



## CITY COUNCIL STUDY SESSION AGENDA

May 23, 2016

7:00 p.m.

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

### 4. CORRESPONDENCE TO THE COUNCIL

	Page #
a. Letter Dated April 4, 2016, from Roger DeLorm with Response from City Clerk Monica Lusk.	3.
b. Letter Dated April 4, 2016, from Roger DeLorm with Response from City Clerk Monica Lusk.	5.
c. Response from Assistant Public Works Director Brian Roberts to Email Dated May 6, 2016, from Brian Gill.	9.
d. Email Dated May 17, 2016, from Daniell Brown.	13.
e. Email Dated May 18, 2016, from John Serratore, DVM.	15.

### 5. DISCUSSION ITEMS

a. Briefing and Discussion on Relative Cost and Levels of Animal Services Provided by Regional Animal Services of King County (RASKC) and Burien Community Animal Resources and Education Society (CARES).	17.
b. Continued Update on the Downtown Mobility Study & City Parking Standards Recommendations.	39.
c. Seattle Annexation of North Highline Area "Y" Information and Update.	57.
d. Review of Council Proposed Agenda Schedule.	59.

### 6. COUNCIL REPORTS

### 7. ADJOURNMENT

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 152<sup>nd</sup> Street, 1<sup>st</sup> Floor



April 4, 2016

Staff to Follow up:

To Monica Lusk;

monica lusk, City Clerk

To the Burien City Manager; CTTC; 4/18/16

To the Burien City Attorney;

To the Mayor of Burien;

I received an update on my Public Information Request in November, 2015. I received a file that was supposed to contain the email addresses that Lauren Berkowitz sent to and from her numerous communications. I could not get that file open.

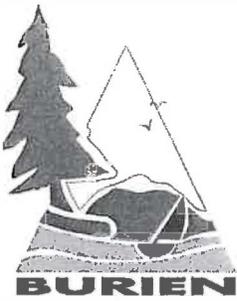
So I contacted Monica Lusk to have that file opened for me. However, that file only contained a set of email addresses for Feb. 24, 2016. In a previous information update<sup>s</sup> from the City, Lauren Berkowitz emailed several other communications to others from her private devices. I was not given the email addresses for those other mailings. I know that these communications exist because the City of Seattle provided them to me also.

I am requesting that before my request is completed, I be sent all of the email addresses for all of the electronic email mailings Lauren Berkowitz made.

Respectfully,

R. DeLorm





# Burien

Washington, USA

## City of Burien

400 SW 152<sup>nd</sup> St., Suite 300, Burien, WA 98166-1911

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

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

May 13, 2015

Staff Follow-up by  
monica Lusk, City Clerk  
CTTC: 5/23/16

Roger DeLorm  
13254 2<sup>nd</sup> Ave. SW  
Burien, WA 98146

Subject: Letter Dated April 4, 2016, regarding your March 25, 2015 public records requests

Dear Mr. DeLorm:

This is written in response to your letter dated April 4, 2016, addressed to the City Manager, City Attorney, the Mayor of Burien and I, you noted that you received a file that was supposed to contain the email addresses that Lauren Berkowitz sent to and from her numerous communications that I opened for you had only contained a set of email addresses for February 24, 2016, and that you were not given the email addresses for mailings from Lauren Berkowitz to others from her private devices as you know these communications exist because the City of Seattle provided them to you.

Regarding the file that was supposed to contain the email addresses that Lauren Berkowitz sent to and from her numerous communications that I opened for you only contained a set of email addresses for February 24, 2016. I am confused and seek clarification because on February 17, 2016, I emailed to you .pdf and Excel files for January 26; February 6, 22, 24; and March 11, and had hard copies available for pick-up.

I also seek clarification on what communications you are referring to that the City of Seattle provided to you as I am not aware of them.

Thank you for your patience while we complete our review to fulfill your public records request.

Sincerely,

Monica Lusk  
City Clerk

cc: Kamuron Gurol, City Manager  
Soojin Kim, City Attorney  
Angie Chafty, Administrative Services Manager  
City Clerk File

April 4, 2016

To the Burien City Council;

I made two Public Information Requests over one year ago. Those requests have still not been filled and completed. Public Records requests are covered under RCW 42.56.

Having made other Public Records requests of a somewhat like nature to other cities and the county, my requests with those agencies have been filled in a few weeks. Also other Burien residents have made extensive requests of Burien and have had them filled in a couple of months.

However in Burien, my request has not been able to be filled in excess of one year. I find that very peculiar.

I received, in my November, 2015 update on these requests, a portion of the files that could not be read and didn't match the number of emails ( I had been told) that had been sent. I request that the City of Burien fill and complete my Public Information Request in the very near future.

Respectfully,

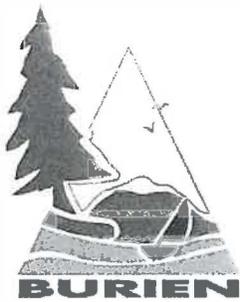
R. DeLorm

A handwritten signature in cursive script that reads "R. DeLorm". The signature is written in black ink and is positioned below the typed name "R. DeLorm".

Staff to Follow-up:

Monica Lusk, City Clerk  
CTTC: 4/18/16





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May 13, 2015

Staff Follow-up by  
Monica Lusk, City Clerk  
CTTC: 5/23/16

Roger DeLorm  
13254 2<sup>nd</sup> Ave. SW  
Burien, WA 98146

Subject: Letter Dated April 4, 2016, regarding the R. DeLorm March 25, 2015 public records requests

Dear Mr. DeLorm:

The City Manager forwarded your letter dated April 4, 2016, addressed to the Burien City Council to me for a response. You noted that the City has still not fulfilled your two public records requests dated March 25, 2015, that other Public Records requests of somewhat like nature to other cities have been filled in a few weeks, other Burien residents have made extensive requests of Burien and have had them filled in a couple of months, and, a portion of the documents you received in November, 2015, couldn't be read and didn't match the number of emails (you had been told) that had been sent.

Regarding Public Records requests somewhat like nature to other cities have been filled in a few weeks, requests that call for a search of multiple media and accounts that are both owned and not City-owned/controlled and/or when there are potentially thousands of responsive documents, they can take months to fulfill. As you are aware, the City of Burien has no staff who are devoted full time to the fulfillment of public records requests and the City's staffing is quite lean to save taxpayer costs.

I am confused and thus seek clarification on which Public Records requests you are referring to in your statement that other Burien residents have made extensive requests of Burien and have had them filled in a couple of months.

Regarding the portion of the documents you received in November, 2015, that you couldn't read and didn't match the number of emails (you had been told) that had been sent, I received a letter on February 4, 2016, and an email dated February 14, 2016, from you stating that you were unable to open specific files. On February 17, 2016, I emailed and provided hard copies for pick-up of the information to you in a different file format (.pdf). I am not aware of notifying you of the number of emails that had been sent.

Thank you for your patience as we work to fulfill your request.

Sincerely,

A handwritten signature in black ink, appearing to read "Monica Lusk", with a long horizontal stroke extending to the right.

Monica Lusk

City Clerk

cc: ✓ Kamuron Gurol, City Manager  
Soojin Kim, City Attorney  
Angie Chafty, Administrative Services Manager  
City Clerk File

## Carol Allread

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**From:** Brian Roberts  
**Sent:** Thursday, May 12, 2016 9:11 AM  
**To:** cobaltdraconus@gmail.com  
**Cc:** Kamuron Gurol; Maiya Andrews; Ramesh Davad; Public Council Inbox  
**Subject:** RE: CTTC for Follow-up: Gill; Speeding in my neighborhood

Mr. Gill,

This message is in response to the below email submitted to the City Council on 5/4/16. There are a number of things the City can do, both short-term and long-term, to address your concerns about speeding on S 116<sup>th</sup> Way near your house. Your desire and commitment to help your community and your neighborhood are noted and appreciated.

First, our speed data is badly dated. So the City will conduct a traffic study along S 116<sup>th</sup> Way, not too far from your home. The data collected will include individual speeds of each vehicle over the course of the week. The engineer assigned to collect and analyze the data is Ramesh Davad. You can expect to be contacted by him sometime within the next month, about the time the field data collection is scheduled. Speed studies can sometimes aid enforcement efforts, as well as guide engineering decisions.

In the meantime, he is reviewing the signing on S 116<sup>th</sup> Way between Military Rd and the City Limit at the bottom of the hill. A work order for additional speed limit signs will be filled once his study is complete. He will be in contact with you as well with his study results, and with the timing and location of the recommended signs.

Your suggestion for speed bumps on S 116<sup>th</sup> Way is well-intended, but something the City cannot support for safety reasons. On steep downgrades small speed bumps roll free, often with the securing pins attached, creating driving hazards. Larger asphalt speed bumps can cause vehicles to come down hard enough to cause vehicle damage, even when travelling the recommended speed of 15 mph. Speed bumps of any size on a collector like S 116<sup>th</sup> also create delays to emergency response.

However, there are other traffic calming strategies that are well-suited to S 116<sup>th</sup> Way. Where the speed study shows an elevated 85<sup>th</sup> percentile speed, deployment of a speed radar trailer has been proven to reduce speeds for up to a year after deployment. Burien is in the process of replacing the previous speed trailer that was damaged beyond repair last year.

Burien also has a project listed on its published Six-Year Transportation Improvement Plan (TIP) to install a compact roundabout at the intersection with 24<sup>th</sup> Ave S. This should noticeably slow down vehicles in the vicinity of that intersection, and reduce the high number of accidents there, benefiting the nearby neighbors with driveways on S 116<sup>th</sup> Way. The TIP project number is 51, and it is categorized as a high priority project. The project is not funded in the current budget cycle, but inclusion on the TIP is a prerequisite for grant funding.

Warmest Regards,

**Brian H. Roberts, P.E.**  
Assistant Public Works Director  
City of Burien  
(206)439-3164  
[brianr@burienwa.gov](mailto:brianr@burienwa.gov)  
[www.burienwa.gov](http://www.burienwa.gov)  
400 SW 152nd Street, Suite 300

Staff Follow-up by Brian Roberts,  
Assistant Public Works Director

CTTC: 5/23/16

Burien, WA 98166-2209

**From:** Public Council Inbox  
**Sent:** Friday, May 06, 2016 11:34 AM  
**To:** 'sapphire1471@comcast.net' <[sapphire1471@comcast.net](mailto:sapphire1471@comcast.net)>  
**Subject:** RE: Speeding in my neighborhood

Dear Mr. Gill,

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:** Cobalt Oh [<mailto:cobaltdraconus@gmail.com>]  
**Sent:** Wednesday, May 04, 2016 2:40 PM  
**To:** Public Council Inbox <[council@burienwa.gov](mailto:council@burienwa.gov)>  
**Subject:** Speeding in my neighborhood

Burien City Counsel,

I am writing in concern to the constant speeding along my street. My address is 2420 S 116th Way Burien. I have lived here for over ten years and in that time I see people speeding up and down my street

on a regular basis. This includes everyday drivers as well as Burien police and King County Sheriffs. There is only one posted speed limit sign which can only be seen when heading west, the east bound

sign has disappeared. There are two arterial streets that feed in after the posted sign so many may not be aware of the speed limit. I am tired of seeing all the dead animals and pets, of the accidents and

near accidents from those who are speeding. I am tired of taking a risk pulling into and out of my drive way due to speeders, of people walking to the near by store from a rather large apartment complex

having to dodge drifting cars. My street is a blind curving hill with ten or so driveways along it so being able to view oncoming traffic is poor. I know there may not be many of us who live on the street but

that doesn't mean we should have to play Russian roulette each time we pull in and out of our homes. I have complained to King county, the Sheriff, the Burien police, and now finally you. I suggest the

placement of more speed limit signs and the addition of two speed bumps to help prevent anymore problems. I have even looked into the cost of speed bumps, and found that I could buy and install rubber

ones for about \$400.00 per piece of which a total of four would be needed. Not that much to pay for safety in my mind.

