipalities of King County
- Contributed \$2.3 million to help fleets purchase alternative-fuel and advanced-technology vehicles.
- Managed a \$1,200,000 grant to upgrade engines on two Sound Transit *Sounder* passenger locomotives that travel between King and Pierce counties.
- Fought to create and preserve cleaner fuel rules for ocean-going vessels entering our Port which provides cleaner air for residents throughout the Puget Sound region.
- Supported anti-idling campaigns in Seattle School District schools, Boeing, Northshore School District, Mercer Island school district and many small businesses in King County.
- Completed an EPA Diesel Emission Reduction Act (DERA) grant to retrofit 22 pieces of cargo-handling equipment and replace 10 yard trucks at the Port of Seattle (\$525,026), which reduces annual emissions of fine particle pollution by 3.09 tons.
- Managed a \$650,000 grant to replace the engines on a tugboat owned and operated by Harley Marine, which serves the Port of Seattle. (The total project is estimated to be \$1,360,076 with a reduction of 1.14 tons of fine particles per year.)



**Arbor Day Foundation™**

April 02, 2014

RECEIVED

APR 15 2014

City of Burien

Mayor Brian Bennett  
400 SW 152nd, Suite 300  
Burien, WA 98166

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Burien on earning recognition as a 2013 Tree City USA. Residents of Burien ought to be proud to live in a community that makes the planting and care of trees a priority.

Your community joins more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Burien and thank you for helping to create a healthier planet for all of us.

CFTR:4/21/14

Best Regards,

John Rosenow  
Chief Executive

cc: Steve Roemer

enclosure

For more information, contact:  
Anthony Marek, 402-473-9563  
amarek@arborday.org



FOR IMMEDIATE RELEASE:

### **Arbor Day Foundation Names Burien Tree City USA**

Burien, WA was named a 2013 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Burien achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Everyone benefits when elected officials, volunteers and committed citizens in communities like Burien make smart investments in urban forests," said John Rosenow, founder and chief executive of the Arbor Day Foundation. "Trees bring shade to our homes and beauty to our neighborhoods, along with numerous economic, social and environmental benefits."

Cleaner air, improved storm water management, energy savings and increased property values and commercial activity are among the benefits enjoyed by Tree City USA communities.

More information on the program is available at [arborday.org/TreeCityUSA](http://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation:** The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at [arborday.org](http://arborday.org).

**Carol Allread**

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**From:** Public Council Inbox  
**Sent:** Wednesday, April 09, 2014 3:24 PM  
**To:** 'Ray Brimhall'  
**Subject:** RE: Annexation

Dear Mr. Brimhall,

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](mailto:carola@burienwa.gov)

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**From:** Ray Brimhall [<mailto:raybrimhall@msn.com>]  
**Sent:** Monday, April 07, 2014 10:39 AM  
**To:** Public Council Inbox  
**Subject:** Annexation

We do not want annexation.....Joy and Ray Brimhall

CFTR: 4/21/14

cc: Nhan Nguyen, Management Analyst



**Carol Allread**

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**From:** Public Council Inbox  
**Sent:** Thursday, April 10, 2014 10:58 AM  
**To:** 'Joy Brimhall'  
**Subject:** RE: Annexation

Dear Ms. Brimhall,

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](mailto:carola@burienwa.gov)

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**From:** Joy Brimhall [<mailto:joybrimhall@hotmail.com>]  
**Sent:** Tuesday, April 08, 2014 12:35 PM  
**To:** Public Council Inbox  
**Subject:** Annexation

I do not approve of Annexation.  
Joy Brimhall

CFTR: 4/21/14

cc: Nhan Nguyen, management Analyst



**Sent:** s.hagenah@uw.edu on behalf of Sara Hagenah [s.hagenah@uw.edu]  
**To:** Sunday, April 13, 2014 9:39 PM  
**Subject:** Public Council Inbox; Burien; Nancy Tosta; Bob Edgar  
**Attachments:** Cascade MS Seattle Super STARS film event this Tuesday, April 15th  
STARS Film Flyer April 15.pdf

**Seattle Super S.T.A.R.S. (Students Tackling Authentic and Relevant Science):**

This Tuesday, we are hosting a film event at the Highline Performing Arts Center. We are premiering a documentary that our students made that showcases what we have learned about the lake, as well as what the ladies are doing about it. Come be a part of their inspiring story of science and advocacy!

**Who:** Everyone is invited!

**What:** The premiere of the first STARS documentary, focused on the issues that currently exist at Hicklin Lake and how we are tackling this problem with our science knowledge

**When:** Tuesday, April 15th at 6:30 pm

**Where:** Highline Performing Art Center, Highline High School, 401 S 152nd St, Burien, WA 98148

**Why:** Join us in order to:

1. Support local students as they share a year of learning and action with you
2. Learn more about what's wrong with Hicklin Lake and what you can do to help
3. Support the idea that girls and women have powerful voices in science and in their communities

**Other info:** Event is free, and refreshments will be provided. STARS members will be recognized individually, the documentary will be shown, and there will be a short Q & A session. Spanish interpretation will be available with headsets.

Sara Hagenah  
PhD Candidate  
Science Education  
University of Washington  
STARS Research Assistant  
<http://tools4teachingscience.org>

CFTR: 4/21/14

**Film Event**

**Refreshments  
Provided**

## Seattle Super S.T.A.R.S. Film

**When:** April 15, 2014 at 6:30 pm

**Where:** Highline Performing Arts Center in Burien, WA

### Using Science to Take a Stand

Come for a science-filled evening as Cascade Middle School Students debut their science documentary film about the scientific story of Hicklin Lake. Be inspired as they show you how science can make a difference – personally, locally, and globally.



Cascade Middle School

## COMPUTER CHECK REGISTER

### CHECK REGISTER APPROVAL

WE, THE MEMBERS OF THE CITY COUNCIL OF BURIEN, WASHINGTON, HAVING RECEIVED DEPARTMENT CERTIFICATION THAT MERCHANDISE AND/OR SERVICES HAVE BEEN RECEIVED OR RENDERED, DO HEREBY APPROVE FOR PAYMENT ON This 21<sup>st</sup> day of April 2014 THE FOLLOWING:

CHECK NOS. 37322-37464

IN THE AMOUNTS OF \$376,101.57

WITH VOIDED CHECK NOS. 0

### PAYROLL SALARIES AND BENEFITS APPROVAL

FOR March 16<sup>th</sup> - March 31<sup>st</sup> PAID ON April 4<sup>th</sup> 2014

