



**REVISED
CITY COUNCIL REGULAR MEETING AGENDA**

September 19, 2016

6:30 p.m. -Special Meeting: Executive Session to discuss the performance of a public employee per RCW 42.30.110(1)(g) and to discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i)

7:00 p.m. - Regular Meeting, Council Chambers, 1st Floor

PAGE NO.

- | | | | |
|---|---|---------------------|-----|
| 1. CALL TO ORDER | 2. PLEDGE OF ALLEGIANCE | 3. ROLL CALL | |
| 4. AGENDA CONFIRMATION | | | |
| 5. PUBLIC COMMENT | Individuals will please limit their comments to two minutes on general issues not on the agenda. Concerns will be referred to staff for a response as appropriate and will be included in the next City Manager’s Report. The Council will take comments for a maximum of 20 minutes. | | |
| 6. CORRESPONDENCE TO THE COUNCIL | a. Email Dated August 14, 2016, from Barbara McMichael with Response from Port of Seattle Commissioner John Creighton. | | 3. |
| | b. Email Dated August 23, 2016, from Will Spruill with Response from Community Development Director Chip Davis. | | 7. |
| | c. Emails Dated August 22 and 23, 2016, from C. Edgar. | | 11. |
| | d. Email Dated August 26, 2016, from Daniel Wynn with Response from Community Development Director Chip Davis. | | 15. |
| | e. Email Dated August 26, 2016, from Mary Hudson with Response from Community Development Director Chip Davis. | | 17. |
| | f. Email Dated August 26, 2016 from Gary Adante with Response from Community Development Director Chip Davis. | | 19. |
| | g. Email Dated August 31, 2016, from Tom Grubb. | | 21. |
| | h. Email Dated September 6, 2016, from Lynne Randall. | | 23. |
| | i. Email Dated September 12, 2016, from Dan Schwartz with Response from Community Development Director Chip Davis. | | 25. |
| | j. Email Dated September 13, 2016, from Rachael Levine. | | 27. |
| | k. Email Dated September 14, 2016, from Emily Inlow-Hood. | | 29. |
| | l. Letter dated September 14, 2016, from C. Edgar. | | 31. |

City Council meetings are accessible to people with disabilities. Please phone (206) 248-5517 at least 48 hours prior to the meeting to request assistance. American Sign Language (ASL) interpretation and assisted listening devices are available upon request.

COUNCILMEMBERS

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

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

CITY COUNCIL REGULAR MEETING AGENDA

September 19, 2016

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7. CONSENT AGENDA	a. Approval of Check Register: Check Numbers 44168 - 44569 in the Amount of \$2,720,930.74 for Payment on September 19, 2016; Payroll Salaries and Benefits Approval Check Numbers 6905 - 6926 for Direct Deposits and Wire Transfers in the Amount of \$370,523.92 for July 16 – 31, 2016, Paid on August 5, 2016; Payroll Salaries and Benefits Approval Check Numbers 6927 – 6936 in the Amount of \$275,795.05 for August 1 – 15, 2016, Paid on August 19, 2016; and Payroll Salaries and Benefits Approval Check Numbers 6937 - 6955 in the Amount of \$374,054.82 for August 16 – 31, 2016, Paid on September 2, 2016.	33.
	b. Approval of Minutes: Regular Meeting, August 1, 2016; Special Meeting, August 6, 2016; and Special Meeting, August 22, 2016.	87.
8. BUSINESS AGENDA	a. Update on Sea-Tac Airport Flight Pattern Issues. (20 mins)	
	b. Continued Public Hearing on Vacations and Alterations of Recorded Subdivisions and Vacations of Rights-of-Way in NERA. (10 mins)	97.
	c. Introduction/Discussion on Ordinance No. 647, Adopting Highline Public Schools Impact Fee. (20 mins)	99.
	d. Authorize Staff to Execute an Easement Agreement with Valley View Sewer District in Hilltop Park. (20 mins)	133.
	e. Introduction on Significant Tree Retention Zoning Code Amendments. (60 mins)	141.
	f. Review of Council Proposed Agenda Schedule. (10 mins)	165.
9. COUNCIL REPORTS		
10. CITY MANAGER'S REPORT		171.
11. ADJOURNMENT		

Carol Allread

From: Public Council Inbox
Sent: Monday, August 29, 2016 4:55 PM
To: 'bkmonger@nwlink.com'
Subject: RE: 3000 trees to be cut down around SeaTac Airport

Dear Ms. McMichael,

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

Sincerely,

CTTC: 9/19/16

Carol Allread
Executive Assistant
City Manager Office
206-248-5508

cc: Chip Davis, Community Development Director

From: Creighton, John [mailto:Creighton.J@portseattle.org]
Sent: Friday, August 19, 2016 3:13 PM
To: Barbara McMichael <bkmonger@nwlink.com>; Albro, Thomas <Albro.T@portseattle.org>; Bowman, Stephanie <Bowman.S@portseattle.org>; Felleman, Fred <Felleman.F@portseattle.org>; Gregoire, Courtney <Gregoire.C@portseattle.org>
Cc: CityCouncil@ci.seatac.wa.us; Public Council Inbox <council@burienwa.gov>; citycouncil@desmoineswa.gov; Orwall, Rep. Tina <tina.orwall@leg.wa.gov>; mia.gregerson@leg.wa.gov; Keiser, Sen. Karen <karen.keiser@leg.wa.gov>; dave.upthegrove@kingcounty.gov; pkwon@ci.seatac.wa.us; mpina@desmoineswa.gov; dkaplan@desmoineswa.gov; Lucy Krakowiak <lucyk@burienwa.gov>; Nancy Tosta <nancyt@burienwa.gov>; Debi Wagner <debiw@burienwa.gov>; msiefkes@ci.seatac.wa.us; kcampbell@ci.seatac.wa.us; pferald@ci.seatac.wa.us; esitterley@ci.seatac.wa.us; rforschler@ci.seatac.wa.us; aanderson@ci.seatac.wa.us; Bob Edgar <bobe@burienwa.gov>; Stephen Armstrong <stephena@burienwa.gov>; Austin Bell <austinb@burienwa.gov>; Lauren Berkowitz <laurenb@burienwa.gov>; mmusser@desmoineswa.gov; vpennington@desmoineswa.gov; rback@desmoineswa.gov; lbangs@desmoineswa.gov; Creighton, John <Creighton.J@portseattle.org>; jnutting@desmoineswa.gov; Fick, Ted <Fick.T@portseattle.org>; Lyttle, Lance <Lyttle.L@portseattle.org>; Collins, Julie <Collins.J@portseattle.org>; Milanese, Marco <Milanese.M@portseattle.org>; Merritt, Mike <Merritt.M@portseattle.org>
Subject: RE: 3000 trees to be cut down around SeaTac Airport

Ms. McMichael,

Thanks for your email.

The trees that airport staff have identified as part of the Flight Corridor Safety Program have the potential to impact the safety of airplanes taking off and landing at Sea-Tac Airport. The Port is committing to work with property owners to replace each tree identified for removal one for one with a tree acceptable to the property owner and paid for by the Port (see http://www.portseattle.org/Business/Construction-Projects/Airport-Projects/Pages/safe_corridor.aspx for more information).

That said, I hear you loud and clear regarding our dropping the ball in not having a fuller dialogue with airport community members, incorporating your feedback and addressing your concerns as best as possible. We have had a

number of community outreach meetings, but I have also gotten feedback from neighborhood residents and local officials that we have not done enough.

At the end of the day, the buck stops with myself and my fellow elected port commissioners. I have asked commission staff to work with our aviation department to set up a commission meeting near the airport during an upcoming evening so that commissioners can hear from airport community residents firsthand and we can make sure the concerns of residents are heard and addressed as best as possible.

I will get back to you once we have a date and place.

Best, John

John Creighton
Commissioner
Port of Seattle
Pier 69 - 2711 Alaskan Way
Seattle, Washington 98121
d (206) 787-3509
f (206) 787-3381
creighton.j@portseattle.org
www.portseattle.org

The Puget Sound region is in a period of rapid growth and Seattle-Tacoma International Airport is projected to grow from 42 million passengers in 2015 to 65 million passengers/year by 2035. We are currently developing a long-term blue print to handle this growth. Please find out more information and join the conversation by [clicking here](#).

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

From: Barbara McMichael [<mailto:bkmonger@nwlink.com>]

Sent: Sunday, August 14, 2016 4:12 PM

To: Creighton, John; Albro, Thomas; Bowman, Stephanie; Felleman, Fred; Gregoire, Courtney

Cc: CityCouncil@ci.seatac.wa.us; council@burienwa.gov; citycouncil@desmoineswa.gov; Orwall, Rep. Tina; mia.gregerson@leg.wa.gov; Keiser, Sen. Karen; dave.upthegroove@kingcounty.gov

Subject: 3000 trees to be cut down around SeaTac Airport

Dear Port of Seattle Commissioners -

I am a longtime resident of South King County, not far from SeaTac Airport. Of course I want the airspace around the airport to be safe

However, I am astonished and outraged that you would think it is acceptable to cut down 3000 mature trees in my community. These are trees that provide a visual and sound buffer for the airport, that help mitigate air pollution and rainwater run-off, and that over the last many years have constituted a green and lovely part of our local communities' identity. Simply, this is a soul-crushingly destructive scheme - can you even conceive of what it would be like to have that happen in the place where YOU live?

I am glad that the City of SeaTac is pushing back against the Port's abysmal proposal, and I hope that the other electeds who represent our area will join in vigorously challenging a tree-cutting scheme that would be so physically, emotionally and aesthetically detrimental to our local airport communities. The Port has alternatives to the draconian tree-cutting measure it is currently promoting.

Stop being such a terrible neighbor to the communities around the airport: abandon the current ill-conceived plan and come up with a better, more sustainable option for keeping the airspace safe.

Sincerely,

Barbara McMichael
22810 Thunderbird Drive
Des Moines, WA 98198
206-878-6912

Carol Allread

From: Chip Davis
Sent: Monday, September 12, 2016 2:59 PM
To: 'Will Spruill'; Public Council Inbox
Cc: Kamuron Guroi; Lisa Marshall; Barb Canfield
Subject: RE: Failure to enforce violations of conditions that were applied to Kennedy Catholic athletic field

Staff Follow-up by Chip Davis, Community Development Director

Mr. Spruill, CTTC: 9/19/16

Thank you for the opportunity provide follow-up information regarding your concerns relating to enforcement of conditions of approval for the Kennedy Catholic High School athletic fields expansion. As I stated in our August 24th meeting, the Type 1 Land Use and SEPA Review for the Kennedy project was conducted to identify and mitigate for impacts arising from expansion of an existing sports facility used to conduct athletic activities consistent with the operation of a high school. The conditions of approval outlined in the Director's decision and additional conditions imposed by the Hearings Examiner as part of your appeal were directly related to those impacts resulting from field expansion and improvements to allow home varsity football games.

The primary impacts identified as part of the staff report were field lighting impacts on adjacent residences, crowd noise and loudspeaker volumes, and traffic impacts resulting from conducting varsity home football games. Installation of overhead field lighting, a significant expansion in stadium seating capacity, and associated increases in parking demand and pass-through traffic were identified as impacts to be addressed as part of facility expansion. The conditions of approval imposed as mitigation for identified impacts involved requiring installation of screening landscaping and fencing and requiring that supporting infrastructure such as lighting and public address systems are properly installed and operated. A traffic and parking management plan addressing impacts associated with varsity football crowds must be in place before such events can be conducted at the field.

To date, Kennedy has applied for and been granted only a development permit for the installation of temporary bleachers on the south side of the football field. Permit conditions were imposed requiring Kennedy to address all of the above impacts, and as a result, Kennedy has indicated that they will not be installing additional seating or conducting home varsity football games this year. All subsequent development permits will contain conditions of approval which are consistent with the Hearings Examiner decision. Nothing in the staff report or Hearings Examiner decision was intended to limit Kennedy Catholic High School's ability to conduct those athletic activities that are consistent with operation of the high school and are not connected to the requested expansion.

Activities such as sports practices, summer camps and physical education classes, which are consistent with the operation of a high school, were not part of the land use review, nor are they subject to the conditions of approval imposed by the land use decision. There was testimony at the appeal hearing concerning neighborhood impacts arising from past activities related to daily

operations of Kennedy High School. The use of a portable sound system for sports practices is an example of one such daily operational impact. The conditions of approval concerning the design and installation of a public address system directly relate to future facility improvements required to conduct varsity football games and do not relate to the use of portable sound systems for sports practices. As was discussed at the hearing, the remedy for those impacts related to daily high school operations is contacting Kennedy High School administrators and/or the application of current Burien Municipal Codes relating to public disturbance associated with traffic, parking and noise nuisance. Burien's Code Compliance Officer is copied on this correspondence and contacting her is the first step to begin for addressing such concerns.

I hope this addresses the concerns expressed in your letter and please let me know if you have any additional questions.

Charles W. "Chip" Davis, AICP

Community Development Director

City of Burien

(206) 248-5501

chipd@burienwa.gov

www.burienwa.gov

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From: Public Council Inbox

Sent: Thursday, September 01, 2016 11:26 AM

To: 'Will Spruill' <firemanwill28@hotmail.com>; Chip Davis <chipd@burienwa.gov>

Cc: Public Council Inbox <council@burienwa.gov>; Kamuron Gurol <kamurong@burienwa.gov>

Subject: RE: Failure to enforce violations of conditions that were applied to Kennedy Catholic athletic field

Dear Mr. Spruill,

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

Sincerely,

Carol Allread

Executive Assistant

City Manager Office

206-248-5508

From: Will Spruill [<mailto:firemanwill28@hotmail.com>]

Sent: Tuesday, August 23, 2016 12:41 PM

To: Chip Davis <chipd@burienwa.gov>

Cc: Public Council Inbox <council@burienwa.gov>; Kamuron Gurol <kamurong@burienwa.gov>

Subject: Failure to enforce violations of conditions that were applied to Kennedy Catholic athletic field

Mr. Davis, I'm writing to you in regards to our meeting on Tuesday August 23rd and 11:15. I came to you after not getting email or voicemail responses asking for information and enforcement on what I believe are violations of the conditions that were applied to Kennedy Catholic's new athletic field. You expressed to me that the city of Burien does not believe that Kennedy Catholic has violated any conditions and it is in their right to host any event that they desire with special considerations only to varsity football games. You also expressed to me that my appeal hearing only addressed home varsity football games, and nothing further.

My specific concerns that were brought to the city for enforcement were violation of decision item #10; "There shall be no renting of the sports facilities and no use by private parties of the athletic fields". In an email, voice mail, and our conversation I explained that Kennedy Catholic has been allowing the Puget Sound Lancers "a franchise with the Greater Seattle Youth Football and Cheer League" to use the athletic field and have scheduled weekend games at their facility. You advised me that the city does not believe this is a violation and they have a right to use the athletic field however they desire with exception to varsity football games. I'm challenging this decision and will be seeking legal advice to enforce the conditions that were to be upheld by the city of Burien.

An additional concern I sent to the city was the use of a portable sound and PA system on Kennedy Catholic's new field. In an email from the City of Burien Code Compliance dated 7/19/16, I was informed that "we have concluded that they are not in violation of any codes". I replied asking if the city had approved the PA/sound system as required in the notice of decision for PLA 51-1144; with no response. I asked Mr. Davis the same question at our meeting and he advised they have a right to use the facility and the city will not enforce this. He also advised that no PA/sound system has been approved by the city on the new athletic field. I'm challenging this decision and will be seeking legal advice to assist with enforcement.

My primary concern during this entire process and explained at the appeal hearing was a change from a high school athletic field to a private sports complex. It was made very clear in decision #10 from the appeal hearing that "there shall be no renting of the sports facilities and no use by private parties of the athletic fields". The city of Burien has given me no choice but to seek legal advice to assist with enforcement of the conditions.

Thanks, Will Spruill

Carol Allread

From: Public Council Inbox
Sent: Thursday, September 01, 2016 11:15 AM
To: 'chestine edgar'
Subject: FW: Pages 185 and 186 of the August 22, 2016 Council Packet

Dear Mrs. Edgar,

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

Sincerely,

Carol Allread
Executive Assistant
City Manager Office
206-248-5508

CTTC : 9/19/16

cc: Chip Davis, Community Development Director
David Johanson, Senior Planner

From: chestine edgar [mailto:16collingham@gmail.com]
Sent: Tuesday, August 23, 2016 12:51 AM
To: Monica Lusk <MONICAL@burienwa.gov>
Subject: Fwd: Pages 185 and 186 of the August 22, 2016 Council Packet

Hello Monica,

Please see the correction in green to the original mail I sent to you for the Council Packet.

C. Edgar

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

From: chestine edgar <16collingham@gmail.com>
Date: Mon, Aug 22, 2016 at 3:10 PM
Subject: Pages 185 and 186 of the August 22, 2016 Council Packet
To: Monica Lusk <monical@burienwa.gov>, Kamuron Gurol <kamurong@burienwa.gov>, Debi Wagner <debiw@burienwa.gov>, Lucy Krakowiak <lucyk@burienwa.gov>, Nancy Tosta <nancycyt@burienwa.gov>, Bob Edgar <bobe@burienwa.gov>, Austin Bell <austinb@burienwa.gov>, Steve Armstrong <stephena@burienwa.gov>, Council Members <CouncilMembers@burienwa.gov>

August 22, 2016

To the Burien City Council;

This letter is in response to The Shoreline Exemption Determination for the Rosenfield dock/pier, File No. PLA 16-0864 on page 185 of the August 22, 2016 City Council packet. There appear to be some errors in the analysis on pages 185 and 186. Also the explanation fails to note when the application was filed and complete. This is important because;

1. The City of Burien (COB) passed a Critical Areas Ordinance in the summer of 2015 changing the buffer for category IV wetlands from 30' to 50'. The wetland that is associated with this permit application is a category IV wetland. The COB of Burien is now claiming that the buffer that applies to this application is only 30'. Also, the City has failed to mention whether these wetlands extend into the water beyond the OHWM but notes that there is no disturbance to vegetation is anticipated. How can it know this if it hasn't looked or examined for the aquatic wetlands?

2. There is a footnote at the bottom of page 186 that claims that this application is exempt from the 50' buffer because it was filed before June 23, 2016 when DOE approved the small amendment to the 2013 Burien Shoreline Master Plan (SMP). However the date noted by the staff for when DOE approved the SMP is incorrect. A conversation and a June 16, 2016 letter from David Pater shows that DOE issued its final approval letter on the Burien SMP on June 9, 2016. So when the Rosenfeld application was filed is important. Citizen comments on this application were due into the City on June 10, 2016 and I submitted comments to the COB on June 9 2016. I raised concerns about the buffer size then and several other items.

3. On page 186 the COB quotes dimensional standards from, BMC 20.30.050 Figure 5 for Lake Burien (Zone 1=30' and Zone 2=15') but then fails to note the footnote(1)under the Figure 5, the footnote states that no expansion for the primary residence is allowed in the first 45' from the OHWM for Lake Burien. This means that the buffer on Lake Burien is really 45'.

4. On page 186, BMC 20.30.056 states that the construction of this dock/pier is outside of the buffer zones 1,2. So do the wetlands that extend into the water fall into the domain of the Critical Areas Ordinance?

The real questions on this application are :

1. When this application became complete so as to be receiving vesting status?
2. The interpretation by the COB as to what is the real buffer on Lake Burien and how does this pertain to this dock/pier?
3. When does the new Critical Areas Ordinance (2015) apply to critical areas around Lake Burien?
4. What was the real date that DOE approved the amended version of the 2015 Burien SMP? Small wetlands of the size on the Rosenfeld property are protected more as a result of this new SMP.
5. How are wetlands beyond the OHWM line protected for Lake Burien?

The COB needs to post on SMP and Critical Areas documents of this nature when the application was complete for citizen comment so that citizens know which SMP or CAO the application applies to.

Thank you for your attention to this Shoreline Exemption Determination that is in your August 22, 2016 packet. The details presented to the Council in documents of this nature need to be specific and correct and easy enough to understand for the average citizen reader.

C. Edgar

Carol Allread

From: Chip Davis
Sent: Wednesday, September 14, 2016 12:28 PM
To: basso14963@yahoo.com; Public Council Inbox
Cc: Carol Allread
Subject: RE: Increased airplane noise

Dear Mr. Wynn, *CTTC: 9/19/16
Staff Follow-up by Chip Davis, Community Development Director*

Thank you for your correspondence concerning increasing airport noise impacts. As you have noted in your correspondence, there has been a recent change in flight patterns for Sea-Tac Airport which is adversely affecting Burien residents and businesses. The flight pattern change has been the subject of two recent meetings between City of Burien and Port of Seattle staff. Turbo propeller aircraft are making sharp westward turns shortly after takeoff from the airport. Neither the City of Burien or the Port of Seattle were informed about the change in flight patterns prior to it being implemented by the FAA. City staff is in the process of establishing contact with responsible parties within the FAA to determine the reasoning behind the change in flight patterns and to determine whether impacts to Burien residents were taken into account. Details regarding meetings with FAA staff will be provided at the September 19th City Council meeting.

If you have any further questions regarding this issue, please feel free to contact me.

Charles W. "Chip" Davis, AICP

Community Development Director

City of Burien

(206) 248-5501

chipd@burienwa.gov

www.burienwa.gov

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

From: Public Council Inbox

Sent: Thursday, September 01, 2016 11:26 AM

To: 'Daniel Wynn' <basso14963@yahoo.com>; Public Council Inbox <council@burienwa.gov>

Subject: RE: Increased airplane noise

Dear Mr. Wynn,

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

Sincerely,

Carol Allread

Executive Assistant

City Manager Office

206-248-5508

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

From: Daniel Wynn [mailto:bassol4963@yahoo.com]

Sent: Friday, August 26, 2016 9:58 AM

To: Public Council Inbox <council@burienwa.gov>

Subject: Increased airplane noise

Dear Burien City Council,

The Port of Seattle has confirmed that they intend to continue routing low flying planes immediately west of the runway over central Burien and the surrounding residential neighborhoods. As you may well know, the loud commuter prop planes begin very early in the morning and continue late into the evening. Many Burien residents have been negatively impacted by this change from the traditional north/south flight path as evidenced by the ongoing blog discussion on the Gregory Heights Next Door postings (August 20th "Seatac Flight Noise.")

I am writing to urge the Burien City Council to please get involved and address this issue with the Port of Seattle. Retired Alaska Airlines pilot Larry Cripe initially brought the issue before the City Council on August 22nd which was covered by the Burien Blog and I strongly support his and other residents efforts for community action to resist this negative impact to our town. The Port has a long history of making unilateral decisions that impact this area without any notification or discussion with the people directly impacted and I believe a strong message should be sent to resist this change in the airplane route path.

Thank you for considering and all your work making our community a peaceful place to live. Please feel free to contact me about this issue and I encourage you to follow up with Larry Cripe and others on the Gregory Heights Next Door posting that have expressed concern.

Best Regards,

Daniel Wynn
2734 SW 167th St.
Burien, WA 98166
206-300-3936

Carol Allread

From: Chip Davis
Sent: Wednesday, September 14, 2016 12:31 PM
To: mmla@comcast.net; Public Council Inbox
Cc: Carol Allread
Subject: RE: Airplanes flying over

Dear Ms. Hudson, *CTTC: 9/19/16
Staff Follow-up by Chip Davis, Community Development
Director*

Thank you for your correspondence concerning increasing airport noise impacts. As you have noted in your correspondence, there has been a recent change in flight patterns for Sea-Tac Airport which is adversely affecting Burien residents and businesses. The flight pattern change has been the subject of two recent meetings between City of Burien and Port of Seattle staff. Turbo propeller aircraft are making sharp westward turns shortly after takeoff from the airport. Neither the City of Burien or the Port of Seattle were informed about the change in flight patterns prior to it being implemented by the FAA. City staff is in the process of establishing contact with responsible parties within the FAA to determine the reasoning behind the change in flight patterns and to determine whether impacts to Burien residents were taken into account. Details regarding meetings with FAA staff will be provided at the September 19th City Council meeting.

If you have any further questions regarding this issue, please feel free to contact me.

Charles W. "Chip" Davis, AICP

Community Development Director
City of Burien
(206) 248-5501
chipd@burienwa.gov
www.burienwa.gov

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

From: Public Council Inbox
Sent: Thursday, September 01, 2016 11:25 AM
To: 'Mary Hudson' <mmla@comcast.net>; Public Council Inbox <council@burienwa.gov>
Subject: RE: Airplanes flying over

Dear Ms. Hudson,

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

Sincerely,

Carol Allread
Executive Assistant
City Manager Office

206-248-5508

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

From: Mary Hudson [<mailto:mmla@comcast.net>]
Sent: Friday, August 26, 2016 1:07 PM
To: Public Council Inbox <council@burienwa.gov>
Subject: Airplanes flying over

Hello,

I have lived in Burien for the past twenty years, and am noticing a sudden increase in air traffic over our home with Bombardiers flying low every 2-3 minutes. Has the Port of Seattle had any hearings to ask Burien residents our opinion on this apparent change in the flight path?

Thank you,
Mary Hudson

Sent from my iPhone

Carol Allread

From: Chip Davis
Sent: Wednesday, September 14, 2016 12:36 PM
To: GaryA@vulcan.com; Public Council Inbox
Cc: Carol Allread
Subject: RE: Air Traffic

CTTC: 9/19/16

Dear Mr. Adante,

Staff Follow-up by Chip Davis, Community Development Director

Thank you for your correspondence concerning increasing airport noise impacts. As you have noted in your correspondence, there has been a recent change in flight patterns for Sea-Tac Airport which is adversely affecting Burien residents and businesses. The flight pattern change has been the subject of two recent meetings between City of Burien and Port of Seattle staff. Turbo propeller aircraft are making sharp westward turns shortly after takeoff from the airport. Neither the City of Burien or the Port of Seattle were informed about the change in flight patterns prior to it being implemented by the FAA. City staff is in the process of establishing contact with responsible parties within the FAA to determine the reasoning behind the change in flight patterns and to determine whether impacts to Burien residents were taken into account. Details regarding meetings with FAA staff will be provided at the September 19th City Council meeting.

If you have any further questions regarding this issue, please feel free to contact me.

Charles W. "Chip" Davis, AICP

Community Development Director

City of Burien

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chipd@burienwa.gov

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From: Public Council Inbox

Sent: Thursday, September 01, 2016 11:25 AM

To: 'Gary Adante' <GaryA@vulcan.com>

Subject: RE: Air Traffic

Dear Mr. Adante,

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

Sincerely,

Carol Allread

Executive Assistant

City Manager Office

206-248-5508

From: Gary Adante [<mailto:GaryA@vulcan.com>]
Sent: Friday, August 26, 2016 4:28 PM
To: Public Council Inbox <council@burienwa.gov>
Subject: Air Traffic

Hello, I am a resident of Burien. My address is 13677 18th ave. SW. We are experiencing an extreme occurrence in the amount of Aircraft flights over our house. It has gone from occasional during the day to constant at certain times, every 5-10 mins. What can we do about this very serious problem?

Thanks,

Gary Adante

garya@vulcan.com
Vulcan Inc.
505 5th Ave South
Ste 900
Seattle Wa 98104
(206) 342-4104 Office
(206) 734-8360 Cell

Carol Allread

From: Public Council Inbox
Sent: Friday, September 02, 2016 9:17 AM
To: 'tommgrubb@comcast.net'
Subject: RE: dedicated pickleball courts conversation

Dear Mr. Grubb,

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

Sincerely, *CTTC: 9/19/16*

Carol Allread
Executive Assistant
City Manager Office
206-248-5508

Staff to Follow up: Steve Roemer, Parks Director

From: tommgrubb@comcast.net [mailto:tommgrubb@comcast.net]
Sent: Wednesday, August 31, 2016 9:58 AM
To: Public Council Inbox <council@burienwa.gov>; jscorcio@cityofseatac.com; ksum@cityofseatac.com; mpina@desmoineswa.gov
Subject: dedicated pickleball courts conversation

Dear City Councils of Burien, Seatac, and Des Moines,

My name is Tom Grubb. Some of you might know me. I was the contact person who had pickleball lines painted on the courts at the Burien School Park, I play pickleball at Burien School Park, Highline Athletic club, Seatac community center (Marlon knows me well) and have play against Matt Pina at Highline Athletic club on numerous occasions. I have been playing pickleball for over 15 years, I have over 60 + medals from tournaments around the US (mostly from the senior tournaments). Most recently I have been teaching pickleball locally, refereeing pickleball tournaments and being an ambassador for the sport.

The reason I am contacting you is to start the conversation of entertaining the idea of building and maintaining dedicated outdoor pickleball courts in one, two or all three cities. With recreational (indoor and outdoor) pickleball exploding in popularity locally, in the US and worldwide, I truly believe if you build it they will come. The growth in pickleball I believe they said would exceed 8 + million by 2018 (<https://sportsbuilders.wordpress.com/2016/03/28/pickleball-by-the-numbers-growing-across-the-u-s/>). This was the first year CBS sports televised webcast the finals of the US Open Pickleball Championships in Naples Florida. This week the Tournament of Champions is being held in Utah, prize money tops 40,000\$. I am seeing an explosion of outdoor courts being built by other communities: Colorado Springs (15 new outdoor courts), Florida, Washougal WA (Hathaway Park), among a few. The positive impact and acceptance with these new courts is overwhelming.

With this all said, I feel it appropriate to discuss the possibilities of building dedicated outdoor courts. Land would need to be identified (8 – 12 courts), infrastructure for the land and courts need to be

discussed (access, parking, facilities, lights, upkeep, drainage, etc....). What are the benefits/what's in it for the city? Positive news across the Northwest and nationally, increase in economic traffic, be one of the first in the greater Puget Sound to build a facility capable of hosting 48 players at once and possible tournaments. (here is great site Arizona Pickleball document the costs. <https://azpickleball.info/211-2/>)

Anyway I wanted this email to be a start of the conversation. I am available to discuss in person if need be.

Here is the national pickleball website: <http://usapa.org> which will have everything about pickleball.

thank you
Tom Grubb
206-734-6660

Carol Allread

From: Public Council Inbox
Sent: Wednesday, September 14, 2016 11:37 AM
To: 'lynne marie'
Subject: RE: police accountability

Dear Ms. Randall,

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

In reference to the statement below that no response was received to your July 20 correspondence, please note that the email reply sent to lynn.randall@gmail.com bounced back as undeliverable, and no phone number or mailing address has been provided.

Sincerely,

CTTC: 9/19/16

cc: Scott Kimerer, Police Chief

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

From: lynne marie [mailto:lynne.randall@gmail.com]
Sent: Tuesday, September 06, 2016 8:37 PM
To: Public Council Inbox <council@burienwa.gov>; Austin Bell <austinb@burienwa.gov>
Subject: police accountability

Dear Burien City Council,

Thank you for your hard work in serving the City of Burien. I greatly appreciate the time and energy the Councilmembers devote to giving back to their community.

Recent events have rocked the nation and caused many citizens to think about the use of police force. A comment during a conversation on NPR gave me pause - a police chief pointed out that the time to talk about police accountability is before an incident happens. He encouraged citizens to engage with their local police departments and city councils and understand how these institutions work before there is a need to complain.

I am resending this email after not receiving any response to my first message on July 20. I am a concerned citizen of Burien that would like to encourage the council to preemptively address this issue. What does the current relationship between the City of Burien and the police department look like? Is there any independent or civilian oversight involved? What does police accountability look like now, and is there room for improvement?

Unfortunately one only needs to look to our neighboring cities of Tukwila and Seattle to see questionable policies in place that may impede citizens' civil rights and personal safety. I ask the Council to proactively address this topic and set an example to small cities across the nation.

Any direction to answers to these questions, and any further information, would be appreciated. If this or related topics will be addressed at a future city council meeting, I would like to attend.

Lastly, I encourage the Councilmembers to prioritize self-care as they continue the difficult, often-thankless work of making Burien a great place to live. It is easy to dismiss taking care of oneself when there is so much work to be done, but it is the most important work. Nothing can be poured from an empty cup.

Thanks again for the work that you do.

Lynne

Carol Allread

From: Chip Davis
Sent: Wednesday, September 14, 2016 12:21 PM
To: dextercat01@gmail.com; Public Council Inbox
Cc: Carol Allread
Subject: RE: Turbo Prop Airplane Noise.

CTTC: 9/19/16

Dear Mr. Schwartz, *Staff Follow-up by Chip Davis, Community Development Director*

Thank you for your correspondence concerning increasing airport noise impacts. As you have noted in your correspondence, there has been a recent change in flight patterns for Sea-Tac Airport which is adversely affecting Burien residents and businesses. The flight pattern change has been the subject of two recent meetings between City of Burien and Port of Seattle staff. Turbo propeller aircraft are making sharp westward turns shortly after takeoff from the airport. Neither the City of Burien or the Port of Seattle were informed about the change in flight patterns prior to it being implemented by the FAA. City staff is in the process of establishing contact with responsible parties within the FAA to determine the reasoning behind the change in flight patterns and to determine whether impacts to Burien residents were taken into account. Details regarding meetings with FAA staff will be provided at the September 19th City Council meeting.

If you have any further questions regarding this issue, please feel free to contact me.

Charles W. "Chip" Davis, AICP

Community Development Director

City of Burien

(206) 248-5501

chipd@burienwa.gov

www.burienwa.gov

Counter Planning Assistance Available Monday - Wednesday & Friday 8:00 am to 5:00 pm.

Thursdays by Appointment Only

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From: Public Council Inbox

Sent: Wednesday, September 14, 2016 10:54 AM

To: 'Dan S' <dextercat01@gmail.com>; Public Council Inbox <council@burienwa.gov>

Subject: RE: Turbo Prop Airplane Noise.

Dear Mr. Schwartz,

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

Sincerely,

Carol Allread

Executive Assistant

City Manager Office

206-248-5508

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

From: Dan S [<mailto:dextercat01@gmail.com>]
Sent: Monday, September 12, 2016 8:32 AM
To: Public Council Inbox <council@burienwa.gov>
Subject: Turbo Prop Airplane Noise.

Hello,

The occurrence of Turbo Prop Airplanes directly over our neighborhood has increase dramatically this year. I live at the west end of SW 152nd Street and these planes have started going over at fairly low altitudes at all hours of the day and night. I would like to know why and if the city is taking action on the flight path issue.

Thank you

Dan Schwartz
2704 SW 152nd PL
Burien, WA 98166

Carol Allread

From: Public Council Inbox
Sent: Wednesday, September 14, 2016 1:21 PM
To: 'Rachael Levine'
Subject: RE: Housing for People Who are Homeless

Dear Ms. Levine,

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

CTTC : 9/19/16

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

CC: Lori Fleming, management Analyst

From: Rachael Levine [mailto:rachael.levine@centurylink.net]
Sent: Tuesday, September 13, 2016 3:13 PM
To: Public Council Inbox <council@burienwa.gov>
Subject: Housing for People Who are Homeless

Dear Council Members,

Having just read the "White Center Now" blog about a proposed shelter for 70 homeless people at the old Public Health facility (8th sw & sw108th), I wondered if the Burien Council has been invited to participate in discussions about this proposal or any other discussion regarding the homeless people in our community. (The blog article asserts that there is one facility in West Seattle serving 8 women and one serving 9 women in Burien to serve this area.)

This is only one issue that deserves a "regional" approach. Those of us living in the North Highline neighborhood of Burien, have reason to be concerned about potential concentration of both marijuana businesses and subsidized housing in the Top Hat area. The number of children who would be exposed to the undesirable elements that often accompany such conditions must be cause for concern. These children will also be attending Highline Schools.

In my opinion, it is in the best interests of the citizens of Burien to weigh in on decisions that will affect the well-being of our entire community, even without the negotiating tool we once had as a "PAA" (Potential Annexation Area).

Sincerely,

Rachael Levine
430 S. 124th St.
Burien, WA 98168

Carol Allread

From: Public Council Inbox
Sent: Wednesday, September 14, 2016 2:39 PM
To: 'Emily Inlow-Hood'; Public Council Inbox; Peter Kwon
Subject: RE: please file an appeal to King County Superior Court asking court to require EIS

Dear Ms. Inlow-Hood,

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

Sincerely,

CTTC: 9/19/16

cc: Chip Davis, Community Development Director

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

From: Emily Inlow-Hood [mailto:emily.inlow@gmail.com]
Sent: Wednesday, September 14, 2016 11:02 AM
To: Public Council Inbox <council@burienwa.gov>; Peter Kwon <peterseatac@gmail.com>
Subject: please file an appeal to King County Superior Court asking court to require EIS

Good morning Burien City Council members,

I am a resident of Burien and I am concerned about the Port of Seattle's plans to cut down the trees in the land near the airport as part of the Flight Corridor Safety Program. As a resident, I would like to ask the Burien City Council to join the Seatac City Council to file an appeal in King County Superior Court, asking the court to require an EIS before any trees are cut.

I also am concerned that not enough attention has been paid to the impact this will have on noise pollution and the health impact on surrounding communities.

Here is the information regarding this:

Appeals: The Port of Seattle's decision on the proposal described above and the Port's issuance of a Final MDNS on this proposal constitute the Port of Seattle's final SEPA decision. This SEPA MDNS determination may be appealed by filing an application for a writ of review in King County Superior Court within twenty-one (21) days of the date below pursuant to Port of Seattle Resolution No. 3650 and RCW 43.21C.075. (note: the deadline is 9/26/2016)

Respectfully,

Emily Inlow-Hood

CTTC: 9/19/16

cc: Chip Davis, Community Development
Director

September 14, 2016

To the Burien City Council;

At the last Council meeting, a Citizen stood up and made a comments on the increased noise over Burien from SeaTac Airport. As I had experienced much of the same, I wrote to SeaTac about the situation. Attached is the response that I received back from the Port of Seattle on the issue.

In part the response doesn't make sense as these the flights that were mentioned start at 3am and 4am in the morning when there is not heavy departures from the airport. However, they appear to be the noisy turboprops that belong to Alaska Airlines.

At around 2008, the Port of Seattle told the State of Washington/Governor and the Puget Sound Region Council that there was no need to continue to create a second site airport in the State of Washington because SeaTac Airport had no need for near future expansion. Based on what SeaTac Airport and the Port of Seattle are now saying about their need to expand, perhaps it is time that they open up that search for a second airport site again. Paine Field will not allow the expansion needed in the future for the State. That area is too close to residential dwellings and wetlands again. I urge anyone with a concern over this increased noise to write to the Port of Seattle, SeaTac Airport, the Puget Sound Region Council, the Governor, our local state representatives (Fitzgibbons, Nelson, Kaiser), members of the King County Council (McDermott, UptheGrove, Dow C.) and Maria Cantwell (works on the FAA budget) to find a large enough second site airport to service the future needs of Washington State. Only then will Burien citizens get the relief from SeaTac's need to constantly expand, its noise and pollution and the social justice for Burien citizens that is deserved.

Respectfully,

C. Edgar

August 24, 2016

Chestine Edgar

Burien, WA 98166

Dear Ms. Edgar:

The Noise Programs Office at Sea-Tac Airport received your comments regarding Sea-Tac air traffic in Burien for reply.

As indicated previously, the 4-Post Plan remains the basis for air traffic decisions in the region. However, the specific complaint that you referenced in the blog article was for turboprop aircraft turning over Burien. The 4-Post Plan flight procedures apply to jet aircraft only. Since 4-Post was established in 1990, propeller aircraft have been allowed to make early turns to the east or west at the FAA Air Traffic Controller's discretion. Often these aircraft need to be turned early due to their relatively slow speed when compared to jet aircraft. Turning these aircraft immediately after departure to the west during north-flow operations will cause them to pass over Burien. This has been an established practice at Sea-Tac for many years.

Sea-Tac operations (take-offs and landings) have increased 10% year-to-date through July, as compared to July 2015. This growth in overall operations has caused an increased usage of all established flight paths and procedures in the region. During heavy departure periods of the day, there often is a need to have turboprop aircraft turn early to keep all flights on schedule. This growth in operations may help explain the frequency of these types of aircraft overflights you have referenced.