Sincerely  
Brian Gill

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## Carol Allread

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**From:** Public Council Inbox  
**Sent:** Tuesday, May 17, 2016 2:19 PM  
**To:** 'daniellrodia'  
**Subject:** RE: Eviction notice from hard landlord

Dear Ms. Brown,

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: 5/23/16

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

**From:** daniellrodia [mailto:daniellrodia@yahoo.com]  
**Sent:** Monday, May 16, 2016 1:46 PM  
**To:** Public Council Inbox <council@burienwa.gov>  
**Subject:** Eviction notice from hard landlord

Hy my name is Daniell Brown. We have lived in the same place for over 6yrs. Our building was bought out by Vestta Properties LLC., which has a reputation of tossing out tenants and remodeling and upping rents to exceed markey value rathef then the legat 10% every 6 months or so. They are tied into an investment company names Bankers Brokers in Renton Washington, where they also tow their tenants vehicles to parked in their assigned stalls as one lady in my building.

My addresses is:  
15424 9th Ave SW #1  
Burien, WA 98166

They are called the Romana's. This investment company is hurtful to the community as they own 3 buildings on my block and all of the buildings have had issues with them remodeling and throwing out their old tenants to do so, and upping rents to over \$500 more then before they bought them. U live in #1 but #5 and #2 and #7 have all had problems as well.

The old owners Jan and Bernie Baker are regretful for selling their complex to them and have stated that they will not sell another building to them as they are disappointed of the behaviors of their previous long term tenants. 206.244.8905.

The owner Gary Watt 425.442.7615 is

Please research.

Best,

Daniell Brown  
206.637.7593

Sent from my T-Mobile 4G LTE Device

**Carol Allread**

---

**From:** Public Council Inbox  
**Sent:** Wednesday, May 18, 2016 12:13 PM  
**To:** 'Normandy Animal Hospital'  
**Subject:** RE: CARES

*CTTC: 5/23/16*

Dear Dr. Serratore,

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.

*cc: Dan Trimble, Economic Development manager*

Sincerely,

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

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

**From:** Normandy Animal Hospital [mailto:normandyvet@hotmail.com]  
**Sent:** Wednesday, May 18, 2016 8:56 AM  
**To:** Public Council Inbox <council@burienwa.gov>; buriencares@gmail.com  
**Subject:** CARES

Burien City Council,

Three years ago Ray Helms approached me asking for assistance in providing veterinary care for the animals picked up by the CARES officers. It has been my privilege to provide this care ever since. This has included preventative medicine as well as treatment for the sick and injured. I have been constantly amazed at the quality of care they strive for. The personnel I have been fortunate to get to know seem to have an endless compassion for the pets under their care. I have also been amazed at the number of lost, abandoned, and stray animals that they deal with on a daily basis. It is my opinion that the majority of the citizens of Burien have no idea of the great job CARES is doing and the major stray animal problem that would be present without them.

I sincerely doubt that King County Animal Control with their extensive service area and their staff already stretched thin would be able to even come close to delivering the quality of care we already have. I think it would be foolish at this point to abandon CARES and I keep asking myself why are you even considering it?

John Serratore DVM  
Normandy Animal Hospital  
17654 1st Ave So.  
Burien WA 98148



**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject: Briefing and discussion</b> on relative cost and levels of animal services provided by Regional Animal Services of King County (RASKC) and Burien Community Animal Resources and Education Society (CARES)		<b>Meeting Date:</b> May 23, 2016
<b>Department:</b> City Manager	<b>Attachments:</b> <ol style="list-style-type: none"> <li>1. <u>Service levels summary</u></li> <li>2. <u>Cost comparison chart</u></li> <li>3. <u>RASKC answers</u></li> <li>4. <u>CARES answers</u></li> <li>5. <u>List of KC cities with no animal services program</u></li> </ol>	<b>Fund Source:</b> Pet Licenses and General Fund <b>Activity Cost:</b> \$0 <b>Amount Budgeted:</b> \$175,000 <b>Unencumbered Budget Authority:</b> \$0
<b>Contact:</b> Kamuron Gurol		
<b>Telephone:</b> (206) 248-5503		
<b>Adopted Initiative:</b> Yes	<b>Initiative Description:</b> Animal Issues	
<b>PURPOSE/ REQUIRED ACTION:</b> <p>The purpose of this agenda item is to provide City Council with information about animal services provided by Regional Animal Services of King County (RASKC) versus Burien CARES and compare levels of service and relative costs between these two service providers so that Council can provide staff direction as to which provider is preferred by Council for 2017 and 2018. With regard to the more immediate period beginning September 1, 2016, this information is intended to assist Council in providing direction on the following questions: Does the Council prefer to have staff pursue a contract with RASKC that would begin after the CARES contract expires on August 31, 2016? Or does the Council prefer to revisit the question of an extension of the CARES contract? Or does the Council wish to have no contract for animal services for the period September 1, 2016 through the end of 2016?</p>		
<b>BACKGROUND (Include prior Council action &amp; discussion):</b> <p>The City of Burien-CARES contract is set to expire on August 31, 2016. At the April 4, 2016 meeting, the Council voted against amending the CARES contract to extend the expiring contract to January 31, 2017. Also at the April 4, 2016 meeting, the Council directed staff to bring back information on the cost and levels of animal services for the period of <u>September 1, 2016 through December 31, 2017</u> and for the period of <u>January 1, 2017 through December 31, 2017</u> as provided by RASKC and Burien CARES, two known animal service providers in the region. Attached are the summaries of staff's research:</p> <ol style="list-style-type: none"> <li>1. <u>Attachment 1:</u> A summary of (a) levels of animal services provided by RASKC as set forth in its current Interlocal Agreement with participating cities; and (b) levels of animal services provided by CARES as outlined in the Burien-CARES contract and amendment Nos. 1 through 5 thereto.</li> <li>2. <u>Attachment 2:</u> Cost comparison chart for RASKC v. CARES based on cost quotes from each entity.</li> <li>3. <u>Attachment 3:</u> Verbatim answers from RASKC regarding assumptions used to arrive at cost conclusions.</li> <li>4. <u>Attachment 4:</u> Verbatim answers from CARES responding to questions from Council.</li> <li>5. <u>Attachment 5:</u> List of King County cities that don't have an established shelter and animal control services program.</li> </ol>		
<b>OPTIONS (Including fiscal impacts):</b> N/A		
<b>Administrative Recommendation:</b> <ol style="list-style-type: none"> <li>1. Provide staff direction as to which provider is preferred by Council for 2017 and 2018.</li> <li>2. Provide staff direction on whether staff should pursue a contract with RASKC to begin after August 31, 2016.</li> <li>3. Provide staff direction on whether it would be acceptable to have no contract for animal services for the period September 1, 2016 through end of 2016.</li> </ol>		
<b>Advisory Board Recommendation:</b> N/A		
<b>Suggested Motion:</b> N/A		
<b>Submitted by:</b> Administration _____		City Manager _____
<b>Today's Date:</b> May 17, 2016		<b>File Code:</b> \\File\records\CC\Agenda Bill 2016\052316cm-1 Animal Services.docx



**Attachment 1 – Scope and Service Levels Summary**

**(based on provisions as set forth in RASKC’s Interlocal Agreement with participating cities and on provisions as set forth in the City of Burien’s contract with CARES and Amendments 1-5 thereto)**

<b>Scope and Service Levels</b>	<b>Regional Animal Services King County (RASKC)</b>	<b>Burien Community Animal Resource and Education Society (CARES)</b>
<p><b>Field Service/ Calls</b></p>	<p>County is contractually obligated to operate its animal control call center 5 days per week, 8 hours per day, excluding holidays and County-designated furlough days.</p> <p>County is contractually obligated to respond to High Priority Calls during ACO Service Hours (40 hours a week) during the day the call is received, but County retains full discretion as to order of response to calls that fit within the High Priority call category. From pp. 19-20 of Exhibit A to Interlocal:</p> <p>“High Priority Calls include those calls that pose an emergent danger to the community, including: 1. Emergent animal bite, 2. Emergent vicious dog, 3. Emergent injured animal, 4. Police assist calls – (police officer on scene requesting assistance from an ACO), 5. Emergent loose livestock or other loose or deceased animal that poses a potential danger to the community, and 6. Emergent animal cruelty.</p> <p>“Lower priority calls include all calls that are not High Priority Calls. These calls will be responded to by the call center staff over the telephone, referral to other resources, or by dispatching of an ACO as necessary or available, all as determined necessary and appropriate in the sole discretion of the County. Particularly in the busier season of the year, lower priority calls may only receive a telephone response from the Call Center.”</p> <p>Examples of Lower Priority calls:</p> <ol style="list-style-type: none"> <li>1. Non-emergent high priority events,</li> <li>2. Patrol request (ACO requested to patrol a specific area due to possible code violations),</li> <li>3. Trespass,</li> <li>4. Stray Dog/Cat/other animal confined,</li> <li>5. Barking Dog,</li> <li>6. Leash Law Violation,</li> <li>7. Deceased Animal,</li> <li>8. Trap Request,</li> <li>9. Female animal in season, and</li> </ol>	<p>All calls to CARES are logged as they come in, in a monthly phone log and at the end of every month the log is audited by CARES’s office administrator, sorted, counted and recorded according to type of call.</p> <p>CARES is contractually obligated to respond within one business day to all animal control complaints constituting violations of the BMC.</p> <p>ACOs are dispatched in response, for examples, to complaints about dogs running at large, dogs biting humans, dogs attacking pets, cruelty/neglect of animals.</p> <p>CARES is contractually obligated to be available 24 hours a day, 7 days a week, on an emergency basis for calls about animals constituting hazard to persons or other animals or threatening public safety; animals with life-threatening injuries; hardship cases or law enforcement assistance requests.</p> <p>Under Amendment No. 3, CARES assumed additional duties relating to removal of dead animals:</p> <p>“The Contractor will assume responsibility for picking up all dead animals in City roadways and rights-of-way including domestic and wild animals. The Contractor will take the following actions after picking</p>

**Attachment 1 – Scope and Service Levels Summary**

**(based on provisions as set forth in RASKC’s Interlocal Agreement with participating cities and on provisions as set forth in the City of Burien’s contract with CARES and Amendments 1-5 thereto)**

	<p>10. Owner’s Dog/Cat/other animal confined.</p>	<p>up dead domestic animals: a Scan for microchip; b. Photograph; Cross check with any missing animal reports; d. Contact owner if known; e. Hold in freezer for pick-up or cremation; f. Keep an active archive of dead animals for public view.”</p>
<p><b>Availability of ACOs to respond</b></p>	<p>Information source: Sean Bouffiou, King County:</p> <p>The County has 6 Animal Control Officers (ACOs), with three allocated to serving the South District, covering unincorporated South King County plus cities of Tukwila, SeaTac, Kent, Covington, Maple Valley, Black Diamond, Enumclaw and Vashon Island. This is equivalent to 410 miles if Burien is covered. In addition, there are two field sergeants and a Lead Sergeant that provide supervision and oversight in the field. <i>[Sean to confirm whether these additional two field sergeants and Lead Sergeant are allocated to the South District or whether they cover all three districts.]</i></p> <p>ACOs work 40 hours per week, including at least one weekend day. RASKC’s performance with regard to ACO field services exceeds what is written in the interlocal in the following way: Field services are actually provided 7 days per week. 2 ACOs and one Sergeant are assigned night call duty for emergency calls for service.</p>	<p>Information source: Debra George, CARES:</p> <p>CARES has 2 Animal Control Officers serving Burien (13 square miles), one dedicated full time to animal control, and one dedicated half time to animal control with the other half of her time on administration/office management.</p>
<p><b>Shelter Service/ intakes</b></p>	<p>RASKC’s Shelter is located in Kent and is open to the public for pet redemption, adoption, and license service sales. County is contractually obligated to have Shelter open to the public 30 hours per week, not less than 5 days per week, excluding holidays, furlough days. The Shelter provides general care, cleaning and nourishment of owner-released, lost or stray dogs, cats and other animals 7 days a week, 365 days per year.</p>	<p>CARES’s Shelter is located in Burien and is open to the public for pet redemption and adoption. CARES is contractually obligated to keep its Shelter open to the public at least 40 hours each week, one day being Saturday on a schedule approved by the City, except seven holidays.</p>

