CITY COUNCIL REGULAR MEETING AGENDA
March 16, 2015

6:15 pm – Special Meeting: Executive Session – Evaluate Qualifications of Advisory Board Applicants per RCW 42.30.110(1g)
6:45 pm – Special Meeting: discuss naming the 2015 Citizen of the Year Award Recipient
7:00 p.m. - Regular Meeting

1. CALL TO ORDER  2. PLEDGE OF ALLEGIANCE  3. ROLL CALL

4. AGENDA CONFIRMATION
   Individuals will please limit their comments to two minutes on general issues not on the agenda. Concerns will be referred to staff for a response as appropriate and will be included in the next City Manager’s Report. The Council will take comments for a maximum of 20 minutes.

5. PUBLIC COMMENT

6. CORRESPONDENCE FOR THE RECORD
   a. E-mail Dated February 22, 2015, from Peter Fournier Regarding Ordinance 606.
   b. E-mail Dated February 25, 2015, from Neil Piispanen with Response from Assistant Public Works Director Brian H. Roberts Regarding Sidewalks.
   c. E-mail Dated February 26, 2015, from Robert Howell Regarding Meeting Conduct.
   d. E-mails Dated February 27 and March 11, 2015, from Karen McMichael Regarding SCL Substation Property on Ambaum-Formal Intention.
   e. Letter and E-mail Dated March 1, 2015, from Walt Bala Regarding Airport Noise & Reverse Thrust.
   f. Letter Dated March 2, 2015, from Rachel Levine Regarding Resolution to the Burien City Council from the White Center Library Guild.
   g. E-mail Dated March 3, 2015, from Tom Clymer Regarding the Hygiene Law.
   h. E-mail Dated March 3, 2015, from Meg Van Wyk Regarding Rainier Prep Charter School.

7. CONSENT AGENDA
   a. Approval of Check Register: Numbers 40030 - 40159 in the Amounts of $532,663.44 for Payment on March 16, 2015; and, Payroll Salaries and Benefits Numbers 6415 - 6433 for Direct Deposits and Wire Transfers in the Amount of $319,722.35 for February 16 – February 28, 2015, Paid on March 5, 2015.

COUNCILMEMBERS
Lucy Krakowiak, Mayor  Nancy Tosta, Deputy Mayor  Stephen Armstrong
Lauren Berkowitz  Bob Edgar  Gerald F. Robison  Debi Wagner

City Hall, 400 SW 152nd Street, 1st Floor
7. **CONSENT AGENDA**
   Cont’d.
   - Approval of Minutes: Study Session, February 23, 2015; Regular Meeting, March 2, 2015; Special Meeting, March 9, 2015.
   - Motion to Approve Submittal of the 2016 Community Development Block Grant (CDBG) Project Application for the Crosswalk Improvements at Military Road South/South 123rd Street, near Hilltop Elementary School Project.
   - Motion to Adopt Resolution No. 361, Supporting the Let’s Move! Cities, Towns and Counties (LMCTC) Initiative.

8. **BUSINESS AGENDA**
   - Motion on Naming the 2015 Annual Citizen of the Year Award Recipient.
   - Motion to Approve Appointments to Arts Commission, Business & Economic Development Partnership (BEDP), and Parks & Recreation Board.
   - Presentation of the 2015 Annual Report by Discover Burien.
   - Update on the Economic Development Priorities.
   - Discussion of City Council Meeting Guidelines.
   - Review of Council Proposed Agenda Schedule.

9. **COUNCIL REPORTS**
   - Reports on Social Service Recognition Luncheon and Navos Celebration by Mayor Krakowiak.
   - Reports on King Conservation District Executive Advisory Committee, Regional Food Policy Council Steering Committee- Puget Sound Regional Council, Seattle, Sound Cities Association Networking Dinner, Sound Cities Association Caucus Chair Training, Sound Cities Association Pre-PIC Meeting, and Bel-R Greenhouses for Future Consideration on Council Agenda on March 16, 2015 by Deputy Mayor Tosta.

10. **CITY MANAGER’S REPORT**

11. **ADJOURNMENT**
Carol Allread

From: Nhan Nguyen
Sent: Wednesday, March 04, 2015 9:19 AM
To: 'pefour01@gmail.com'
Cc: Public Council Inbox
Subject: Re: Ordinance 606

Dear Mr. Fournier,

Thank you for writing to the Burien City Council. I’m the staff person assigned to respond to your email. Your email will be submitted for Council’s review as part of the Council meeting’s Correspondence for the Record.

You may not be aware that Ordinance 606 was revised by Ordinance 621, and the reference to “body odor” was removed. Neither the original language, nor the remaining language in the Ordinance criminalized homeless. It did, however, aim to identify and hold accountable behaviors that are dangerous and/or cause a nuisance to public safety, public properties or the usage of these properties by the public.

We encourage you to read the following media statement regarding the ordinance that we published on our website on January 6: http://burienwa.gov/DocumentCenter/View/5411.

The City of Burien takes care of our less fortunate and vulnerable residents.

1. We set aside over $200K annually for human services funding and recently added an additional $55K per year to address the issue of homelessness for the 2015-16 budget cycle.

2. We are contracting with a local non-profit to conduct intensive outreach to homeless young adults and assist them with case management referrals and free hygiene packs.

3. We are working with regional organizations and educational institutions to plan for long term solutions.

These are just some highlights of our actions to assist the homeless in our City.

Unfortunately, there is still a lot of misinformation about the original ordinance. I hope this helps you better understand the purpose of our legislation and our services to the homeless in our City. Please feel free to share this email with those you know might feel the same way as you do. We hope you will change your mind about visiting our beautiful city in the near future.

Please let me know if you have any questions or comments.

Sincerely,

Nhan Nguyen
Management Analyst
Burien City Manager's Office
206.439.3165

-----Original Message-----
From: Peter Fournier [mailto:pefour01@gmail.com]
Sent: Sunday, February 22, 2015 7:31 AM
To: Public Council Inbox
Subject: Ordinance 606

Dear Council Members,

I am appalled to learn that you passed a bill criminalizing “body odor”, and in what can only be called the most hypocritical act, any attempt by homeless to clean themselves. I believe you missed one thing; you should have numbered it Ordinance 666.

I will do everything in my power to spread the word of your ignorance and fear toward homeless. I will personally never visit you backward little “town”, and discourage others from doing so as well.

Peter Fournier
Mr. Piispanen,
Every year the City must by law update its 6 year Transportation Improvement Program (TIP). The public notice announcing the public hearing is usually published in late May. Last year the public hearing was held during the City Council meeting held during the second Monday of June. We should be close to that schedule again this year.

There are a total of 49 projects listed in the TIP. Of these roughly 39 feature pedestrian improvements such as sidewalks. Typical sidewalk projects also include storm sewer to replace the open ditches, and improved street lighting. Most exceed $1 million in estimated project cost. Project costs can exceed $10 million when associated with arterial improvements.

The City relies heavily on grant funding for transportation projects. Of the 49 projects listed in the TIP, 5 are currently funded through construction. Of the 5 funded projects, 2 feature pedestrian improvements—primarily for accessibility.

The TIP projects are prioritized as low, medium or high. Only high priority projects are considered for City funding, but medium or low priority projects are occasionally solely funded by grants.