Sincerely



Tom Fagerstrom
Community Specialist, Noise Programs
Port of Seattle

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 19th day of September 2016** THE FOLLOWING:

CHECK NOS. **44168-44569**

IN THE AMOUNT OF **\$2,720,930.74**

WITH VOIDED CHECK NOS. **0**

PAYROLL SALARIES AND BENEFITS APPROVAL

FOR **July 16th – July 31st** PAID ON **August 5th 2016**

CHECK NOS. **6905-6926**

DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: **\$370,523.92**

PAYROLL SALARIES AND BENEFITS APPROVAL

FOR **August 1st – August 15th** PAID ON **August 19th 2016**

CHECK NOS. **6927-6936**

DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: **\$275,795.05**

PAYROLL SALARIES AND BENEFITS APPROVAL

FOR **August 16th – August 31st** PAID ON **September 2nd 2016**

CHECK NOS. **6937-6955**

DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: **\$374,054.82**

Accounts Payable

Checks for Approval



User: cathy
 Printed: 09/14/2016 - 8:13 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44168	08/15/2016	General Fund	Professional Services	ABC Legal	60.00
44168	08/15/2016	General Fund	Professional Services	ABC Legal	7.00
44168	08/15/2016	General Fund	Professional Services	ABC Legal	50.00
Check Total:					117.00
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	9.30
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	42.67
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	19.69
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	9.79
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	36.62
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	39.38
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	29.54
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	6.56
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	35.02
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	21.20
44169	08/15/2016	General Fund	Office and Operating Supplies	Ace Hardware	21.89
44169	08/15/2016	Street Fund	Office and Operating Supplies	Ace Hardware	17.51
44169	08/15/2016	Street Fund	Office and Operating Supplies	Ace Hardware	20.78
44169	08/15/2016	Street Fund	Office and Operating Supplies	Ace Hardware	299.91
44169	08/15/2016	Street Fund	Office and Operating Supplies	Ace Hardware	19.68
44169	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	5.74
Check Total:					635.28
44170	08/15/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Al Books Custom Welding	219.00
Check Total:					219.00
44171	08/15/2016	General Fund	Office and Operating Supplies	Aramark Uniform Services	22.26
44171	08/15/2016	General Fund	Office and Operating Supplies	Aramark Uniform Services	40.80
44171	08/15/2016	General Fund	Office and Operating Supplies	Aramark Uniform Services	63.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	126.12
44172	08/15/2016	General Fund	Telephone/Internet	AT&T Mobility	23.26
				Check Total:	23.26
44173	08/15/2016	General Fund	Instructors Prof Svcs	Rickie Barnett	180.00
				Check Total:	180.00
44174	08/15/2016	General Fund	Professional Services	BERK Consulting	7,125.21
				Check Total:	7,125.21
44175	08/15/2016	General Fund	Instructors Prof Svcs	Lucas Bonnema	973.00
				Check Total:	973.00
44176	08/15/2016	General Fund	Printing/Binding/Copying	Brim Press LLC	164.25
44176	08/15/2016	General Fund	Printing/Binding/Copying	Brim Press LLC	153.30
44176	08/15/2016	General Fund	Printing/Binding/Copying	Brim Press LLC	43.80
				Check Total:	361.35
44177	08/15/2016	General Fund	Prof. Svcs-Instructors	Viola Brumbaugh	844.00
				Check Total:	844.00
44178	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	30.05
44178	08/15/2016	Street Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	30.05
44178	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	236.45
44178	08/15/2016	Street Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	236.45
44178	08/15/2016	Surface Water Management Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	88.01
44178	08/15/2016	Street Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	88.01
				Check Total:	709.02
44179	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	106.28
44179	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	115.03
44179	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	76.85
44179	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	230.55
44179	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	38.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	567.13
44180	08/15/2016	Street Fund	Office and Operating Supplies	Burien Sand & Gravel	-342.87
44180	08/15/2016	Street Fund	Office and Operating Supplies	Burien Sand & Gravel	421.22
				Check Total:	78.35
44181	08/15/2016	General Fund	Animal Control Services	CARES	14,594.51
				Check Total:	14,594.51
44182	08/15/2016	General Fund	Human Svc-Family/Youth	Child Care Resources	4,722.00
44182	08/15/2016	General Fund	Human Svc-Family/Youth	Child Care Resources	1,250.00
				Check Total:	5,972.00
44183	08/15/2016	General Fund	Miscellaneous	ANGELA CHAUFY	54.80
				Check Total:	54.80
44184	08/15/2016	General Fund	Professional Services	West Interactive Services Corp	22,500.00
				Check Total:	22,500.00
44185	08/15/2016	General Fund	Office and Operating Supplies	Clay Art Center Inc	401.00
				Check Total:	401.00
44186	08/15/2016	General Fund	Nuisance and Abatement Costs	Recology CleanScapes Inc	426.91
				Check Total:	426.91
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	157.41
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	377.78
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	251.85
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	62.96
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	409.25
44187	08/15/2016	General Fund	IT Office & Operating Suppli	Complete Office LLC	157.41
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	220.37
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	440.74
44187	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Complete Office LLC	220.37
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	377.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	472.22
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	386.99
44187	08/15/2016	General Fund	Office and Operating Supplies	Complete Office LLC	306.11
Check Total:					3,841.24
44188	08/15/2016	General Fund	Repairs and Maintenance	Country Green Turf Farms	10,220.73
Check Total:					10,220.73
44189	08/15/2016	General Fund	Prof. Svcs-Instructors	Janet S. Crawley	187.50
Check Total:					187.50
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	80.21
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	16.74
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	96.42
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	60.97
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	16.82
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	99.84
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	59.68
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	121.94
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	154.73
44190	08/15/2016	Surface Water Management Fund	Utilities	City of Seattle	64.84
44190	08/15/2016	Surface Water Management Fund	Utilities	City of Seattle	16.15
44190	08/15/2016	General Fund	Utilities	City of Seattle	18.69
44190	08/15/2016	Street Fund	Utilities-Street Lighting	City of Seattle	165.82
44190	08/15/2016	General Fund	Utilities	City of Seattle	15.34
44190	08/15/2016	General Fund	Utilities	City of Seattle	11.97
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	16.28
44190	08/15/2016	Surface Water Management Fund	Utilities	City of Seattle	16.98
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	141.47
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	86.66
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	60.15
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	95.78
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	82.80
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	109.78
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	79.48
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	76.07
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	77.18
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	103.15
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	72.60
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	117.15
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	16.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	54.15
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	16.27
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	93.68
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	112.73
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	27.81
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	235.69
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	107.70
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	31.95
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	84.04
44190	08/15/2016	General Fund	Utilities	City of Seattle	15.08
44190	08/15/2016	General Fund	Utilities	City of Seattle	32.33
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	435.70
44190	08/15/2016	General Fund	Utilities	City of Seattle	305.77
44190	08/15/2016	General Fund	Utilities	City of Seattle	705.81
44190	08/15/2016	General Fund	Utilities	City of Seattle	2,231.02
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	88.97
44190	08/15/2016	General Fund	Utilities	City of Seattle	629.96
44190	08/15/2016	General Fund	Utilities	City of Seattle	49.73
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	399.34
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	119.46
44190	08/15/2016	General Fund	Utilities	City of Seattle	16.60
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	7.54
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	373.47
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	151.04
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	50.10
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	208.67
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	305.13
44190	08/15/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	89.97
Check Total:					9,131.45
44191	08/15/2016	General Fund	Utilities	City Of Seattle	73.33
44191	08/15/2016	General Fund	Utilities	City Of Seattle	337.21
44191	08/15/2016	General Fund	Utilities	City Of Seattle	2,186.05
Check Total:					2,596.59
44192	08/15/2016	General Fund	Federal Lobbying Services	Michael D. Doubleday	1,625.00
Check Total:					1,625.00
44193	08/15/2016	General Fund	Strawberry Festival	Discover Burien Association	410.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	410.00
44194	08/15/2016	General Fund	Repairs and Maintenance	Dept. of Labor & Industries	43.00
				Check Total:	43.00
44195	08/15/2016	General Fund	Instructors Prof Svcs	Double Cone LLC	180.00
				Check Total:	180.00
44196	08/15/2016	Surface Water Mgmt CIP	Design-Engineering	Duncanson Company, Inc.	4,878.00
				Check Total:	4,878.00
44197	08/15/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	51.92
44197	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Dunn Lumber Co.	20.67
				Check Total:	72.59
44198	08/15/2016	General Fund	Repairs and Maintenance	Eco Elite Pest Control LLC	182.50
44198	08/15/2016	General Fund	Repairs and Maintenance	Eco Elite Pest Control LLC	182.50
44198	08/15/2016	General Fund	Repairs and Maintenance	Eco Elite Pest Control LLC	182.50
				Check Total:	547.50
44199	08/15/2016	General Fund	Repairs and Maint - Fleet	Elidrew, LLC	4.92
				Check Total:	4.92
44200	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	MARY EIDMANN	131.51
				Check Total:	131.51
44201	08/15/2016	General Fund	Professional Services	Fehr and Peers	15,245.17
				Check Total:	15,245.17
44202	08/15/2016	General Fund	Prof. Svcs-Instructors	Clay Fife	180.00
				Check Total:	180.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44203	08/15/2016	Surface Water Management Fund	Professional Services	GeoEngineers	800.50
				Check Total:	800.50
44204	08/15/2016	General Fund	Instructors Prof Svcs	Victoria E. Hamilton	171.00
44204	08/15/2016	General Fund	Instructors Prof Svcs	Victoria E. Hamilton	252.00
				Check Total:	423.00
44205	08/15/2016	General Fund	Professional Services	Highline Community College	3,000.00
				Check Total:	3,000.00
44206	08/15/2016	General Fund	Arts and Culture Grants	Highline Community Symphonic B	1,000.00
				Check Total:	1,000.00
44207	08/15/2016	Street Fund	Office and Operating Supplies	Home Depot Credit Services	68.30
44207	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Home Depot Credit Services	68.30
44207	08/15/2016	Street Fund	Office and Operating Supplies	Home Depot Credit Services	73.20
44207	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Home Depot Credit Services	73.20
				Check Total:	283.00
44208	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	HD Fowler Company	3,045.44
44208	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	HD Fowler Company	1,577.33
				Check Total:	4,622.77
44209	08/15/2016	General Fund	Prof. Svcs-Instructors	Cristina Herrera	100.00
				Check Total:	100.00
44210	08/15/2016	General Fund	Human Svc-Family/Youth	Hospitality House	2,500.00
				Check Total:	2,500.00
44211	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	Horizon Distributors Inc	341.16
44211	08/15/2016	General Fund	Office and Operating Supplies	Horizon Distributors Inc	193.54
				Check Total:	534.70
44212	08/15/2016	General Fund	Professional Services	Highline School District #401	2,190.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	2,190.00
44213	08/15/2016	General Fund	Registration-Training/Workshop	Intl Assoc of Chiefs of Police	350.00	
					Check Total:	350.00
44214	08/15/2016	Street Fund	Office and Operating Supplies	ICON Materials	242.93	
44214	08/15/2016	Street Fund	Office and Operating Supplies	ICON Materials	43.17	
44214	08/15/2016	Street Fund	Office and Operating Supplies	ICON Materials	86.91	
44214	08/15/2016	Street Fund	Office and Operating Supplies	ICON Materials	91.11	
44214	08/15/2016	Street Fund	Office and Operating Supplies	ICON Materials	171.92	
44214	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	101.24	
44214	08/15/2016	Street Fund	Office and Operating Supplies	ICON Materials	87.76	
					Check Total:	825.04
44215	08/15/2016	General Fund	Professional Services	Iron Mountain	823.91	
					Check Total:	823.91
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	25.00	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	29.43	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	88.28	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	58.85	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	19.62	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	98.09	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	29.43	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	49.05	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	98.09	
44216	08/15/2016	Surface Water Management Fund	Telephone	Integra Telecom	49.05	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	88.28	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	117.71	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	255.03	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	47.76	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	44.78	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	44.78	
44216	08/15/2016	Street Fund	Telephone	Integra Telecom	45.18	
44216	08/15/2016	Surface Water Management Fund	Telephone	Integra Telecom	45.17	
44216	08/15/2016	General Fund	Telephone/Internet	Integra Telecom	44.78	
					Check Total:	1,278.36
44217	08/15/2016	Surface Water Mgmt CIP	Right-of-Way Acquisition	King County Recorder	79.00	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44217	08/15/2016	Surface Water Mgmt CIP	Right-of-Way Acquisition	King County Recorder	79.00
				Check Total:	158.00
44218	08/15/2016	General Fund	Drug Seizure Proceeds KCSO	King County Sheriff's Office	8,345.81
				Check Total:	8,345.81
44219	08/15/2016	General Fund	Plan Review Fee Fire Dist 2	King County Fire District #2	884.90
				Check Total:	884.90
44220	08/15/2016	General Fund	Drug Seizure Proceeds KCSO	KC Sheriff Det. RCrenshaw	1,000.00
				Check Total:	1,000.00
44221	08/15/2016	Surface Water Management Fund	SWM Billed by KC SWM	King County Office of Finance	12,829.68
				Check Total:	12,829.68
44222	08/15/2016	General Fund	Public Defender	Kirshenbaum & Goss, Inc., P.S	14,000.00
44222	08/15/2016	General Fund	Public Defender Investigations	Kirshenbaum & Goss, Inc., P.S	922.68
44222	08/15/2016	General Fund	Public Defender Investigations	Kirshenbaum & Goss, Inc., P.S	856.32
				Check Total:	15,779.00
44223	08/15/2016	General Fund	Prof. Svcs-Instructors	Lori Leberer	90.00
				Check Total:	90.00
44224	08/15/2016	General Fund	Prof. Svcs-Instructors	Alexander Lewis	1,122.00
				Check Total:	1,122.00
44225	08/15/2016	General Fund	Prof. Svcs-Instructors	Randolph Alan Litch	200.00
				Check Total:	200.00
44226	08/15/2016	General Fund	IT Office & Operating Suppli	FERNANDO LLAMAS	309.00
				Check Total:	309.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44227	08/15/2016	General Fund	Prof. Svcs-Instructors	Jacob Matthew	280.00
				Check Total:	280.00
44228	08/15/2016	General Fund	Prof. Svcs-Instructors	John William McLaughlin	137.50
				Check Total:	137.50
44229	08/15/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	14.62
44229	08/15/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	6.05
44229	08/15/2016	Street Fund	Fuel Consumed	McLendon Hardware Inc	103.03
				Check Total:	123.70
44230	08/15/2016	General Fund	Repairs and Maintenance	Mark's Expert Auto Service Inc	2,183.93
				Check Total:	2,183.93
44231	08/15/2016	Street Fund	Dt Business License Svcs	Microflex	4,085.44
44231	08/15/2016	General Fund	B&O Tax Collect and Audit	Microflex	1,927.74
44231	08/15/2016	Street Fund	Postage	Microflex	1,132.03
44231	08/15/2016	General Fund	Postage	Microflex	242.27
				Check Total:	7,387.48
44232	08/15/2016	Street Fund	Office and Operating Supplies	Miller Paint Company Inc	82.24
44232	08/15/2016	Street Fund	Office and Operating Supplies	Miller Paint Company Inc	35.86
44232	08/15/2016	Street Fund	Office and Operating Supplies	Miller Paint Company Inc	153.85
44232	08/15/2016	Street Fund	Office and Operating Supplies	Miller Paint Company Inc	153.85
44232	08/15/2016	Street Fund	Office and Operating Supplies	Miller Paint Company Inc	95.26
44232	08/15/2016	General Fund	Office and Operating Supplies	Miller Paint Company Inc	55.66
				Check Total:	576.72
44233	08/15/2016	Street Fund	Professional Services	Metropolitan Transportation Co	2,500.00
				Check Total:	2,500.00
44234	08/15/2016	General Fund	Instructors Prof Svcs	Shariana Mundi	308.00
				Check Total:	308.00
44235	08/15/2016	General Fund	Admission and Entrance Fees	Museum of Flight	689.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	689.00
44236	08/15/2016	General Fund	Human Svc-Family/Youth	NAVOS	2,000.00
				Check Total:	2,000.00
44237	08/15/2016	General Fund	Instructors Prof Srvs	New City Dance Company	240.00
				Check Total:	240.00
44238	08/15/2016	Surface Water Management Fund	Repairs and Maint - Fleet	NC Machinery Co.	13.36
				Check Total:	13.36
44239	08/15/2016	General Fund	Instructors Prof Svcs	Andrew Nicklas	189.00
				Check Total:	189.00
44240	08/15/2016	Street Fund	Office and Operating Supplies	National Safety Inc	193.13
44240	08/15/2016	Surface Water Management Fund	Office and Operating Supplies	National Safety Inc	193.13
				Check Total:	386.26
44241	08/15/2016	General Fund	Prof. Svcs-Instructors	Pamela Odegard	135.00
				Check Total:	135.00
44242	08/15/2016	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	11.76
44242	08/15/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	11.76
				Check Total:	23.52
44243	08/15/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	56.40
44243	08/15/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	1,541.37
44243	08/15/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	536.94
44243	08/15/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	473.51
44243	08/15/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	339.31
				Check Total:	2,947.53
44244	08/15/2016	Surface Water Management Fund	Repairs and Maintenance	Pape' Machinery Exchange	76.78
44244	08/15/2016	Street Fund	Repairs and Maintenance	Pape' Machinery Exchange	76.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	153.57
44245	08/15/2016	General Fund	Admission and Entrance Fees	Pattison's West Skating	285.00
				Check Total:	285.00
44246	08/15/2016	Street Fund	Office and Operating Supplies	Partner Construction Products	1,261.44
				Check Total:	1,261.44
44247	08/15/2016	General Fund	Instructors Prof Svcs	Johawna Olena Perry	92.00
44247	08/15/2016	General Fund	Instructors Prof Svcs	Johawna Olena Perry	563.50
				Check Total:	655.50
44248	08/15/2016	General Fund	Prof. Svcs-Instructors	Chiara Pfeifer	120.00
				Check Total:	120.00
44249	08/15/2016	Street Fund	Office and Operating Supplies	Pacific Industrial Supply	65.37
				Check Total:	65.37
44250	08/15/2016	Surface Water Management Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.73
44250	08/15/2016	Street Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.74
44250	08/15/2016	General Fund	Utilities	Puget Sound Energy	16.25
44250	08/15/2016	General Fund	Utilities	Puget Sound Energy	511.18
44250	08/15/2016	General Fund	Utilities	Puget Sound Energy	288.34
44250	08/15/2016	Street Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.73
44250	08/15/2016	Surface Water Management Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.74
44250	08/15/2016	Street Fund	Utilities-Street Lighting	Puget Sound Energy	1,809.36
				Check Total:	2,696.07
44251	08/15/2016	General Fund	Professional Services	Protect Youth Sports	32.00
				Check Total:	32.00
44252	08/15/2016	Surface Water Management Fund	Memberships and Dues	MICHAEL RAMIREZ	102.00
				Check Total:	102.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44253	08/15/2016	General Fund	Printing/Binding/Copying	Ramlyn Engraving & Sign Co.	49.28
44253	08/15/2016	General Fund	Office and Operating Supplies	Ramlyn Engraving & Sign Co.	212.43
44253	08/15/2016	Surface Water Management Fund	Printing/Binding/Copying	Ramlyn Engraving & Sign Co.	49.28
Check Total:					310.99
44254	08/15/2016	General Fund	Electrical Permit	Meridian Center Electric	145.60
Check Total:					145.60
44255	08/15/2016	Street Fund	Business Licenses	Outerwall Inc	90.00
Check Total:					90.00
44256	08/15/2016	General Fund	Rental Housing License Fee	Allied Residential	100.00
Check Total:					100.00
44257	08/15/2016	General Fund	Refund Clearing Account -Parks	Karina Medina	48.00
Check Total:					48.00
44258	08/15/2016	General Fund	Refund Clearing Account -Parks	Mildred Lyons	100.00
Check Total:					100.00
44259	08/15/2016	General Fund	Electrical Permit	Lin Rogers Electrical Contract	99.60
Check Total:					99.60
44260	08/15/2016	General Fund	Instructors Prof Srvs	Vladimir Roca	375.00
Check Total:					375.00
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	168.55
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	31.96
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	17.94
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	88.80
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	329.99
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	14.95
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	8.88
44261	08/15/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	18.64

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	679.71
44262	08/15/2016	General Fund	Jail Contracts	SCORE	59,922.67
				Check Total:	59,922.67
44263	08/15/2016	General Fund	Office and Operating Supplies	Seattle Pottery Supply Inc.	116.13
				Check Total:	116.13
44264	08/15/2016	Transportation CIP	Design Engineering	Seattle Times	396.94
44264	08/15/2016	General Fund	Advertising	Seattle Times	115.96
44264	08/15/2016	General Fund	Advertising	Seattle Times	142.72
44264	08/15/2016	General Fund	Advertising	Seattle Times	162.79
44264	08/15/2016	General Fund	Advertising/Legal Publications	Seattle Times	80.28
44264	08/15/2016	General Fund	Advertising/Legal Publications	Seattle Times	150.00
44264	08/15/2016	General Fund	Advertising/Legal Publications	Seattle Times	84.74
				Check Total:	1,133.43
44265	08/15/2016	General Fund	Office and Operating Supplies	Seatown Locksmith	312.08
				Check Total:	312.08
44266	08/15/2016	General Fund	Computer Consultant Prof Svcs	SEITEL Systems, LLC	2,560.63
				Check Total:	2,560.63
44267	08/15/2016	General Fund	Domestic Violence Advocate	Nancy Shattuck	1,536.00
				Check Total:	1,536.00
44268	08/15/2016	General Fund	Nuisance and Abatement Costs	Sherwin-Williams Co.	41.49
44268	08/15/2016	General Fund	Nuisance and Abatement Costs	Sherwin-Williams Co.	66.01
				Check Total:	107.50
44269	08/15/2016	General Fund	Human Svc-Family/Youth	Public Health-Seattle K.C.	6,000.00
				Check Total:	6,000.00
44270	08/15/2016	General Fund	Human Svc-Family/Youth	South King Council Human Svcs	375.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	375.00
44271	08/15/2016	General Fund	Burien Marketing Strategy	Amanda Snyder	719.90
				Check Total:	719.90
44272	08/15/2016	General Fund	Human Svc-Family/Youth	Society of St. Vincent de Paul	3,010.00
				Check Total:	3,010.00
44273	08/15/2016	General Fund	Instructors Prof Svcs	Rachael Swanstrom	280.00
				Check Total:	280.00
44274	08/15/2016	General Fund	Utilities	Southwest Suburban Sewer Dist.	63.00
				Check Total:	63.00
44275	08/15/2016	General Fund	Instructors Prof Svcs	John Arnold Taylor	504.00
44275	08/15/2016	General Fund	Instructors Prof Svcs	John Arnold Taylor	300.00
				Check Total:	804.00
44276	08/15/2016	General Fund	Telephone/Internet	TelSpan Inc	15.51
				Check Total:	15.51
44277	08/15/2016	General Fund	Office and Operating Supplies	DEBBIE THOMA	36.92
				Check Total:	36.92
44278	08/15/2016	General Fund	Instructors Prof Svcs	Debra A Thoma	675.00
				Check Total:	675.00
44279	08/15/2016	General Fund	Office and Operating Supplies	The Part Works Inc	51.52
				Check Total:	51.52
44280	08/15/2016	General Fund	Human Svc-Family/Youth	Transform Burien	3,687.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	3,687.56
44281	08/15/2016	General Fund	Human Svc-Family/Youth	Tukwila Pantry	1,750.00
				Check Total:	1,750.00
44282	08/15/2016	General Fund	Memberships and Dues	ULI-Urban Land Institute	560.00
				Check Total:	560.00
44283	08/15/2016	Surface Water Management Fund	Repairs and Maint-Pump Station	Utilities Service Co Inc	7,363.46
				Check Total:	7,363.46
44284	08/15/2016	General Fund	Postage	US Postal Service	3,475.00
				Check Total:	3,475.00
44285	08/15/2016	General Fund	Strawberry Festival	Judith A Verner	54.75
44285	08/15/2016	General Fund	Professional Services	Judith A Verner	54.75
				Check Total:	109.50
44286	08/15/2016	General Fund	Criminal Prosecution Services	Walls Law Firm	15,833.00
				Check Total:	15,833.00
44287	08/15/2016	General Fund	Human Svc-Family/Youth	White Center Food Bank	3,375.00
				Check Total:	3,375.00
44288	08/15/2016	General Fund	Utilities	King County Water Dist. No 20	43.14
44288	08/15/2016	General Fund	Utilities	King County Water Dist. No 20	13,532.62
44288	08/15/2016	General Fund	Utilities	King County Water Dist. No 20	371.09
				Check Total:	13,946.85
44289	08/15/2016	General Fund	Probatn/Public Defindr Screenng	Tammy Weigel	960.00
				Check Total:	960.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44290	08/15/2016	General Fund	Subscriptions and Publications	West Payment Center	575.68
Check Total:					575.68
44291	08/15/2016	Transportation CIP	Construction	Westwater Construction Company	90,498.50
44291	08/15/2016	Transportation CIP	Construction	Westwater Construction Company	24,039.31
44291	08/15/2016	Transportation CIP	Retainage Payable	Westwater Construction Company	-4,524.93
44291	08/15/2016	Transportation CIP	Retainage Payable	Westwater Construction Company	-1,201.96
Check Total:					108,810.92
44292	08/15/2016	General Fund	Professional Services	Whitewater Aquatics Mgmt	1,666.66
Check Total:					1,666.66
44293	08/15/2016	Transportation CIP	Construction	WS Contractors LLC	22,017.54
44293	08/15/2016	Transportation CIP	Retainage Payable	WS Contractors LLC	-1,100.88
Check Total:					20,916.66
44294	08/15/2016	General Fund	State Surcharge	STATE TREASURER	495.00
Check Total:					495.00
44295	08/17/2016	General Fund	Arts and Culture Grants	Raymond Street	700.00
Check Total:					700.00
44296	08/17/2016	General Fund	Other Travel	Petty Cash Custodian	10.00
44296	08/17/2016	General Fund	Human Svc-Family/Youth	Petty Cash Custodian	21.88
44296	08/17/2016	Surface Water Management Fund	Other Travel	Petty Cash Custodian	7.00
44296	08/17/2016	General Fund	Mileage	Petty Cash Custodian	22.61
44296	08/17/2016	General Fund	Other Travel	Petty Cash Custodian	2.00
44296	08/17/2016	General Fund	Office and Operating Supplies	Petty Cash Custodian	19.99
44296	08/17/2016	Surface Water Management Fund	Office and Operating Supplies	Petty Cash Custodian	6.76
44296	08/17/2016	Surface Water Management Fund	Other Travel	Petty Cash Custodian	7.00
44296	08/17/2016	Surface Water Management Fund	Other Travel	Petty Cash Custodian	19.54
44296	08/17/2016	General Fund	Other Travel	Petty Cash Custodian	30.00
44296	08/17/2016	General Fund	Mileage	Petty Cash Custodian	8.64
44296	08/17/2016	General Fund	Other Travel	Petty Cash Custodian	12.00
44296	08/17/2016	General Fund	Mileage	Petty Cash Custodian	10.16
44296	08/17/2016	General Fund	Mileage	Petty Cash Custodian	14.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					192.26
44297	08/17/2016	Transportation CIP	Design Engineering	The Blueline Group LLC	13,418.18
44297	08/17/2016	Transportation CIP	Construction Engineering	The Blueline Group LLC	10,985.50
44297	08/17/2016	Transportation CIP	Design Engineering	The Blueline Group LLC	2,665.00
44297	08/17/2016	Transportation CIP	Construction Admin	The Blueline Group LLC	730.26
Check Total:					27,798.94
44298	08/25/2016	Surface Water Management Fund	Professional Services	Action Services Corporation	16,613.19
Check Total:					16,613.19
44299	08/25/2016	General Fund	Professional Services	Recology CleanScapes Inc	1,362.23
Check Total:					1,362.23
44300	08/25/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	28.03
44300	08/25/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	110.79
44300	08/25/2016	General Fund	Utilities	City of Seattle	236.24
44300	08/25/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	16.03
44300	08/25/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	16.32
44300	08/25/2016	General Fund	Utilities	City of Seattle	34.72
44300	08/25/2016	Street Fund	Utilities-Street Lighting	City of Seattle	6,144.01
Check Total:					6,586.14
44301	08/25/2016	General Fund	Office and Operating Supplies	PATRICIA MEJIA	175.77
Check Total:					175.77
44302	08/25/2016	General Fund	City Hall Custodial	Management Services NW Inc	4,084.33
44302	08/25/2016	General Fund	Building Maintenance	Management Services NW Inc	1,518.00
44302	08/25/2016	General Fund	Building Maintenance	Management Services NW Inc	3,590.60
44302	08/25/2016	General Fund	City Hall Custodial	Management Services NW Inc	89.73
44302	08/25/2016	General Fund	Building Maintenance	Management Services NW Inc	25.69
44302	08/25/2016	General Fund	Building Maintenance	Management Services NW Inc	77.69
44302	08/25/2016	General Fund	City Hall Custodial	Management Services NW Inc	423.10
Check Total:					9,809.14
44303	09/06/2016	General Fund	Professional Services	4Leaf inc	11,812.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	11,812.50
44304	09/06/2016	General Fund	Professional Services	Affordable Backflow Testing	1,040.00	
44304	09/06/2016	Street Fund	Professional Services	Affordable Backflow Testing	360.00	
					Check Total:	1,400.00
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	14.22	
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	48.16	
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	21.86	
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	10.93	
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	15.18	
44305	09/06/2016	Parks & Gen Gov't CIP	Construction	Ace Hardware	54.03	
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	40.49	
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	16.40	
44305	09/06/2016	General Fund	Office and Operating Supplies	Ace Hardware	4.20	
44305	09/06/2016	Street Fund	Office and Operating Supplies	Ace Hardware	14.22	
44305	09/06/2016	Street Fund	Office and Operating Supplies	Ace Hardware	103.09	
44305	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	103.09	
44305	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	29.55	
44305	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	28.38	
44305	09/06/2016	Street Fund	Office and Operating Supplies	Ace Hardware	28.38	
44305	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	13.04	
44305	09/06/2016	Street Fund	Office and Operating Supplies	Ace Hardware	13.04	
44305	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	91.25	
44305	09/06/2016	Street Fund	Office and Operating Supplies	Ace Hardware	91.25	
					Check Total:	740.76
44306	09/06/2016	Street Fund	Office and Operating Supplies	Alpine Products Inc	-1,665.10	
44306	09/06/2016	Street Fund	Office and Operating Supplies	Alpine Products Inc	607.73	
44306	09/06/2016	Street Fund	Office and Operating Supplies	Alpine Products Inc	84.86	
44306	09/06/2016	Street Fund	Office and Operating Supplies	Alpine Products Inc	220.10	
44306	09/06/2016	Street Fund	Office and Operating Supplies	Alpine Products Inc	243.29	
44306	09/06/2016	Street Fund	Operating Rentals and Leases	Alpine Products Inc	1,505.63	
					Check Total:	996.51
44307	09/06/2016	General Fund	Office and Operating Supplies	Aramark Uniform Services	22.26	
44307	09/06/2016	General Fund	Office and Operating Supplies	Aramark Uniform Services	40.80	
					Check Total:	63.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
44308	09/06/2016	General Fund	Telephone/Internet	STEPHEN ARMSTRONG	39.99	
					Check Total:	39.99
44309	09/06/2016	General Fund	Office and Operating Supplies	Ad Specialties & Promotions	1,385.20	
44309	09/06/2016	General Fund	Office and Operating Supplies	Ad Specialties & Promotions	607.47	
44309	09/06/2016	General Fund	Office and Operating Supplies	Ad Specialties & Promotions	1,135.40	
					Check Total:	3,128.07
44310	09/06/2016	Transportation CIP	Construction Admin	Builders Exchange of WA Inc	64.20	
					Check Total:	64.20
44311	09/06/2016	General Fund	Telephone/Internet	LAUREN BERKOWITZ	60.94	
					Check Total:	60.94
44312	09/06/2016	Surface Water Management Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	57.03	
44312	09/06/2016	Street Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	57.03	
44312	09/06/2016	Surface Water Management Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	72.35	
44312	09/06/2016	Street Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	72.34	
					Check Total:	258.75
44313	09/06/2016	Street Fund	Office and Operating Supplies	Burien Bark LLC	32.51	
					Check Total:	32.51
44314	09/06/2016	General Fund	Professional Services	The Cabiri	2,600.00	
					Check Total:	2,600.00
44315	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	CDW-G	192.44	
44315	09/06/2016	General Fund	Small Tools & Minor Equipment	CDW-G	409.53	
44315	09/06/2016	General Fund	Small Tools & Minor Equipment	CDW-G	2,602.82	
					Check Total:	3,204.79
44316	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Cellebrite USA Corp	3,300.42	
					Check Total:	3,300.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44317	09/06/2016	General Fund	Office and Operating Supplies	Central Welding Supply Co Inc	83.00
				Check Total:	83.00
44318	09/06/2016	General Fund	Recreation Guide	Creative Fuel Studios	2,355.00
				Check Total:	2,355.00
44319	09/06/2016	General Fund	Banking Svcs & Cr Card Fees	Civic Plus	241.74
				Check Total:	241.74
44320	09/06/2016	General Fund	Repairs and Maintenance	Clay Art Center Inc	872.50
44320	09/06/2016	General Fund	Repairs and Maintenance	Clay Art Center Inc	105.12
				Check Total:	977.62
44321	09/06/2016	General Fund	Nuisance and Abatement Costs	Recology CleanScapes Inc	147.37
				Check Total:	147.37
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	9.10
44322	09/06/2016	General Fund	Admission and Entrance Fees	Key Bank	235.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	437.21
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	3.57
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	16.17
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	6.78
44322	09/06/2016	General Fund	Software Licensing Fees	Key Bank	29.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	9.99
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	28.19
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	5.48
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	8.75
44322	09/06/2016	General Fund	Admission and Entrance Fees	Key Bank	16.00
44322	09/06/2016	General Fund	Admission and Entrance Fees	Key Bank	16.00
44322	09/06/2016	General Fund	Admission and Entrance Fees	Key Bank	16.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	25.67
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	17.52
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	8.77
44322	09/06/2016	General Fund	Registration-Training/Workshop	Key Bank	25.00
44322	09/06/2016	General Fund	Burien Marketing Strategy	Key Bank	27.56
44322	09/06/2016	General Fund	Burien Marketing Strategy	Key Bank	222.23
44322	09/06/2016	General Fund	Registration-Training/Workshop	Key Bank	157.95
44322	09/06/2016	General Fund	Professional Services	Key Bank	104.04
44322	09/06/2016	General Fund	Subscriptions and Publications	Key Bank	13.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44322	09/06/2016	General Fund	Registration-Training/Workshop	Key Bank	50.00
44322	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Key Bank	540.00
44322	09/06/2016	General Fund	Software Licensing Fees	Key Bank	49.64
44322	09/06/2016	Surface Water Management Fund	Software Licensing Fees	Key Bank	100.00
44322	09/06/2016	General Fund	Software Licensing Fees	Key Bank	47.00
44322	09/06/2016	General Fund	Software Licensing Fees	Key Bank	47.00
44322	09/06/2016	Surface Water Management Fund	Software Licensing Fees	Key Bank	94.00
44322	09/06/2016	General Fund	Professional Services	Key Bank	47.00
44322	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Key Bank	106.49
44322	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Key Bank	106.49
44322	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Key Bank	106.49
44322	09/06/2016	General Fund	Registration-Training/Workshop	Key Bank	50.00
44322	09/06/2016	General Fund	Registration-Training/Workshop	Key Bank	370.00
44322	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Key Bank	219.04
44322	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Key Bank	219.04
44322	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Key Bank	219.04
44322	09/06/2016	General Fund	Software Licensing Fees	Key Bank	29.99
44322	09/06/2016	General Fund	IT Office & Operating Suppli	Key Bank	35.38
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	26.45
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	189.75
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	2.19
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	21.96
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	20.77
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	55.85
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	145.18
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	107.28
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	1,024.76
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	258.66
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	227.97
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	27.17
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	158.47
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	7.65
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	54.64
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	13.12
44322	09/06/2016	General Fund	Admission and Entrance Fees	Key Bank	180.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	75.07
44322	09/06/2016	General Fund	Admission and Entrance Fees	Key Bank	30.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	130.02
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	7.00
44322	09/06/2016	General Fund	Admission and Entrance Fees	Key Bank	191.75
44322	09/06/2016	General Fund	Registration-Training/Workshop	Key Bank	75.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	34.99
44322	09/06/2016	General Fund	Small Tools & Minor Equipment	Key Bank	176.15
44322	09/06/2016	General Fund	Small Tools & Minor Equipment	Key Bank	19.99
44322	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Key Bank	243.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44322	09/06/2016	Surface Water Management Fund	Registration-Training/Workshop	Key Bank	400.00
44322	09/06/2016	Parks & Gen Gov't CIP	Construction	Key Bank	57.95
44322	09/06/2016	General Fund	Professional Services	Key Bank	1,314.00
44322	09/06/2016	General Fund	Registration-Training/Workshop	Key Bank	390.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	40.90
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	254.33
44322	09/06/2016	General Fund	Small Tools & Minor Equipment	Key Bank	459.89
44322	09/06/2016	General Fund	Parks Building Security	Key Bank	14.99
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	305.78
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	219.00
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	281.31
44322	09/06/2016	General Fund	Office and Operating Supplies	Key Bank	488.04
44322	09/06/2016	Parks & Gen Gov't CIP	Construction	Key Bank	264.51
44322	09/06/2016	General Fund	Software Licensing Fees	Key Bank	59.95
44322	09/06/2016	General Fund	Subscriptions and Publications	Key Bank	139.20
Check Total:					12,071.54
44323	09/06/2016	General Fund	Code Supplement	Code Publishing Co.	761.03
Check Total:					761.03
44324	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Comcast Corporation	69.95
Check Total:					69.95
44325	09/06/2016	General Fund	Operating Rentals and Leases	Construction Site Services	125.00
44325	09/06/2016	General Fund	Operating Rentals and Leases	Construction Site Services	125.00
Check Total:					250.00
44326	09/06/2016	General Fund	Meals	LAURA CRANDALL	58.00
Check Total:					58.00
44327	09/06/2016	General Fund	Admission and Entrance Fees	Crystal Mountain Inc	510.00
Check Total:					510.00
44328	09/06/2016	General Fund	Human Svc-Family/Youth	City of Kent	500.00
Check Total:					500.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44329	09/06/2016	General Fund	Jail Contracts	City of Renton	5,192.00
44329	09/06/2016	General Fund	Jail Contracts	City of Renton	3,870.00
44329	09/06/2016	General Fund	Jail Contracts	City of Renton	3,096.00
44329	09/06/2016	General Fund	Jail Contracts	City of Renton	3,382.00
Check Total:					15,540.00
44330	09/06/2016	Street Fund	Operating Rentals and Leases	City of SeaTac	287.50
44330	09/06/2016	Surface Water Management Fund	Operating Rentals and Leases	City of SeaTac	287.50
Check Total:					575.00
44331	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	RICARDO A CUEVA	100.00
44331	09/06/2016	General Fund	Repairs and Maintenance	RICARDO A CUEVA	49.28
Check Total:					149.28
44332	09/06/2016	Surface Water Mgmt CIP	Design Engineering	David Evans & Associates, Inc.	4,812.50
Check Total:					4,812.50
44333	09/06/2016	General Fund	Discover Burien	Discover Burien Association	6,125.00
44333	09/06/2016	General Fund	Discover Burien - Clean & Safe	Discover Burien Association	3,331.66
Check Total:					9,456.66
44334	09/06/2016	Surface Water Mgmt CIP	Project Development	Daily Journal of Commerce	455.40
Check Total:					455.40
44335	09/06/2016	General Fund	Operating Rentals and Leases	D&L Property Management LLC	490.00
Check Total:					490.00
44336	09/06/2016	Surface Water Management Fund	Permits & Monitoring	Department of Ecology	550.00
44336	09/06/2016	Surface Water Management Fund	Permits & Monitoring	Department of Ecology	7,880.25
Check Total:					8,430.25
44337	09/06/2016	General Fund	Professional Services	Dunbar Armored Inc	135.58
Check Total:					135.58