**Attachment 1 – Scope and Service Levels Summary**

**(based on provisions as set forth in RASKC’s Interlocal Agreement with participating cities and on provisions as set forth in the City of Burien’s contract with CARES and Amendments 1-5 thereto)**

	<p>RASKC’s performance with regard to Shelter services exceeds what is written in the interlocal in the following way:</p> <p>The RASKC Shelter is actually open to the public every day, typically 6 hours per day during the week and 5 hours per day on Saturday and Sunday.</p> <p>The RASKC Shelter accepts dogs, cats, and all other domestic animals.</p> <p>The Shelter has an animal placement function and veterinary services are provided in-house.</p> <p>The County operates two pet adoption centers, one co-located inside the Petco store in Kirkland, and one located in the County’s facility in Kent.</p>	<p>The Shelter provides general care, cleaning and nourishment of dogs and cats seven days a week, 24 hours a day, 365 days per year. CARES is contractually obligated to have a Shelter representative accessible for contact, and allow delivery of animals 24 hours a day, seven days a week on an emergency response basis.</p> <p>CARES’ performance with regard to Shelter services exceeds what is written in their contract with the City in the following way:</p> <p>The CARES Shelter’s current hours are Monday through Friday, 9 a.m. to 6 p.m., and Saturday, 9 am. to 1 p.m.</p> <p>CARES accepts all domestic animals.</p>
<p><b>Licensing</b></p>	<p>The Burien public would be able to purchase pet licenses form the County Licensing Division public service counter during its regular business hours from one of over 50 pet license partners (QFC stores, Vehicle Licensing Subagents, City Halls); online via the County’s ePet Licensing program (24/7); or obtain a pet license application form from one of over 450 RASKC pet licensing partners.</p> <p>The County will publicize reminders and info about pet licensing via mailings and email and phone calls. The County would provide current pet license data files to a Contracting City upon request via database extraction.</p> <p>Licensing fees collected from Burien residents by the County will offset some of the cost of services to the City.</p>	<p>The Burien public would be able to purchase pet licenses from the front desk at Burien City Hall during its regular business hours or from CARES.</p> <p>The City keeps the licensing fees it collects.</p> <p>CARES does community outreach on pet licensing and care at local Burien events such as the Farmers Market and Awesome Kids Day.</p>

**Attachment 1 – Scope and Service Levels Summary**

**(based on provisions as set forth in RASKC’s Interlocal Agreement with participating cities and on provisions as set forth in the City of Burien’s contract with CARES and Amendments 1-5 thereto)**

Standards	<p>Could not find provision specific to standards, but did find the following:</p> <p>Section 8, p. 10 of Interlocal states in part: “control of County personnel, standards of performance, discipline, and all aspects of performance shall be governed entirely by the County.”</p> <p>Section 11, p. 12 states in part: A committee composed of 3 county representatives and one representative from each contracting city that chooses to appoint a representative (Joint City-County Committee) shall meet at least twice a year and review service issues and make recommendations regarding efficiencies and improvements to services, and shall review and make recommendations on collaborative initiatives, including but not limited to “providing input on Animal Control Services response protocols with the goal of supporting the most appropriate use of scarce Control Services resources.”</p>	<p>Per Amendment No. 1, CARES is contractually obligated to perform services with that standard of skill and diligence normally provided by a professional organization in the performance of similar services and must perform services in accordance with the Burien Animal Care and Control Program Policy and Procedures Manual and the requirements set forth in Exhibit A of the City of Burien-CARES contract.</p>
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## Attachment # 2 – Cost Comparison Chart – RASKC v. CARES

	Regional Animal Services of King County (RASKC)	Burien Community Animal Resource and Education Society (Burien CARES)
Cost for 4 months of service – September 1, 2016-December 31, 2016	RASKC will not provide service for just 4 months.	<b>\$59,546</b>  <i>[NOTE: The City retains all net license fees and all fines. Fines have averaged \$1,594 per month. City staff can provide license fee collection information]</i>
Cost for 5 months of service – September 1, 2016 – January 31, 2017	RASKC will not provide service for just 5 months.	<b>\$79,432</b>  <i>[NOTE: The City retains all net license fees and all fines. Fines have averaged \$1,594 per month. City staff can provide license fee collection information]</i>
Cost for 16 months of service - September 1, 2016 - December 31, 2017	<b>\$695,000</b> (\$180,000 from September 1 - December 31, 2016 plus \$515,000 from January 1- December 31, 2017)  <i>\$695,000 represents RASKC's quote for <u>estimated gross</u> service cost for 16 months.</i>  <i>[\$625,000 (\$177,000 from September 1 - December 31, 2016 plus \$448,000 from January 1 – December 31, 2017) represents RASKC's quote for <u>estimated net</u> service cost for 16 months.]</i>	<b>\$239,376</b>  <i>[NOTE: The City retains all net license fees and all fines. Fines have averaged \$1,594 per month. City staff can provide license fee collection information]</i>
Cost for 12 months of service	<i>[For RASKC, 12 months of service would begin January 1, 2017 and end December 31, 2017]</i>  <b>\$515,000</b>  <i>\$515,000 represents RASKC's quote for <u>estimated gross</u> service cost for 12 months.</i>	<i>[For CARES, 12 months of service would begin September 1, 2016 and end August 31, 2017]</i>  <b>\$178,638</b>  <i>[NOTE: The City retains all net license fees and all fines. Fines have averaged \$1,594 per month.</i>

**Attachment # 2 – Cost Comparison Chart – RASKC v. CARES**

	<p><i>[\$448,000 represents RASKC's quote for estimated net service cost for 12 months.]</i></p> <p><i>Estimates for 2017 do not include any potential credit assumptions, though RASKC has indicated that credits to reduce the net cost are possible.</i></p> <p><i>Pet licensing fees collected from Burien residents directly offsets allocated cost. Pet Licensing rates are higher in RASKC cities and Burien would likely see additional cost reduction via increased pet licensing if Burien participated in the RASKC program.</i></p>	<p><i>City staff can provide license fee collection information]</i></p>
<p>RASKC's assumptions for its estimates</p>	<p>See attachment #3</p>	<p>CARES' quotes for contract price based on the same or similar terms as contained in existing contract.</p>

## ATTACHMENT #3

### REGIONAL ANIMAL SERVICES OF KING COUNTY'S (RASKC) ANSWERS REGARDING COST

Staff asked Regional Animal Services of King County (RASKC) to provide cost estimates for animal services for the period of September 1, 2016 through December 31, 2017 and for the period of January 1, 2017 through December 31, 2017. We also asked for the assumptions that RASKC used to arrive at the cost estimates. Below are RASKC's responses via email.

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**From:** Bouffiou, Sean [<mailto:Sean.Bouffiou@kingcounty.gov>]  
**Sent:** Wednesday, May 04, 2016 10:29 AM  
**To:** Dan Trimble <[dant@burienwa.gov](mailto:dant@burienwa.gov)>  
**Subject:** RE: KC RASKC

Hi Dan,

Please see my responses to your questions below:

**From:** Dan Trimble [<mailto:dant@burienwa.gov>]  
**Sent:** Tuesday, May 03, 2016 9:15 AM  
**To:** Bouffiou, Sean <[Sean.Bouffiou@kingcounty.gov](mailto:Sean.Bouffiou@kingcounty.gov)>  
**Subject:** RE: KC RASKC

Hi Sean,

Could you please provide the following information to help us prepare our staff report:

- 1) Gross annual contract amount for all services for 2017; and gross contract amount for partial year 2016?

The official 2017 contract amount has not actually been determined yet. Per the ILA, a preliminary estimate for 2017 is due September 1, 2016, and a Final estimate is due December 15, 2016. The estimates are an adjustment to the prior year Total Allocable Cost, limited by the Budget Inflation Cap. The Budget Inflation Cap is a combination of the September CPI-U and the increase in population for all of the participating jurisdictions combined. For 2017, the population increase between 2015 (April) and 2016 (April) is used for the inflation calculation; the source for population data is the Washington State Office of Financial Management. In order to prepare an estimate for Burien, I used the same rate of increase as was used for the 2016 service year. So the estimate you have is only an estimate to provide Burien with the best estimate available until September. The Gross amount for 2017, referred to as the, "Budgeted Total Allocable Cost" that I calculated as a preliminary cost for the purpose of providing Burien a 2017 estimate is \$5,982,656. The 2017 cost estimate includes an anticipated increase with Burien's participation as well as the inflationary adjustment. The Budgeted Total

Allocable Cost for 2016 is \$5,688,952. This 2016 cost is the 2016 Final and it is what I used to estimate a Burien start date of September 1, 2016. I did not include a resource adjustment for the 2016 Burien estimate since it was late in the year.

2) Estimated annual Pet Licensing Revenues for 2017, and estimated Pet Licensing Revenues for partial year 2016?

For 2016, the overall pet license revenue estimate is \$2,871,462 with an additional \$167,599 in estimated revenue from Licensing Support. Since Burien pet licenses are renewed annually in June, I did not anticipate any renewal revenue, but I did include \$3,000 in anticipated new licenses (or late renewals). For 2017, I anticipated \$2,995,660 or 2% above the 2016 estimate not including the additional licensing support. For Burien, I assumed 2% above the \$65,460 base for the \$66,769 estimate.

3) Are there other applicable credits or offsets, other than revenue, that are assumed for 2017; or for 2016?

Within the ILA, there is “non-licensing revenue” that is applied to the Budgeted Total Allocable Cost (\$366,150 estimated for 2017 and \$344,150 estimated for 2016), effectively as an offset resulting in a “Budget Net Allocable Cost”. There is also consideration for Budgeted New Regional Revenue, but that estimate is \$0 for both years. It is essentially a process placeholder in case a regional revenue source was identified – it has not been, thus it is \$0. There are two types of credits, Transition Funding Credit and a Shelter Credit. The Transition Funding Credit is a legacy credit held over from the previous contract and extended for the duration of the current contract. The total Transition Credit is \$148,614. The Shelter Credit was a new credit established in the 2013 ILA. This credit was limited to \$750K, and was allocated to jurisdictions on a prorata basis for those cities with a per capital shelter intake greater than the average per capital intake for the program. Finally, there is also the Licensing Support agreement that has the effect of increasing the estimated pet licensing sales for the service year based on additional marketing efforts agreed to between RASKC and individual jurisdictions. Licensing Support is an optional service within the ILA that gives jurisdictions the opportunity to do more targeted marketing in partnership with RASKC’s Pet Licensing section. Licensing Support efforts typically run April – October. The 2016 and 2017 estimates I provided for Burien do not currently include a credit offset or Licensing Support.

4) Net estimated annual service cost for 2017; and net partial year estimated service cost for partial year 2016?

The 2017 Budgeted Net Allocable Cost estimated at this time (for the Burien estimate and based on the caveats noted above) is \$5,616,506. The 2016 Budgeted Net Allocable Cost is \$5,344,802.

5) Are there credits or offsets that can be requested or negotiated? If so, please identify the name of the credit.

The Shelter Credit and Licensing Support are both potential opportunities for Burien. Given the timing, I think it would be more difficult to consider credits or licensing support for 2016. Licensing Support begins ramping down shortly after September, and we have already anticipated our level of effort and hired for our seasonal marketing for 2016. The Shelter Credit

would require ILA amendments from participating jurisdictions and County Council approval...which seem less likely given the short amount of time between now and September 1. For 2017, we have a little more time (not much more), to plan for/consider licensing support and possibly some consideration for a Shelter Credit.

I am looking for something like this: (I edited below to show essentially the numbers I sent last week).