I’ve compared the area where you have requested sidewalks (12th Ave SW between SW 152nd St and SW 144th St, and SW 148th St between Ambaum Blvd and 12th Ave SW) with the TIP projects. There are no TIP projects listed for those streets. You may want to ask the Council for one or more sidewalk projects at the TIP hearing, but it is unlikely that they would be given a high priority, even if they were added to the TIP. Higher priorities are going to be assigned to higher volume streets.

I’m afraid I’ve painted a rather grim picture for you. Our needs are great, but our dollars are few.

You may follow this link to the current TIP. http://www.burienwa.gov/DocumentCenter/View/4990

Regards,

Brian H. Roberts, P.E.
Assistant Public Works Director
City of Burien
(206)439-3164
brianr@burienwa.gov
www.burienwa.gov
400 SW 152nd Street, Suite 300
Burien, WA 98166-2209
Hi Maiya,

Kamuron has assigned this Correspondence for the Record to you for follow-up. (I will also place a hard-copy in your inbox). The goal is to respond within two weeks, sooner if possible. When you respond, please cc the Public Council Inbox. Your reply will go with the original correspondence and be placed in the next Council packet. Let me know if you have any questions,

Thank you,
Carol

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From: Neil Piispanen [mailto:npiispanen@gmail.com]
Sent: Wednesday, February 25, 2015 9:57 AM
To: Public Council Inbox
Subject: Sidewalks

Hello,

Just curious if there is any long term plan to put in sidewalks in residential neighborhoods. I live on 148th and 12th and currently my kids ride in the road to get to the park. It would be quite nice to have a proper sidewalk for them to get to the park and school. Personally in terms of your long range plan I would think all of the area marked as higher density residential should have sidewalks. It would help in the livability of the neighborhood and allow easier access to walk to local businesses. I would be happy to do what I can to help facilitate an effort if that is so desired. Or would like to know if something is in the works.

Also if I might request the parks department consider upgrading the play equipment at Lake Burien school park. We have a ton of kids in the neighborhood and the play equipment pales in comparison to other more recent park play equipment. The current facilities are rather limited and somewhat rusty. The seahurst park is a nice example of a better playground.

Thanks for your time, and let me know if there is anything I can do to assist either of these two requests.

Thanks

Neil Piispanen
Dear Mr. Howell,

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 for the Record.

Sincerely,

Carol Allread
Executive Assistant

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From: Robert Howell [mailto:roberth2@comcast.net]
Sent: Thursday, February 26, 2015 5:33 PM
To: Lucy Krakowiak; Bob Edgar; Stephen Armstrong; Lauren Berkowitz; Jerry Robison; Nancy Tosta; Debi Wagner; Monica Lusk
Subject: Meeting Conduct

To the Burien City Council,

The Burien Council meeting of 2/23/15, as well as previous council meetings, have given rise to some concerns about the effectiveness and spirit in which productive city work is being accomplished. These meetings are now running very long and at times Council members appear to be working at cross purposes with each other. This was especially evident at the last meeting, which had the appearance at the beginning, of a town hall meeting rather than a city business meeting. For the benefit of all those attending The Council Meeting, the rules of conduct during meetings, need to be published, posted and enforced. If the existing rules are not adequate to guide the behavior of those attending, you may need to revise the rules. While I am not aware of the content of the Council rules, I would like to offer the following examples for your consideration;

1. All citizens and visitors are obligated to follow the published rules during the meeting. Answers demanded of the Council by citizens during the comment period will not be given. Answers to citizen comments will be provided by staff or council in a follow up contact after the meeting.

2. People disrupting and refusing to follow the directions of the meeting need to be removed from the meeting by the police or a designated staff member and advised as to the correct procedure to present their case.

3. The Council needs to follow their own rules and members not following them should be subject to disciplinary action by the Council.

4. The Council needs to include rules relating to the use of electronic devises during the meeting by members and by the general public.

5. The Mayor at all times needs to be respected as the leader of the meeting. The mayor sets the agenda for the meetings.
6. Council members have an ethical obligation to give their full attention to the meeting. Other activities, especially those that distract other council members, must be avoided. The citizens are paying for their services and full attention to city business.

7. Council members have an obligation to be respectful of each others time, staff time, guest speaker’s time and audience time.

8. Council members should not be allowed to threaten or bully each other, staff or other invited speakers.

9. Roberts Rules of Order need to be followed.

10. Public meetings that are open to the general public and meetings held by city hired consultants to gather public input on master plans, etc. should be held in neutral locations.

11. ADA processes and accommodations for disabled citizens are to be posted in advance of the meeting and the ADA officer is to be identified in the posting.

12. Council members are ethically prohibited from dispensing false information, during Council meetings or other public meetings, to other council members or the public.

13. Numerous and extensive work loads assigned by one or two council members, to staff, at a public meeting or privately should not be allowed without the approval of other council members.

14. A procedure needs to be established and followed, for Agenda Bills coming before the council and the general public. This should apply to all ventures, plans and projects under consideration by the Council.

15. Demonstrations/rallies by groups during the meeting need to be moved outside the meeting and far enough away from the building so as not disturb the ability for the other attendees to the meeting to concentration on the meeting.

16. No meetings or actions of the Council or an individual council member during those meetings are to be in violation of Washington State Law.

17. If the Council determines that an issue needs to be discussed/debated publicly it will call for a separate meeting, apart from the Council Meeting, to provide that function.

I hope these suggestions will help the Council formulate rules to improve the effectiveness of council meetings to serve the City of Burien and the citizens.

Respectfully,

Robert Howell
12540 20th Ave SW

Please post this letter as part of the next Council packet.
Thanks Ms. Allread-

Ms's. Martin and Goodman attended the City Council meeting on Monday, March 2 and we are pleased and appreciative to observe that although work has begun on altering the Seattle City Light site, the trees are being retained.

Our work will begin in the near future on the Crowd Sourcing and petition gathering components of the support for retention of the 114th and Ambaum Location as a possible pocket park.

In speaking with Michael LaFreniere earlier today, I understand that April 6 is an important date for forthcoming action by the Burien City Council and our demonstration of progress to that date.

Sincerely,

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Dear Ms. McMichael,

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

Sincerely,

Carol Allread
Executive Assistant

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Dear Burien City Council Members;
Dear Ms. McMichael,

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

Sincerely,

Carol Allread
Executive Assistant

From: Karen McMichael [mailto:kmcmh@msn.com]
Sent: Friday, February 27, 2015 8:12 PM
To: Public Council Inbox
Cc: Jane Martin; Alice Goodman
Subject: SCL Substation Property on Ambaum-formal intention

Dear Burien City Council Members;

We are writing as representatives of a group of concerned citizens regarding impending actions on the part of Seattle City Light to cut trees at the corner of 144th and Ambaum. Photos of the affected site are included in another email.

You have received prior communication from Jane Martin who is present at this meeting to speak to the concerns we have related to the Cherry Tree in particular and potentially to the extended site for efforts of preservation after the contaminated soil has been treated.

I am going to excerpt from a recent email from Michael LaFreniere, Head of Burien Parks & Rec. as to the current status related to the site:

"We have continued to encourage Seattle City Light to preserve and protect the significant trees on its property and to work with the City toward that goal. As part of their effort to surplus the property for sale, the site clean-up would result in the loss of the trees that are of most interest to residents. Preserving the site and as much of its park-like characteristics as possible would necessitate extra measures and additional costs. To accomplish that, SCL’s position is that the City would need to both purchase the property at the appraisal value (@$79,000) and commit to contributing towards the additional costs."