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44338	09/06/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	13.31
				Check Total:	13.31
44339	09/06/2016	General Fund	Professional Services	Ann Durant	400.00
				Check Total:	400.00
44340	09/06/2016	General Fund	Repairs and Maintenance	Elidrew, LLC	11.83
44340	09/06/2016	General Fund	Repairs and Maint - Vehicle	Elidrew, LLC	11.83
44340	09/06/2016	General Fund	Repairs and Maint - Vehicle	Elidrew, LLC	11.83
				Check Total:	35.49
44341	09/06/2016	General Fund	Telephone/Internet	ROBERT EDGAR	50.94
				Check Total:	50.94
44342	09/06/2016	General Fund	Admission and Entrance Fees	Edgeworks Climbing	558.96
				Check Total:	558.96
44343	09/06/2016	General Fund	Admission and Entrance Fees	Experience Music Project	324.00
				Check Total:	324.00
44344	09/06/2016	General Fund	Admission and Entrance Fees	Family Fun Center, LLC	996.83
				Check Total:	996.83
44345	09/06/2016	Street Fund	Office and Operating Supplies	Flint Trading Inc	4,067.96
				Check Total:	4,067.96
44346	09/06/2016	General Fund	Professional Services	Victoria Franklin	1,786.00
				Check Total:	1,786.00
44347	09/06/2016	General Fund	Public Defender	Ganem Law PLLC	1,000.00
				Check Total:	1,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44348	09/06/2016	Street Fund	Repairs and Maint - Fleet	Genuine Parts Co. Seattle-DC	28.46
44348	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Genuine Parts Co. Seattle-DC	28.46
Check Total:					56.92
44349	09/06/2016	Surface Water Management Fund	Small Tools & Minor Equipment	Grainger	1,298.67
Check Total:					1,298.67
44350	09/06/2016	General Fund	Office and Operating Supplies	GraybaR	424.51
44350	09/06/2016	General Fund	Office and Operating Supplies	GraybaR	82.23
44350	09/06/2016	General Fund	Office and Operating Supplies	GraybaR	-184.40
Check Total:					322.34
44351	09/06/2016	General Fund	Parks Building Security	Guardian Security	65.00
Check Total:					65.00
44352	09/06/2016	General Fund	Nuisance and Abatement Costs	Home Depot Credit Services	983.46
44352	09/06/2016	Street Fund	Office and Operating Supplies	Home Depot Credit Services	15.27
44352	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Home Depot Credit Services	15.28
44352	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Home Depot Credit Services	179.04
Check Total:					1,193.05
44353	09/06/2016	Surface Water Management Fund	Small Tools & Minor Equipment	HD Fowler Company	323.11
44353	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	HD Fowler Company	234.90
Check Total:					558.01
44354	09/06/2016	Street Fund	Office and Operating Supplies	HDS White Cap Const. Supply	61.07
Check Total:					61.07
44355	09/06/2016	General Fund	Office and Operating Supplies	Horizon Distributors Inc	174.72
44355	09/06/2016	General Fund	Office and Operating Supplies	Horizon Distributors Inc	18.59
44355	09/06/2016	General Fund	Repairs and Maintenance	Horizon Distributors Inc	758.77
Check Total:					952.08
44356	09/06/2016	General Fund	Operating Rentals and Leases	Head-quarters	99.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	99.00
44357	09/06/2016	General Fund	Teen Programs	Highline School District #401	992.25
				Check Total:	992.25
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	396.29
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	114.12
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	38.24
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	45.66
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	285.24
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	158.47
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	119.73
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	189.32
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	35.81
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	121.95
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	111.42
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	116.64
44358	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	21.49
44358	09/06/2016	Street Fund	Office and Operating Supplies	ICON Materials	20.04
				Check Total:	1,774.42
44359	09/06/2016	General Fund	Memberships and Dues	International Institute Of	195.00
				Check Total:	195.00
44360	09/06/2016	General Fund	Miscellaneous	Iron Mountain	579.59
				Check Total:	579.59
44361	09/06/2016	General Fund	Miscellaneous	Iron Mountain	82.84
44361	09/06/2016	General Fund	Miscellaneous	Iron Mountain	374.32
				Check Total:	457.16
44362	09/06/2016	General Fund	Miscellaneous	Ingallina's Box Lunch Inc	97.29
				Check Total:	97.29
44363	09/06/2016	General Fund	Burien Marketing Strategy	JayRay Ads & PR Inc	4,351.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	4,351.25
44364	09/06/2016	General Fund	Professional Services	Kathy Justin	500.00
				Check Total:	500.00
44365	09/06/2016	General Fund	Telephone/Internet	LUCY KRAKOWIAK	57.98
				Check Total:	57.98
44366	09/06/2016	General Fund	Miscellaneous	King County Recorder	34.00
44366	09/06/2016	General Fund	Miscellaneous	King County Recorder	34.00
				Check Total:	68.00
44367	09/06/2016	General Fund	Police Contract - King County	King County Sheriff's Office	946,306.83
				Check Total:	946,306.83
44368	09/06/2016	General Fund	District Court Contract Costs	King County District Court	214,329.00
				Check Total:	214,329.00
44369	09/06/2016	General Fund	Telephone/Internet	KING COUNTY FINANCE	468.00
44369	09/06/2016	General Fund	Substance Abuses	KING COUNTY FINANCE	3,130.35
44369	09/06/2016	General Fund	Repairs and Maintenance	KING COUNTY FINANCE	22.00
44369	09/06/2016	Surface Water Management Fund	TV Inspection and Vactoring	KING COUNTY FINANCE	578.54
				Check Total:	4,198.89
44370	09/06/2016	General Fund	Plan Review Fee Fire Dist 2	King County Fire District #2	1,310.80
				Check Total:	1,310.80
44371	09/06/2016	General Fund	King Co Pet License Trust Acct	King County Pet License	95.00
				Check Total:	95.00
44372	09/06/2016	Surface Water Management Fund	Miller Walker Basin Stewardship	King County Office of Finance	14,078.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	14,078.15
44373	09/06/2016	General Fund	Litigation-Consulting Services	Kenyon Disend, PLLC	11,519.65	
					Check Total:	11,519.65
44374	09/06/2016	General Fund	Parks Maintenance	LandCare USA LLC	52,352.50	
44374	09/06/2016	General Fund	Parks Maintenance	LandCare USA LLC	157.68	
44374	09/06/2016	General Fund	Parks Maintenance	LandCare USA LLC	840.96	
44374	09/06/2016	General Fund	Parks Maintenance	LandCare USA LLC	525.60	
44374	09/06/2016	General Fund	Parks Maintenance	LandCare USA LLC	788.40	
44374	09/06/2016	General Fund	Parks Maintenance	LandCare USA LLC	44,363.35	
					Check Total:	99,028.49
44375	09/06/2016	General Fund	Professional Services	Peter J Lippman	400.00	
					Check Total:	400.00
44376	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	JEAN MARQUEZ-ROMERO	100.00	
					Check Total:	100.00
44377	09/06/2016	General Fund	Prof. Svcs-Instructors	John William McLaughlin	125.00	
					Check Total:	125.00
44378	09/06/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	16.26	
44378	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	32.54	
44378	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	86.42	
44378	09/06/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	86.42	
44378	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	44.45	
44378	09/06/2016	Street Fund	Fuel Consumed	McLendon Hardware Inc	92.94	
44378	09/06/2016	General Fund	Small Tools & Minor Equipment	McLendon Hardware Inc	27.11	
44378	09/06/2016	General Fund	Small Tools & Minor Equipment	McLendon Hardware Inc	33.13	
44378	09/06/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	13.01	
44378	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	108.96	
44378	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	60.77	
44378	09/06/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	60.77	
					Check Total:	662.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44379	09/06/2016	General Fund	Sales Tax Auditing Costs	Microflex	101.83
				Check Total:	101.83
44380	09/06/2016	General Fund	Instructors Prof Srvs	Paul Miller	350.00
				Check Total:	350.00
44381	09/06/2016	General Fund	Human Svc-Family/Youth	Multi-Service Center	1,125.00
44381	09/06/2016	General Fund	Human Svc-Family/Youth	Multi-Service Center	17,250.00
				Check Total:	18,375.00
44382	09/06/2016	General Fund	Professional Services	Shariana Mundi	300.00
				Check Total:	300.00
44383	09/06/2016	General Fund	Professional Services	Trish K Murphy	13,815.00
				Check Total:	13,815.00
44384	09/06/2016	General Fund	Instructors Prof Srvs	New City Dance Company	180.00
				Check Total:	180.00
44385	09/06/2016	General Fund	Repairs and Maint - Vehicle	Novus Glass	217.91
				Check Total:	217.91
44386	09/06/2016	Street Fund	Office and Operating Supplies	Northwest Barricade & Signs LL	126.69
				Check Total:	126.69
44387	09/06/2016	Parks & Gen Gov't CIP	Construction	Northwest Powder Coating Inc	219.00
				Check Total:	219.00
44388	09/06/2016	General Fund	Registration-Training/Workshop	Northwestern University	4,500.00
				Check Total:	4,500.00
44389	09/06/2016	General Fund	Professional Services	Jini O'Flynn	200.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					200.00
44390	09/06/2016	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	44.08
44390	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	44.09
44390	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	2.58
44390	09/06/2016	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	45.20
44390	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	45.20
44390	09/06/2016	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	8.79
44390	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	8.80
44390	09/06/2016	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	1.63
44390	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	1.63
Check Total:					202.00
44391	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	TANNER OWEN	100.00
Check Total:					100.00
44392	09/06/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	38.78
44392	09/06/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	1,233.57
44392	09/06/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	196.68
44392	09/06/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	381.59
Check Total:					1,850.62
44393	09/06/2016	Parks & Gen Gov't CIP	Construction	Pacific Rim Equipment Rental	394.56
Check Total:					394.56
44394	09/06/2016	General Fund	Professional Services	Pacific Stage Inc	3,000.00
Check Total:					3,000.00
44395	09/06/2016	General Fund	Office and Operating Supplies	Paramount Supply Co	291.58
44395	09/06/2016	General Fund	Office and Operating Supplies	Paramount Supply Co	300.09
Check Total:					591.67
44396	09/06/2016	General Fund	Strawberry Festival	Albert Parisi	2,100.00
Check Total:					2,100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44397	09/06/2016	Transportation CIP	Design Engineering	Perteet Inc	3,574.82
				Check Total:	3,574.82
44398	09/06/2016	Street Fund	Repairs and Maint - Fleet	PIRTEK	100.30
44398	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	PIRTEK	100.31
				Check Total:	200.61
44399	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Pacific Industrial Supply	140.85
44399	09/06/2016	Street Fund	Office and Operating Supplies	Pacific Industrial Supply	140.85
44399	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Pacific Industrial Supply	66.52
				Check Total:	348.22
44400	09/06/2016	General Fund	Operating Rentals and Leases	Pitney Bowes Inc	1,011.81
				Check Total:	1,011.81
44401	09/06/2016	Transportation CIP	Design Engineering	Port of Seattle	6,809.80
44401	09/06/2016	Transportation CIP	Design Engineering	Port of Seattle	23,550.59
				Check Total:	30,360.39
44402	09/06/2016	General Fund	Operating Rentals and Leases	PRG Investment Company, LLC	2,224.80
				Check Total:	2,224.80
44403	09/06/2016	General Fund	Parks Building Security	Protection One Alarm Monitorin	120.67
44403	09/06/2016	General Fund	Building Security	Protection One Alarm Monitorin	68.30
44403	09/06/2016	General Fund	Building Security	Protection One Alarm Monitorin	68.29
44403	09/06/2016	General Fund	Building Security	Protection One Alarm Monitorin	68.29
				Check Total:	325.55
44404	09/06/2016	General Fund	Channel 21 Video Production	Puget Sound Access	1,085.03
44404	09/06/2016	General Fund	Online Video Streaming	Puget Sound Access	200.00
				Check Total:	1,285.03
44405	09/06/2016	General Fund	Printing/Binding/Copying	Ramlyn Engraving & Sign Co.	49.28
44405	09/06/2016	General Fund	Printing/Binding/Copying	Ramlyn Engraving & Sign Co.	53.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	102.39
44406	09/06/2016	General Fund	Refund Clearing Account -Parks	Leslie Bachman	9.00
				Check Total:	9.00
44407	09/06/2016	General Fund	Security/Performance Bond Payb	SSDRM Of Seattle	1,400.00
				Check Total:	1,400.00
44408	09/06/2016	General Fund	Performance And Maint Bonds	John Babarovich	2,535.00
				Check Total:	2,535.00
44409	09/06/2016	Transportation CIP	Rental Security Deposit	Honda of Burien	1,500.00
				Check Total:	1,500.00
44410	09/06/2016	General Fund	Refund Clearing Account -Parks	American Crown Circus	2,000.00
				Check Total:	2,000.00
44411	09/06/2016	Payroll Clearing	A/P Liability for Payroll	Joseph Keoki Lau	86.80
				Check Total:	86.80
44412	09/06/2016	Surface Water Mgmt CIP	Right-of-Way Acquisition	Yosafe Murphy	300.00
				Check Total:	300.00
44413	09/06/2016	General Fund	Refund Clearing Account -Parks	Daniel Pizarro	60.00
				Check Total:	60.00
44414	09/06/2016	General Fund	Refund Clearing Account -Parks	Liz Higa	500.00
				Check Total:	500.00
44415	09/06/2016	General Fund	Refund Clearing Account -Parks	Onion Carrillo	102.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	102.00
44416	09/06/2016	General Fund	Refund Clearing Account -Parks	Tigest Beyene	100.00
				Check Total:	100.00
44417	09/06/2016	General Fund	Refund Clearing Account -Parks	Amanda Ernst	100.00
				Check Total:	100.00
44418	09/06/2016	General Fund	Refund Clearing Account -Parks	Bonnie-Gay Horton	75.00
				Check Total:	75.00
44419	09/06/2016	Street Fund	Professional Services	Renton Concrete Recyclers LLC	52.50
				Check Total:	52.50
44420	09/06/2016	General Fund	Instructors Prof Srvs	Vladimir Roca	725.00
				Check Total:	725.00
44421	09/06/2016	General Fund	Printing/Binding/Copying	SafeChecks	193.92
				Check Total:	193.92
44422	09/06/2016	General Fund	Professional Services	School of Acrobatic New Circus	100.00
				Check Total:	100.00
44423	09/06/2016	General Fund	Human Svc-Family/Youth	Sandstone Inn and Airport Park	50.00
44423	09/06/2016	General Fund	Human Svc-Family/Youth	Sandstone Inn and Airport Park	50.00
				Check Total:	100.00
44424	09/06/2016	General Fund	Small Tools & Minor Equipment	ServerSupply.com Inc	1,920.60
				Check Total:	1,920.60
44425	09/06/2016	General Fund	Human Svc-Family/Youth	Seattle Goodwill Industries	5,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	5,000.00
44426	09/06/2016	General Fund	Fuel Consumed	Shell Fleet Plus	105.90	
44426	09/06/2016	General Fund	Citizens Patrol/ Crime Prevent	Shell Fleet Plus	44.52	
44426	09/06/2016	General Fund	Fuel Consumed	Shell Fleet Plus	266.94	
44426	09/06/2016	General Fund	Fuel Consumed	Shell Fleet Plus	1,422.07	
44426	09/06/2016	General Fund	Fuel Consumed	Shell Fleet Plus	32.80	
44426	09/06/2016	Street Fund	Fuel Consumed	Shell Fleet Plus	1,205.77	
44426	09/06/2016	Surface Water Management Fund	Fuel Consumed	Shell Fleet Plus	1,921.13	
					Check Total:	4,999.13
44427	09/06/2016	General Fund	Nuisance and Abatement Costs	Sherwin-Williams Co.	19.59	
					Check Total:	19.59
44428	09/06/2016	Surface Water Mgmt CIP	Design-Engineering	Site Development Associates L	2,875.00	
					Check Total:	2,875.00
44429	09/06/2016	Street Fund	Repairs and Maint - Fleet	Six Robblees' Inc.	13.21	
44429	09/06/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Six Robblees' Inc.	13.20	
					Check Total:	26.41
44430	09/06/2016	General Fund	Admission and Entrance Fees	Slide Waters	850.00	
					Check Total:	850.00
44431	09/06/2016	General Fund	Jail Contracts	Smart Start	260.70	
					Check Total:	260.70
44432	09/06/2016	General Fund	Professional Services	Benson Smith	600.00	
					Check Total:	600.00
44433	09/06/2016	General Fund	Professional Services	Sound Law Center LLC	3,285.00	
					Check Total:	3,285.00
44434	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Special Services Group LLC	600.00	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	600.00
44435	09/06/2016	Transportation CIP	Construction Admin	Sound Publishing Inc	288.00
				Check Total:	288.00
44436	09/06/2016	General Fund	Professional Svcs-State Audit	State Auditor's Office	2,258.80
				Check Total:	2,258.80
44437	09/06/2016	General Fund	Seasonal Security	Jacob A Stephen	3,616.25
				Check Total:	3,616.25
44438	09/06/2016	General Fund	Office and Operating Supplies	JOHN TAYLOR	119.05
				Check Total:	119.05
44439	09/06/2016	Street Fund	Repairs and Maintenance	Tony Lind Paving LLC	10,950.00
				Check Total:	10,950.00
44440	09/06/2016	Street Fund	Neighborhood Traffic Control	Traffic Count Consultants Inc	300.00
				Check Total:	300.00
44441	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	United Laboratories Inc	129.16
44441	09/06/2016	Street Fund	Office and Operating Supplies	United Laboratories Inc	129.16
				Check Total:	258.32
44442	09/06/2016	Surface Water Management Fund	Repairs and Maint-Pump Station	Utilities Service Co Inc	725.99
				Check Total:	725.99
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	58.98
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	160.76
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	40.01
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	58.98
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	40.01
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	269.68
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	248.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44443	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	Verizon Wireless	200.05
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	80.02
44443	09/06/2016	General Fund	Telephone/Internet	Verizon Wireless	211.63
44443	09/06/2016	Street Fund	Telephone	Verizon Wireless	250.08
44443	09/06/2016	Surface Water Management Fund	Telephone	Verizon Wireless	393.37
Check Total:					2,011.60
44444	09/06/2016	General Fund	Subscriptions and Publications	WA Assn. of Building Officials	1,148.84
Check Total:					1,148.84
44445	09/06/2016	General Fund	Registration-Training/Workshop	WACE	200.00
44445	09/06/2016	General Fund	Registration-Training/Workshop	WACE	200.00
Check Total:					400.00
44446	09/06/2016	General Fund	Telephone/Internet	DEBI WAGNER	31.46
Check Total:					31.46
44447	09/06/2016	General Fund	Machinery and Equipment	Robert Wagner	6,359.25
Check Total:					6,359.25
44448	09/06/2016	General Fund	Utilities	King Co Water Dist 49	2,312.25
44448	09/06/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	233.25
44448	09/06/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25
44448	09/06/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25
44448	09/06/2016	General Fund	Utilities	King Co Water Dist 49	1,028.49
44448	09/06/2016	General Fund	Utilities	King Co Water Dist 49	62.49
44448	09/06/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	27.25
44448	09/06/2016	General Fund	Utilities	King Co Water Dist 49	1,973.49
44448	09/06/2016	General Fund	Utilities	King Co Water Dist 49	2,887.74
44448	09/06/2016	General Fund	Utilities	King Co Water Dist 49	222.75
44448	09/06/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25
44448	09/06/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	138.75
44448	09/06/2016	General Fund	Utilities	King Co Water Dist 49	232.24
44448	09/06/2016	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25
Check Total:					9,391.70
44449	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	ANDREW WEEKLEY	616.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44449	09/06/2016	General Fund	Drug Seizure Proceeds KCSO	ANDREW WEEKLEY	140.00
				Check Total:	756.05
44450	09/06/2016	General Fund	Repairs and Maintenance	Edward Cole	87.60
				Check Total:	87.60
44451	09/06/2016	General Fund	Subscriptions and Publications	West Payment Center	575.68
				Check Total:	575.68
44452	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Wilbur-Ellis Company	70.72
				Check Total:	70.72
44453	09/06/2016	General Fund	Admission and Entrance Fees	WILD WAVES	526.14
				Check Total:	526.14
44454	09/06/2016	Street Fund	Operating Rentals and Leases	Wilken Properties, LLC	3,300.00
44454	09/06/2016	Surface Water Management Fund	Operating Rentals and Leases	Wilken Properties, LLC	3,300.00
				Check Total:	6,600.00
44455	09/06/2016	General Fund	Admission and Entrance Fees	Wing Luke Museum	670.00
				Check Total:	670.00
44456	09/06/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	797.15
44456	09/06/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	398.58
44456	09/06/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	132.86
44456	09/06/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	180.36
44456	09/06/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	90.18
44456	09/06/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	30.06
44456	09/06/2016	Surface Water Management Fund	Office and Operating Supplies	Walter E Nelson Co	286.56
44456	09/06/2016	Street Fund	Office and Operating Supplies	Walter E Nelson Co	286.56
				Check Total:	2,202.31
44457	09/06/2016	General Fund	Office and Operating Supplies	GINA WORKMAN	72.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	72.36
44458	09/06/2016	Transportation CIP	Construction	WS Contractors LLC	89,802.61	
44458	09/06/2016	Transportation CIP	Retainage Payable	WS Contractors LLC	-4,490.13	
					Check Total:	85,312.48
44459	09/06/2016	General Fund	State Lobbying Services	Jennifer Ziegler	3,625.00	
					Check Total:	3,625.00
44460	09/19/2016	Street Fund	Office and Operating Supplies	Ace Hardware	302.65	
44460	09/19/2016	Street Fund	Office and Operating Supplies	Ace Hardware	9.30	
44460	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	78.00	
44460	09/19/2016	Street Fund	Office and Operating Supplies	Ace Hardware	78.00	
44460	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	21.89	
44460	09/19/2016	General Fund	Office and Operating Supplies	Ace Hardware	20.10	
44460	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	6.64	
44460	09/19/2016	Street Fund	Office and Operating Supplies	Ace Hardware	6.65	
					Check Total:	523.23
44461	09/19/2016	General Fund	Subscriptions and Publications	Attorney's Eagle Eye Service	59.18	
					Check Total:	59.18
44462	09/19/2016	Parks & Gen Gov't CIP	Construction	AI Books Custom Welding	109.50	
					Check Total:	109.50
44463	09/19/2016	Street Fund	Office and Operating Supplies	Alpine Products Inc	308.79	
					Check Total:	308.79
44464	09/19/2016	General Fund	Fuel Consumed	Amerigas	366.05	
					Check Total:	366.05
44465	09/19/2016	General Fund	Office and Operating Supplies	Aramark Uniform Services	18.38	
					Check Total:	18.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44466	09/19/2016	General Fund	Office and Operating Supplies	Aquatic Specialty Services Inc	3.01
44466	09/19/2016	General Fund	Office and Operating Supplies	Aquatic Specialty Services Inc	23.00
				Check Total:	26.01
44467	09/19/2016	General Fund	Telephone/Internet	AT&T Mobility	25.37
				Check Total:	25.37
44468	09/19/2016	General Fund	Other Travel	LISA AUMANN	34.78
				Check Total:	34.78
44469	09/19/2016	General Fund	Professional Services	Kenneth Barger	45.00
				Check Total:	45.00
44470	09/19/2016	General Fund	Instructors Prof Svcs	Rickie Barnett	180.00
				Check Total:	180.00
44471	09/19/2016	General Fund	Repairs and Maintenance	SAMIR BASMEH	41.59
				Check Total:	41.59
44472	09/19/2016	General Fund	Prof. Svcs-Instructors	Viola Brumbaugh	815.00
				Check Total:	815.00
44473	09/19/2016	Street Fund	Office and Operating Supplies	Burien Bark LLC	13.14
44473	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	76.85
				Check Total:	89.99
44474	09/19/2016	Street Fund	Office and Operating Supplies	Burien Sand & Gravel	342.87
44474	09/19/2016	Street Fund	Office and Operating Supplies	Burien Sand & Gravel	342.87
44474	09/19/2016	Street Fund	Office and Operating Supplies	Burien Sand & Gravel	264.51
				Check Total:	950.25
44475	09/19/2016	General Fund	IT Office & Operating Suppli	Cascade Arch. & Eng. Supplies	155.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	155.31
44476	09/19/2016	General Fund	Animal Control Services	CARES	14,755.05
				Check Total:	14,755.05
44477	09/19/2016	General Fund	Drug Seizure Proceeds KCSO	Cellebrite USA Corp	3,098.99
				Check Total:	3,098.99
44478	09/19/2016	General Fund	Operating Rentals and Leases	Clowns Unlimited Inc	870.53
				Check Total:	870.53
44479	09/19/2016	General Fund	Registration-Training/Workshop	Code 4 Public Safety Ed Assoc	99.00
				Check Total:	99.00
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	485.70
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	134.88
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	323.69
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	215.80
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	53.95
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	350.65
44480	09/19/2016	General Fund	IT Office & Operating Suppli	Complete Office LLC	134.87
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	188.81
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	377.63
44480	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	Complete Office LLC	188.81
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	323.68
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	404.60
44480	09/19/2016	General Fund	Office and Operating Supplies	Complete Office LLC	1,036.67
				Check Total:	4,219.74
44481	09/19/2016	General Fund	Operating Rentals and Leases	Construction Site Services	175.00
				Check Total:	175.00
44482	09/19/2016	General Fund	Prof. Svcs-Instructors	Janet S. Crawley	187.50
				Check Total:	187.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44483	09/19/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	320.86
44483	09/19/2016	General Fund	Utilities	City of Seattle	13.72
44483	09/19/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	40.09
44483	09/19/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	252.11
44483	09/19/2016	General Fund	Utilities	City of Seattle	145.91
44483	09/19/2016	General Fund	Utilities	City of Seattle	389.77
44483	09/19/2016	General Fund	Utilities	City of Seattle	2,531.79
44483	09/19/2016	General Fund	Utilities	City of Seattle	756.67
44483	09/19/2016	General Fund	Utilities	City of Seattle	165.99
44483	09/19/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	7.80
44483	09/19/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	159.48
44483	09/19/2016	Street Fund	Utilities - Traffic Signals	City of Seattle	111.33
Check Total:					4,895.52
44484	09/19/2016	General Fund	Utilities	City Of Seattle	50.39
44484	09/19/2016	General Fund	Utilities	City Of Seattle	343.59
Check Total:					393.98
44485	09/19/2016	Street Fund	Office and Operating Supplies	WaterCo of Pac.NW Inc	18.34
44485	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	WaterCo of Pac.NW Inc	18.35
44485	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	WaterCo of Pac.NW Inc	18.34
44485	09/19/2016	Street Fund	Office and Operating Supplies	WaterCo of Pac.NW Inc	18.35
Check Total:					73.38
44486	09/19/2016	General Fund	Federal Lobbying Services	Michael D. Doubleday	1,625.00
Check Total:					1,625.00
44487	09/19/2016	General Fund	Instructors Prof Svcs	Double Cone LLC	180.00
Check Total:					180.00
44488	09/19/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	61.26
44488	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	Dunn Lumber Co.	17.53
44488	09/19/2016	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	17.53
Check Total:					96.32
44489	09/19/2016	General Fund	Repairs and Maintenance	Eco Elite Pest Control LLC	93.08
44489	09/19/2016	General Fund	Repairs and Maintenance	Eco Elite Pest Control LLC	93.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44489	09/19/2016	General Fund	Repairs and Maintenance	Eco Elite Pest Control LLC	93.08
				Check Total:	279.23
44490	09/19/2016	General Fund	Repairs and Maintenance	Elidrew, LLC	11.83
				Check Total:	11.83
44491	09/19/2016	General Fund	Subscriptions and Publications	Engineering News-Record	49.00
				Check Total:	49.00
44492	09/19/2016	General Fund	Prof. Svcs-Instructors	Clay Fife	300.00
				Check Total:	300.00
44493	09/19/2016	Street Fund	Office and Operating Supplies	Flint Trading Inc	4,888.16
				Check Total:	4,888.16
44494	09/19/2016	Street Fund	Repairs and Maint - Fleet	Genuine Parts Co. Seattle-DC	3.63
44494	09/19/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Genuine Parts Co. Seattle-DC	3.63
				Check Total:	7.26
44495	09/19/2016	General Fund	Prof. Svcs-Instructors	Highline Athletic Club	252.00
				Check Total:	252.00
44496	09/19/2016	General Fund	Instructors Prof Svcs	Victoria E. Hamilton	276.00
				Check Total:	276.00
44497	09/19/2016	Street Fund	Office and Operating Supplies	HDS White Cap Const. Supply	339.21
				Check Total:	339.21
44498	09/19/2016	General Fund	Professional Services	Richard R Henderson	800.00
				Check Total:	800.00
44499	09/19/2016	General Fund	Prof. Svcs-Instructors	Cristina Herrera	100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					100.00
44500	09/19/2016	General Fund	City Hall Bldg Maintenance	Charles Hicks	316.39
Check Total:					316.39
44501	09/19/2016	General Fund	Office and Operating Supplies	Horizon Distributors Inc	52.69
Check Total:					52.69
44502	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	156.39
44502	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	135.81
44502	09/19/2016	Street Fund	Office and Operating Supplies	ICON Materials	73.77
44502	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	47.28
Check Total:					413.25
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	58.82
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	19.61
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	98.04
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	29.41
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	49.02
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	98.04
44503	09/19/2016	Surface Water Management Fund	Telephone	Integra Telecom	49.02
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	88.24
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	117.65
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	254.90
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	47.43
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	44.78
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	44.78
44503	09/19/2016	Street Fund	Telephone	Integra Telecom	45.23
44503	09/19/2016	Surface Water Management Fund	Telephone	Integra Telecom	45.23
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	44.78
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	-73.42
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	29.41
44503	09/19/2016	General Fund	Telephone/Internet	Integra Telecom	88.24
Check Total:					1,179.21
44504	09/19/2016	General Fund	Repairs and Maint - Vehicle	Interstate Tire & Automotive	45.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	45.95
44505	09/19/2016	General Fund	Office and Operating Supplies	GINA KALLMAN	62.52
				Check Total:	62.52
44506	09/19/2016	General Fund	Litigation-Consulting Services	Keating Bucklin & McCormick In	1,507.87
				Check Total:	1,507.87
44507	09/19/2016	General Fund	IT Misc Professional Services	King County GIS	67.67
				Check Total:	67.67
44508	09/19/2016	Surface Water Management Fund	Professional Services	KING COUNTY FINANCE	1,320.00
44508	09/19/2016	Street Fund	Professional Services	KING COUNTY FINANCE	1,980.00
44508	09/19/2016	Surface Water Management Fund	Professional Services	KING COUNTY FINANCE	-1,512.00
				Check Total:	1,788.00
44509	09/19/2016	General Fund	Drug Seizure Proceeds KCSO	KC Sheriff Det. RCrenshaw	1,351.00
				Check Total:	1,351.00
44510	09/19/2016	General Fund	Public Defender	Kirshenbaum & Goss, Inc., P.S	14,000.00
				Check Total:	14,000.00
44511	09/19/2016	General Fund	Parks Maintenance	LandCare USA LLC	1,156.32
				Check Total:	1,156.32
44512	09/19/2016	General Fund	Prof. Svcs-Instructors	Alexander Lewis	1,680.00
				Check Total:	1,680.00
44513	09/19/2016	General Fund	Prof. Svcs-Instructors	Randolph Alan Litch	200.00
				Check Total:	200.00
44514	09/19/2016	General Fund	Prof. Svcs-Instructors	Anne Marie Littleton	480.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	480.00
44515	09/19/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Les Schwab	129.08	
44515	09/19/2016	Street Fund	Repairs and Maint - Fleet	Les Schwab	129.08	
44515	09/19/2016	Street Fund	Repairs and Maint - Fleet	Les Schwab	113.63	
44515	09/19/2016	Surface Water Management Fund	Repairs and Maint - Fleet	Les Schwab	113.62	
					Check Total:	485.41
44516	09/19/2016	General Fund	Prof. Svcs-Instructors	Jacob Matthew	405.00	
					Check Total:	405.00
44517	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	15.35	
44517	09/19/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	35.75	
44517	09/19/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	98.70	
44517	09/19/2016	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	22.72	
					Check Total:	172.52
44518	09/19/2016	Street Fund	Dt Business License Svcs	Microflex	4,175.76	
44518	09/19/2016	General Fund	B&O Tax Collect and Audit	Microflex	1,927.74	
44518	09/19/2016	Street Fund	Postage	Microflex	295.56	
44518	09/19/2016	General Fund	Postage	Microflex	28.83	
					Check Total:	6,427.89
44519	09/19/2016	General Fund	Instructors Prof Svcs	Paul Miller	500.00	
					Check Total:	500.00
44520	09/19/2016	Surface Water Management Fund	Office and Operating Supplies	Miller Paint Company Inc	32.12	
44520	09/19/2016	Street Fund	Office and Operating Supplies	Miller Paint Company Inc	32.12	
					Check Total:	64.24
44521	09/19/2016	General Fund	City Hall Custodial	Management Services NW Inc	508.50	
					Check Total:	508.50
44522	09/19/2016	General Fund	Instructors Prof Svcs	Shariana Mundi	1,276.00	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	1,276.00
44523	09/19/2016	General Fund	Professional Services	Trish K Murphy	585.00
				Check Total:	585.00
44524	09/19/2016	General Fund	Instructors Prof Svcs	Andrew Nicklas	189.00
				Check Total:	189.00
44525	09/19/2016	General Fund	Prof. Svcs-Instructors	Pamela Odegard	195.00
				Check Total:	195.00
44526	09/19/2016	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	56.30
44526	09/19/2016	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	56.30
				Check Total:	112.60
44527	09/19/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	473.51
44527	09/19/2016	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	339.31
				Check Total:	812.82
44528	09/19/2016	Transportation CIP	Construction-Engineering	Perteet Inc	12,047.66
44528	09/19/2016	Transportation CIP	Design Engineering	Perteet Inc	2,472.99
				Check Total:	14,520.65
44529	09/19/2016	General Fund	Prof. Svcs-Instructors	Chiara Pfeifer	80.00
				Check Total:	80.00
44530	09/19/2016	General Fund	Office and Operating Supplies	PLATT	148.62
				Check Total:	148.62
44531	09/19/2016	General Fund	Printing/Binding/Copying	Print Place	467.57
				Check Total:	467.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44532	09/19/2016	Surface Water Management Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.73
44532	09/19/2016	Street Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.74
44532	09/19/2016	General Fund	Utilities	Puget Sound Energy	16.21
44532	09/19/2016	General Fund	Utilities	Puget Sound Energy	154.07
44532	09/19/2016	General Fund	Utilities	Puget Sound Energy	287.52
44532	09/19/2016	Street Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.73
44532	09/19/2016	Surface Water Management Fund	Utilities - Maintenance Shop	Puget Sound Energy	17.74
Check Total:					528.74
44533	09/19/2016	General Fund	Professional Services	Protect Youth Sports	40.00
Check Total:					40.00
44534	09/19/2016	Street Fund	Business Licenses	Lil Bofur Framing Co	15.00
Check Total:					15.00
44535	09/19/2016	General Fund	Refund Clearing Account -Parks	J Jesus Valencia-Torres	500.00
Check Total:					500.00
44536	09/19/2016	General Fund	Refund Clearing Account -Parks	JoAnn Hicks	100.00
Check Total:					100.00
44537	09/19/2016	Surface Water Mgmt CIP	Right-of-Way Acquisition	Roger David Williams	300.00
Check Total:					300.00
44538	09/19/2016	Street Fund	Professional Services	Renton Concrete Recyclers LLC	37.80
Check Total:					37.80
44539	09/19/2016	General Fund	Advertising/Legal Publications	Robinson Newspapers	195.00
Check Total:					195.00
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	71.12
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	184.69
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	79.91
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	122.33
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	89.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	308.12
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	21.69
44540	09/19/2016	General Fund	Office and Operating Supplies	Safeway/Albertsons Inc	109.99
Check Total:					986.85
44541	09/19/2016	General Fund	Office and Operating Supplies	School Specialty Inc.	196.36
Check Total:					196.36
44542	09/19/2016	General Fund	Jail Contracts	SCORE	59,922.67
Check Total:					59,922.67
44543	09/19/2016	General Fund	Admission and Entrance Fees	Seattle Aquarium	995.90
Check Total:					995.90
44544	09/19/2016	General Fund	Advertising	Seattle Times	180.63
44544	09/19/2016	General Fund	Advertising	Seattle Times	182.86
44544	09/19/2016	Surface Water Mgmt CIP	Project Development	Seattle Times	383.56
44544	09/19/2016	General Fund	Advertising/Legal Publications	Seattle Times	119.10
44544	09/19/2016	General Fund	Advertising/Legal Publications	Seattle Times	80.28
44544	09/19/2016	General Fund	Advertising	Seattle Times	133.80
Check Total:					1,080.23
44545	09/19/2016	General Fund	Office and Operating Supplies	Seatown Locksmith	17.52
44545	09/19/2016	General Fund	Repairs and Maintenance	Seatown Locksmith	186.15
44545	09/19/2016	General Fund	Repairs and Maintenance	Seatown Locksmith	700.80
Check Total:					904.47
44546	09/19/2016	General Fund	Computer Consultant Prof Svcs	SEITEL Systems, LLC	1,556.75
Check Total:					1,556.75
44547	09/19/2016	General Fund	Domestic Violence Advocate	Nancy Shattuck	1,776.00
Check Total:					1,776.00
44548	09/19/2016	General Fund	Nuisance and Abatement Costs	Sherwin-Williams Co.	2.97
44548	09/19/2016	General Fund	Nuisance and Abatement Costs	Sherwin-Williams Co.	62.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	65.30
44549	09/19/2016	Surface Water Mgmt CIP	Design-Engineering	Site Development Associates L	2,000.00
				Check Total:	2,000.00
44550	09/19/2016	General Fund	Instructors Prof Srvs	Skyhawks Sports Academy, Inc.	436.25
44550	09/19/2016	General Fund	Instructors Prof Srvs	Skyhawks Sports Academy, Inc.	79.50
				Check Total:	515.75
44551	09/19/2016	General Fund	Human Svc-Family/Youth	Sound Mental Health	2,500.00
				Check Total:	2,500.00
44552	09/19/2016	General Fund	Admission and Entrance Fees	Sno King Ice Arena-Renton	198.00
				Check Total:	198.00
44553	09/19/2016	General Fund	Software Licensing Fees	SoftwareONE Inc	332.67
44553	09/19/2016	General Fund	Software Licensing Fees	SoftwareONE Inc	332.67
				Check Total:	665.34
44554	09/19/2016	General Fund	Utilities - Fire Hydrants	Seattle Public Utilities	16,381.50
				Check Total:	16,381.50
44555	09/19/2016	General Fund	Utilities	Southwest Suburban Sewer Dist.	553.00
44555	09/19/2016	General Fund	Utilities	Southwest Suburban Sewer Dist.	63.00
44555	09/19/2016	General Fund	Utilities	Southwest Suburban Sewer Dist.	63.00
44555	09/19/2016	General Fund	Utilities	Southwest Suburban Sewer Dist.	63.00
44555	09/19/2016	General Fund	Utilities	Southwest Suburban Sewer Dist.	285.00
44555	09/19/2016	General Fund	Utilities	Southwest Suburban Sewer Dist.	205.67
				Check Total:	1,232.67
44556	09/19/2016	General Fund	Instructors Prof Svcs	John Arnold Taylor	204.00
				Check Total:	204.00
44557	09/19/2016	Transportation CIP	Construction Admin	The Blueline Group LLC	14,431.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44557	09/19/2016	Transportation CIP	Construction Engineering	The Blueline Group LLC	9,387.50
				Check Total:	23,818.92
44558	09/19/2016	General Fund	Office and Operating Supplies	DEBBIE THOMA	48.70
				Check Total:	48.70
44559	09/19/2016	General Fund	Instructors Prof Srvs	Debra A Thoma	262.50
44559	09/19/2016	General Fund	Instructors Prof Svcs	Debra A Thoma	150.00
				Check Total:	412.50
44560	09/19/2016	General Fund	Prof. Svcs-Instructors	Sallie Tierney	140.16
				Check Total:	140.16
44561	09/19/2016	General Fund	Instructors Prof Svcs	Fred Vaughan	54.00
				Check Total:	54.00
44562	09/19/2016	General Fund	Printing/Binding/Copying	Judith A Verner	16.43
44562	09/19/2016	General Fund	Office and Operating Supplies	Judith A Verner	21.90
				Check Total:	38.33
44563	09/19/2016	Transportation CIP	Construction	VSS International Inc	248,711.00
44563	09/19/2016	Transportation CIP	Retainage Payable	VSS International Inc	-12,435.55
				Check Total:	236,275.45
44564	09/19/2016	General Fund	Criminal Prosecution Services	Walls Law Firm	15,833.00
				Check Total:	15,833.00
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	60.26
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	4,324.13
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	72.20
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	2,475.92
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	234.39
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	53.84
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	49.56
44565	09/19/2016	Street Fund	Landscape Maint - Utilities	King County Water Dist. No 20	123.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	49.56
44565	09/19/2016	General Fund	Utilities	King County Water Dist. No 20	751.75
44565	09/19/2016	Street Fund	Landscape Maint - Utilities	King County Water Dist. No 20	61.50
Check Total:					8,256.11
44566	09/19/2016	General Fund	Probatn/Public Defindr Screenng	Tammy Weigel	960.00
Check Total:					960.00
44567	09/19/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	599.85
44567	09/19/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	299.92
44567	09/19/2016	General Fund	Office and Operating Supplies	Walter E Nelson Co	99.97
Check Total:					999.74
44568	09/19/2016	Transportation CIP	Construction	WS Contractors LLC	76,201.10
44568	09/19/2016	Transportation CIP	Retainage Payable	WS Contractors LLC	-3,810.06
Check Total:					72,391.04
44569	09/19/2016	General Fund	State Lobbying Services	Jennifer Ziegler	3,625.00
Check Total:					3,625.00
Report Total:					2,720,930.74



CITY COUNCIL REGULAR MEETING MINUTES

August 1, 2016

7:00 p.m.

400 SW 152nd Street, 1st Floor
Burien, Washington 98166

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Krakowiak led the Pledge of Allegiance.

ROLL CALL

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

AGENDA CONFIRMATION

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to affirm the August 1, 2016, Agenda.

PUBLIC COMMENT

Kate Elias, Site Manager, New Futures Program, 12424 28th Ave. S., Burien.

PRESENTATIONS

Presentation by the Environmental Science Center.

Tara Luckie Executive Director, Environmental Science Center, spoke about the 2015-2016 programs, outreach, volunteers and its 4 – 5 year Vision goals.

CORRESPONDENCE TO THE COUNCIL

- a. Letter Dated July 12, 2016, from Deana Bailey.
- b. E-Mail Dated July 14, 2016, from Julie Anderson with Response from Captain Bryan Howard.
- c. Email Dated July 15, 2016, from Lynne Randall.
- d. Email Dated July 18, 2016, from Carol Sandoval.
- e. Email Dated July 26, 2016, from Diane Mullinax.
- f. Email Dated July 26, 2016, from Les Holm.

DRAFT

CONSENT AGENDA

- a. Approval of Check Register: Check Numbers 44059- 44167 in the Amount of \$1,244,724.76 for Payment on August 1, 2016; Payroll Salaries and Benefits Approval Check Numbers 6894 - 6904 for Direct Deposits and Wire Transfers in the Amount of \$276,538.88 for July 1 – 15, 2016, Paid on July 20, 2016.
- b. Approval of Minutes: Regular Meeting, July 18, 2016; and, Special Meeting, July 25, 2016.

Direction/Action

Motion was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to approve the August 1, 2016, Consent Agenda.

BUSINESS AGENDA

Discussion on Strategic Plan Early Action Items.

Public Comment

None received

Discussion and Potential Action to Authorize Recruitment of a Police Sergeant and a Police Patrol Officer.

Follow-up

Staff will place the discussion and potential action to authorize recruitment of a police sergeant and a police patrol officer on the August 22, 2016, Business Agenda for further discussion.

Discussion and Potential Action to Approve the Establishment and Operation of an After School Program for Teens at Highline High School, Enhance the Current Intercity Teen Basketball Program, Authorize Modification of a Staff Position.

Public Comment

Tre Bailey, 15610 4th Ave. SW, Burien
Lidia, 15610 4th Ave. SW, Burien
Patrick Molina, 149 SW 160th Ave., Burien

Direction/Action

Motion was made by Councilmember Armstrong, seconded by Deputy Mayor Edgar, and passed unanimously to approve the establishment and operation of the After School Program for Teens, and the enhancement of the current Intercity Teen Basketball Program; and, the reclassification of the Recreation Leader III to Teen Programmer.

Review of Council Proposed Agenda Schedule.

Follow-up

Staff will schedule a tentative Special Council meeting on January 9, 2017.

COUNCIL REPORTS

Deputy Mayor Edgar stated that he attended the reception, grand opening and the ribbon cutting for the Oilerie.

Councilmember Tosta spoke about the South Correctional Entity (SCORE) meeting she attended.

Councilmember Wagner stated that she would be submitting a written report regarding the Port of Seattle Sustainability meeting that she attended.

CITY MANAGER'S REPORT

Follow Up

Staff will have the Arts Commission provide future funding recommendations and schedule an Arts District discussion.

Direction/Action

Mayor Krakowiak called a recess at 9:02 p.m. for 10 minutes and stated the Council would be reconvening to the Executive Session at that time.

Direction/Action

Mayor Krakowiak recessed to Executive Session to be held in the Miller Creek Conference Room at 9:02 p.m. for approximately 60 minutes for the purpose of discussing the performance of a public employee per RCW 42.30.110(1)(g), and to discuss with legal counsel potential litigation pursuant to RCW 42.30.110(i).

Direction/Action

Mayor Krakowiak extended the Executive Session for 30 minutes.

Direction/Action

The Executive Session was adjourned at 10:51 p.m. with no final action taken.

ADJOURNMENT

MOTION was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to adjourn the meeting at 10:52 p.m.

Lucy Krakowiak, Mayor

Kathy Wetherbee, Department Assistant

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CITY COUNCIL SPECIAL MEETING MINUTES

August 6, 2016

7:30 a.m.

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

CALL TO ORDER

Mayor Krakowiak called the Special Meeting of the Burien City Council to order at 7:35 a.m.

EXECUTIVE SESSION

Mayor Krakowiak recessed to Executive Session at 7:36 a.m. to discuss the performance of a public employee per RCW 42.30.110(1)(g) and to discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i) until 8:36 a.m.

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

Councilmember Tosta extended the Executive Session to 9:00 a.m.

Councilmember Tosta left the Session at 8:35 a.m.

EXECUTIVE SESSION ADJOURNMENT TO SPECIAL MEETING

The Executive Session adjourned to the Special Meeting at 9:07 a.m. with no action taken.

ADJOURNMENT

MOTION was made by Councilmember Wagner, seconded by Councilmember Armstrong, and passed unanimously to adjourn the meeting at 9:07 a.m.

Lucy Krakowiak, Mayor

Monica Lusk, City Clerk

DRAFT



CITY COUNCIL SPECIAL MEETING MINUTES

August 22, 2016

6:00 p.m. – Special Meeting: Executive Session to discuss the performance of a public employee per RCW 42.30.110(1)(g) and to discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i)

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

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

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

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

SPECIAL MEETING

Mayor Krakowiak called the Special Meeting of the Burien City Council to order at 6:00 p.m.

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

Direction/Action

Mayor Krakowiak recessed to Executive Session at 6:00 p.m. to discuss the performance of a public employee per RCW 42.30.110(1)(g) and to discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i) until 7:00 p.m.

Direction/Action

Mayor Krakowiak extended the Executive Session to 7:30 p.m.

No action was taken.

The Executive Session was adjourned to the Special Meeting at 7:30 p.m.

CALL TO ORDER

Mayor Krakowiak reconvened the Special Meeting of the Burien City Council at 7:34 p.m.

PLEDGE OF ALLEGIANCE

Mayor Krakowiak led the Pledge of Allegiance.

ROLL CALL

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

CORRESPONDENCE TO THE COUNCIL

- a. Email Dated July 18, 2016, from Carol Sandoval with Response from Management Analyst Lori Fleming.
- b. Email Dated July 26, 2016, from Les Holm with Response from Assistant Public Works Director Brian Roberts.
- c. Email Dated July 30, 2016, from Roger DeLorm.
- d. Email Dated August 8, 2016, from Jesse Robbins.
- e. Letter Dated August 10, 2016, from Chestine Edgar.
- f. Email Dated August 10, 2016, from Zachary Burton.
- g. Email Dated August 12, 2016, from Nancy Gagnat.
- h. Email Dated August 13, 2016, from Kelly Gunderson.
- i. Email Dated August 14, 2016, from Barbara McMichael.

PUBLIC COMMENT

C. Edgar, 1811 SW 152nd St., Burien
Robb Rankin, 830 S. 148th St., Burien
Carol Sandoval, 15828 4th Ave. SW, #D, Burien
Larry Cripe, 14317 23rd Ave. SW, Burien
Byran Richardson, 3222 SW 166th St., Burien
Robbie Howell, 15240 20th Ave. SW, Burien

PRESENTATIONS

Presentation on the Burien Arts Association by President Lance Haslund and Vice President Sybil Davis.

President Lance Haslund and Vice President Sybil Davis spoke about the Burien Arts Association's history, gallery, workshops, partnerships, programs, funding, website and its participation in festivals.

BUSINESS AGENDA

Financial Policies and General Budget Discussion.

Follow-up – General Budget Discussion

Staff will provide the 2014 and 2015 percentage and flat rates of human services allocations by city, and the human services allocation status report presented to the Council previously.

Follow-up – Financial Policies Discussion

Relating to the Financial Policies, Section L. Debt Collection, Nos. 3 and 4, staff will provide the debts discharged in a quarterly financial statement.

Councilmember Berkowitz left the meeting at 8:50 p.m.

Public Hearing on the 2017-2018 Preliminary Biennial Budget.

Mayor Krakowiak opened the public hearing at 8:55 p.m.

Charles Schaffer, 258 SW 156th St., Burien
Andrea Reay, Seattle Southside Chamber of Commerce, Tukwila
Chestine Edgar, 1811 SW 152nd St., Burien
Ray Helms, 16239 12th Ave. SW, Burien
Ed Dacy, 2016 SW 146th St., Burien

There being no further testimony, Mayor Krakowiak closed the public hearing at 9:08 p.m.

Direction/Action

Mayor Krakowiak called a recess at 9:06 p.m. and reconvened the meeting at 9:18 p.m.

Councilmember Berkowitz rejoined the meeting via telephone at 9:18 p.m.

Public Hearing on Vacations and Alterations of Recorded Subdivisions and Vacations of Rights-of-Way in NERA.

Direction/Action

Councilmembers reached consensus to hold the public hearing and continue it to September 19, 2016, as City staff and the Port of Seattle staff are continuing to finalize the ordinance to include the established property appraisal and the value of the rights-of-way.

Mayor Krakowiak opened the public hearing at 9:25 p.m.

Rob Rankin, 830 S. 148th St., Burien

Cynthia Morgan, 816 S. 148th St., Burien

There being no further testimony, Mayor Krakowiak closed the public hearing at 9:30 p.m.

Follow-up

Staff will meet with the residents that are impacted by the development.

Discussion on and Potential Action to Adopt Ordinance No. 654, Amending the 2015-2016 Biennial Budget to Recognize Revenues and Appropriate Expenditures Related to the Issuance and Sale of the 2016 Limited Tax General Obligation and Refunding Bonds.

Direction/Action

MOTION was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to adopt Ordinance No. 654, amending the 2015-2016 Biennial Budget.

Discussion and Potential Action on Resolution No. 379 Supporting Submittal of a Grant Application for the Port of Seattle Economic Development Partnership Program.

Direction/Action

MOTION was made by Deputy Mayor Edgar, seconded by Councilmember Tosta, and passed unanimously to approve Resolution No. 379, authorizing staff to submit the City's grant application to the Port of Seattle for implementation of economic development priorities.

Review of Council Proposed Agenda Schedule.

Follow-up

Staff will remove the Special Meeting tentatively scheduled on September 12, 2016, add a continued public hearing on Vacations and Alterations of Recorded Subdivisions and Vacations of Rights-of-Way in NERA on September 19, 2016, and remove the Potential Action Approving Port of Seattle's Application for Subdivision Vacations, Alterations and Right-of-Way Vacations scheduled on September 19, 2016.

COUNCIL REPORTS

Due to time constraints, no reports were given.

CITY MANAGER'S REPORT

Due to time constraints, the report was not discussed.

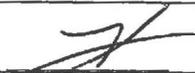
ADJOURNMENT

MOTION was made by Mayor Krakowiak, seconded by Deputy Mayor Edgar, and passed unanimously to adjourn the meeting at 10:00 p.m.