	2016		2017	
Gross Cost	\$	180,000.00	\$	515,000.00
Est Revenue	\$	3,000.00	\$	68,000.00
Est Credits	\$	0	\$	TBD
<b>Est Net Cost</b>	<b>\$</b>	<b>177,000.00</b>	<b>\$</b>	<b>448,000.00</b>

I have attached a copy of the Final 2016 Payment Calculation that shows all of the current RASKC jurisdictions, including associated cost, revenue, credits and Licensing Support. This obviously does not include Burien, but it does reflect the Total Allocable Cost and the Total Net Allocable Cost that I used to guide the 2016 estimate.

Let me know if the above answers are not clear or if you would like to discuss them further. The Licensing Support option is one that may be helpful to discuss in more detail.

The answer to #5 can be a list, maybe with examples of other jurisdictions. (See attachment)

Thank you,

**Dan Trimble**



BURIEN CARES' ANSWERS TO COUNCIL'S QUESTIONS

**A. Below are questions put to Burien CARES relating to their shelter operations and answers from CARES.**

- 1. Please provide information on how you manage your call log (showing how general and service-resulting calls are documented accurately)*

All phone calls to CARES are logged as they come in, in a monthly phone log; In most cases, the information logged includes the caller's name, phone number, home address, a description of their question/concern/complaint, and any other relevant information, depending on the nature of the call. At the end of every month, the phone log is audited by our Office Administrator and calls are sorted, counted, and recorded according to call type (e.g., 'loose dog,' 'animal control case,' 'DOA animal,' etc.)

Most calls that elicit a direct officer response do not become cases. For example, the majority of loose/stray dog calls, even if the officer responds, locates and apprehends the animal, and the owner is cited, do not end up with the creation of a case/investigation. Or, for example, if someone calls to complain about a barking dog, but refuses to provide their information, or declines a Barking Dog Complaint Packet, an officer will generally still respond, even if an actual case is not created. Welfare Check requests, Vicious Animal or Dog Bite reports, and reports of loose dogs that appear to be an ongoing problem, for example, always result in the creation of a case and official investigation.

- 2. Please provide a list of veterinary clinics and the service(s) that each clinic provides*

Depending upon the circumstances of the animal, CARES works closely with a number of local vets in Burien, including Normandy Animal Hospital, Burien Veterinary Hospital, and South Seattle Veterinary Hospital. The majority of our standard, daily vet care (exams, medications, vaccines, etc.) is performed by Normandy Animal Hospital. For after-hours medical issues/emergencies, we generally use South Seattle Veterinary Hospital. Burien Veterinary Hospital is also used occasionally for regular standard vet care, or for specific procedures (sometimes spays/neuters, etc.). For the majority of our spays and neuters, we use Seattle Humane Society (because Seattle Humane Society performs far more spays/neuters annually than any other organization in the Seattle area, they are able to offer those services to us at a rate significantly lower than any of the private vets in Burien, as well as provide flexible last-minute scheduling). We have also worked with Highline Vet and VCA Vet, on an infrequent but professional basis.

- 3. Please provide protocols on vaccination/deworming/shots*

ALL cats/dogs that come into CARES, presuming they are not claimed by an owner within the specified stray-hold period, are then sent to the vet for a standard thorough exam. All animals are treated for fleas at the time of exam (both killing live fleas, as well as treatment to prevent further infestation), and vaccinated against rabies (except in the case of puppies/kittens who are too young yet for the vaccine). If the animal is already spayed/neutered, he/she also receives, at the time of exam, vaccinations for Bordetella (kennel cough) and DA2PP (distemper, adenovirus, parvo, parainfluenza), in the case of dogs, or FVRCP (feline herpes, panleukopenia, calicivirus). If the animal is not already spayed/neutered, all vaccines except rabies are generally given at the time of spay/neuter.

All animals adopted from CARES thus come spayed/neutered, treated for fleas, microchipped, and up-to-date on the so-called 'Core' vaccines for each species. All juvenile kittens/puppies are dewormed as a matter of course; however, we generally don't deworm adult animals unless evidence of parasites is noted by our staff or evident upon veterinary exam, as the chance for adult animals having worms is much lower, the potential health risks much lower, and the cost for deworming adult animals is much higher (based on weight). We also have every cat/kitten tested for feline AIDS/leukemia.

Additionally, some of the animals that enter our shelter may require treatment for existing infections, injuries, skin/ear/eye issues, etc., all of which are assessed at their veterinary exam, and appropriate medication and treatment, as recommended, is strictly followed.

**B. Council has asked staff to inform them of how CARES is handling animal control code enforcement. Below are questions put to CARES, followed by answers from CARES.**

1. *Per your PowerPoint Presentation, CARES had 92 barking dog complaints in 2015, but there is no asterisk indicating that an animal control officer was dispatched to initiate code enforcement action.*
  - *Were Animal Control Officers dispatched for those complaints?*
  - *If yes, how many of those complaints led to code enforcement actions? Of those how many owners were fined?*
  - *If fines were assessed, how much was collected?*

Barking Dog complaints are lowest priority, as far as response and enforcement goes (which is standard practice in animal control), and that is the reason they were not asterisked in the PPT. Of a total of 92 Barking Dog complaints in 2015, 34 actual Animal Control cases were created. In the majority of Barking Dog complaints, whether a case was created or not, an officer was dispatched and made contact with the dog owner to discuss and attempt to resolve the complaint, as well as verifying and enforcing licensing and other relevant AC laws. Depending on the circumstances, officers may also make regular patrols and/or contact neighbors. Burien has no specific "barking dog" Animal Control ordinance, so any 'excessive animal noise' complaints, as far as enforcement by Animal Control, fall under the AC 'Nuisance Animal' code (BMC, etc.). (A barking dog would also fall under the general Burien noise ordinance, which is enforced by Code Enforcement and the Police, not Animal Control.)

In order to prove that the dog in question is, in fact, being a public nuisance with its barking, and the complaint is not spurious, we require any Barking Dog complainants fill out a packet logging the dates/times of the nuisance barking, as well as other information, and generally will not pursue any barking-specific enforcement if we do not receive complaints (and completed packets) about a given dog from at least two different neighbors. However, even in cases where the complainant does not return a completed packet, or we receive only one complaint, an officer is generally dispatched to investigate, discuss the complaint with the dog owner, provide the owner with educational materials and information to help address any barking issue, and to ensure other AC laws are being followed (e.g., licensing, leash laws, etc).

In 2015, of all barking dog complaints received and packets sent out (40+), CARES received only two completed packets back, and did not receive more than one completed packet for any given barking dog. Thus, no barking-specific fines were levied by CARES in 2015. All barking complaints in 2015 thus led to either verbal warnings, no violations observed, or enforcement for non-barking-related code violations. ‘Barking dog’ cases often end up involving more than just the barking complaint, and it is not uncommon for fines to be issued for unlicensed animals or animals running loose in cases that are ostensibly only barking complaints.

2. *Also per your PPT, CARES had 27 dog bite/human cases with ACOs dispatched.*
  - *How many of those complaints led to code enforcement actions? Of those how many owners were fined?*
  - *If fines were assessed, how much was collected?*
  - *If the animal was impounded, were the impoundment procedures in KCC 11.04.210 followed?*
  - *What corrective action, if any, was required of the owner?*

Dog-bite-to-human cases are very high priority. Of the 27 calls received in 2015, 15 incidents resulted in full-on cases, investigation, and enforcement. As per the law (BMC, ETC), any time that a dog is known or strongly suspected to have bitten a human, the dog must be quarantined for a period of time immediately following the incident, in order to ensure that the animal does not have rabies. In all cases in 2015 that CARES received where a dog bite to a human occurred, and the aggressor animal can be located, the animal was ordered to be quarantined for a period of no less than 10 days—situations in which quarantine may not be ordered would be if the suspect dog/owner could not be located, if the bite was inflicted on an adult but demonstrably provoked, or if the complainant refuses to provide identifying information, a written statement, or submit supporting witness/medical/photo evidence of the incident when requested.

Quarantine may occur either by CARES impounding the dog and charging the owner to quarantine at our facility, or by agreement with the owner to quarantine on their own property, contingent upon the ACO feeling the owner is able to effectively maintain the specific conditions of quarantine, and the owner signs relevant paperwork agreeing to do so. When an animal is allowed to be quarantined at its home, frequent check-ups by the ACO are performed to ensure that quarantine is being strictly followed.

In any bite incident occurring off the owner's property, the owner is usually cited and fined for 'loose dog' and possibly 'trespassing,' depending on the circumstances, and licensing/vaccination status is verified and/or enforced. Additionally, if the incident is egregious enough, or is not the animal's 'first offense,' removal of the dog from the city may be required, and/or the animal may be declared 'Vicious,' which also requires removal from the city within a specified time period.

Depending on the circumstances of the incident/animal, further enforcement in bite cases—beyond quarantine—may include seizure of the animal, forced removal from the city, or further civil penalties and conditions that must be met in order to maintain custody of the animal. A number of factors are taken into careful consideration, vis-à-vis enforcement, in bite-to-human as well as other case types, depending upon the case/bite history of the dog involved, the circumstances/seriousness of the incident, cooperativeness of the dog owner, etc. Considerations of public safety, the rights of any victim as well as the dog owner, and the welfare of any involved animals, all affect the particular enforcement outcome of any given case.

*3. CARES had 19 dog/pet attack complaints for which ACOs were dispatched.*

*Same questions as above.*

As in dog-on-human bite cases, dog-on-animal bite cases are high priority, and protocol is strictly followed and relevant AC laws enforced. Of the 19 dog-on-animal complaints received in 2015, 15 resulted in actual cases, investigation, and enforcement. By Burien law, any dog that kills a domestic animal off its own property, or seriously injures a human, even if first offense, must be removed from the city. Cases in which the victim animal was not killed are enforced, again, dependent upon the specific circumstances of that incident and the history of the animal. Owners may be cited for loose dog, trespassing, or license violations, or, if the animal has a bite history or is deemed to represent a serious public threat to humans or domestic animals, stricter enforcement may be required, including seizure of the animal or forced removal from the city.

*4. CARES had 21 aggressive animal complaints for which ACOs were dispatched.*

*Same questions as above.*

Aggressive animal complaints are higher priority than simple loose/stray dog calls, and enforcement reflects this. If it is a 'repeat offender,' and the owner has been previously warned, citation usually includes a 'loose dog' fine, as well as discussion with the owner about relevant Burien AC laws and possible future consequences, should any violations continue.

By law, if a dog owner receives three or more citations for 'nuisance violations' within a one-year period (nuisance violations include everything from running loose to aggressive behavior), the animal must be removed from the city within a specified time period.

*5. CARES had 60 cruelty/neglect complaints for which ACOS were dispatched.*

*Same questions as above plus – If neglect/cruelty was found by the ACO, what happened to the animal in those cases?*

Cruelty/Neglect cases are generally treated as high priority. When a cruelty/neglect/welfare check complaint/report is received, a case is made, and an officer dispatched to investigate. In all such cases, a thorough examination of the animal and its living environment is made by the ACO, including photo/video documentation. In the majority of cases, there are no actual provable welfare violations of Burien's AC laws, but the ACO will still encourage the owner to make adjustments in their care of the animal, or suggest 'ideal' changes to be made. In most cases, subsequent follow-ups are performed by the ACO to ensure that there are no legitimate welfare concerns for the animal in question.

In cases where the welfare of the animal is seriously in question, based upon the ACO's investigation, the animal may be seized, or the owner ordered to take the animal to a veterinarian within a specified amount of time. Further enforcement depends upon the circumstances of the case, the condition/history of the animal/owner, etc.

6. *CARES had 475 loose/stray dog complaints/reports for which ACOs were dispatched. How were these loose dogs handled? Were there any enforcement actions taken against their owners? [Dogs running at large anywhere within the county are a violation of KCC 11.04.230 and subject to enforcement action ... but what is your understanding of the usual practice of ACOs with regard to loose dogs?]*

If an officer is available and not on another call, then an officer is dispatched immediately for any loose/stray dog calls. Presuming an officer is available, maximum response time to a loose/stray dog call is approximately 15 minutes. In responding to loose dog calls, the ACO's priority is public safety (e.g., if the dog is running in traffic on a busy street), and apprehension is secondary. If the animal cannot be located and/or apprehended, then the ACO will make every effort to determine the dog's home and make contact with the owner. If this is not possible, or the animal seems to be a repeat offender, the ACO will increase patrols in the area and contact neighbors to attempt to locate the owner and pursue enforcement from there.

