

BURIEN STRATEGIC PLAN

City Council Retreat 2 February 22, 2016 | 5:30pm – 9:30pm, City Hall

Meeting Notes

Participants

City Council	City Staff	Facilitators/Consultants
<ul style="list-style-type: none">• Mayor Lucy Krakowiak• Deputy Mayor Bob Edgar• Councilmember Steve Armstrong• Councilmember Austin Bell• Councilmember Lauren Berkowitz (tele-conference)• Councilmember Nancy Tosta• Councilmember Debi Wagner	<ul style="list-style-type: none">• Kamuron Gurol, City Manager• Angie Chaufy, Administrative Services Manager• Soojin Kim, City Attorney• Chief Scott Kimerer, Burien Police• Kim Krause, Finance Director	<ul style="list-style-type: none">• Brian Murphy, BERK• Jennifer Tippins, BERK

Recap of Strategic Planning Purpose and Process: Brian Murphy

Overview of process: both retreat sessions are intended to set direction for strategic plan No decision-making is occurring in these sessions.

Kamuron Gurol: Brief Review

- 2015 Council Priorities.
- Themes from Feb. 8 meeting.
- Concept of creating a 'chosen future' through setting priorities.

Discussion of Core Functions and Services, as well as City Staff Goals/Priorities

Staff Presentations

Staff gave presentations on the core services and the goals and priorities for their department. Presentations focused on Public Safety/Police; Legal/Code Enforcement; Administrative Services/City Clerk; and Finance/IT. Other departments present during the first retreat session on February 8. (See PowerPoint file from February 8 Council Packet for detail).

Councilmembers were given time to ask staff presenters questions at the end of each presentation.

Discussion and Initial Council Input: Dot Voting/Priority Trends

Councilmembers participated in two straw poll dot exercises to identify top priorities in both “core functions” and “Potential Change or Enhancements” to advance in the strategic plan:

- For “core services priorities”, councilmembers identified items to prioritize in the first biennium (2017-2018).
- For “Potential Change or Enhancements”, councilmembers identified those they would most like to see included within the total timeframe of the strategic plan (to 2020).

Councilmembers considered potential actions in six service areas that paralleled but differed somewhat from the eight staff presentations that were made on February 8 and 22. These actions were developed and identified by City Staff in their respective departments. The six service areas included: community development; finance and IT, public works; public safety; parks, recreation and culture; and economic development and administrative services.

Straw Poll Round #1 Results Discussion

In the first straw poll, Councilmembers received eight green dots to vote on Core Service Priorities and six blue dots to vote on Potential Change or Enhancement actions. All service areas received dots, with public works and public safety receiving the most. The **Appendix** summarizes dot counts from Straw Poll Rounds #1 and #2.

The following discussion occurred after Round #1.

Community Development

Community development had two Core Service Priorities and one Potential Change or Enhancement actions that received dots. Council and staff discussion noted:

- Core Service Priorities
 - Council felt that the Core Service with many dot votes (Identify resources to maintain current level of service and timeline targets for building and development permits) is considered a core government function, and that the City could be at legal risk if they do not continue to support or prioritize this service.
- Potential Change or Enhancements
 - Staff commented that online document access may be time-saving for staff.

Finance/IT

Finance/IT had three Core Service Priorities and one Potential Change or Enhancement that received dots. There was one new idea added to the Core Services addressing improved use of technology to better integrate services (see **Appendix**). Council and staff discussion noted:

- Core Service Priorities
 - One Councilmember questioned why the action regarding homelessness was placed in this service area. A staff member responded it is because this service is provided through a human service contract. Council also wanted to know more about the City’s role in providing homeless services.
- Potential Change or Enhancements

- Councilmembers questioned if bringing outsourced services in-house would add value, and also noted these services are expensive. The quality of work outsourced versus done in-house is also unknown.

Economic Development/Administrative Services

There was one Core Service Priority and two Potential Change or Enhancement actions with dots. Council and staff discussion noted:

- Core Service Priorities
 - Council agreed that the supported action to continue implementation of economic development priorities was already a focused in 2015, and it is essential to continue to focus on these areas.
 - One Councilmember commented that in general administrative services may have been overlooked in this area.

Parks, Recreation, and Culture

Two Core Service Priorities and both Potential Change or Enhancement received dots. Council and staff discussion noted:

- Core Service Priorities
 - There were many comments regarding recreation facilities, including a central recreation center.
 - The recreation center is a long-term project that we need to start now. The Council owes the community a decision.
 - Recreation Center would be great, but price is a concern. It would have to be financed with a bond, but this might compete with a school bond.
 - Is the Rec Center the best use of funds?
 - Should the Rec Center be considered a Core Service?
 - Ultimately, it was agreed that we should explore community interest and how a Rec Center would be funded.
 - Teen programs are important to the community and may be low hanging fruit.

Public Safety/Police

Three Core Service Priorities and both Potential Change or Enhancement received dots. Those with the most dots concerned crime prevention outreach and policing practices. Discussion focused on the importance of outreach and crime prevention, as well as getting the average number of officers per 1,000 back up, which had decreased due to annexation.