Lucy Krakowiak, Mayor

Monica Lusk, City Clerk

**CITY OF BURIEEN
AGENDA BILL**

Agenda Subject: Continued Public Hearing on Vacations and Alterations of Recorded Subdivisions and Vacations of Rights-of-Way in NERA.		Meeting Date: September 19, 2016
Department: Public Works	Attachments:	Fund Source: N/A
Contact: Maiya Andrews, Director		Activity Cost: N/A
Telephone: (206) 248-5514		Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Adopted Initiative: — Yes No X	Initiative Description:	
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is to continue the public hearing from August 22, 2016 regarding a request to vacate three subdivisions, alter two other subdivisions and vacate associated rights-of-way.</p> <p>BACKGROUND (Include prior Council action & discussion): On August 22, 2016, the City Council opened a public hearing to receive comment on the proposed ordinance.</p> <p>Subsequent to noticing the August 22, 2016 public hearing, staff learned that the City may need to reserve easements outside the boundaries of the vacated and altered subdivisions which will likely impact (reduce slightly) the amount the Port will be required to pay for the vacated rights-of-way. Because the public hearing was already noticed, Council held the public hearing on August 22, 2016 and continued it to September 19, 2016 while staff anticipated that the price would be finalized by September 19, 2016. It is not yet settled. In order to establish a clearer process going forward, staff recommends closing the public hearing after testimony is received, if any, on September 19, 2016. When the appraised value is established, staff will schedule a second public hearing to receive testimony on the final ordinance.</p> <p>The parcels being considered as a part of this action were acquired by the Port because of the FAA requirement to clear the area due to airport noise issues. The Port is obligated by their grants to put the property back into a use with a noise compatible activity. The lots to the east, north and south of these subdivisions are also owned by the Port. Most, if not all, of the Port owned land in the vicinity will be ultimately combined into one or more larger parcels. Similar to platting a subdivision, vacating a subdivision requires that the City find that public use and interest will be served by the vacation. In this case, the public's use and interest in the property as subdivisions together with the public streets are no longer valid because the property can no longer be used for residential purposes. Instead, elimination of the underlying subdivision and associated rights-of-way facilitates redevelopment into the future airport industrial uses that are consistent with the City's vision for redevelopment. This vision is well documented in the City's NERA Redevelopment Plan and Implementation Strategy (2010), as well as the Final SEIS issued in November 2009. These documents, and the current Airport Industrial zoning designation, state that the purpose of the zoning revisions is to facilitate economic development and provide flexibility for airport compatible uses in a campus like setting.</p> <p>Public Notice to surrounding property owners and other agencies was given on July 20, 2016. The notice was also posted at multiple locations in the immediate area. The city received one comment letter.</p> <p>As indicated above, the Port will pay for the vacation of the street at a value to be determined by a detailed property appraisal prepared by a qualified professional. The ordinance will become null and void if the payment is not received.</p>		
Administrative Recommendation: Conduct public hearing, then close public hearing.		
Advisory Board Recommendation: N/A		
Suggested Motion: None required.		
Submitted by: Administration 		City Manager 
Today's Date: September 14, 2016		File Code: B/CC/Agenda Bills 2016/091916cd-3 NERA Subdivision Vacation-Alterations

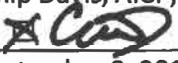
**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Introduction/Discussion on Ordinance No. 647, Adopting Highline Public Schools Impact Fee.		Meeting Date: September 19, 2016
Department: Community Development	Attachments: 1. Adopted Highline School District Capital Facilities Plan, 2016 - 2021 2. Draft Proposed BMC 19.37, School Impact Fees	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Chip Davis, AICP Community Development Director		
Telephone: (206) 248-5501		
Adopted Initiative: No	Initiative Description: 2016 School Impact Fee Zoning Code Amendments	
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for Council to receive a presentation from Highline School District representatives on a proposed amendment for a new Chapter BMC 19.37, School Impact Fees, establishing a school impact fee program for the Highline School District No. 401 which is consistent with the Burien Comprehensive Plan and the Highline School District Capital Facilities Plan.</p> <p>BACKGROUND (Include prior Council action & discussion): The Growth Management Act (GMA), as codified at Chapter 36.70A RCW and RCW 82.02, authorizes cities planning under GMA to assess, collect, and use impact fees to pay for capital projects related to public facilities needed to accommodate growth. School impact fees are one mechanism to charge and collect fees to ensure that all new residential development bears its proportionate share of the capital costs of school facilities reasonably related to new development and ensure the availability of adequate school facilities at the time that new development occurs.</p> <p>School impact fees must be based on a capital facilities plan, which has been developed by the school district, approved by the school board, and adopted by reference as a part of the capital facilities element of the Comprehensive Plan. The Highline School District Board adopted their latest Six-Year Capital Facilities Plan, 2016 – 2021, on June 22, 2016.</p> <p>At the July 13th Planning Commission meeting, school district representatives made a presentation on the district’s recently adopted Capital Facilities Plan, which forms the basis for the proposed school impact fee and explaining why a districtwide need exists for school impact fees on all new residential development. Following discussion and questions, the Planning Commission established July 27, 2016 as the Public Hearing date for the proposed amendments. At the July 27th Hearing, no public comments were received and following discussion the Planning Commission moved to recommend to the City Council approval of the amendments to BMC 19.37, School Impact Fee, establishing an impact fee program for the Highline School District consistent with the Burien Comprehensive Plan and the Highline School District’s Capital Facilities Plan.</p> <p>At the September 19th Council meeting, school district representatives will make a presentation on the HSD Capital Facilities Plan, Attachment 1, which is the basis for the proposed school impact fee and explaining why a districtwide need exists for school impact fees on all new residential development. Attachment 2 is a copy of the language proposed for a new BMC Chapter 19.37, School Impact Fees. At the October 3rd regular meeting the Council will consider Ordinance No. 647, Adopting the Highline Public Schools Impact Fee.</p> <p>OPTIONS (Including fiscal impacts): N/A</p>		
Administrative Recommendation: Receive presentation from Highline School District representatives and discuss proposed new Chapter BMC 19.37, School Impact Fees.		
Committee Recommendation: N/A		
Advisory Board Recommendation: Recommended the City Council approve Ordinance No. 647 establishing an impact fee program for the Highline School District consistent with Burien’s Comprehensive Plan and Highline School District’s Capital Facilities Plan.		

Suggested Motion: N/A

Submitted by: Chip Davis, AICP, Community Development Director

Administration



City Manager



Today's Date: September 9, 2016

File Code: R:\CC\Agenda Bill 2016\091916cd-1 HSD
SchoolImpactFee.docx

HIGHLINE SCHOOL DISTRICT NO. 401

CAPITAL FACILITIES PLAN

2016-2021

May 27, 2016



Adopted: June 22, 2016

HIGHLINE SCHOOL DISTRICT NO. 401

CAPITAL FACILITIES PLAN

2016-2021



BOARD OF DIRECTORS

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

SUPERINTENDENT

Dr. Susan Enfield

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

SECTION ONE: INTRODUCTION

Purpose of the Capital Facilities Plan

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

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

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

Executive Summary

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

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

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

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

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

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

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

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

SECTION 2 – STANDARD OF SERVICE

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

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

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

Table 1
Class Size – Standard of Service

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

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

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

Elementary School Standard of Service Models

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

Secondary School Standard of Service Models

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

SECTION THREE: CAPITAL FACILITIES INVENTORY

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

Schools

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

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

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

Relocatable Classrooms (Portables)

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

Table 2
Elementary School Level Inventory

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

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

** General classrooms

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

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

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

** General classrooms.

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

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

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

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

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

** Regular classrooms.

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

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

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

Table 5
Relocatable Classrooms (Portable) Inventory

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

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

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

**Used for regular classroom capacity.

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

SECTION FOUR: STUDENT ENROLLMENT TRENDS AND PROJECTIONS

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

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

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

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

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

*Actual October 2015 FTE enrollment.

SECTION FIVE: CAPITAL FACILITIES PROJECTIONS FOR FUTURE NEEDS

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

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

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

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

Elementary School Level – Surplus/Deficiency

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

*Actual October 2015 FTE enrollment

**Does not include portable capacity

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

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

'Addition of new classrooms at existing elementary schools

''New Des Moines Elementary School opens with added capacity

Middle School Level – Surplus/Deficiency

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

*Actual October 2015 FTE enrollment

**Does not include portable capacity

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

'New middle school capacity added

High School Level – Surplus/Deficiency

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

*Actual October 2015 FTE enrollment

**Does not include portable capacity.

SECTION SIX: FINANCING PLAN

Planned Improvements

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

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

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

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

Financing for Planned Improvements

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

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

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

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

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

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

**Table 8
Capital Facilities Financing Plan**

Improvements Adding Permanent Capacity Costs (in Millions)**

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

**All projects are growth-related.

SECTION SEVEN: SCHOOL IMPACT FEES

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

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

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

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

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

**Table 9
School Impact Fees
2016**

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

APPENDIX A
DISTRICT MAP

APPENDIX B

POPULATION AND ENROLLMENT DATA

Highline Enrollment Projection

Medium Range Forecast (With Charter Schools Continuing)

Births								Projected Births									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
King County	22,874	22,860	21,244	24,899	25,190	25,057	24,514	24,630	25,032	24,910	25,028	25,433	25,408	25,391	25,388	25,393	25,482
K Enroll as %	5.79%	6.24%	5.96%	6.20%	6.72%	6.46%	6.34%	6.35%	6.35%	6.41%	6.45%	6.41%	6.36%	6.36%	6.36%	6.36%	6.36%

	2009	2010	2011	2012	2013	2014	2015		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
K	1324	1427	1445	1543	1694	1618	1553	K	1564	1590	1598	1613	1631	1617	1616	1616	1616	1622
1	1337	1392	1456	1475	1584	1723	1643	1	1577	1593	1619	1627	1642	1661	1646	1645	1645	1645
2	1363	1332	1374	1430	1491	1594	1683	2	1637	1575	1593	1619	1627	1640	1658	1643	1642	1642
3	1348	1409	1362	1368	1429	1498	1580	3	1678	1655	1585	1614	1640	1645	1657	1676	1661	1660
4	1354	1335	1393	1323	1385	1436	1490	4	1582	1673	1653	1593	1612	1635	1640	1652	1671	1658
5	1282	1387	1323	1408	1319	1391	1369	5	1435	1553	1643	1632	1572	1591	1613	1618	1631	1649
6	1273	1312	1381	1316	1420	1307	1262	6	1271	1387	1509	1685	1584	1538	1554	1576	1581	1593
7	1238	1218	1253	1317	1241	1369	1271	7	1205	1211	1322	1438	1529	1519	1463	1480	1502	1506
8	1252	1227	1220	1267	1319	1270	1377	8	1285	1194	1212	1323	1439	1530	1520	1465	1482	1503
9	1814	1832	1529	1585	1685	1643	1604	9	1743	1688	1568	1591	1737	1896	2015	2002	1929	1952
10	1414	1462	1498	1424	1456	1510	1510	10	1468	1529	1481	1376	1398	1528	1668	1774	1762	1698
11	1363	1274	1482	1442	1408	1448	1356	11	1427	1387	1445	1390	1300	1323	1449	1581	1681	1670
12	1581	1494	1450	1586	1506	1517	1360	12	1361	1425	1384	1443	1397	1303	1326	1453	1585	1685
Total	17,919	18,101	18,226	18,484	18,897	19,322	19,058	Total	19,239	19,459	19,622	19,872	20,118	20,423	20,827	21,181	21,587	21,481

¹ HS Enrollment Does Not Include Open Doors

Learning Center Students or Career

Link Students Beginning with the 2014 Enrollment

Change	195	190	125	258	413	425	-284	175	226	163	269	245	306	468	364	235	94
% Change	1.1%	1.1%	0.7%	1.4%	2.2%	2.2%	-1.4%	0.9%	1.2%	0.8%	1.3%	1.2%	1.5%	2.0%	1.7%	1.0%	0.4%

9,279	9,594	9,734	9,863	10,302	10,557	10,580	10,744	11,026	11,210	11,302	11,319	11,324	11,365	11,427	11,447	11,458
2,490	2,445	2,673	2,584	2,560	2,639	2,648	2,490	2,405	2,533	2,761	2,968	3,048	2,983	2,945	2,983	3,009
6,142	6,062	6,019	6,037	6,035	6,116	5,830	5,990	6,028	5,878	5,809	5,831	6,051	6,459	6,809	5,957	7,004

APPENDIX C

SCHOOL IMPACT FEE CALCULATIONS

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

School Site Acquisition Cost:		Facility	Cost/	Facility	Student	Student		
	Scope	Acreage	Acres	Capacity	Factor	Factor	Cost/SFR	Cost/MFR
Elementary Schools			\$0	0	0.210	0.134	\$0	\$0
Middle Schools					0.045	0.059	\$0	\$0
High Schools					0.099	0.089	\$0	\$0
TOTALS							\$0	\$0

School Construction Cost:			Facility	Facility	Student	Student		
	Scope	% Perm Fac.	Cost	Capacity	Factor	Factor	Cost/SFR	Cost/MFR
Elementary Schools (38.33%)	1 site	97.36%	\$62,874	717	0.210	0.134	\$17,872	\$11,404
Middle Schools	1 site	97.36%	\$93,350	1000	0.045	0.059	\$4,088	\$5,359
High Schools					0.099	0.089	\$0	\$0
TOTALS							\$21,959	\$16,763

Temporary Facilities Cost:			Facility	Facility	Student	Student		
	Scope	% Perm Fac.	Cost	Capacity	Factor	Factor	Cost/SFR	Cost/MFR
Elementary Schools		2.64%	0	0	0.210	0.134	\$0	\$0
Middle Schools		2.64	0	0	0.045	0.059	\$0	\$0
High Schools			0	0	0.099	0.089	\$0	\$0
TOTALS							\$0	\$0

State Match Credit Calculation:		Const. Cost	SF/	State	Student	Student		
	Scope	Allocation/SF	Student	Match	Factor	Factor	Cost/SFR	Cost/MFR
Elementary Schools		213.23	90	0.5813	0.210	0.134	\$2,262	\$1,792
Middle Schools		213.23	108	0.5813	0.045	0.059	\$582	\$588
High Schools		0	0	0	0.099	0.089	\$0	\$0
TOTALS							\$2,844	\$2,180

Tax Payment Credit:							Credit/SFR	Credit/MFR
Average Assessed Value							\$324,206	\$87,018
Capital Bond Interest Rate							3.27%	3.27%
Net Present Value of Average Dwelling							\$2,475,408	\$732,157
Years Amortized							10	10
Property Tax Levy Rate							\$1,640	\$1,640
Tax Payment Credit							\$4,060	\$1,201

Fee Summary		Cost/SFR	Cost/MFR
School Site Acquisition Cost		\$0	\$0
School Construction Cost		\$21,959	\$16,763
Temporary Facilities Cost		\$0	\$0
State Matching Credit Calculation		\$2,844	\$2,180
Tax Payment Credit Calculation		\$4,060	\$1,201
SUBTOTAL		\$15,058	\$13,343
50% Local Share		-\$7,528	-\$6,681
CALCULATED IMPACT FEE		\$7,528	\$6,681
2016 IMPACT FEE		\$7,528	\$6,681

APPENDIX D

STUDENT GENERATION RATE DATA

**Highline School District
Student Generation Rates**

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

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

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

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

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

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

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

19.37 School Impact Fees

- 19.37.010 Authority
- 19.37.020 Purpose
- 19.37.030 Definitions
- 19.37.040 Interlocal agreement between city and district
- 19.37.050 Impact fee program elements
- 19.37.060 Assessment of impact fees
- 19.37.070 Option for deferred payment of impact fees
- 19.37.080 Exemptions
- 19.37.090 Determination of the fee, adjustments, exceptions and appeals
- 19.37.100 Impact fee accounts and refunds
- 19.37.110 Use of fees

19.37.010 Authority

This chapter is enacted pursuant to the City’s police powers, the Growth Management Act as codified in Chapter 36.70A RCW (the “Act”), the impact fee statutes as codified in RCW 82.02.050 through 82.02.110, Chapter 58.17 RCW relating to platting and subdivisions, and the State Environmental Policy Act (SEPA), Chapter 43.21C RCW.

19.37.020 Purpose

The purpose of this chapter is to:

1. Develop and implement a school impact fee program consistent with the Burien Comprehensive Plan for joint public and private financing of school facilities consistent with the capital facilities plan of the Highline School District No. 401 (“the District”), as such public facilities are necessitated in whole or in part by residential development in the city;
2. Ensure adequate levels of service in school facilities;
3. Create a mechanism to charge and collect fees to ensure that all new residential development bears its proportionate share of the capital costs of school facilities reasonably related to that new development, in order to ensure the availability of adequate school facilities at the time new development occurs; and
4. Ensure fair collection and administration of such impact fees.

The provisions of this chapter shall be liberally construed to effectively carry out its purpose in the interest of the public health, safety and welfare.

19.37.030 Definitions

The following words and terms shall have the following meanings for the purposes of this chapter, unless the context clearly requires otherwise. Terms or words not defined herein shall be defined pursuant to RCW 82.02.090 or given their usual and customary meaning.

“Act” means the Growth Management Act, Chapter 17, Laws of 1990, First Extraordinary Session, Chapter 36.70A RCW et seq., and Chapter 32, Laws of 1991, First Special Session, as now in existence or hereinafter amended.

“Adult” means a person aged 55 or older.

“Applicant” shall mean the person or entity that owns or holds purchase options or other development control over property for which development activity is proposed, and shall include any entity that controls, is controlled by, or is under common control with the applicant.

“Building permit” means the official document or certification of the city of Burien that is issued by the building official which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, tenant improvement, demolition, moving or repair of a building or structure or other construction permits in those instances where a building permit is not required.

“Capital facilities plan” means the district’s facilities plan as adopted by the district’s board of directors and such plans as amended, and such plan as amended.

“City” means the city of Burien.

“Code” means the municipal code of the city of Burien.

“County” means King County.

“Development activity” means any construction or expansion of a residential building, structure, or use, any change in use of a residential building or structure, or any changes in the use of residential land, that creates additional demand for school facilities,

“Development approval” means any written authorization from the city, which authorizes the commencement of the “development activity”.

“District” means the Highline School District No. 401.

“Dwelling Unit” means a dwelling unit as defined in BMC 19.10.115.

“Dwelling Unit, Multi-Family” means an apartment dwelling unit as defined in BMC 19.10.123.

“Dwelling Unit, Single-Family” means a single detached dwelling unit as defined in BMC 19.10.135.

“Encumbered” means impact fees identified by the district as being committed as part of the funding for a school facility for which the publically funded share has been assured or building permits sought or construction contracts let or other contractual obligations incurred.

“Impact fee” means a payment of money imposed upon development as a condition of development approval to pay for school facilities needed to serve new growth and development, that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. “Impact Fee” does not include a reasonable permit or application fee.

“Impact fee account” or **“account”** means the account established for the system improvements for which impact fees are collected. The account shall be established pursuant to this chapter, and shall comply with the requirements of RCW 82.02.070.

“Impact fee schedule” means the table of impact fees to be charged per unit of development, computed by the formula contained in the district’s capital facilities plan, indicating the standard fee amount per dwelling unit that shall be paid as a condition of residential development within the city.

“Interlocal agreement” means the agreement between the District and the city, governing the operation of the school impact fee program and describing the relationship, duties and liabilities of the parties.

19.37.040 Interlocal agreement between the city and district

As a condition of the city’s authorization and adoption of a school impact fee ordinance, the city and District shall enter into an interlocal agreement governing the operation of the school impact fee program, and describing the relationship and liabilities of the parties thereunder.

19.37.050 Impact fee program elements

1. Any impact fee imposed shall be reasonably related to the impact caused by the development and shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development. The impact fee formula shall account in the fee calculation for past and future revenues the District shall receive from the development which are proratable to the same system improvements that will serve the development and for the availability of other means of public funding.
2. The impact fee shall be based on the capital facilities plan developed by the District and approved by the school board, and adopted by reference by the city as part of the capital facilities element of the Burien’s Comprehensive Plan for the purpose of establishing the fee program.
3. The district shall annually submit to the city a six-year capital facilities plan or an update of a previously adopted plan, which meets the requirements of the Act. The materials submitted annually by the District shall include proposed impact fee amounts for single-family residential units and multi-family residential units. The city may adopt by resolution an amended permit and impact fee schedule to reflect changes to the capital facilities plan.
4. For the purposes of the impact fee calculation, the service area shall be the entire District and, for the purposes of the imposition of the fee under this Chapter, the service area is the entire city.

19.37.060 Assessment of impact fees

1. The city shall collect impact fees from any applicant seeking a residential building permit, or other construction permit if a building permit is not required, as set forth in the city’s adopted Permit Fees and Engineering Review Deposit Schedule.
2. Except as provided in BMC 19.37.070, all impact fees shall be collected from the applicant prior to issuance of the building permit. Unless the use of an independent fee calculation has been approved, the fee shall be calculated based on the impact fee schedule in effect at the time of building permit issuance.
3. For building permits for mixed use developments, impact fees shall be imposed on the residential portion of the development found on the impact fee schedule.
4. Separate fees shall be calculated for single-family and multi-family types of dwelling units, and separate student generation rates must be determined by the District for each type of dwelling

unit. For the purpose of this chapter, mobile homes shall be treated as single-family dwellings and duplexes shall be treated as multi-family dwellings.

5. For building permits within new subdivisions approved under Title 17, Subdivisions, a credit will be applied for any dwelling unit that exists on the land within the subdivision prior to the subdivision if the dwelling is demolished. The credit shall apply to the first complete building permit application submitted to the city subsequent to demolition of the existing dwelling unit, unless otherwise allocated by the applicant of the subdivision as part of the approval of the subdivision.
6. Unless payment has been deferred under BMC 19.37.070, the city shall not issue any building permit unless and until the impact fee has been paid.
7. The city may impose an application fee, as provided for in the city's adopted Permit Fees and Engineering Review Deposit Schedule, to cover the reasonable cost of administration of the impact fee program. The fee is not refundable and is collected from the applicant of the development activity permit at time of permit issuance.

19.37.070 Option for deferred payment of impact fees

1. An applicant may request, at any time prior to building permit issuance, and consistent with the requirements of this section, to defer to the final inspection the payment of an impact fee for a single-family residential dwelling unit. The following shall apply to any request to defer payment of an impact fee pursuant to this section:
 - A. The applicant shall submit to the city a written request to defer the payment of an impact fee for a specifically identified building permit for a single-family residential dwelling unit. The applicant's request shall identify, as applicable, the applicant's corporate identity and contractor registration number, the full names of all legal owners of the property upon which the development activity allowed by the building permit is to occur, the legal description of the property upon which the development activity allowed by the building permit is to occur, the tax parcel identification number of the property upon which the development activity allowed by the building permit is to occur, and the address of the property upon which the development activity allowed by the building permit is to occur. All applications shall be accompanied by an administrative fee as provided for in the city's adopted Permit Fees and Engineering Deposit Schedule.
 - B. The impact fee amount due under any request to defer payment of impact fees shall be based on the schedule in effect at the time the applicant provides the city with the information required in subsection A of this section.
 - C. Prior to the issuance of a building permit that is the subject of a request for a deferred payment of impact fee, all applicants and/or legal owners of the property upon which the development activity allowed by the building permit is to occur must sign and record a deferred impact fee payment lien in a form acceptable to the city attorney. The deferred impact fee payment lien shall be recorded against the property subject to the building permit and be granted in favor of the city in the amount of the deferred impact fee. Any such lien shall be junior and subordinate only to one mortgage for the purpose of construction upon the same real property subject to the building permit. In addition to the administrative fee required in subsection A of this section, the applicant shall pay all fees necessary for recording the lien agreement with the King County recorder.

- D. The city shall not approve a final inspection until the school impact fees identified in the deferred impact fee payment lien are paid in full.
- E. In no case shall payment of the impact fee be deferred for a period of more than 18 months from the date of building permit issuance.
- F. Upon receipt of final payment of the deferred impact fee as identified in the deferred impact fee payment lien, the city shall execute a release of lien for the property. The property owner may, at his or her own expense, record the lien release.
- G. In the event that the deferred impact fee is not paid within the time provided in this subsection, the city shall institute foreclosure proceedings under the process set forth in Chapter 61.12 RCW.
- H. An applicant is entitled to defer impact fees pursuant to this section for no more than 20 single-family dwelling unit building permits per year in the city. For the purposes of this section, an “applicant” includes an entity that controls the applicant, is controlled by the applicant, or is under common control with the applicant.

19.37.080 Exemptions

1. The following development activities do not create any additional school impacts and are exempt from the requirements of this ordinance:
 - A. Construction, reconstruction, or remodeling of the following facilities, subject to the recording of a covenant or recorded declaration of restrictions precluding the use of the property for other than the exempt purpose. Provided, that if the property is used for a non-exempt purpose, then the school impact fees then in effect shall be paid.
 - i. Shelters or dwelling units for temporary placement, which provide housing to persons on a temporary basis for not more than four weeks;
 - ii. Construction or remodeling of transitional housing facilities or dwelling units that provide housing to persons on a temporary basis for not more than twenty-four (24) months, in connection with job training, self-sufficiency training and human services counseling, the purpose of which is to help persons make the transition from homelessness to placement in permanent housing; and
 - iii. Any form of housing exclusively for Adults, which have recorded covenants or recorded declarations of restrictions precluding school-aged children as residents in those units.
 - B. Rebuilding of legally established dwelling unit(s) destroyed or damaged by fire, flood, explosion, act of God or other accident or catastrophe, or remodeling of existing legally established dwelling unit(s), provided that such rebuilding takes place within a period of one (1) year after destruction, and so long as no additional dwelling units are created.
 - C. Miscellaneous improvements to an existing dwelling unit, including but not limited to fences, walls, and mechanical units, so long as no additional dwelling units are created.
 - D. Condominium projects in which existing dwelling units are converted into condominium ownership and where no new dwelling units are created.
 - E. Any development activity that is exempt from the payment of an impact fee pursuant to RCW 82.02.100, due to mitigation of the same system improvement under the State Environmental Policy Act.

- F. Any development activity for which school impacts have been mitigated pursuant to a condition of plat approval to pay fees, dedicate land or construct or improve school facilities, unless the condition of plat approval provides otherwise; provided that the condition of the plat approval predates the effective date of fee imposition.
- G. Any development activity for which school impacts have been mitigated pursuant to a voluntary agreement entered into with the District to pay fees, dedicate land or construct or improve school facilities, unless the terms of the voluntary agreement provide otherwise; provided that the agreement predates the effective date of the fee imposition.
- H. Any building permit for a legal accessory dwelling unit approved under BMC 19.17.070.

19.37.090 Determination of the fee, adjustments, exceptions and appeals

1. The city shall determine an applicant's impact fee, according to the adopted Permit Fees and Engineering Review Deposit Schedule.
2. The fee amount established in the schedule shall be reduced by the amount of any payment previously made for the lot or development activity in question, either as a condition of approval or pursuant to a voluntary agreement.
3. Whenever an applicant is granted approval subject to a condition that the applicant actually provide a school facility acceptable to the District, the applicant shall be entitled to a credit for the actual cost of providing the facility, against the fee that would be chargeable under the formula provided by this ordinance. The cost of construction shall be estimated at the time of approval, but must be documented, and the documentation confirmed after the construction is completed to ensure that an accurate credit amount is provided. If construction costs are less than the calculated amount, the difference remaining shall be chargeable as a school impact fee.
4. The fee amount established in the schedule may be adjusted, if one of the following circumstances exist, provided that any discount set forth in the fee formula fails to adjust for the error in calculation or fails to ameliorate for the unfairness of the fee:
 - A. The applicant demonstrates that an impact fee assessment was improperly calculated; or
 - B. Unusual circumstances identified by the applicant demonstrate that if the standard impact fee amount is applied to the development, it would be unfair or unjust.
5. In cases where an applicant requests an independent fee calculation, adjustment, exception or a credit pursuant to RCW 82.02.060(3), the city shall consult with the District and the District shall advise the city prior to the city making the final impact fee determination.
6. An applicant may provide studies and data to demonstrate that any particular factor used by the District may not have been appropriately applied to the development proposal.
7. The applicant or the District may appeal any decision of the city with regard to the impact fee as provided in BMC 19.65.065 Type 1 Decision Appeal Provisions.
8. Impact fees may be paid under protest in order to obtain a permit or other approval of development activity.

19.37.100 Impact fee accounts and refunds

1. Impact fee receipts shall be earmarked specifically and retained in a special interest-bearing account established by the District solely for the District's school impact fees. All interest shall be retained in the account and expended for the purpose for which the impact fees were imposed. Annually, the District shall prepare a report on the impact fee account showing the source and amount of the moneys collected, earned or received, and the capital or system improvements that were financed in whole or in part by impact fees. The District shall submit a copy of this report to the city.
2. Impact fees for the District's system improvements shall be expended by the District only in conformance with the capital facilities element of the Burien Comprehensive Plan.
3. Impact fees shall be expended or encumbered by the District for a permissible use within ten (10) years of receipt by the District, unless there exists an extraordinary or compelling reason for the fees to be held longer than ten (10) years. Such extraordinary or compelling reasons shall be identified by the District in a written report. The City Council shall identify the District's extraordinary and compelling reasons for the fees to be held longer than ten (10) years in the council's own written findings.
4. The current owner of the property on which an impact fee has been paid may receive a refund of such fees if the impact fees have not been expended or encumbered within ten (10) years of the receipt of the funds by the District on school facilities intended to benefit the development activity for which the impact fees were paid. In determining whether impact fees have been encumbered, impact fees shall be considered encumbered on a first in, first out basis. The District shall notify potential claimants by first-class mail deposited with the United States postal service addressed to the owner of the property as shown on the county tax records.
5. An owner's request for a refund must be submitted to the District in writing within one (1) year of the date the right to claim the refund arises or the date that notice is given, whichever date is later. Any impact fees that are not expended or encumbered by the District in conformance with the capital facilities plan within these time limitations, and for which no application for a refund has been made within one (1) year period, shall be retained and expended consistent with the provisions of this section. Refunds of impact fees shall include any interest earned on the impact fees.
6. Should the city seek to terminate any or all school impact fee requirements, all unexpended or unencumbered funds, including interest earned, shall be refunded to the current owner of the property for which the school impact fee was paid. Upon the finding that any or all fee requirements are terminated, the city shall place notice of such termination and the availability of the refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first-class mail addressed to the owner of the property as shown in the county tax records. All funds available for refund shall be retained for a period of one (1) year. At the end of one (1) year, any remaining funds shall be retained by the District, but must be expended by the District, consistent with the provisions of this section. The notice requirement set forth above shall not apply if there are no unexpended or unencumbered balances within the account or accounts have been terminated.
7. An applicant may request and shall receive a refund, including interest earned on the impact fees, when:

- A. The applicant has not received final plat approval, the building permit, the mobile home permit, the site plan approval, nor final approval for the development activity as required by statute or city code including the International Building Code; and
 - B. No impact on the District has resulted. "Impact" shall be deemed to include cases where the District has expended or encumbered the impact fees in good faith prior to the application for a refund. In the event that the District has expended or encumbered the fees in good faith, no refund shall be forthcoming. However, if within a period of three (3) years, the same or a subsequent owner of the property proceeds with the same or substantially similar development activity, the owner shall be eligible for a credit. The owner must petition the District and provide receipts of impact fees paid by the owner for a development of the same or substantially similar nature on the same property or some portion thereof. The District shall determine whether to grant a credit, and such determination may be appealed by the procedures set forth in section 19.37.090(7) above.
8. Interest due upon the refund of impact fees required by this section shall be calculated according to the average rate received by the District on invested funds throughout the period during which the fees were retained.

19.37.110 Use of fees

- 1. Impact fees may be spent for system improvements, including but not limited to architectural and/or engineering design studies, land surveys, land acquisition, engineering, permitting, financing, administrative expenses, relocatable facilities, capital equipment pertaining to educational facilities, construction, site improvements, necessary off-site improvements, applicable impact fees or mitigation costs and other expenses which could be capitalized, and which are consistent with the District's capital facilities plan.
- 2. Impact fees shall be expended or encumbered on a first-in, first-out basis.
- 3. Impact fees may be used to recoup costs for system improvements previously incurred by the district to the extent that new growth and development will be served by the previously constructed system improvements.
- 4. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of system improvements, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that system improvements provided are consistent with the requirements of this chapter and are used to serve the new development.

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Authorize Staff to execute an Easement Agreement with Valley View Sewer District in Hilltop Park		Meeting Date: September 19, 2016
Department: Public Works	Attachments: <u>1. Draft Easement for Sewer Lines with Valley View Sewer District</u>	Fund Source: N/A
Contact: Maiya Andrews		Activity Cost: N/A
Telephone: (206) 248-5514		Amount Budgeted: N/A
Adopted Initiative: Click to choose an answer.	Initiative Description:	
PURPOSE/ REQUIRED ACTION: The purpose of this Agenda Item is to authorize staff to grant an easement to Valley View Sewer District in Hilltop Park to construct their proposed sanitary sewer construction project.		
BACKGROUND (Include prior Council action & discussion): The Valley View Sewer District is proposing to install a new sewer system in the vicinity of 24 th Avenue South and South 126 th Street, within Hilltop Park. The project will help improve the health and safety of the community and the environment by removing fecal bacteria from the soils that can leach into a nearby stream located downslope of the neighborhood, within Hilltop Park. The new system will allow the property owners in the area to decommission their failing and marginally functional septic sewer systems. Given the proximity of the neighborhood, upslope from a City park and adjacent to an elementary school, and given that the neighborhood is within an urban area, a sanitary sewer system in this area makes sense. On September 4, 2015, the City of Burien sent a letter of support for a grant for this Valley View project. The Valley View Sewer District has requested an easement at the edge of Hilltop Park as depicted on Exhibit C of Attachment 1. Parks Department staff have reviewed the easement and indicate there are no significant impacts to the park, and they have no objection. Furthermore, staff is supportive of the sanitary sewer project.		
OPTIONS (Including fiscal impacts): <ol style="list-style-type: none"> 1. Authorize staff to execute the easement. 2. Direct staff to not execute the easement. 3. Provide other direction. 		
Administrative Recommendation: Staff recommends granting the easement in Hilltop Park to Valley View Sewer District.		
Advisory Board Recommendation: N/A		
Suggested Motion: I move to authorize staff to grant an easement in Hilltop Park to Valley View Sewer District for the proposed Sanitary Sewer Construction Project.		
Submitted by: Administration 	City Manager 	
Today's Date: September 12, 2016	File Code: R:\CC\Agenda Bill 2016\091916pw-1 Valley View Easement.docx	

Recording Requested By And
When Recorded Mail To:

Valley View Sewer District
PO 69550
Seattle, WA 98168

DOCUMENT TITLE:

EASEMENT FOR SEWER LINES

GRANTOR(S): CITY OF BURIEN

VALLEY VIEW SEWER DISTRICT

GRANTEE(S):

ADDRESS: 2450 S 128TH ST (HILLTOP PARK)

ASSESSOR'S TAX / PARCEL NUMBER(S): 025700-0160

EASEMENT FOR SEWER LINES

The undersigned, _____, ("Grantor"), for and in consideration of good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, hereby grants, conveys, and warrants to Valley View Sewer District, a municipal corporation in King County, Washington ("Grantee"), and its successors and assigns, a permanent easement for sewer lines including sewer lines and appurtenances thereto ("Easement") as follows:

1. Nature and Location of Easement. Grantor owns that certain real property legally described in *Exhibit "A"*, attached hereto and incorporated herein by this reference (the "Real Property"). The Easement granted by Grantor herein shall be a permanent easement for the benefit of Grantee over, upon, across, through, and under a portion of the Real Property, such Easement as legally described on *Exhibit "B"* and as described and depicted on *Exhibit "C"*, attached hereto and incorporated herein by this reference, for the purposes of installing, laying, constructing, maintaining, inspecting, repairing, removing, replacing, renewing, using, and operating sewer lines, together with all facilities, connectors, and appurtenances ("Sewer Lines"), including the right of ingress and egress thereto for said purposes.
2. Right of Entry. Grantee shall have the right, without notice and without prior institution of any suit or proceeding at law or equity, at all times as may be necessary to enter upon the Real Property to install, lay, construct, maintain, inspect, repair, remove, replace, renew, use, and operate the Sewer Lines for the purposes of serving the Real Property and other properties with utility service. Grantee agrees to restore the Easement as nearly as reasonably possible to its condition prior to any material disturbance from construction, operation, maintenance, repair, or replacement of the Sewer Lines.
3. Temporary Construction Easement. In addition to the Easement described herein, the Grantor further grants and conveys to the Grantee, its successors and assigns, a temporary construction easement extending 15' on each side of the described easement. Said temporary construction easement shall remain in force during construction and until such time as the sewers and appurtenances have been accepted for maintenance and operation by the District.

4. Right of Entry. Grantee shall have the right, without notice and without prior institution of any suit or proceeding at law or equity, at all times as may be necessary to enter upon the Real Property to install, lay, construct, maintain, inspect, repair, remove, replace, renew, use, and operate the Sewer Lines for the purposes of serving the Real Property and other properties with utility service. Grantee agrees to restore the Easement as nearly as reasonably possible to its condition prior to any material disturbance from construction, operation, maintenance, repair, or replacement of the Sewer Lines.

5. Encroachment/Construction Activity. Grantor shall not undertake, authorize, permit, or consent to any construction or excavation including, without limitation, digging, tunneling, or other forms of construction activity on or near the Easement which might in any fashion unearth, undermine, or damage the Sewer Lines or endanger the lateral or other support of the Sewer Lines without Grantee's prior written approval. Grantor further agrees that no structure or obstruction including, without limitation, fences, retaining walls, and rockeries shall be erected over, upon, or within the Easement, and no trees, bushes, or other shrubbery shall be planted or maintained within the Easement without the prior written approval of the District, and as such approval may be conditioned by the District; provided, further, Grantor may use the surface of the Real Property within the Easement so long as such use does not interfere with the Easement or the Sewer Lines.

6. Binding Effect/Warranty of Title. The Easement and the covenants, terms, and conditions contained herein are intended to and shall run with the Real Property and shall be binding upon Grantee and Grantor and their respective successors, heirs, and assigns. Grantor warrants that Grantor owns fee title to the Real Property and warrants the Grantee title to and quiet enjoyment of the Easement.

7. Recording. Upon its execution, the Easement shall be recorded with the Office of Records and Elections, King County, Washington.

DATED this ____ day of _____, 20____.

GRANTOR(S)

By _____
Signature

By _____
Signature

Printed or typed name

Printed or typed name

Its _____
Print or type position held

Its _____
Print or type position held

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, and acknowledged it to be his/her free and voluntary act, for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__.

Signed Name: _____

Printed Name: _____

Notary Public in and for the State of Washington

Commission Expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument, and acknowledged it as the _____ of _____, to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__.

Signed Name: _____

Printed Name: _____

Notary Public in and for the State of Washington

Commission Expires: _____

EXHIBIT A

DESCRIPTION OF GRANTOR PARCEL

(TL - 025700 0160)

ARDATH PARK UNREC LOT 18 TGW LOT 19 LESS W 141.03 FT OF S 170 FT
TGW LOT 20 LESS S 260 FT EXC W 10 FT OF N 75 FT OF SD S 260 FT TGW
POR LOT 22 DAF - E 292.86 FT OF W 615.72 FT & S 100 FT OF E 161.43 FT OF
W 322.86 FT OF SD LOT 22 TGW E 262.86 FT OF W 585.72 FT LESS N 80 FT OF
LOT 23.

(Property description from King County Assessors – No Deed description available)

EXHIBIT B
LEGAL DESCRIPTION OF THE EASEMENT AREA
(TL – 025700 0160)

That portion of Tracts 20 and 22 of Ardath Park, an Unrecorded Plat, in the Southwest Quarter of the Southeast quarter of Section 9, Township 23 North, Range 4 East, W.M., described as follows:

A strip of land 15.00 feet in width lying 7.50 feet each side of the following centerline description:

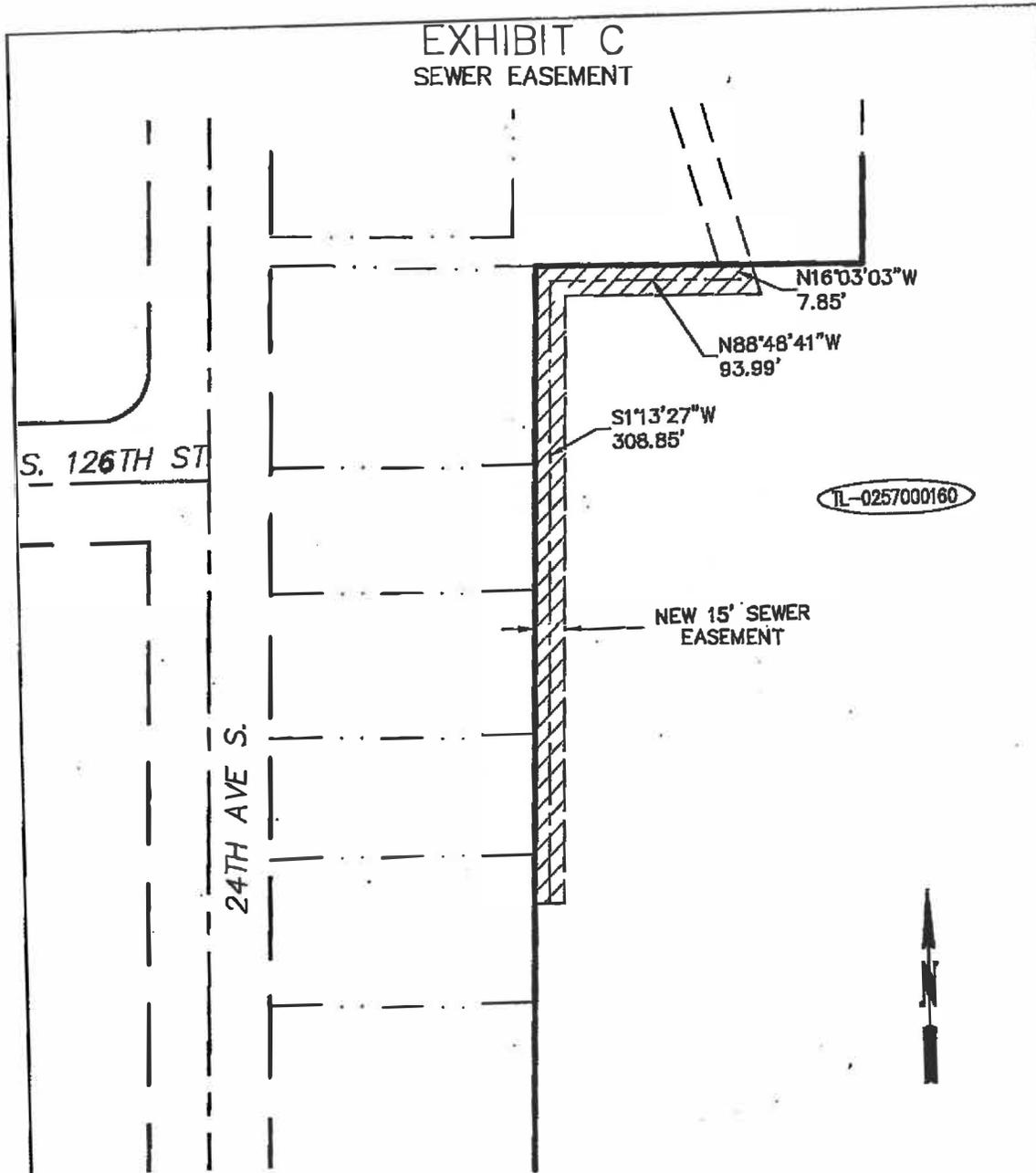
Commencing at the southwest corner of the Southeast quarter of said Section 9;
Thence North 1°11'19" East, along the West line of said Southeast quarter, a distance of 749.18 feet more or less to the north line of the south 100 feet of the south half of the northwest quarter of the southwest quarter of the southeast quarter of said section 9;
Thence South 88°48'41" East, along said north line, a distance of 260.53 feet to the Point of Beginning;
Thence leaving said north line South 16°03'03" East, a distance of 7.85 feet;
Thence North 88°48'01" West, parallel to said north line and 7.50 feet southerly thereof when measured at right angles, a distance of 93.99;
Thence South 01°13'27" West, a distance of 295.00 feet to the Terminus of said centerline.

Containing approximately 5,953 square feet.

It is the intent of this description to coincide with the constructed location of a sewer main. Easement centerline location shall revert to the constructed location if there are discrepancies.

Sidelines of said easement shall be shortened or lengthened so as to commence and terminate upon themselves and the corresponding property lines.

EXHIBIT C
SEWER EASEMENT



11255 Kirkland Way, Suite 300
Kirkland, WA 98033
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey
paceengrs.com

SCALE: 1"=80' FILE: \\15047-Easement Exhibits.dwg DATE: 6/14/2016 BLE PROJ. NO.: 15047

LAYOUT TAB: 0160 EXHIBIT C

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Introduction on Significant Tree Retention Zoning Code Amendments.		Meeting Date: September 19, 2016
Department: Community Development	Attachments: 1. Planning Commission Tree Retention Amendment Recommendations and Topics Deferred. 2. Draft Zoning Code Amendments Relating to Significant Tree Retention. 3. Planning Commission Minutes and Public Comments Received.	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Chip Davis, AICP Community Development Director		
Telephone: (206) 248-5501		
Adopted Initiative: No	Initiative Description: 2016 Significant Tree Retention Zoning Code Amendments	

PURPOSE/REQUIRED ACTION:

The purpose of this agenda item is for Council to receive a staff presentation on a proposed amendments to the Zoning Code related to tree preservation and establishing a heritage/exceptional tree program.

BACKGROUND (Include prior Council action & discussion):

At the June 16, 2014 City Council meeting, staff provided a summary of current significant tree regulations and provided examples of how the regulations were applied to development proposals as a framework for further discussion of possible amendments following tree clearing for two commercial/industrial developments. Following further discussion at the August 4, 2014 City Council meeting, staff was directed to present revisions to BMC 19.25, Tree Retention and Landscaping to the Planning Commission for review and recommendation.

The areas of focus for proposed tree retention amendments were:

- Existing Significant Tree Retention Regulations
- Heritage/Exceptional Tree Preservation
- Incentives for Tree Retention
- Tree Canopy Inventory

Following Council's review of the proposed work program at the April 27, 2015 meeting, staff began a detailed review of tree retention and replacement language for other jurisdictions in order to develop draft language for Planning Commission review.

At the April 27, 2016 Planning Commission meeting, following a staff briefing on research results for each of the areas of focus, the Commission prioritized the four focus areas. Item 1, Amendments to existing significant tree retention regulations and Item 2, Amendments relating to heritage/exceptional tree preservation were selected as the primary areas for proposed 2016 Zoning Code amendments and the two other areas would be addressed as part of the 2017 Planning Commission work program.

Planning Commission meetings were conducted on May 11th, May 25th and June 22nd, during which the Commission reached consensus on ten amendment recommendations and staff presented draft language addressing the ten key points to keep Burien a healthy tree community, as outlined in **Attachment 1**. The Planning Commission conducted a public hearing on proposed Zoning Code amendments addressing the ten key points of tree retention, as outlined in **Attachment 2**, at their July 13, 2016 meeting. Following additional Planning Commission discussion and consideration of public testimony received at their July 27th and August 10th meetings, the Planning Commission moved to recommend to the City Council approval of the proposed amendments. Copies of minutes from the July 13th, July 27th and August 10th Planning Commission meetings outlining public comments received and written comments from Chestine Edgar are included as **Attachment 3**.

Following a brief presentation at the September 19, 2016 meeting, staff requests that Council discuss the ten points of tree retention and proposed zoning code amendments to identify any additional or modified amendments required, outline detailed questions for staff or additional research which will be presented in the form of a matrix at the November 7, 2016 City Council meeting.

OPTIONS (Including fiscal impacts):

N/A

Administrative Recommendation: Receive staff presentation and discuss proposed Zoning Code amendments related to tree retention.