"It would be helpful to know if the area residents concerned about this space and the trees would be willing to mount an effort to contribute towards these costs. If the City Council were to authorize staff to pursue purchase of the property, the neighbors would contribute to local matching funds (estimated to be $9000) perhaps
through a ‘crowdfunding’ mechanism to help defray the additional tree protection costs. This amount is approximately half of the full costs and the City and SCL would negotiate to cover the rest.

Our concern group has come to learn that "crowdfunding," an effort undertaken by other local groups such as the Dog Park folks might be an effective method of gaining funds. We will embark on such an effort and also begin obtaining signatures to a petition supporting retention as much of the site as is possible. Please advise how many signatures you feel would be necessary to emphasize the local interest for this matter to go forward.

Most importantly, we want to interrupt any ongoing process that would lead to the immediate actions of Seattle City Light in doing cutting on the site.

Thank you for your attention to this matter.

Sincerely,

Karen McMichael, MA, 13840 18th Ave. SW, Burien, Wa. 98166

Jane Martin, 13713 16th Ave. SW, Burien, Wa. 98166

Alice Goodman, 13713 16th Ave. SW, Burien, Wa. 98166
Dear Mr. Bixbee,

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 for the Record.

Sincerely,

Carol Allread
Executive Assistant

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From: Carol Allread On Behalf Of Burien
Sent: Tuesday, March 03, 2015 1:43 PM
To: Public Council Inbox
Subject: FW: Airport Noise & Reverse Thrust

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From: bixbee@mac.com
Sent: Sunday, March 01, 2015 6:43 PM
To: Burien
Subject: Airport Noise & Reverse Thrust

Dear Ms. Karkowiak,

I am a retired US Airways Captain now living in Gregory Heights. One of the issues we all are subjected to is airport noise. We hear the departures and we hear the landings when reverse thrust is used. That noise is intensified when we have temperature inversions. The one “low hanging fruit” that we could all benefit from is the elimination of the use of reverse thrust on landing, that’s approximately 50% of the noise. Having flown 20 years in the Military and 18 years with US Airways (DC-9, B737 & Airbus A-320), every simulator training session and most actual training flights discussed landing performance. In every instance landing performance is predicated on the use of brakes only, reverse thrust was not permitted in the calculations, and we were expected to know that. Yet we hear reverse thrust repeatedly for nearly every landing at SeaTac. Why?

I realize this is a complex issue and requires political pressure on SeaTac IAP management. But I would suspect there are local working groups that do have regular discussions with SeaTac management. With a unified political front and adequate time to implement, a significant improvement could be achieved.

Thanks for your time and attention. Hope the attached letter provides food for thought.

(P.S. Tried sending letter to all city council members via email but have several attempts returned - bounced. Hope this made it through. I sent a copy via USPS also).

Walt Bala
2525 SW 169th PL
Burien, WA 98166

Cell: 703-346-6860
Ms. Lucy Krakowiak  
Mayor, City of Burien  
City Hall  
400 SW 152nd St, Suite 300  
Burien, WA 98166-1917

Dear Ms. Krakowiak,

SUBJECT: Airport Noise Abatement

I am a retired USAirways Captain having flown the DC-9, B-737 and Airbus A-320. I have also wondered why more is not done to minimize airport noise; in particular noise generated by the use of reverse thrust. When there is a temperature inversion, all sounds are trapped near the surface and are effectively amplified. I can simply listen to the noise pattern and determine whether the noise was associated with a departure or an arrival and the associated use of reverse thrust. Reverse thrust is consistently the most annoying, and it is not necessary.

At the moment I have not located the specific rule that governs, however I do know that a commercial Part 121 flight cannot be dispatched unless the aircraft can land safely within parameters without the use of reverse thrust. To be blunt, there is no landing performance requirement that is predicated on using reverse thrust. If the runway requires the use of reverse thrust to stop, the runway is too short for the aircraft’s weight.

I mention this because the aircraft manufactures go to great lengths to minimize the noise footprint created by takeoff power settings. In fact the B-787 has been reported to be a very quiet airplane. However, there are no standards applied to the noise generated by reverse thrust that I know of. Thus the noise is pure unfiltered turbojet.

Is there a precedent restricting the use of reverse thrust? According to the Boeing Company website “Airport Noise and Emissions Regulations, Copenhagen Airport, Denmark (http://www.boeing.com/commercial/noise/copenhagen.html) the following restriction applies:
4.2.2 Reverse thrust: Use of more than idle reverse thrust is allowed only for safety reasons. Note: With respect to propeller and turboprop aeroplanes idle reverse refers to propeller in beta range and engine at idle power.

At SeaTac IAP (SEA) the following applies:

BTN THE HRS OF 2200-0700 THE USE OF EXTDD REVERSE THRUST IS DISCOURAGED BYD WHAT IS NECESSARY FOR OPLN OR SAFETY REASONS. NOISE ABATEMENT PROCEDURES IN EFFECT BTN 2200-0600. FOR FURTHER INFO CONTACT SEA NOISE ABATEMENT OFFICE AT 206-787-7496.

Why not prohibit the use of reverse thrust above idle reverse at all times unless used for operational safety reasons, or the runway condition readings are less than “Good.”

To call your attention to one more example of noise restrictions closer to home, John Wayne Airport, Orange County, CA (SNA) has extensive noise restrictions and penalties: [http://www.boeing.com/commercial/noise/john_wayne.html](http://www.boeing.com/commercial/noise/john_wayne.html).

The Federal Aviation Rules, 14 CFR Part 150, address noise abatement. There appears to be forums available to address such issues. I would hope that restricting the use of reverse thrust above idle would be addressed and mitigation implemented. By restricting the use of reverse thrust, the noise footprint would be reduced by 50% immediately, something to consider.

Thank you for your time and attention.
Resolution to the Burien City Council from the White Center Library Guild
March 2, 2015  Represented by Rachael Levine

Inasmuch as the White Center and Boulevard Park Libraries are located currently within the boundaries of the City of Burien

And, inasmuch as these libraries are part of the King County Library Services area

And, inasmuch as the taxes necessary to support funding of both Capital Bonds and programs provided by the KCLS are levied on property owners in the City of Burien as well as the unincorporated King County areas,

And, inasmuch as the City of Seattle is currently exploring the Potential Annexation Area in which KCLS is building a White Center replacement library,

And, inasmuch as the White Center Library Guild has continued to advocate for these libraries because of their purposes, access, and response to community needs,

We therefore, request that the Burien City Council support the maintenance of KCLS Libraries for the entire Burien/North Highline Community

That the Burien City Council will negotiate, in the best interest of all Burien residents and taxpayers, to secure the future of these KCLS libraries

That any agreement with the City of Seattle will be transparent and accountable in advance to the community and their elected representatives.

CFTR: 3/16/15

cc: Minh Nguyen, Management Analyst
Dear Mr. Clymer,

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 for the Record.

Sincerely,

Carol Allread
Executive Assistant

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From: Tom Clymer [mailto:tomclymer@gmail.com]
Sent: Tuesday, March 03, 2015 9:04 AM
To: Public Council Inbox
Subject: Hygiene law

To Whom it May Concern,

I am writing to express my opposition to a Burien law (606?) that allows people to be charged with trespassing in public spaces for hygiene issues or for attempting to correct hygiene issues by shaving or washing in a public restroom. I understand that both of these can be uncomfortable for others using the public space, but I don't believe that should cause these spaces to be off limits to anyone.