CHECK NOS. 6099-6115

DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: \$345,093.29



# Accounts Payable

## Checks for Approval



User: cathy  
 Printed: 04/16/2014 - 10:29 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37322	04/03/2014	General Fund	Repairs And Maintenance	Puget Sound Garage Doors	1,965.43
Check Total:					1,965.43
37323	04/21/2014	General Fund	Professional Services	ABC Legal	7.00
37323	04/21/2014	General Fund	Professional Services	ABC Legal	7.00
37323	04/21/2014	General Fund	Professional Services	ABC Legal	7.00
37323	04/21/2014	General Fund	Professional Services	ABC Legal	7.00
37323	04/21/2014	General Fund	Professional Services	ABC Legal	7.00
37323	04/21/2014	General Fund	Professional Services	ABC Legal	50.00
Check Total:					85.00
37324	04/21/2014	Street Fund	Office And Operating Supplies	Ace Hardware	-0.11
37324	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Ace Hardware	-0.11
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	27.35
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	7.65
37324	04/21/2014	General Fund	Office And Operating Supplies	Ace Hardware	18.05
37324	04/21/2014	General Fund	Office And Operating Supplies	Ace Hardware	7.71
37324	04/21/2014	General Fund	Office Supplies	Ace Hardware	15.95
37324	04/21/2014	General Fund	Office And Operating Supplies	Ace Hardware	36.12
37324	04/21/2014	General Fund	Office And Operating Supplies	Ace Hardware	99.52
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	50.34
37324	04/21/2014	General Fund	Office Supplies	Ace Hardware	8.71
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	5.26
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	13.57
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	7.65
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	14.75
37324	04/21/2014	General Fund	Office And Operating Supplies	Ace Hardware	58.00
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	24.05
37324	04/21/2014	General Fund	Office And Operating Supplies	Ace Hardware	9.30
37324	04/21/2014	General Fund	Office and Operating Supplies	Ace Hardware	29.77
37324	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Ace Hardware	10.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37324	04/21/2014	Street Fund	Office And Operating Supplies	Ace Hardware	54.34
37324	04/21/2014	Street Fund	Office And Operating Supplies	Ace Hardware	108.90
37324	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Ace Hardware	35.02
37324	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Ace Hardware	180.90
Check Total:					823.60
37325	04/21/2014	General Fund	Repairs And Maintenance	Tyco Integrated Security LLC	101.89
Check Total:					101.89
37326	04/21/2014	General Fund	Professional Services	Alliance 2020 Inc	18.50
Check Total:					18.50
37327	04/21/2014	Street Fund	Office And Operating Supplies	Alpine Fence Company	419.18
Check Total:					419.18
37328	04/21/2014	Street Fund	Repairs And Maintenance	American Concrete Cutting	400.00
Check Total:					400.00
37329	04/21/2014	General Fund	Office And Operating Supplies	Aramark Uniform Services	22.22
Check Total:					22.22
37330	04/21/2014	General Fund	Telephone	A T & T	20.56
37330	04/21/2014	General Fund	Telephone	A T & T	42.26
Check Total:					62.82
37331	04/21/2014	General Fund	Telephone	AT&T Mobility	18.78
Check Total:					18.78
37332	04/21/2014	General Fund	Quarterly Newsletter	Kenneth Barger	270.72
37332	04/21/2014	General Fund	Quarterly Newsletter	Kenneth Barger	45.00
Check Total:					315.72
37333	04/21/2014	Street Fund	Mileage	SAMIR BASMEH	36.79
37333	04/21/2014	Surface Water Management Fund	Mileage	SAMIR BASMEH	36.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	73.58
37334	04/21/2014	General Fund	Land and Land Improvements	Builders Exchange of WA Inc	45.00
				Check Total:	45.00
37335	04/21/2014	General Fund	Instructors Prof Svcs	Lucas Bonnema	240.00
				Check Total:	240.00
37336	04/21/2014	General Fund	Mileage	Stephen Botkin	34.72
				Check Total:	34.72
37337	04/21/2014	General Fund	Prof. Svcs-Instructors	Vivian Bowles	200.00
				Check Total:	200.00
37338	04/21/2014	General Fund	Printing	Brim Press LLC	32.85
37338	04/21/2014	General Fund	Printing/Binding/Copying	Brim Press LLC	230.15
				Check Total:	263.00
37339	04/21/2014	General Fund	Prof. Svcs-Instructors	Eileen Broomell	216.00
				Check Total:	216.00
37340	04/21/2014	General Fund	Prof. Svcs-Instructors	Viola Brumbaugh	946.00
				Check Total:	946.00
37341	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Bryant's Tractor & Mower Inc	56.85
				Check Total:	56.85
37342	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Burien Bark LLC	71.94
				Check Total:	71.94
37343	04/21/2014	General Fund	Animal Control Services	CARES	12,916.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	12,916.67
37344	04/21/2014	General Fund	Repairs and Maintenance	Cobra BEC Inc	4,682.22	
					Check Total:	4,682.22
37345	04/21/2014	General Fund	Code Supplement	Code Publishing Co.	173.56	
37345	04/21/2014	General Fund	Code Supplement	Code Publishing Co.	819.00	
					Check Total:	992.56
37346	04/21/2014	General Fund	Online Video Streaming	COMCAST	45.17	
37346	04/21/2014	General Fund	Utilities	COMCAST	77.35	
37346	04/21/2014	General Fund	Utilities	COMCAST	85.80	
37346	04/21/2014	Street Fund	Telephone	COMCAST	42.90	
37346	04/21/2014	Surface Water Management Fund	Telephone	COMCAST	42.90	
					Check Total:	294.12
37347	04/21/2014	General Fund	Office/Operating Supplies	Complete Office LLC	688.80	
37347	04/21/2014	General Fund	Office/Operating Supplies	Complete Office LLC	95.67	
37347	04/21/2014	General Fund	Office/Operating Supplies	Complete Office LLC	535.74	
37347	04/21/2014	General Fund	IT Office/Operating Supplies	Complete Office LLC	191.34	
37347	04/21/2014	General Fund	Office and Operating Supplies	Complete Office LLC	95.67	
37347	04/21/2014	General Fund	Office and Operating Supplies	Complete Office LLC	287.00	
37347	04/21/2014	General Fund	Office And Operating Supplies	Complete Office LLC	765.34	
37347	04/21/2014	General Fund	Office And Operating Supplies	Complete Office LLC	650.54	
37347	04/21/2014	General Fund	Office And Operating Supplies	Complete Office LLC	516.60	
37347	04/21/2014	General Fund	Office and Operating Supplies	Complete Office LLC	462.64	
					Check Total:	4,289.34
37348	04/21/2014	General Fund	Instructors Prof Svcs	Janet S. Crawley	288.00	
37348	04/21/2014	General Fund	Prof. Svcs-Instructors	Janet S. Crawley	706.25	
					Check Total:	994.25
37349	04/21/2014	General Fund	Office And Operating Supplies	DANILO CRUZ	108.59	
					Check Total:	108.59
37350	04/21/2014	General Fund	Jail Contracts	City of Renton	1,512.00	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					1,512.00
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	35.10
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	121.42
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	153.80
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	47.82
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	201.62
37351	04/21/2014	Surface Water Management Fund	Utilities	City of Seattle	1,110.47
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	16.42
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	26.43
37351	04/21/2014	General Fund	Utilities	City of Seattle	58.56
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	58.56
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	97.30
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	45.02
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	165.79
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	42.95
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	87.23
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	147.69
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	301.50
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	16.62
37351	04/21/2014	General Fund	Utilities	City of Seattle	16.41
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	32.06
37351	04/21/2014	General Fund	Utilities	City of Seattle	67.34
37351	04/21/2014	General Fund	Utilities	City of Seattle	475.78
37351	04/21/2014	General Fund	Utilities	City of Seattle	961.07
37351	04/21/2014	General Fund	Utilities	City of Seattle	1,452.05
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	113.33
37351	04/21/2014	General Fund	Utilities	City of Seattle	792.96
37351	04/21/2014	General Fund	Utilities	City of Seattle	8.90
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	1,109.65
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	7.56
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	161.90
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	72.85
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	421.59
37351	04/21/2014	Street Fund	Utilities - Traffic Signals	City of Seattle	137.51
Check Total:					8,565.26
37352	04/21/2014	Street Fund	Office And Operating Supplies	WaterCo of Pac.NW Inc	17.79
37352	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	WaterCo of Pac.NW Inc	17.80
Check Total:					35.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37353	04/21/2014	General Fund	Prof. Svcs-Instructors	Donald Custer	800.00
				Check Total:	800.00
37354	04/21/2014	General Fund	State Lobbying Services	Michael D. Doubleday	4,590.00
37354	04/21/2014	General Fund	Federal Lobbying Services	Michael D. Doubleday	2,090.00
				Check Total:	6,680.00
37355	04/21/2014	Surface Water Management Fund	Permits & Monitoring	Department of Ecology	4,777.34
37355	04/21/2014	General Fund	Land and Land Improvements	Department of Ecology	156.21
				Check Total:	4,933.55
37356	04/21/2014	General Fund	Instructors Prof Svcs	Rob Droessler	125.00
				Check Total:	125.00
37357	04/21/2014	General Fund	Professional Services	Dunbar Armored Inc	123.20
				Check Total:	123.20
37358	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Dunn Lumber Co.	11.02
				Check Total:	11.02
37359	04/21/2014	General Fund	Repairs And Maintenance	Elidrew, LLC	11.83
37359	04/21/2014	General Fund	Repairs & Maint. - Fleet	Elidrew, LLC	11.83
37359	04/21/2014	General Fund	Repair/Maint-Vehicle	Elidrew, LLC	11.83
				Check Total:	35.49
37360	04/21/2014	General Fund	Instructors Prof Svcs	Maribel Enriquez	258.00
				Check Total:	258.00
37361	04/21/2014	Surface Water Management Fund	NPDES Phase II	Environmental Science Center	4,132.00
				Check Total:	4,132.00
37362	04/21/2014	General Fund	Prof. Svcs-Instructors	Patricia Eslava-Vessey	290.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	290.00
37363	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	NIC A. EVERSON	160.00
				Check Total:	160.00
37364	04/21/2014	General Fund	Postage	FedEx	6.01
				Check Total:	6.01
37365	04/21/2014	General Fund	Office And Operating Supplies	Global Cleaning Inc	295.47
				Check Total:	295.47
37366	04/21/2014	General Fund	Repairs And Maintenance	Guardian Security	302.22
37366	04/21/2014	General Fund	Parks Building Security	Guardian Security	65.00
				Check Total:	367.22
37367	04/21/2014	General Fund	Prof. Svcs-Instructors	Highline Athletic Club	169.20
37367	04/21/2014	General Fund	Instructors Prof Svcs	Highline Athletic Club	95.40
				Check Total:	264.60
37368	04/21/2014	General Fund	Instructors Prof Svcs	Victoria E. Hamilton	552.00
37368	04/21/2014	General Fund	Instructors Prof Svcs	Victoria E. Hamilton	157.50
				Check Total:	709.50
37369	04/21/2014	General Fund	Office And Operating Supplies	Hayes Feed & Country Store	52.34
				Check Total:	52.34
37370	04/21/2014	General Fund	Prof. Svcs-Instructors	Cristina Herrera	100.00
				Check Total:	100.00
37371	04/21/2014	General Fund	Arts & Culture Grants	Highline Historical Society	3,000.00
				Check Total:	3,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37372	04/21/2014	General Fund	Prof. Svcs-Instructors	Joshua Hughes	330.00
Check Total:					330.00
37373	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	ICON Materials	224.94
37373	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	ICON Materials	130.69
37373	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	ICON Materials	110.81
37373	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	ICON Materials	264.84
37373	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	ICON Materials	263.63
Check Total:					994.91
37374	04/21/2014	General Fund	Operating Rents & Leases	RICOH USA Inc	321.93
37374	04/21/2014	Street Fund	Operating Rentals And Leases	RICOH USA Inc	3.60
37374	04/21/2014	Surface Water Management Fund	Operating Rentals And Leases	RICOH USA Inc	3.60
Check Total:					329.13
37375	04/21/2014	General Fund	Telephone	Integra Telecom	775.54
37375	04/21/2014	General Fund	Telephone	Integra Telecom	58.53
37375	04/21/2014	General Fund	Telephone	Integra Telecom	175.59
37375	04/21/2014	General Fund	Telephone	Integra Telecom	140.47
37375	04/21/2014	General Fund	Telephone	Integra Telecom	117.06
37375	04/21/2014	General Fund	Telephone	Integra Telecom	109.22
37375	04/21/2014	General Fund	Telephone	Integra Telecom	109.22
37375	04/21/2014	General Fund	Telephone	Integra Telecom	109.34
37375	04/21/2014	General Fund	Telephone	Integra Telecom	152.19
37375	04/21/2014	General Fund	Telephone	Integra Telecom	23.41
37375	04/21/2014	General Fund	Telephone	Integra Telecom	117.06
37375	04/21/2014	General Fund	Telephone	Integra Telecom	35.12
37375	04/21/2014	General Fund	Telephone	Integra Telecom	23.41
Check Total:					1,946.16
37376	04/21/2014	General Fund	Prof. Svcs-Instructors	Moodette Ka'apana	100.00
Check Total:					100.00
37377	04/21/2014	Street Fund	Office And Operating Supplies	King County Fleet Adm	2,739.51
37377	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	King County Fleet Adm	279.00
37377	04/21/2014	Street Fund	Office And Operating Supplies	King County Fleet Adm	459.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	3,477.74
37378	04/21/2014	General Fund	Miscellaneous	King County Recorder	74.00
				Check Total:	74.00
37379	04/21/2014	General Fund	Drug Seizure Proceeds KCSO	King County Sheriff's Office	614.85
				Check Total:	614.85
37380	04/21/2014	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	12,149.37
37380	04/21/2014	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	4,486.94
37380	04/21/2014	Surface Water Management Fund	SWM Maint Fees Billed by KCRD	KING COUNTY FINANCE	21,005.32
37380	04/21/2014	Surface Water Mgmt CIP	Construction	KING COUNTY FINANCE	1,168.40
37380	04/21/2014	Surface Water Mgmt CIP	Construction	KING COUNTY FINANCE	3,223.15
				Check Total:	42,033.18
37381	04/21/2014	General Fund	Plan Review Fee Fire Dist 2	King County Fire District #2	1,177.50
37381	04/21/2014	General Fund	Plan Review Fee Fire Dist 2	King County Fire District #2	1,528.17
				Check Total:	2,705.67
37382	04/21/2014	General Fund	King Co Pet License Trust Acct	King County Pet License	60.00
				Check Total:	60.00
37383	04/21/2014	General Fund	Drug Seizure Proceeds KCSO	KC Sheriff Det. RCrenshaw	1,250.00
				Check Total:	1,250.00
37384	04/21/2014	Street Fund	Office And Operating Supplies	King County Finance	371.37
37384	04/21/2014	Street Fund	Office And Operating Supplies	King County Finance	471.01
37384	04/21/2014	Surface Water Management Fund	TV Inspection and Vactoring	King County Finance	1,128.59
				Check Total:	1,970.97
37385	04/21/2014	Surface Water Management Fund	Swm Assessment/Tax	King County Treasury	24,452.87
				Check Total:	24,452.87
37386	04/21/2014	General Fund	Instructors Prof Svcs	Keli Sim-DiRitis	240.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	240.00
37387	04/21/2014	General Fund	Attorney Svcs - Gen'l Matters	Kenyon Disend, PLLC	8,784.30
37387	04/21/2014	General Fund	Attorney Svcs - Gen'l Matters	Kenyon Disend, PLLC	3,970.93
				Check Total:	12,755.23
37388	04/21/2014	General Fund	Instructors Prof Svcs	Barbara Kerr	150.00
				Check Total:	150.00
37389	04/21/2014	General Fund	Instructors Prof Svcs	North American Youth Activitie	2,408.00
				Check Total:	2,408.00
37390	04/21/2014	General Fund	Public Defender	Kirshenbaum & Goss, Inc., P.S	6,950.00
				Check Total:	6,950.00
37391	04/21/2014	Transportation CIP	Design	KPG Inc	16,588.89
				Check Total:	16,588.89
37392	04/21/2014	General Fund	Small Tools & Minor Equipment	KIM KRAUSE	109.49
37392	04/21/2014	General Fund	Office/Operating Supplies	KIM KRAUSE	14.22
37392	04/21/2014	General Fund	Mileage	KIM KRAUSE	70.90
				Check Total:	194.61
37393	04/21/2014	General Fund	Instructors Prof Svcs	Robert Harkins	400.00
				Check Total:	400.00
37394	04/21/2014	General Fund	Instructors Prof Svcs	Lauren Laughlin	276.00
				Check Total:	276.00
37395	04/21/2014	General Fund	Prof. Svcs-Instructors	Lori Leberer	120.00
				Check Total:	120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37396	04/21/2014	General Fund	Prof. Svcs-Instructors	Alexander Lewis	1,440.00
				Check Total:	1,440.00
37397	04/21/2014	General Fund	Prof. Svcs-Instructors	Anne Marie Littleton	200.00
				Check Total:	200.00
37398	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Lloyd Enterprises Inc	662.07
				Check Total:	662.07
37399	04/21/2014	General Fund	Repairs And Maintenance	Les Schwab	1,080.26
				Check Total:	1,080.26
37400	04/21/2014	General Fund	Prof. Svcs-Instructors	Jacob Matthew	820.00
				Check Total:	820.00
37401	04/21/2014	General Fund	Instructors Prof Svcs	Hunter McGee	220.00
				Check Total:	220.00
37402	04/21/2014	Street Fund	Office And Operating Supplies	NICK MCKENTY	93.06
				Check Total:	93.06
37403	04/21/2014	General Fund	Repairs And Maintenance	McKinstry Co. LLC	917.56
				Check Total:	917.56
37404	04/21/2014	General Fund	Prof. Svcs-Instructors	John William McLaughlin	150.00
				Check Total:	150.00
37405	04/21/2014	Street Fund	Office And Operating Supplies	McLendon Hardware Inc	10.84
37405	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	McLendon Hardware Inc	86.79
37405	04/21/2014	Street Fund	Office And Operating Supplies	McLendon Hardware Inc	226.68
				Check Total:	324.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37406	04/21/2014	Street Fund	Dt Business License Svcs	Microflex Inc	3,929.76
37406	04/21/2014	General Fund	B&O Tax Collect & Audit	Microflex Inc	1,927.74
37406	04/21/2014	Street Fund	Dt Business License Svcs	Microflex Inc	44.64
37406	04/21/2014	General Fund	B&O Tax Collect & Audit	Microflex Inc	385.65
37406	04/21/2014	General Fund	Sales Tax Auditing Costs	Microflex Inc	38.33
Check Total:					6,326.12
37407	04/21/2014	General Fund	Office and Operating Supplies	Mid-America Sports Advantage	266.35
37407	04/21/2014	General Fund	Office and Operating Supplies	Mid-America Sports Advantage	63.00
Check Total:					329.35
37408	04/21/2014	General Fund	Instructors Prof Svcs	Paul Miller	450.00
Check Total:					450.00
37409	04/21/2014	General Fund	Nuisance and Abatement Costs	Miller Paint Company Inc	36.73
37409	04/21/2014	General Fund	Nuisance and Abatement Costs	Miller Paint Company Inc	35.65
Check Total:					72.38
37410	04/21/2014	General Fund	Dues/Memberships	MRSC Rosters	240.00
Check Total:					240.00
37411	04/21/2014	General Fund	Instructors Prof Svcs	Shariana Mundi	1,144.00
37411	04/21/2014	General Fund	Instructors Prof Svcs	Shariana Mundi	88.00
Check Total:					1,232.00
37412	04/21/2014	General Fund	Instructors Prof Svcs	New City Dance Company	345.00
Check Total:					345.00
37413	04/21/2014	General Fund	City Hall Bldg Maintenance	Nelson Electric Inc	355.88
Check Total:					355.88
37414	04/21/2014	General Fund	Instructors Prof Svcs	Drew Nicklas	252.00
Check Total:					252.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37415	04/21/2014	General Fund	Land and Land Improvements	Northwest Security Services In	1,640.38
				Check Total:	1,640.38
37416	04/21/2014	General Fund	Prof. Svcs-Instructors	Pamela Odegard	180.00
				Check Total:	180.00
37417	04/21/2014	General Fund	Building Maintenance	OpenWorks-Billing Agent	1,003.00
37417	04/21/2014	General Fund	Building Maintenance	OpenWorks-Billing Agent	605.00
				Check Total:	1,608.00
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	28.45
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	8.47
37418	04/21/2014	Street Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	8.48
37418	04/21/2014	Street Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	19.71
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	19.71
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	16.41
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	14.22
37418	04/21/2014	Street Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	14.23
37418	04/21/2014	Street Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	19.74
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	10.97
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	10.97
37418	04/21/2014	Street Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	8.75
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	8.74
37418	04/21/2014	Street Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	54.93
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	54.93
37418	04/21/2014	Street Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	9.29
37418	04/21/2014	Surface Water Management Fund	Repairs & Maint. - Fleet	OReilly Auto Parts	9.30
				Check Total:	317.30
37419	04/21/2014	General Fund	Instructors Prof Svcs	Teofila Orihuela	240.00
				Check Total:	240.00
37420	04/21/2014	Surface Water Mgmt CIP	Design-Engineering	OTAK, Inc	7,897.00
37420	04/21/2014	Surface Water Mgmt CIP	Design-Engineering	OTAK, Inc	4,510.00
				Check Total:	12,407.00
37421	04/21/2014	General Fund	Human Svc-Family/Youth	Pregnancy Aid of So. King Coun	375.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	375.00
37422	04/21/2014	General Fund	Instructors Prof Svcs	Johawna Olena Perry	230.00
				Check Total:	230.00
37423	04/21/2014	Surface Water Management Fund	Office And Operating Supplies	Pacific Industrial Supply	198.14
				Check Total:	198.14
37424	04/21/2014	General Fund	Operating Rentals And Leases	PRG Investment Company, LLC	2,000.00
				Check Total:	2,000.00
37425	04/21/2014	General Fund	Channel 21 Video Production	Puget Sound Access	752.50
37425	04/21/2014	General Fund	Online Video Streaming	Puget Sound Access	650.00
				Check Total:	1,402.50
37426	04/21/2014	Street Fund	Utilities-Street Lighting	PSE Pmt. Processing	1,729.81
				Check Total:	1,729.81
37427	04/21/2014	Surface Water Management Fund	TV Inspection and Vactoring	Pipeline Video&Cleaning North	1,162.50
37427	04/21/2014	Surface Water Management Fund	TV Inspection and Vactoring	Pipeline Video&Cleaning North	1,417.50
				Check Total:	2,580.00
37428	04/21/2014	General Fund	Electrical Permit	ADT Security Services Inc	73.77
				Check Total:	73.77
37429	04/21/2014	General Fund	Refund Clearing Account -Parks	Grace Hong	10.00
				Check Total:	10.00
37430	04/21/2014	General Fund	Refund Clearing Account -Parks	Maria Martinez	50.00
				Check Total:	50.00
37431	04/21/2014	General Fund	Refund Clearing Account -Parks	Highline Historical Society	60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	60.00
37432	04/21/2014	General Fund	Electrical Permit	Reed Electric Inc	140.80
				Check Total:	140.80
37433	04/21/2014	General Fund	Refund Clearing Account -Parks	Discover Burien	500.00
				Check Total:	500.00
37434	04/21/2014	General Fund	Miscellaneous	Claude McAlpin, III	85.13
37434	04/21/2014	Street Fund	Printing/Binding/Copying	Claude McAlpin, III	578.16
				Check Total:	663.29
37435	04/21/2014	General Fund	Instructors Prof Svcs	George Rodriguez	300.00
				Check Total:	300.00
37436	04/21/2014	General Fund	Instructors Prof Svcs	Emily Ruppert	260.00
				Check Total:	260.00
37437	04/21/2014	General Fund	Office and Operating Supplies	Safeway Inc	41.01
37437	04/21/2014	General Fund	Office and Operating Supplies	Safeway Inc	16.73
37437	04/21/2014	General Fund	Office and Operating Supplies	Safeway Inc	66.39
37437	04/21/2014	General Fund	Office and Operating Supplies	Safeway Inc	50.16
37437	04/21/2014	General Fund	Office and Operating Supplies	Safeway Inc	60.60
37437	04/21/2014	General Fund	Office and Operating Supplies	Safeway Inc	59.89
37437	04/21/2014	General Fund	Office and Operating Supplies	Safeway Inc	23.47
				Check Total:	318.25
37438	04/21/2014	General Fund	Prof. Svcs-Instructors	Hani Schnaith	100.00
				Check Total:	100.00
37439	04/21/2014	General Fund	Jail Contracts	SCORE	38,703.58
37439	04/21/2014	Debt Service Fund	SCORE 2009 A & B Bond Interest	SCORE	71,122.72
				Check Total:	109,826.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37440	04/21/2014	General Fund	Advertising	Seattle Times	315.06
37440	04/21/2014	General Fund	Advertising	Seattle Times	84.74
37440	04/21/2014	General Fund	Advertising	Seattle Times	80.28
37440	04/21/2014	General Fund	Advertising/Legal Publications	Seattle Times	150.00
37440	04/21/2014	General Fund	Advertising/Legal Publications	Seattle Times	150.00
37440	04/21/2014	General Fund	Advertising	Seattle Times	156.10
Check Total:					936.18
37441	04/21/2014	General Fund	Computer Consultant Prof Svcs	SEITEL Systems, LLC	1,087.50
37441	04/21/2014	General Fund	Computer Consultant Prof Svcs	SEITEL Systems, LLC	85.00
Check Total:					1,172.50
37442	04/21/2014	General Fund	Professional Services	William E Higdon	234.12
Check Total:					234.12
37443	04/21/2014	General Fund	Professional Services	Strategic Government Resources	8,667.65
Check Total:					8,667.65
37444	04/21/2014	General Fund	Professional Services	Nancy Shattuck	1,821.00
Check Total:					1,821.00
37445	04/21/2014	General Fund	Nuisance and Abatement Costs	Sherwin-Williams Co.	61.08
Check Total:					61.08
37446	04/21/2014	General Fund	Human Svc-Family/Youth	Society of St. Vincent de Paul	3,721.00
Check Total:					3,721.00
37447	04/21/2014	General Fund	Utilities	Southwest Suburban Sewer Dist.	59.00
37447	04/21/2014	General Fund	Utilities	Southwest Suburban Sewer Dist.	16.20
Check Total:					75.20
37448	04/21/2014	General Fund	Prof. Svcs-Instructors	Bonnie Taschler	225.00
Check Total:					225.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
37449	04/21/2014	General Fund	Telephone	TelSpan Inc	26.20
				Check Total:	26.20
37450	04/21/2014	General Fund	Teen Programs	Reginald Thomas	195.20
				Check Total:	195.20
37451	04/21/2014	Street Fund	Neighborhood Traffic Control	Traffic Count Consultants Inc	600.00
				Check Total:	600.00
37452	04/21/2014	General Fund	Telephone	Verizon Wireless	153.95
37452	04/21/2014	General Fund	Telephone	Verizon Wireless	40.01
37452	04/21/2014	General Fund	Telephone	Verizon Wireless	72.66
37452	04/21/2014	General Fund	Telephone	Verizon Wireless	278.80
37452	04/21/2014	General Fund	Drug Seizure Proceeds KCSO	Verizon Wireless	200.05
37452	04/21/2014	General Fund	Telephone	Verizon Wireless	190.56
37452	04/21/2014	Street Fund	Telephone	Verizon Wireless	301.05
37452	04/21/2014	Surface Water Management Fund	Telephone	Verizon Wireless	357.40
				Check Total:	1,594.48
37453	04/21/2014	General Fund	Wellness Activities	BRIAN VICTOR	14.30
37453	04/21/2014	General Fund	Wellness Activities	BRIAN VICTOR	20.00
				Check Total:	34.30
37454	04/21/2014	General Fund	Prof. Svcs-Instructors	Pamela Ann Videen	600.00
				Check Total:	600.00
37455	04/21/2014	General Fund	Prosecution - City Atty	Walls Law Firm	13,296.45
				Check Total:	13,296.45
37456	04/21/2014	Street Fund	Registration - Trainng/Workshp	Washington Asphalt Pavement	440.00
				Check Total:	440.00
37457	04/21/2014	General Fund	Utilities	King County Water District No	41.00
37457	04/21/2014	General Fund	Utilities	King County Water District No	369.00
37457	04/21/2014	General Fund	Utilities	King County Water District No	267.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	677.35
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	65.00	
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	65.00	
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	65.00	
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	26.00	
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	65.00	
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	132.00	
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	65.00	
37458	04/21/2014	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	132.00	
					Check Total:	615.00
37459	04/21/2014	General Fund	Probatn/Public Defndr Screenng	Tammy Weigel	820.00	
					Check Total:	820.00
37460	04/21/2014	General Fund	Dues/Memberships/Subscriptions	Washington Municipal Clerks As	75.00	
					Check Total:	75.00
37461	04/21/2014	General Fund	Office And Operating Supplies	Walter E Nelson Co	241.62	
37461	04/21/2014	General Fund	Office And Operating Supplies	Walter E Nelson Co	428.57	
37461	04/21/2014	General Fund	Office and Operating Supplies	Walter E Nelson Co	214.28	
37461	04/21/2014	General Fund	Office Supplies	Walter E Nelson Co	71.43	
					Check Total:	955.90
37462	04/21/2014	General Fund	Registration - Trainng/Workshp	WRPA	1,406.00	
37462	04/21/2014	General Fund	Registration - Trainng/Workshp	WRPA	185.00	
37462	04/21/2014	General Fund	Registration - Trainng/Workshp	WRPA	370.00	
					Check Total:	1,961.00
37463	04/21/2014	General Fund	Professional Services	Washington State Patrol	180.00	
					Check Total:	180.00
37464	04/21/2014	Street Fund	Office And Operating Supplies	Zumar Industries Inc	859.99	
					Check Total:	859.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
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Report Total:

376,101.57



**DRAFT**



## **CITY COUNCIL REGULAR MEETING MINUTES**

**April 7, 2014**

**7:00 p.m.**

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

**Burien, Washington 98166**

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

- Watch the video-stream available on the City website, [www.burienwa.gov](http://www.burienwa.gov)
- Check out a DVD of the Council Meeting from the Burien Library

### **CALL TO ORDER**

Mayor Krakowiak called the Regular Meeting of the Burien City Council to order at 7:00 p.m.

### **PLEDGE OF ALLEGIANCE**

Mayor Krakowiak led the Pledge of Allegiance.

### **ROLL CALL**

Present: Mayor Lucy Krakowiak, Deputy Mayor Bob Edgar, Councilmembers Stephen Armstrong, Lauren Berkowitz, Gerald F. Robison, Nancy Tosta and Debi Wagner.

Administrative staff present: Craig Knutson, Interim City Manager; Chip Davis, Planning Director; Dan Trimble, Economic Development Manager; Debbie Zemke, Recreation Manager; Nhan Nguyen, Management Analyst; and, Kathy Wetherbee, Department Assistant.

### **AGENDA CONFIRMATION**

#### Direction/Action

**Motion** was made by Deputy Mayor Edgar, seconded by Councilmember Robison, and passed unanimously to affirm the April 7, 2014, Agenda.

### **PUBLIC COMMENT**

Goodspaceguy, 10219 Ninth Avenue South, Boulevard Park  
Ed Dacy, 2016 Southwest 146<sup>th</sup> Street, Burien  
Chuck Rangel, 15226 9<sup>th</sup> Avenue Southwest, Burien

### **CORRESPONDENCE FOR THE RECORD**

- Letter Dated March 12, 2014, from Linda Plein Concerning the 2014 Comprehensive Plan Docket.
- Letter Dated March 19, 2014, from Josie Jackson Regarding the Burien Rec Center.
- Email Dated March 23, 2014, from Paul Grucza Regarding Email Requests to the City.
- Email Dated March 25, 2014, from Meg Van Wyk Regarding Concerns Regarding King County Proposition 1.

**CONSENT AGENDA**

- a. Approval of Check Register Numbers 37196-37321, in the Amounts of \$434,424.94 for Payment on April 7, 2014, and Payroll Salaries and Benefits Numbers 6091-6098 for Direct Deposits and Wire Transfers in the Amount of \$223,740.42 for March 1 – March 15, 2014, Paid on March 20, 2014.
- b. Approval of Minutes: Regular Meeting, March 17, 2014; Study Session, March 24, 2014; Special Meeting, March 31, 2014.
- c. Motion to Adopt Ordinance No. 600, Amending the 2013-14 Biennial Budget.
- d. Motion to Adopt Ordinance No. 601, Amending the 2013-2014 Biennial Budget.
- e. Motion to Approve Submittal of the 2015 Community Development Block Grant (CDBG) Project Application for the Moshier Park Pedestrian Safety Improvement Project.

**Direction/Action**

**Motion** was made by Deputy Mayor Edgar, seconded by Councilmember Robison, and passed unanimously to approve the April 7, 2014, Consent Agenda.

**BUSINESS AGENDA**

**Presentation on City-Sponsored, School-Based Arts Corps Programs.**

**Public Comment**

No public comment was given.

Omana Imani, Arts Corps Program Director, spoke about the Creative Schools Initiative (CSI) and the Arts Education Program which provides visiting teaching artists to local elementary schools.

**Motion to Approve Appointments to the Planning Commission**

**Public Comment**

No public comment was given.

**Direction/Action**

**Motion** was made by Deputy Mayor Edgar, seconded by Councilmember Robison, and passed unanimously to appoint Curtis Olsen to Planning Commission Position 1, Amy Rosenfield to Planning Commission Position 2, Douglas T. Weber to Planning Commission Position 3 and Butch Henderson to Planning Commission Position 4 for terms that will begin on April 7, 2014, and expire on March 31, 2018.