Public Works

There were five Core Service Priorities and three Potential Change or Enhancement actions that received dots. Council and staff discussion noted:

- If we don't have streets that work, our community doesn't work. Street maintenance is both a safety and mobility concern.
- There may be an opportunity to get the community more engaged in cleaning up and maintaining neighborhoods.

- Sidewalks and traffic calming techniques were big concerns among constituents. Building sidewalks could also help raise revenue in the long-run by increasing property value, etc.
- Some priorities can be bundled together.

Straw Poll Round #2 Discussion

In the second round, Council received three red dots to use to identify high priority items, either Core Services or Potential Change or Enhancements. These dot counts are included in the **Appendix** and summarized below:

- Public Works received the largest number of red dots, particularly on core infrastructure/sidewalks, and road maintenance actions.
- Public Safety also received a number of red dots for prevention and outreach.
- Economic Development and Finance both received a few red dots on previously supported actions from Round 1.
- Clear support was voiced for exploring revenue generating options.

APPENDIX – SUMMARY OF DOT COUNTS

Community Development	Green	Blue	Red
Core Service Priorities			
Upgrade development review and permit tracking software	1		-
Identify resources to maintain current level of service and timeline targets for building and development permits	5		-
Update Downtown/Urban Center Subarea Plan to leverage transportation investments and economic development goals	-		-
Updates to Zoning Code tree retention/mitigation/banking regulations and Subdivision Code	-		-
Totals	6	NA	0
Potential Changes or Enhancements			
Improve on-line document access and usability while expanding community engagement in planning process		2	-
Change frequency of Comprehensive Plan Amendment process to every other year		-	-
Totals	NA	2	0

Public Works	Green	Blue	Red
Core Service Priorities			
Identify resources to build and/or partner to develop a sufficient maintenance and operations facility	1		-
Identify resources to maintain existing pavement condition	8		4
Identify resources for enhanced maintenance of pedestrian facilities	1		-
Identify resources for new sidewalks and maintenance for existing sidewalks (item added by Council)	5		3
Identify resources for grant matches for transportation capital projects	-		-
Identify resources to enhance other core services: striping, sign replacements, crack sealing, etc.	2		2
Totals	17	NA	9
Potential Changes or Enhancements			
Consider mandatory residential garbage collection and enforcement strategy		3	-
Identify resources for enhanced litter removal and similar clean-up services, aesthetic vegetation management, and graffiti removal		1	-
Identify resources for additional traffic calming projects		5	1
Totals	NA	9	1

Police	Green	Blue	Red
Core Service Priorities			
Identify resources for patrol, supervision and investigative capacity	1		2
Enhance crime analysis and predictive policing practices	5		1
Enhance outreach to ethnically and culturally diverse neighborhoods	1		-
Continue to diversify workforce & adapt to changing community needs	-		-
Totals	7	NA	3
Potential Changes or Enhancements			
Identify resources to enhance crime prevention programs for residents and businesses		10	2
Identify resources to conduct broad community outreach		3	-
Totals	NA	13	2

Parks, Recreation, and Culture	Green	Blue	Red
Core Service Priorities			
Undertake staff work leading to Council decision on community recreation facilities including a central recreation center	6		-
Identify resources for grant matches for public park capital projects	-		-
Enhance programs for youth and teens	3		-
Totals	9	NA	0
Potential Changes or Enhancements			
Enhance funding for arts and events		3	1
Identify resources for better maintenance and upkeep of public park buildings and grounds		6	-
Totals	NA	9	1

Finance/IT	Green	Blue	Red
Core Service Priorities			
Research and consider new revenue options	5		3
Upgrade financial software	3		-
Continue to manage costs carefully, especially for larger expenses	-		-
Replace/upgrade meeting room technology and telephone system	-		-
Work with regional partners to allocate human services funds effectively including those addressing homelessness	2		-
Examine ways to better integrate services (permitting, financing, scheduling, licensing, etc.) through improved use of technology (software) (item added by Council)	1		-
Totals	11	NA	3
Potential Changes or Enhancements			
Consider bringing outsourced services in-house		3	-
Advance use of mobile technology where appropriate		-	-
Totals	NA	3	0

Economic Development and Administrative Services	Green	Blue	Red
Core Service Priorities			
Identify resources to respond to increasing public records requests and to meet records management needs	-		1
Update/enhance Burien's Records Management System and software	-		-
Update business license code and software for pet licenses and rental properties to improve customer service	-		-
Implement Council adopted choice for animal control services	-		-
Continue implementation of Top 5 Economic Development Priorities:	5		1
○ <i>Removing/Reducing Impediments</i>			
○ <i>Business Retention/Expansion</i>			
○ <i>Hotel Development</i>			
○ <i>Downtown Mobility/Parking</i>			
○ <i>Branding/Marketing</i>			
<i>(Note: Already Prioritized and Funded in 2015)</i>			
Totals	5	NA	2
Potential Changes or Enhancements			
Prioritize additional economic development actions		-	-
Identify resources for enhanced Intergovernmental Relations and Policy Development Support		5	-
Create or partner to establish a Citizen Leadership Development Academy		1	-
Totals	NA	6	0