Thank you,

Tom Clymer
Dear Ms. Van Wyk,

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 for the Record.

Sincerely,

Carol Allread
Executive Assistant

-----Original Message-----
From: Meg Van Wyk [mailto:mjvanwyk@comcast.net]
Sent: Tuesday, March 03, 2015 4:07 PM
To: Public Council Inbox
Subject: Rainier Prep Charter School

Mayor Krakowiak and Burien Council members,

The Council meeting of 3/2/2015 had a presentation of the Rainier Prep Charter School. No one from the Council asked how charter schools are funded so I thought it appropriate to send you the RCWs as it refers to funding charter schools in Washington State. I do have to mention that the charter school initiative that was passed by the voters in 2012 is in court. As it stands now, the current RCWs will be how charters will be funded unless changed by the court. The issue is if charter schools can be defined as "common" schools.

The funding of charters can be found in RCW 28A.710.220. Key points are

- State money follows the student. So if a student lives in the Highline School district, that State money will go to the charter school instead of the district. If the student should leave the charter school mid year and return to the public school, the money will remain in the charter school accounts for use by the school during subsequent budget years.

- Levies submitted to the voters after the start-up date of the charter school authorized under this chapter, the charter must be included in levy planning, budgets, and funding distribution in the same manner as other public schools in the district.

Facilities usage in RCW 28A.710.230

- Charter schools are eligible for state matching funds for common school construction.

- Charter schools have right of first refusal to purchase or lease at or below fair market value of a closed public school facility or property or unused portions of a public school facility or property located in Highline school district from which it draws its students if the school district decides to sell or lease the public school facility or property.

- A conversion charter (this is a school currently in operation that wants to convert to a charter) may continue to use its existing facility without paying rent to the school district.
COMPUTER CHECK REGISTER

CHECK REGISTER APPROVAL

WE, THE MEMBERS OF THE CITY COUNCIL OF BURIEN, WASHINGTON, HAVING RECEIVED DEPARTMENT CERTIFICATION THAT MERCHANDISE AND/OR SERVICES HAVE BEEN RECEIVED OR RENDERED, DO HEREBY APPROVE FOR PAYMENT ON This 16th day of March 2015 THE FOLLOWING:

   CHECK NOS.        40030-40159

   IN THE AMOUNTS OF $532,663.44

   WITH VOIDED CHECK NOS.  0

PAYROLL SALARIES AND BENEFITS APPROVAL

FOR February 16th – February 28th PAID ON March 5th 2015

   CHECK NOS. 6415-6433

   DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: $319,722.35
## Accounts Payable

### Checks for Approval

User: cathyr  
Printed: 03/12/2015 - 6:44 AM

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AP - Checks for Approval (03/12/2015 - 6:44 AM)
CALL TO ORDER
Mayor Krakowiak called the Study Session of the Burien City Council to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE
Mayor Krakowiak led the Pledge of Allegiance.

ROLL CALL
Present: Mayor Lucy Krakowiak, Deputy Mayor Nancy Tosta, Councilmembers Stephen Armstrong, Bob Edgar, Lauren Berkowitz, Gerald F. Robison and Debi Wagner.

Administrative staff present: City Manager Kamuron Gurol; Interim City Attorney Christopher Bach; Community Development Director Chip Davis; Economic Development Manager Dan Tremble; Planner Elizabeth Olmstead; Police Chief Scott Kimerer; Management Analyst Nhan Nguyen; and, Department Assistant Kathy Wetherbee.

Direction/Action
Councilmembers reached consensus to move Discussion Item 6 “a” Discussion on Regional Issues to after Roll Call.
Discussion on Regional Issues

King County Councilmember McDermott, Council District 8, spoke about the youth and young adult homelessness assessment, the gaps in the services and the importance of family reunification.

King County Councilmember Upthegrove, Council District 5, spoke about the King County Metro services cuts, the alternative services pilot program and the guaranteed funding for two years for the new bus service starting in June 2015.

Executive Director Brown, Puget Sound Regional Council (PSRC), stated that the PSRC is working on adopting long range Transportation, Land Use and Economic Development Plans.

Public Comment

Gabriella Duncan, Streets of Seattle
Christina Sawycky-Moreland, Homeless
Darla Green, 14974 21st Avenue, Burien
Leah Ingram, City Of Seattle, 903 Southwest 102nd Street, Seattle
Faye Sennet, 13812 9th Place South, Burien
Breanne Schuster, ACLU of Washington, 1017 Boren Avenue, Seattle
Karen Studders, Attorney
Marleeza, 10013 15th Avenue South, Boulevard Park
Ben Doris, Homeless
Rachel Levine, 430 South 24th Street, Burien
Zachary Healy

CORRESPONDENCE FOR THE RECORD

a. E-mail Dated January 7, 2015, and January 16, 2015, from Michael Schafer, with Response from Chip Davis, Community Development Director, Regarding Burglary, Abandoned Houses, Airport Park.

b. E-mail Dated January 27, 2015, from R. DeLorm Regarding Correction in One Word Spelling Letter for the Packet.

c. E-mail Dated January 11, 2015, from Carolyne Albert with Response from Angelina Benedetti, Library Cluster Manager, and Nhan Nguyen, Management Analyst, Regarding KC Library, Downtown Burien, 400 SW 152nd Street.

d. E-mail Dated February 1, 2015, from C. Edgar Regarding City Manager’s Report and ADA Access Issues.

e. E-mail Dated February 5, 2015 from Brock Howell, Policy & Government Affairs Manager, Regarding Cascade Bicycle Club’s 2015 State Legislative Agenda.

f. E-mail Dated February 5, 2015 from Eric Dickman, Artistic Director, Regarding BAT Thanks 4Culture.

BUSINESS AGENDA

Discussion and Possible Approval of Memorandum Regarding City Manager’s Eight-Month Performance Review.

Public Comment
None Received
**Direction/Action**

MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to approve the Memorandum Regarding City Manager’s Eight-Month Performance Review.

**DISCUSSION ITEMS**

**Discussion on Regional Issues**
This item was moved after Roll Call.

**Discussion of the Burien Alternative Transit Service Proposal**
Senior Transportation Planner Malva Slachowitz, King County Metro, spoke about the Community Consensus outcome, and the Burien Community Shuttle (Route 631) service which will start June 8, 2015. The shuttle will be funded by Metro as a two year demonstration, and there will be ongoing monitoring and adjustments, with an evaluation to occur around 6 months from start of service.

**Update on the “Roadmap to Address Homelessness in Burien” Project and Discussion of Committee to End Homelessness (CEH) Strategic Plan**
The following spoke about their work with Homelessness:
Chad Vaculin, Gizachew Manahle, Matthew Harper, University of Washington Evans School Students
Patrick Foutz, Transform Burien
Jean Blackburn, Highline Public Schools
Tim Candela, Stephanie Prohaska, and, Dan Lewis, Auburn Youth Resources
Mike Heinisch, Burien resident
Scott Kimerer, Chief, Burien Police Department.