**Discussion and Motion to Adopt Resolution No. 356, Establishing the 2014 Comprehensive Plan Amendment Docket.**

**Public Comment**

Robert Howell, 15240 20<sup>th</sup> Avenue Southwest, Burien  
Linda Plein, 1600 Southwest 156<sup>th</sup> Street, Burien  
Chestine Edgar, 1811 Southwest 152<sup>nd</sup> Street, Burien  
Greg Anderson, 15451 11<sup>th</sup> Avenue Southwest, Burien  
Ed Dacy, 2016 Southwest 146<sup>th</sup> Street, Burien

**Direction/Action**

**Motion** was made by Councilmember Wagner, seconded by Councilmember Armstrong, to add #30 "revise the Comprehensive Land Use Map to designate the Lake Burien Neighborhood as low density residential" to Exhibit A of the 2014 Comprehensive Plan Amendment Docket. **Motion** passed 5-2. Opposed, Councilmembers Berkowitz and Robison.

**Direction/Action**

**Motion** was made by Councilmember Robison, seconded by Councilmember Berkowitz, to Remove Item 29 "Remove references to White Center/Area "Y" PAA" from the docket list. **Motion** failed 3-4. Opposed, Mayor Krakowiak, Councilmembers Armstrong, Tosta and Wagner.

**Direction/Action**

**Motion** was made by Deputy Mayor Edgar, seconded by Councilmember Robison, to adopt Resolution No. 356, establishing the 2014 Comprehensive Plan Docket as amended to add Item #30 "Revising the Comprehensive Land Use Map to designate the Lake Burien Neighborhood as low density residential" to the docket list. **Motion** passed 5-2. Opposed, Councilmembers Berkowitz and Robison.

**Discussion on Hiring a Temporary Community Outreach and Engagement Coordinator and a Temporary Economic Development Intern, and Discussion on Proposed Ordinance No. 602, Amending the 2013-2014 Biennial Budget**

**Public Comment**

Goodspaceguy, 10219 Ninth Avenue South, Boulevard Park

**Direction/Action**

Councilmembers requested placing Ordinance No. 602, Amending the 2013-2014 Biennial Budget on the April 21, 2014, Consent Agenda for approval.

**Discussion on the Economic Development Strategic Plan**

**Public Comment**

Goodspaceguy, 10219 Ninth Avenue South, Boulevard Park  
Chestine Edgar, 1811 Southwest 152<sup>nd</sup> Street, Burien

**Direction/Action**

**Motion** was made by Deputy Mayor Edgar, seconded by Councilmember Robison, and passed unanimously to extend the Council meeting to 10:15 pm.

**Follow-up**

Staff will make the requested changes to the matrix which includes combining Items 3, 4, and 6, removing Items 10 and 11, include the word "draft" in the Economic Development Strategic Plan title, schedule further discussion on and possible motion to Adopt the Economic Development Strategic Plan at the April 21, 2014, Council meeting, schedule a meeting with the King County Labor Council and prepare further information on the Economic Forum for discussion at the April 28 Council Study Session.

**Direction/Action**

**Motion** was made by Deputy Mayor Edgar, seconded by Councilmember Robison, and passed unanimously to extend the Council meeting to 10:30 pm.

**Discuss Facilitators' Statements of Qualifications and Date for Burien Council Retreat in May 2014**

**Public Comment**

No public comment was given.

**Follow-up**

Staff will schedule the Council Retreat for May 17, 2014, and complete reference checks on Andrew Ballard, Jim Reid, John Howell, and Martha Bean.

**Review of Council Proposed Agenda Schedule**

**Public Comment**

No public comment was given.

**Follow-up**

No revision received.

**City Manager's Report**

**Public Comment**

No public comment was given.

Craig Knutson, Interim City Manager, spoke about the Arbor Day Proclamation.

**COUNCIL BUSINESS**

Councilmember Tosta spoke about the Community Coffee and Chat held on Saturday, April 5, 2014, at Dino's Country Kitchen and stated that the next Community Coffee and Chat will be Saturday, May 3, 2014, with the location to be determined.

Councilmember Tosta spoke about wanting to attend the upcoming GoGreen Conference on April 30, 2014.

**ADJOURNMENT**

**Direction/Action**

**MOTION** was made by Deputy Mayor Edgar, seconded by Councilmember Robison, and passed unanimously to adjourn the meeting at 10:28 p.m.

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Lucy Krakowiak, Mayor

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Kathy Wetherbee, Department Assistant

# CITY OF BURIEN, WASHINGTON

## ORDINANCE NO. 602

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### AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AMENDING THE 2013-2014 BIENNIAL BUDGET TO APPROPRIATE ADDITIONAL EXPENDITURES FOR 2014

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

WHEREAS, the City amended Ordinance No. 568 by adopting Ordinance Nos. 600 and 601; and

WHEREAS, staff has determined that a temporary Community Outreach and Engagement Coordinator would improve the effectiveness of the community outreach programs such as promotion of the Neighborhood Matching grants program, management of the community picnic program, facilitation of meetings with Spanish speaking communities, and implementation of Spanish language social media; and

WHEREAS, staff has also determined that a temporary Economic Development Intern is required to assist with programs such as assisting with the Economic Development forum this summer, supporting the implementation of the Economic Development strategic plan and program evaluation, researching sister cities and trade development programs, and researching parking and business improvement districts; and

WHEREAS, the work performed by these positions has been identified as a priority for the City of Burien; and

WHEREAS, these positions will work approximately 420 hours and be paid approximately \$15.00 per hour for a total not to exceed \$14,000 including salaries and payroll-related benefits; and

WHEREAS, staff recommends the following funding be appropriated for the temporary Community Outreach and Engagement Coordinator and temporary Economic Development Intern: \$14,000 from the General Fund Ending Fund Balance.

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

Section 1. The expenditures for the General Fund are hereby amended as follows:

The following table shows the changes to the budget:

<b>Operating Funds - Resources</b>	<b>Changes to Beginning Fund Balance</b>	<b>Changes to Revenues</b>	<b>Changes to Transfers In</b>	<b>Changes to Total Resources</b>
General	\$ -	\$ -	\$ -	\$ -
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Operating Funds - Uses</b>	<b>Changes to Expenditures</b>	<b>Changes to Transfers Out</b>	<b>Changes to Ending Fund Balance</b>	<b>Changes to Total Uses</b>
General	\$ 14,000	\$ -	\$ (14,000)	\$ -
<b>Total Uses</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ (14,000)</b>	<b>\$ -</b>

The following table shows the amended budget:

<b>Operating Funds - Resources</b>	<b>Beginning Fund Balance</b>	<b>Revenues</b>	<b>Transfers In</b>	<b>Total Resources</b>
General	\$ 6,446,025	\$ 47,513,000	\$ 160,000	\$ 54,119,025
<b>Total Resources</b>	<b>\$ 6,446,025</b>	<b>\$ 47,513,000</b>	<b>\$ 160,000</b>	<b>\$ 54,119,025</b>

<b>Operating Funds - Uses</b>	<b>Expenditures</b>	<b>Transfers Out</b>	<b>Ending Fund Balance</b>	<b>Total Uses</b>
General	\$ 47,643,100	\$ 792,000	\$ 5,683,925	\$ 54,119,025
<b>Total Uses</b>	<b>\$ 47,643,100</b>	<b>\$ 792,000</b>	<b>\$ 5,683,925</b>	<b>\$ 54,119,025</b>

Section 2. 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 3. Effective Date. This Ordinance shall take effect five days after publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS \_\_\_\_ DAY OF APRIL, 2014.

CITY OF BURIEN

\_\_\_\_\_  
Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Monica Lusk, City Clerk

Approved as to form:

\_\_\_\_\_  
Craig D. Knutson, City Attorney

Filed with the City Clerk: \_\_\_\_\_, 2014  
Passed by the City Council: \_\_\_\_\_, 2014  
Ordinance No.: 602  
Date of Publication: \_\_\_\_\_, 2014



**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Discussion on submitted Financing Plan and proposed Amendment #9 to the Burien Town Square Disposition & Development Agreement (DDA) with Legacy/RD Merrill		<b>Meeting Date:</b> April 21, 2014
<b>Department:</b> City Manager	<b>Attachments:</b> 1) Submitted Finance Plan. 2) Proposed DDA Amendment #9.	<b>Fund Source:</b> N/A <b>Activity Cost:</b> \$0 <b>Amount Budgeted:</b> \$0 <b>Unencumbered Budget Authority:</b> \$0
<b>Contact:</b> Dan Trimble, Economic Development Manager		
<b>Telephone:</b> (206) 248-5528		
<b>Adopted Work Plan Priority:</b> Yes X No	<b>Work Plan Item Description:</b> Burien Town Square	
<b>PURPOSE/REQUIRED ACTION:</b>		
<p>The purpose of this agenda item is for the City Council to discuss and approve the Legacy/Merrill submitted Financing Plan and a proposed amendment to the Burien Town Square Disposition and Development Agreement (Amendment #9).</p>		
<b>BACKGROUND (Include prior Council action &amp; discussion):</b>		
<p>On June 29, 2005, the City executed a Disposition and Development Agreement (DDA) with Urban Ventures Burien, LLC, as the developer of the non-public portion of the Town Square site. The City Council approved Amendments No. 1-7 to the DDA prior to the sale of the property to Legacy/RD Merrill. The City Council authorized the execution of Amendment No. 8 to the DDA on February 25, 2013 as part of the directed sale of the property to Legacy/RD Merrill. Amendment No. 8 was executed by both parties on September 26, 2013.</p>		
<p>The ownership group of the remaining Burien Town Square Parcels have submitted their initial Financing Plan for two of the remaining phases. Section 9.1 of the DDA requires the Developer to submit the Financing Plan to the City for review and approval by the City, which approval shall not be unreasonably withheld. In addition to the Financing Plan, an amendment to the Burien Town Square Disposition and Development Agreement (Amendment #9) is being proposed. The proposed Amendment incorporates the ownership partners and principals, adds additional project management staff, updates the approved concept descriptions for Phases II and III to reflect their current status, and provides for an optional disposition for Parcel VI following the commencement of construction for Phases II and III.</p>		
<p>Staff has reviewed the submitted Financing Plan and the proposed Amendment with Jim Greenfield of Davis, Wright, Tremaine.</p>		
<b>OPTIONS (Including fiscal impacts):</b>		
N/A		
<b>Administrative Recommendation:</b> Hold discussion, provide direction to staff, and place on the May 7, 2014 Business Agenda for consideration.		
<b>Advisory Board Recommendation:</b> None.		
<b>Suggested Motion:</b> None required.		
Submitted by: Dan Trimble		
<b>Administration</b> _____		<b>City Manager</b> _____
<b>Today's Date:</b> April 15, 2014	<b>File Code:</b> R:\CC\Agenda Bill 2014\042114cm-3 DDA Amend #9.docx	



## FINANCING PLAN

### BURIEN TOWN SQUARE – PARCELS IV AND V

#### Parcel IV

##### Parcel IV Project Equity Financing Structure

The equity investment for the Parcel IV project is expected to constitute approximately 30 to 35% of the total development costs. At least 51% of the Parcel IV project equity investment will be funded by Merrill/Legacy at Burien (SL), LLC and up to 49% by a real estate institutional investor active nationally in the financing of senior living projects which will have a non-managing member role in the development process. The equity would be funded on an as-needed basis consistent with the requirements of the project's construction and permanent financing. The Parcel IV project equity investor will not be a person or entity that (i) has been charged in any litigation with any violations of any statute pursuant to which there might be a civil or criminal forfeiture or has been convicted in a criminal proceeding for a felony or any crime involving moral turpitude or that is an organized crime figure or is reputed (based upon reputable media reports) to have substantial business or other affiliations with an organized crime figure, or which directly or indirectly controls, is controlled by, or is under common control with a person or entity that has been charged in any litigation with any violations of any statute pursuant to which there might be a civil or criminal forfeiture or has been convicted in a criminal proceeding for a felony or any crime involving moral turpitude or which is an organized crime figure or is reputed (based upon reputable media reports) to have substantial business or other affiliations with an organized crime figure, or (ii) has filed, or had filed against it, a petition in bankruptcy or any petition or answer seeking an assignment for the benefit of creditors, the appointment of a receiver, trustee, liquidation or dissolution or similar relief under the U.S. Bankruptcy Code or any state law, or who has otherwise admitted in writing the inability to pay its debts, or (iii) is on the United States Office of Foreign Assets Control ("OFAC") Specially Designated Nationals and Blocked Persons List.

##### Parcel IV Project Construction Financing

Concurrent with construction commencement on the Parcel IV project, the equity capital will be disbursed first and then the proceeds of a construction loan will be utilized to fund the remainder of the construction and development costs until the project is stabilized. Construction financing for the Parcel IV project will be approximately 65 to 70% of total project costs and will be obtained from a state or federal bank, savings and loan institution, real estate investment trust, welfare, pension or retirement fund or system, life insurance company, governmental sponsored enterprise, or any other entity subject to supervision and regulation by the insurance or banking departments of the State of Washington or by a department or agency of the United States exercising

similar functions (or any successor department or departments hereafter exercising the same functions as said departments), any governmental agency or entity insured by a governmental agency, a finance company, a private mortgage company, a conduit or pooled mortgage investment fund, an investment bank, or other like institutional lender which, together with its parent, subsidiary and affiliate entities, has a net worth of at least Two Hundred Million Dollars (\$200,000,000) and ordinarily engages in the business of making or holding commercial real estate loans including multi-family or mixed use project financing (an "Institutional Lender"). In acknowledgement of possible market conditions in which the ultimate source of financing is to be a real estate mortgage investment conduit ("REMIC") or similar vehicle, the REMIC or similar vehicle will qualify as an Institutional Lender provided first that it is serviced by an entity that meets the requirements of the Institutional Lender definition above except for the net worth test or by a servicer rated no lower than "Average" by Standard and Poors or "Level 3" by Moodys or a comparable rating by a nationally recognized rating agency.

## **Parcel V**

### **Parcel V Project Equity Financing Structure**

The equity investment for the Parcel V project is expected to constitute approximately 35% to 40% of the total development costs. The Parcel V equity investment will be the first dollars invested in the project, with a likely 10% co-investment ratio by Merrill/Legacy at Burien (MF), LLC and 90% by an institutional real estate investor which will have a non-managing member role in the development process. The equity would be funded on an as-needed basis consistent with the requirements of the project's construction and permanent financing. The Parcel V project equity investor will not be a person or entity that (i) has been charged in any litigation with any violations of any statute pursuant to which there might be a civil or criminal forfeiture or has been convicted in a criminal proceeding for a felony or any crime involving moral turpitude or that is an organized crime figure or is reputed (based upon reputable media reports) to have substantial business or other affiliations with an organized crime figure, or which directly or indirectly controls, is controlled by, or is under common control with a person or entity that has been charged in any litigation with any violations of any statute pursuant to which there might be a civil or criminal forfeiture or has been convicted in a criminal proceeding for a felony or any crime involving moral turpitude or which is an organized crime figure or is reputed (based upon reputable media reports) to have substantial business or other affiliations with an organized crime figure, or (ii) has filed, or had filed against it, a petition in bankruptcy or any petition or answer seeking an assignment for the benefit of creditors, the appointment of a receiver, trustee, liquidation or dissolution or similar relief under the U.S. Bankruptcy Code or any state law, or who has otherwise admitted in writing the inability to pay its debts, or (iii) is on the United States Office of Foreign Assets Control ("OFAC") Specially Designated Nationals and Blocked Persons List.

### Parcel V Project Construction Financing

Concurrent with construction commencement the equity capital will be disbursed first and the proceeds of a construction loan will be utilized to fund construction costs until the project is stabilized. Construction financing is expected to constitute 60 to 65% of project costs and be obtained from a state or federal bank, savings and loan institution, real estate investment trust, welfare, pension or retirement fund or system, life insurance company, governmental sponsored enterprise, or any other entity subject to supervision and regulation by the insurance or banking departments of the State of Washington or by a department or agency of the United States exercising similar functions (or any successor department or departments hereafter exercising the same functions as said departments), any governmental agency or entity insured by a governmental agency, a finance company, a private mortgage company, a conduit or pooled mortgage investment fund, an investment bank, or other like institutional lender which, together with its parent, subsidiary and affiliate entities, has a net worth of at least Two Hundred Million Dollars (\$200,000,000) and ordinarily engages in the business of making or holding commercial real estate loans including multi-family or mixed use project financing (an "Institutional Lender"). In acknowledgement of possible market conditions in which the ultimate source of financing is to be a real estate mortgage investment conduit ("REMIC") or similar vehicle, the REMIC or similar vehicle will qualify as an Institutional Lender provided first that it is serviced by an entity that meets the requirements of the Institutional Lender definition above except for the net worth test or by a servicer rated no lower than "Average" by Standard and Poors or "Level 3" by Moodys or a comparable rating by a nationally recognized rating agency.



**AMENDMENT NO. 9 TO DISPOSITION AND DEVELOPMENT AGREEMENT  
(PARCELS I, IV, V AND VI)**

This Amendment No. 9 to Disposition and Development Agreement (Parcels I, IV, V AND VI) (the "Amendment") is entered into as of \_\_\_\_\_, 2014 by and between the CITY OF BURIEN, a Washington municipal corporation (the "City") and MERRILL/LEGACY AT BURIEN (MF), LLC, a Washington limited liability company ("M/L MF"), and MERRILL/LEGACY AT BURIEN (SL), LLC, a Washington limited liability company ("M/L SL") (collectively in general "Developer"; provided however that M/L MF shall be considered "Developer" singularly in connection with the obligations set forth in this Agreement specifically related to Parcel V; and provided further that M/L SL shall be considered "Developer" singularly in connection with the obligations set forth in this Agreement specifically related to Parcel IV and Parcel VI), successor-in-interest to URBAN VENTURES BURIEN, LLC, a Washington limited liability company.

**RECITALS**

A. City and Developer's predecessor-in-interest entered into that certain Disposition and Development Agreement (Parcels I, IV, V and VI) dated June 29, 2005, as amended (the "DDA") providing for the sale and phased development of the Property as defined in the DDA, subject to satisfaction of certain conditions precedent.

B. The City and Developer now desire to amend the DDA in the manner described below.

**AGREEMENT**

For good and valuable consideration, the City and Developer agree as follows:

1. **Incorporation of Recitals; Definitions.** Each of the recitals set forth above is incorporated into this Amendment as though fully set forth in it. Capitalized terms not otherwise defined in this Amendment will have the same meaning as given those terms in the DDA.

2. **Amendments to the DDA.** The following Sections of the DDA are amended, as shown in the attached Exhibit A – Schedule of Amended Sections:

**Section 2.2** – Description of Town Square Project by Parcels; Phasing of Development (introductory paragraph)

**Section 2.2.4** – Parcels IV and V

**Section 4.4.1** – Parcel V

**Section 4.4.2** – Parcel IV

**Section 13.5** – Project Manager

**Section 25.1** – Personal Services Contract

**Section 25.2** – Restrictions on Transfer of Interests in Developer

**Section 27.11.1** – Representatives of Developer

**Section 27.12** - Notices

3. **Exhibits.** Except with respect to the project developed on Parcel I, which has been substantially completed, the following Exhibits to the DDA are modified as follows:

**Exhibit B** to Amendment No. 8 to the DDA is hereby deleted and replaced with Exhibit B attached to this Amendment No. 9.

**Exhibit C** to Amendment No. 8 to the DDA is hereby revised to delete all references to "Parcel V" and to "Parcel IV" and to replace the reference to "Legacy Phase One" with a reference to "Phase II".

4. **Counterparts.** This Amendment may be executed in counterparts, each of which will constitute an original and all of which will constitute but one original.

5. **Validity.** Except as amended by this Amendment, the DDA remains in full force and effect. To the extent any term of or exhibit attached to this Amendment conflicts with or is inconsistent with the DDA, the terms of or exhibits attached to this Amendment will control.

6. **Governing Law.** This Amendment will be governed by and construed and enforced in accordance with the laws of the State of Washington.

The undersigned hereby execute this Amendment No. 9 to Disposition and Development Agreement to be effective as of the date first set forth above.

