



# Burien

*Washington, USA*

City of Burien

## MEMORANDUM

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**DATE:** October 31, 2016

**TO:** City Council

**FROM:** Tony Piasecki, Interim City Manager

**SUBJECT:** Weekly Report

This report is my first as Interim City Manager. These reports will generally be sent to the City Council on Wednesdays or Thursdays so expect another one this week. In these reports, I will provide you information on department activities, the status of various projects and other initiatives, and other items of interest.

### City Manager's Office

- I will be meeting with staff and our consultant this week to discuss the branding and logo project.
- ICMA Management Fellow Laura Crandall is completing an analysis of the contract and services provided by C.A.R.E.S. for animal control services. This item is scheduled for a City Council presentation at the November 21<sup>st</sup> meeting.
- Ms. Crandall is also working on a review of the City's special event permitting process and is participating in the LEAN effort in the Building Division of the Community Development Department.

### Parks and Recreation

- An RFP will be issued in the next few weeks for creation of a site plan for future improvements at Lake Burien Park.
- We also plan to issue an RFP in the next week or two to replace three of the five security cameras at City Hall and add three cameras in Town Square Park. Two cameras currently at City Hall will be re-purposed at another city facility.
- The Department held a Dia De Los Muertos (Day of the Dead) celebration on Friday evening, October 28<sup>th</sup> at the Community Center. Approximately 975 people attended this event.

### Legal

- The Legal Department has initiated, via outside counsel, legal action in Superior Court against six chronic nuisance properties. This will allow the City to conduct remediation actions on these properties if an order is granted by the court.

### Community Development

- The Planning Commission met on Wednesday October 26<sup>th</sup>. The main items on the meeting agenda were public hearings on a map amendment and text amendments to the Comprehensive Plan. These amendments will be brought to the City Council for presentation at the November 21<sup>st</sup> meeting and final action on December 5<sup>th</sup>.
- Recreational Marijuana Status:
  - Retail store (Kush21) located at 17730 Ambaum Boulevard South opened 10/1. Marks beginning of state marijuana revenue share for Burien.
  - Retail store (The Joint) located at 14325 1st Avenue South will open 11/1. Burien has only two state licenses allocated and applicants are informed that no additional locations will be considered.
  - Production/Processing Facility (O.G. Growers) to be located at 1050 South 140th Street in the NERA, complete Land Use Review by 11/17 and will begin processing building permits in December. Construction during the first half of 2017.

### Economic Development

- The City is working on an economic development grant agreement with the Port of Seattle. The Port has offered non-compete grants to all cities in King County. Burien will receive \$48,810 and must provide a match of \$24,405. Once we have finished negotiations and signed the agreement, we plan a project that will augment our branding project and has two components:
  - Wayfinding Program: Contract with a consultant to design a wayfinding program that will establish a walkable pedestrian scale environment and enhancing the satisfaction of visitors. In addition, it will serve a multimodal environment desired by businesses.
  - Tourism Program: Partner with a destination marketing organization to advertise and market Burien's community attributes.

### Police

- Captain Howard recently completed Command College at Northwestern University.
- PD hired a new Community Service Officer in July. His name is Carlos Marquez. He has completed his training and is working on his own in the field. CSO Marquez speaks Spanish.
- Chief Kimerer reports that his department will be carrying no vacancies as of November 1<sup>st</sup>. Combined with the rotating 4/10 schedule they have been using for the last sixteen months, the use of overtime to keep shifts at minimum staffing should be reduced.

### Human resources

- Administrative Services Manager Angie Chaufy announced that open enrollment for health benefits will begin on November 9<sup>th</sup> and close on December 8<sup>th</sup>.
- Staff is looking at the possibility of purchasing software that will automate our system of putting together Council meeting agendas and packets. The goal would be to make the process as paperless as possible.

### Public Works

- Two ribbon cutting ceremonies were held last week for CDBG-funded projects. The first was a pedestrian/bicycle trail that starts at the corner of 9th Ave S. & S. 132nd. St. The second was trail and pedestrian signal serving Hilltop Elementary School. Deputy Mayor Bob Edgar represented the City at the ribbon cutting at the pedestrian bicycle trail and Councilmember Tosta represented the City at Hilltop Elementary School.

### Finance

- The Finance Department's focus at this time is on the 2017-2018 budget.
- Additionally, the Department issued an RFP for a financial system. Two responses were received. Staff will be asking the vendors for demonstrations of their systems.