**Follow-up**
Staff will schedule a further discussion with the University of Washington Evans School Students.

**Direction/Action**
Mayor Krakowiak called a recess at 9:00 p.m.
Mayor Krakowiak reconvened the meeting at 9:10 p.m.

**Discussion of Committee to End Homelessness (CEH) Strategic Plan**

**Direction/Action**
Council reached consensus to schedule a further discussion and possible action on the Committee to End Homelessness (CEH) Strategic Plan at the March 2, 2015, Council Meeting.

**Public Comment**
Karen Studders, Attorney
Abigail Torro, Seattle
Kitty Milne, 11913 27th Place Southwest, Burien
Robbie Howell, 15240 20th Avenue Southwest, Burien
Chestine Edgar, 1811 Southwest 152nd Street, Burien
Nate Lanting, Union Gospel Mission
Discussion on the King County Library System’s Plan to Build a Branch Library

Executive Director Gary Wasdin, King County Library System, spoke about the site selection process for the new White Center Library, the agreement with the Seattle Public Library and the current annexation agreement, and the reciprocal use agreement for the patrons.

Direction/Action

MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Robison to extend the Council meeting until 10:30 p.m. Motion passed 4 to 3. Opposed, Mayor Krakowiak, Councilmembers Edgar and Wagner.

Public Comment

Rachel Levine, 430 South 124th Street, Burien
Rose Clark, 16856 Des Moines Memorial Drive, Burien
Liz Giba, 10230 10th Avenue Southwest, Seattle

Direction/Action

MOTION was made by Councilmember Robison, seconded by Berkowitz, that the City of Burien write a Resolution stating that King County Library System to not start construction on the new White Center Library building until an agreement is made with the City of Seattle that the library will remain open as a library for the life of the building.

MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Robison to extend the Council meeting until 10:45 p.m. Motion passed 5 to 2. Opposed, Mayor Lucy Krakowiak and Councilmember Edgar.

Direction/Action

Councilmember Berkowitz called the vote on the motion.

Direction/Action

A vote was taken on calling for the vote. Motion passed 4-3. Opposed: Mayor Krakowiak, Councilmembers Edgar and Wagner.

Direction/Action

MOTION was made by Councilmember Robison, seconded by Berkowitz that the City of Burien write a Resolution stating that King County Library System to not start construction on the new White Center Library building until an agreement is made with the City of Seattle that the library will remain open as a library for the life of the building. Motion passed 4 to 3. Opposed, Mayor Lucy Krakowiak, Councilmembers Edgar and Wagner.

Approval of Minutes: Council Retreat, January 24, 2015

Direction/Action

MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Berkowitz, to approve the January 24, 2015, Council Retreat Minutes.

Deputy Mayor Tosta withdrew the motion and Councilmember Berkowitz withdrew her 2nd.
Direction/Action
MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Berkowitz, and passed unanimously to approve the January 24, 2015, Council Retreat Minutes as amended to change "one to two" with "several" and add bullet point under Community Engagement for "Develop Comprehensive Neighborhood Plans.

Public Comment
None Received.

Presentation of Handbook for Citizen Committees, Boards and Commissions
Follow-up
Staff will schedule this item for the March 2, 2015 Council Meeting.

Review of Council Proposed Agenda Schedule.
Direction/Action
MOTION was made by Councilmember Berkowitz, seconded by Councilmember Robison, to schedule a discussion on repealing Ordinance 606/621. Motion failed 2 to 5. Opposed, Mayor Lucy Krakowiak, Deputy Mayor Tosta, Councilmembers Armstrong, Edgar and Wagner.

Direction/Action
Staff will schedule a discussion on the Water Resource Inventory Area (WRIA) 9 interlocal agreement with Doug Osterman for April or May.

Follow-up
Staff will include information on SeaTac Sustainable Master Plan in a City Manager’s Report.

ADJOURNMENT
Direction/Action
MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to adjourn the meeting at 10:45 p.m.

Lucy Krakowiak, Mayor

Kathy Wetherbee, Administrative Assistant
CALL TO ORDER
Mayor Krakowiak called the Regular Meeting of the Burien City Council to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE
Mayor Krakowiak led the Pledge of Allegiance.

ROLL CALL
Present: Mayor Lucy Krakowiak, Deputy Mayor Nancy Tosta, Councilmembers Bob Edgar, Lauren Berkowitz, Gerald F. Robison and Debi Wagner. Councilmember Stephen Armstrong was excused.

Administrative staff present: City Manager Kamuron Gurol; Police Chief Scott Kimerer; Interim City Attorney Robert F. Noe; Management Analyst Nhan Nguyen; Human Resources Manager Angie Chaufty; Parks, Recreation and Cultural Services Director Michael Lafreniere; Lori Fleming and, City Clerk Monica Lusk.

AGENDA CONFIRMATION
Direction/Action
Motion was made by Deputy Mayor Tosta, seconded by Councilmember Edgar, to affirm the March 2, 2015, Agenda.

Direction/Action
Motion was made by Councilmember Berkowitz, seconded by Councilmember Robison, to remove Business Agenda Item 8 “b” Motion to Adopt Resolution No. 362, Relating to the Construction of a New White Center Library as it was already approved by the City Council. Motion passed 4-2. Opposed, Mayor Krakowiak and Councilmember Edgar.

Direction/Action
A vote was taken on main motion as amended and passed unanimously.

PUBLIC COMMENT
Jeremy Grissin, 2300 Airport Way, Seattle
Bryce Phillips
Carlos Hernandez, 715 2nd Avenue North, Seattle
CORRESPONDENCE FOR THE RECORD
a. Emails Dated January 13 and February 6, 2015, from Jane Martin with Responses from Parks, Recreation and Cultural Services Director Michael Lafreniere Regarding Cherry Tree – 144th and Ambaum.

b. Emails Dated February 1 and 6, 2015, from Karen McMichael with Responses from Parks, Recreation and Cultural Services Director Michael Lafreniere Regarding Cherry Tree – 144th and Ambaum.

c. Emails Dated February 13, 2015, from Rachel Levine Regarding White Center Library Update.

d. Email Dated February 18, 2015, from Linda Plein Regarding City Council Meeting.

e. Email Dated February 19, 2015, from David Preston Regarding More on Morrow.

f. Email Dated February 23, 2015, from Kathy Parker Regarding Library Safety.

g. Email Dated February 23, 2015, from Tom and Sue Taaffee Regarding Homelessness.

h. Email Dated February 24, 2015, from Marv Jahnke Regarding Meeting of 2/23.

i. Email Dated February 24, 2015, from Carol Sandoval Regarding Ordinance 606.

CONSENT AGENDA


Direction/Action
Motion was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to approve the March 2, 2015, Consent Agenda as amended to correct the February 2, 2015 minutes to reflect Nancy Tosta as Deputy Mayor under those present for the Special Meeting.

BUSINESS AGENDA
Presentation on the Rainier Prep School by Founding Leader Maggie O’Sullivan

Public Comment
None received.

Maggie O’Sullivan, Founding Leader of the Rainier Prep Middle School introduced Hong-Nhi Do, founding teacher. They noted that: the school is a tuition-free public school; it will open in the fall of 2015; enrollment is for all students; the schools’ mission and its community engagement; and, that family support is provided. It was also noted that the school will not have honors or regular classes, big band, top of the line facilities, or a football team.

Motion to Adopt Resolution No. 362, Relating to the Construction of a New White Center Library

This item was removed under Agenda Confirmation.
City Council Direction to Sound Cities Association Regarding Committee to End Homelessness (CEH) Strategic Plan

Public Comment
None received.