**DEVELOPER:**

**CITY:**

**MERRILL/LEGACY AT BURIEN (MF),**  
a Washington limited liability company

**CITY OF BURIEN,** a Washington  
municipal corporation

By: Legacy Partners 2700 LLC,  
a Delaware limited liability company,  
its managing member

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**MERRILL/LEGACY AT BURIEN (SL), LLC,**  
a Washington limited liability company

By: Legacy Partners 2700 LLC,  
a Delaware limited liability company,  
its managing member

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

## EXHIBIT A

### Schedule of Amended DDA Sections

#### Section 2.2 – Description of Town Square Project by Parcels; Phasing of Development

##### 2.2 Description of Town Square Project by Parcels; Phasing of Development.

The Town Square Project is intended to consist of a series of well coordinated public and private developments to be built on each of the separate parcels constituting the Town Square Project (including a public park, public parking, streets and sidewalk improvements on real property to be retained by City). The Town Square Site consists of Parcels I through VIII. Phase I of the Town Square Project was substantially completed in July 2009 and Developer has no further obligation or responsibility in connection therewith pursuant to the terms of this Agreement. Phase II is intended to be constructed on Parcel V or Parcel IV, at Developer's election. Phase III is intended to be constructed on Parcel IV or Parcel V, whichever was not utilized for Phase II. ~~Phase IV is intended to be constructed on Parcel VI.~~ Developer does not intend to purchase or develop Parcel VII or Parcel VIII and Developer as no obligation or responsibility in connection therewith. Developer may develop one Phase at a time or more than one Phase simultaneously. Upon the commencement of construction of Phase III on either Parcel IV or Parcel V, as applicable, Developer's obligations and responsibilities pursuant to this Agreement regarding Parcel VI shall terminate and thereupon Parcel VI shall be released from further encumbrance by this Agreement upon Developer's written notice thereof to the City.

#### Section 2.2.4 – Parcels IV and V

2.2.4 Parcels IV and V. The Parcel V Project is intended to consist of a mixed use building or buildings containing ~~approximately 140 to 180~~ a minimum of 160 residential units and ancillary retail space. The conceptual plan for the development of the Parcel V Project is attached as Exhibit B to Amendment No. 8 9 to this Agreement ("Amendment 8 9"). The Parcel IV Project is intended to consist of a project containing residential units (which may include senior living (age-restricted, multi-family) uses and ancillary senior living uses (including, but not limited to, assisted living and memory care), ~~apartments, condominiums, office space, retail space, a hotel or a combination of any of these~~ uses. The conceptual design for the development of the Parcel IV Project is attached as Exhibit B to Amendment 9 ~~will be agreed between the City and Developer in accordance with Section 4.4 of this Agreement.~~

#### Section 4.4.1 – Parcel V

4.4.1. Parcel V. The "Approved Conceptual Design Documents" for the Parcel V Project are attached as Exhibit B to Amendment 8 9.

#### Section 4.4.2 – Parcel IV

4.4.2. Parcel IV. ~~Within the timeframe set forth in the Project Schedule attached as Exhibit C to Amendment 8, Developer will deliver to the City Developer's proposed~~

~~Conceptual Design Documents (other than Design Guidelines) for the Parcel IV Project. The City and Developer will work together and cooperate in good faith to agree upon Conceptual Design Documents (other than Design Guidelines) for the Parcel IV Project for the uses described in Section 2.2.4 of this Agreement. The City will not withhold its approval of such Conceptual Design Documents for the Parcel IV Project so long as the concept proposed includes any of the uses described in Section 2.2.4 and meets the Design Guidelines, with any reasonable modifications proposed by Developer for the specific project and approved by the City in the course of the regular exercise of its regulatory land use authority. When approved by the City, such Conceptual Design Documents shall become the Approved Conceptual Design Documents for the Parcel IV Project. The "Approved Conceptual Design Documents" for the Parcel IV Project are attached as Exhibit B to Amendment 9.~~

### **Section 13.5 – Project Manager**

13.5 Project Manager. The project manager for development of the Private Development Projects shall be Kathryn Armstrong and/or Alexis Chartouni. If Kathryn Armstrong and/or Alexis Chartouni are is no longer affiliated with Developer, Developer shall designate a new experienced project manager with similar experience to Kathryn Armstrong and/or Alexis Chartouni. There shall be no change in the project manager assigned to the Private Development Projects without prior written notice to City. Developer may assign other qualified construction personnel to the Private Development Projects as needed to construct the Private Development Projects in accordance with the requirements of this Agreement so as to achieve Substantial Completion of the Private Development Projects on or before the Substantial Completion Date.

### **Section 25.1 – Personal Services Contract**

25.1 Personal Services Contract. It is Developer's intention to develop the Private Development Projects in accordance with the Project Descriptions provided by Developer to the City. Developer acknowledges that City is relying upon the personal knowledge, expertise and experience of Developer and the Managing Members of its Managing Members Preston Butcher, W. Dean Henry, Guy K. Hays, William D. Pettit, Jr., William D. Pettit III and/or Kerry Nicholson, individually or through a trust, in entering into this Agreement. Developer further acknowledges that its rights under this Agreement may not be assigned nor its duties and obligations delegated (except to Construction Lender) prior to the issuance of a Certificate of Completion of the initial phase of the Private Development Projects without the prior written consent of City, which consent may be withheld in its sole and absolute discretion.

### **Section 25.2 – Restrictions on Transfer of Interests in Developer**

25.2 Restrictions on Transfer of Interests in Developer. Developer may (a) sell, transfer, convey or assign interests in Developer or interests in any member or manager of Developer or (b) admit additional or substitute members in Developer or any member or manager in Developer, or (c) change or transfer the ownership interests in any member of Developer or any manager in Developer in accordance with the Approved Financing Plan and so long as Preston Butcher, W. Dean Henry, Guy K. Hays, William D. Pettit, Jr., William D. Pettit

III and/or Kerry Nicholson, individually or through a trust have a direct or indirect ownership interest in and management control over Developer and any one of Preston Butcher, W. Dean Henry, Guy K. Hays, William D. Pettit, Jr., William D. Pettit III, and/or Kerry Nicholson, individually or through a trust have a material and active involvement in the on-going management and development of the Property until after a Certificate of Completion has been issued with respect to the Parcel V and Parcel IV Projects. As used in this Agreement, the term "management control" means power to direct or cause the direction of management or policies (whether through ownership of voting interests or securities, by contract, or otherwise). Any other transfer shall require the prior written consent of City, which consent may be withheld by City in its sole and absolute discretion.

### Section 27.11.1 – Representatives of Developer

27.11.1 Representatives of Developer. Developer shall consult with City on initial assignments of personnel assigned to the Private Development Projects. Developer agrees that the person with overall responsibility for the work for the Private Development Projects shall be Kerry Nicholson and/or William D. Pettit, Jr and/or William D. Pettit III. The Project Manager shall be Kathryn Armstrong and/or Alexis Chartouni. Developer shall notify City of any proposed change in the personnel named above. In the event the personnel named above are replaced with individuals which do not have similar expertise to Kerry Nicholson, William D. Pettit, Jr., William D. Pettit III, Kathryn Armstrong and Alexis Chartouni, City shall have the right to approve such changes in the personnel named above, such approval not to be unreasonably withheld.

### Section 27.12 - Notices

27.12 Notices. Any notices or other communications required or permitted by this Agreement or by law to be served on, given to, or delivered to either party hereto by the other party, shall be in writing and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is addressed or in lieu of such personal service, three (3) days after it is deposited in the United States mail, first-class postage prepaid, certified or registered, return receipt requested, addressed as follows, or sent via facsimile transmission with machine confirmation of receipt followed by a "hard copy" mailed regular mail, within one (1) business day to the fax number listed as follows:

City: City of Burien  
400 SW 152<sup>nd</sup> St., Suite 300  
Burien, Washington 98166  
Attn: Kamuron Gurol  
City Manager  
Telephone: (206) 248-5503  
Facsimile: (206) 248-5539

With a copy to: City of Burien  
400 SW 152<sup>nd</sup> St., Suite 300  
Burien, Washington 98166  
Attn: City Attorney  
Telephone: (206) 248-5535  
Facsimile: (206) 248-5539

With a copy to: Davis Wright Tremaine LLP  
1201 Third Avenue, Suite 2200  
Seattle, Washington 98101-3045  
Attn: James A. Greenfield  
Telephone: (206) 757-8055  
Facsimile: (206) 757-7055

Developer: c/o Legacy Partners Residential, Inc.  
7525 SE 24<sup>th</sup> Street, Suite 180  
Mercer Island, WA 98040  
Attn: Mr. Kerry Nicholson  
Telephone: (206) 275-4060  
Facsimile: (206) 275-4059

With a copy to: Schultz & Wright, LLP  
545 Middlefield Rd., Suite 160  
Menlo Park, CA 94025  
Attn: Anne Keeler Wright, Esq.  
Telephone: (650) 462-0900  
Facsimile: (650) 462-0998

With a copy to: R.D. Merrill Real Estate Holdings, LLC  
1938 Fairview Ave. E. #300  
Seattle, WA 98102  
Attn: William D. Pettit, Jr.  
Telephone (206) 676-5300  
Facsimile (206) 676-5353

With a copy to: K&L Gates LLP  
925 Fourth Avenue, Suite 2900  
Seattle, WA 98104  
Attn: Kent Carlson  
Telephone (206) 370-6679  
Facsimile (206) 370-7022

Either party may change its address for the purposes of this Section by giving written notice of such change to the other party in the manner provided in this Section.

## EXHIBIT B

### Conceptual Design for Phase II Parcels IV, V & VI

#### CHARACTERISTICS OF THE DEVELOPMENT

The following describes the overall characteristics of the proposed development of Parcels IV, and V and VI.

##### Parcels IV, V & VI:

The development of Parcels IV, V and VI will bring new people and energy to Burien, contributing to the success and vitality of the Burien Town Square redevelopment and the surrounding neighborhood. The proposed development will be designed to provide desirable, attractive, affordable and livable places to live, work and shop. The plan includes retail and residential units, parking, and potential commercial and community uses. The projects will feature high-quality design and construction that will enhance the surrounding community. Parcel V will be the first phase of this development, consisting consist of a mixed-use structure with residential units, residential amenity spaces, retail-lease space, and structured parking. Parcel IV is planned for a mix of retail, commercial, and/or residential uses. Parcel VI, the smallest of the three parcels, will likely remain undeveloped until it can be combined with adjacent parcels for a larger development. residential senior living (age-restricted, multifamily residential) and senior living accessory uses (including, but not limited to, assisted living and memory care) atop structured parking, with a community room fronting the Town Square Park. Parcel VI, the smallest of the three parcels, will likely remain undeveloped until it can be combined with adjacent parcels for a larger development.

New buildings will complement and extend the existing amenity-rich environment. Parcels IV and V will include retail and/or live-work tenant spaces along 5<sup>th</sup> Avenue SW with large windows looking onto the street to provide an appealing and active pedestrian experience. The building environment will be enhanced with high-quality building materials and attractive façades to provide an appealing and active pedestrian experience. New on-site residents will help Burien Town Square evolve into an urban destination as well as support new and existing retail. We anticipate that the minimum total development of Parcels IV and V will include not less than 260-150 to 350 residential units but higher density is a possibility.

Parking will be provided on Parcels IV & V within structured parking garages and may include some limited surface parking. Parking requirements for Parcel VI (after interim uses as described below) will be based on the development plan for property west of 6<sup>th</sup> Avenue SW.

##### Parcel V (Town Square Phase II/Legacy Phase 1)

The proposed development on Parcel V is a five to six- to seven-story mixed-use building with ground-related uses. Retail and/or live-work spaces. Traditional main street row houses will be located along 5<sup>th</sup> Avenue SW. The southeast corner facing the park will be a focal point and the location for the primary residential entry and a small retail use. Amenity spaces for the residents, including a leasing office, meeting/lounge/entertainment space and a fitness center, are planned for the ground level. a retail use such as a café, as well as residential amenity uses that might

include a fitness center or entertainment space. These spaces near uses facing the building entry park will be activated by people, bringing energy to this key corner and generating pedestrian activity in and around the public open spaces nearby. The main entry will be located midway along 5<sup>th</sup> Ave SW, mirroring the entry to the Parcel IV Senior Housing, continuing the flow of energy from the Park along 5<sup>th</sup> Ave SW.

The above grade structured parking along SW 150<sup>th</sup> Street and 6<sup>th</sup> Avenue SW will be enhanced with a combination of different textural surfaces, decorative screening, landscaping and “green screen” trellises, artwork and/or special lighting. ~~Sitting areas will also be provided along the sidewalks.~~ Access for parking is planned at two locations: near the northeast corner on SW 150<sup>th</sup> Street and near the southwest corner on 6<sup>th</sup> Avenue SW. The retail/parking base structure of the building will occupy most of the lower level of the building. The ~~west side of the~~ lower garage level will be partially below grade.

The upper levels are planned for ~~approximately 140 to 180~~ a minimum of 160 residential units. Many of the units will face a large landscaped courtyard located at the first level of residential units. This outdoor space will accommodate active uses such as “pea-patch” gardens, barbecue, recreation and lounge areas. ~~Because the building will be shaded by the existing project to the south, the façade will step down to allow sunlight to penetrate into the interior landscaped garden areas.~~

The massing of the building will complement its surroundings and add interest to Burien’s skyline. The building will ~~be~~ designed with varying rooflines, articulated and modulated facades, and ~~design~~ features that add visual interest to the building, including ~~features such as decks and bay windows.~~ The design will incorporate a range of high-quality building materials along all building facades; ~~these will likely include~~ including masonry, stucco, ~~hardy and ceramic~~ elad cementitious siding, and architectural metal panel. The windows will be generous, allowing maximum daylight into the residences.

The residential units will range in size and ~~most~~ most will have decks or patios that open to the outdoors. ~~Live-work~~ Row house units will be located along 5th Avenue SW and the design will allow the units to convert to retail spaces at a later date if there is market demand. Canopies or awnings will provide weather protection on the pedestrian-oriented streets along sidewalks of at least 33% of the building’s front face. ~~along sidewalks of at least 33% of the building’s front face.~~

The project will incorporate a variety of sustainable features using the Built Green or LEED criteria benefitting the residents as well as the environment. Examples of some of these features include low impact development methods using natural storm-water infiltration, interior finish materials with recycled content and low toxicity, energy efficient windows and appliances, bicycle storage, and edible plant gardens.

#### **Parcel IV (~~Town Square Phase III/Legacy Phase 2~~)**

Parcel IV is planned as a ~~mixed-use building(s) which may include both residential and commercial components.~~ senior housing building with a minimum of 100 units. The site slopes down towards 4<sup>th</sup> Avenue SW where a ~~lower level of commercial space could accommodate~~

~~other uses exhibition storefronts are anticipated to showcase local artists' work along this important pedestrian and transit corridor. Retail and/or live work spaces are planned along The main entrance will be located on 5<sup>th</sup> Avenue SW, complementing the development on Parcel V to the west and strengthening the north-south connections. Retail, commercial or other active uses which may include hotel or office are planned for the eastern side of the site. Parking on this site is anticipated to be primarily will be underground with some surface or above grade parking possible. Access will probably be access from SW 151<sup>st</sup> Street (lower level) with additional parking accessed from SW 150<sup>th</sup> Street near the northwest corner of the site; however preferred parking access locations may change depending on uses. The massing of the building(s) will complement the other structures in the Town Square with modulated facades and variation in exterior materials and colors to enhance the scale and character of the proposed project. with an additional, secondary access to the ground floor, via a staircase, located adjacent to the parking entrance.~~

~~The existing public space adjacent to the SW corner of Parcel IV is approximately four-thousand square feet. The City and the Developer will work cooperatively to determine possible uses and amenities for this space that complement other uses in and around the Town Square area. and is conceived as a continuation of Town Square Park, to be landscaped accordingly. Developer and the City shall work cooperatively to facilitate the design, permitting and construction of this public space as part of the Parcel IV project by Developer at Developer's cost. For those improvements to the public space executed by Developer, Developer shall, upon payment of all contractors and release of all liens or potential liens thereof to City's satisfaction, convey all such improvements and landscaping together with all other interests of Developer in such public space to City. Following completion of the improvements and landscaping thereon by Developer, such area shall remain public space owned by the City and Developer will maintain such area consistent with a maintenance agreement acceptable to both the City and Developer.~~

#### **Parcel VI**

Parcel VI is a long, thin land parcel on the west side of 6<sup>th</sup> Avenue SW. Because of the parcel's small size and unique dimensions it has limited capacity for high density development consistent with the Town Square vision. The highest and best use for this parcel is to combine it with sufficient surrounding property to allow for a future project that is more consistent with the scale of developments on parcels I, IV and V. The combination of Parcel VI with other land in the vicinity would facilitate the creation of a larger mixed-use development consistent with Parcels IV and V and the emerging urban context of the neighborhood. Upon commencement of construction on Phase III on either Parcel V or Parcel IV, as applicable, all obligations related to Parcel VI pursuant to this Agreement will terminate, upon Developer's written notice thereof to the City. Interim uses of this parcel ~~could also~~ will include surface parking, a staging area for during the construction of Parcels IV ~~or and~~ V, green space and other temporary uses. An interim use would include some landscaping to enhance the site while recognizing the temporary nature of the use. ~~If, after 2 years following the Substantial Completion of (Parcel V) and (or Parcel IV (whichever is later), there has been no acquisition of additional property or the property has not been combined with an adjacent parcel, the Developer will submit to the City, and the City will duly consider, an Alternate Permanent Development Plan and Project Description for Phase IV (Parcel VI) that is consistent with the range of uses available in the Downtown Commercial Zone at that time.~~

***Conceptual Design Depictions for Parcels IV and V***

***Are available upon request***

***Please contact:***

***Dan Trimble, Economic Development Manager***

***206/248-5528***

***[dant@burienwa.gov](mailto:dant@burienwa.gov)***

**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Discussion and Possible Approval of the Interim Economic Development Strategic Plan		<b>Meeting Date:</b> April 21, 2014
<b>Department:</b> City Manager	<b>Attachments:</b> 1) Interim Economic Development Strategic Plan Revisions. 2) Updated Matrix of Council Suggested Revisions.	<b>Fund Source:</b> N/A <b>Activity Cost:</b> \$50,000 <b>Amount Budgeted:</b> \$50,000 <b>Unencumbered Budget Authority:</b> \$0
<b>Contact:</b> Dan Trimble, Economic Development Manager		
<b>Telephone:</b> (206) 248-5528		
<b>Adopted Work Plan</b> <b>Priority:</b> Yes X No	<b>Work Plan Item Description:</b> Economic Development Strategic Plan	
<b>PURPOSE/REQUIRED ACTION:</b>		
<p>The purpose of this agenda item is for the City Council to discuss and possibly approve the recommended Interim Economic Development Strategic Plan.</p> <p><b>BACKGROUND (Include prior Council action &amp; discussion):</b></p> <p>Council agreed during the 2013-2014 budget process to consider development of an Economic Development Strategic Plan as a near term priority for the City. The 2013-2014 approved budget included \$50,000 for the development of an Economic Development Strategic Plan.</p> <p>The City Council reviewed and discussed the Scope of Services that would be sought in the consultant selection process at the March 4, 2013, Council meeting. The BEDP has served as an advisory board in the development of this plan. It has reviewed and recommended the plan to the Council.</p> <p>The Council reviewed the draft Plan at the March 3, 2014, Council meeting and individual Councilmembers suggested possible revisions that Staff incorporated in a matrix. The Council considered the matrix at the April 7, 2014, Council meeting and directed staff to incorporate several revisions to the Plan. Staff has revised the Plan accordingly. In addition, Staff has engaged the M.L. King County Labor Council in discussions about the Plan and is working with community members to help define the objectives for an Economic Development Forum which will be the subject of a Council Study Session on April 28, 2014.</p> <p><b>OPTIONS (Including fiscal impacts):</b></p> <ol style="list-style-type: none"> <li>1. Discuss and approve the Interim Economic Development Strategic Plan as recommended.</li> <li>2. Discuss, amend, and approve the amended Interim Economic Development Strategic Plan.</li> <li>3. Discuss and do not approve the Interim Economic Development Strategic Plan.</li> </ol>		
<b>Administrative Recommendation:</b> Discuss and approve the Interim Economic Development Strategic Plan as recommended.		
<b>Advisory Board Recommendation:</b> BEDP supports this item.		
<b>Suggested Motion:</b> Motion to approve the Interim Economic Development Strategic Plan as recommended.		
Submitted by: Dan Trimble		
<b>Administration</b> _____	<b>City Manager</b> _____	
<b>Today's Date:</b> April 15, 2014	<b>File Code:</b> R:\CC\Agenda Bill 2014\042114cm-4 Econ Dev Strat Plan.docx	



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# BURIEN INTERIM ECONOMIC DEVELOPMENT STRATEGY

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April 2014

Prepared for City of Burien  
By ECONorthwest with BDS Planning

# Summary of Actions

## Preliminary Actions

### ***Set the budget, staffing, and work plan for economic development***

#### **ED.1 Decide on budget, staffing, and work plan**

The Advisory Committee recommends adding a full-time technical position to support the division manager and a full-time public information specialist (now part-time).