In any case where a loose dog is apprehended by an ACO, brought to our shelter, and an owner located, the owner is fined for the 'leash law'/'loose dog' violation, as well as any applicable sheltering/impound/etc. expenses. Generally, an actual case is not generated for a loose dog call, unless the complaint is of on-going/repeat offenses, the exact address of the dog is known, the dog appears to be aggressive/neglected, etc. However, an officer is always dispatched, whether a case is generated or not, for all loose dog calls.

By law, if a dog owner receives three or more citations for 'nuisance violations' within a one-year period (nuisance violations include everything from running loose to aggressive behavior), the animal must be removed from the city within a specified time period. CARES has been strict about enforcing this statute, and in 2015, approximately 6-8 dogs were forcibly removed from the city due to repeat nuisance offenses.

CARES' stray reclaim rate for 2015 significantly exceeded national shelter averages, for both dogs and cats. The average national reclaim rate for dogs is 20%; CARES' 2015 stray dog reclaim rate was over 60%. The average reclaim rate for cats is 3%--CARES' stray cat reclaim rate was just under 10%.

7. *CARES had 165 loose/stray cat complaints/reports for which ACOs were dispatched.*

*How were these loose cats handled? Were there any enforcement actions taken against their owners? [Any domesticated animal that enters on a person's property without that person's permission is a violation of KCC 11.04.230 and subject to enforcement action ... but what is your understanding of the usual practice of ACOs with regard to loose cats?]*

The vast majority of loose/stray cat complaints result in either the complainant apprehending and bringing the cat to our shelter, or an ACO contacting the cat's owner and attempting to help mediate whatever disruption/issues that cat is causing for the complainant. In 2015, CARES began accepting all stray cats found within the city limits of Burien. In most cases, no owner is located or comes forward, and the cat is fixed/vaccinated/etc. and put up for public adoption. In some cases, e.g., if the stray cat is feral—CARES supports and enforces the Community Cat 'TNR' policy—as practiced by the ASPCA, SHS, etc.—i.e., Trap, Neuter, Return—and assists in trapping, vaccinating, etc. of the cat in question.

In cases where the complainant insists upon removal of the stray cat, or if the cat is being a particular nuisance, CARES provides the complainant with cat rescues and other resources for rehoming, as well as providing them literature with simple steps they can take to deal with potentially nuisance cats.

8. *Were there any complaints of other domesticated animals running at large in parks, public beaches, ponds/streams, public playgrounds or schools grounds or places where food is stored or served to the public? [These are violations of KCC 11.04.230 subject to enforcement action.]*

In 2015, the only consistent complaints CARES received about nuisance/stray animals that were not dog/cat-related, were in regards to stray chickens that continued to roam off their owners' property. In this case, the owners were contacted, the chickens' housing inspected and approved, and the owners took appropriate steps to modify their fencing system to prevent any further wandering chicken issues. CARES also effectively dealt with and apprehended stray peacocks, beavers, ducks, etc. in 2015.

**C. Council asked particularly about how CARES has responded to animal noise (not just dog barking) complaints.**

- *What enforcement actions, if any, have been taken?*
- *How many owners have been fined for animal noise?*
- *How much in fines have been collected?*

To date, CARES has not received any animal noise complaints involving animals other than barking dogs. Should such complaints be received, enforcement would presumably follow upon similar procedures set forth for barking dogs, depending on the particular circumstances.

**D. Council asked about CARES' capacity to enforce the recently adopted property maintenance/farming practice codes in BMC 19.17.100. The revised BMC 19.17.100 include the following requirements:**

1. Maintenance and upkeep of domestic fowl and rabbit areas shall meet the following United States Department of Agriculture (USDA) prevention measures to minimize public health concerns and nuisances:

a. Remove wet manure, bedding and feed to minimize odor, prevent bacterial growth and limit flies that can spread contamination;

b. Store feed in rodent-proof containers;

c. Properly compost chicken manure prior to using it for fertilizer to prevent the growth of harmful bacteria; and,

d. Regularly clean and sanitize feeders and water dispensers.

2. Maintenance and upkeep of areas where small animals are kept, including recently added pygmy goats, shall include:

a. All covered structures, confinement areas and open run areas shall be kept clean to prevent infestation of insects, rodents or disease as well as to prevent obnoxious or foul odors;

b. Animal waste shall be properly disposed of and any accumulated animal waste must not be stored within the setback area. Any storage of animal waste must not constitute a nuisance as defined in BMC 8.45 Nuisances;

c. Manure when used as a fertilizer must be plowed or spaded under within 24 hours after application

d. Store feed in rodent-proof containers; and,

e. Provisions shall be made to ensure that animal food stored outdoors will not attract rodents or insects.

CARES is fully capable of enforcing any and all new Animal Control laws in the city, whether they regard livestock or other types of animals. CARES' ACOs have been specifically trained in welfare evaluations for livestock and exotic animals. In 2015, CARES investigated welfare complaints involving horses, goats, ducks, etc., and also apprehended and rehomed a number of non-traditional strays, including a peacock, a beaver, and multiple domestic fowl. CARES also maintains a network of livestock veterinarians, exotic animal professionals, and other similar resources, upon which we can draw as needed.



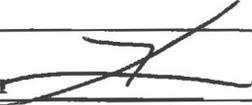
## **ATTACHMENT #5**

### **King County Cities with No Animal Shelter and No Animal Control Program**

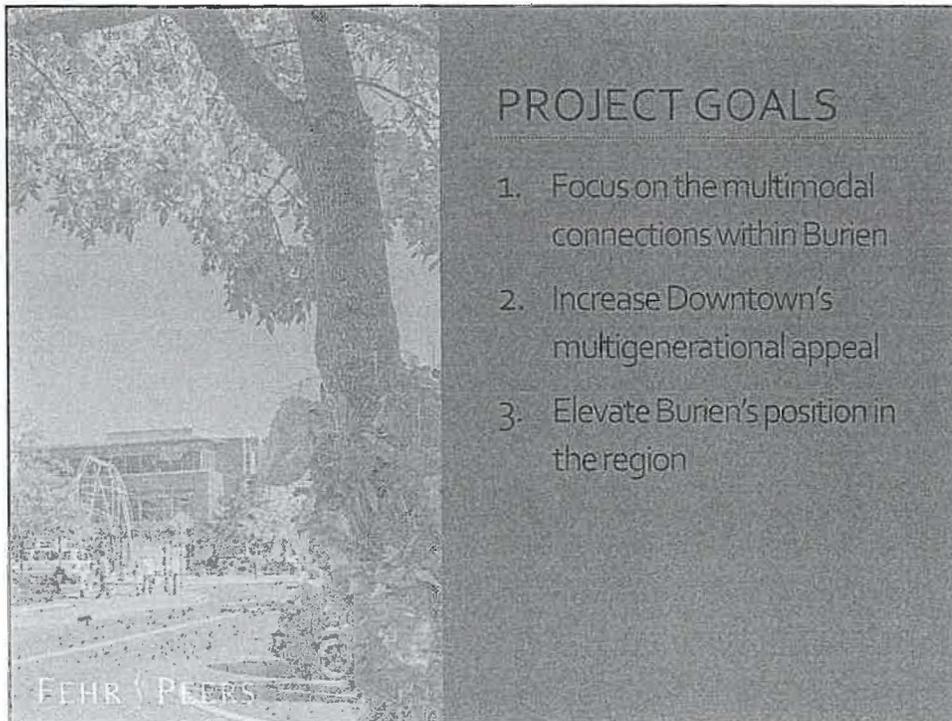
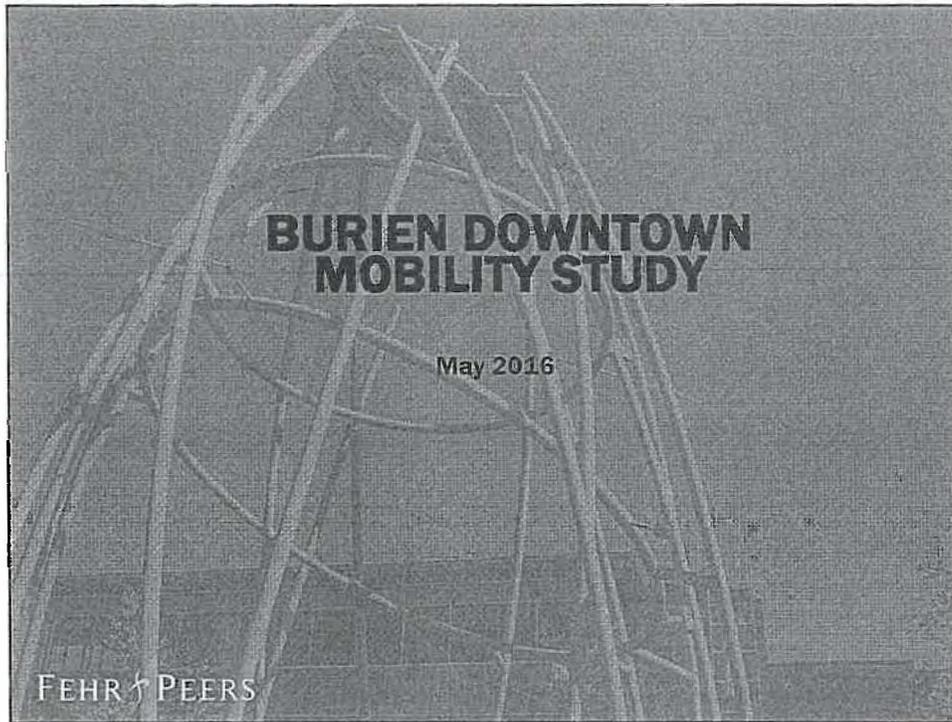
1. City of Skykomish
2. City of Medina
3. City of Hunts Point