Direction/Action
Councilmembers provided the following input on the CEH Strategic Plan:
Goal 1.1.A – add “Work with banks and mortgage companies to minimize foreclosures” and change “ESL” to “ELL” under Local and Federal; and
Goal 1.2.A – Remove “Body odor” and “mitigate local ordinances that criminalize people for being homeless;” and
Goal 1.2.C – remove the word “unfair” under State/Ban the Box, and to increase funds to deal with mental illness and drug dependency; and
Goal 1.3.C – add “Work to modify eligibility criteria so those in need can get services” with action to support this item; and
Goal 2.4.D – add “have coordinated effort in employment and training;” and
Goal 3.1.A – add “Coordinated decision making with the sub-focus in the regional area of South King County;” and to reconsider the timelines for the goals.

Follow-up
Staff will compile Council’s input for Deputy Mayor Tosta to provide to the Sound Cities Association Public Issues Committee.

Discussion Regarding City Manager Evaluation Process and Confirmation of One-Year Performance Measures and Goals

Public Comment
None received.

Direction/Action
Councilmembers reached consensus to the following:
Achievements: 4th Item – replace “Public Engagement Plan” with “Community Engagement Plan” and add “and begin its implementation” after “communications.”
Process for City Manager’s One-Year Performance Evaluation: 2(a) - add “with those who have had interactions with the city manager” at the end of the sentence.
City Manager’s Survey: shorten the number of statements by using Survey Numbers 6, 7, 12, 13, 16, 17, 18, 23, 24 and 25 as highlighted in the handout and keep the 10 percent of staff random.
Process for City Manager’s On-going Annual Evaluations: Number 5 – replace “On or before” with “By.”

Discussion of City Council Meeting Guidelines

Public Comment
None received.

Direction/Action
Motion by Councilmember Berkowitz, seconded by Councilmember Robison, to remove the word “obscene language” and add the word “sex” after “age” in Section 9.1.B Anti-Harassment Policy. Motion passed. 5-1. Opposed, Councilmember Wagner.

Direction/Action
Mayor Krakowiak called a recess at 9 p.m. for 10 minutes. Mayor Krakowiak reconvened the meeting at 9:10 p.m.
Follow-up
Staff will review examples of Correspondence for the Record from other jurisdictions and review case law to see how it would affect Section 2.6 of the Guidelines, look at adding language that an incident can be reported by a staff member or member of the public to Section 9.2.A, and provide revisions received from Deputy Mayor Tosta in a matrix for the discussion at the March 16, 2015, meeting.

Direction/Action
Motion by Councilmember Berkowitz, seconded by Councilmember Robison, to remove the word “obscene” from throughout the document. Motion passed 5-1. Opposed Councilmember Wagner.

Direction/Action
Motion by Councilmember Wagner to add the words “obscene language” in Section 9.1.B in the document. Motion was inappropriate because the amendment to the original motion needed to be made prior to the vote.

Direction/Action
Councilmembers reached consensus to revise public comment language in the second sentence of Section 12.1 Public Hearings Types to reflect three minutes for Legislative Public Hearings and no time limit for Quasi-Judicial Public Hearings.

Discussion on Appointments to Advisory Boards Including the Handbook for Citizen Boards and Commissions
Public Comment
None received.

Direction/Action
Motion by Councilmember Berkowitz to delete the second sentence of Code of Conduct No. 11 for each of the advisory boards and incorporate the Burien City Council Meeting Guidelines Section 9.1 Anti-Harassment Policy into the Handbook’s Code of Conduct.

Councilmember Berkowitz withdrew her motion.

Follow-up

Direction/Action
Deputy Mayor Tosta, seconded by Councilmember Robison, to extend the meeting to 10:15 p.m. Motion passed 5-1. Opposed, Councilmember Edgar.

Follow-up
Staff will provide Council the draft Handbook for Citizen Boards and Commissions to use the criteria in the selection of appointments to the advisory boards.

Discussion of 2016 Community Development Block Grant (CDBG) Project Applications
Public Comment
None received.
Direction/Action
Councilmembers reached consensus to place the Crosswalk Improvements at Military Road South/South 125th Street, near Hilltop Elementary School Project on the City’s 2016 CDBG application on the March 16, 2015, Consent Agenda for approval.

Discussion of Resolution No. 361, to Support the Let’s Move! Cities, Towns and Counties Initiative and Become a Let’s Move! City
Public Comment
None received.

Direction/Action
Councilmembers reached consensus to place Resolution No. 361 on the March 16, 2015, Consent Agenda for approval.

Review of the Council Proposed Agenda Schedule
Direction/Action
Councilmembers reached consensus to hold 10 minute interviews for advisory board applicants on March 9, 2015, from 6:30 p.m. to 10:00 p.m.

COUNCIL REPORTS
Deputy Mayor Tosta noted that the King Conservation District’s 2015 Board of Supervisors election is now open and will close on March 10, 2015.

CITY MANAGER’S REPORT
City Manager Gurol distributed the project goals and key points for the Seattle City Light Parcel.

Councilmember Edgar suggested that Discover Burien include more businesses than those located on SW 152nd Street for the event to discuss safety and crime prevention.

Councilmember Wagner stated that the Port of Seattle will host an open house on its Sustainable Airport Master Plan on March 4, 2015, at Mount Rainier High School.

ADJOURNMENT
MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to adjourn the meeting at 10:15 p.m.

Lucy Krakowiak, Mayor

Monica Lusk, City Clerk
CALL TO ORDER
Mayor Krakowiak called the Special Meeting of the Burien City Council to order at 6:30 p.m. for the purpose of conducting Arts Commission, Business and Economic Development Partnership and the Parks and Recreation Board Interviews.

Present: Mayor Lucy Krakowiak, Deputy Mayor Bob Edgar, Councilmembers Lauren Berkowitz, Gerald F. Robison, Nancy Tosta and Debi Wagner. Councilmember Stephen Armstrong was excused.

Administrative staff present: City Manager Kamuron Gurol, Cultural Arts Supervisor Gina Kallman, Economic Development Manager Dan Tremble, and Recreation Manager Debbie Zemke.

Public present: Quinton Thompson.

ADVISORY BOARD INTERVIEWS
Arts Commission Interviews were held with Shelley Brittingham, Alistair Christopherson, Erik Christopherson, Dane C. Johnson, Kathy Justin and Michael Salmon.

Business and Economic Development Partnership Interviews were held with Suzanne Greive, Robbie Howell, Daniel A. Poiree, Andrea H. Reay. Paul Smith was unable to attend the interview; however, his application was considered.

Direction/Action
Mayor Krakowiak called a recess at 8:00 p.m.
Mayor Krakowiak reconvened the meeting at 8:06 p.m.

Councilmember Robison rejoined the meeting at 8:07 p.m.

Parks and Recreation Board Interviews were held with Aaron Hayden, Eric Mathison, and, Daniel A. Poiree. Angela Spears was unable to attend the interview; however, her application was considered.

No action was taken.

Follow-up
Staff will the send the Advisory Board questions to the applicants that were unable to attend for responses.
ADJOURNMENT

MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to adjourn the meeting at 8:32 p.m.