#### **ED.2 Gather information about best practices**

This action requires: (1) a matching of the highest ranked and most fundamental actions to the available resources; and (2) an investigation of best practices for the most important actions.

#### **ED.3 Continue community engagement efforts**

The City should continue to engage the community and various stakeholders to encourage participation in the implementation of the Plan and provide new ideas for future Plan updates.

## Basic Actions

### ***Land and buildings***

#### **LB.1 Tune up the permitting process**

The biggest connection of any new or expanding business with local government and public policy is usually through the land use planning and permitting process. Burien can have strong regulations to protect public health, safety, and welfare, if it can show that they are efficient.

#### **LB.2 Inventory buildable land supply**

A buildable lands inventory would (1) classify land into mutually exclusive categories, including City owned property; (2) net out development constraints; (3) create maps with tabular summaries of lands by attribute and plan designation, and (4) estimating land capacity.

#### **LB.3 Assess the City's Comprehensive Plan and update as necessary**

Burien should review its land use and zoning in conjunction with available lands, and make adjustments for consistency.

#### **LB.4 Assess housing supply, policy, and partnerships**

In concept, the City would describe (1) existing housing supply, (2) current and expected housing need, and (3) policy to guide future housing development.

#### **LB.5 Create information packets for businesses and developers**

The City should package the revised permitting process guidelines, buildable lands inventory, and revised planning and development policies for an audience of developers, businesses, and other economic development interests.

#### **LB.6 Balance environmental protection with economic development**

The City should address the need to balance the long-term protection of the natural environment with judicious and thoughtful economic development.

University of Washington), or (potentially but less likely) by local volunteers. This work could take as little as a month; if consultants were used, something useful could be produced for a budget in the range of \$6,000 – \$12,000.

**Evaluation.** Did a report get done on best practices and benchmarks for a subset of actions in this strategy considered most important or immediate?

### **ED.3 Continue community engagement efforts**

**Overview.** The City should continue to engage the community and various stakeholders to encourage participation in the implementation of the Plan and to provide new ideas for future Plan updates.

**Implementation.** City staff would reach out to stakeholders and community partners to assist with broadening awareness of the Plan, its vision, and the actions needed to achieve that vision. Recognizing that this is a living document, the outreach would also invite new ideas and action recommendations that could be incorporated into future Plan updates. A specific implementation item is to hold an Economic Development Forum in the summer of 2014 that would initiate this type of community engagement.

**Evaluation.** Was a forum held in summer of 2014? Did the forum raise awareness of the Plan and did it generate new ideas for future actions?

## **4.5 Category 2, Basic: Actions to improve the value of City facilities and services that most businesses rely on to operate and grow**

This category of actions covers activities that are logically and typically included in economic development plans. These activities have a more or less direct connection to business activity, and thus to the desired jobs, incomes, and tax revenues that are correlated with that activity. They are also more likely to be shorter run and trying to solve some immediate problems relatively quickly. In the context of the framework for economic development described in Section 2.1, these policies are likely to be addressing costs (and *factors of production*) that are important to businesses: of land assembly, purchase, and entitlement; of infrastructure (especially transportation) and development; of environmental regulation; of labor (and its education and training); of housing and other amenities for labor (quality of life), and so on. In this document, those actions are referred to as *actions to improve the value of City facilities and services that most businesses rely on to operate and grow (basic actions)*.

The actions in this category are further divided based on how they can either decrease the costs of businesses (predominantly) or increase the markets and revenues of businesses (in some cases).

## **LB.6 Balance environmental protection with economic development**

**Overview.** The City should address the need to balance the long-term protection of the natural environment with judicious and thoughtful economic development. Recognizing that we are environmental stewards for future generations as well as the broader Puget Sound ecology enables us to adequately devote attention and resources for our parks and critical areas. In turn, thoughtful economic development enables the City to have a sound economic base that provides income and employment for our families, revenue for government services and infrastructure, and investments in community actions that improve quality of life.

**Implementation.** This task should be included the discussions of future economic and environmental policy developments as well as the implementation of other actions, especially the update of the Comprehensive Plan.

**Evaluation.** Did City staff and the City Council incorporate this concept during economic and environmental policy discussions? Was the concept incorporated into future updates to the Comprehensive Plan?

## **Infrastructure**

Infrastructure for future development must be available, funded, and fairly priced. Infrastructure actions are further described in this section.

### ***1.1 Monitor state and regional investments in highways and transit around Burien***

**Overview.** Transportation is probably the biggest and most important type of infrastructure that the City can control. The City should work to maintain and improve access and travel times throughout the City, especially to SeaTac, Seattle, and Southcenter. Working within a regional framework, City staff should continue coordinating capital improvement planning and funding with regional land use and infrastructure planning to ensure that infrastructure is available for employment land, especially areas identified as having a high priority for development.

**Implementation.** City staff (in Community Development or Public Works) should have a simple system (tied to a capital improvements plan: I.5) for monitoring the status of state and regional transportation projects in and around Burien. What is being talked about, planned, in design, under construction? City staff in transportation should be responsible for getting Burien's interests (including its general vision and its EDS) incorporated into these projects.

**Evaluation.** Does City staff have a current list of regional and state transportation projects are being talked about, planned, in design, or under construction? Can they show how Burien's concerns are (or are not) being incorporated in these projects?

**Implementation.** Building on the work completed for ED.2, the City should form a task force to recommend a policy framework for the use of incentives to attract or retain businesses. The framework should describe (1) where incentives would be used, (2) the criteria for which businesses would qualify for incentives and under what conditions, (3) what types of incentives would be available to businesses, (4) the funding sources to support the incentives, and (5) expectations of businesses that receive incentives. City staff and Council members will work with stakeholder groups to identify membership for the task force. The task force should coordinate with the work of the task force in BS.1 (the two task forces could be combined into one). The City Council will review the recommended criteria and make a decision about adopting the criteria.

**Evaluation.** Did the City form the task force? Did this task force deliver a report to the City Council?

## **Funding, resources (taxes, fees, and incentives)**

### ***FR.1 Evaluate and help create (if appropriate) business improvement districts***

**Overview.** A business improvement district (BID) is a defined area in which businesses pay a special tax or levy to fund improvements within district boundaries. Improvements may include cleanup and maintenance, streetscape beautification, security, joint marketing, and parking. A ratepayers board governs the district, developing both its program and budget.

To form a BID, the City would probably convene a task force consisting of City staff and local business owners to investigate the feasibility of a BID in Burien. The task force should consider several important questions:

- (1) What would be an appropriate boundary area for a BID?
- (2) Are there specific improvements local business owners would like to implement in the area of the proposed district?
- (3) What would be the duration and cost of these improvements?
- (4) What fee would the district need to levy in order to pay for these improvements?
- (5) Do the majority of property owners in the proposed district boundaries support the district?

To answer these questions, the task force would have to contact each business in the proposed district boundaries and obtain approval from the majority.

The City could, in conjunction with a new Hotel development, establish a Lodging Tax as well as consider participation in the regional Tourism Promotion Area (TPA). The revenue from these programs is usually designated for business and tourism promotion.

**Implementation.** City staff (probably with support from BEDP) would work with local businesses to identify membership for a task force that should investigate the feasibility of a BID or a TPA in Burien. If there is sufficient demand for this district, the task force would create a formal petition to City Council for the creation of the district.

**Evaluation.** Did the City form a task force? Did this task force evaluate the feasibility of a BID or join the TPA? If the task force found in favor of the creation of a district, did the Council review the petition?

## **FR.2 Assist in finding funding for business development**

**Overview.** There are many ways Burien can help. For example, many cities have programs that make small loans to businesses for improvements (e.g., a revolving loan program for façade improvements in a commercial district). Cities can also help businesses find state or national loan or (more rarely) grant programs (e.g., US Citizenship and Immigration Services administers the Immigrant Investor Program, also known as “EB-5,” which matches foreign capital to approved local development projects).

Some cities also assist with finding private funding. Venture capital provides the investment resources required for high-potential small- and medium-sized businesses to grow. Regionally based networks of venture capitalists or “angel investors” (investors that provide financial backing for small startups or entrepreneurs) support regional economic development by concentrating capital investments in a geographic area.

The City could assist in the creation of a local network that brings together capital (and other business support resources) and entrepreneurs from the City and the surrounding area. One model for this type of initiative is the Oregon Entrepreneurs Network, a nonprofit organization that educates, supports, and advocates for the entrepreneurial community in Oregon and southwest Washington. The Oregon program connects capital investors, business support services, and entrepreneurs, to help grow local businesses and facilitate regional economic development. In this model, the City should not itself form a venture capital network; it would lead the effort in creating a task force composed of elected officials, City staff, local business owners, and other stakeholders that could undertake this action.

**Implementation.** City staff and Council members would work to form a task force (or this could be the BEDP) with local businesses to research the formation of a local venture capital network. This process would involve (1) researching best practices of other regionally-based networks, (2) identifying and connecting individually with potential capital investors and entrepreneurs, (3) developing a business plan and marketing strategy, and (4) implementing the plan.

**Evaluation.** Did the City form a task force? Did this task force investigate the feasibility of a regional venture capital network? Did the task force start a regional network?

# VISION FOR ECONOMIC DEVELOPMENT

Burien's citizens enjoy the benefits of both a small-town setting and quick connections to regional and international business centers.

Burien has a thriving downtown whose international offerings of food and arts reflect its diverse population. Its downtown and neighborhood centers are social, walkable, and safe. It has small-town sense of community while offering urban attractions typically only available in cities several times its size.

Burien is a hub and a jumping-out point. Its central location in the Seattle-Tacoma metropolitan area and at the crossing of the region's major highways gives its citizens unsurpassed access to business, recreation, cultural, and shopping opportunities. Many of its residents work in its several business clusters: In logistics, high-tech, wellness services, creative services, and international commerce. With SeaTac airport only five minutes away, others are able to work around the world without giving up the beauty of the environment and lifestyle in the Northwest.

## PRELIMINARY ACTIONS

**Set the budget, staffing, and work plan for economic development**

- ED.1 Decide on budget, staffing, and work plan
- ED.2 Gather information about best practices
- ED.3 Continue community engagement efforts

## BASIC ACTIONS

### Land & Buildings

- LB.1 Tune up the permitting process
- LB.2 Inventory buildable land supply
- LB.3 Assess the City's Comprehensive Plan and update as necessary
- LB.4 Assess housing supply, policy, and partnerships
- LB.5 Create information packets for businesses and developers
- LB.6 Balance environmental protection with economic development

### Infrastructure

- I.1 Monitor state and regional investments in highways and transit around Burien
- I.2 Evaluate parking in downtown
- I.3 Support the development of walkable, bikeable, and transit-oriented neighborhoods
- I.4 Improve broadband Internet capacity and service levels
- I.5 Develop a detailed and consistent Capital Improvement Plan

### Education & Labor Force

- LF.1 Coordinate with local providers of services relating to job matching, training, and education
- LF.2 Work directly with education districts to improve the quality of education

### Quality of life: Facilities & Services

- QL.1 Evaluate City facility and service investments
- QL.2 Adopt policies that support quality of life

### Business Services

- BS.1 Describe business attributes and impacts that support the Vision
- BS.2 Evaluate and make explicit policy decisions about incentives

### Funding Resources

- FR.1 Evaluate and help create (if appropriate) business improvement areas (BIAs)
- FR.2 Assist in finding funding for business development

### Communication & Coordination

- CC.1 Develop a marketing and branding plan
- CC.2 Form partnerships: communicate and coordinate
- CC.3 Reach out to districts of the City

## ADVANCED ACTIONS

### International City

- IC.1 Develop sister city relationships
- IC.2 Create relationships at the state level and with other partners
- IC.3 Identify and evaluate ways to exploit Burien's proximity to the Port or Airport
- IC.4 Help develop a program for international tourism





**Interim Economic Development Strategic Plan  
Summary of City Council Comments  
(Updated 4/21/2014)**

Source*	Interim Economic Development Strategic Plan Summary of City Council Comments (Updated 4/21/2014)				
	#	TOPIC	SUMMARY of COMMENT	STAFF RESPONSE	CC Direction
NT	1	Plan Organization	Plan lacking in goals. Council could provide additional input on goals and document organization.	Council could create a working group or sub-committee to propose significant changes to the Plan. This could be a Council sub-committee or working group including Council members and BEDP members. This would lengthen the process for the Plan development and eventual adoption.	Not Recommended.
NT	2	Implementation	ED Forum in May/June could help with changes to the Plan or with implementation of the Plan.	Council could provide additional direction regarding the intent and scope of the Forum and, if appropriate, direct Staff to support the Forum as a City supported event to promote the adopted Plan and help with its implementation. Staff has tentatively reserved some dates at the Community Center in June. (See attached Forum Description) (In Progress)  <b>The forum will be the subject of a Council Study Session on April 28, 2014.</b>	Recommended.
DW/BE	3	Council Survey	Incorporate comments from an economic development survey conducted by Council members Wagner and Edgar.	Many of the survey comments were incorporated in the Impediments to Development work program. Staff could add a more specific acknowledgement to the on-going Impediments work program in the Plan narrative.  <b>Added ED.3 to the Preliminary Actions</b>	Group with Item 2.
BE	4	Blog Survey	Acknowledge the preference survey in the B-Town Blog.	Although the survey was not directly tied to any particular action, Staff could add an acknowledgement of the survey and its results in the Plan narrative. Staff has only received an incomplete report of the survey findings.  <b>Added ED.3 to the Preliminary Actions</b>	Group with Item 2.
BE/NT	5	Action Diagram	Create a visual picture or diagram of the actions to better show the connections between the actions.	Staff could develop a graphic that depicts proposed actions in a manner that would indicate the timing, the relationships between actions, and how they influence and support each other. (Included)  <b>Staff has prepared a graphic that can be used as a supplement to the Plan</b>	Recommended.
LB	6	Narrative Addition	Lack of worker or employee voice in the document.	Staff could add references in the narrative, where relevant, regarding benefits to workers and employees, not just companies or organizations. (In progress)  <b>Staff has arranged for a meeting with the M.L. King County Labor Force Council.</b>	Recommended, also group with Item 2.
DW/NT	7	Timing	Council member Wagner suggested waiting for input from the new City Manager; Council member Tosta stated the Plan was Policy and should come from the Council.	Staff has shared the recommended Plan with the incoming City Manager. The soonest the Plan would likely be placed on an agenda for possible adoption would be April 21, 2014. The anticipated official start date for the incoming City Manager is April 16, 2014.	Completed.

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**Interim Economic Development Strategic Plan  
Summary of City Council Comments  
(Updated 4/21/2014)**

Source*	#	TOPIC	SUMMARY of COMMENT	STAFF RESPONSE	CCJ Traction
JR	8	Revenues	Add additional discussion of other possible City revenue sources, for example lodging tax, where appropriate.	Staff could add references in the narrative, where relevant, regarding potential enhancements to existing or development of new City revenues sources. <b>(Included)</b>  Staff added language regarding the possible use of Lodging Tax revenue as a funding source.	Completed.
BE	9	Corrections	Fix sequencing of Preliminary and Basic Actions, Summary; remove redundant category naming in the Basic Action list, Summary; title and summary for 1.3 should be consistent, Summary and p24; incorporate LB.6 comment into the infrastructure section, p22.	Completed.	Completed.
DW	10	Economic Conditions	Consider strengthening the language regarding adverse impacts from the airport to include environmental and socio-economic impacts, Sec 2.2 p8.	This section of the report includes illustrative examples of some negative externalities. It was not intended to be a complete or exhaustive list of negative impacts.	Not Recommended.
DW	11	Vision	Is the brand of International City right for Burien? Sec 3.1 p10. Branding is premature, Sec CC.2 p31.	This is the recommendation of Staff, BEDP, and the Consultants.	Not Recommended.
DW	12	Staffing	Can the current or proposed budget allow for additional staff resources? Consider college interns, ED.1 p16. Does the budget allow for an ombudsman position? LB.1 p20.	The Plan recommends additional staff resources; the timing would be up to the Council. Staff will be asking for a temporary intern in the current program year. Budget capacity and allocation of additional permanent staff resources would be discussed during the upcoming budget process for the next biennium. <b>(In progress)</b>  Staff is hiring an intern for the remainder of 2014. Staff will also work on providing supporting information regarding additional staff positions during the 2015/2016 budget process.	Recommended during budget process.
DW	13	Parking Study	Add parking study to the list of Implementation items, LB.5 p22.	Staff could add this reference in the narrative. <b>(Included – Already in I.2 p23)</b>	Recommended.
BE	14	Action Addition	Provide a new strategy or action that addresses the need to balance the long-term protection of the natural environment with judicious and thoughtful economic development, Summary and p22.	With Council direction, Staff could add a new action item “LB.6” that addresses the balancing objective as described by Council member Edgar. For Example:  LB.6 Balance environmental protection with economic development  The City should address the need to balance the long-term protection of the natural environment with judicious and thoughtful economic development. <b>(Included)</b>  Staff added the recommended language.	Recommended.
DW	15	Suggested Edit	Eliminate the words “fun, funky & functional”, Sec CC.3 p32.	Staff could delete this reference in the narrative.	Not Recommended.

\*-NT (Council member Nancy Tosta), DW (Council member Debi Wagner), BE (Council member Bob Edgar), LB (Council member Lauren Berkowitz), JR (Council member Jerry Robison)

**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Discussion on and Selection of a Facilitator for the Council and Staff Retreat on May 17, 2014		<b>Meeting Date:</b> April 21, 2014
<b>Department:</b> City Manager	<b>Attachments:</b> 1. Results of Facilitators' Reference Checks	<b>Fund Source:</b> N/A <b>Activity Cost:</b> N/A <b>Amount Budgeted:</b> N/A <b>Unencumbered Budget Authority:</b> N/A
<b>Contact:</b> Nhan Nguyen, Management Analyst		
<b>Telephone:</b> 206-439-3165		
<b>Adopted Initiative:</b> Yes      No      X	<b>Initiative Description:</b> N/A	
<p><b>PURPOSE/REQUIRED ACTION:</b></p> <p>The purpose of this item is for Council to discuss and select a facilitator for the Council and Staff Retreat on May 17, 2014.</p> <p><b>BACKGROUND (Include prior Council action &amp; discussion):</b></p> <p>At the April 7 City Council meeting, Council selected Andrew Ballard, Jim Reid, John Howell, and Martha Bean as the finalist facilitators for the Council and Staff retreat. Council also selected May 17, 2014, as the date of the retreat. Council directed staff to conduct reference checks on the four finalists. Staff created a matrix to summarize results of the reference checks (attached).</p> <p><b>OPTIONS (Including fiscal impacts):</b> N/A</p>		
<b>Administrative Recommendation:</b> Hold discussion.		
<b>Advisory Board Recommendation:</b> N/A		
<b>Suggested Motion:</b> None required.		
Submitted by: Nhan Nguyen		
<b>Administration</b> _____		<b>Interim City Manager</b> _____
<b>Today's Date:</b> April 15, 2014	<b>File Code:</b> R:/CC/Agenda Bill 2014/042114cm-2 Retreat Facilitators	



