



# Burien

*Washington, USA*

City of Burien

## MEMORANDUM

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**DATE:** November 10, 2016

**TO:** City Council

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

**SUBJECT:** Weekly Report

### City Manager's Office

- On Monday, November 7<sup>th</sup>, I met with staff to discuss our process to respond to public records requests, how we manage storage and retention of our records, and how we can improve both. Next week, I will meet with staff to discuss our code enforcement process to assess opportunities to make it more efficient and effective.
- Within the next 2-3 weeks, staff and I will interview 4-6 candidates for our open Communications Officer position. The goal is to have an offer made and accepted by the first week in December, with the selected candidate starting as soon as possible.
- The application period for the vacant Economic Development Manager position closed on Monday, October 31<sup>st</sup>. We received 37 applications. I have reviewed all but a dozen at this point and hope to finish my review in the next day or two. We have several very impressive applicants and I am confident we will find someone who will fill our needs and then some. I intend to have a staff panel interview the finalists for the position, along with a community panel, to include representatives from the City Council and Burien Business Economic Development Partnership.

### Parks, Recreation, and Cultural Services

- Parks, Recreation, and Cultural Services Director Steve Roemer will be conducting interviews next week for the Department's open Maintenance Supervisor position.
- Gina Kallman, Cultural Arts Supervisor, has been working with the Burien Arts Association to create a revolving arts display for the lobby of City Hall. The displays will feature a variety of paintings and multi-media pieces that will be hung on one of the walls in the lobby. Expect to see these pieces installed in January.
- Participants in our after school program at Sylvester Elementary School were recently provided a presentation on our surface water management program and the impacts surface water can have on the waters of Puget Sound. It's never too early to start educating our youth on the services the City provides!
- The project to resurface the trail around Lake Burien Park is complete. The trail now has a fresh layer of compacted gravel.

### Community Development

- Kennedy Catholic High School has been planning to expand their stadium to include increasing capacity from 1,500 to 3,000 and installing lights, concessions stands, and restrooms. Staff had a recent conversation with school representatives about a phased approach to this project. The number of phases and the timing of each phase will depend on funding.
- The pre-application meeting with Panattoni to discuss NERA Phase 2B and Phase 3 is scheduled for November 22<sup>nd</sup>.
- A certificate of occupancy has been issued to the Burger Broiler, 119 SW 48<sup>th</sup> Street, the former location of a Lover's Package store.
- Staff held a pre-application meeting Phytelligence Greenhouse, 12415 5<sup>th</sup> Place SW, for a project to install 168 halide lights to existing greenhouses. A SEPA checklist to review for mitigation of light impacts on adjacent residential property will be required.

### Police

- Incidents of note:
  - On November 5<sup>th</sup>, 1:15 AM, officers responded to a report of gunshots heard in the area of SW 153<sup>rd</sup> Street and 2<sup>nd</sup> Avenue SW. They found employees of the VIP Hookah Lounge outside looking for shell casings. The owner said the shots came from the street corner but could provide no additional information. No damage or evidence was found in the area.
  - On November 5<sup>th</sup> at 11:30 PM, officers arrested a suspect sitting in a stolen car at Andy's Handy Mart at 150 SW 160<sup>th</sup> Street. The suspect had drugs and shaved keys with him. Shaved keys are used by prolific auto thieves to get into various makes and models of cars.
  - On November 7<sup>th</sup> at 11:50 PM, officers arrested a suspect who had fired 25+ shots at VIP Hookah Lounge and adjacent businesses. This case is under investigation.
- Captain Howard attended a recent parks department staff meeting to discuss employee safety and best practices when dealing with challenging customers.
- Captain Howard met with staff at NAVOS to discuss employee safety and how to better collaborate to provide needed services to vulnerable residents.
- Department staff has been working with the management of the Burien Plaza and the Safeway (138 SW 148<sup>th</sup> street) to discuss the volume of 911 calls coming from that location. Approximately five percent of our 911 calls originate as a result of activity from this commercial center. Management is planning to hire private security for the next several months in an effort to reduce criminal activity. In addition, Safeway will no longer sell fortified liquor at their store there.

### Economic Development

- Economic Development Specialist Chris Craig reports that he has heard from the owner of the commercial spaces in Burien Town Square that they are starting to get interest from potential tenants for the vacant store fronts in the complex.

- The 3<sup>rd</sup> annual Soundside Alliance breakfast is scheduled for Thursday, December 1<sup>st</sup> at the SeaTac International Airport Conference Center. The breakfast starts at 7:30 a.m.

#### Human Resources

- The RFP to secure the services of an executive search firm to help the City Council hire our next City Manager has been issued. Proposals are due on November 21<sup>st</sup>.
- We held a benefits fair for employees the afternoon of November 9<sup>th</sup> in the multi-purpose room here at City Hall. We had representatives from our benefits vendors present to answer employees' questions about their benefits. Throughout the day, we also hosted a series of short financial workshops to provide employees an opportunity to learn about financial planning strategies.

#### Finance

- The Finance Department will receive presentations from two financial systems software providers on November 18<sup>th</sup> and the 21<sup>st</sup> as part of the process to determine from which company we will purchase our new financial system.
- The Government Finance Officers Association has awarded our 2015 comprehensive financial report a Certificate of Achievement for Excellence in Financial Reporting. This Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Kudos to Finance Director Kim Krause and her great team in Finance!

#### Public Works

- The Department issued a permit to the King County Elections office to allow them to restrict parking along SW 152<sup>nd</sup> Street next to City Hall for people dropping off their ballots on Election Day.