Lucy Krakowiak, Mayor

Kathy Wetherbee, Administrative Assistant
CITY OF BURIEN, WASHINGTON

RESOLUTION NO. 361

A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON, TO PARTICIPATE IN THE LET’S MOVE! CITIES, TOWNS AND COUNTIES INITIATIVE AND BECOME A “LET’S MOVE!” CITY

WHEREAS, the City of Burien supports policies that focus on health and wellness, continuing education, and healthier lifestyles in all communities; and

WHEREAS, the City of Burien, Highline Public Schools, and key community partners collaborated on the Healthy Eating, Active Living Cities Campaign and the Healthy Highline Cities Partnership in 2012-2013 and have adopted policies, programs, and ordinances that promote healthy lifestyles by making their communities walkable, promoting youth and senior activities, improving nutrition and meal programs, and providing exercise opportunities for residents and students; and

WHEREAS, city officials believe there are important, long-term community benefits to be gained by encouraging healthy lifestyles, including a decrease in the rate of childhood obesity and its negative health-related impacts; and

WHEREAS, the City of Burien and key community partners can work together to understand the relationship between obesity, land-use policies, redevelopment, and community planning; and

WHEREAS, the City of Burien and key community partners have made significant progress to ensure that there are safe places for local residents to be active such as in parks, ball fields, trails and gyms, and approved an Interlocal Joint Use Agreement to provide for the shared use of municipal and school facilities in order to create more opportunities for residents to be active, and;

WHEREAS, the National League of Cities (NLC) is working in partnership with the U.S. Department of Health and Human Services, and with the support of the U.S. Department of Agriculture, the National Association of Counties and other nonprofit organizations, to assist local elected officials who join Let's Move! Cities, Towns and Counties (LMCTC) initiative as they implement policy and environmental changes to prevent childhood obesity, and;

WHEREAS, the LMCTC is about combining evidence-based strategies aimed at fostering community environments that support healthy choices, provide healthier food options in schools, promote access to healthy affordable food, and encourage children to become more physically active, and;

WHEREAS, the Sound Cities Association (SCA) has endorsed the Let’s Move! Campaign and is partnering with the NLC and the Department of Health and Human Services to recruit SCA member cities to become nationally recognized in the Let’s Move! Initiative;
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City of Burien supports preventative measures to fight obesity as set forth by the First Lady of the United States of America in the Let’s Move! Campaign, and;

Section 2. The City of Burien shall participate in and support the Let's Move! Cities, Towns and Counties initiative headed by the First Lady of the United States, the President’s Task Force on Childhood Obesity and the Secretary of Health of Human Services in an effort to solve the challenge of childhood obesity with a generation and calls upon local elected officials to adopt sustainable and holistic strategies that improve access to healthy, affordable food and opportunities for physical activity, and;

Section 2. The City of Burien supports efforts to: (1) help parents make healthy family choices; (2) create healthy schools; (3) provide access to healthy and affordable foods, and (4) promote physical activity.

Section 3. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 16th DAY OF MARCH 2015.

CITY OF BURIEN

________________________________________
Lucy Krakowiak, Mayor

ATTEST/AUTHENTICATED:

________________________________________
Monica Lusk, City Clerk

Approved as to form:

________________________________________
Robert F. Noe, Kenyon Disend, PLLC
Interim City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No. 361
**Agenda Subject:** Motion on Naming the 2014 Annual Citizen of the Year Award Recipient

**Meeting Date:** March 16, 2015

**Department:** City Manager

**Attachments:** Resolution No. 351

**Fund Source:** General Fund-City Council

**Activity Cost:** $500 (est.)

**Amount Budgeted:** $2,000

**Unencumbered Budget Authority:** N/A

**Contact:** Monica Lusk, City Clerk

**Telephone:** (206) 248-5517

**Adopted Work Plan Priority:** Yes  No  X

**Work Plan Item Description:** N/A

**PURPOSE/REQUIRED ACTION:**

The purpose of this agenda item is for Council to name the 2015 Annual Citizen of Year Award recipient. This award recognizes participation and commitment to the community by public, private and non-profit entities during the previous calendar year.

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

On December 12, 2011, the Council adopted Resolution No. 326, establishing an Acknowledgement Policy. This policy recognizes a citizen or group for their contributions to the community with a Citizen of the Year award. On December 16, 2013, the Council adopted Resolution No. 351, amending the policy to change the award date to coincide with National Volunteer Month.

The award will be presented at the April 6, 2015 Council meeting.

**OPTIONS (Including fiscal impacts):**

N/A

**Administrative Recommendation:** Name 2015 Citizen of the Year recipient.

**Advisory Board Recommendation:** N/A

**Suggested Motion:**

Move to name ___________ as the 2015 Citizen of the Year.

**Submitted by:** Monica Lusk

**File Code:** R:/CC/Agenda Bill 2015/031615cm-1 Citizen of the Year
CITY OF BURIEN, WASHINGTON

RESOLUTION NO. 351

A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON, AMENDING RESOLUTION 326 RELATING TO THE ACKNOWLEDGEMENT POLICY AWARD NAMING PROCEDURES.

WHEREAS, on December 12, 2011, the City Council approved Resolution 326 establishing an Acknowledgement Policy to acknowledge and officially recognize participation and commitment to the community by public, private and non-profit entities; and

WHEREAS, the Acknowledgement Policy provides that the “Citizen of the Year” award recipient will be named at a City Council meeting; and

WHEREAS, the City Council wishes to change the deadlines for the “Citizen of the Year” selection and award procedures; and

WHEREAS, the Council also desires to adopt a volunteer recognition plan that outlines the various tokens of appreciation to be provided to volunteers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Section 1(A) of Resolution 326, Amended. Section 1(A) of Resolution 326, Citizen of the Year, is hereby amended to read as follows:

A. Citizen of the Year.

1. Acknowledgement. The acknowledgement shall be made for one category, Citizen(s) of the Year for the previous calendar year.

2. Selection. Councilmembers may, in special session at the first meeting in March, indicate their preference for one or more of the candidates.

3. Criteria. The criteria qualifying a party or parties for this honor are intended to be subjective and broadly construed. It may be for a single contribution in a single calendar year or for a body of work over any period of time. Individuals may receive this honor once.

4. Source of Nominations. Nominations may come from any source. Council will accept nominations for Citizen of the Year at any time during the year but no later than the second Friday in February. In cases where no nomination is received by said date, there will be no additional solicitation. Council is not obligated to select any candidate.
5. **Naming Award Recipient.** Staff will make necessary arrangements, including the presence of the individual(s) at the appropriate Council meeting. The individual(s) will be acknowledged at the first Council meeting in April. Council will convene in regular session then, as its first order of business, read a proclamation honoring the individual (s) and ask him/her for brief remarks. Council then will adjourn for an informal interaction with the candidate, friends, family and well wishers before reconvening to conduct regular business.

Section 2. New Section 1(C) of Resolution 326, Adopted. A new Section 1(C) to Resolution 326 entitled “Volunteer Recognition Plan” is hereby adopted as reflected in Exhibit A.

Section 3. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.