<u>Company</u>	<u>Personnel conducting retreat</u>	<u>Experience</u>	<u>Clients</u>	<u>Pricing</u>	<u>References</u>
<u>Marketing Solutions</u>	Andrew Ballard	More than 30 years of experience, facilitated nearly 500 planning retreats and working sessions.	Facilitated retreats for City Councils of Kent, Seatac, Redmond, Lynnwood and Lake Steven; and for SCA, Snohomish County, and others.	\$3,450	Nicola Smith, Mayor, <u>City of Lynnwood</u> , 425-670-5002. Council Retreat on April 4. Facilitated the Lynnwood Rotary Club's strategic planning process through several retreats in 2007. Facilitated Dept. Directors' retreat (with some councilmembers in attendance) in April 2014. Outcome: Workplan for staff. On April 16, Andrew will lead retreat for Council/staff. In May, Andrew will lead a citizen summit to understand how they feel about the new Lynnwood Vision. Highly positive feedback from staff and Councilmembers. Move the retreat along, keep people on task and on track, a task-master. Very prepared and did his homework. Understand audience. Ask audience to imagine what success looks like and work toward that. "A miracle worker - staff beg to bring him back." Appropriately funny. Incredibly energetic. Understand the work of the City and roles of city staff and councilmembers.  Dana Ralph, Council President, <u>City of Kent</u> , 253-332-0760. Facilitated Council/staff last year and this year. Worked in team building last year. This year, worked on goals setting with Council. Humorous, on-task. Very positive feedback from participants. Productive and good use of time. Strength: Ability to draw people into the conversations.
<u>Cedar River Group</u>	John Howell	Over 20 years of consulting experience with government entities and non-profit groups.	Facilitated retreats and group processes for a wide variety of clients including City Councils of Medina and Ellensburg, and organizations such as the Pierce County Housing Affordability Task Force, Harborview Medical Center, and others.	\$210/hour. Staff's estimate (17 hours): \$3,570	Mike Luis, Mayor, <u>City of Medina</u> , 206-295-7123. Facilitated a Council and CM retreat in March, 2014. Helped Council set goals and initiatives. Outcome: List of prioritized initiatives. He did very well as a facilitator. Kept everyone on track and focused. Strengths: Ask the right questions, lot of experience, keep things moving.  Joan McBride, former Mayor, <u>City of Kirkland</u> , 425-698-7556. John facilitated the Regional Corridor Discussion with several regional partners as participants: Kirkland, Bellevue, Redmond, Sound Transit, King County, and others. Goal: Get mutual agreement on what to be done with the corridor. "John was brilliant. Best facilitator I've ever seen, and I have been in government for 22 years." Very professional and respectful even if your voice is in the minority. Helped people stay on track. Made it look easy. Outcome: A document that everyone was happy to sign. Strengths: bright, respectful, very good listener, stay within scope of discussion.
<u>The Falconer Group</u>	Jim Reid	Over 30 years of experience in facilitation and training. More than 60 clients, including local, state, and federal agencies, and non-profit organizations and associations.	Currently consulting City Councils of Covington, Edmonds, Federal Way, Maple Valley, Normandy Park, and Shoreline and had worked with City Councils of Bainbridge Island, Kent, Redmond and SeaTac.	\$190/hour. Staff's estimate (17 hours): \$3,230	Margaret Harto, Mayor, <u>City of Covington</u> , 253-631-3217: Used Jim for seven years as facilitator for annual Council/staff summit (retreat). Very thorough. Good listener. Very skillful with keeping people on tasks. Outcomes: Goals for the City and Council which staff turned into some workplan items. Very subtle style - "teach without preaching." Nurturing the positives with a Council that went through rough times. Very open and comfortable in his role as a facilitator. Staff trusted and respected Jim because he made sure each person a full participant. Strength: Ability to reflect back to the group and summarize what people said. "Best facilitator I've ever seen, and I was a facilitator in my former life!"  Jeanne Burbidge, Deputy Mayor, <u>City of Federal Way</u> , 206-650-1489. Facilitated the Council/staff retreat for several years. Very reliable and responsive. Thoughtful and sensitive to Council's dynamics. Has a great deal of experience to call upon. Outcomes: Goals for the Council and the community. "Best retreat ever!" Strengths: Know when to say things, how to move things along. Not imposing ideas.
<u>Martha Bean</u>	Martha Bean	25 years of experience in facilitation, mediation involving multi-party disputes, strategic planning efforts, and organizational capacity building. Facilitated over 50 multi-party groups.	Non-profits, municipalities, government entities including retreats for City of Normandy Park City Council, City of Seattle Office of Sustainability, KC Dept. of Parks and Recreation, Darrington and Sultan, Port of Seattle, and others.	\$220/hour. Staff's estimate (17 hours): \$3,740	Doug Osterman, Councilmember, <u>City of Normandy Park</u> , 206-477-4793. Worked with Martha since 1998 as a watershed coordinator for Sammamish. Hired Martha to facilitate the visioning process for the Sammamish Watershed Plan - participants from 7-8 jurisdictions. Uncanny visual techniques. Facilitated a successful retreat for Normandy Park's City Council in 2008 with new councilmembers. Conducted the Sightlines 20/30 community involvement process for Normandy Park (2009) that was participated by citizens and elected officials. Building relationships with people with divergent views and building team. Extremely adept and skillful in writing and report. Very collaborative.  Beth Heider, former Chair of <u>US Green Building Council (USGBC)</u> , 703-519-0136. In 2012, worked on updating strategic plan for USGBC. Well prepared. Great with graphic visualization. Translated ideas into graphics which allowed people to understand concepts better - a rare skill. Facilitated retreat for board and staff (about 40 people). Facilitated a USGBC's crowd-sourcing meeting with about 300 chapter staff across the country. Good sense of humor. Engaging. No downside.







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

**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**

Briefing on the Road Map Project by Mary Jean Ryan, Community Center for Education Results (CCER) Executive Director.  
*(City Manager)*

**Update and Recommendation on School-Based Afterschool Programs.**

*(Parks – Rescheduled from 4/21)*

**Motion to Authorize the City Manager to Execute Town Square Disposition and Development Agreement (DDA) Amendment No. 9.**

*(City Manager)*

**Discussion on Proposed Ordinance No. 603, Amending Chapter 3.12 of the Burien Municipal Code Relating to the Utility Tax Relief Program for Low-Income Households.**

*(Finance)*

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**May 17, TBD - Council Retreat, Burien Community Center, Shorewood Room**

**May 19, 7 pm Regular Council Meeting**

Presentation of the 2013 Annual Report by the Small Business Development Center (SBDC).  
*(City Manager – Rescheduled from 4/7)*

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

*(City Manager – Rescheduled from 5/5)*

**Presentation by Recology CleanScapes on its Transition Status.**

*(Public Works – Rescheduled from 5/5)*

**Public Hearing and Discussion on Approving the Vacation of a Recorded Subdivision in NERA.**

*(Public Works – Rescheduled from 4/21)*

**Motion to Approve Ordinance No. 603, Amending Chapter 3.12 of the Burien Municipal Code Relating to the Utility Tax Relief Program for Low-Income Households.**

*(Finance)*

**TENTATIVE** - 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**

**Presentation of Police Service Awards to Officers.**

*(City Manager/Police)*

**Presentation of the 2013 Annual Police Report.**

*(City Manager/Police)*

**Presentation Concerning Landslide and Slope Stabilization on Seahurst Road.**

*(Parks – Rescheduled from 5/19)*

**June 2 cont'd.**

Public Hearing and Discussion on the 2015 through 2020 Six-Year Transportation Improvement Program.

*(Public Works)*

**Motion to Adopt Ordinance No. xxx, Approving the Vacation of a Recorded Subdivision in NERA.**

*(Public Works – Rescheduled from 5/5)*

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**

Motion to Approve Resolution No. xxx, Adopting the 2015 through 2020 Six-Year Transportation Improvement Program.

*(Public Works)*

Motion to Approve the 2015-2017 Interlocal Cooperation Agreement Regarding the Community Development Block Grant (CDBG) Program.

*(Finance)*

**Review of CARES Contract.**

*(City Manager)*

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)
4. Discussion on the Criteria for Naming Annual Citizen(s) of the Year Award Recipients (3/17/14 Council Meeting)
5. Special Session to Discuss the Evaluation Criteria for the City Manager (3/25/14 Study Session)



# Burien

*Washington, USA*

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## MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Kamuron Gurol, City Manager  
**DATE:** April 21, 2014  
**SUBJECT:** City Manager's Report

### I. INTERNAL CITY INFORMATION

#### A. Customer Feedback for Parks, Recreation & Cultural Services (PaRCS) Programming

One of the senior participants from Fritzi Oxley's needlework class (offered by PaRCS), called to give some feedback. Virginia Marr said she and the other enrollees love to come to the Community Center. In addition to Fritzi and the class itself, Virginia said they love the beautiful facility and the wonderful staff. She thanked staff for being so helpful and said she'd keep taking the class as long as it is offered, and asked that her comments be passed along.

#### B. Increase in PaRCS Registration Activity and Program Revenue

Spring quarter registration has started at the Burien Community Center. In March, 891 participants registered for recreation classes that will start in April. This number is up 14% from last March when 769 participants were registered. Recent revenue reports for FY2013 show that program and other revenues for the PaRCS Department were up 5.9% from 2012.

#### C. PaRCS' Gym Jam Program Update

Gym Jam is a school-specific program that allows parents and children to work to be healthy and active together. The program was held at Hazel Valley Elementary on Tuesday evenings, Cedarhurst Elementary on Wednesday evenings, and Southern Heights Elementary on Thursday evenings. All programs run from 6:00-8:00 p.m. in the gym/cafeteria. The Gym Jam program runs from late fall (this school year, it started on November 19) and runs up until the Highline School District's spring break; the last night of program was April 2. Activities included basketball, volleyball, soccer, break dancing, arts & crafts, movie nights, bingo, Zumba, and science instruction from Environmental Science Center. Hazel Valley Elementary averaged 71 participants per night; Cedarhurst Elementary averaged 45 participants per night; Southern Heights Elementary averaged 43 participants per night.

#### **D. Police Department Launches Social Media Strategy**

The Police Department is using social media to connect with Burien's visitors, business owners, and residents. Since launching the Burien Police Department Facebook page just over one month ago, the page is averaging nearly 6,000 page views per week, with a fan base that grows daily. Besides posting information on crime, the Department is also posting crime prevention tips and highlighting the officers so the community can get acquainted with their police department. Twitter is also being used to engage the community. The Department is receiving positive comments on both sites from residents who feel better connected to their police department.

Captain Bryan Howard is managing the social media outreach and welcomes feedback. Captain Howard can be reached at (206) 477-2248. Follow Burien Police at <https://www.facebook.com/#!/BurienPolice> and [www.twitter.com/burienpd](http://www.twitter.com/burienpd).

#### **E. Utility Tax Audit Update**

The City completed the utility tax audit for Waste Management. The audit period was from 2007 through 2012. The City received a payment of \$18,631.48 from Waste Management; \$13,375.99 was back taxes, \$1,337.57 was penalties and \$3,917.92 was interest. Per contract, the auditor receives 25% of the amount collected (approximately \$4,660). Other audits still in process include AT&T Mobility, MCI Verizon, and Seattle SMSA - Verizon. To date, the total amount recovered as a result of the audit is \$846,711.24. Of this amount, the 25% the auditor receives is \$211,677.81. The City's net collections to date are \$635,033.43. This revenue is one-time; however, some of the audits also resulted in increased future collections. Staff will prepare a report summarizing the results after all the audits have been finalized. Completed audits include Seattle City Light, Puget Sound Energy, Century Link, Sprint Communications; Sprint PCS and Sprint Nextel.

#### **F. 2013 Year-End Report on Human Services (Page 87)**

Each year, in accordance with the City's Financial Policies, the City of Burien allocates 1% of General Fund expenditures to human services programs. The 2013 human services budget was \$206,000. Human services allocations are determined every two years through a competitive application process, with 2013 being the first year of the 2013-2014 allocation. The attached report lists the agencies that were awarded funding for 2013, the amount of funding awarded, a brief program description, and the number of Burien residents served in 2013. The application process for 2015-2016 human services funding is underway with applications due April 23, 2014.

#### **G. On-Site Employee Health Screening**

Association of Washington Cities (AWC) will sponsor an on-site health screening for employees and their spouses on April 24, 2014. The free and confidential health screening will include screenings for height, weight, waist, blood pressure, total cholesterol, HDL, LDL, triglycerides and glucose, and a confidential review of the

results with a health professional. This service is provided free to AWC Benefit Trust cities every two years. Through programs such as this, we hope to reduce future medical costs by providing an opportunity for early detection of medical concerns, increasing employee awareness of their own health data, and identifying a path forward for employees to improve or maintain their health.

#### **H. City Receives Association of Washington Cities 2014 WellCity Award**

The City of Burien was recently notified that it has been awarded the 2014 AWC WellCity Award. This award recognizes organizations that meet nine best practice standards for employee health promotion. The City of Burien is one of 96 employers in Washington that earned the Award. This is the City's sixth consecutive year of achieving this distinction. As a 2014 WellCity Award recipient, the City of Burien will receive a 2% discount on 2015 employee and spouse medical premiums. The Wellness Program is intended to address escalating health care costs through helping employees improve their health by reducing health risks. In addition, such programs help employers reduce workers' compensation claims, decrease absenteeism, achieve wiser employee use of health care resources, and improve productivity.

#### **I. Wellness Program Update**

During the first quarter of 2014, the Wellness Program sponsored the following events:

- 2EZ – 16 employees completed the six week program aimed at trading three self-identified bad habits for three good habits.
- Empty Bowls Employee Lunch – 20 employees participated in the popular local Food Bank fundraising event.
- Wear Red Day – 32 employees wore red in support of Women's Heart Health. Heart-related information and healthy recipes were distributed to staff.
- Wellness Workshops/Webinars sponsored by our Employee Assistance Program: Kids & Computers, Learn about your EAP, and Making Your Money Last in Retirement.
- Pottery Demonstration – 6 employees learned about the stress relieving qualities of creative expression.
- Tasty Twist – 21 employees have signed up for a six week program that promotes eating five servings of fruits and vegetables per day.

All programs except the Wellness Workshops/Webinars were completed during non-work hours.

The Wellness Committee seeks to offer a variety of activities and interventions that target the primary health risks and interests of our employees, specifically stress, depression, weight, and physical fitness. To this end, a combination of awareness activities, health education, motivational activities, behavior change programs, and cultural support activities are offered.

**J. First Quarter 2014 Construction and Land Use Permit Report (Page 91)**

Attached is the Construction and Land Use Permit Activity Report for the first quarter of 2014. The number of permits issued, revenue received, and project valuation increased significantly when compared with first quarter 2013. The revenue for the building permits and plans review alone total 41% of the projected revenues for these items in the 2014 budget year.

A total of 184 construction and trade permits were issued online via MyBuildingpermit.com during this quarter; this is 53% of all construction and trade permits issued. Of these, 28 went through a plan review and approval process.

The number of land use applications and number of pre-application meetings remained consistent with those conducted in the first quarter 2013, while the number of land use decisions issued increased slightly.

**K. CVS Pharmacy Permit Issued**

Construction Permits for the new CVS pharmacy to be located at 107 SW 160th Street were issued on April 8, 2014. Construction is expected to begin soon on a new 16,882 square foot retail pharmacy with drive-through. The project is valued at over \$2 million. The permit application and construction drawings were received and issued online via MyBuildingpermit.com.

**L. Navos Center of Excellence Construction Permits Issued**

Several permits were issued for construction of four new buildings and site development at the Navos Center of Excellence located at 1033 SW 152nd Street. Three buildings will be used for residential treatment and the fourth building will be used for outpatient counseling. The total project valuation for this portion of Phase 1 is over \$8 million. The permit applications and construction drawings were received and issued online via MyBuildingpermit.com.

**II. COUNCIL UPDATES/REPORTS**

**A. Proclamation to Recognize Flight Pattern Kids (Page 99)**

Councilmember Wagner proposed a proclamation recognizing Flight Pattern Kids (FPK), an advocacy group that, according to the group's website, works to educate and inform the public of the dangers associated with living in a toxic environment often associated with the operation of large airports. Some councilmembers asked questions about the group's research methodology, data collection and analysis, and other issues. Attached are three versions of the proclamation for Council consideration.

**III. Notices: (Page 103)**

The following (attached) Notices were published:

- City of Burien Parks and Recreation Board Meeting Notice: The City of Burien's Parks and Recreation Board rescheduled its meeting from Wednesday, April 9, to Wednesday, April 16, at 7:00 p.m. at the Burien Community Center.
- Notice of Decision: File No. PLA 13-2224; Proposed Short Plat One Residential Lot Into Two Residential Lots; Preliminary Approval with Conditions. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on April 20, 2014.
- Notice of Decision: File No. PLA 13-2386; Short Plat One Residential Lot Into Two Residential Lots; Preliminary Approval with Conditions. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on April 14, 2014.



**CITY OF BURIEN, WASHINGTON**

**MEMORANDUM**

**DATE:** April 10, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Craig Knutson, Interim City Manager  
Kim Krause, Finance Director  
Lori Fleming, Management Analyst

**SUBJECT:** 2013 Year-End Report on Human Services

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Each year, in accordance with the City's Financial Policies, the City of Burien allocates 1% of General Fund expenditures to human services programs. The 2013 human services allocation was \$206,000. Human services allocations are determined every two years through a competitive application process, with 2013 being the first year of the 2013-2014 allocation. Following are the agencies that were awarded funding for 2013, the amount of funding awarded, a brief program description, and the number of Burien residents served.

**HUMAN SERVICES (\$206,000 allocated)**

**Catholic Community Services (CCS)** was awarded \$10,500 for their emergency assistance program. This program provides emergency assistance to at-risk, low income persons, including rental assistance, food, utilities, transportation, and case management services. CCS served 80 unduplicated Burien residents, provided 28 utility, gas, and medical assistance vouchers, and 2,384 shelter bednights.

**Child Care Resources (CCR)** was awarded \$5,000 for their child care resource and referral services. This program provides information and referral to assist families in finding appropriate child care and provides technical assistance to child care providers. In 2013, CCR served 110 unduplicated Burien clients and provided 192 training and technical assistance hours.

**Crisis Clinic** was awarded \$8,500 for their 2-1-1 Community Information Line. The 2-1-1 program had 4,043 calls from Burien residents. The majority of calls were related to financial assistance and basic needs. They also saw an increase in the number of people identifying as homeless and asking for housing or shelter.

**Crisis Clinic** was awarded \$1,000 for their Teen Link program. The Teen Link program helps teens with suicide prevention and crisis intervention. There were 85 calls from Burien teens in 2013 and the program trained over 30 students to help with outreach and counseling to other teens.

**Domestic Abuse Women's Network (DAWN)** was awarded \$2,000 for their Community Advocacy program and Crisis Line. This program provides one-on-one client advocacy, peer support groups, and youth programs to domestic violence victims. The program served 230 unduplicated Burien residents with 767 hours of advocacy and 251 crisis line calls.

**Domestic Abuse Women's Network (DAWN)** was awarded \$8,000 for their shelter programs for domestic violence victims. This program pays for nights at a confidential emergency shelter and extended stay transitional shelter for Burien women and children, including counseling and advocacy services. In 2013, 824 bednights were provided, serving 19 Burien women and children.

**Dynamic Partners** was awarded \$5,000 for their Children with Special Needs Program. This program provides pediatric occupational, physical, speech, and feeding therapy, caregiver training, playgroups, and custom orthotics. They provided 572 therapy hours to 79 Burien children.

**HealthPoint Medical** was awarded \$10,000 for their comprehensive medical care program for low income and uninsured individuals. They had 2,242 visits from 931 Burien patients with a focus toward providing immunizations for children.

**Highline Area Food Bank** was awarded \$10,000 for food bank support and an additional \$3,500 at year-end to purchase supplemental food during the winter months (\$2,500 from Human Services contingency and \$1,000 from under spent Go-Grant on-line participation funds). They served 5,609 unduplicated clients, of which 4,614 were Burien residents. They distributed 818,550 total pounds of food, of which 655,607 pounds went to Burien families.

**Hospitality House** was awarded \$10,000 for their women's shelter located at Lake Burien Presbyterian Church in Burien. This shelter has nine beds for homeless single women to stay in for up to three months. Case management services are also provided. They served 76 women, 17 of which were Burien residents. They provided over 2,200 shelter bednights, with 776 bednights for Burien women.

**King County Sexual Assault Resource Center (KCSARC)** was awarded \$7,500 for sexual assault resource services. This program provides no-cost comprehensive crisis, advocacy, and counseling services to child, teen, and adult victims of sexual assault, including their families. KCSARC served 89 Burien residents, providing 785 hours of advocacy services to them.

**Matt Griffin YMCA** was awarded \$12,000 for their before and after school enrichment program at Seahurst Elementary School. This program served 51 Burien kids and provided 247 childcare days.

**Multi-Service Center** was awarded \$4,000 for emergency transitional housing. This program provides bednights and case management to Burien families. They served 6 Burien residents with 2,190 bednights; and provided 60 case management contacts (home visits/phone calls)

**Navos** was awarded \$6,000 for their employment services program. They provided 806 hours of employment services training/education and placed 8 Burien clients in employment positions, such as barista, food service, cashiers, and seasonal jobs.

**Para los Ninos** was awarded \$15,000 for their Aprendamos Juntos (Let's Learn Together) program at Hazel Valley Elementary School which integrates child and parent learning to boost academic success, build children's emotional development, and incorporate parents in English as a Second Language (ESL) classes. They served 155 Burien residents, provided 163 hours of youth classroom instruction, and provided 58 adults with ESL courses.