Committee Recommendation: N/A

Advisory Board Recommendation: Planning Commission recommended the City Council approve amendments to BMC 19.10 Definitions, 19.25 Tree Retention and Landscaping, and 19.85 Protection and Preservation of Landmarks as set forth in the July 27, 2016 staff memo and associated attachments.

Suggested Motion: N/A

Submitted by: Chip Davis, AICP, Community Development Director

Administration



City Manager



Today's Date: September 5, 2016

File Code: R:\CC\Agenda Bill 2016\091916cd-2
SignificantTreeRetention.docx

PLANNING COMMISSION TREE RETENTION AMENDMENT RECOMMENDATIONS & TOPICS DEFERRED

The "10 Amendments" the Planning Commission decided were key points to keep Burien a healthy tree community.

1. **An existing healthy tree which, when measured four feet above grade, has a minimum diameter of six (6) inches.**

The Planning Commission recommended because the majority of surrounding jurisdictions have a single diameter for both deciduous & evergreen trees, and 6" tree is considered to be well-established tree.

- *Federal Way – 6" measured 1-1/2 feet above ground for both evergreen & deciduous*
- *Des Moines – Evergreens 6 " measured 54 inches above ground, deciduous 8" but excluding cottonwood, native alder, native willow and European Ash*
- *Beau Arts Village – Any living tree > 1 inch or < 3 inches or planted for mitigation.*
- *Tukwila – Any tree over 4"*
- *Seattle – Any tree 6" or greater*
- *Lynnwood – Any tree 6" or greater but excluding Black locust, cottonwood, native alder, native willow, Lombardy poplar, and European ash*
- *Olympia – only landmark trees*
- *Renton - A tree 6" or greater; or an alder or cottonwood tree 8" or greater. Trees qualified as dangerous shall not be considered significant. Trees planted within the last 10 years shall qualify as significant trees, regardless of the actual caliper.*

2. **Prohibit the planting of black locust, cottonwood, native alder, native willow, Lombardy poplar, and European ash; however existing, healthy and non-dangerous trees will be considered the same as other trees and will count towards significant trees.**

The Planning Commission recommended because besides the native alder which is prohibited because it is too large for urban lots, the Lombardy poplar is brittle, tending to break or blow over easily, black locust has 1" thorns, cottonwood breaks easily and cotton gets everywhere in the spring, the European ash drops fruit and is being killed off by the emerald ash borer. The majority of jurisdictions prohibit this same group of trees.

The Planning Commission did want to keep existing trees of this species as significant trees because they saw the larger benefit of having a full canopy, the trees are well established, and like the native alder they are good for erosion control and steep slope stabilization and landslide prevention. New plantings should not be allowed, other species are better suited for the climate and environment.

3. **Use the largest caliper significant tree to be removed as basis for replacement ratios.**

The Planning Commission recommended this because they wanted people to consider the consequences associated with taking down a significant trees, to consider the function of the tree, and the cost of replacing them with the ratio required. The whole point behind revising tree retention regulations is to stop the decline of Burien's tree canopy.

4. **Establish a fee in lieu of planting required trees or replacement trees when a lot is too small to accommodate the required number of trees at maturity that will be used as funding for a "tree bank".**

The Planning Commission recommends a fee in lieu because some Burien lots are not large enough to accommodate the number of trees required for replacement. The payment into the tree fund is the last choice, off-site tree planting is encouraged, and they listed in order of priority sites that would be suitable for tree planting. The fees would be earmarked for planting

of new trees in city parks, open spaces and ROWs. The fees would reflect the cost of labor, tree purchase and supplies. Staff will develop policies to establish who will perform the planting, City personnel, contracted nurseryman/arborist or the applicant.

5. **Create a process for defining, designating and protecting heritage trees.**
The Planning Commission defined "heritage tree", see BMC 19.10.xxx, and added tree to the BMC 19.10.xxx Protection and Preservation of Landmarks. "To be eligible for heritage designation the tree must be more than 40 years old, have State or local cultural/historic importance and be rare or exceptional by virtue of its size, species, condition, and or contribution as part of a grove of trees which is determined to be of historical value". The property owner would have to agree in writing for the designation. The process and who would decide needs to be worked out.
6. **A higher standard for public tree replacement in parks, city owned properties and rights-of-way. Establish a minimum tree retention and density requirements for parks, city owned properties and rights-of-way properties.**
Deferred discussion pending consideration of new low impact development (LID) regulations.
7. **Establish a minimum tree retention and density requirements for single family private properties not located in Critical Areas. (Tree removal schedule 19.25.163-1)**
The Planning Commission believed that a certain number of trees could be removed from private property by the property owners without a permit and arborist report. This would be less expensive for the property owner, make it easier for nuisance or hazardous trees to be removed, and may even prevent illegal tree removal by those who couldn't afford an arborist. See the BMC 19.25.163 Minor Tree removal Activities. An administrative process would need to be in place to track the number of trees on individual lots, with no or a very low fee being charged. The number of trees required to be retained would still need to be met, there can be no active land development application on the property and no heritage tree could be removed. No trees could be removed from a vacant lot. A vegetation management plan is required if the tree removal does exceed the tree removal schedule. The schedule was taken from Renton's code and refined to meet Burien's lot sizes.
8. **Create a public outreach program teaching the importance of trees to our wildlife, environment, and quality of life.**
The Planning Commission referred this to City staff. It does not necessarily need code amendments but is highly recommended to underline for Burien residents the importance of trees in our environment. Incentives for saving and planting trees also need to be formulated.
9. **Stagger tree removal over time on private and public properties.**
This coincides with Item #7 above. Staggering the tree removal prevents "clear cutting" of a lot.
10. **Create charts/tables showing requirements for minor tree removal, density and retention.**
This recommendation would be accomplished by City staff as part of the community outreach effort on the importance of tree retention.

<p>Draft Amendments to BMC 19.10 Definitions, 19.25.080 Landscaping, 19.25.120 Significant trees – Retention required, and 19.85 Protection and Preservation of Landmarks</p>	<p>Planning Commission Recommendations (Staff comments in italics)</p>
<p>DEFINITIONS</p> <p><u>19.10.xxx Prohibited tree¹</u></p> <p><u>- Black locust, cottonwood, native alder, native willow, Lombardy poplar, and European ash are prohibited in new land development landscaping or planted as a required replacement tree on private and public property. However, these prohibited trees when existing on a lot shall be included on tree retention plans and counted as a significant tree if meeting the definition in BMC 19.10.493.</u></p> <p>19.10.493 Significant tree</p> <p>– An existing healthy tree which, when measured four feet above grade, has a minimum diameter of <u>six (6) inches². Exceptional and Heritage trees are significant trees.</u></p> <p>1. Eight inches for evergreen trees, or</p> <p>2. Twelve inches for deciduous trees. [Ord. 293 § 1, 2000]</p> <p><u>19.10.xxx Heritage tree^{2a}</u></p> <p><u>A tree that has been designated a City of Burien Community landmark and is protected and preserved pursuant to BMC 19.85 Protection and Preservation of Landmarks. Any person, group or the City may nominate a tree, but written consent of the property owner is required before the nomination may be considered. To be eligible for heritage designation the tree must be more than 40 years old, have State or local cultural/historic importance and be rare or exceptional by virtue of its size, species, condition, and or contribution as part of a grove of trees which is determined to be of historical value.</u></p>	<p>¹Prohibit the planting of black locust, cottonwood, native alder, native willow, Lombardy poplar, and European ash; existing will be considered the same as other trees and will count towards significant tree total.</p> <p>²Refine definition of significant tree as 6 inch caliper for both deciduous and evergreen trees.</p> <p><i>At the July 27 meeting the PC revised the wording for property owner consent.</i></p> <p>^{2a} Defines a heritage tree, requires property owner signature, and sets out designation criteria.</p>

19.25.080 Landscaping – General requirements.

18. Unless recommended by a Certified Arborist, no tree defined as a prohibited tree in BMC 19.10.xxx shall be planted³.

19.85 Protection and Preservation of Landmarks^{3a}

19.85.010 Purpose.

The purposes of this chapter are to:

1. Designate, preserve, protect, enhance and perpetuate those sites, buildings, districts, structures, trees, and objects which reflect significant elements of the city of Burien's, the county's, the state's, and the nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic, and other heritage;
2. Foster civic pride in the beauty and accomplishments of the past;
3. Stabilize and improve the economic values and vitality of landmarks;
4. Encourage, protect and enhance the city of Burien's tourist industry by promoting heritage-related tourism;
5. Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structures, trees, and objects for the education, inspiration, and welfare of the people of the city of Burien;
6. Promote and continue incentives for ownership and utilization of landmarks;
7. Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation, and use of landmark buildings, sites, districts, structures, trees, and objects;
8. Work cooperatively with other jurisdictions to identify, evaluate, and protect historic resources in furtherance of the purposes of this chapter. [Ord. 567 § 1 (Exh. A), 2012, Ord. 545 § 1, 2010, Ord. 130 § 1, 1995]

19.85.020 King County Code Chapter 20.62 Adopted.

The following sections of Chapter 20.62 King County Code (KCC) are incorporated by reference herein and made a part of this chapter:

1. KCC 20.62.020 – Definitions, except as follows:

A. Paragraph H. is changed to read: ““Director” is the director of the city of Burien department of community development or his/her designee.”

B. Add paragraph Z: ““Council” is the city of Burien city council.”

C. Paragraph L. is changed to read “...district, site, building, district, structure, tree, and objects...”

³Prohibited trees cannot be planted. In response to Ms. Hart's comments the recommendation by a certified arborist was added.

^{3a}Tree has been added as a historic resource. Nomination of a tree to the Community Landmark list will follow the criteria that any historic resource nomination would be required. Once designated it will be a “heritage tree” protected in BMC 19.25 Tree Retention and Landscaping.

19.25.120 Significant trees – Retention required.

Significant trees shall be retained as follows:

1. All significant trees on an undeveloped lot shall be retained. There shall be no tree removal or land clearing on any site for preparing that site for future development unless a Land Use Permit has been approved by the City⁴.
2. Landscape category A: Thirty percent (30%) of the significant trees located on the site, excluding critical areas or their buffers.
3. Landscape category B: Ten percent of the significant trees located on the site, excluding critical areas or their buffers.
4. Landscape categories C, D and F: Five percent of the significant trees located on the site, excluding critical areas or their buffers.
5. If significant trees were previously located in a closed, forested situation, an adequate area of smaller trees shall be retained or replaced on the fringe of such significant trees;
6. A grouping of three or more existing trees with canopies that touch or overlap, may be substituted for each required significant tree, provided each tree has a diameter of at least three inches when measured four feet above grade;
7. Except as provided in BMC 19.25.120.8, significant trees to be retained shall not include significant trees that, according to a written evaluation prepared by a Certified Arborist⁵, are:
 - A. Damaged or diseased; or
 - B. Safety hazards due to potential root, trunk or primary limb failure, or exposure of mature trees which have grown in a closed, forested situation.
8. At the discretion of the Director, damaged or diseased or standing dead trees may be retained and counted toward the significant tree requirement if

⁴New language added by Planning staff prohibiting clearing in preparation of development before land use permit approved.

⁵Determination by professional added by Planning staff to verify condition of tree and appropriate action.

demonstrated that such trees will provide important wildlife habitat and is not classified as a dangerous tree. [Ord. 293 § 1, 2000]

9. If the formula for determining the number of significant trees to be retained results in a fraction, the number of significant trees to be retained shall be rounded up to the nearest whole number. [Ord. 620 § 1, 2016; Ord. 484 § 1, 2008]

19.25.130 Significant trees – Retention plan.

The applicant shall submit a tree retention plan concurrent with a land use review application, grading permit application, building permit application, preliminary subdivision application or short subdivision application, whichever is reviewed and approved first. The Director shall compile and maintain a database of significant trees based upon the submitted and approved tree retention plans. The tree retention plan shall consist of:

1. A tree survey that identifies the location, size and species of all significant trees on a site. The tree survey may be conducted by a method that locates individual significant trees or by using standard timber cruising methods to reflect general locations, numbers and grouping of significant trees provided that, when using either method, the survey:

A. Shall also show the location and species of each significant tree that is intended to qualify for additional credit pursuant to BMC 19.25.140; and

B. Any tree 18 inches or greater diameter for the purpose of establishing wildlife habitat value; and

C. Any tree designated a Heritage Tree⁶.

2. A development plan identifying the significant trees that are proposed to be retained, transplanted or restored. [Ord. 293 § 1, 2000]

⁶added "Heritage Tree".

19.25.140 Significant trees – Incentives for retention^{6a}.

^{6a}Commission may want to add other incentives.

Each significant tree that is retained may be credited as two trees for complying with the retention requirements of BMC 19.25.120, provided it meets one or more of the following criteria:

1. The tree exceeds 60 feet in height, or 24 inches in diameter for evergreen trees or 30 inches for deciduous trees;
2. The tree is located in a grouping of at least five trees with canopies that touch or overlap;
3. The tree provides energy savings through winter wind protection or summer shading as a result of its location relative to buildings;
4. The tree belongs to a unique or unusual species;
5. The tree is located within 25 feet of any critical area or required critical area buffer; and
6. The tree is 18 inches or greater and is identified as providing valuable wildlife habitat. [Ord. 293 § 1, 2000]

19.25.150 Significant trees – Protection.

To provide the best protection for significant trees:

1. No clearing shall be allowed on a site until approval of tree retention and landscape plans;
2. An area of prohibited disturbance, generally corresponding to the dripline of the significant tree shall be protected during construction with a temporary five-foot-high chain link or plastic net fence. The fencing shall be installed prior to issuance of development permits for the site;
3. No impervious surfaces, fill, excavation, or storage of construction materials shall be permitted within the area defined by such fencing;

4. A rock well shall be constructed if the grade level around the tree is to be raised by more than one foot. The inside diameter of the well shall be equal to the diameter of the dripline of the tree;

5. The grade level shall not be lowered within the larger of the two areas defined as follows:

A. The dripline of the tree(s); or

B. An area around the tree equal to one foot diameter for each inch of tree trunk diameter measured four feet above the ground;
and

6. Alternative protection methods may be used if determined by the Director to provide equal or greater tree protection. [Ord. 293 § 1, 2000]

19.25.160 Significant trees – Replacement.

When the required number of significant trees pursuant to BMC 19.25.120 cannot be retained, the required number of significant trees that are removed shall be replaced with: [Ord. 484 § 1, 2008]

1. Transplanted significant trees; or

2. New trees measuring three-inch caliper or more, at a replacement rate of one and one-half (1.5) inches diameter for every one inch diameter of the largest caliper⁹ removed significant tree; or

3. New trees measuring less than three-inch caliper at a replacement rate of two inches diameter for every one inch diameter of the largest caliper⁹ removed significant tree on a space available basis in conjunction with the site plan. [Ord. 293 § 1, 2000]

4. No tree defined as a prohibited tree in BMC 19.10.xxx shall be planted¹⁰.

⁹“Use the largest caliper significant tree to be removed for basis of replacement ratio”.

¹⁰Prohibits planting trees defined as prohibited.

19.25.163 Minor Tree Removal Activities⁷.

Except as provided in BMC 19.40 Critical Areas, removal of trees and associated use of mechanical equipment is permitted on developed lots subject to Landscape Category A requirements at the rates specified within the table below, provided subsections 1 through 3 of this Section are satisfied.

- 1. Percentage of trees required in BMC 19.25.120 shall be retained;**
- 2. There is not an active land development application for the site; and**
- 3. The tree is not a Heritage tree.**

No trees may be removed from a vacant lot. A Vegetation Management Plan prepared by a Certified Arborist is required for removal of trees in excess of the rates listed in Table 19.25.163-1 Tree Removal Schedule⁸.

Table 19.25.163-1 Tree Removal Schedule

<u>Lot Size</u>	<u>Maximum number of significant trees* allowed to be removed in any twelve (12) month period</u>	<u>Maximum number of significant trees* allowed to be removed in five (5) years</u>
<u>Lots up to 7,200 sq. ft.</u>	<u>1</u>	<u>2</u>
<u>Lots 7,201 to 12,000 sq. ft.</u>	<u>3</u>	<u>6</u>
<u>Lots 12,001 to 20,000 sq. ft.</u>	<u>4</u>	<u>8</u>
<u>Lots 20,001 sq. ft. or greater</u>	<u>6</u>	<u>12</u>

***Except Heritage trees shall not be removed without a Vegetation Management Plan prepared by a Certified Arborist as required in 19.25.120**

⁷"Stagger tree removal over time on private and public properties." and "Create charts/tables showing requirements for minor tree removal."

⁸Staff added requirement for a vegetation management plan prepared by a Certified arborist if more trees than maximum stated are to be removed. Having this requirement will help staff make an informed decision when reviewing a tree removal permit.

19.25.165 Off-site mitigation and fees paid in lieu¹¹.

Where an applicant cannot provide for the minimum required replacement trees in 19.25.160 on site, off-site mitigation or a fee-in-lieu payment into the city's urban forestry account may be approved by the director.

(1) Where off-site mitigation is utilized, the remaining balance of required trees must be planted at an off-site location approved by the director. Where the site is city-owned property, the public works and/or parks department must also approve the tree planting. Acceptable off-site locations, in order of priority, are as follows:

(a) Publicly owned land in the city of Burien including but not limited to: environmentally sensitive areas; regional stormwater facilities; or wildlife corridors. Similar lands owned by nonprofit entities that are reserved in open space also qualify.

(b) Publicly owned parks or recreational facilities within the city of Burien.

(c) Other mitigation or restoration sites managed by other public entities or private conservation groups.

(d) Public school sites within the city of Burien.

(e) Other sites proposed by the applicant, when it is documented that higher priority sites are not available or viable.

(2) Where a tree replacement fee is utilized, a tree replacement fee paid into the city's urban forestry account may be approved by the director. The fee shall be established based on the number of trees being satisfied as follows:

(a) Each tree shall represent one replacement tree. The fee for each replacement tree shall cover the cost of a tree, installation (labor and equipment), maintenance for two years, and fund administration¹².

¹¹Establishes alternatives to on site replacement trees.

¹²Staff has not calculated the cost yet, but once done the total will be a uniform fee charged for all deposits. Staff will consult other jurisdictions, arborists and other landscape professionals for a fair market fee amount.

(b) A separate urban forestry account shall be established by the city for fees collected. Tree replacement fee receipts shall be earmarked specifically for this account and shall be expended only for the planting of new trees in city-owned parks, open spaces, or rights-of-way.

19.25.170 Maintenance.

1. All landscaping and significant trees shall be maintained for the life of the project.
2. All landscape materials and significant trees shall be pruned and trimmed as necessary to maintain a healthy growing condition or to prevent primary limb failure;
3. With the exception of dead, diseased or damaged trees specifically retained to provide wildlife habitat, other dead, diseased, damaged or stolen plantings shall be replaced within three months or during the next planting season if the loss does not occur in a planting season; and
4. Landscape areas shall be kept free of trash. [Ord. 293 § 1, 2000]

19.25.180 Bonds/security.

Performance bonds or other appropriate security (including letters of credit and set-aside letters) shall be required for a period of two years after the planting or transplanting of vegetation to insure proper installation, establishment and maintenance. [Ord. 293 § 1, 2000]

19.25.200 Enforcement¹³

¹³The Commission has not discussed penalties. Please refer to Attachment 2 for other jurisdictions' enforcement procedures and fines. Staff recommends that any fines be deposited to the city's urban forestry account, if established.

City of Burien

BURIEN PLANNING COMMISSION
July 13, 2016
7:00 p.m.
Multipurpose Room/Council Chambers
MINUTES

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

- Watch the video-stream available on the City website, www.burienwa.gov
- Check out a DVD of the Council Meeting from the Burien Library
- Order a DVD of the meeting from the City Clerk, (206) 241-4647

CALL TO ORDER

Chair Curtis Olsen called the July 13, 2016, meeting of the Burien Planning Commission to order at 7:05 p.m.

ROLL CALL

Present: Kim Davis, Anna Markee, Kaelene Nobis, and Curtis Olsen

Absent: Amy Rosenfield and Douglas Weber, excused; Butch Henderson, unexcused

Administrative staff present: Chip Davis, Community Development Department director, and Niomi Zinn, planner

AGENDA CONFIRMATION

Direction/Action

Motion was made by Commissioner Nobis and seconded by Commissioner Davis to confirm the agenda. Motion passed 4-0.

APPROVAL OF MINUTES

Direction/Action

Motion was made by Commissioner Nobis, seconded by Commissioner Markee, and passed 4-0 to approve the minutes of the June 22, 2016, meeting.

PUBLIC COMMENT

None.

PUBLIC HEARING

A. Significant Tree Retention Zoning Code Amendments

Chair Olsen opened the public hearing at 7:07 p.m. Niomi Zinn, planner, gave a brief introduction on the hearing topic.

Rochelle Snee, 16434 9th Ave SW, said she doesn't see the point in any of the proposed tree regulations as she feels they are an infringement on private property rights. She also said view protection and safety are very important to her.

Mary Oldfield, 16430 9th Ave SW, said she wants her view protected by having her neighbors top their trees.

Chestine Edgar, 1811 SW 152nd St., said she believes in the protection of trees, but some trees are planted in areas they shouldn't be and not all trees should be saved. She provided the commissioners with written copies of her comments and examples of tree regulations from the cities of Bellevue, Medina, Redmond and Lynnwood. She said some of the proposed regulations infringe on private property rights and she also was concerned about brush fires jumping from public property to private homes.

Carol Lumb, 1958 SW 164th St., encouraged the commissioners to stay with the staff-suggested minimum diameter of 6 inches when designating significant trees. She said tree canopy is cumulative, and while on a lot by lot basis it may not seem like it's significant to take out one or two trees, if everybody does it the tree canopy is significantly diminished.

There being no further testimony, Chair Olsen closed the hearing at 7:38 p.m.

NEW BUSINESS

A. Highline School District Impact Fee Zoning Code Amendments – Introduction

Chip Davis explained that, as part of the Growth Management Act, the City is entitled to collect impact fees to pay for capital projects related to other public facilities, including schools, which are needed to accommodate growth. School impact fees, he continued, ensure that all new residential development bears a proportionate share of the capital cost of school facilities reasonably related to new development, and ensure the availability of adequate school facilities at the time development occurs. It must be based on a capital facilities plan developed by the school district, approved by the school board, and adopted by reference as part of Burien's Capital Facilities element of its Comprehensive Plan. He introduced Scott Hodgins, executive director for capital planning and construction for the Highline School District, who made some introductory remarks about the proposed school impact fee. The proposed fee will impact only new single- and multi-family development.

Mr. Hodgins said a school district's capital facilities plan typically looks at the district's needs within the next 6 to 10 years. He noted that the school district doesn't have the independent statutory authority to impose impact fees without the cooperation of the City of Burien and the other cities within the school district boundaries, so the district is working with each of the jurisdictions to establish an impact fee. Currently only King County, for the unincorporated portions of the district, and the City of Kent are collecting fees for the district. The Highline district's plan is the product of a 10-month citizen advisory process that included participation by 40 citizens meeting several times a month to study the district's demographics, student generation, and the physical and programmatic condition of the facilities, identifying and prioritizing a number of projects that need to be completed within the next 20 years. The capital facilities plan looks at the most immediate projects that have to do with growth.

Mr. Hodgins said two fee rates have been established, one for single-family and one for multi-family. He said the single-family rate is \$7,528 and the multi-family rate is \$6,691 per unit. He noted that multi-family housing is generating many more students in cities like Burien and Federal Way than in previous years. The school district has not yet decided whether Burien will collect the full rate or a discounted rate.

Mr. Hodgins said that school impact fees help pay for portable classrooms until the school district passes a bond to build a more permanent structure, such as a larger school or classrooms added on to an existing school building. He said each of the cities the district has been working with to impose an impact fee – Burien, Normandy Park, Des Moines and SeaTac – has been encouraging. He said he and the school district's attorney will appear before the Planning Commission again at the July 27th meeting to continue the discussion.

Mr. Davis drew the commissioners' attention to the revised School Impact Fee code language distributed to them this evening and noted they will be conducting a public hearing on the proposed code language at their July 27th meeting.

OLD BUSINESS

A. Significant Tree Retention Zoning Code Amendments - Discussion

Commissioner Nobis asked what the City's current regulations are concerning tree topping and view protection. Mr. Davis responded that tree topping in critical areas is not allowed as it weakens the health of conifers and eventually kills them. He said the commission may wish to address topping in areas other than critical areas as they update the Significant Tree regulations. He said that there is nothing in Burien's codes or any other jurisdiction's codes that would impose upon any property owner the requirement to trim trees to protect someone else's view. He allowed that a planned housing community may have adopted such requirements at the time it was created. He noted that certified arborists do have ways to trim trees for view by thinning the limbs, resulting in a "peek-a-boo" view. He emphasized that education is a huge component of preserving the City's tree canopy.

Commissioner Markee said she has concerns about how offsite mitigation and "in lieu" fees are implemented on new construction, agreeing with e-mail testimony submitted by a resident and certified arborist stating that often developers would rather write a check than protect or plant trees. Mr. Davis said code language can be written to make offsite mitigation a last resort, after all other options have been eliminated.

Ms. Zinn showed the commissioners an interactive Urban Forest Map used by San Francisco to identify the locations of significant trees in an area and the yearly ecological benefits of those trees. She noted this could be a future program that grows out of the policy that the commissioners are working on at this time.

ELECTION OF OFFICERS

Tabled until July 27th meeting because three commissioners are absent.

PLANNING COMMISSION COMMUNICATIONS

None.

DIRECTOR'S REPORT

Mr. Davis said he will be absent for the next Planning Commission meeting and David Johanson, senior planner, will be present. The next meeting will be the public hearing on the school impact fees, a presentation by city manager Kamuron Gurol on Burien's Strategic Plan, and further discussion and a recommendation to City Council on the proposed Significant Tree Zoning Code amendments.

ADJOURNMENT

Direction/Action

Commissioner Davis moved for adjournment; Commissioner Markee seconded. Motion carried unanimously. The meeting adjourned at 8:54 p.m.

APPROVED: July 27, 2016

/s/ Curtis Olsen, chair
Planning Commission

City of Burien

**BURIEN PLANNING COMMISSION
July 27, 2016
7:00 p.m.
Multipurpose Room/Council Chambers
MINUTES**

To hear the Planning Commission'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
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CALL TO ORDER

Chair Curtis Olsen called the July 27, 2016, meeting of the Burien Planning Commission to order at 7:05 p.m.

ROLL CALL

Present: Kim Davis, Butch Henderson, Anna Markee, Kaelene Nobis, Curtis Olsen, and Douglas Weber

Absent: Amy Rosenfield, excused

Administrative staff present: David Johanson, senior planner; Brandi Eyerly, planner

AGENDA CONFIRMATION

Direction/Action

Motion was made by Commissioner Henderson and seconded by Commissioner Davis to confirm the agenda. Motion passed 6-0.

APPROVAL OF MINUTES

Direction/Action

Motion was made by Commissioner Henderson, seconded by Commissioner Nobis, and passed 6-0 to approve the minutes of the July 13, 2016, meeting.

PUBLIC COMMENT

None.

PUBLIC HEARING

A. Highline School District Impact Fee Zoning Code Amendments

Chair Olsen opened the public hearing at 7:02 p.m.

Scott Hodgins, executive director for capital planning and construction for the Highline School District, gave a brief summary of the district's capacity needs and its capital facilities plan. Denise Strongarm, partner with the Pacifica Law Group, reviewed the proposed impact fee. She said the proposed School Impact Fee ordinance is modeled after the King County School Impact Fee ordinance. King County was the first jurisdiction to enact a school impact fee ordinance after the Growth Management Act was passed, so most jurisdictions model their ordinance after it. She noted that the school district calculates the impact fee as a part of its capital facilities plan, taking into consideration only the new capacity projects that will contribute to growth at the elementary and middle school level. That formula, subject to a SEPA review, is reviewed by school district staff and then reviewed and adopted by the school

board before being sent to the individual jurisdictions (Burien, SeaTac, Normandy Park, Des Moines, King County and Tukwila) for review and adoption. She said the formula for the proposed fee was developed in 1991 by a group of stakeholders including developers and has stayed consistent with the Growth Management Act. She pointed out that at the very end of the calculation, the amount is cut in half, an action that came directly from the stakeholders group back in 1991.

There being no testimony, Chair Olsen closed the hearing at 7:21 p.m.

Commissioner Nobis moved that the Planning Commission recommend to the City Council approval of amendments to BMC 19.37 School Impact Fees, establishing an impact fee program for the Highline School District No. 401 consistent with the Burien Comprehensive Plan and the school district's Facilities Plan, as set forth in the July 27, 2016, staff memo and associated attachments. Commissioner Henderson seconded the motion. Motion carried 6-0.

NEW BUSINESS

A. Burien Strategic Plan – Presentation

City Manager Kamuron Gurol and management fellow Laura Crandall introduced Burien's new four-year strategic plan. Mr. Gurol explained that the plan covers two two-year budget cycles and provides guidance on what should be prioritized in the budget in order to meet the goals stated in the plan. He added that formulation of the plan included a great deal of public input. Mr. Gurol presented some of the results of the bi-annual Community Survey, which provided input in the development of the strategic plan, as did a "dot exercise" used by the City Council to narrow its focus to what were the greatest priorities.

The plan is broken down into four major goals: safe community, dynamic community, healthy community and strong city organization. Each goal is broken down into initiatives and there are a number of strategies for each initiative.

OLD BUSINESS

A. Significant Tree Retention Zoning Code Amendments – Discussion and Recommendation

Brandi Eyerly, planner, asked for some clarification from the commissioners on their recommendations for minor tree removal activities on residential properties, drawing their attention to the table on page 7 of Attachment 1. She said she adapted the table from the City of Renton's code, but the numbers are arbitrary; she asked the commissioners to discuss and adjust or confirm the figures. The commissioners said they like the idea of requiring planting of a replacement tree when the last tree on a property is removed. They also discussed community engagement and establishment of some kind of incentive program to preserve the tree canopy within the city.

A member of the audience, John Paulus, 2145 SW 167th St., commented that the proposed amendments are very broad and confusing. He lives on a half-acre lot with some very large trees and said he wondered if he would need an arborist report and city permit to remove hazardous trees.

ELECTION OF OFFICERS

Commissioner Nobis nominated Curtis Olsen as chair; Commissioner Markee seconded the motion. Motion carried 6-0.

Commissioner Henderson nominated Commissioner Rosenfield as vice chair; Commissioner Nobis seconded the motion. Motion carried 6-0.

PLANNING COMMISSION COMMUNICATIONS

None.

DIRECTOR'S REPORT

None.

ADJOURNMENT

Direction/Action

Commissioner Henderson moved for adjournment; Commissioner Markee seconded. Motion carried unanimously. The meeting adjourned at 8:51 p.m.

APPROVED: August 10, 2016

/s/ Curtis Olsen, chair
Planning Commission

City of Burien

**BURIEN PLANNING COMMISSION
August 10, 2016
7:00 p.m.
Multipurpose Room/Council Chambers
MINUTES**

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

- Watch the video-stream available on the City website, www.burienwa.gov
- Check out a DVD of the Council Meeting from the Burien Library
- Order a DVD of the meeting from the City Clerk, (206) 241-4647

CALL TO ORDER

Chair Curtis Olsen called the August 10, 2016, meeting of the Burien Planning Commission to order at 7:00 p.m.

ROLL CALL

Present: Butch Henderson, Anna Markee, Curtis Olsen, and Amy Rosenfield

Absent: Kim Davis, Kaelene Nobis, and Douglas Weber, excused

Administrative staff present: David Johanson, senior planner; Brandi Eyerly, planner

AGENDA CONFIRMATION

Direction/Action

Motion was made by Commissioner Henderson and seconded by Commissioner Rosenfield to confirm the agenda. Motion passed 4-0.

APPROVAL OF MINUTES

Direction/Action

Motion was made by Commissioner Henderson, seconded by Commissioner Rosenfield, and passed 4-0 to approve the minutes of the July 27, 2016, meeting.

PUBLIC COMMENT

Chestine Edgar, 1811 SW 152nd St., commented on the draft significant tree retention Zoning Code amendments. She presented a list of concerns she has about the draft amendments.

OLD BUSINESS

A. Significant Tree Retention Zoning Code Amendments – Discussion and Recommendation

Brandi Eyerly, planner, reviewed the changes and clarifications made to the proposed code as requested by the commissioners at the last meeting.

Commissioner Rosenfield asked why trees on the prohibited list could still fall under the “significant” designation. Other commissioners responded that while the trees on the prohibited list are not suitable for urban settings for one reason or another existing healthy specimens of the trees are a part of the tree canopy and do their part in surface water management, and if one must be removed it should be replaced with a more suitable species of tree.

The commissioners discussed whether there needs to be language in the code specifically addressing the prohibition of trespassing on private property where a designated heritage tree is located. Rather than include it in the code, it was agreed to put that information on a map or website identifying the heritage trees.

The commissioners agreed to change the second sentence in proposed definition 19.10.267 Heritage tree, in Attachment 1, to read "...written consent of the property owner is required before the nomination may be considered."

Vice Chair Amy Rosenfield moved that the Planning Commission recommend to the City Council approval of amendments with the change identified to BMC 19.10 Definitions, 19.25 Tree Retention and Landscaping, and 19.85 Protection and Preservation of Landmarks as set forth in the July 27, 2016, staff memo and associated attachments. Commissioners Henderson seconded the motion. Motion carried 4-0.

NEW BUSINESS

None.

PLANNING COMMISSION COMMUNICATIONS

None.

DIRECTOR'S REPORT

None.

ADJOURNMENT

Direction/Action

Commissioner Henderson moved for adjournment; Commissioner Markee seconded. Motion carried unanimously. The meeting adjourned at 7:59 p.m.

APPROVED: August 24, 2016

/s/ Butch Henderson
Chair pro-tem
Planning Commission

August 10, 2016

To the Burien Planning Commission;

To the Burien City Council:

This letter and its comments are with regard to the draft Burien Tree Retention Policy and the Significant Tree Retention Zoning Code Amendments that are attached to the Planning Commission Agenda for August 10, 2016.

RECEIVED
AUG 10 2016
CITY OF BURIEN

1. At the Public Hearing regarding the Burien Tree Retention Policy, Definitions section, I made the comment that Prohibited trees should not be considered significant trees and provided documented evidence from other cities that had a GROUP OF PROHIBITED TREES then DIDN'T CONSIDER THEM TO BE SIGNIFICANT TREES. If these trees are prohibited in one section of the policy then it makes no sense to then protect them in the same section of that policy. The current logic in this section is akin to saying that the City prohibits future planting of English Ivy in the City but protects English Ivy plants that have reached a certain size in the City. Lastly hedging trees should not be considered significant trees as is noted in other cities' tree retention programs but not addressed in the plan.

2. Section 19.10.493-The size of a significant tree should remain the same as it was in the current policy. The figure of six inches has been arbitrarily set by the staff and Commission based on what some cities are doing. It is not supported by any scientific evidence that this is the size that constitutes a significant tree. I provided testimony at the Public Hearing about why the size shouldn't be lowered to six inches. Several other cities in the Puget Sound Area don't go as low as six inches as significant tree size. This size is arbitrary and not based on any best or proven science. It puts undue financial burden on single residential property owners. And it is not this group of property owners who have been responsible for the reduction of the tree canopy in the City of Burien. It is major land developers, the City, the County and the Port of Seattle who have greatly reduced the tree canopy in the City. As I mentioned in my Public Hearing letter, some cities have different tiers for single resident property owners vs. Commercial and public agency large development relating to tree retention.

3. Section 19.10.267- Added to this section should be this comment: "If a tree has previously been added to the title of a property or on an addendum to the title that it is a tree of historical note and warrants special protection, that tree will be considered to be a Heritage Tree." Burien already has a number of trees like this.

4. Section 19.25.160-This section needs significant revision. It is not well thought out and is highly punitive to single family resident property owners. For example; 12. No trees may be removed from a vacant lot. This could refer to trees that are 18' high or trees with diameters of less than the proposed 6 inches for significant trees.

The table 19.25.160:1 is again very arbitrary and is not based on any city other than that of the City of Renton. The 12 month column doesn't make sense when compared to the 5 years column. This table is not based on well thought out scenarios or best available science as it relates to single family property owners.

5. Section 19.25.180-This section is just plain out scary. The Commission and Staff are proposing putting this ordinance in place without having worked out any possible cost scenarios and impacts to land

owners. From my experience in working with other cities and arborists, the estimated fair market value of a tree can vary by many thousands of dollars. And cities have no consistent scale for how they charge installation, maintenance and fund administration costs. There are no researched scales for trees or fees included from other cities, the County, the State, Master Gardens of the State or the King County Conservation District. My major concern is that this will be used as an excuse and source to fund a City Staff Arborist or Tree Retention Analyst based on all of the new regulations and oversight this plan establishes. The comment along the left side of the page states this will be done after the ordinance is passed with no real concern to what the impact could be to single family residential sites. This section needs serious research before any action is taken to pass this ordinance.

6. There has been no work done on the issue of climate change and how that might affected properties (such as adjacent to the Salmon Creek Green Belt or Seahurst Park) that are very close to City owned land that has become overgrown and may now be a fire hazard areas by State and Federal standards to local residences. A number of these residences were purchased before the adjacent land became park area and publicly owned. It is important that these areas have a cleared buffer of at least 30' from the house or other buildings. The Area near the house should/could have low growing shrubs and low vegetation but all large trees with overhanging branches should be removed so as to not allow the fire to jump to the roof or other areas of the structures. Resinous trees are particularly dangerous and a number of these residences are very difficult for the Fire Department to adequately reach.

Channel Q13 (Aug. 5, 2016) just ran a special on how these wooded areas should be moved back from homes. There was a model landscaped home developed in Shelton, WA, to demonstrate how these kind of properties should be developed by the Dept. of Natural Resources.

Lastly, I am attaching an inventory that was done in Nov. 2007 by Giles Consulting from the Shorewood Dr. S. W. This is an area that has had repeated very expensive costing slides down onto the road and has created a hazard for the homes in that area. I think it is important to notice that many of these trees are in poor to dying condition and their condition can impact the slope and residences in that area. This section of the road has at times been closed for easily one year and created an evacuation problem for the residents in the area.

This demonstrates that trees are living things that have a life expectancy, that all trees should not be kept simply because they sprouted, that there are trees that are not the right location to thrive and become safety hazards and that climate change and urbanization is affecting trees in our city. So to simply snip and cut bits and pieces from other cities' policies without thoughtful scientific examination as to how this really fits Burien and its residents is perhaps not the best approach to a Tree Retention Plan or maintain a healthy tree canopy in the City.

Respectfully,

C. Edgar

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Review of Council Proposed Agenda Schedule		Meeting Date: September 19, 2016
Department: City Manager	Attachments: Proposed Agenda Schedule	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Monica Lusk, City Clerk —		
Telephone: (206) 248-5517		
Adopted Initiative: Yes No X	Initiative Description: N/A	
PURPOSE/REQUIRED ACTION:		
<p>The purpose of this agenda item is for Council to review the proposed City Council meeting schedule. New items or items that have been rescheduled are in bold.</p>		
BACKGROUND (Include prior Council action & discussion):		
<p>Per the City Council Meeting Guidelines, the proposed meeting schedule is reviewed at each meeting.</p>		
OPTIONS (Including fiscal impacts):		
<ol style="list-style-type: none"> 1. Review the schedule and add, delete, or move items. 2. Review the schedule and make no modifications. 		
Administrative Recommendation: Review the schedule and provide direction to staff.		
Advisory Board Recommendation: N/A		
Suggested Motion: None required.		
Submitted by: Administration <u>ML</u>	City Manager	
Today's Date: September 14, 2016	File Code: R:/CC/Agenda Bills 2016/091916cm-1 Rev <u>Agenda Schedule</u>	

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

September 26, 7 pm Study Session

Joint Meeting of the City Council and Parks & Recreation Board.

(Parks)

Discussion on Proposed Resolution No. 380, Affirming Support for the Graduate! Highline Initiative.

(City Manager)

Presentation and Potential Action on Branding. (TENTATIVE)

(City Manager)

Follow-Up Discussion on Downtown Mobility Study.

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

Review of Council Proposed Agenda Schedule.

(City Manager)

October 3, 7 pm Regular Meeting

Motion to Adopt Proposed Resolution No. 380, Affirming Support for the Graduate! Highline Initiative.

(City Manager)

Motion to Adopt Ordinance No. 647, Adopting Highline Public Schools Impact Fee.

(Community Development)

Presentation on the Preliminary Operating Budget and Additional Proposed Financial Policies.

(Finance – Rescheduled from 9/19/16)

Discussion on 2017 Regional, State and Federal Legislative Agenda.

(City Manager)

Review of Council Proposed Agenda Schedule.

(City Manager)

October 17, 7 pm Regular Meeting

Discussion and Potential Action on 2017 Regional, State and Federal Legislative Agenda.

(City Manager)

Presentation on the Preliminary Capital Improvement Program (CIP) Budget.

(Finance – Rescheduled from 10/3/16)

Presentation on Human Services Funding.

(Finance – Rescheduled from 10/3/16)

Discussion and Potential Action on Resolution No. 381, Regarding Transportation Benefit District (TBD No. 1) Dissolution.

(Legal)

Review of Council Proposed Agenda Schedule.

(City Manager)

October 24, 7 pm Study Session

Panel Discussion on Solid Waste/Recycling.

- Recology Update
- Mandatory Garbage Services
- Plastic Bag Ban

(Public Works – Rescheduled from 8/22/16)

Discussion on Update to the Low Impact Development (LID) Codes.

(Public Works – Rescheduled from 10/3/16)

Discussion on City Council Meeting Guidelines.

(City Manager)

Review of Council Proposed Agenda Schedule. *(City Manager)*

**November 7, 6 pm Transportation Benefit District (TBD No. 1) Meeting
7 pm Regular Council Meeting**

TBD MEETING

**Approval of Minutes: October 19, 2015.
Accept the 2015 Annual Financial Report.
Discussion on Increase in Vehicle License Fees.**

REGULAR COUNCIL MEETING

Public Hearing and Potential Action on Ordinance No. 655, Assuming Transportation Benefit District (TBD No. 1).

(Legal)

Second Public Hearing on Revenue Sources/Expenditures.

(Finance – Rescheduled from 10/17/16)

Discussion on the Preliminary Operating, Capital Improvement Program (CIP) Budget and Financial Policies Follow-Up.

(Finance – Rescheduled from 10/17/16)

Motion to Adopt Ordinance No. 651, Regarding Low Impact Development Zoning Code Amendments.

(Public Works)

Discussion on Amendments to BMC Regarding Airport Noise Reduction.

(Community Development - Rescheduled from 5/16/16)

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

(Community Development – Rescheduled from 10/3/16)

Discussion on the Property Tax Levy.

(Finance)

Discussion on the Proposed Surface Water Management (SWM) Rates.

(Finance)

Review of Council Proposed Agenda Schedule.

(City Manager)

November 21, 6 p.m. - Special Meeting: for the purpose of holding an Executive Session to discuss the performance of a public employee per RCW 42.30.110(1)(g)

7 pm Regular Meeting

**8:30 pm – Transportation Benefit District (TBD No. 1) Meeting
(or as soon as the Council meeting adjourns)**

REGULAR COUNCIL MEETING

Motion to Adopt Ordinance No. xxx, Setting the 2017 Property Tax Levy.

(Finance)

Discussion on the 2017-2018 Budget Ordinance.

(Finance)

Motion to Approve Ordinance No. xxx, Adopting the Surface Water Management (SWM) Rates.

(Finance)

Motion on Amendments to BMC Regarding Airport Noise Reduction.

(Community Development - Rescheduled from 6/6/16)

Presentation of Services and Costs by Current Provider and Services and Projected Costs of Regional Animal Services of King County (RASKC).

(City Manager)

Introduction on 2016 Comprehensive Plan Amendments.

(Community Development)

Review of Council Proposed Agenda Schedule.

(City Manager)

TBD MEETING

Approval of Minutes: November 7, 2016.

Approval to Increase Vehicle License Fees.

November 28, 7 pm Study Session

Review of Council Proposed Agenda Schedule.

(City Manager)

December 5, 6 p.m. - Special Meeting: for the purpose of holding an Executive Session to discuss the performance of a public employee per RCW 42.30.110(1)(g)

7 pm Regular Meeting

Motion to Adopt the Financial Policies.

(Finance – Rescheduled from 11/21/16)

Motion to Approve Ordinance No. xxx, Adopting the 2017-2018 Biennial Budget.

(Finance – Rescheduled from 11/21/16)

Discussion and Potential Action on 2016 Comprehensive Plan Amendments.

(Community Development)

Discussion on Services and Costs by Current Provider and Services and Projected Costs of Regional Animal Services of King County (RASKC).

(City Manager)

Review of Council Proposed Agenda Schedule.

(City Manager)

December 19, 7 pm Regular Meeting

Motion to Adopt Ordinance No. xxx, Regarding 2016 Comprehensive Plan Amendments.

(IF NEEDED)

(Community Development)

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

(City Manager)

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

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

Review of Council Proposed Agenda Schedule.