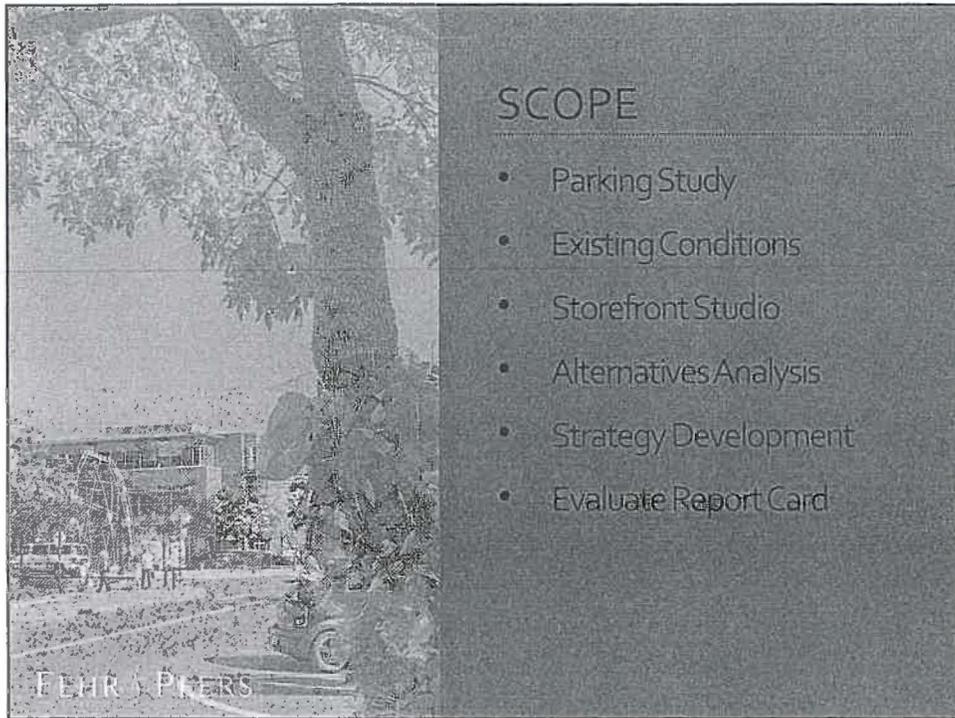


**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Continued Update on the Downtown Mobility Study & City Parking Standards Recommendations		<b>Meeting Date:</b> May 23, 2016
<b>Department:</b> City Manager	<b>Attachments:</b>  Power Point Presentation	<b>Fund Source:</b> N/A <b>Activity Cost:</b> N/A <b>Amount Budgeted:</b> N/A <b>Unencumbered Budget Authority:</b> N/A
<b>Contact:</b> Dan Trimble, Economic Development Manager		
<b>Telephone:</b> (206) 248-5528		
<b>Adopted Work Plan Priority:</b> Yes X No	<b>Work Plan Item Description:</b> Economic Development Priority Council Action 2: Initiate a parking study.	
<b>PURPOSE/REQUIRED ACTION:</b>		
<p>The purpose of this agenda item is for staff &amp; Downtown Mobility Study project consultant Fehr &amp; Peers to provide an update to the City Council on the progress of the <b>Downtown Mobility Study</b>, and parking standards recommendations that have resulted.</p>		
<b>BACKGROUND (Include prior Council action &amp; discussion):</b>		
<p>The Council prioritized five Economic Development Goals and Actions for implementation starting in 2015, including Priority Council Action 2: Initiate a parking study identifying current on-and-off street parking supply and demand, core parking challenges, and strategies and tools to reduce parking barriers to revitalization. Explore options including a Parking and Business Improvement District and more public parking structures.</p> <p>In December 2015, Fehr &amp; Peers began work on the City of Burien Downtown Mobility Study, to assess current conditions in the Downtown study area, and make recommendation for future capital projects and policy changes to improve mobility conditions and encourage economic development in Burien.</p> <p>The Downtown Mobility Study is scheduled to be completed in June 2016, and Fehr &amp; Peers will present parking standard recommendations and potential 'big moves' to Planning Commission, BEDP, and City Council in May to receive feedback before completing the final alternatives analysis.</p> <p>Fehr &amp; Peers presented an update on the public outreach and foundational research phases of the Downtown Mobility Study at the March 28<sup>th</sup> City Council Study Session. The Council expressed an interest at that time in having Fehr &amp; Peers return to present potential changes to the City parking standards that may encourage future economic development.</p>		
<b>OPTIONS (Including fiscal impacts):</b> N/A		
<b>Administrative Recommendation:</b> None.		
<b>Advisory Board Recommendation:</b> None.		
<b>Suggested Motion:</b> None.		
Submitted by: Dan Trimble <b>Administration</b> 		<b>City Manager</b> 
<b>Today's Date:</b> May 4, 2016	<b>File Code:</b> R:\CC\Agenda Bill 2016\052316cm-2 DTMobility.docx	







**SCOPE**

- Parking Study
- Existing Conditions
- Storefront Studio
- Alternatives Analysis
- Strategy Development
- Evaluate Report Card

FEHR + PEERS

# Schedule

Topic	Scheduled Completion
Parking Study	January-February
Existing Conditions	January-February
Storefront Studio	February
Alternatives Analysis	March-April
<b>Selection and Implementation</b>	<b>May-June</b>
Success Criteria	June

# Parking Study

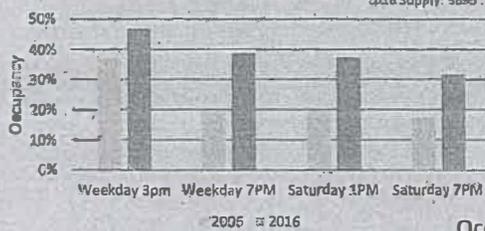
- Update on 2006 parking study
- Data collected in January to assess parking occupancy and existing demand
- Presented some new ideas to consider:
  - Better leveraging existing supply
  - Modifying time limits
  - Restriping to back-in angled parking



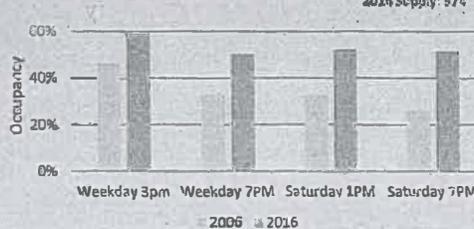
FEHR & PEERS

# Parking Study

Occupancy of Off-Street Parking Spaces  
(Public & Private)



Occupancy of On-Street Parking Spaces  
(All Public)



# Storefront Studio

- February 24-25
- Open to the public to share ideas for mobility in downtown Burien
- Over 100 participants
- Key features include walking audits & wrap up workshop

FEHR & PEERS



# Dot Exercise

- Consider 17 indicator strategies from Studio
- Participants expressed support for ideas by placing dots next to them
- Planning commission and BEDP also participated

FEHR & PEERS

**City of Burien**  
**Downtown Mobility Study**

**First Impressions**  
When considering parking and mobility in downtown Burien, think about the ways in which the built environment affects what people want to do here. How well does it support such activities and what else is necessary to support them?

Take a look at the list of 17 indicators below. Place a dot next to the ones that you think are most important to you.

Indicate the level of importance, from 1 (most important) to 5 (least important).

1. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

2. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

3. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

4. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

5. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

6. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

7. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

8. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

9. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

10. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

11. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

12. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

13. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

14. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

15. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

16. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

17. **Indicate the level of importance, from 1 (most important) to 5 (least important).**

**Workshop - Group Worksheet**  
How to Attract + Retain People Downtown?

# Public Survey

- 374 responses to the 5 question online survey
- Key results:
  - Nearly 70% of respondents would support extending time limits for downtown parking
  - 65% of respondents would support reverse-in angled parking on SW 152<sup>nd</sup> Street

**Would you support extending time limits for on-street parking in Downtown Burien from 2 hours to 3 or 4 hours?**

Answers: 353 Skipped: 8

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

**During the Storefront Studio, we heard feedback that existing parking spaces on SW 152nd Street can be difficult. Would you support modifying the public parking on SW 152nd Street to be reverse-in angled? While this parking configuration is unfamiliar for many drivers, it offers measurable safety benefits for both drivers and cyclists.**

Answers: 370 Skipped: 4

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

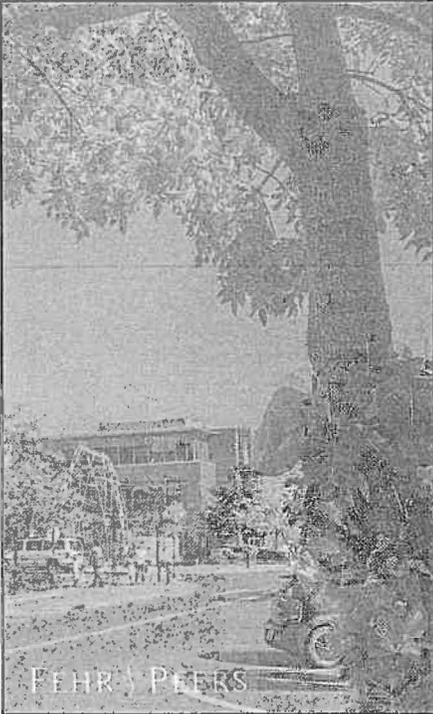
**FEHR & PEERS**

# Analyzing the Measures

- 50 measures were analyzed
- Effectiveness was rated for eight different items relating to mobility, character, economic development, and safety
- Feasibility, cost, and effectiveness were added together to get an overall score
- Measures were ranked based on overall score

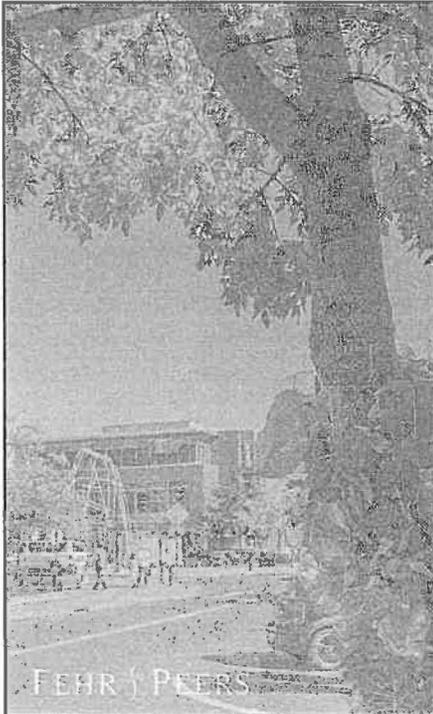
	Feasibility	Cost	Effectiveness
2	Under City control, can be done on a quick timeline	low <\$10k	high
1	May require some coordination, could take 2-6 years to implement	medium \$10k-\$100k	medium
0	May take more than 6 years to implement, or the City is not in control	high >100k	low

**FEHR & PEERS**



## CITY COUNCIL

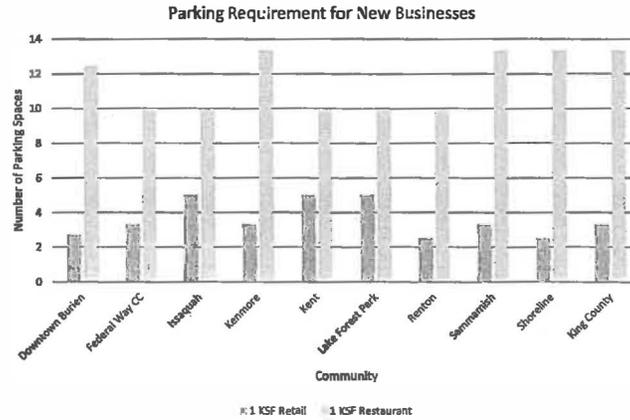
- City Council presentation on March 28
- Main Feedback:
  - Develop parking recommendations that help small businesses and makes sense in the context of Burien



## BIG MOVES

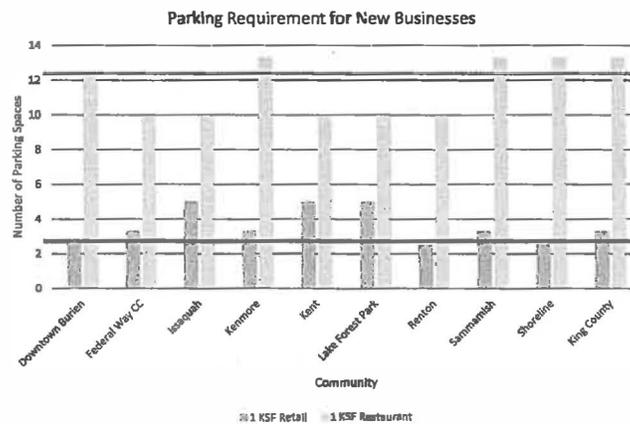
- Parking – Leveraging what we have
- Walking – Making downtown walkable for everyone
- Biking – Creating an 8-to-86 system
- Transit Access – Connecting to Light Rail and the Airport
- Streetscape/Urban Design – Activating Spaces
- Economic Development – Creating a Virtuous Cycle