**Pregnancy Aid of South King County** was awarded \$1,500 for their program which provides used/donated clothing, car seats, layettes, diapers, furniture, bottles, etc. to women and children. They provided over 4,000 pieces of clothing and other items to 73 Burien clients.

**Senior Services** was awarded \$2,000 for the Burien Senior Shuttle. The Shuttle uses volunteer drivers to transport lower income frail elderly to medical and other essential appointments. The shuttle served 137 Burien clients, drove 10,001 miles, and provided 2,289 one-way trips.

**Senior Services** was awarded \$5,000 for the Meals on Wheels Program. This program delivers nutritious meals to the elderly and disabled at their homes. The program served 62 Burien residents, delivering 8,821 meals to their homes.

**Society of St. Vincent de Paul** was awarded \$12,000 for the eviction prevention program. They served 136 Burien residents (48 households) with rent assistance and provided 58 home visits.

**South King Council of Human Services** was awarded \$2,000 for capacity building services. They provided 40 hours of services to various Burien agencies in 2013.

**Southwest Youth and Family Services - New Futures Program** was awarded \$32,000 for their child and family support program at two apartment complexes in Burien: Arbor Heights and Woodridge Park. This program includes after school tutoring, childcare, home visits to participating families, and community development events to bring residents together. In 2013 they provided the following services:

	Arbor Heights	Woodridge Park	Total
Total Burien residents served	209	461	670
Youth served (Grades 1-12)	62	67	129
Afterschool program hours	487	742	1,229
Home visits	55	74	129

**Tukwila Pantry** was awarded \$5,000 for food bank support. They served 8,255 unduplicated clients, of which 2,123 were Burien residents. They distributed 1,824,674 total pounds of food, of which 358,569 pounds were for Burien families.

**White Center Food Bank** was awarded \$10,000 for food bank support and an additional \$3,500 at year-end to purchase supplemental food during the winter months (\$2,500 from Human Services contingency and \$1,000 from under spent Go-Grant on-line participation funds). They served 9,460 unduplicated clients, of which 4,477 were Burien residents. They distributed 1,067,889 total pounds of food, of which 385,132 were for Burien families.

**YWCA - Renton** was awarded \$8,000 for their children's domestic violence services. This program pays for a staff person to work with children who have witnessed and may continue to witness domestic violence. A ten-week education program is provided to the children and caretakers in their home in an effort to ameliorate the negative effects of domestic violence. Eight children from four families received 194 counseling hours.

**Emergency Voucher/Gift Card Program** – This program, administered by the Police Community Service Officer (CSO), was allocated \$1,000. The program involves providing motel vouchers for 1-2 night stays, Safeway or Fred Meyer gift cards, and bus passes to homeless persons and those persons the police may encounter in domestic violence situations or other emergency police related situations. The CSO awarded 30 Burien residents with a total of \$340 in gift cards, six nights of motel vouchers, and over 40 bus passes.

**Go Grants On-line Application/Reporting Participation** - \$3,000 was set aside for the city's share of participating in the Go-Grants On-line Human Services (HS) Contract. This set aside was more than needed for Burien's share, so \$1,000 was allocated to the Highline Area Food Bank and \$1,000 to the White Center Food Bank to help with year-end food purchases.

The **Human Services Contingency** of \$10,000 was allocated in 2013 as follows:

- \$5,000 to Transform Burien for their hot meals, clothing, and food bank program at the Burien Community Center Annex.
- \$2,500 to the Highline Area Food Bank for additional food over the winter months.
- \$2,500 to the White Center Food Bank for additional food over the winter months.

**CITY OF BURIEN, WASHINGTON**

**DATE:** April 15, 2014  
**TO:** Mayor Lucy Krakowiak and City Council  
**FROM:** Jan Vogee, C.B.O., Building Official  
**SUBJECT:** Construction and Land Use Permit Activity Report for 1st Quarter 2014

**1. CONSTRUCTION-RELATED PERMITS ISSUED—QUARTERLY:**

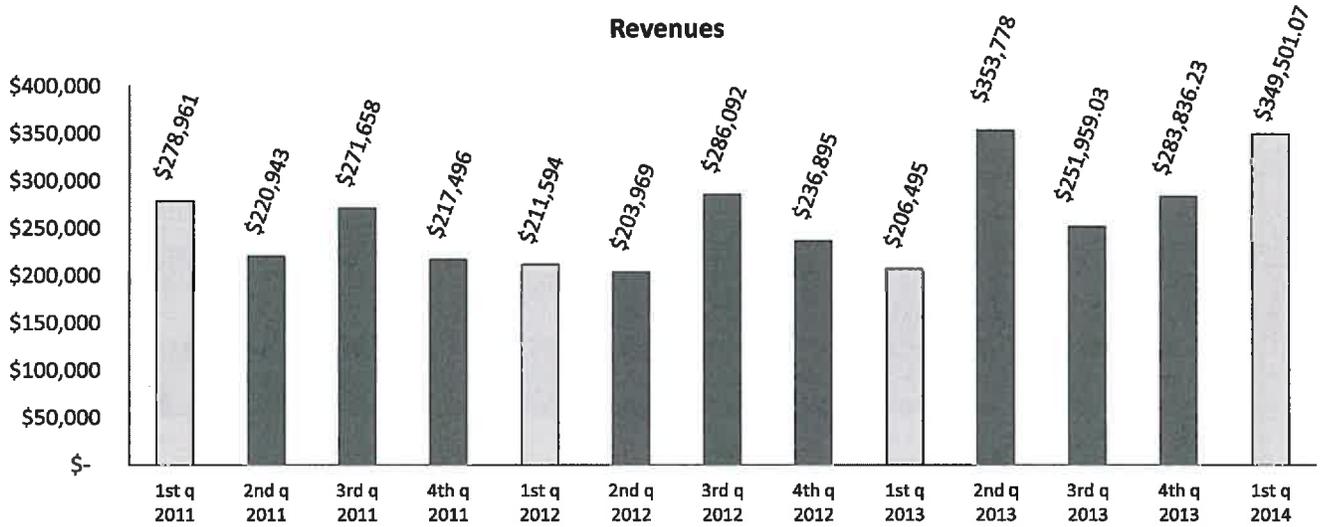
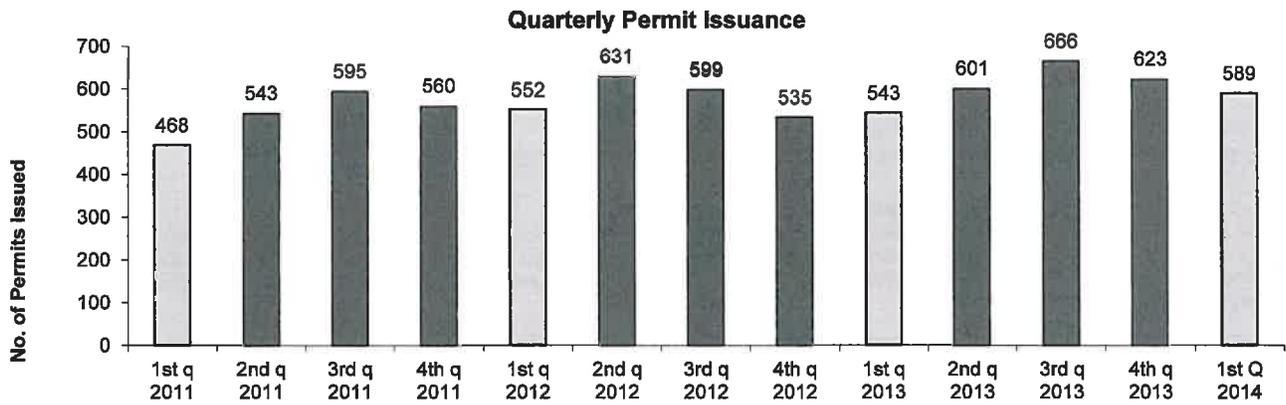
The chart below shows the number of different construction-related permits issued over the past three years, along with the revenues generated by those permits. This quarter shows construction activity is remaining steady. The valuation for this quarter remains relatively consistent while revenue is increased. The revenue for the building permits and plans review alone total 41% of the projected revenues for these items in the 2014 budget year.

ISSUED PERMITS	1 <sup>st</sup> q 2011	2nd q 2011	3 <sup>rd</sup> q 2011	4th q 2011	1 <sup>st</sup> q 2012	2 <sup>nd</sup> q 2012	3 <sup>rd</sup> q 2012	4th q 2012	1 <sup>st</sup> q 2013	2 <sup>nd</sup> q 2013	3 <sup>rd</sup> q 2013	4th q 2013	1 <sup>st</sup> q 2014
Building	73	117	110	76	68	78	107	62	72	93	107	88	90
Demolition	16	11	6	10	13	11	16	3	12	12	16	10	12
Electrical	179	201	223	209	235	262	215	214	204	230	249	227	222
Fire Protection	16	23	32	35	30	38	27	18	34	22	28	33	14
Mechanical	60	44	65	89	73	63	74	81	67	81	73	104	80
Plumbing	33	43	38	29	24	37	37	34	34	35	42	35	33
Right-of-Way	63	74	79	87	81	116	105	100	103	100	136	102	116
Sign	28	26	30	25	28	26	18	23	17	27	15	24	22
<b>TOTALS</b>	<b>468</b>	<b>543</b>	<b>595</b>	<b>560</b>	<b>552</b>	<b>631</b>	<b>599</b>	<b>535</b>	<b>543</b>	<b>600</b>	<b>666</b>	<b>623</b>	<b>589</b>
Revenues	\$278,961	\$220,943	\$271,658	\$217,496	\$211,594	\$203,969	\$286,092	\$236,895	\$206,495	\$353,778	\$251,959	\$283,836	\$349,501
Valuation (\$millions)	\$ 21.5	\$ 10.2	\$ 13.8	\$ 8.4	\$ 7.7	\$ 11.0	\$ 20.6	\$ 11.0	\$ 5.2	\$ 16	\$ 7.7	\$ 11.7	\$ 9.9

**2. CONSTRUCTION-RELATED PERMITS ISSUED— SUMMARY:**

The chart below shows a summary of permits issued, total revenue, and valuation by year. Permit volumes and revenue remain on target.

	2007	2008	2009	2010	2011	2012	2013	1 <sup>st</sup> Q 2014
Permits Issued	2074	2153	1715	1799	2166	2317	2433	589
Total Revenues	\$ 916,181	\$ 1,122,922	\$ 507,866	\$ 684,494	\$ 989,058	\$ 938,550	\$1,096,068	\$ 349,501
Total Valuation	\$ 97,574,866	\$ 107,568,900	\$ 23,073,791	\$ 27,616,215	\$ 57,661,370	\$ 50,258,095	\$ 40,542,275	\$ 9,8833,421



**3. MAJOR CONSTRUCTION PERMITS ISSUED (over \$300,000 valuation):**

The following table shows major construction permits issued in 1st quarter of 2014 with a valuation over \$300,000.

Permit No.	Address	Project Name	Project Description	Valuation	Issued
BLD-13-2149	THREE TREE POINT AREA	SW SUBURBAN SEWER DISTRICT	CONSTRUCT A GRAVITY MAIN FROM LIFT STATION #15 TO LIFT STATION #14; CONVERT WETWELL/DRYWELL TO A NEW SUBMERSIBLE PUMP STATION	\$1,200,000.00	2/13/14
BLD-13-1880	1033 SW 152ND ST	NAVOS MENTAL HEALTH SOLUTION CLEAR AND GRADE	DEMOLITION OF EIGHT STRUCTURES INCLUDING SITE GRADING FOR FOUR NEW STRUCTURES	\$600,000.00	01/13/2014
ELE-13-2660	15675 AMBAUM BLVD SW	E13-17019 ERAC ELECTRICAL AND DATA CENTER UPGRADE	E13-17019 - REPLAICE GENERATOR. INSTALL 2,000 GALLON ABOVE GROUND FUEL STORAGE STANK.REPLACE AND UPGRADE OTHER ELECTRICAL SYSTEMS.	\$540,000.00	01/13/2014
BLD-13-2560	1509 SW 164TH ST	ALBERT JAMES CONSTRUCTION LLC NEW SFR	CONSTRUCT NEW 3673 Sq.Ft. SINGLE-FAMIILY RESIDENCE WITH ATTACHED 743 Sq.Ft. GARAGE	\$475,000.00	01/22/2014
BLD-13-2253	3749 SW 171ST ST	KEENAN NEW SFR	DEMOLISH EXISTING 2-STORY RESIDENCE / BUILD NEW 2628 Sq.Ft. SINGLE-FAMILY RESIDENCE WITH ATTACHED 1330 Sq.Ft. GARAGE	\$456,000.00	2/25/2014
BLD-13-2674	16251 SYLVESTER RD SW	E13-17230 HIGHLINE PHARMACE REMODEL	E13-17230 REMODEL OF EXISTING INPATIENT PHARMACY	\$425,000.00	1/29/2014
BLD-13-1910	VARIOUS ADDRESSES	NERA PHASE 1	BURIEN NORTHEAST REDEVELOPMENT AREA PHASE 1 REGIONAL STORMWATER INFILTRATION FACILITIES & MILLER CREEK GREENWAY ENHANCEMENTS	\$320,000.00	2/7/2014
BLD-13-2111	12621 22ND AVE S	ZHENG BUILDING PERMIT	CONSTRUCT NEW 2590 Sq.Ft. SINGLE-FAMILY RESIDENCE WITH ATTACHED 389 Sq.Ft. GARAGE	\$304,619.57	1/6/2014
BLD-13-2540	424 SW 124TH ST [TEMP]	BABAROVICH NEW SINGLE FAMILY	CONSTRUCT NEW 2550 Sq.Ft. SINGLE-FAMILY RESIDENCE WITH ATTACHED 480 Sq.Ft. GARAGE	\$304,102.85	1/16/2014
BLD-13-2584	12711 4TH AVE S [TEMP]	TRAN NEW SFR	CONSTRUCT NEW 2519 Sq.Ft. SINGLE-FAMILY RESIDENCE WITH ATTACHED 487 Sq.Ft. GARAGE	\$302,889.31	1/27/2014
ELE-14-0164	14300 1ST AVE S	FRED MEYER LOW VOLTAGE PERMIT FOR TENANT IMPROVEMENT	PULL LOW VOLTAGE CABLE FOR DATA, SPEAKERS, CAMERAS, SECURITY, AND FIRE ALARM (CABLE ONLY)	\$300,000.00	1/31/2014

Note: Project Name that includes E13-.... were applied for and issued online through MyBuildingPermit.com

**4. E-PERMITS – (MyBuildingPermit.com, AKA MBP)**

The chart below shows the number of permits that have been issued on line in relation to the total number of permits issued by the city for each permit type. As of July 16, 2013 the opportunity for applicants to obtain online building permit for all new residential and commercial structures and tenant improvement/remodeling for commercial structures requiring a plan review was launched via the Mybuildingpermit.com web portal. Starting in the 3<sup>rd</sup> quarter of 2013 a new row was added to show the total number of building permits applied for and issued online in relation to those that are eligible to be applied for and issued online. The overall average number of permit eligible obtained online continues to remain at over 50.

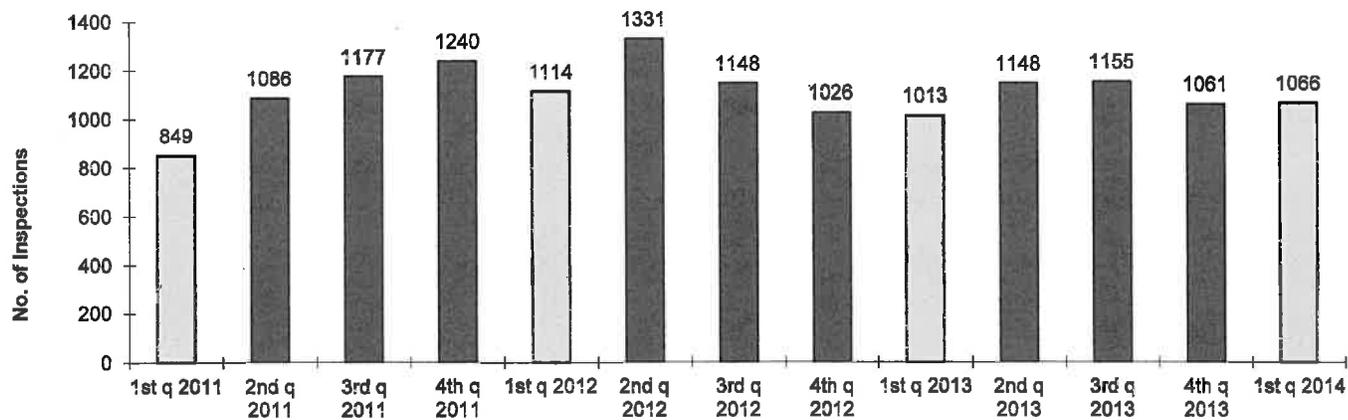
E-PERMITS ISSUED	2009 Totals	2010 Totals	2011 Totals	1 <sup>st</sup> q 2012	2 <sup>nd</sup> q 2012	3rd q 2012	4 <sup>th</sup> q 2012	2012 Totals	1 <sup>st</sup> q 2013	2 <sup>nd</sup> q 2013	3rd q 2013	4 <sup>th</sup> q 2013	2013 Totals	1 <sup>st</sup> q 2014
Building	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0/9 (0%)	15/39 (38%)	15/48 (31%)	3/32 (9%)
Re-roof	2/36 (6%)	4/30 (13%)	2/50 (4%)	0/4 (0%)	1/11 (9%)	1/12 (8%)	0/2 (0%)	2/30 (7%)	2/7 (29%)	1/7 (14%)	5/11 (45%)	0/5 (0%)	8/30 (27%)	0/2 (0%)
Mechanical	133/251 (53%)	132/254 (52%)	142/264 (56%)	39/74 (53%)	39/63 (62%)	39/74 (53%)	53/82 (65%)	170/293 (58%)	46/67 (63%)	81/111 (73%)	44/73 (60%)	75/104 (72%)	242/355 (68%)	50/80 (63%)
Plumbing	36/146 (25%)	31/112 (28%)	26/141 (18%)	4/23 (17%)	8/37 (22%)	13/38 (34%)	13/34 (38%)	38/132 (29%)	9/34 (26%)	10/35 (29%)	15/42 (36%)	14/35 (40%)	48/146 (33%)	13/32 (38%)
Electrical	117/502 (23%)	146/598 (24%)	279/80 (36%)	116/234 (50%)	138/262 (53%)	79/210 (38%)	96/215 (45%)	429/922 (47%)	106/204 (52%)	100/230 (43%)	105/249 (42%)	121/214 (57%)	432/897 (48%)	119/202 (59%)
<b>TOTALS</b>	<b>288/936 (31%)</b>	<b>312/994 (32%)</b>	<b>449/1225 (38%)</b>	<b>159/335 (47%)</b>	<b>186/373 (50%)</b>	<b>132/335 (39%)</b>	<b>162/333 (49%)</b>	<b>639/1377 (46%)</b>	<b>159/312 (51%)</b>	<b>192/383 (50%)</b>	<b>169/384 (44%)</b>	<b>225/397 (57%)</b>	<b>745/1476 (50%)</b>	<b>184/348 (53%)</b>

**5. CONSTRUCTION INSPECTIONS:**

Burien's Building inspectors perform a variety of building, electrical, plumbing and mechanical inspections in addition to performing plan reviews and assisting the public at the counter and on the phone. They also assist with code enforcement complaints related to construction projects. Inspection requests can be called into a voice mail system, or submitted online through the City's website or [www.mybuildingpermit.com](http://www.mybuildingpermit.com). The inspection workload is beginning to increase, and with a number of large projects ready to issue, it is expected this number will rise significantly in the coming months.