(City Manager)

December 26, Study Session CANCELLED – Christmas Holiday

2017

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

January 9, 7 pm Special Meeting (TENTATIVE)

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

January 23, Study Session

February 6, Regular Meeting

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

(Community Development – Rescheduled from 10/3/16)

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

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

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

February 27, Study Session

March 6, Regular Meeting

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

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

March 20, Regular Meeting

March 27, Study Session

FUTURE AGENDA ITEMS (identified by Council)

Low Priorities

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

2017 FUTURE AGENDA ITEMS (identified by Staff)

- a. BMC Revisions Regarding Right-of-Way (*Staff on 10/14/14*)
- b. Public Works Fee Schedule Modifications (*Staff on 1/9/15*)
- c. Establishing Development Fee Implementation Dates (*Staff on 1/9/15*)
- d. Downtown Center Planning Effort (Consolidation of Downtown Vision, Policies and Actions with Outside Planning Assistance, Incorporating Issues such as Hotel/Entertainment/Arts District, Parking, Traffic Flow and Street Network, Pedestrian Way Finding, Sidewalk Art and Park Space with Participation by all City Departments, Downtown Focused Organizations and Businesses) (*Staff on 1/9/15*)
- e. Discussion on Business License Code Update (*Staff on 3/8/16*)
- f. Discussion on and Potential Action on Adopting Permit Technology Fees (*Staff on 3/8/16*)
- g. 2016 Title 17 Subdivision Code Major Revision (*Staff on 1/9/15 – Rescheduled from 2016*)
- h. Uninhabitable Buildings (*Staff on 8/18/15 – Rescheduled from 2016*)
- i. Discussion Regarding Utility Franchises (*Staff on 11/23/15 – Rescheduled from 2016*)
- j. Discussion Regarding Permit Tracking System Modification/Replacement (*Staff on 1/9/15 – Rescheduled from 2016*)
- k. Discussion on and Potential Action on Adopting a Credit Card Convenience Fee (*Staff on 1/19/16 – Rescheduled from 2016*)
- l. Sign Code Update (*Staff on 3/22/16*)



Burien

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MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Kamuron Guroi, City Manager
DATE: September 19, 2016
SUBJECT: City Manager's Report

I. INTERNAL CITY INFORMATION

A. CARES Audit Update (Page 175)

The procedures and facilities audit of CARES was conducted on August 24th and 26th. The Executive Director of Tacoma Humane Society, Kathleen Olson, conducted the audit based on the current CARES contract and on shelter best practices as recommended by the American Humane Society. A copy of the report is attached. Council are invited to submit specific questions to the auditor via the City Manager so that they may be addressed in a future session.

B. Increase in Airport Noise Complaints

A recent change in flight patterns for Sea-Tac Airport, adversely affecting Burien residents and businesses, has been the subject of two recent meetings between City of Burien and Port of Seattle staff. Turbo propeller aircraft have been making sharp westward turns shortly after takeoff from the airport. Neither the City of Burien nor the Port of Seattle were informed about the change in flight patterns prior to it being implemented by the Federal Aviation Administration (FAA). Staff is in the process of establishing contact with responsible parties within the FAA to determine the reasoning behind the change in flight patterns and to determine whether impacts to Burien residents were taken into account. Details regarding meetings with FAA staff will be provided at the September 19th City Council meeting.

C. Building Permit Process Gets Lean

The Community Development Department is undertaking a Lean process in early November to map and improve the building permit review process. Management Fellow Laura Crandall is managing this project. She is gathering data on the process by observing staff at each stage of permitting and recording their activities and times related to those activities. Existing forms, charts, instruction sheets, data entry practices, and communication procedures will also be used in the process improvement sessions, which will be conducted by staff from the State Auditor's Office.

Community Development and Public Works are co-sponsoring the effort and staff from Building, Planning, Public Works, Administrative Services, and Parks will participate on the study team. A Lean process not only improves workflow, but helps create a working environment that encourages staff to suggest and implement changes. This effort continues the customer service work begun in 2015 by Administrative Services when they undertook a Lean process for pet licensing.

D. Impact Fee Deferrals Now Available for New Single-Family Dwelling Units

Effective September 1st, applicants for single-family dwelling unit permits can defer the payment of impact fees to final inspection, issuance of the Certificate of Occupancy, or the closing of the first sale of the property after the issuance of the building permit, whichever comes first. The term of deferral cannot exceed 18 months from the date of building permit issuance.

The applicant must apply for the deferral prior to issuance of the building permit and after granting and recording a deferred impact fee lien against the property in favor of the City, in the amount of the deferred fee. Each applicant is entitled to defer no more than 20 single-family dwelling unit building permits per calendar year and buildings cannot be occupied until all impact fees have been paid and final inspection has occurred. Temporary certificates of occupancy will not be issued until all deferred impact fees have been paid.

Once payment of the deferred impact fee is received, the City will issue a lien release document for the applicant to file with the King County Recorder's Office. In the event that the deferred impact fee is not paid within the 18-month timeframe, the City may pursue foreclosure proceedings and property owners will be responsible for all costs incurred in foreclosure proceedings, including reasonable attorney's costs.

Impact fee deferrals for new single-family dwelling unit building permits are a requirement of Revised Code of Washington (RCW) 82.02.050(3) and are allowed under an amended provision of the Zoning Code that was adopted by the Burien City Council on July 18, 2016, through Ordinance No. 646.

E. July Permit Activity Report (Page 205)

Attached are the monthly reports for Construction Permits Issued and Construction Permit Applications Received during the month of July 2016. Also included is a list of tenant improvement applications/permits and major construction applications/permits.

Construction Permits Issued:

The number of permits issued for July 2016 is less than those reported for June 2016 and July 2015. The total project valuation of \$ 6.95 million is about double that of both last month and July of last year.

Construction Permit Applications Received:

The number of permit applications received for July 2016 is significantly less than applications received in June 2016 and July 2015, while the total project valuation of \$11.9 million is slightly less than that reported for June 2016 and about 3 times higher than the same month last year.

F. August Permit Activity Report (Page 213)

Attached are the monthly reports for Construction Permits Issued and Construction Permit Applications Received during the month of August 2016. Also included is a list of tenant improvement applications/permits and major construction applications/permits.

Construction Permits Issued:

The number of permits issued for August 2016 is about the same as those reported for July 2016 and August 2015. The total project valuation of \$ 11.3 million is about double that of last month and slightly less than August of last year.

Construction Permit Applications Received:

The number of permit applications received for August 2016 is slightly more than those received in July 2016 and August 2015, while the total project valuation of \$4.6 million is about a third of that reported for July 2016 and about half of what was received the same month last year.

II. Notices: (Page 221)

The following (attached) Notices were published:

- Notice of Decision: PLA 16-0894; Approval of Type 1 Land Use Review, Critical Area Review and Vegetative Management Plan Review subject to conditions.
- SEPA Determination of Nonsignificance (DNS): PLA-16-0891; Removal of approximately 450 cubic yards of petroleum contaminated soil and backfill the 50 x 50 x 10 foot deep excavation pit with rock spalls, or recycled concrete and clean soil or crushed rock. The lead agency for this proposal has determined that the proposal does not have a probable significant adverse impact on the environment. -

BURIEN C.A.R.E.S. AUDIT WORKSHEET

Submitted by Kathleen Olson, CAWA, Certified Animal Welfare Administrator
Executive Director, the Humane Society for Tacoma and Pierce County
kathleeno@thehumanesociety.org | (253) 988-0827 cell | (253) 284-5850

2016 Schedule

Activity	Date	Time
Review Past Audits	Completed August 22	2.25 hours
Prepare Checklist	Completed August 23	3.75 hours
Shelter Visit	10:30AM Wednesday, August 24	3.5 hours
AC Ride Along	10:30AM Friday, August 26	3.5 hours
Phone Interviews	1:00PM & 2:30PM Friday, September 9	.5 hours
Write Report Draft	First Draft Submitted September 3	18 hours
Revise Draft	Second Draft Submitted September 10	3.5 hours
Joint Consultation	September 13 or 16	
Final Report	Submit by September 23	
Follow Up with City	TBD Oct. 8 – Dec. 31	



The purpose of the audit is to evaluate current daily operations of the Burien C.A.R.E.S. animal shelter and animal control services, and provide C.A.R.E.S. and the City of Burien with a written report appraising items stipulated below. Operations and practices shall be audited within the context of the City’s current contract with C.A.R.E.S. and with regard to best practices and/or professional shelter standards as promoted by the American Humane Association, American Society for the Prevention of Cruelty to Animals, or Association of Shelter Veterinarians and/or codified by King County; and animal control as regulated by KCC Section 11.04, and in accordance with best practices and industry standards.

Report: The Auditor shall provide the City of Burien with a written report on compliance status of items listed in **Section 1.**; shall include recommendations for practices or conditions to be remedied; and shall propose remedies, indicating whether the item is of high, medium, or low significance and urgency.

CONTACTS:

Burien C.A.R.E.S
Animal Care & Control
Community Shelter
Debra George, Director
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City of Burien
Laura Crandall
Management Fellow
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2016 Burien C.A.R.E.S. Audit Executive Summary

Burien C.A.R.E.S is a 501(c)3 nonprofit corporation licensed and insured to do business in the City of Burien. The organization provides animal sheltering and animal controls services for the citizens of Burien.

The organization operates a shelter located at 909 SW 151st Street, Burien, WA 98166, with capacity for 13 dogs and 26 cats on premises. The organization has additional capacity through contracts with outside vendors, including PJs Pet Ranch for boarding, and Normandy Animal Hospital and Burien Veterinary Clinic for veterinary services and boarding.

The shelter is subject to the King County Board of Health Zoonotic Disease Prevention Regulations, Title 8, (*Addendum A*) for Pet Businesses including animal shelters.

This report was compiled as a result of direct observation completed during two tours of the facility in August, 2016 and a ride-along with the animal control officer, plus interviews with staff and volunteers. In addition, the following were reviewed: Burien C.A.R.E.S Policy and Procedures Manual; job descriptions; adoption and owner surrender forms; license applications; notice of violation and order to comply forms; intake detail reports and outcome summary reports; Petpoint database animal records; call logs; and staff credentials and training certificates.

The Contract for Services for the City of Burien and Burien C.A.R.E.S. (specifies the duties and responsibilities of the Contractor to follow the City Municipal Code and animal control and shelter provisions of the King County Code adopted by the City) was reviewed prior to the inspection. The 2014 Program Evaluation Update submitted in May 2014 by Denise McVicker was reviewed to ensure that recommendations for improvement made at that time have subsequently been followed.

Observations, commendations and recommendations for improvement in 2016 are included in this report.

OVERVIEW:

Nonprofit Status

The Washington Office of Secretary of State is the reporting agency that maintains state registrations for nonprofit corporations and charitable organizations. Most nonprofit corporations, particularly those that qualify as exempt from federal taxation under 501(c)(3) of the IRS Code, are incorporated under the Washington Nonprofit Corporation Act (Chapter 24.03 RCW). Burien C.A.R.E.S. is registered and Articles of Incorporation are on file with the Washington Secretary of State.

A nonprofit corporation's board of directors is the governing body of the corporation and is responsible for managing the affairs of the corporation. A nonprofit corporation's board of directors must be composed of at least one individual. The board may delegate certain of its responsibilities to committees and officers of the corporation, but the board retains ultimate responsibility for the corporation. A corporation exercises its powers through resolutions and acts of the board. Generally, the board delegates the day-to-day responsibilities of operating the corporation to paid or volunteer staff members.

The Burien C.A.R.E.S Board of Directors includes: Denise Ferguson, Director of Discover Burien; Carolyn Newman, retiree and community volunteer; and Burien C.A.R.E.S Director, Debra George. The directors sign a Conflict of Interest Policy Statement annually that is kept on file. The annual budget is reviewed and approved by the board. Monthly Balance Sheets (*Addendum B*) are provided to the board members. Meeting minutes are kept and available upon request from the Burien C.A.R.E.S. Director Debra George.

Operations

There are nine (9) paid staff members at the shelter and the adjacent day care. Daycare workers are cross-trained to assist with shelter animal care and cleaning as well. The staff members include:

- The Director is Debra George, who served as volunteer in the lead position until January 2015, when she was hired as a salaried employee.
- Jennifer Quintero is Daycare Manager and the person who performs behavioral assessments for the shelter dogs. She completed training with CATCH Canine Trainers Academy per the recommendation in the 2014 Audit. She has hired in January 2014.
- Animal Control Officer Alexander Hughes has been certified by Washington Animal Control Academy (WACA) and will attend continuing education courses at the National Animal Care Association (NACA) training in October 2016 being held in Seattle. He was hired in November 2013.
- Monique Shiels is the Shelter Front Desk Manager and serves as the back-up Acting Animal Control Officer. She will complete her training at the NACA five-day course for Animal Control Officer Certification in October 2016. She was hired in June 2013.
- Christina Jahnke, hired in January 2016, also assists at the front desk and with volunteer supervision.
- Six regular volunteers handle tasks under the supervision of staff such as laundry, cat cleaning and feeding, outside events, donor relations, transport and dog walking and cat enrichment.
- Former Animal Control Officer Ray Helms assists with building maintenance and public outreach ambassador as a volunteer.
- Jorden Amantea has been a dog walker since January 2016.
- Alberto Gaitan and Zachary Knutson joined the daycare staff in 2016 and are cross-trained to feed and clean at the shelter.
- Tianna Snyder has worked at the daycare since October 2014 and is cross-trained to assist at the shelter.

2016 Burien C.A.R.E.S Audit COMMENDATIONS:

The City of Burien is fortunate to have Burien C.A.R.E.S as a reliable local resource to provide animal care and control services under contract.

The staff and volunteers are compassionate and knowledgeable individuals dedicated to the welfare of pets and providing services and information for their owners residing in Burien.

Burien C.A.R.E.S. exceeds the national standard for a “no kill” community by maintaining a rate of more than 90% positive outcomes (Live Release Rate) for animals received at the shelter. 664 animals were served in 2015 and 23 required euthanasia for serious medical or behavioral issues. Through August 26th, 501 animals have been served and 19 required euthanasia.

The shelter is operated as a 501(c)3 nonprofit corporation in compliance with City of Burien, King County and Washington State regulations and follows best practices for animal control and sheltering services as recommended by the Association of Shelter Veterinarians, ASPCA, Humane Society of the United States (HSUS), National Association of Animal Control Agencies (NACA) and the American Humane Association.

2016 Burien C.A.R.E.S. Audit RECOMMENDATIONS FOR IMPROVEMENT:

HIGH PRIORITY

- Keep the outdoor dog run area free of any possible hazards by removing lumber, street signs, wheelbarrow or other items that may be placed there. These items should be stored in a separate area.
- Ensure that volunteers handling animals, including socializing cats and walking dogs, receive training and meet the minimum 15 years of age requirement stipulated by the City of Burien contract.

MEDIUM PRIORITY

- Adding at least two additional board members with ties to the community, experience in non-profit governance and fundraising experience could help the organization broaden its support. Only one board member is required legally, but five (5) board members is the minimum number recommended for non-profit organizations by the Association of Fundraising Professionals (AFP) and Washington Nonprofits.
- The City should consider enacting an ordinance requiring owners to scoop poop when they walk their dogs on public property, sidewalks and city parks. This is a complaint that the animal control officers and shelter front desk staff hear frequently from citizens.
- The organization should continue to promote Project Catnip as a resource for citizens to trap/neuter/return free roaming community cats (feral) that are not candidates for adoption.
- Burien C.A.R.E.S. should consider establishing relationships with other shelters and cat rescues that place barn cats and backyard buddies when that would be the best outcome for community cats. As members of the Washington State Federation of Animal Care and Control Agencies, a list of shelters with contact information is available to the staff.

LOW PRIORITY

- Consider a one-step cleaning product such as Rescue (Accel) Disinfectant or Kennel Kare SC. While more expensive than the three- step products currently being used, it simplifies the process of cleaning, disinfecting and sanitizing the shelter. Rescue (Accel®) Disinfectant, is a one-step disinfectant, cleaner and deodorizer used by many shelters and veterinary clinics. It uses Accelerated Hydrogen Peroxide technology for enhanced potency and cleaning performance against a broad spectrum of bacteria, fungi and viruses including Parvovirus. Non-toxic and non-irritating, it converts to water vapor and oxygen as it dries, making it safe for everyday use against infection. All of the ingredients are listed on the FDA Generally Regarded as Safe list, so it's safe for the user and the environment. Rescue Accel® Concentrate will sanitize surfaces in

three minutes and disinfect in five minutes, while the ready-to-use Rescue Accel® TB sanitizes in 30 seconds and disinfects in five minutes. It is available for \$44.95 a gallon and \$200 for a 5 gallon concentrate bucket. Another product that provides three-in-one is Kennel Kare SC, which kills bacteria, fungi, viruses and other microorganism's that pets and visitors may bring into a facility. Kennel Kare SC can be used on all hard-washable surfaces such as walls, counter tops, floors, glass, laminated surfaces, metal, stainless steel, sealed granite and many more hard washable surfaces. Kennel Kare SC is recommended at a 1/2 oz. per gallon of water to clean your floors. At this dilution rate Kennel Kare SC will not haze, tarnish or strip your waxed floors. At 2 oz. per gallon of water Kennel Kare SC kills Canine Parvovirus and many more potentially deadly viruses. The cost is \$70 a gallon.

- Staff can continue to keep abreast of best practices in sheltering by taking advantage of free webinars and materials available from ASPCA Pro, HSUS, Maddie's Institute, UC Davis Koret School of Shelter Medicine, American Humane Association and Best Friends Animal Society for continuing education. The Washington State Federation of Animal Care and Control Agencies offers animal welfare trainings twice a year at a nominal charge. It would be an excellent opportunity for key staff to take advantage of scholarships offered to smaller shelters so they could attend the annual HSUS Animal Care Expo. This conference attracts some 2500 animal welfare professionals and offers workshops for animal control officers, shelter staff and the management team. It includes an exhibit where vendors and organizations staff booths to provide expertise and samples of equipment and products as well. The 2017 HSUS Expo is scheduled for May 9-12 in Fort Lauderdale, FL.
- The current volume of animals received at the shelter is low enough that scheduling vaccinations and deworming as part of the initial wellness exam at the local veterinary clinic providing this service works well. There is no evidence that delaying vaccinations has resulted in a disease outbreak at the shelter. If the volume of animal intake increases, the shelter may consider utilizing the existing Exam Room to complete vaccinations and administer dewormer so that all animals could be inoculated during intake. Animal control officers and animal care staff can be trained by a veterinarian or veterinary technician in vaccination protocols if this becomes necessary.
- A more energy efficient vehicle that is easier to drive would greatly benefit the animal control officers in the field. The Ford Transit Connect is a work van popular with animal welfare organizations that could be purchased and outfitted for approximately \$30,000.
- Staff members receive salaries but no medical, dental, vision or retirement benefits. Maintaining professional, trained staff can be difficult in a competitive market where other animal welfare organizations offer benefits.

2016 BURIEN C.A.R.E.S. Audit Findings & Compliance

Policies

- **Clearly Defined Mission**

The Mission is to encourage responsible pet ownership and enforce the animal laws and ordinances in order to protect the health, safety and welfare of people and animals in Burien, WA.

Burien C.A.R.E.S. (Community Animal Resource & Education Society) is a non-profit 501 c(3) Corporation. They are the Animal Care & Control authority for the city of Burien, Washington, and operate a no-kill community animal shelter that houses and cares for Burien's strays, and adopts out unclaimed animals to new loving families. Their primary concerns are public safety, the health and welfare of Burien's domestic animals, and enforcing the relevant laws and ordinances of Burien, King County, and Washington State.

- **Policies and Procedures Manual**

Printed manuals are readily available for reference by staff and volunteers and are used for training purposes.

The latest revision to the manual is the cat policy that was updated in 2016 to encourage trap, neuter and return (TNR) of free roaming, unowned cats and to revise the shelter's policy to include accepting any cat from the Burien jurisdiction brought to the shelter as a stray or surrendered by the owner.

- **Authority and Responsibility Clearly Defined for Management and Staff**

The job duties are clearly defined and available in writing for the Shelter Manager, Animal Control Officer(s), Front Desk Administrator, Animal Care Administrator and Animal Care Volunteers.

Any Burien C.A.R.E.S. staff, without additional approval, can authorize veterinary examinations, vaccinations, flea treatments, deworming, palliative care for relief of pain and suffering and overnight stays at a partner community veterinary clinic. Dr. John Serratore, DVM, at Normandy Animal Hospital is the primary veterinary care partner. Burien Animal Hospital also provides these services.

The procedure for animals needing immediate medical attention is to take them directly to a partner veterinary clinic, especially if they have been hit by a vehicle, have open wounds, appear sick or injured, are visibly malnourished or have excessive hair loss. The animal's photo is to be posted on the Lost and Found media, per the prescribed usual procedures.

Procedures/expenses that need approval by the ACO or Shelter Manager include: X-rays, surgery, or medical treatment for an animal still on stray hold.

Data Collection

- **Animal Control Complaints**
All service call requests are logged into the Petpoint database within 10 minutes of being received.
- **Service Call Responses**
Those calls requiring response from an ACO can usually be dispatched within 15-20 minutes. The ACO on duty can be reached by cell phone 24/7.
- **Animals Apprehended**
Animal intake is recorded in the Petpoint database as soon as the animal enters the shelter. The Intake Report is provided to the City of Burien monthly as stipulated in the contract.
- **Animals Impounded**
Animal impounds are recorded in the Petpoint database when the animal enters the shelter and included in the Intake Report provided to the City of Burien monthly as stipulated in the contract.
- **Animals Euthanized/ Live Release Rate**
The Outcome Summary report captures this information. In 2015, 664 animals were received and 23 animals required euthanasia. YTD as of August 26, 2016, 501 animals have been received and 19 animals have required euthanasia. This is a Live Release Rate (positive outcome) of 96%.
- **Cruelty Complaints**
Written and verbal reports are prepared. The Animal Control Officer responding to the complaint coordinates with the Burien Police Department as appropriate on a case by case basis.
- **Barking Dog Complaints**
Barking dog complaints are recorded and the owner is contacted. A notice may be left at the property if no owner is present. Often, the ACO discovers that it is a neighbor dispute situation that requires mediation.
- **Other Complaints**
All complaints are documented as they are received and are updated to include the response outcome once completed.

Record Keeping

The following details are documented in Petpoint for every animal and included in the monthly Intake Detail Report and Outcome Summary Report provided to the City of Burien:

- ✓ Animal Description
- ✓ Reason for admittance
- ✓ Identity of person relinquishing to shelter
- ✓ Location where animal was found/originated
- ✓ Time of admittance
- ✓ Length of stay
- ✓ Release date
- ✓ Outcome (adoption, transfer, return to owner, euthanasia)
- ✓ Fees collected
- ✓ Adopter names and addresses

- **Licenses sold with names and addresses**

Paperwork for animals being returned to owner or adopted that do not have current licenses is completed at the shelter at the time of the transaction. The paperwork is filed and delivered to the City of Burien on a weekly schedule per the contract, usually every Friday.

Facilities

- **Customer Service/ Reception**

Monique Shiels, hired in June 2013, serves as the Shelter Front Desk Manager and back up Animal Control Officer.

The Reception area is adequate for the shelter size. Due to the storefront windows and glass main doors, there is ample natural light. An information counter just inside the entrance has up to date literature on the shelter, the Project Catnip Spay/Neuter Package for feral/free roaming cats, other animal services and regional shelters. Visitors are greeted immediately and asked how they can be assisted. Hours are 9am – 6pm Monday through Friday and 9am – 1pm on Saturdays. The staff provides emergency after hours service on call and can be contacted by cell phone by the Police Department.

- **Parking**

Paved parking is available in front of the shelter and there is convenient street parking nearby for visitors, staff and the official vehicles.

- **Compliant with Ordinances and Regulations**

The shelter follows the standards for best practices recommended by Association of Shelter Veterinarians for animal shelters.

Guidelines for animal care, housing and disease control are kept in the Burien Animal Care and Control Policy and Procedures Manual available to staff and volunteers at all times.

The shelter is subject to the King County Board of Health Zoonotic Disease Prevention Regulations, Title 8 (See *Addendum A*) which govern the protection of human health and safety against the spread of dangerous, contagious or infectious diseases by animals in pet shops, commercial kennels, pet daycare facilities, animal shelters, poultry retail businesses and pet grooming services.

In addition to the control and prevention of zoonotic disease, and in recognition of the public policy of King County to protect animal and human health and safety and prevent cruelty to animal life, it is the intent of the Title 8 regulations to promote the health, safety and well-being of animals kept, housed or cared for in pet shops, commercial kennels, pet daycare facilities, animal shelters, poultry retail businesses and pet grooming services.

- **Adequate Housing**

The current building is in good repair, with adequate light, ventilation and indoor temperatures consistent with the needs of the animals, and secured to protect animals from injury or escape and restrict the entry of outside animals.

- **Dog Kennels**

Kennels are constructed of water resistant materials and are of adequate size for each dog to turn around, exercise normal posture and have bedding, food, water and space to potty. Wire gates are padlocked for safety. All surfaces can be cleaned, disinfected and sanitized. There is secure, fenced outdoor gravel run for dog exercise. Volunteers and staff walk dogs on leash in the neighborhood as well.

- **Cat Enclosures**

The 20 cat enclosures allow felines to stretch out, perch and have the litter pan separate from the food, water and bedding.

The cat enclosures are constructed of materials that conform to the standards set by the King County Health Department (*See Addendum A: Title 8, King County Board of Health Zoonotic Disease Prevention Regulations*) that they be readily cleanable and water impervious. The particle board surfaces are coated with epoxy based paint and sealant, which is water resistant and can be cleaned, disinfected and sanitized as specified in the County regulations. There were no cracks, peeling or wear marks found upon close inspection of the cattery enclosure components. While stainless steel may be preferred by some for enclosures, it is not required.

If the enclosures become heavily soiled, the resident cat is placed into a carrier, which is sanitized after use, while the enclosure is cleaned. Otherwise, enclosures are spot cleaned with the cat in place to eliminate the stress on the cat of being moved often. Litter pans rest on a metal tray for easy removal and sanitation.

A separate visitation area allows for cat enrichment through interaction with staff and volunteers with treats and toys. The floor and walls are readily cleanable and can be disinfected and sanitized.

- **Medical Isolation**

A Cat Quarantine Room with six (6) stainless steel cages and a separate exhaust fan is available for cats with upper respiratory infection or other illnesses.

The Dog Quarantine Room has three (3) stainless steel cages and a separate exhaust fan. It is used as the initial holding area for animals admitted before exam at an outside contract vendor veterinary clinic. It can also be used for short term quarantine for a dog that has bitten.

An Exam Room has been outfitted with pet exam table and equipment. It would be appropriate as a vaccination station if the volume of animal intake increased and it became necessary as a disease control measure.

- **Injury Isolation**

Animals with severe injuries are cared for offsite at Normandy Animal Hospital or Burién Animal Hospital, both contract vendors for veterinary services.

- **Bite Quarantine**

When practical, ordinances allow the pet owner to quarantine the animal at their home for the 10-day period. Otherwise, animals are quarantined at a local contract vendor veterinary hospital or at PJs Pet Ranch, an outside commercial kennel.

The shelter would need to enclose the top of at least one (1) of their kennels to safely provide bite quarantine space onsite.

Shelter Environment

- **Capacity for Care (* Five Freedoms: 1. Freedom from hunger and thirst; 2. Freedom from discomfort; 3. Freedom from pain, injury or disease; 4. Freedom to express normal behavior; 5. Freedom from fear and distress)**

The shelter has capacity for 13 dogs and 26 cats that allow for each animal to enjoy the Five Freedoms that are the national standard for pet care.

- **Enclosures Appropriate for Species, Number of Animals and Expected Length of Stay**

All enclosures are adequate. Dogs are provided exercise options in a protected outdoor run and on daily walks on leash following behavior assessment. Cats have ample room in their enclosures including perches, and an activity area for interaction with staff and volunteers for play and treat time and to meet potential adopters.

- **Sanitation**

The shelter follows best practices for zoonotic disease prevention as outlined. (*See Addendum A: Title 8, King County Board of Health Zoonotic Disease Prevention Regulations*)

Surfaces are constructed of readily cleanable and water impervious materials. The product Fabuloso is used following manufacturer's specifications of ¼ cup per gallon of water to clean. Fresh water is used for rinsing. The second step is application of 256 Disinfectant at a 1/8th cup per gallon concentration applied for 10 minutes. Areas are then sanitized with a bleach solution for 10 minutes. Instructions for diluting the chemicals and cleaning instructions are posted and staff and volunteers are trained in their use. Gloves and goggles are available for personal safety when mixing and using the chemicals.

Pet dishes are disinfected in a three tub sink for cleaning, rinsing and disinfection. Litter boxes are disinfected after cleaning and kept separate from the pet dishes.

Feces and soiled litter, waste water and other materials are disposed by sanitary means.

- **Surfaces and Drainage**

Surfaces are sealed and a central floor drain functions well to evacuate animal urine and other debris to the sanitary sewer and keep floors free of standing water.

- **HVAC Quality**

The quarantine rooms have independent exhaust fans. There are five separate units in the building for airflow. Ambient temperature can be maintained at a comfortable level for the pets.

- **Light**
Natural light from the storefront windows is supplemented by fluorescent fixtures.
- **Sound**
The shelter setback from the street, which is not a main thoroughfare, provides a quiet environment. Even with an adjacent doggy daycare business, no excessive noise from barking dogs could be heard on two visits.

Animal Care

- **Animal Intake**
Dogs and cats brought to the shelter by the animal control officers are processed through the back entrance. Citizens bringing animals to the shelter are asked to have the animal wait outside or have it taken to the back kennel door to the quarantine area.

The citizen completes the lost and found report paperwork in the customer service reception area.

The animal is photographed and the information is entered into Petpoint, which assigns an animal identification number. A kennel card is printed.

Foster homes are available on a limited basis for under-aged kittens as well as adult cats and dogs that would benefit from a home environment prior to adoption.

Found pets are listed on the C.A.R.E.S. website, Craigslist, Petango and Facebook in addition to the Burien Daily, Highline Times and KOMO 4 blog.

After the hold period expires, the animal is scheduled to visit a partner veterinary clinic for exam and vaccinations. If the animal is not altered, an appointment is scheduled for spay/neuter surgery.

- **Cats**
Burien C.A.R.E.S. makes every effort to work with cat owners for the best solution, but will accept all cats from their service area that need sheltering. They also refer citizens to Project Catnip for feral/unowned community cats that must be trapped to be vaccinated and altered and then returned to their outdoor homes. While they do not have an active barn cat placement program, they may be able to transfer barn cat candidates to other Washington shelters or independent rescue organizations that place cats as barn cats and backyard buddies.
- **Housing**
The dog kennels and cat enclosures were in good repair, clean and odor free on both visits.
- **Daily Care**
Animal care is provided by nine (9) paid staff members, including four (4) who work in the doggy daycare business and are cross-trained to assist at the shelter. Six (6) volunteers work regular shifts or assignments and are joined by seasonal volunteers trained by the regular staff team.

- **Pet Exams**

Examination, vaccinations, parasite control and flea control are provided by an offsite partner veterinarian. The main facility providing these services is Normandy Animal Hospital with Dr. John Serratore, DVM in charge. He provides medication and prescriptions for pets requiring treatments. The medications are clearly labeled with directions for use and kept in a locked wall cabinet. A daily treatment log is maintained. Treatments are administered by the trained animal care staff. Notes are made for each animal when it receives any medication and these notes are entered daily on the animal record in the Petpoint database.

Animal care and cleaning protocols are specified in the Burien Animal Care and Control Policy and Procedures Manual available to all staff and volunteers, who are trained prior to working with the animals.

The shelter is in compliance with King County Health Department regulations for animal facilities (*Addendum A*) and follows best practices recommended by the Association of Shelter Veterinarians, ASPCA and American Humane Association.

Animal Control Officers

- **Training & Credentials**

Alexander Hughes is the Animal Control Officer. He was hired November 2013. He completed training and was certified at the Washington Animal Control Academy in 2014. He holds a Bachelor of Sciences degree from Central Washington University in Social Sciences. He is also certified in Euthanasia by Injection, although all euthanasia is performed offsite by a licensed veterinarian.

The backup Animal Control Officer is Monique Shiels, Shelter Front Desk Manager. She is enrolled in the certificate course provided by the National Association of Animal Control Officers (NACA) slated for October 2016. She is certified in Euthanasia by Injection.

- **Continuing Education in Control and Handling; Investigation**

ACO Hughes will be attending the NACA Conference in October 2016 to obtain continuing education and professional development.

Burien C.A.R.E.S. is a member in good standing of the Washington State Federation of Animal Care and Control Agencies. This organization provides annual trainings, website resources and consultation with other animal control organizations.

The staff has access to webinars, websites and publications from the Association of Shelter Veterinarians, including Standards for Animal Shelters, and ASPCA Pro Shelter Care, Humane Society of the United States (HSUS) Animal Sheltering, UC Davis Koret School of Shelter Medicine, Maddie's Institute and Best Friends Animal Society.

- **ACO Written Reports**

A standard Notice of Violation and Order to Comply Report is filled out when there is a citizen violation of a law or ordinance adopted under the authority of the King County Code Provisions, as adopted by the Burien Municipal Code. Each incident is assigned a case number.

The form specifies the violation and total penalized due and/or an order to abate/correct the noted violation and what specific actions are required.

- **Coordination with Burien Police Department**
Burien C.A.R.E.S. averages two calls a week from the Police 911 dispatcher. The officer on call can be reached via cell phone 24/7.
- **Uniforms**
Shelter staff has polo shirts and T-Shirts with logos to identify them. The ACO uniform includes a shirt with logo patches, pants with multiple pockets and a badge for identification. The uniforms are professional and appropriate for the job.
- **Public Conduct**
ACO Alexander Hughes is a third generation Burien native. He knows the city well and has positive relationships with the police and fire departments and business proprietors. He considers the citizens his friends and neighbors. Response time to a request for assistance averages 10 to 20 minutes anywhere in the city limits.

The staff and volunteers promote humane education through school visits, providing tours of the shelter and by maintaining a booth at the Burien Farmer's Market and other community events.

Animal Control Equipment

The animal control vehicles and shelter have the appropriate equipment for handling the volume and size animals in the jurisdiction. This includes the following:

- ✓ **Dog & cat traps**- All in good working order and meeting specifications for safety and transport.
- ✓ **Dog catchpoles** – Four (4) total including one (1) standard and three (3) that extend to 5', 8' and 10'.
- ✓ **Cat carriers** – Small and medium sizes available for adult cats and kittens to be transported.
- ✓ **Dog crates** – Medium, large and extra-large sizes available providing enough for dogs to stand up and turn around and be transported safely.
- ✓ **Large animal hauling equipment** -The largest animal that has needed capturing to date was a male peacock. An extra-large kennel was used. The organization has completed two welfare checks on horses since beginning operations, but has not needed to transport any livestock.

Patrol Vehicles

Vehicles were inspected and a ride-along was conducted as part of the audit.

A 2001 GMC Savana and 1999 Ram are used for patrol and transport. An older Chrysler van is available for picking up supplies, transporting event materials and signs and running errands.

- ✓ **Conspicuously marked**- Vehicles have organization logos and Animal Control in highly visible letters.
- ✓ **Communication equipment** – ACOs use cell phones for communication and reception is excellent.
- ✓ **Humane transport capacity** – Vehicles are equipped with two dog kennels and ample space for several cats or small breed dogs to be transported in carriers. The vehicles are equipped with heating and air conditioning to maintain a comfortable temperature during transport regardless of the weather.

Animal Control Practices

Animal Control Practices were reviewed with ACO Alexander Hughes and are being followed in the field and at the shelter. Policies and procedures are in place and clearly defined for the following:

- ✓ Apprehension and impound
- ✓ Vicious/dangerous animal handling
- ✓ Animals in distress
- ✓ Returning pets to owners

Wild Animals

Wildlife that require sheltering are taken to South Sound Critter Care in Kent, a licensed wildlife shelter and rehabilitation clinic. Citizens are referred to the Washington State Department of Wildlife for information about raccoons, opossums, coyotes and other wildlife they may encounter in the city limits. Citizens requesting wildlife removal are advised to consult with commercial agencies that have wildlife removal permits.

Injured Animals

Dogs and cats that require veterinary care and taken directly to one of the contract vendor veterinary hospitals, with Normandy Animal Hospital receiving the majority of cases.

Procedures for Unclaimed Animals

Policies and procedures are in place and clearly defined for handling stray animals. Minimum wait time (unlicensed 72 hours; licensed 120 hours with phone notification, two weeks if mail) prior to adoption, transfer or final outcome is observed.

Humane Euthanasia and Disposal When Required

Alexander Hughes and Monica Shiels are both certified in euthanasia by injection. However, the organization does not perform the procedure. When euthanasia is the best outcome for an animal, it is performed by one of the contract vendor veterinary hospitals. Appropriate disposal including cremation of the remains is arranged by the veterinary hospital.

No animals are ever sold or donated for medical research.

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Addendum A

Excerpt from:

Title 8

KING COUNTY BOARD OF HEALTH ZOOONOTIC DISEASE PREVENTION REGULATIONS
UPDATED: November 25, 2015

8.03.040 Definitions. The definitions in this section apply throughout this chapter unless the context clearly requires otherwise:

A. "Animal" means any living creature except Homo sapiens, insects and worms.

B. "Animal shelter" means a facility used to house or contain and offer or distribute for adoption as pets any stray, homeless, abandoned or unwanted animals other than livestock and that is owned, operated or maintained by a public body, an established humane society, animal welfare society, society for the prevention of cruelty to animals or other nonprofit organization, or by a person or persons devoted to the welfare, protection and humane treatment of animals. "Animal shelter" includes "satellite pet adoption facility," but does not include pet adoption services performed at an animal shelter or satellite pet adoption facility not more than a total of twenty-one days per calendar year.

Standards for animal shelters set by the King County Board of Health Zoonotic Disease Prevention Regulations include:

8.03.050 Overnight boarding. Overnight boarding is permitted at commercial kennels, pet daycare facilities and animal shelters. Overnight boarding is not permitted at pet grooming services or pet shops unless the owner or operator obtains a separate commercial kennel, pet daycare facility or animal shelter permit for the facility. (R&R No. 09-07 § 7, 2010).

8.03.060 Pet shop, commercial kennel, pet daycare facility, animal shelter, poultry retail business and pet grooming service infection control plan requirements.

A. The owner or operator of a pet shop, commercial kennel, pet daycare facility, animal shelter, poultry retail business or pet grooming service shall develop and maintain a written basic infection control plan, subject to review and approval by the director, specifying: the schedule for cleaning and disinfection of cages, surfaces and equipment; proper methods for handling and disposal of soiled animal bedding, litter and wastes; disinfectants to be used; and personal protective measures, including, but not limited to, gloves and handwashing, to be used by employees. The owner or operator shall ensure the plan identifies a licensed veterinarian or veterinary practice that is routinely consulted or available for consultation on animal health, disease prevention, immunization and parasite control and includes contact information for the director's duly authorized representatives.

B. The pet shop, commercial kennel, pet daycare facility, animal shelter, poultry retail business or pet grooming service owner or operator shall maintain the basic infection control plan on the premises and make the plan available to the director for examination upon request.

C. The director is authorized to provide assistance to the pet shop, commercial kennel, pet daycare facility, animal shelter, poultry retail business or pet grooming service owner or operator in developing the basic infection control plan. For example, the director may provide the owner or operator a model or sample plan free of charge. (R&R 10-01 § 6, 2010; R&R No. 09-07 § 8, 2010)

8.03.200 Indoor facility construction and equipment standards for commercial kennels, pet daycare facilities, animal shelters and pet grooming services.

The owner or operator of any commercial kennel, pet daycare facility, animal shelter or pet grooming service, as applicable, shall, in the indoor areas of the kennel, facility, shelter or service:

- A. Ensure that buildings are of adequate structure, maintained in good repair and secured in order to protect animals from injury or escape and restrict the entry of animals from outside;
- B. Provide sufficient heating and cooling of indoor areas to maintain the ambient temperature not less than fifty degrees Fahrenheit and not greater than ninety degrees Fahrenheit, except that the owner or operator shall maintain indoor temperatures consistent with the needs of the pet animals at the facility, and shall protect the animals from temperatures which may be deleterious to the animals' health;
- C. Provide lighting, whether natural or artificial or a combination of both, sufficient for inspection of the animals, routine cleaning and proper animal care;
- D. Provide sufficient ventilation to ensure the health and comfort of the animals and to minimize odors and moisture condensation. Fresh air may be provided by means of windows, doors, vents, fans or turbine ventilators, or by heating and cooling systems;
- E.
 1. Construct all floors and walls of readily cleanable and water impervious material in indoor rooms, play areas, runs, pens, crates and cages used to retain animals or in areas where animals are clipped, groomed or treated and maintain all such rooms, play areas, runs, pens crates and cages in good repair;
 2. Ensure that floors have proper drainage to rapidly eliminate excess water, and that seams in flooring are designed and installed to prevent accumulation of liquids, moisture or debris; and
 3. Construct interior walls so that the interface with floor surfaces is sealed from the flow or accumulation of liquids, moisture or debris;
- F. Maintain hot and cold running water conveniently available at all times, and provide a sink or tub of sufficient size for washing of equipment and utensils used in the facility, including washing and sanitizing of toys, litter pans, dishes, bowls and other food and water containers and utensils used for feeding of animals;
- G. Provide toilet and handwashing facilities with hot and cold running water, except that toilet facilities are not required for mobile grooming units;
- H. Ensure that food and water containers and utensils used for mixing of food and feeding of animals are constructed of metal or other water impervious material that is readily cleanable and kept in good condition;
- I. Provide and maintain refrigeration at forty-one degrees Fahrenheit or lower for the protection of foods requiring refrigeration;

- J. Store and prepare separately from pet food and pet medications any medications, food and beverages intended for human consumption;
- K. Store cleaning products and disinfectants securely in areas inaccessible to animals kept at the facility; L. Provide an adequately ventilated isolation area physically separated from the rest of the animals for segregation of pets that become sick, are injured or are suspected of having a contagious disease, except that isolation areas are not required for mobile grooming units;
- M. Ensure that any common animal play areas are of sufficient size to allow for maintenance of sanitary conditions and to avoid overcrowding of animals;
- N. Ensure that any grooming facilities in commercial kennels, pet daycare facilities and animal shelters are physically separated from common animal play areas and boarding areas;
- O. Ensure that any furnishings such as rugs, couches, mattresses or chairs contained within a common play area are made of materials that can readily be laundered with hot water and detergent or otherwise readily cleaned and sanitized, and that the furnishings are maintained in a sanitary condition;
- P. Provide and maintain cages, crates, pens or individual runs where animals can periodically rest or sleep; and Q. Dispose of excreta, soiled litter, bedding, waste water and other materials by sanitary means. (R&R No. 09-07 § 22, 2010)

8.03.210 Outdoor facilities for commercial kennels, pet daycare facilities, animal shelters and pet grooming services. The owner or operator of any commercial kennel, pet daycare facility, animal shelter or pet grooming service shall, in outdoor areas of the kennel, facility, shelter or service:

- A. Provide adequate walls or fences and keep them secured and maintained in good repair to protect pet animals from injury or escape and restrict the entry of animals from outside;
- B. Provide areas of shelter from excessive sunlight, rain, snow, wind or other elements unless animals are provided indoor facilities to protect them from adverse climate conditions;
- C. Provide adequate drainage in outdoor areas to prevent standing water or accumulation of liquids, mud, debris, excreta or other materials. Surfaces may be made of concrete, asphalt or similar materials designed to facilitate cleaning and removal of animal wastes and debris. Natural lawn or turf may be used if well maintained with regular watering, mowing and repair, and kept free of mud or bare dirt. Alternatively, surfaces may be covered with a sufficient layer of a disposable material such as gravel, sand or coarse wood chips that can be removed when contaminated by animal excreta and periodically changed to maintain sanitary conditions; and
- D. Dispose of excreta, dead animals, soiled litter, bedding, waste water and other materials by sanitary means. (R&R No. 09-07 § 23, 2010).

8.03.220 Primary animal enclosures for commercial kennels, pet daycare facilities, animal shelters and pet grooming services. The owner or operator of any commercial kennel, pet daycare facility, animal shelter or pet grooming service shall in the primary animal enclosures including cages, pens, runs, tanks and habitats:

A. Provide and maintain primary enclosures of sufficient size to allow each pet animal to turn around, exercise normal postural movements, experience or avoid socialization with cage mates and avoid overcrowding;

B. Maintain primary animal enclosures in good condition and repair to protect animals from injury, to contain them, to prevent entry of predators and to allow animals to stay clean and dry, except for aquatic species;

C. Ensure that primary animal enclosures are constructed of materials that are water resistant and can be readily cleaned and disinfected;

D.1. If wire or slatted flooring is used: a. ensure that it is constructed to prevent injury to animals' feet and legs; b. use wire mesh or slats of adequate gauge or size to prevent sagging under the animals' weight and small enough to prevent the animals' feet from passing through; and c. ensure that the floor or other surface under wire bottom cages where animal wastes fall are made of a water resistant material that can be readily cleaned and disinfected; and 2. When the primary flooring is wire mesh or a slatted material, provide solid resting surfaces according to the needs of the species; E. Maintain primary animal enclosures in a clean and sanitary condition; and F. Not use cedar shavings for bedding or litter material for rodents, rabbits, chinchillas, ferrets or reptiles. (R&R No. 09-07 § 24, 2010).