# How Burien Parking Requirement Compares to Other Puget Sound Communities

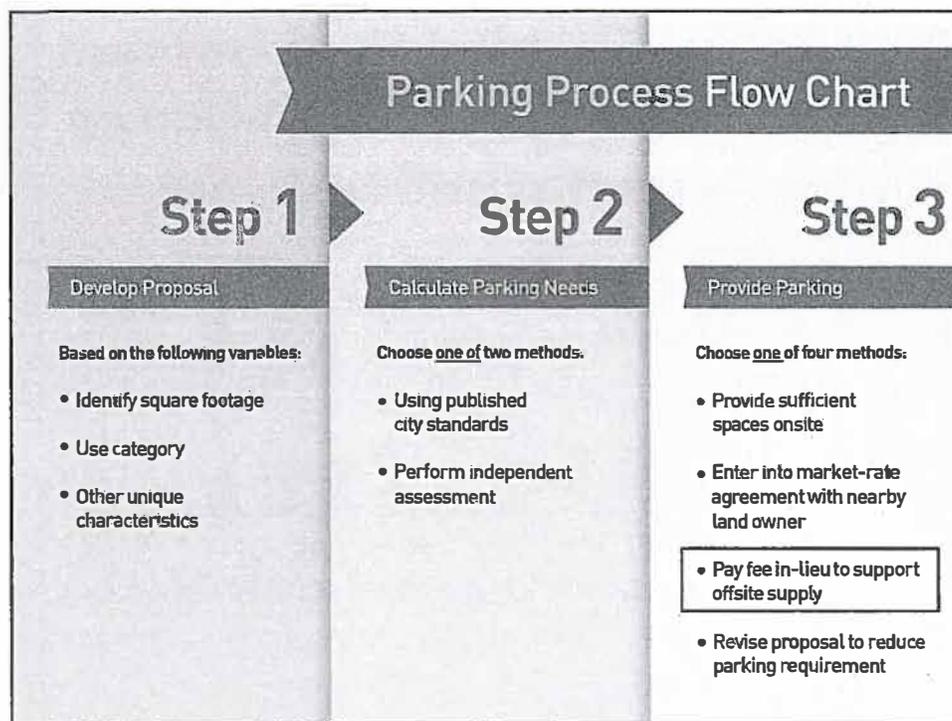
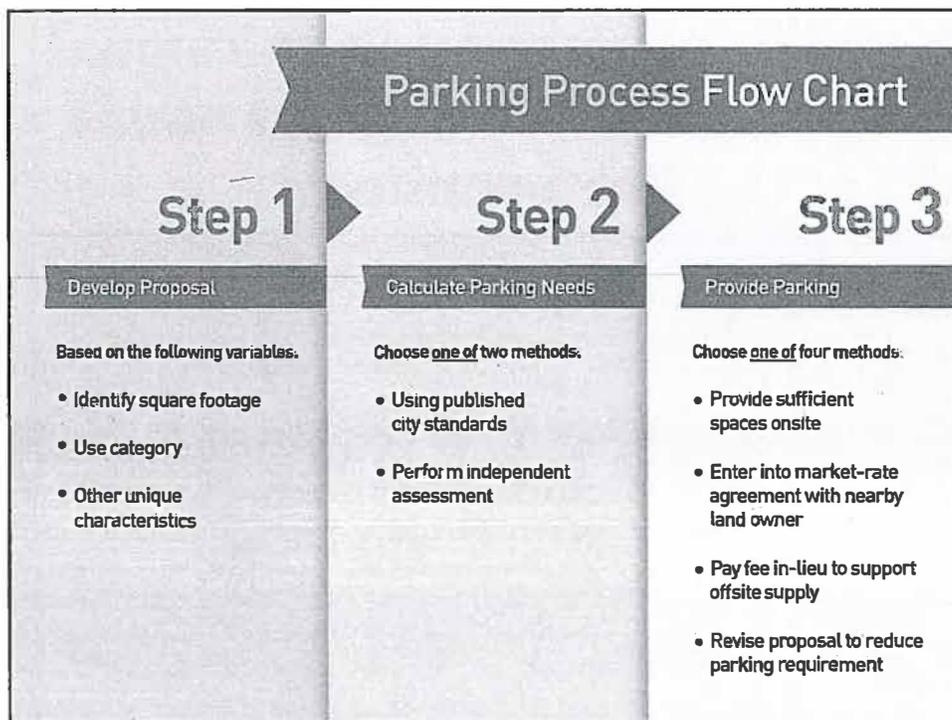


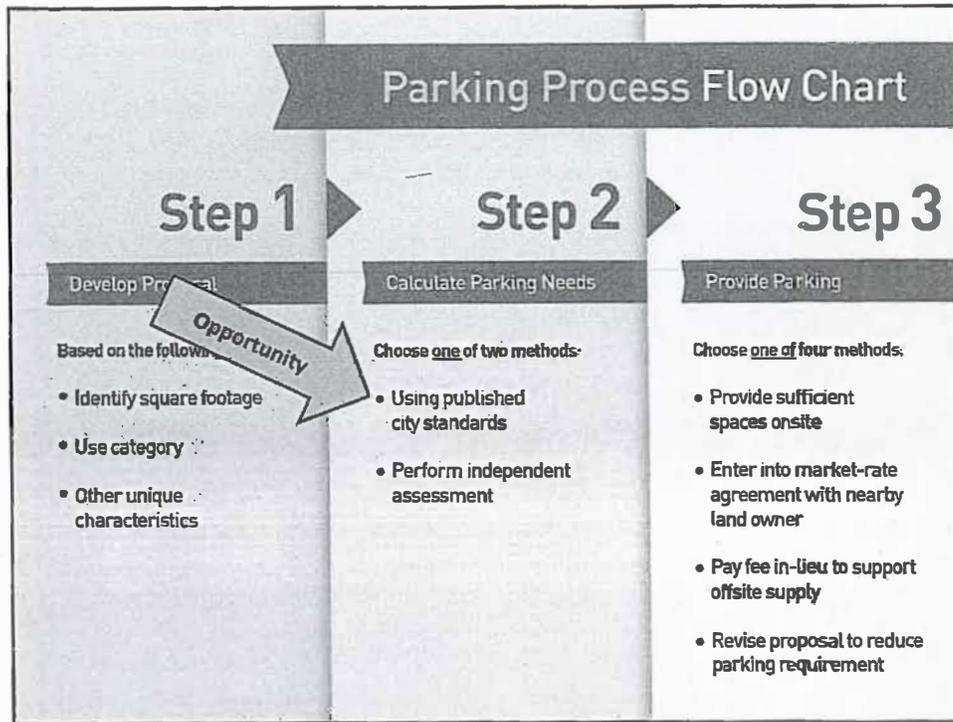
FEHR & PEERS

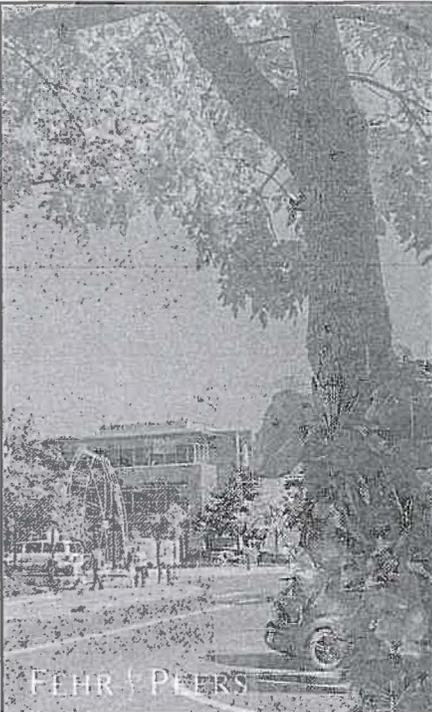
# How Burien Parking Requirement Compares to Other Puget Sound Communities



FEHR & PEERS







## Reduce Parking Code Requirements

- Reduce parking requirement for businesses based on downtown public parking utilization
- Update requirements over time based on occupancy levels (surveyed every 2 years)
- As occupancy increases, parking requirements would increase
- Applies only in downtown area

## Parking Recommendations

Existing Occupancy	New % of Original Parking Requirement
<55%	50%
55-65%	65%
66-75%	75%
76-85%	85%
> 85%	100%

**Action:** Changes in parking code for downtown uses based on public parking utilization

Land Use	Unit Variable	Existing Parking Supply Rate	Existing Occupancy <55%	Existing Occupancy 55-65%	Existing Occupancy 66-75%	Existing Occupancy 76-85%	Existing Occupancy >85%
High-Turnover (Sit-Down) Restaurant (Bar or Lounge)	1,000 sf. GFA	12.4	6.2	8.1	9.3	10.5	12.4
General Retail	1,000 sf. GFA	2.7	1.4	1.8	2.0	2.3	2.7
Office Building	1,000 sf. GFA	2.7	1.4	1.8	2.0	2.3	2.7

# How Burien Parking Requirement Compares to Other Puget Sound Communities



## Other Parking Recommendations



Wayfinding



Restriping



Time Limits

## Walking - Making Downtown Walkable for Everyone



ADA accessible sidewalks & crossings



Improved Crossings on 4<sup>th</sup> & 14<sup>8th</sup>

FEHR & PEERS

## Biking - Creating an 8-to-80 system



Biking to Downtown



Biking through Downtown

FEHR & PEERS

## Biking – Creating a 8-80 system



Commuters vs casual cyclists



Bike parking as art

FEHR & PEERS

## Transit Access- Connecting to Light Rail and the Airport



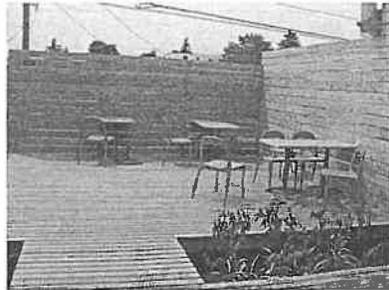
Short Term-Shuttle service serving  
light rail and airport



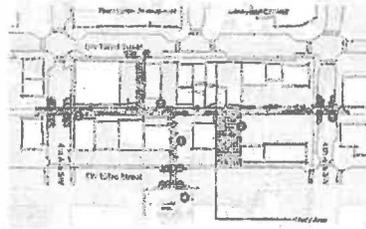
Draft ST3 Package: I-405 BRT, direct F  
line service to Tukwila LRT Station

FEHR & PEERS

# Streetscape/Urban Design- Activating Spaces



Activating spaces



Active Alleyways

FEHR & PEERS

# Streetscape and Urban Design – Activating Spaces

- **153<sup>rd</sup> Street Greening**—with enhanced crossings, pedestrian bump outs, and street trees
- **151<sup>st</sup> Pedestrian Priority**—consistent sidewalks between Ambaum and 4<sup>th</sup>

UN



- Sidewalk
- Resurfaced Sidewalk
- Pedestrian Priority Street
- Bicycle Lane
- Bicycle Priority Lane
- Other Bikeways
- Pedestrian Activity Corridor



FEHR & PEERS

## Economic Development Creating a Virtuous Cycle

- Proactive marketing of Burien incentives
- Periodic reevaluation of incentives in zoning code
- Getting more multifamily housing in downtown

FEHR & PEERS

UNIV



What Have We Missed?

FEHR & PEERS



**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Seattle Annexation of North Highline Area "Y" Information and Update		<b>Meeting Date:</b> May 23, 2016
<b>Department:</b> Community Development	<b>Attachments:</b>	<b>Fund Source:</b> n/a
<b>Contact:</b> Charles W. "Chip" Davis		<b>Activity Cost:</b> n/a
<b>Telephone:</b> 206-248-5501		<b>Amount Budgeted:</b> n/a
<b>Adopted Initiative:</b> N/A	<b>Initiative Description:</b>	<b>Unencumbered Budget Authority:</b> n/a

**PURPOSE/ REQUIRED ACTION:**

The purpose of the presentation is to provide the City Council with information and an update on the City of Seattle's proposed annexation of North Highline Area "Y" and the Washington State Boundary Review Board's Public Hearings on the matter which are scheduled for June 13<sup>th</sup>, 14<sup>th</sup> and 16<sup>th</sup>.

**BACKGROUND (Include prior Council action & discussion):**

In November and December of 2008, the cities of Burien and Seattle engaged in formal mediation to determine the potential annexation boundaries of all or portions of the North Highline area of unincorporated King County which were included in both cities Comprehensive Plans as Potential Annexation Areas (PAA's). The mediation process led to an agreement giving the City of Burien first opportunity to annex the southern portion of the North Highline unincorporated area (Area "X") and the City of Seattle the opportunity to annex the northern portion of the North Highline unincorporated area (Area "Y"). It was also agreed that if the City of Seattle decided not to move forward with an annexation proposal for Area "Y" by January 2012, that the City of Burien could move forward with an annexation proposal for the remainder of the North Highline Annexation Area.