INSPECTIONS	2009 Total	2010 Total	1 <sup>st</sup> q 2011	2 <sup>nd</sup> q 2011	3 <sup>rd</sup> q 2011	4 <sup>th</sup> q 2011	2011 Total	1 <sup>st</sup> q 2012	2 <sup>nd</sup> q 2012	3 <sup>rd</sup> q 2012	4 <sup>th</sup> q 2012	2012 Total	1 <sup>st</sup> q 2012	2 <sup>nd</sup> q 2012	3 <sup>rd</sup> q 2012	4 <sup>th</sup> q 2012	2013 Total	1 <sup>st</sup> q 2012
No. of Inspections	3080	3314	849	1086	1177	1240	4352	1114	1331	1148	1026	4619	1013	1148	1155	1061	4377	1066
Average No. of inspections per day per inspector	6.4	6.3	5.5	6.8	7.4	8.1	6.9	7.2	8.3	7.3	6.6	7.4	6.6	7.2	7.2	6.8	7.0	7.2

**Inspections Per Quarter**



**6. NORMANDY PARK PLAN REVIEWS AND INSPECTIONS:**

In January, 2006, Burien began providing plan review and inspection services to the City of Normandy Park. These services are provided by Burien's Building Official and our three inspectors. The inspections and review listed here are in addition to those performed for Burien. This quarter shows plan reviews and inspections remain consistent.

The following chart shows the number of plan reviews and inspections performed by Burien staff on behalf of Normandy Park.

	2006 Total	2007 Total	2008 Total	2009 Total	2010 Total	2011 Total	1st q 2012	2 <sup>nd</sup> q 2012	3 <sup>rd</sup> q 2012	4th q 2012	2012 Total	1st q 2013	2 <sup>nd</sup> q 2013	3 <sup>rd</sup> q 2013	4th q 2013	2013 Total	1st q 2014
No. of Plan Reviews + Other	48	77	125	56	33	38	6	12	8	18	44	12	15	16	18	61	8
No. of inspections	672	1242	1473	1635	695	612	161	156	230	242	789	189	223	260	249	921	212
Average # inspections per day	2.7	4.9	5.9	4.2	2.8	2.4	2.6	2.4	3.7	3.9	3.1	3.1	3.5	4.1	4.0	3.7	3.5

**7. LAND USE PRE-APPLICATION MEETINGS:**

Pre-application meetings are required for most planning and land use-related actions. Meetings are held every other Thursday for up to 3 pre-application reviews. Staff from planning, building, public works, fire, and police attends as needed to discuss fatal flaws and to identify various requirements for a proposed development. A written report is provided to the applicant, as well as meeting minutes. Although this service requires a substantial amount of staff time, it has proven to be valuable to both the applicant and the city and helps to expedite the formal review later in the process. The following chart shows the number of pre-application reviews by project type.

Pre-Application Project Type	2008 Total	2010 Total	1 <sup>st</sup> q 2011	2 <sup>nd</sup> q 2011	3 <sup>rd</sup> q 2011	4 <sup>th</sup> q 2011	2011 Total	1st q 2012	2 <sup>nd</sup> q 2012	3 <sup>rd</sup> q 2012	4 <sup>th</sup> q 2012	2012 Total	1st q 2013	2 <sup>nd</sup> q 2013	3rd q 2013	4 <sup>th</sup> q 2013	2013 Total	1st q 2014
Short Plat (4 or fewer lots)	2	6	1	1	2		4	1	2	3		6	4	2	2	1	9	2
Subdivision (5 or more lots)		1								1	1	2		1	1		2	1
Multi-Family				1		2	3	1			1	2		2	1		3	1
Critical Area Review—Single-Family	2	2	1	1	2	1	6		2	2	3	7	1	6	2		9	2
Critical Area Review—Other	2	1											3		1		4	
Commercial/Mixed Use—New	4	6	1		2	1	4		1	1		2	3	1	3	1	8	3
Commercial/Mixed Use—Addition, Renovation	4	6	2	1		1	4	1	1	1	4	7	2		1	3	6	2
Change of Use		2	1		2	1	4	4		2		6	1	4	1		6	1
Other	7	6		1		1	2			1		1	1	1			2	
<b>TOTALS</b>	<b>21</b>	<b>33</b>	<b>6</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>26</b>	<b>7</b>	<b>6</b>	<b>11</b>	<b>9</b>	<b>26</b>	<b>15</b>	<b>17</b>	<b>12</b>	<b>5</b>	<b>48</b>	<b>12</b>

**8. LAND USE APPLICATIONS:**

The following chart shows the types of planning and land use applications received categorized by project type. The number of land use applications this quarter continues to remain consistent with 2013.

Project Type	2009 Total	2010 Total	1 <sup>st</sup> q 2011	2 <sup>nd</sup> q 2011	3 <sup>rd</sup> q 2011	4 <sup>th</sup> q 2011	2011 Total	1 <sup>st</sup> q 2012	2 <sup>nd</sup> q 2012	3 <sup>rd</sup> q 2012	4 <sup>th</sup> q 2012	2012 Total	1 <sup>st</sup> q 2013	2 <sup>nd</sup> q 2013	3 <sup>rd</sup> q 2013	4 <sup>th</sup> q 2013	2013 Total	1 <sup>st</sup> q 2014
Accessory Dwelling Unit	9	8	2	2	1	1	6		4	1	1	6	1	3		1	6	1
Critical Area Review—Admin.		1		1			1		1						1	1	2	
Critical Area Review—Type 1		2		3			3											
Lot Line Adjustment	8	5		6	2	2	10	2	3	3	1	9	1	2	6	3	12	2
Land Use Review—Type 1	8	2	3			1	4	1		1	2	4	4	1		1	6	1
Land Use Review—Type 2	1	2												1			1	
Land Use Review—Type 3	1				1		1											
Master Sign Plan	1	1		1			1						2	1			3	
Multi-Family Tax Exemption																		
Rezone	1												1				1	
Shoreline Exemption	2	3	3	1	3	1	8	1	1	3	2	7	3	4		3	10	
Short Plat—Preliminary	1	8	1	1	1		3	1	1	3	2	7		3	1	2	8	2
Short Plat—Final	3	6		1		1	2	2		1	3	6	2	1	1		4	3
Subdivision—Preliminary													2				2	
Subdivision—Final					1		1								1		1	
Tree Removal Permit	13	21	1	5	5	5	16	6	5	3	9	23	5	10	4	12	31	7
Temporary Use Permit	2			1			1									1	1	1
<b>TOTALS</b>	<b>48</b>	<b>57</b>	<b>10</b>	<b>22</b>	<b>14</b>	<b>11</b>	<b>57</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>20</b>	<b>63</b>	<b>21</b>	<b>26</b>	<b>14</b>	<b>24</b>	<b>85</b>	<b>19</b>

**9. LAND USE DECISIONS ISSUED:**

	2009 Total	2010 Total	1 <sup>st</sup> q 2011	2 <sup>nd</sup> q 2011	3 <sup>rd</sup> q 2011	4 <sup>th</sup> q 2011	2011 Total	1 <sup>st</sup> q 2012	2 <sup>nd</sup> q 2012	3 <sup>rd</sup> q 2012	4 <sup>th</sup> q 2012	2012 Total	1 <sup>st</sup> q 2013	2 <sup>nd</sup> q 2013	3 <sup>rd</sup> q 2013	4 <sup>th</sup> q 2013	2013 Total	1 <sup>st</sup> q 2014
Number of Decisions Issued	15	18	2	3	6	3	14	1	0	1	3	5	3	5	6	7	21	5
Percent Issued By Target Date	80%	89%	100%	67%	100%	100%	83%	0%	n/a	100%	100%	86%	100%	100%	83%	71%	85%	100%



(Draft-Version 1)

**PROCLAMATION**

**OF THE CITY OF BURIEN  
Washington**

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

**FLIGHT PATTERN KIDS**

WHEREAS, the need exists to educate and inform the public as to the dangers of growing up and living in a toxic environment and,

WHEREAS, as an advocate, FPK also works with all government agencies to educate and inform the public of the dangers that are associated with living in a toxic environment, and

WHEREAS, utilizing current scientific DNA analysis helps to better understand the effects of toxins upon the citizens of Burien and beyond, and

WHEREAS, FPK has earned a reputation as a leader in the field of epidemiology and has spearheaded the use of DNA analysis in an epidemiology study, and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON,  
DOES HEREBY PROCLAIM THE WEEK OF APRIL 21, 2014 AS TOXIC AWARENESS  
WEEK THROUGHOUT THE CITY OF BURIEN, WASHINGTON AND ENCOURAGES  
ALL BURIEN CITIZENS TO RECOGNIZE

**FLIGHT PATTERN KIDS**

and other organizations for the contribution the groups have made in regards to education and awareness of toxins in our environment and their effect on public health in our community and beyond.

Dated this 21<sup>st</sup> Day of April, 2014

Mayor Lucy Krakowiak

Deputy Mayor Bob Edgar  
Councilmember Lauren Berkowitz  
Councilmember Nancy Tosta

Councilmember Stephen Armstrong  
Councilmember Gerald Robison  
Councilmember Debi Wagne

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City of Burien Mayor



(Draft-Version 2)

**PROCLAMATION**

**OF THE CITY OF BURIEN  
Washington**

A PROCLAMATION OF THE BURIEN CITY COUNCIL OF THE CITY OF BURIEN,  
WASHINGTON, DECLARING

**THE WEEK OF APRIL 21, 2014 AS TOXIC AWARENESS WEEK**

WHEREAS, toxins in our environment inhibit the quality of life for both children and adults in the City of Burien, Washington, and

WHEREAS, Flight Pattern Kids is a non-profit environmental health research group that works as an advocate to educate and inform the public of the dangers that are associated with living in a toxic environment, and

WHEREAS, Flight Pattern Kids has been collecting data to demonstrate that pollution around Sea-Tac Airport is affecting the well-being of children and adults in the Highline area.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES HEREBY PROCLAIM THE WEEK OF APRIL 21, 2014 AS TOXIC AWARENESS WEEK THROUGHOUT THE CITY OF BURIEN, WASHINGTON

Dated this 21<sup>st</sup> Day of April, 2014

Mayor Lucy Krakowiak

Deputy Mayor Bob Edgar  
Councilmember Lauren Berkowitz  
Councilmember Nancy Tosta

Councilmember Stephen Armstrong  
Councilmember Gerald Robison  
Councilmember Debi Wagner

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City of Burien Mayor



**(Draft – Version 3)**

**PROCLAMATION**

**OF THE CITY OF BURIEN  
Washington**

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

**THE WEEK OF APRIL 21, 2014 AS TOXIC AWARENESS WEEK**

**WHEREAS, exposure to environmental pollutions could inhibit the quality of life, result in illnesses, and threaten lives of children and adults in the City of Burien, Washington, and**

**WHEREAS, it is important that our residents are aware of the dangers that are associated with being in any toxic environment, and**

**WHEREAS, during this week, we encourage residents to learn more about the environmental pollution that they may encounter in their homes, schools, work places, and public places, and think of ways each of us can help improve the quality of air, water and soil in Burien.**

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES HEREBY PROCLAIM THE WEEK OF APRIL 21, 2014 AS TOXIC AWARENESS WEEK THROUGHOUT THE CITY.**

**Dated this 21<sup>st</sup> Day of April, 2014**

**Mayor Lucy Krakowiak**

**Deputy Mayor Bob Edgar  
Councilmember Lauren Berkowitz  
Councilmember Nancy Tosta**

**Councilmember Stephen Armstrong  
Councilmember Gerald Robison  
Councilmember Debi Wagner**

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**City of Burien Mayor**





# Burien

*Washington, USA*

400 SW 152nd, Suite 300, Burien, WA 98166

Phone: (206) 241-4647 • FAX (206) 248-5539

[www.burienwa.gov](http://www.burienwa.gov)

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**DATE:** April 4, 2014

**FOR RELEASE:** Immediately

**CONTACT:** Parks, Recreation & Cultural Services Department, (206)988-3700

## RESCHEDULED MEETING

### **CITY OF BURIEN PARKS AND RECREATION BOARD MEETING NOTICE**

The City of Burien's Parks and Recreation Board has canceled its meeting scheduled for Wednesday, April 9, 2014. Instead the Board will meet on Wednesday, April 16, 2014, at 7:00 p.m. at the Burien Community Center, 14700 6<sup>th</sup> Ave. SW.

###

*The City of Burien strives to provide alternate communication opportunities. Please contact the City Clerk's office, 206/248-5517, twenty-four hours prior to the meeting, for assistance.*

cc: Burien City Council  
Burien Staff  
Burien Library  
Discover Burien  
Highline Times

Seahurst Post Office  
White Center Now  
B-Town Blog  
Web site: [www.burienwa.gov](http://www.burienwa.gov)  
Burien Daily





# Notice of Decision

City of Burien

400 SW 152<sup>nd</sup> Street (Suite 300)

Burien, Washington 98166

Date	April 10, 2014
Applicant	Ivana Halvorsen, Barghausen Engineers
Proposal	Short Plat One Residential Lot Into Two Residential Lots
File No.	PLA 13-2224
Location	13121 12 <sup>th</sup> Avenue South, Burien, Washington
Tax Parcel No.	172304-9103
Decision	Preliminary Approval with Conditions
Appeals	The City of Burien has issued the decision described above. Parties of record may appeal this decision to the Hearing Examiner pursuant to Burien Municipal Code Section 2.20.020. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on <b>April 20, 2014</b> . Copies of the "Notice of Appeal" document may be obtained at the Department of Community Development. There is a non-refundable filing fee of \$304 for the submittal of an appeal. For more information please contact the project planner (see below).
Property Tax Revaluation	Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For more information, please contact the King County Assessor's Office at (206) 296-7300.
Project Planner	Stephanie Jewett, AICP, Project Planner Department of Community Development City of Burien 400 SW 152 <sup>nd</sup> Street, Suite 300 Burien, WA 98166 Phone: (206) 439-3152 E-Mail: <a href="mailto:stephaniej@burienwa.gov">stephaniej@burienwa.gov</a>
Attachments	Conditions of Approval



## CONDITIONS OF PRELIMINARY SHORT PLAT APPROVAL

Tran Short Plat, PLA 13-2224

1. This application is subject to the applicable requirements contained in the Burien Municipal Code (including but not limited to the Zoning Code, Building Code and Fire Code), the 2009 King County Surface Water Design Manual, as amended, the 2009 Stormwater Pollution Prevention Manual, as adopted, Burien Municipal Code, Chapter 13.10 and the 2008 Burien Road Standards. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these documents.
2. Prior to applying for the Final Short Plat, the Applicant shall:
  - a. Apply for and obtain a Building Permit to construct the on-site joint use driveway consistent with the 2008 Burien Road Standards.
  - b. Apply for and obtain a Right-of-Way Use Permit prior to any construction of driveway, drainage or utility improvements within the public right-of-way.
  - c. Install a paved 18-foot wide joint-use driveway within Tract A consistent with the 2008 City of Burien Road Standards.
  - d. Repair the existing pavement and catch basin at the proposed entrance due to pavement or base course failure at or around the existing catch basin.
  - e. Install all utilities serving the site underground as required by BMC 12.40.070 including electrical, phone, water, sewer and cable services.
  - f. Provide an approved performance bond or other security method for street and storm drainage improvements in public rights-of-way as required by the Development Review Engineer.
  - g. Pay a fee-in-lieu of providing 390 square feet of recreation space on the property for one new lot. The fee shall be 1 new lot multiplied by 390 square feet multiplied by the current assessed value per square foot for the property.
  - h. Include the following notes on the face of the plat:

*“Permit applications for buildings or other improvements constructed on lots created by this short plat must be reviewed for compliance with Best Management Practices (BMP’s) and other applicable drainage standards adopted by the City.”*

*“No trees will be cut as part of the Short Plat process and all future construction will be required to meet the City of Burien standards for significant tree preservation pursuant to BMC 19.25.120.”*
3. Prior to the issuance of building permits for future development of a single-family home on proposed lot 2, the Applicant shall:

- a. Protect any significant trees on the site with protective measures in conformance with BMC 19.25.
- b. Pay a Transportation Impact Fee as set forth in BMC 19.35.
- c. Record a Declaration of Covenant for the maintenance and operation of all drainage facilities located on site. The form and the instruction of the covenant will be provided during the building permit process.
- d. Demonstrate conformance with all requirements of the Fire Marshal.



# Notice of Decision

City of Burien

400 SW 152<sup>nd</sup> Street (Suite 300)

Burien, Washington 98166

Date	April 4, 2014
Applicant	Randy Smith, RB Smith Development Company
Proposal	Short Plat One Residential Lot Into Two Residential Lots
File No.	PLA 13-2386
Location	13433 12 <sup>th</sup> Ave S, Burien, Washington
Tax Parcel No.	011100-0340
Decision	Preliminary Approval with Conditions
Appeals	The City of Burien has issued the decision described above. Parties of record may appeal this decision to the Hearing Examiner pursuant to Burien Municipal Code Section 2.20.020. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on <b>April 14, 2014</b> . Copies of the "Notice of Appeal" document may be obtained at the Department of Community Development. There is a non-refundable filing fee of \$304 for the submittal of an appeal. For more information please contact the project planner (see below).
Property Tax Revaluation	Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For more information, please contact the King County Assessor's Office at (206) 296-7300.
Project Planner	Liz Olmstead Department of Community Development City of Burien 400 SW 152 <sup>nd</sup> Street (Suite 300) Burien, WA 98166 Phone: (206) 812-7575 E-Mail: <a href="mailto:elizabetho@burienwa.gov">elizabetho@burienwa.gov</a>
Attachments	Conditions of Approval



## **CONDITIONS OF PRELIMINARY SHORT PLAT APPROVAL**

RB Smith Short Plat, PLA 13-2386

This application is subject to the applicable requirements contained in the Burien Municipal Code (including but not limited to the Zoning Code, Building Code and Fire Code), the 2009 King County Surface Water Design Manual, as amended, the 2009 Stormwater Pollution Prevention Manual, as adopted, Burien Municipal Code, Chapter 13.10 and the 2008 Burien Road Standards. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these documents. Attachment 3, Development Regulations, is provided in this report to familiarize the applicant with some of the additional requirements that may apply to the project.

1. Prior to recording the short plat, the applicant shall:
  - a. Modify the final plat map according to the Development Engineer's comments as outlined in the Memorandum dated February 4, 2014.
  - b. Submit for Development Review Engineer's review and approval Site Improvement Plans, prepared by a Washington Licensed Engineer, delineating all access, frontage and drainage improvements proposed for the subject parcel as outlined in the Development Engineer's Memorandum dated February 4, 2014 and the Surface Water Management Engineer's Memorandum dated January 29, 2014.
  - c. Frontage, access and storm water improvements shall be constructed by the applicant according to plans approved by the Development Review Engineer and accepted by the City as required by the Development Engineer's Memorandum dated February 4, 2014 and the Surface Water Management Engineer's Memorandum dated January 29, 2014.
  - d. A subdivision or short plat project may implement the required BMP's or defer the lot BMP requirements until the future review of building permits. In either case, the final plans shall clearly indicate the applicable BMP standards and requirements for implementation on the recorded plat. The following note shall be shown on the final recorded plat:

"Permit applications for buildings or other improvements constructed on lots created by this subdivision (or short plat) must be reviewed for compliance with Best Management Practices (BMP's) and other applicable drainage standards adopted by the City."
  - e. Provide an approved performance bond or other security method for street and storm drainage improvements in public rights-of-way as required by

the Development Review Engineer and Surface Water Management Engineer.

- f. Install utilities approved by the appropriate Utility Districts.
  - g. Submit as-built drawings prior to final plat or acceptance of all improvements.
  - h. Provide calculations demonstrating compliance with the requirement to retain 30% of the significant trees on the lot or include a statement on the final plat map that no trees will be removed as part of the short plat process and that all future construction will be required to meet the City of Burien standards for significant tree preservation in conformance with BMC 19.25.
  - i. Pay a fee in lieu of providing 390 square feet of recreation space on the property for one new lot. The fee shall be 1 new lot multiplied by 390 square feet multiplied by the current assessed value per square foot for the property.
2. Prior to beginning any work in the public right-of-way, the applicant shall apply for and obtain Right-of-Way Use and/or Right-of-Way Construction Permits for all work to be completed in public rights-of-way.
  3. Per Seattle City Light, easements may be required for electrical service depending on utility design over private property.
  4. Prior to the issuance of development permits for any construction activities on the plat the applicant shall:
    - a. Ensure that all utilities serving new construction or new service to an existing use on the project site shall be installed underground.
    - b. Provide a Declaration of Covenant for private maintenance and operation of on-site drainage facilities for City review and recording against the property.
    - c. Protect any significant trees on the site with protective measures in conformance with BMC 19.25.
    - d. For any dwelling on newly created Lot 2, the applicant shall pay a Transportation Impact Fee as set forth in BMC 19.35.