8.03.230 Sanitation standards for commercial kennels, pet daycare facilities, animal shelters and pet grooming services. The owner or operator of a commercial kennel, pet daycare facility, animal shelter or pet grooming service shall:

A. Maintain all areas where equipment, supplies and food for animals are stored in a clean and sanitary condition and free from insects and rodents;

B. Maintain all indoor and outdoor play areas, grooming areas, cages, pens, runs, crates, furnishings, bedding and other animal housing in a clean and sanitary condition and disinfected on a routine basis; and

C. Ensure that sanitation is accomplished through cleaning of surfaces and equipment to remove gross contamination, dirt and debris followed by the application of a safe and effective disinfectant product. (R&R No. 09-07 § 25, 2010).

8.03.260 Animal health, care and disease prevention standards for animal shelters. The animal shelter owner or operator shall, for animal health, care and disease prevention:

A. Provide proper food and potable water to the animals, according to the needs of the species, and provide cats with a litter pan;

B.1. Immediately separate sick or significantly injured animals and those suspected of having a contagious disease from those appearing healthy and normal;

2. Keep animals suspected of having a contagious disease in isolation quarters with adequate ventilation and care to keep from exposing other animals or visitors to the shelter; and

3. Ensure that only designated staff trained in infection control procedures attend to animals held in isolation;

C. Ensure that sick or injured animals are offered for adoption or foster care only after disclosing the animal's condition and providing recommendations for proper treatment including veterinary care;

D. Before releasing a dog, cat or ferret four months of age or older for adoption or foster care, ensure that the animal is currently immunized against rabies in accordance with the King County Board of Health Rabies Regulations, BOH Chapter 8.04;

E. At all times when the animal shelter is open to the public, ensure a person in charge is present at the establishment and responsible for the care and welfare of the pets. The person in charge, or other employee or employees under the supervision of the person in charge, shall feed, water and perform necessary cleaning on all days the animal shelter is closed to the public, or as may be required by the director;

F. At all times that animals are allowed to commingle for the purposes of play or exercise, ensure that there is direct supervision by a sufficient number of trained employees responsible for the management of the playgroup. For the purpose of this subsection F., active engagement in grooming or the viewing of animals by video camera does not qualify as direct supervision of pets in commingled groups. Direct supervision includes:

1. Maintaining a person in charge present at all times that any pet animal is present at the establishment;
2. Maintaining the presence of a sufficient number of employees equipped to immediately remove animal feces, urine or other bodily fluids followed by cleaning and disinfection of any soiled area; and
3. Limiting the number of animals that may be maintained in a common play area in order to prevent overcrowding and reduce the risk of zoonotic disease transmittal; and G. Not offer commercial overnight boarding, pet daycare services or pet grooming services unless the animal shelter has obtained a public health permit for these services in accordance with the requirements of this title, as applicable. (R&R No. 09-07 § 28, 2010)

8.03.280 Recordkeeping requirements for commercial kennels, pet daycare facilities and animal shelters.

A. The owner or operator of a commercial kennel, pet daycare facility or animal shelter shall maintain written records as applicable and as described in this section. The owner or operator shall include the following information in the written records:

1. Dates of attendance;
2. Owners address and telephone number;
3. Type of animal, including breed;
4. Animal's name;
5. Date or dates of rabies vaccinations or owner's written acknowledgment of current rabies vaccination;
6. Dates of any bite inflicted by the animal to another animal or human, or animal bite received by the animal at the facility; and
7. Any illness or injury requiring the animal to be placed into the isolation area or removed from the premises for veterinary care.

B. The owner or operator of any animal shelter shall maintain written records for each animal attending the shelter, including the following:

1. Date of adoption, rescue or placement into foster care, as applicable;
2. Name, address and telephone number of the owner or the person adopting, rescuing or fostering the pet, as applicable;
3. Type of animal, including breed if applicable;
4. Animal's name, if applicable;
5. Shelter identification number and tattoo, microchip or bird leg band number, as applicable;
6. Date or dates of rabies vaccination or vaccinations, as applicable under BOH chapter 8.04;
7. Dates of any known or suspected zoonotic disease occurrence;
8. Bite inflicted or received by the animal; and
9. Any illness or injury requiring the animal to be placed into the isolation area or removed from the premises for veterinary care.

C. The owner or operator of any commercial kennel, pet daycare facility or animal shelter shall maintain at the establishment all written records required by this section for not less than three hundred sixty-five days after the date of release of the animal from the establishment, and make all such records available to the director for examination upon request. (R&R No. 09-07 § 30, 2010).

8.03.320 Emergency occurrence - ceasing operations and reporting. The pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business owner or operator shall immediately discontinue operations and notify the director upon receiving notice of an emergency at the facility such as fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent zoonotic disease outbreak, gross insanitary occurrence or condition or other circumstance that may endanger public health, except that the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business owner or operator is not required to discontinue operations in an area of an establishment that is unaffected by the emergency. (R&R 10-01 § 14, 2010; R&R No. 09-07 § 34, 2010).

8.03.330 Variance.

A. The director may grant a variance to the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business owner or operator by modifying or waiving the requirements of this chapter if in the opinion of the director a health hazard will not result from the variance. The applicant for a variance shall submit application in writing and shall include:

1. A statement of the proposed variance of the code requirement citing relevant code section numbers; and
2. A statement of the rationale for how the potential public health hazards addressed by the relevant code sections will be alternatively addressed by the proposal, and shall include documentation or other relevant evidence in support of the rationale.

B. Any variance granted or denied by the director shall be in writing and shall include:

1. A statement of the proposed variance of the code requirement citing relevant code section numbers; and
2. As applicable, any conditions or other requirements the director determines necessary so that the relevant code sections waived or modified will be alternatively addressed in order to protect the public against a health hazard. (R&R 10-01 § 15, 2010; R&R No. 09-07 § 35, 2010).

8.03.340 Permit requirement.

A. Except as provided in subsection F. of this section, it is unlawful to maintain or operate a pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business without a valid pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business operating permit issued by the director. Each permit is valid only for the location or establishment and owner for which it is issued. A separate permit shall be obtained for each separate pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business establishment or location. Veterinarians shall obtain the required licenses for any service other than one which by law may be performed only by a veterinarian. However, such a license shall not be required for the veterinarian's possession of animals solely for the purposes of veterinary care.

B. The director shall designate each pet shop as an aquarium only or as a standard pet shop based on the following categories of animals or other items offered for trade, transfer, adoption or sale:

1. Pet shop - aquarium only: Aquariums, with no other nonaquatic animals offered for trade, transfer, adoption or sale.
2. Pet shop - standard: All animal trades, transfers, adoptions or sales not qualifying as aquarium only pet shop operations, excluding animal shelters, poultry retail businesses and any facilities that hold animals for not more than twenty-four hours before the animals are sold, auctioned, adopted, traded or donated and removed from the premises.

C. The director shall designate each animal shelter as a Category 1, Category 2 or Category 3 animal shelter based on the following criteria:

1. Category 1: Animal shelter performing not more than one thousand five hundred animal adoptions per calendar year, but not including a Category 3 animal shelter;
2. Category 2: Animal shelter performing more than one thousand five hundred animal adoptions per calendar year, but not including a Category 3 animal shelter; and
3. Category 3: Animal shelter operating a satellite pet adoption facility in a permitted pet shop, commercial kennel, pet daycare facility, pet grooming service or pet food retail business in King County.

D. Except as otherwise provided in this chapter, each pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business operating permit is an annual permit and shall expire on the date established by the director.

E. Permits are the property of the director. The pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service, poultry retail business or pet food retail business owner or operator shall display each permit issued under this chapter conspicuously in the establishment for which it is issued unless the permit is expired or is suspended or revoked. The owner or operator shall remove from display any expired, suspended or revoked permit.

F. A pet food retail business operating permit is not required for the sale of canned or other fully cooked pet foods or treats. The holder of a current food establishment permit under BOH Title 5 is not required to obtain a separate pet food retail business permit for the sale of uncooked or partially cooked animal derived pet foods or treats. (R&R 10-01 § 16, 2010; R&R No. 09-07 § 36, 2010).

8.03.350 Plan review application process.

A. Except as provided in subsection E. of this section, pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service permit applicant or permit holder shall submit to the director a plan review application, including completed plans and specifications, before a pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service is constructed or an existing structure is converted for use as a pet shop, commercial kennel, pet daycare facility, animal

shelter or pet grooming service. If an existing pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service is being remodeled, the owner or operator shall notify the director of the proposed remodel and shall submit to the director a completed plan review application if the director determines that review of plans and specifications is necessary to ensure compliance with this chapter.

B. The applicant or permit holder shall submit the plan review application at least thirty days before the date planned for opening the pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service, unless a different period is approved by the director.

C. The pet shop owner or operator shall include the following information in the plans and specifications: 1. Types of animals kept and sold, including types and quantities of foods stored and provided for the animals; 2. Proposed indoor and outdoor facility layout, including mechanical equipment, heating, lighting, plumbing and provisions for isolation room or area, and construction schedule; 3. Description of and types of material used for walls, floors, fencing, kennels, runs, animal enclosures, sinks and drains and dimensions of any animal enclosures; 4. Description of types of waste disposal, including dead animals, sewage disposal and indoor and outdoor animal waste disposal; and 5. Other information the director may require for review of the proposed construction, conversion or remodeling to ensure compliance with this chapter.

D. The commercial kennel, pet daycare facility, animal shelter or pet grooming service owner or operator shall include the following information in the plans and specifications:

1. Types of animals kept or served at the facility, including types and quantities of foods stored and provided for the animals;

2. Proposed indoor and outdoor facility layout, including mechanical equipment, heating, lighting, plumbing, provisions for isolation room or area (except mobile grooming units) and construction schedule;

3. Description of and types of material used for walls, floors, fencing, kennels, runs, animal enclosures, sinks and drains, and dimensions of any animal enclosures;

4. Description of types of waste disposal, including dead animals, sewage disposal and indoor and outdoor animal waste disposal; and

5. Other information the director may require for review of the proposed construction, conversion or remodeling to ensure compliance with this chapter.

E. Plan review application submittal is not required for an aquarium only pet shop or for any facility that sells, auctions, adopts, trades or donates poultry and no other animals. (R&R 10-01 § 17, 2010: R&R No. 09-07 § 37, 2010).

8.03.360 Permit application process.

A. The pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business owner or operator shall submit a permit application in writing, on a form provided by the director, at least thirty calendar days before the date planned for opening the facility, or the expiration date of the current permit for an existing facility unless a different period is approved by the director. The application shall include:

1. The name, mailing address, telephone number and signature of the person applying for the permit and the name, mailing address, telephone number and location of the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business;

2. The name, mailing address and telephone number of: the legal owner of the pet shop or pet food retail business, whether it be an association, corporation, individual, partnership or other legal entity; and the local resident agent if one is required based on the type of legal ownership;

3. For a new pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business, or for a change of ownership of an existing facility, a written basic infection control plan as required by this chapter;

4. For a new pet shop or for a change of ownership, information specifying the types of animals to be offered for sale, exchange or adoption, and whether the pet shop will offer for sale uncooked or partially cooked animal derived pet foods or pet treats;

5. For a new commercial kennel, pet daycare facility, animal shelter or pet grooming service or for a change of ownership, information specifying the types of animals to be admitted to the facility, and whether the facility will offer for sale uncooked or partially-cooked animal derived pet foods or pet treats;

6. A statement signed by the applicant that attests to the accuracy of the information provided in the application; and

7. Other information required by the director to ensure compliance with this chapter.

B. The applicant shall pay the applicable permit and plan review fees at the time the application is submitted.

C. The director may issue a new or renewal permit to the applicant or may issue a permit to a new owner of an existing pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business after a properly completed application is submitted, all outstanding fees are paid, the application is reviewed and approved and the director has determined the pet shop or pet food retail business to be in compliance with this chapter.

D. The director may deny the permit application if the applicant has any outstanding moneys owed to the Seattle-King County Department of Public Health for permit fees, late fees, checks returned by the bank, civil penalties or other miscellaneous fees.

E. If an application for a permit to operate is denied, the director shall provide the applicant with a notice that includes the reasons and code citations for the permit denial. (R&R No. 09-07 § 38, 2010).

8.03.370 Inspections.

A. After presenting identification credentials, the director is authorized to enter and conduct inspections of any pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business during normal business hours, hours of operation and other reasonable times to determine compliance with and enforce this chapter, including the conditions of a permit or variance. The facility owner or operator shall allow the director to enter and inspect the establishment, and the establishment's records required to be maintained under this chapter, to determine compliance with and enforce this chapter, including the conditions of a permit or variance. The director is also authorized to enter any pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business for the purpose of providing information and education to facility personnel, including written materials and consultation on good sanitation practices and methods to prevent the spread of zoonotic disease.

B. The director shall document on an inspection form:

1. Administrative information about the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business name, location, name of owner or operator, inspection date and permit status;

2. The director's inspection findings, including factual observations of violations, nonconformance with this chapter or other substandard conditions that require correction by the permit holder;

3. Failure of any owner, operator or employee of the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business to allow the director access to the premises, or to the facility's records, for purposes of determining compliance with and enforcing this chapter;

4. Notification of any violations requiring correction, including the time frame for completing the corrections;

5. Notification that an opportunity for an office conference to review the inspection findings will be provided if a written appeal of the inspection report is submitted within ten days following the date of the inspection; and

6. Other information the director deems necessary to include on the inspection report. C. At the conclusion of the inspection, the director shall furnish the owner or operator of the pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business a duplicate of the completed inspection report. (R&R No. 09-07 § 39, 2010).

8.03.380 Enforcement and rulemaking authority. The director is authorized to enforce this chapter in accordance with BOH chapter 1.08 and to adopt rules consistent with this chapter for the purpose of carrying out and enforcing its provisions. The director is also authorized to request the assistance of the appropriate animal control or law enforcement authority in carrying out and enforcing this chapter, and to report animal abuse, cruelty or neglect to the animal control or law enforcement authority. (R&R No. 09-07 § 40, 2010).

8.03.390 Violation. It is unlawful for any owner, operator or employee of a pet shop, commercial kennel, pet daycare facility, animal shelter, pet grooming service or pet food retail business to fail to comply with this chapter or any order of the director issued to carry out or enforce this chapter. (R&R No. 09-07 § 41, 2010).

Addendum B

See PDF document:

Addendum B Burien CARES Balance Sheet

CARES
Balance Sheet
As of August 26, 2016

	Aug 26, 16
ASSETS	
Current Assets	
Checking/Savings	
Paws & Relax Checking	-5,642.03
Sterling Checking	758.22
Petty Cash Fund	
Reserve	1,078.03
Petty Cash Fund - Other	250.00
Total Petty Cash Fund	<u>1,328.03</u>
Total Checking/Savings	<u>-3,555.78</u>
Accounts Receivable	
Accounts Receivable	30,803.18
Total Accounts Receivable	<u>30,803.18</u>
Other Current Assets	
Deposit PSE	612.00
Pre Paid Rent	4,100.00
Undeposited Funds	35.00
Total Other Current Assets	<u>4,747.00</u>
Total Current Assets	<u>31,994.40</u>
Fixed Assets	
Vehicles	2,325.00
Total Fixed Assets	<u>2,325.00</u>
TOTAL ASSETS	<u><u>34,319.40</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-3,337.88
Total Accounts Payable	<u>-3,337.88</u>
Other Current Liabilities	
Loan Payable -Denise Ferguson	2,700.00
Notes Payable-R Helms	-1,123.57
City Fines Payable	-47,752.56
Loans Payable-Director	-1,490.38
Payroll Liabilities	
Garnishment	-290.97
FICA & Fed W/H Taxes Payable	2,522.82
L & I Payable	25,864.29
State Unemployment Payable	11,435.88
Payroll Liabilities - Other	3,465.64
Total Payroll Liabilities	<u>42,997.46</u>
Total Other Current Liabilities	<u>-4,669.05</u>
Total Current Liabilities	<u>-8,006.93</u>

08/26/16
Accrual Basis

CARES
Balance Sheet
As of August 26, 2016

	<u>Aug 26, 16</u>
Long Term Liabilities	
Transfer from Paws & Relax	65,977.46
Other Liabilities	450.00
	<hr/>
Total Long Term Liabilities	66,427.46
	<hr/>
Total Liabilities	58,420.53
	<hr/>
Equity	
Unrestricted Net Assets	53,276.57
Net Income	-77,377.70
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Total Equity	-24,101.13
	<hr/>
TOTAL LIABILITIES & EQUITY	34,319.40
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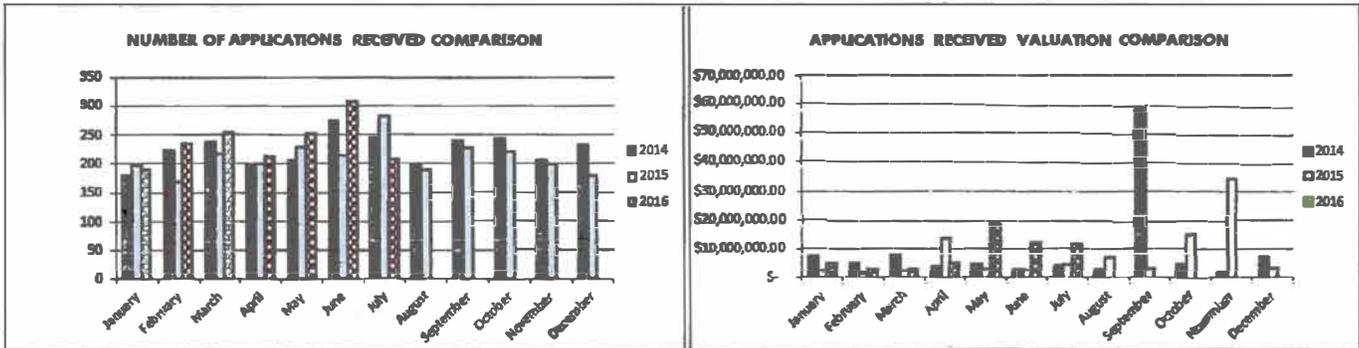
Washington, USA

Summary of Permits Applications

Start Date: 7/01/2016

End Date: 7/31/2016

Type Permit	Count	Valuation
Building	34	\$ 8,113,464.07
Demolition	8	\$ 2,750.00
Electrical	88	\$ 2,716,811.00
Fire Protection	5	\$ 28,500.00
Mechanical	27	\$ 658,356.00
Plumbing	10	\$ 432,000.00
Right of Way	36	
Sign	5	\$ 36,649.00
Totals :	208	\$ 11,960,030.07





MONTHLY REPORT - JULY - 2016
Major Permit Applications Received

Permit Number	Project Name	Scope of Work	Date applied	Total Valuation	Location
BLD-16-1659	GROUP HEALTH	CONSTRUCT NEW 23,600 OUTPATIENT CLINIC	07/18/2016	\$ 5,940,000.00	140 SW 146TH ST [TEMP]
FPS-16-1606	WESTERN DISTRIBUTION FIRE PROTECTION SYSTEM	HYDRAULIC FIRE PROTECTION SYSTEM	07/12/2016	\$ 1,597,385.00	1010 S 146TH ST [TEMP]
ELE-16-1768	GROUP HEALTH ELECTRICAL PERMIT	POWER, LIGHTING SECURITY AND FIRE ALARM ROUGH-IN	07/29/2016	\$ 864,499.00	140 SW 146TH ST [TEMP]
MEC-16-1660	GROUP HEALTH MECHANICAL	MECHANICAL TO NEW 23,600 OUTPATIENT CLINIC	07/18/2016	\$ 610,000.00	140 SW 146TH ST [TEMP]
PLM-16-1661	GROUP HEALTH PLUMBING	PLUMBING TO NEW 23,600 OUTPATIENT CLINIC	07/18/2016	\$ 415,000.00	140 SW 146TH ST [TEMP]



MONTHLY REPORT - JULY 2016

Tenant Improvement Permit Applications

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-16-1691	E16-20533 REGENCY CLEANERS	E16-20533 CHANGE OF USE FROM EXISTING SPORTS TRAINING FACILITY TO CONVENIENCE RETAIL LAUNDRY & DRYCLEANING / EXTERIOR & INTERIOR ALTERATIONS TO EXISTING 1-STORY CONCRETE MASONRY BUILDING PER PLANS		12825 DES MOINES MEMORIAL DR S	\$65,000.00
BLD-16-1759	ELLIOTT BAY BREWERY REMODEL	DIVISION OF LOWER FLOOR BREAK ROOM TO ACCOMODATE NEW OFFICE SPACE		255 SW 152ND ST	\$3,000.00
BLD-16-1772	LIVING WELL ENTERPRISES LLC TI	TI: BUILD INTERIOR FIRE WALLS / DEMO SHEETROCK 1/2" ADD NEW SHEETROCK TYPE X 5/8" / ADD INTERIOR FIRE-RATED DOOR / ADD EXTERIOR ENTRY DOOR		17730 AMBAUM BLVD S STE D	\$17,000.00
BLD-16-1627	AAAA STORAGE BLDG D RE-ROOF	REROOF: ROOFING & SHEATHING OF SINGLE PLY TPO	07/14/2016	17786 DES MOINES MEMORIAL DR S	\$77,001.11
BLD-16-1726	ST FRANCIS ASSISI RE-ROOF	REPLACE LIKE FOR LIKE TORCH DOWN ROOFING	07/26/2016	15216 21ST AVE SW	\$141,500.00
BLD-16-1741	CITY OF BURIEN ANNEX RE-ROOF	REMOVE EXISTING TORCH DOWN AND REPLACE WITH PVC ROOFING	07/27/2016	425 SW 144TH ST	\$30,000.00
BLD-16-1753	AAAA STORAGE BLDG E RE-ROOF	REROOF: ROOFING & SHEATHING OF SINGLE PLY TPO	07/28/2016	17786 DES MOINES MEMORIAL DR S	\$77,001.11
BLD-16-1591	SPIRIT HALLOWEEN	INSTALLATION OF RETAIL RACKING	07/28/2016	15714 1ST AVE S	\$500.00
BLD-16-1738	LINTNER LLC APARTMENT REMODEL	CONSTRUCT OUTDOOR STEPS, GUARD, HAND RAIL, AND LANDING / INSTALL WINDOW GUARD	08/09/2016	15221 9TH AVE SW UNIT E	\$900.00



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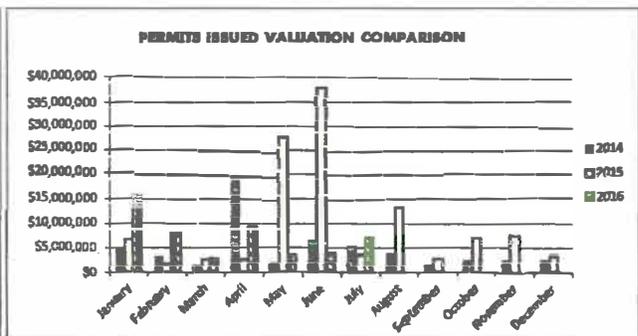
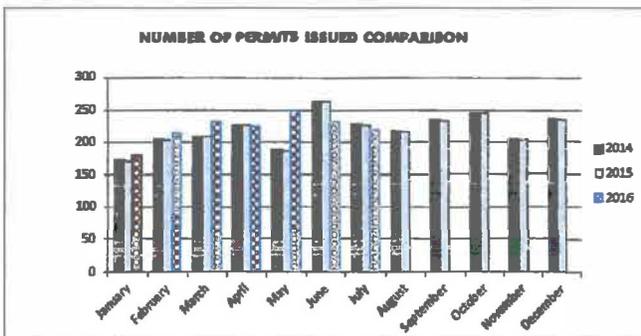
Washington, USA

Summary of Permits Issued

Start Date: 07/01/2016

End Date: 07/31/2016

Type Permit	Count	Valuation
Building	31	\$3,399,799.49
Damage	3	
Demolition	8	\$12,750.00
Electrical	85	\$1,320,581.00
Fire Protection	5	\$27,137.00
Mechanical	30	\$1,719,892.00
Plumbing	11	\$476,326.00
Right of Way	41	
Sign	5	\$3,500.00
Totals :	219	\$6,959,985.49





MONTHLY REPORT JULY - 2016

Major Permits Issued

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
MEC-16-2103	PUGET SOUND SKILLS CENTER - HEALTH SCIENCES BUILDING MECHANICAL	MECHANICAL SYSTEM CONSISTS OF CENTRAL AIR HANDLING UNITS WITH GAS FURNACES, DX COOLING AND VAV BOXES WITH ELECTRIC HEATING COILS	07/06/2016	18010 8TH AVE S	\$ 1,269,536.00
BLD-16-0937	OUTPATIENT BUILDING PHASE 2	BUILD-OUT OF THE SECOND FLOOR / INSTALLATION OF AN ELEVATOR AND A NEW STAIR	07/27/2016	1033 SW 152ND ST	\$ 775,000.00
PLM-15-2102	PUGET SOUND SKILLS CENTER - HEALTH SCIENCES BUILDING PLUMBING	PLUMBING SYSTEM CONSISTS OF COLD WATER SERVICE ENTRANCE, GAS FIRED WATER HEATERS, PORTABLE AND NON-POTABLE HOT AND COLD WATER SYSTEMS	07/06/2016	18010 8TH AVE S	\$ 405,326.00
ELE-16-1233	SWSSD ELECTRICAL - BLDG A	NEW ELECTRICAL CONSTRUCTION	07/19/2016	17874 DMMD	\$ 401,046.00
BLD-16-1272	WESTERN DISTRIBUTION ROCKERY RETAINING WALLS	CONSTRUCTION OF MSE AND ROCKERY RETAINING WALLS FOR WESTERN DISTRIBUTION PROJECT SITE WORK DEVELOPMENT.	07/25/2016	1010 S 146TH ST [TEMP]	\$ 350,000.00
BLD-16-1120	PETSMART SHELL	OWNER TENANT IMPROVEMENTS TO PREPARE SHELL FOR LEASE TO PETSMART		14903 4TH AVE SW STE 101	\$ 250,000.00



MONTHLY REPORT - JULY 2016

Tenant Improvement Permits Issued

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-16-1328	COMFORT ZONE TI	SALES & SERVICE COUNTER LOWERED / PANIC DOOR HARDWARE - INSTALL 3 DOORS / INSTALL LIT EXIT SIGN - EMERGENCY EGRESS LIGHTING / OCCUPANT LOAD SIGNAGE / INSTALL EXTERIOR DOOR	07/08/2016	15304 1ST AVE S	\$800.00
BLD-16-1386	NEW TESTAMENT CHURCH	RELOCATION OF 3 ADA PARKING SPACES / TOLTAL OF 60 FEET IN LENGTH & 10 1/2 FT WIDE / REMOVE PLANT MATERIAL & ADD MORE PAVEMENT WHERE NEEDED / STRIPING & APPROPRIATE SIGNAGE	07/08/2016	18635 8TH AVE S	\$500.00
BLD-16-1174	E16-14224 ONE EARTH NATURAL MEDICINE	E16-14224 INTERIOR RENOVATIONS: CHANGE OF USE / 483 SQ. FT. ADDITION / SITE IMPROVEMENTS INCLUDING 2 PARKING SPACES & PERVIOUS PAVEMENT	07/12/2016	652 SW 150TH ST	\$120,000.00
BLD-16-1827	AAAA STORAGE BLDG D RE-ROOF	REROOF: ROOFING & SHEATHING OF SINGLE PLY TPO	07/14/2016	17766 DES MOINES MEMORIAL DR S	\$77,001.11
BLD-16-1120	E16-13438 PETSMART SHELL	E16-13438 REMOVING PORTION OF THE FRONT FACADE & REPLACING WITH NEW DESIGN TO ACCOMODATE ENTRY & SIGN FACADE / INSTALL HVAC SUPPORT, DEMISING WALL FINISHES, AND NEW ROLL-UP & MAN DOOR AT REAR OF EXISTING SPACE	07/20/2016	14903 4TH AVE SW STE 101	\$250,000.00
BLD-16-1591	SPIRIT HALLOWEEN	INSTALLATION OF RETAIL RACKING	07/28/2016	15714 1ST AVE S	\$500.00
BLD-16-1541	ARCH CPA PLLC	TENANT IMPROVEMENT TO ALTER EXISTING LAYOUT OF OFFICE	07/26/2016	920 SW 152ND ST # 101	\$4,000.00
BLD-16-1542	ARCH CPA PLLC DECK	DEMOLISH EXISTING DECK AND BUILD NEW DECK & STAIRS	07/26/2016	920 SW 152ND ST # 101	\$8,000.00
BLD-16-0937	E16-11013 OUTPATIENT BUILDING PHASE 2	E16-11013 TENANT IMPROVEMENT BUILD-OUT OF THE SECOND FLOOR / INSTALLATION OF AN ELEVATOR AND A NEW STAIR	07/27/2016	1033 SW 152ND ST	\$775,000.00



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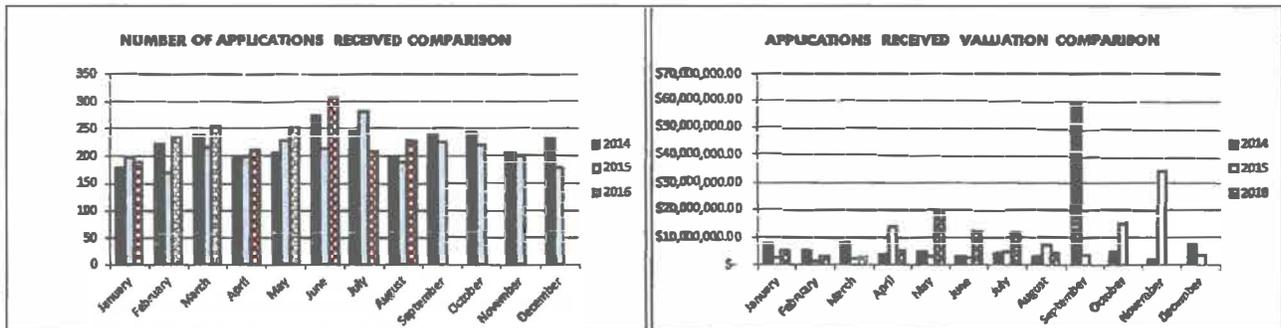
Washington, USA

Summary of Permits Applications

Start Date: 8/01/2016

End Date: 8/31/2016

TypePermit	Count	Valuation
Building	33	\$ 3,714,055.22
Demolition	4	
Electrical	87	\$ 569,193.74
Fire Protection	13	\$ 124,167.00
Mechanical	33	\$ 117,243.00
Plumbing	15	\$ 43,528.00
Right of Way	36	
Sign	8	\$ 66,386.00
Totals :	229	\$ 4,634,572.96





MONTHLY REPORT AUGUST - 2016

Major Permits Issued

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-16-1068	GROUP HEALTH COOPERATIVE CLEAR & GRADE	SITE WORK TO PREPARE FOR CONSTRUCTION OF A NEW 23,000 SF MEDICAL BUILDING WITH NEW PARKING LOT AREA, STORMWATER MANAGEMENT FACILITIES, ASSOCIATED UTILITIES AND LANDSCAPING IMPROVEMENT. ALL EXISTING BUILDINGS/STRUCTURES WILL BE DEMOLISHED, AND SOME EXISTING UTILITIES WILL BE REROUTED.	08/01/2016	140 SW 146TH ST [TEMP]	\$2,230,000.00
BLD-16-1326	E16-16956 BAKERY NOUVEAUTI	E16-16956 INTERIOR RENOVATION OF EXISTING TWO LEVEL COMMERCIAL BUILDING WITH APPROX. 344 SQ. FT. OF OFFICE ADDITION / SITE IMPROVEMENTS INCLUDE REVISED PARKING LAYOUT, LANDSCAPING, AND NEW TRASH ENCLOSURE	08/22/2016	424 SW 163RD ST	\$1,200,000.00
BLD-16-0778	WESTERN DISTRIBUTION COLD STORAGE ON-SITE DRAINAGE IMPROVEMENT	CONSTRUCTION OF SITE WORK IMPROVEMENTS TO INCLUDE PAVEMENT AREAS FOR PARKING AND TRUCK MANEUVERING AND STORM DRAINAGE CONVEYANCE SYSTEM TO PREPARE SITE FOR FUTURE BUILDING	08/12/2016	1010 S 146TH ST [TEMP]	\$1,140,300.00
BLD-16-1221	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI	E16-14733 REMODEL WORK TO ACCOMMODATE REPLACEMENT MRI MAGNET	08/10/2016	16261 SYLVESTER RD SW	\$1,100,000.00
BLD-16-1814	THE ARTURAS APARTMENTS WINDOW REPLACEMENT	REMOVE 3,000 EXISTING WINDOWS AND REPLACE WITH NEW VINYL WINDOWS WITH 0.30 MAX U-VALUE. NO CHANGE IN OPENING SIZE OR LOCATION.	08/05/2016	1101 SW 139TH ST	\$926,000.00
BLD-16-1094	E16-13189 PETSMART TI	E16-13189 BUILD THE TI INCLUDING FINISHES FOR THE NEW PETSMART STORE	08/08/2016	14901 4TH AVE SW STE 101	\$636,623.00
MEC-16-1222	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI MECHANICAL	E16-14733 REMODEL WORK TO ACCOMMODATE REPLACEMENT MRI MAGNET	08/10/2016	16261 SYLVESTER RD SW	\$360,000.00
ELE-16-1224	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI ELECTRICAL	E16-14733 REMODEL WORK TO ACCOMMODATE REPLACEMENT MRI MAGNET	08/10/2016	16261 SYLVESTER RD SW	\$220,000.00

Permit Number	Project Name	Scope of Work	Date issued	Location	Total Valuation
BLD-16-1258	BLVD LANDING - LOT 1	CONSTRUCT TWO STORY, 2863 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2709 S 124TH LN [TEMP]	\$350,407.28
BLD-16-1259	BLVD LANDING - LOT 2	CONSTRUCT TWO STORY, 2863 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2715 S 124TH LN [TEMP]	\$350,407.28
BLD-16-1296	NEW HOUSE 12403	CONSTRUCT NEW 2778 SQ. FT. SFR	08/29/2016	12403 14TH AVE S	\$281,121.93
BLD-16-1284	BLVD LANDING - LOT 12	CONSTRUCT TWO STORY, 2711 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2712 S 124TH LN [TEMP]	\$321,734.00
ELE-16-1089	E16-13189 PETS MART TI	E16-13189 ELECTRICAL TO TI FOR NEW PETS MART STORE	08/08/2016	14901 4TH AVE SW STE 101	\$183,869.00
BLD-16-1286	BLVD LANDING - LOT 13	CONSTRUCT TWO STORY, 2083 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2692 S 124TH LN [TEMP]	\$260,664.42
BLD-16-0660	MORALES 7	CONSTRUCT NEW 2106 SQ. FT. SINGLE FAMILY HOME	08/23/2016	1046 SW 162ND ST [TEMP]	\$253,478.97
BLD-16-1836	E16-22327 NEW ADMIN & SEWER DEPT. PROJECT	E16-22327 CONSTRUCT SEGMENTAL RETAINING WALLS	08/26/2016	17874 DES MOINES MEMORIAL DR	\$169,118.00
BLD-16-1164	COLEMAN SUBDIVISION LOT 3 - NEW SINGLE FAMILY RESIDENCE	CONSTRUCT NEW 2100 SQ. FT SINGLE FAMILY RESIDENCE	08/31/2015	14972 6TH AVE S [TEMP]	\$232,016.40



MONTHLY REPORT - AUGUST 2016

Tenant Improvement Permits Issued

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-16-1814	THE ARTURAS APARTMENTS WINDOW REPLACEMENT	REMOVE 3,000 EXISTING WINDOWS AND REPLACE WITH NEW VINYL WINDOWS WITH 0.30 MAX U-VALUE. NO CHANGE IN OPENING SIZE OR LOCATION.	08/05/2016	1101 SW 139TH ST	\$925,000.00
BLD-16-1094	E16-13189 PETSMART TI	E16-13189 BUILD THE TI INCLUDING FINISHES FOR THE NEW PETSMART STORE	08/08/2016	14901 4TH AVE SW STE 101	\$635,523.00
BLD-16-1738	LINTNER LLC APARTMENT REMODEL	CONSTRUCT OUTDOOR STEPS, GUARD, HAND RAIL, AND LANDING / INSTALL WINDOW GUARD	08/09/2016	15221 9TH AVE SW UNIT E	\$900.00
BLD-16-1221	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI	E16-14733 REMODEL WORK TO ACCOMODATE REPLACEMENT MRI MAGNET	08/10/2016	16251 SYLVESTER RD SW	\$1,100,000.00
BLD-15-2398	E15-25771 BEFFA DENTAL OFFICE REMODEL/TI	E15-25771 Construct Tenant Improvements for area of 800 SF In an existing 2,116 SF Dental Clinic, including demo, interior partitions, equipment, finishes, and lighting.	08/16/2016	124 S NORMANDY RD	\$75,000.00
BLD-16-1891	AAAA STORAGE BLDG F RE-ROOF	REROOF: TWO LAYER DEMO / INSTALL 60 MIL VESICO TPO - BUILDING F	08/17/2016	17786 DES MOINES MEMORIAL DR S	\$77,001.11
BLD-16-1894	911 SUPPLY	REPAIR DRY ROT OF EXTERIOR ROOF OVERHANG SOUTH SIDE	08/17/2016	136 SW 152ND ST	\$9,000.00
BLD-16-1759	ELLIOTT BAY BREWERY REMODEL	DIVISION OF LOWER FLOOR BREAK ROOM TO ACCOMODATE NEW OFFICE SPACE	08/17/2016	255 SW 152ND ST	\$3,000.00
BLD-16-1325	E16-15955 BAKERY NOUVEAU TI	E16-15955 INTERIOR RENOVATION OF EXISTING TWO LEVEL COMMERCIAL BUILDING WITH APPROX. 344 SQ. FT. OF OFFICE ADDITION	08/22/2016	424 SW 153RD ST	\$1,200,000.00
BLD-15-1993	E15-21328 - WALGREENS TENANT IMPROVEMENT	E15-21328 - MINOR INTERIOR RENOVATION TO CREATE A PRIVATE CONSULTATION ROOM FOR THE PHARMACIST TO DISCUSS MEDICATIONS WITH THE CUSTOMER. 4/28/16 - REVISED DRAWINGS FOR REVISED SCOPE OF WORK.	08/24/2016	14656 AMBAUM BLVD SW	\$17,500.00
BLD-16-1804	E16-21899 BURIEN FISH HOUSE - PHASE 2	E16-21899 EXPAND EXISTING RESTAURANT INTO ADJACENT RETAIL OFFICE SPACE	08/31/2016	135 SW 153RD ST	\$30,000.00



Burien

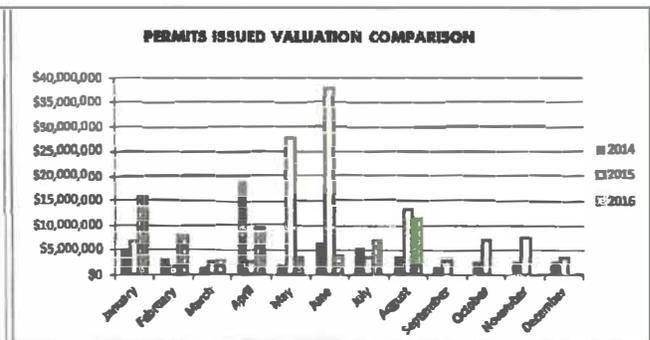
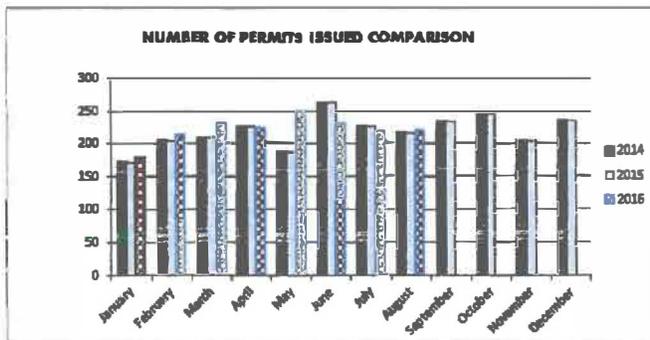
Washington, USA

Summary of Permits Issued

Start Date: 08/01/2016

End Date: 08/31/2016

TypePermit	Count	Valuation
Building	38	\$9,999,334.32
Damage	2	
Demolition	4	
Electrical	90	\$773,562.74
Fire Protection	6	\$47,230.00
Mechanical	31	\$431,010.00
Plumbing	14	\$72,780.00
Right of Way	33	
Sign	3	\$53,599.00
Totals :	221	\$11,377,516.06





MONTHLY REPORT AUGUST - 2016

Major Permits Issued

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-16-1068	GROUP HEALTH COOPERATIVE CLEAR & GRADE	SITE WORK TOPREPREARE FOR CONSTRUCTION OF A NEW 23,000 SF MEDICAL BUILDING WITH NEW PARKING LOT AREA, STORMWATER MANAGEMENT FACILITIES, ASSOCIATED UTILITIES AND LANDSCAPING IMPROVEMENTD. ALL EXISTING BUILDINGS/STRUCTURES WILL BE DEMOLISHED, AND SOME EXISTING UTILITIES WILL BE REROUTED.	08/01/2016	140 SW 146TH ST [TEMP]	\$2,230,000.00
BLD-16-1325	E16-16966 BAKERY NOUVEAU TI	E16-16966 INTERIOR RENOVATION OF EXISTING TWO LEVEL COMMERCIAL BUILDING WITH APPROX. 344 SQ. FT OF OFFICE ADDITION / SITE IMPROVEMENTS INCLUDE REVISED PARKING LAYOUT, LANDSCAPING, AND NEW TRASH ENCLOSURE	08/22/2016	424 SW 153RD ST	\$1,200,000.00
BLD-16-0778	WESTERN DISTRIBUTION COLD STORAGE ON-SITE DRAINAGE IMPROVEMENT	CONSTRUCTION OF SITE WORK IMPROVEMENTS TO INCLUDE PAVEMENT AREAS FOR PARKING AND TRUCK MANEUVERING AND STORM DRAINAGE CONVEYANCE SYSTEM TO PREPARE SITE FOR FUTURE BUILDING	08/12/2016	1010 S 146 TH ST [TEMP]	\$1,140,300.00
BLD-16-1221	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI	E16-14733 REMODEL WORK TO ACCOMODATE REPLACEMENT MRI MAGNET	08/10/2016	16261 SYLVESTER RD SW	\$1,100,000.00
BLD-16-1814	THEARTURAS APARTMENTS WINDOW REPLACEMENT	REMOVE 3,000 EXISTING WINDOWS AND REPLACE WITH NEW VINYL WINDOWS WITH 0.30 MAX U-VALUE. NO CHANGE IN OPENING SIZE OR LOCATION.	08/05/2016	1101 SW 139TH ST	\$925,000.00
BLD-16-1094	E16-13189 PETSMA RT TI	E16-13189 BUILD THE TI INCLUDING FINISHES FOR THE NEW PETSMA RT STORE	08/08/2016	14901 4TH AVE SW STE 101	\$636,523.00
MEC-16-1222	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI MECHANICAL	E16-14733 REMODEL WORK TO ACCOMODATE REPLACEMENT MRI MAGNET	08/10/2016	16261 SYLVESTER RD SW	\$350,000.00
ELE-16-1224	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI ELECTRICAL	E16-14733 REMODEL WORK TO ACCOMODATE REPLACEMENT MRI MAGNET	08/10/2016	16261 SYLVESTER RD SW	\$220,000.00

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-16-1258	BLVD LANDING - LOT 1	CONSTRUCT TWO STORY, 2863 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2709 S 124TH LN [TEMP]	\$350,407.28
BLD-16-1259	BLVD LANDING - LOT 2	CONSTRUCT TWO STORY, 2863 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2716 S 124TH LN [TEMP]	\$350,407.28
BLD-16-1296	NEW HOUSE 12403	CONSTRUCT NEW 2778 SQ. FT. SFR	08/29/2016	12403 14TH AVE S	\$281,121.93
BLD-16-1284	BLVD LANDING - LOT 12	CONSTRUCT TWO STORY, 2711 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2712 S 124TH LN [TEMP]	\$321,734.00
ELE-16-1099	E16-13189 PETSMA RT T1	E16-13189 ELECTRIC AL TO T1 FOR NEW PETSMA RT STOR E	08/08/2016	14901 4TH AVE SW STE 101	\$183,669.00
BLD-16-1285	BLVD LANDING - LOT 13	CONSTRUCT TWO STORY, 2883 SF SINGLE FAMILY RESIDENCE WITH 2 CAR GARAGE	08/26/2016	2692 S 124TH LN [TEMP]	\$260,664.42
BLD-16-0660	MORALES 7	CONSTRUCT NEW 2106 SQ. FT. SINGLE FAMILY HOME	08/23/2016	1046 SW 152ND ST [TEMP]	\$253,478.97
BLD-16-1836	E16-22327 NEW ADMIN & SEWER DEPT. PROJECT	E16-22327 CONSTRUCT SEGMENTAL RETAINING WALLS	08/26/2016	17874 DES MOINES MEMORIAL DR	\$169,118.00
BLD-16-1164	COLEMAN SUBDIVISION LOT 3 - NEW SINGLE FAMILY RESIDENCE	CONSTRUCT NEW 2100 SQ. FT SINGLE FAMILY RESIDENCE	08/31/2016	14972 6TH AVE S [TEMP]	\$232,016.40



MONTHLY REPORT - AUGUST 2016

Tenant Improvement Permits Issued

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-16-1814	THE ARTURAS APARTMENTS WINDOW REPLACEMENT	REMOVE 3,000 EXISTING WINDOWS AND REPLACE WITH NEW VINYL WINDOWS WITH 0.30 MAX U-VALUE. NO CHANGE IN OPENING SIZE OR LOCATION.	08/05/2016	1101 SW 139TH ST	\$925,000.00
BLD-16-1094	E16-13189 PETSMA RT TI	E16-13189 BUILD THE TI INCLUDING FINISHES FOR THE NEW PETSMA RT STORE	08/08/2016	14901 4TH AVE SW STE 101	\$635,523.00
BLD-16-1738	LINTNER LLC APARTMENT REMODEL	CONSTRUCT OUTDOOR STEPS, GUARD, HAND RAIL, AND LANDING / INSTALL WINDOW GUARD	08/09/2016	15221 9TH AVE SW UNIT E	\$900.00
BLD-16-1221	E16-14733 HIGHLINE MEDICAL IMAGING 3-TREE MRI	E16-14733 REMODEL WORK TO ACCOMODATE REPLACEMENT MRI MAGNET	08/10/2016	16251 SYLVESTER RD SW	\$1,100,000.00
BLD-15-2398	E15-25771 BEFFA DENTAL OFFICE REMODEL/TI	E15-25771 Construct Tenant Improvements for area of 800 SF in an existing 2,116 SF Dental Clinic, including demo, interior partitions, equipment, finishes, and lighting.	08/16/2016	124 S NORMANDY RD	\$75,000.00
BLD-16-1891	AAAA STORAGE BLDG F RE-ROOF	REROOF: TWO LAYER DEMO / INSTALL 60 MIL VESICO TPO - BUILDING F	08/17/2016	17786 DES MOINES MEMORIAL DR S	\$77,001.11
BLD-16-1894	911 SUPPLY	REPAIR DRY ROT OF EXTERIOR ROOF OVERHANG SOUTH SIDE	08/17/2016	136 SW 152ND ST	\$9,000.00
BLD-16-1759	ELLIOTT BAY BREWERY REMODEL	DIVISION OF LOWER FLOOR BREAK ROOM TO ACCOMODATE NEW OFFICE SPACE	08/17/2016	255 SW 152ND ST	\$3,000.00
BLD-16-1325	E16-15955 BAKERY NOUVEAU TI	E16-15955 INTERIOR RENOVATION OF EXISTING TWO LEVEL COMMERCAIL BUILDING WITH APPROX. 344 SQ. FT. OF OFFICE ADDITION	08/22/2016	424 SW 153RD ST	\$1,200,000.00
BLD-15-1993	E15-21328 - WALGREENS TENANT IMPROVEMENT	E15-21328 - MINOR INTERIOR RENOVATION TO CREATE A PRIVATE CONSULTATION ROOM FOR THE PHARMACIST TO DISCUSS MEDICATIONS WITH THE CUSTOMER. 4/28/16 - REVISED DRAWINGS FOR REVISED SCOPE OF WORK.	08/24/2016	14656 AMBAUM BLVD SW	\$17,500.00
BLD-16-1804	E16-21899 BURIEN FISH HOUSE - PHASE 2	E16-21899 EXPAND EXISTING RESTAURANT INTO ADJACENT RETAIL OFFICE SPACE	08/31/2016	135 SW 153RD ST	\$30,000.00



Notice of Decision

City of Burien 400 SW 152nd Street, Suite 300 Burien, Washington 98166-2209

Date	September 9, 2016
Applicant	Ryan Roumonada
Proposal	Type 1 Land Use Review, Critical Area Review and Vegetative Management Plan Review, for construction of a single family dwelling within a Landslide Hazardous Area.
File No.	PLA 16-0894 File is available for viewing at Burien City Hall during regular business hours.
Location	14XX Southwest 128 th Street, Burien, WA
Tax Parcel No.	3744600995
Decision	Approval of Type 1 Land Use Review, Critical Area Review and Vegetative Management Plan Review subject to 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 19.65.065.5. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on Tuesday, September 23, 2016 . Copies of the "Notice of Appeal" document may be obtained at the Department of Community Development. There is a non-refundable filing fee of \$314 for the submittal of an appeal. For more information please contact the project planner (see below).
Property Tax Revaluation	Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For more information, please contact the King County Assessor's Office at (206) 296-7300.
Project Planner	Niomi T. Zinn Department of Community Development City of Burien 400 SW 152 nd Street, Suite 300 Burien, WA 98166 Phone: (206) 439-3152 E-Mail: NiomiZ@burienwa.gov
Attachments	Conditions of approval



CITY OF BURIEN, WASHINGTON
Department of Community Development

Conditions for Approval

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. When a condition of approval set out below conflicts with a development requirement in the “Development Regulations”, the condition of approval shall be followed.