The 2008 mediation sessions also included representatives of King County Fire District #2 and King County Fire District #11 and provisions of the mediation agreement was a transitional framework to address the operational impacts as a result of annexation on Fire District #2. The transitional framework included language to determine which jurisdiction would be responsible for the provision of land for a replacement fire station in North Burien based on different outcomes of annexation for North Highline Area "Y". Fire District #2 recently contacted King County regarding moving forward with the land purchase should Seattle successfully annex the area and was told King County would not be honoring the transition framework agreement. This action could put residents in the northwest portion of Burien at risk due to the increased response times required to serve the area from current Fire District #2 stations. This action also causes Fire District #2 to oppose Seattle's annexation at the June Boundary Review Board Public Hearing.

In a 2009 election, Burien was successful in its annexation of Area "X" and in 2010 that area became a part of the City Burien. In late 2011, the City of Seattle notified the City of Burien that it was not planning to move forward with annexation of Area "Y" and that Burien was free to pursue annexation of the area. In 2012, the City of Burien's proposal to annex Area "Y" was turned down by Area "Y" voters. On December 15, 2014 the Burien City Council adopted Ordinance No. 614 which removed all Potential Annexation Area (PAA) language, including the map and designation of North Highline Area "Y", from the Burien Comprehensive Plan.

In August of 2014, the City of Seattle submitted a Notice of Intention for annexation of the Duwamish Annexation Area as the first phase of a two-phase approach to annex the remaining portions of the North Highline unincorporated area. On December 15, 2014 the Seattle City Council authorized the submittal of a Notice of Intention for annexation of North Highline Area "Y", by the election method, to the Washington State Boundary Review Board for King County.

On April 15, 2016, Burien received notice from the Washington State Boundary Review Board for King County that the City of Seattle has requested Boundary Review Board (BRB) action on Seattle's request concerning annexation of North Highline Area "Y". The BRB has published a public notice and established June 13<sup>th</sup>, 14<sup>th</sup> and 16<sup>th</sup> for public hearing, deliberations and a preliminary decision on Seattle's annexation proposal. May 27, 2016 is the deadline for receipt of comments for inclusion in the BRB public hearing packet. Staff is in the process of determining what impacts to Burien residents could result from Seattle's annexation of North Highline Area "Y".

Following a preliminary decision by the BRB in June, a final hearing and decision report will be issued by late July and a 30-day appeal period will commence. The Seattle City Council could set an annexation election date by late August.

**OPTIONS (Including fiscal impacts):**

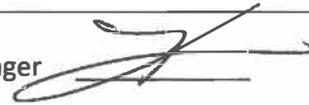
n/a

**Administrative Recommendation:** Receive Update

**Advisory Board Recommendation:** n/a

**Suggested Motion:** n/a

**Submitted by:** Charles Davis  
Administration 

City Manager 

**Today's Date:** May 18, 2016

**File Code:** R:\CC\Agenda Bill 2016\052316cd-1 NHAreaY Annex Update.docx

**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Review of Council Proposed Agenda Schedule		<b>Meeting Date:</b> May 23, 2016
<b>Department:</b> City Manager	<b>Attachments:</b> Proposed Agenda Schedule	<b>Fund Source:</b> N/A <b>Activity Cost:</b> N/A <b>Amount Budgeted:</b> N/A <b>Unencumbered Budget Authority:</b> N/A
<b>Contact:</b> Monica Lusk, City Clerk		
<b>Telephone:</b> (206) 248-5517		
<b>Adopted Initiative:</b> Yes    No <input checked="" type="checkbox"/>	<b>Initiative Description:</b> N/A	
<b>PURPOSE/REQUIRED ACTION:</b>		
<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>		
<b>BACKGROUND (Include prior Council action &amp; discussion):</b>		
<p>Per the City Council Meeting Guidelines, the proposed meeting schedule is reviewed at each meeting.</p>		
<b>OPTIONS (Including fiscal impacts):</b>		
<ol style="list-style-type: none"> <li>1. Review the schedule and add, delete, or move items.</li> <li>2. Review the schedule and make no modifications.</li> </ol>		
<b>Administrative Recommendation:</b> Review the schedule and provide direction to staff.		
<b>Advisory Board Recommendation:</b> N/A		
<b>Suggested Motion:</b> None required.		
<b>Submitted by:</b> <b>Administration</b> 		
		<b>City Manager</b> 
<b>Today's Date:</b> May 18, 2016		<b>File Code:</b> <a href="#">R:/CC/Agenda Bills 2016/051616cm-1 Rev Agenda Schedule</a>



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

**SUMMER SCHEDULE (JUN – AUG)**

**June 6, 7 pm Regular Meeting**

**6:30 pm – 7:00 pm – Reception Honoring Citizen of the Year**

**Consent Agenda**

Motion to Adopt Ordinance No. 640, Relating to Shoreline Master Program.

*(Community Development)*

Motion to Adopt Ordinance No. Ordinance No. 638, Amending BMC Title 15, Buildings and Construction.

*(Community Development)*

**Business Agenda**

Motion to Adopt Proposed Ordinance No. xxx, Approving the Final Plat of Boulevard Landing Subdivision.

*(Community Development – Rescheduled from 5/2/16)*

Discussion on Granting a Right-of-Way Franchise Agreement to Astound Broadband Franchise.

*(Public Works)*

**Appoint Voting Delegate to the 2016 Association of Washington Cities (AWC) Annual Business Meeting.**

*(City Manager)*

Discussion and Potential Motion to Adopt Ordinance No. 639, Providing for the Issuance of Limited Tax General Obligation Refunding Bonds.

*(Finance)*

**Motion to Adopt Proposed Ordinance No 644 Amending the 2015-2016 Biennial Budget to Recognize Revenue for the Sale of the NERA Property and Appropriate Expenditures to Repay the 2013 Line of Credit.**

*(Finance)*

Public Hearing and Discussion on the 2017 through 2022 Six-Year Transportation Improvement Program (TIP).

*(Public Works)*

Discussion on the Strategic Plan.

*(City Manager – Rescheduled from 5/23/16)*

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**June 20, 7 pm Regular Meeting**

**Presentations**

Presentation on Stormwater Inspection Technology.

*(Public Works)*

**Business Agenda**

Presentation of the Six-Year Financial Forecast.

*(Finance)*

Potential Action on the Strategic Plan.

*(City Manager – Rescheduled from 6/6/16)*

Motion to Approve Resolution No. 374, Adopting the 2017 through 2022 Six-Year Transportation Improvement Program (TIP).

*(Public Works)*

Motion to Adopt Ordinance No. 639, Providing for the Issuance of Limited Tax General Obligation Refunding Bonds.

*(Finance)*

Motion to Adopt Ordinance No. 642, Granting a Right-of-Way Franchise Agreement to Astound Broadband.

*(Public Works)*

Discussion on Multifamily Tax Exemption for Town Square Parcel 4.

*(Community Development - Staff on 12/29/15)*

**June 20 cont'd.**

Discussion on Multifamily Tax Exemption for Town Square Parcel 5.  
*(Community Development - Staff on 12/29/15)*  
Review of Council Proposed Agenda Schedule.  
*(City Manager)*

**July 4, Regular Meeting CANCELED – 4<sup>th</sup> of July Holiday**

**July 18, 7 pm Regular Meeting**

**Business Agenda**

Update on the Highline School District's Capital Plan and Levy. (Tentative)  
*(City Manager)*  
Motion to Adopt Multifamily Tax Exemption for Town Square Parcel 4.  
*(Community Development - Staff on 12/29/15)*  
Motion to Adopt Multifamily Tax Exemption for Town Square Parcel 5.  
*(Community Development - Staff on 12/29/15)*  
Discussion and Potential Action on Ordinance No. xxx, Adopting Highline School District School Impact Fee.  
*(Community Development)*  
Discussion and Potential Action Authorizing the Establishment of a Community Heroism Award Program.  
*(City Manager)*  
Introduction and Discussion for Highline School District Impact Fee.  
*(Community Development)*  
Review of Council Proposed Agenda Schedule.  
*(City Manager)*

**August 1, 7 pm Regular Meeting**

Presentation by the Environmental Science Center.  
*(City Manager – Rescheduled from 6/6/16)*  
Discussion on Amendments to BMC Regarding Airport Noise Reduction.  
*(Community Development - Rescheduled from 5/16/16)*  
Discussion on Mandatory Garbage Services and Plastic Bag Ban.  
*(Public Works – Rescheduled from 5/23/16)*  
Review of Council Proposed Agenda Schedule.  
*(City Manager)*

**August, 15, 7 pm Regular Meeting**

Presentation on the Financial Policies and General Budget Discussion.  
*(Finance)*  
First Public Hearing on the Revenue Sources/Expenditures.  
*(Finance)*  
Motion on Amendments to BMC Regarding Airport Noise Reduction.  
*(Community Development - Rescheduled from 6/6/16)*  
Review of Council Proposed Agenda Schedule.  
*(City Manager)*

**September 5, Regular Meeting CANCELED – Labor Day Holiday**

**September 19, 7 pm Regular Meeting**

Presentation on the Preliminary Operating Budget.  
*(Finance)*  
Discussion on the Property Tax Levy.  
*(Finance)*  
Discussion on Proposed Surface Water Management (SWM) Rates.  
*(Finance)*  
Review of Council Proposed Agenda Schedule.  
*(City Manager)*

**September 26, 7 pm Study Session**

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**October 3, 7 pm Regular Meeting**

Presentation on Human Services Funding.

*(Finance)*

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

*(Finance)*

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**October 17, 7 pm Regular Meeting**

Second Public Hearing on Revenue Sources/Expenditures.

*(Finance)*

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

*(Finance)*

Discussion on the Financial Policies.

*(Finance)*

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**October 24, 7 pm Study Session**

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

*(Finance)*

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**November 7, 7 pm Regular Meeting**

Discussion on the 2017-2018 Budget Ordinance.

*(Finance)*

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, 7 pm Regular Meeting**

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

*(Finance)*

Motion to Adopt the Financial Policies.

*(Finance)*

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

*(Finance)*

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

*(Finance)*

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**November 28, 7 pm Study Session**

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**December 5, 7 pm Regular Meeting**

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**December 19, 7 pm Regular Meeting**

Review of Council Proposed Agenda Schedule.

*(City Manager)*

**December 26, Study Session CANCELLED – Christmas Holiday**

**FUTURE AGENDA ITEMS (identified by Council)**

**Medium Priorities (1/24 Council Retreat)**

- a. Discussion on Managing Community Assets (White Center Library & Downtown Fire Station)  
(Council direction on 7/25/15)

**Low Priorities (1/24 Council Retreat)**

- b. Discussion on Wi-Fi Service in Common Areas (Council direction on 9/15/14)
- c. 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)

**2016 FUTURE AGENDA ITEMS (identified by Staff)**

- a. Significant Tree Protection Ordinance revisions (Staff on 11/25/15)
- b. BMC Revisions Regarding Right-of-Way (Staff on 10/14/14)
- c. Public Works Fee-Schedule Modifications (Staff on 1/9/15)
- d. Establishing Development Fee Implementation Dates (Staff on 1/9/15)
- e. 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)
- f. Valley View Sewer Easement (Staff on 9/15/15)
- g. Discussion on and Potential Action on Adopting Permit Technology Fees (Staff on 3/8/16)
- h. Discussion on Business License Code Update (Staff on 3/8/16)
- i. Discussion on City Council Meeting Guidelines (Staff on 4/21/16)

**2017 FUTURE AGENDA ITEMS (identified by Staff)**

- a. 2016 Title 17 Subdivision Code Major Revision (Staff on 1/9/15 – Rescheduled from 2016)
- b. Uninhabitable Buildings (Staff on 8/18/15 – Rescheduled from 2016)
- c. Discussion Regarding Utility Franchises (Staff on 11/23/15 – Rescheduled from 2016)
- d. Discussion Regarding Permit Tracking System Modification/Replacement (Staff on 1/9/15 – Rescheduled from 2016)
- e. Discussion on and Potential Action on Adopting a Credit Card Convenience Fee (Staff on 1/19/16 – Rescheduled from 2016)
- f. Sign Code Update (Staff on 3/22/16)