A. Prior to the issuance of any development permits, the applicant shall:

1. Address the concerns expressed by the City Burien Development Review Engineer in the memo dated May 18, 2016 prior to the issuance of development permits for the proposed project.
2. Address the concerns expressed by the City of Burien Development Review Engineer in the memo dated May 16, 2016 prior to the issuance of development permits for the proposed project.
3. Address undergrounding of all utilities as required by the City of Burien Development Review Engineer in the memo dated May 16, 2016.
4. The applicant shall pay a Transportation Impact Fee at the rate that exists at that time per the schedule.
5. A corrected vegetation management plan will be required for the review and approval of the Director. Specific planting and maintenance instructions shall be included in the Vegetation Management Plan. The plan shall ensure that any permitted alterations to the critical area vegetation are effectively mitigated.
6. All significant trees shall be surveyed with a report consisting of a spreadsheet listing all existing trees by species, their trunk diameter or caliper, condition, whether they are to be removed or to remain, and a corresponding site plan
7. The applicant shall alter the design and location of the proposed western deck so that the deck does not encroach onto the critical area.
8. Required mitigation measures shall include: deepened house foundations in close proximity to the slope, the removal of yard waste from the slope face, the improvement

of the slope face plantings, and the proper disposal of storm water away from the slope face.

9. Sign a "Critical Area Notice on Title and Hold Harmless Agreement" to be recorded with the King County Records and Elections Division. The notice will inform the public of the presence of the Landslide Hazard Area on the site, of the application of BMC 19.40 Critical Areas to the property, and limitations on actions or affecting such critical areas and buffers may exist. The notice shall run with the land.

B. Prior to final inspection, the applicant shall:

1. The geotechnical engineer shall review the project plans and specifications and provide written confirmation to the City that the recommendations and design criteria have been fully incorporated into the project documents.
2. The applicant's geotechnical engineer or geologist shall monitor project construction and provide written confirmation that the project has been constructed in accordance with their recommendations and design criteria.
3. Sign a "Critical Area Protective Easement" that will protect the undeveloped portion of the lot and leave it permanently undisturbed, with the exception of routine garden maintenance. A legal description and a survey drawing of the easement shall accompany the easement document. The easement and accompanying documents will be recorded with the King County Records and Elections Division. (BMC 19.40.200).

C. During construction, the applicant shall:

1. Have changes to the recommended designs for excavation and construction which are based on new information be reviewed by the applicant's geotechnical engineer and approved by the City prior to proceeding with the development activity.



CITY OF BURIEN, WASHINGTON

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

TYPE I LAND USE DECISION CRITICAL AREA REVIEW

DATE: September 9, 2016

FILE NO.: PLA 16-0894

APPLICANT: Ryan Roumonada, Owner

REQUEST: Critical area review to construct a single-family residential residence in a landslide/steep slope hazard area.

LOCATION: 14XX Southwest 128th Street, Burien, WA

PARCEL: 3744600995

APPLICATION SUBMITTED: April 22, 2016

APPLICATION COMPLETE: May 19, 2016

PROJECT PLANNER: Niomi T. Zinn, Project Planner

DECISION: **Approved, subject to the following conditions:**

- A. 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.
- B. Prior to issuance of any development permits or site alterations, the applicant shall:
 - 1. Address the concerns expressed by the City Burien Development Review Engineer in the memo dated May 18, 2016 (See Attachment 1) prior to the issuance of development permits for the proposed project (See Conclusion D.4.b)

2. Address the concerns expressed by the City of Burien Development Review Engineer in the memo dated May 16, 2016 (See Attachment 2) prior to the issuance of development permits for the proposed project (See Conclusion D.5.b).

4. Address undergrounding of all utilities as required by the City of Burien Development Review Engineer in the memo dated May 16, 2016. (See Attachment 2 - See Conclusion D.6.b)

5. The applicant shall pay a Transportation Impact Fee at the rate that exists at that time per the schedule. (See Conclusion D.8.b)

6. A corrected vegetation management plan will be required for the review and approval of the Director. Specific planting and maintenance instructions shall be included in the Vegetation Management Plan. The plan shall ensure that any permitted alterations to the critical area vegetation are effectively mitigated. (See Conclusion D.7.b)

7. All significant trees shall be surveyed with a report consisting of a spreadsheet listing all existing trees by species, their trunk diameter or caliper, condition, whether they are to be removed or to remain, and a corresponding site plan (See Conclusion D.7.b).

8. The applicant shall alter the design and location of the proposed western deck so that the deck does not encroach onto the critical area. The alteration of the deck location is an avoidable impact (See Conclusion F.5.b).

9. Required mitigation measures shall include: deepened house foundations in close proximity to the slope, the removal of yard waste from the slope face, the improvement of the slope face plantings, and the proper disposal of storm water away from the slope face (See Conclusion F.7.b).

10. Sign a "Critical Area Notice on Title and Hold Harmless Agreement" to be recorded with the King County Records and Elections Division. The notice will inform the public of the presence of the Landslide Hazard Area on the site, of the application of BMC 19.40 Critical Areas to the property, and limitations on actions or affecting such critical areas and buffers may exist. The notice shall run with the land (See Conclusions F.1.b, F.2.b, F.3.b, F.4.b, and F.4.b).

C. Prior to final inspection the applicant shall:

1. The geotechnical engineer shall review the project plans and specifications and provide written confirmation to the City that the recommendations and design criteria have been fully incorporated into the project documents (See Conclusions F.1.b, F.2.b, F.3.b, F.4.b, and F.4.b).

2. During construction, changes to the recommended designs for excavation and construction which are based on new information shall be reviewed by the applicant's

geotechnical engineer and approved by the City prior to proceeding with the development activity (See Conclusions F.1.b, F.2.b, F.3.b, F.4.b, and F.4.b).

4. The applicant's geotechnical engineer or geologist shall monitor project construction and provide written confirmation that the project has been constructed in accordance with their recommendations and design criteria (See Conclusions F.1.b, F.2.b, F.3.b, F.4.b, and F.4.b).

5. Sign a "Critical Area Protective Easement" that will protect the undeveloped portion of the lot and leave it permanently undisturbed, with the exception of routine garden maintenance. A legal description and a survey drawing of the easement shall accompany the easement document. The easement and accompanying documents will be recorded with the King County Records and Elections Division. (BMC 19.40.200) (Section F.3.b.).

A. SITE DESCRIPTION

Location: 1414 SW 128th Street (Lot 4)

Zoning: RS-12,000 Residential Single-Family, 12,000-square-foot minimum lot area.

Critical Areas on or within 100 feet of site: Landslide/Steep Slope Area

Lot area: 11,250 square feet or 0.26 acres.

Area Characteristics: The subject parcel is a vacant 11,250 square foot (0.26 acre) residential lot which is located on the north side of the extension of SW 128th Street just west of the intersection with 14th Ave SW (See Attachment 3). The property is located near the top of a west-facing regional slope that descends to Puget Sound (See Attachment 4). The southern property line has frontage on 128th Street. The Northern property line is adjacent to another residential lot which has been developed and contains a single family dwelling and possesses similar topography. The eastern property line is adjacent another residential lot which has also been developed and contains a single family dwelling. The western property line faces vacant land which moderately slopes down into another flat landing. This adjacent property to the west also contains to Type Ns perennial non-fish bearing stream referred to as the "Salmon Creek Ravine" that terminates at the center of the adjacent property (See attachment 3).

Neighborhood Characteristics: The site is located in a residential neighborhood in which the zoning is residential single family with Salmon Creek Ravine to the West and Ambaum Boulevard to the East. Homes immediately within the same vicinity as the subject parcel, exhibit similar on-site steep slope conditions and are the location of similar size homes which are generally located sloping terrain.

Site Characteristics: According to Associated Earth Sciences, (See Attachment 5) the property measures 75 feet east-west by 150 feet north-south. Most of the property is relatively flat with slopes along the west and north sides. Topography on the flat portion of the property ranges from

elevation 444 to 440 feet. Most of the western slope is on the adjacent property to the west and ranges from 9 to 15 feet in height with an average inclination of about 50 percent. Additionally, the property is a typical urban non-maintained greenbelt where invasive plants are the predominate species. At the top of the slope, the site has been landscaped and manicured by the neighboring property owner and contains a variety of non-invasive plant species (See Attachment 6).

Project History: The adjacent residential lot to the east has landscaping and vegetation that has visually blended into the majority of the subject parcel. This is due to the landscaping and maintenance performed by the neighboring property owner over the course of many years. The flattest portion of the property, where the dwelling is planned to be built is currently landscaped with native and non-native plant life. However, the parcel to the west possesses an unnatural slope. This western slope appears to have been formed by a previous excavation into the slope to the west of the subject property to create a rough road grade running from south to north along the face of the larger western facing slope (See Attachment 6).

B. SUMMARY OF PROPOSAL

The application was filed on April 22, 2016 and was deemed complete for processing on May 19, 2016, complying with the 28-day target for completeness determination (See Attachment 7). The public comment period began on May 24, 2016 and ended on June 7, 2016. The application was processed in 113 days, which meets the 120-day target established for a Type 1 Critical Area Review approval (See Attachment 8).

The proposed project will include the construction of a new single-family residence on the southern 47 feet of the lot. The house location is restricted to the southernmost 47 feet by a view easement. The house will measure some 54 feet east-west by 27 feet north-south and will have a basement on the western 32 feet of the house footprint. The basement is intended for conversion into an ADU at a later date. A deck is planned on portions of both the west and north side of the house (See Attachment 9).

City of Burien critical area regulations require a critical area review (See Attachment 10) for any alterations or construction proposed within 100 feet of a geologically hazardous area, (See Attachments 11 and 4), which includes landslide hazard areas. As part of the critical area review the staff will: verify the information submitted by the applicant, determine whether a critical area exists on the site and confirm its nature and type, evaluate the critical area study, determine if the development conforms to the purposes and performance standards in 19.40.100, determine if the development adequately addresses impacts on the functions or value of the critical area and whether such impacts are necessary and unavoidable, and determine if the mitigation and monitoring plans proposed by the applicant are sufficient to protect the critical area and the public health, safety and welfare.

C. PUBLIC NOTICE AND COMMENTS

1. Facts

Notice of the application was posted on the property, mailed to property owners within 500 feet of the site, and published in the Seattle Times on May 24, 2016 (See Attachment 8). The Burien Zoning Code requires that one or more notice boards be posted on or near the subject property, in addition to a mailed notice to all owners of property located within 500 feet of the parcel and a published notice in the Seattle Times. The following public comments were received during the comment period, which ended June 7, 2016:

Comment Letter (Attachment 12)

The resident of 12615 14th Ave SW, Burien WA 98146 stated that they had concerns regarding the removal of significant trees and the potential for a landslide. They also did not feel that an ADU was a good idea.

City's Response

The proposal to construct one single-family dwelling on a lot located in a critical area triggers a critical area review, addressing impacts on the site, surrounding properties and environment as a result of development in a steep slope/landslide hazard area has been conducted. ADU's are allowed as an accessory use to a single family dwelling and must meet criteria per Burien Municipal Code 19.17.070. This review is for the building itself. ADU compliance will be verified as a part of the building permit review process. The proposed development, subject to recommended conditions in the Geotechnical Engineering Report, can be constructed without adverse impacts to the surrounding properties or the environment.

Comment Letter (Attachment 13)

The resident of 1378 SW 128th Street stated that they had concerns about the potential for a landslide. They also were concerned that 128th Street would be continued further and that existing vegetation will be disturbed due to Right-Of-Way improvements. They also asked for a timetable for construction.

City's Response

The proposal to construct one single-family dwelling on a lot located in a critical area triggers a critical area review, addressing impacts on the site, surrounding properties and environment as a result of development in a steep slope/landslide hazard area has been conducted. The proposed development, subject to recommended conditions in the Geotechnical Engineering Report, can be constructed without adverse impacts to the surrounding properties or the environment. The Technical Information Report which contains detailed information regarding stormwater requirements for the proposal. The timetable for construction is not a requirement for submittal and they did not provide that information. Per BMC 19.65.063, this is a Type 1 decision which contains a time limit of two years for the applicant to apply for a construction permit. Concerns regarding best management practices for construction procedures will be communicated to the applicant as the law requires. Burien municipal code does not contain language that prohibits or

encourages the construction of a home in a designated landslide hazard area. The applicant must follow the existing codes, laws and regulations (municipal, fire and building) in order to be considered for permitting.

2. Conclusions

- All public comments received within the advertised comment period have been addressed and the application complies with public notice provisions.

D. COMPLIANCE WITH REQUIRED DEVELOPMENT STANDARDS

Notice of this application was distributed on May 24, 2016 to the City of Burien Development Review Engineer and Building Department, (See Attachment 14) King County Fire District 2 (See Attachment 15), Southwest Suburban Sewer District (See Attachment 16), King County Water District (See Attachment 17), Seattle City Light and Burien Police Services. They have all signed off on certificates of availability for the proposed development. This section provides a brief analysis of the basic development standards related to this proposal. It is intended only to identify any major problems that will require revisions to the proposal or additional information prior to construction.

1. Zoning Code

a. Facts

Proposed Use: Single-family residential; Section in use zone chart (BMC 19.15.005)

Regulation	Requirement	Proposal	Complies?
Lot area	12,000 square feet	11,250 square feet	Yes <i>Existing legally established lot per BMC 19.15.005.2(2)</i>
Front setback	20 Feet	20	Yes
Interior setback	5 Feet	5	Yes
Building coverage	35%	15.4%	Yes
Impervious surface Coverage	45%	19.2%	Yes
Height	35 Feet from Average Existing Grade	35-10 ³ / ₄	Yes
Parking	2 Spaces	2	Yes
Special regulations	None	None	N/A

b. Conclusions

The applicant has addressed the development standards for single-family residential development as outlined in BMC 19.15.005.

2. Building Code

Facts

The building permit review process will evaluate compliance with applicable building, mechanical and electrical codes.

3. Fire Code

Facts

Fire Marshall approved review of water flow, hydrant distance and fire department vehicle access (See Attachment 15).

4. Surface Water Design Manual

a. Facts

BMC 13.10.020 adopts the 2009 King County Surface Water Design Manual (KCSWDM) as the City of Burien's drainage control regulation, the 2009 the Stormwater Pollution Prevention Manual (SPPM) as adopted by the City of Burien (ref. BMC § 13.10.020), and the Burien Municipal Code (BMC), Chapter 13.10. The applicant submitted a Technical Information Report and TESC plan prepared by The Concept Group on April 11, 2016, a Vegetation Management Plan prepared by Jerry Rosso on April 8, 2016 and a Critical Area Study performed by Associated Earth Sciences on January 20, 2016. Following submittal of the application for critical area review and supporting materials, the City Development Review Engineer has provided final comments in a memorandum dated May 18, 2016 regarding required surface water management improvements (See Attachment 1).

1. Storm water facilities and the drainage site plan for the project shall be in accordance with the 2009 King County Surface Water Design Manual (KCSWDM), the 2009 the Stormwater Pollution Prevention Manual (SPPM) as adopted by the City of Burien (ref. BMC § 13.10.020), and the Burien Municipal Code (BMC), Chapter 13.10.
2. Refinement of the final design of flow control and conveyance system will be required prior to issuance of development permits for any construction activities on-site or Right of Way.
3. Storm site plan, ESC plan, and TIR shall be updated based on actual foot print (new/replaced impervious surface).
4. Maintenance and operation of all drainage facilities will be the responsibility of the applicant or property owner. All facilities must be maintained as specified in the TIR.
5. A drainage easement for conveyance system and outfall in the western lot (downstream property) must be secured and recorded prior to engineering plan

approval. Provide a copy of recorded drainage easement during subsequent permit application.

b. Conclusions

In order to comply with the current stormwater standards, the applicant shall address the concerns expressed by the City Burien Development Review Engineer in the memo dated May 18, 2016 (See attachment 1) prior to the issuance of development permits for the proposed project.

5. Road Standards and Frontage Improvements

a. Facts

BMC 12.17 and 12.18 govern improvements within and adjacent to public rights-of-way and all access and street improvements must be designed to comply with the 2008 Burien Road Design and Construction Standards (BRDCS). The applicant submitted preliminary civil drawings prepared by The Concept Group dated April 6, 2016 (See Attachments 18 and 19) and a Technical Information Report (See Attachment 20). The Development Review Engineer reviewed the proposed development and submitted comments in a memorandum on May 16, 2016 regarding required road and access improvements (See Attachment 2).

1. The applicant shall submit approved utility plans for the various underground utilities serving or proposed to serve the site.
2. The applicant shall obtain a Right-of-Way use permit from City of Burien regarding drainage connection and any work with the right-of-way.
3. The applicant shall design and construct all street improvements within the City of Burien, in accordance with the 2008 Burien Road Standards (Standards), as adopted by the City of Burien.
4. All required utilities, drainage and street improvement plans shall be designed by a Washington State Licensed Engineer in accordance with City of Burien standards, 2008 BRS and 2009 KCSWDM.
5. Applicant proposed 20 foot paved surface from existing pavement (SW 128th Street) to match existing west pavement in accordance with the 2008 Burien Road Standards.
6. All utilities serving the property shall be placed underground unless exempt per BMC § 12.40. All new electrical, phone, water, sewer and cable services to the site must be underground. Construction of these facilities must be inspected and approved by the City of Burien Public Works Inspector.
7. The applicant shall coordinate with various underground utilities serving or proposed to serve the site. Prior to issue clear & grade permit, the applicant shall submit approved utility plans for the various underground utilities serving or proposed to serve the site.
8. A Right of Way Use Permit will be required for any construction or utility work within the street right of way or proposed ROW street (ref. BMC § 12.17 and 12.18).

9. Restoration, performance, and maintenance security bonds, in forms acceptable to the City, must be posted for required site and right of way improvements. (ref. BMC § 17.35.130(1)(e), and per Section 1.2.7 KCSWDM, KCC Title 9, KCC.
10. As-Built drawings shall be prepared by professional surveyor in accordance with City of Burien checklist or 2008 BRS and 2009 KCSWDM.
11. The driveway requirements of BRS Section 3.01 apply to the project. These requirements include the following:
 - a. No portion of the driveway width shall be allowed within 5 feet of side property lines in residential areas except if a joint use driveway tract is proposed to serve the two parcels or in cul-de-sac.
 - b. Per BRS Section 3.01.C, the minimum individual driveway width is 10 feet and the maximum width is 20 feet. If proposed access to the site will be from 23rd Place SW, which is a private street, the applicant will be required to obtain legal access and drainage connections from the Homeowners Association prior to issuance of a Building Permit.

b. Conclusions

In order to comply with the 2008 Burien Road Design and Construction Standards, the applicant shall address the concerns expressed by the City of Burien Development Review Engineer in the memo dated May 16, 2016 (See Attachment 2) prior to the issuance of development permits for the proposed project.

6. Utilities and Public Services

a. Facts

The Development Engineer had the following condition based on his May 16, 2016 Memorandum: *“All utilities serving the property shall be placed underground as required by BMC 12.40.070.”* The applicant has provided availability certificates for sewer, water and fire hydrant availability (See Attachments 17, 16 and 15). All public service providers indicate that services either currently exist or can be extended to the property to adequately serve the proposed development.

b. Conclusions

Each service district has provided verification that adequate utilities and public services are conditionally available for the proposed residence. The applicant shall address undergrounding of all utilities as required by the City of Burien Development Review Engineer in the memo dated May 16, 2016 (See Attachment 2).

7. Significant Tree and Vegetation Management Plan

a. Facts

BMC 19.40.180 requires a vegetation management plan showing all existing vegetation, preserving existing vegetation within the subject parcel and providing for revegetation of disturbed areas, be reviewed and approved prior to the issuance of

development permits for the project. The location, size and species of all significant trees on the site shall be indicated by a survey. Significant trees shall be retained, protected, or replaced in accordance with BMC 19.40.180. The plan shall propose mitigation measures to prevent erosion and protect the geologically hazardous area, its buffer and other properties from hazards and adverse impacts.

The property is a typical urban non-maintained greenbelt where invasive plants are the predominate species. At the top of the slope, the site has been landscaped and manicured by the neighboring property owner and contains a variety of non-invasive plant species. The invasive plants shall be replaced with native mixed understory plants. Finally, AESI recommended "Removal of existing yard waste from the west slope face and improvements of the slope face plantings as part of the conditions for our recommended buffer reduction (See Attachment 21).

b. Conclusions

The vegetation management plan did not fully address requirements of BMC 19.40.190. The plan submitted with the application is a narrative only and requires more detail (See Attachment 22). A corrected plan will be required for the review and approval of the Director prior to the issuance of any development permits for the project. The proposed development, conditioned upon following the recommendations made in the vegetation management plan and geotechnical engineering report, will ensure that any permitted alterations to the critical area vegetation are effectively mitigated. All significant trees should be surveyed with a report consisting of a spreadsheet listing all existing trees by species, their trunk diameter or caliper, condition, whether they are to be removed or to remain, and a corresponding site plan. Specific planting and maintenance instructions shall be included in the Vegetation Management Plan.

8. Transportation Impact Fees

a. Facts

All development activity is subject to a Transportation Impact Fee as set forth in BMC 19.35. The fee will be collected upon the issuance of a construction permit. The proposed development is classified "Single-Family Detached Housing" on the BMC Table 19.35-2 "Schedule of Transportation Impact Fees" and as such results in a transportation impact fee of \$957.00.

b. Conclusions

Prior to issuance of a construction permit for the building, the Applicant shall pay a Transportation Impact Fee at the rate that exists at that time per the schedule.

9. State Environmental Policy Act (SEPA) Review

a. Facts

Projects are exempt from SEPA if they involve less than 500 cubic yards of fill or excavation (BMC 124.10.040 & WAC 197-11-800 (1)(c)). Environmental review of this project under the State Environmental Policy Act was not required given the proposal involves less than 500 cubic yards of fill or excavation.

b. Conclusions

The proposal is exempt from the SEPA process.

E. COMPLIANCE WITH CRITICAL AREA REVIEW CRITERIA

The site is shown as “landslide hazard area” on the City’s critical area maps (See Attachments 11 and 4). BMC 19.40.090 requires a critical area review for any construction proposed within a critical area or its required buffer. The applicant submitted a Critical Area Study prepared by Associated Earth Sciences, Inc., dated January 20, 2016 (See Attachment 5), and a Technical Information Report (TIR) by The Concept Group, dated April 11, 2016 (See Attachment 20).

Critical Area Study Findings

Associated Earth Sciences performed the site test explorations. They observed the excavation of two test pits on January 5, 2016. The test pits were completed by an excavator supplied by the applicant at two separate locations. The test pits were advanced to a total depth of 6 feet below the existing ground surface. Both test pits were located near the top of existing slopes (See Attachment 5).

Subsurface Conditions

Subsurface conditions at the project site were inferred from the field exploration. Both exploration pits encountered glacially consolidated lodgment till soils to the full depth explored. The till soils were mantled by about 2 feet of topsoil and medium dense, weathered till soils. No seepage was observed in either test pit.

Analysis of Landslide and Erosion Hazard Risk

Since the slope along the west side of the subject property rises more than 10 vertical feet and has an average inclination greater than 40 percent the slope meets the BMC definition for a Landslide Hazard. Therefore, the following critical area review criteria are addressed.

F. CRITICAL AREA REVIEW CRITERIA

BMC 19.40.100 establishes the following criteria for review and approval of requests for development in critical areas and their buffers:

1. The proposal limits the impact on critical areas;

a. Facts

The applicant submitted a Geotechnical Engineering Study by AESI, dated January 20, 2016 to address the steep slope located on the subject site. The applicant also submitted a TIR prepared by The Concept Group dated April 11, 2016. The Geotechnical Study analyzed the slope, the soil composition by the drilling of two (2) test borings to observe its drainage characteristics. The TIR analyzed requirements according to current manuals. Both made respective recommendations on the type and depth of foundations, the

stormwater drainage, erosion control and clearing and grading techniques (See attachments 20 and 5). Cumulatively, both studies recommend:

- Conventional spread-footing foundations constructed to bear on the dense native sediments or on approved structural fill soil may be utilized to provide foundation support.
- Where the new house encroaches on the top of the western slope, the house foundations will be deepened to create the basement excavation.
- A minimum of 10 feet of horizontal cover should be provided from the face of new footings to the face of the dense soil core of the adjacent slope face.
- The new foundation should be deep enough to provide the minimum 18-inch code-required embedment.
- A design bearing capacity of 2,500 pounds per square foot (psf) for shallow foundations bearing on the native soils is recommended.
- An allowable base friction of 0.30 and an allowable passive resistance of 250 pounds per cubic foot (pcf) can be used to resist lateral loads.
- For the driveway and parking areas that are subjected to vehicular traffic and are adjacent to retaining walls, a surcharge equivalent to 2 feet of soil should be added to the wall height in determining lateral design forces.

b. Conclusion

The proposed development, conditioned upon recommendations made in the Geotechnical Engineering Study by AESI and recommendations made in the TIR prepared by the Concept Group will ensure that development activities will minimize landslide hazards and erosion while allowing utilization of a relatively small and restricted area at the top of the slope for the dwelling (See Attachments 20 and 5). Prior to issuance of building permits, the applicant must submit for City approval evidence that the recommendations of the geotechnical consultant and the engineer representing The Concept Group have been addressed in all submitted plans and construction drawings. Pursuant to BMC 19.40.290.4.I, prior to final inspection the applicant shall provide written confirmation from AESI and The Concept Group that they have monitored the project and that it has been constructed in accordance with the recommendations in their respective reports and plans. As conditioned, the project limits the impacts on critical areas.

2. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the site.

a. Facts

The report and the Critical Area study states that the applicant's geotechnical engineer or geologist shall:

- Review the project plans and specifications prior to issuance of any permits and provide written confirmation to the City that the recommendations and design criteria have been fully incorporated into the project documents (BMC 19.40.290 4.H);
- Monitor the construction (BMC 19.40.160) and BMC 19.40.290 4.I);
- Provide written confirmation that the project has been constructed in accordance with their recommendations and design criteria (BMC 19.40.290 4.I).

Additionally, in a letter from AESI dated April 21, 2016, they make the following statement: *"In our opinion, provided the project is constructed in accordance with these plans the proposed project will not increase the potential for soil movement, and the risk of damage to the proposed development and from the development to adjacent properties will be minimal."* (See Attachment 21)

b. Conclusions

Based on code requirements and the professional opinions rendered by AESI (See Attachment 21) the project should not pose an unreasonable threat to the public health, safety or welfare on or off the site. This will be further ensured by the requirements for AESI to conduct plan review, monitor the project during construction and give written confirmation the project meets their recommendations.

3. The proposal is consistent with the general purposes of this Chapter and the public interest;

a. Facts

Pursuant to 19.40.020, the purposes of the chapter are to implement the goals, policies, guidelines and requirements of the Washington State Environmental Policy Act, Growth Management Act and the Burien Comprehensive Plan. The chapter also seeks to preserve and enhance the ecological value of critical areas to maintain the integrity of the natural environment while also minimizing adverse impacts and risks. The goals of the chapter also encourage flexibility and creativity in the development of property while preserving property rights. The proposed development plan has been designed in a manner that allows for development of a single-family residence on a site that is constrained by a landslide hazard area and stream buffer. The development plan, enhancing buffers and sound construction practices also makes a reasonable attempt to eliminate impacts on land slide hazard area and stream buffers.

b. Conclusions

The general purposes of this chapter shall be accomplished by the applicant agreeing to record a Critical Area Notice on Title and Hold Harmless Agreement” (See Attachment 23). The notice shall run with the land. (BMC 19.40.210). In addition, the applicant will also sign a “Critical Area Protective Easement” that will protect the undeveloped portion of the lot and leave it permanently undisturbed, with the exception of routine garden maintenance.

4. Any alterations permitted to the critical area or its required buffer are mitigated in accordance with the critical area study;

a. Facts

Burien Municipal Code (BMC 19.40.290 4. D) requires that a geo-tech will monitor the construction and any changes will be reviewed. Recommendation to approve or deny changes will be forwarded to the City Planning and/or Building Department for approval (BMC 19.40.290 4. I.). In addition, the vegetation management plan proposes the removal of debris and the replanting of native non-invasive plants (See Attachment 22).

b. Conclusions

The Geo-tech shall ensure that alterations permitted to the critical area or its required buffer will be mitigated in accordance with the critical area study and the vegetation management plan. The City will be informed of any changes and will have the authority to approve or deny the Geo-tech’s recommendation.

5. The proposal protects the critical area functions and value consistent with the best available science.

a. Facts

The removal of debris and replanting plan as recommended by both AESI (See Attachment 21) and by Mr Rosso (See Attachment 22) will result in a gain in function and value consistent with best available science. The Geotechnical Engineering Study by AESI, dated January 20, 2016 addressing the steep slope located on the subject site (See Attachment 5) analyzed the slope, the soil composition and its drainage characteristics. Based on the finding from the study and the Engineers’ knowledge of geological functions recommendations were made that, in their opinion, the project will protect the critical area’s functions and values and are consistent with the best available science. However, analysis revealed that there was no mention of the deck which appears to extend towards the slope on the west side of the property. This detail does not protect the critical area’s function. Furthermore, BMC 19.40.190 states that no structures are allowed in the critical area.

b. Conclusion

The applicant shall alter the design and location of the proposed western deck so that the project (Incorporating Geotechnical Engineering Study’s recommendations) shall protect the critical area functions and value consistent with the best available science.

BUFFER REDUCTION REQUEST

BMC 19.40.290 3. Requires that development on or within 50 feet of areas designated erosion hazard areas or landslide hazard areas comply with certain criteria. As part of a critical area review, the Director may reduce or waive the landslide hazard area buffer if the applicant shows that the criteria are met. This project is located within the buffer zone of a critical area.

6. The proposed development does not pose an unreasonable threat to the public health, safety or welfare on or off the development proposal site and is consistent with the general purposes of this chapter and the public interest;

a. Facts

In the Geotechnical Engineering Study by AES, dated January 20, 2016 it states that the proposed development “will not create or exacerbate any impact to the steep slope/landslide hazard area – no design changes are required at this time”.

b. Conclusions

Criteria met. The project has been reviewed and recommendations made by qualified engineers to safeguard not only the applicant’s property but those abutting properties. Requirements for stormwater retention and construction techniques have been made based on best available science and compliance with applicable code requirements.

7. There is no feasible alternative with less impact on the critical area.

a. Facts

On page 9 of the Stormwater Technical Information Report prepared by The Concept Group, (See Attachment 20) they made the following observation: “*Due to an Existing view easement with the adjacent property to the east, the buildable portion of the lot is limited to 75 LF X 47 LF (3, 525 SF)*”. Additionally, they stated that “*Based on the availability of existing drainage information and the proposed drainage improvements, the developed site will not create or aggravate existing downstream conditions*”.

In a letter from AESI dated April 21, 2016, they make the following statement: “*In our opinion, provided the project is constructed in accordance with these plans the proposed project will not increase the potential for soil movement, and the risk of damage to the proposed development and from the development to adjacent properties will be minimal.*” (See Attachment 21)

However, analysis revealed that there was no mention of the deck which appears to extend towards the slope on the west side of the property. The location of the proposed deck is not the only feasible alternative and can be placed in a different location so as to avoid encroachment into the designated critical area. Furthermore, BMC 19.40.190 states that no structures are allowed in the critical area.

b. Conclusion

Criteria not met. The applicant shall alter the design and location of the proposed western deck so that the project (Incorporating Geotechnical Engineering Study's recommendations) shall protect the critical area functions prevent avoidable impact on the critical area. The alteration of the deck location is an avoidable impact.

8. For a buffer of between 0 feet and 25 feet , in addition to the items required in BMC 19.40.120, the critical area study must specifically discuss and support the requested buffer reduction and show that the project will have the ability to maintain long-term stability of the landslide hazard area;

a. Facts

The Stormwater Technical Information Report states that that *"Flows from development will be mitigated with a variety of on-site stormwater BMP's Roof stormwater will be tight-lined down the slope to prevent erosion. Flows from the driveway and private road will be dispersed via a gravel trench"*. In addition the Applicant shall sign a "Critical Area Protective Easement" that will protect the undeveloped portion of the lot and leave it permanently undisturbed, with the exception of routine garden maintenance. He is also required to sign a "Critical Area Notice on Title and Hold Harmless Agreement" which is recorded against the property so that future purchasers will know of the critical area on site and regulations pertaining to its protection.

On page 4, of the geotechnical study prepared by AESI, (See Attachment 5), the following is stated: *"The requested buffer reduction will have little or no impact on the overall stability of the western slope. The new house foundation loads will be carried well below the slope face to create the proposed basement and therefore will not increase the driving forces controlling slope stability. Required mitigation measures will include: the deepened house foundations in close proximity to the slope, the removal of yard waste from the slope face, the improvement of the slope face plantings, and the proper disposal of storm water away from the slope face"*.

b. Conclusions

Criteria met. Long-term stability of the landslide hazard area will be accomplished through drainage maintenance. It must be monitored to ensure that the stormwater is directed toward the street and any breaks in the system repaired immediately upon discovery. The agreement of a "Critical Area on Title and Hold Harmless" will ensure that the slope will be undisturbed and future purchasers will be aware of the responsibilities of protecting the critical area.

9. Any appropriate mitigating measures needed to mitigate impacts of the buffer reduction;

a. Facts

On page 4, of the geotechnical study prepared by AESI, (See Attachment 5), the following is stated: *"The requested buffer reduction will have little or no impact on the overall*

stability of the western slope. The new house foundation loads will be carried well below the slope face to create the proposed basement and therefore will not increase the driving forces controlling slope stability. Required mitigation measures will include: the deepened house foundations in close proximity to the slope, the removal of yard waste from the slope face, the improvement of the slope face plantings, and the proper disposal of storm water away from the slope face”.

Additionally, analysis revealed that there was no mention of the deck which appears to extend towards the slope on the west side of the property. This proposed deck does not effectively mitigate impacts of the buffer reduction. Furthermore, BMC 19.40.190 states that no structures are allowed in the critical area.

b. Conclusions

Criteria not met. In order to show that all mitigating measures are being taken, the applicant shall alter the design and location of the proposed western deck. Additionally, to keep the slope stable required mitigation measures will include: the deepened house foundations in close proximity to the slope, the removal of yard waste from the slope face, the improvement of the slope face plantings, and the proper disposal of storm water away from the slope face.

10. An assessment of any increased risk that could result from the buffer reduction.

a. Facts

Based on the proposed development plans and the location of the proposed house on the property, the geotechnical study prepared by AESI states the following on page 4, “*There is no significant increased risk of slope movement associated with the reduction of the top of slope buffer to 0 feet, in our opinion. The previously mentioned deepened basement foundations, slope debris removal, slope vegetation improvement, and planned storm water collection and disposal will all result in a long-term improvement in overall slope stability*” (See Attachment 5).

b. Conclusions

Criteria met. The deepened basement foundations, slope debris removal, slope vegetation improvement, and planned storm water collection and disposal will all result in a long-term improvement in overall slope stability.

G. EXPIRATION OF APPROVALS

Approval of this Type 1 application expires two years from the date of City’s final decision on the application, unless a complete building permit application is filed. If the building permit application expires, is canceled or withdrawn after the end of the two-year term, it is not be allowed to be re-submitted or renewed, and a new Type 1 application is required to be filed (see BMC 19.65.063).

H. APPEALS AND JUDICIAL REVIEW

The following is a summary of the deadlines and procedures for appeals and judicial review. Any person wishing to file or respond to an appeal should contact the Department of Community Development for further procedural information.

1. Appeals

Parties of record may appeal this decision to the Hearing Examiner (BMC 19.65.065.5). The Decision of the Director is final and conclusive unless within 14 days of issuance of the Notice of Decision, which shall be before 5 PM on **September 23, 2016**, a party of record files a written statement of appeal with the City Clerk. The requirements for filing an appeal may be obtained at the Department of Community Development in City Hall. There is a filing fee of \$314.00 for the submittal of an appeal. For more information please contact the Department of Community Development at 248-5520.

2. Judicial Review

BMC 19.65.065.12 allows the hearing examiner's final decision to be appealed by a party of record with standing by filing a land use petition in King County Superior Court. Such petition must be filed within 21 days after issuance of the decision, as provided in RCW 36.70C.040.

APPENDICIES

The following attachments are incorporated by numerical reference.

1. Development Review Memorandum from Heungkook Lim, City Development Review Engineer dated May 18, 2016.
2. Development Review Memorandum from Ramesh Davad, Development Review Engineer (Road, Access and Utilities) dated May 16, 2016.
3. Vicinity Map
4. Contour Map
5. Critical Areas Study - Geotechnical Hazardous Area, Associated Earth Sciences.
6. Site Visit Photos, Niomi Zinn, Project Planner dated June 30, 2016
7. Letter of Completeness, Niomi Zinn dated May 19, 2016
8. Affidavit of Publication, Sharon Seligman, Seattle Times dated May 24, 2016
9. Residential Plans, April 19, 2016
10. Critical Area Development Standards
11. Critical Areas Map
12. Comment Letter from Laurie Ufer dated June 7, 2016
13. Comment Letter from Paul Grucza, Paul dated May 25, 2016
14. Notice of Application, Niomi Zinn, dated May 24, 2016
15. Certificate of Fire Availability, District #2 dated March 15, 2016
16. Certificate of Sewer Availability, SW Suburban Sewer District
17. Certificate of Water Availability, King County Water District # 20
18. TESC Plans, The Concept Group
19. Site and Civil Plans, The Concept Group

20. Technical Information Report, The Concept Group
21. Critical Area Review and Plan Review , Associated Earth Sciences dated April 21, 2016
22. Vegetation Management Plan, Jerry Rosso, CPH
23. Critical Area Notice & Hold Harmless Agreement

PARTIES OF RECORD

Name	Address
Laurie Ufer	<u>laurieufer@hotmail.com</u> 12615 14th Ave SW, Burien WA 98146
Paul Grucza	<u>paulgrucza@comcast.net</u> 1378 SW 128th Street, Burien WA 98146

Dated this 9th Day of September, 2016


Charles "Chip" Davis, AICP
Director of Community Development

**SEPA Determination of
Nonsignificance (DNS)
WAC 197-11-970**

City of Burien 400 SW 152nd St, Suite 300 Burien, Washington 98166

Date August 26, 2016

Applicant Budget Tank Removal & Environmental Services, LLC
152nd LLC

Propose Removal of approximately 450 cubic yards of petroleum contaminated soil and backfill the 50 x 50 x 10 foot deep excavation pit with rock spalls, or recycled concrete and clean soil or crushed rock.

File No. PLA-16-0891
File is available for viewing at Burien City Hall during regular business hours.

Location 15217 Des Moines Memorial Drive S, Burien WA

Tax Parcel No. 202304-9043

Lead Agency City of Burien

Environmental Determination The lead agency for this proposal has determined that the proposal does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of a completed environmental checklist and other information on file with the lead agency.

This Determination of Nonsignificance (DNS) is issued after using the optional DNS process WAC 197-11-355. There is no further comment period on the DNS. This DNS is specifically conditioned on compliance with the applicable regulations set forth in the Burien Municipal Code.

All information relating to this proposal is available to the public upon request.

Public Comment and Appeal Process This DNS is issued under 197-11-355. There is a 14-day appeal period on this agency decision. An appeal of the decision requires that a Notice of Appeal form and a \$314.00 fee be submitted by **September 9, 2016**. Appeal forms are available at the Department of Community Development or the city's website www.burienwa.gov. Questions regarding procedures for appealing this agency decision may be directed to Brandi Eyerly at (206) 248-5519 or BrandiE@burienwa.gov.

SEPA Responsible Official Charles "Chip" Davis, AICP
Community Development Director
City of Burien
400 SW 152nd Street Suite 300
Burien, WA 98166

Signature: 

CONDITIONS OF APPROVAL

PLA-0891

Budget Tank Removal & Environmental Services, LLC

August 24, 2016

As part of the Clear and Grade permit:

1. A Geotechnical Engineer from LIU & Associates, Inc. shall be on site to monitor the work. An erosion control plan will be required compliant with the International Building Code, WA State Chapter 70.94 RCW Washington Clean Air Act and Chapter 173-400 WAC.
2. A silt fence and straw wattles or other erosion control will be required to prevent any water escaping the project site.

After backfilling is complete:

1. The disturbed surface shall be planted with a suitable groundcover i.e. grass or paved to prevent disturbance and windblown dust.
2. Submit a written statement from the Geotechnical Engineer that the work has been done according to the March 18, 2016 Geotechnical Recommendations report.
3. Request final inspections by the City Building and the Project Planner Brandi Eyerly.
4. Notify the WA State Department of Ecology of the project completion.