CITY OF BURIEN
/s/ Brian Bennett, Mayor

ATTEST/AUTHENTICATED:
/s/ Monica Lusk, City Clerk

Approved as to form:
/s/ Ann Marie Soto, Acting City Attorney

Filed with the City Clerk: December 16, 2013
Passed by the City Council: December 16, 2013
Resolution No. 351
Resolution No. 351
Exhibit A

VOLUNTEER RECOGNITION PLAN
07/17/13

Recommended by the Volunteer Appreciation Committee (Gina Kallman, Monica Lusk, Nhan Nguyen)

1. Commissions/Boards
   a. 37 members
   b. Recognize retiring members with a verbal thank-you from Council at the April Council meeting each year accompanied by a certificate and/or pin.
   c. Recognize members who are not able to finish term with a hand written thank-you card from the Mayor.
   d. Staff members who lead committee can recognize committee members with holiday cards and/or small tokens of appreciation.*

2. Ad Hoc Committees
   a. Recognize with a hand written thank you card from staff or council member who lead committee.

3. Long-Term Volunteers (volunteers who give weekly or monthly service)
   a. 50-60 (approximate amount of city-wide volunteers each year)
   b. Recognize with holiday cards and/or small tokens of appreciation.*

4. One-time event volunteers
   a. Recognize with thank-you cards or e-mails after the event.

ACTION ITEMS
- Print artist created thank-you cards and distribute to all departments
- Provide Appreciation Funds ($1,000) for staff to use for tokens of appreciation*
- Schedule a yearly volunteer appreciation party (hearty appetizers, pizza, activities for kids, etc.) in April, 2014 during National Volunteer Week. All Commissioners and Board members and long term volunteers could be invited to perhaps include families.

*Parameters for Use of Appreciation Fund
- Staff who manages volunteer will have access to budget line item
- Staff can use up to $10 per volunteer per year
- Alcohol cannot be gifted
**Agenda Subject:** Motion to Approve Appointments to the Arts Commission, Business & Economic Development Partnership and the Parks & Recreation Board

**Meeting Date:** March 16, 2015

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**Contact:**
Monica Lusk, City Clerk

**Telephone:** (206) 248-5517

**Adopted Work Plan**

**Priority:** Yes  No  X

**Work Plan Item Description:**

**PURPOSE/REQUIRED ACTION:**
The purpose of this agenda item is for Council to make appointment to the Arts Commission, Business & Economic Development Partnership and the Parks & Recreation Board.

**Background (Include prior Council Action and Discussions):**
A call for volunteers to serve on Burien’s advisory boards was placed in the Westside Weekly, Burien City News, on TBC21, the B-Town Blog, the City’s website and social media, and White Center Now.

Arts Commission:
Seven (7) applications were received to fill six (6) vacancies with five of the terms expiring on March 31, 2015 and one with a term that will expire on March 31, 2017. One applicant withdrew.

Business & Economic Development Partnership:
Six (6) applications were received to fill eight (8) vacancies one of which is a business organization standing membership (no term limit), one applicant was unable to attend the interview, one applicant withdrew and one also applied to the Parks & Recreation Board. Terms expire on March 31, 2015 for the remaining seven (7) vacancies. Staff will re-advertise a call for volunteers in April to fill any unappointed vacancies.

Parks & Recreation Board
Five (5) applications were received to fill three (3) vacancies of which one applicant withdrew and one was unable to attend the interview. The terms of the positions to be filled expire on March 31, 2015.

**OPTIONS (Including fiscal impacts):**
1. Appoint applicants to fill the vacancies with the terms noted.
2. Appoint an applicant to fill a vacancy with the term noted, and re-advertise a call for volunteers.
3. Do not appoint any of the applicants, and re-advertise.

**Administrative Recommendation:** Per Council direction.

**Advisory Board Recommendation:** N/A

**Suggested Motions:**
1. Move to appoint to the Arts Commission _____ to Position 2, _____ to Position 4, _____ to Position 5, _____ to Position 7 and _____ to Position 9 to full terms that will begin on April 1, 2015 and end on March 31, 2019. And _____ to Position 3 to an unexpired term that will begin on April 1, 2015 and end on March 31, 2017.
2. Move to appoint to the Business & Economic Development Partnership ____ , ____, ____ , and ____ to full terms that will begin on April 1, 2015 and end on March 31, 2019. And ____ to the business organization standing membership with no end date.
3. Move to appoint to the Parks & Recreation Board ____ to Position 2, ____ to Position 3 and ____ to Position 4 to full terms that will begin on April 1, 2015 and end on March 31, 2019.

Submitted by: Monica Lusk

**Today’s Date:** March 10, 2015

**File Code:** R:/CC/AgendaBill2015/0311015cm-3advbdappts
**Agenda Subject:** Update on Economic Development Priorities

**Meeting Date:** March 16, 2015

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<tr>
<th>Department:</th>
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<tbody>
<tr>
<td>Contact:</td>
<td>Dan Trimble, Economic Development Manager</td>
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<tr>
<td>Telephone:</td>
<td>(206) 248-5528</td>
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**Attachments:**
- 1) Priority Actions Initial Work Plan

**Fund Source:** N/A

**Activity Cost:** N/A

**Amount Budgeted:** N/A

**Unencumbered Budget Authority:** N/A

**Work Plan Item Description:** Economic Development Goals and Actions

**Purpose/Required Action:**

The purpose of this agenda item is for staff to provide an update to the City Council on the priority Economic Development Actions for 2015.

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

The Council approved the Economic Development Goals and Actions at the November 18, 2014 Council Meeting with direction to staff to bring back the actions in January 2015 for prioritization.

The Council prioritized five Actions for implementation starting in 2015 and authorized staff to proceed with recruiting the Economic Development Specialist. The top five are:

- Develop a business retention and recruitment program.
- 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.
- Develop a Burien Brand.
- Assess impediments to development and remove or modify as needed.
- Explore options for attracting hotels to Burien, including co-location with conference, training, or performing arts facility. Identify sites, constraints, opportunities, and needed resources.

Staff has identified initial steps that have or will be taken to implement the top five Actions. The entire list of 29 Actions will be reviewed as needed, as well. The attached document summarizes the steps for each priority Action.

**Options (Including fiscal impacts):**

N/A

**Administrative Recommendation:** None.

**Advisory Board Recommendation:** None.

**Suggested Motion:** None.

**Submitted by:** Dan Trimble

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<th>City Manager</th>
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**Today’s Date:** March 11, 2015

**File Code:** R:\CC\Agenda Bill 2015\031615cm-5 Update on ED Actions.docx
**Priority Actions Initial Work Plan**

**Action: Develop a business retention and recruitment program.**

*Implementation:* The recruitment of the Economic Development Specialist started the second week in February. The expected start date for the new staff person will be in May. Plan development will begin shortly after. Business surveys were included in the 2015-2016 budget and included in the 2015 Discover Burien contract. Staff will work with Discover Burien on the design and execution of the surveys. Elements of the Plan will be tailored to address survey responses and opportunities for leverage with other regional and sub-regional Economic Development plans.

*Key Next steps:* Hire Economic Development Specialist, May 2015; conduct surveys, 2nd Quarter 2015; draft Retention/Recruitment Plan; 3rd Quarter 2015.

**Action: 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.**

*Implementation:* As an initial step, staff will be updating supply and demand research in various downtown areas. The purpose of this data sampling is to replicate the methodology of past supply and demand studies and examine if there have been significant changes. An additional step will include surveying customers and businesses about their expectations regarding parking availability, time restrictions, and other parking concerns. Finally, staff will begin discussions with businesses about the interest in forming a Parking District. The District could help the City incorporate some innovative parking standards, help locate new public or shared surface parking lots, or find other ways to help address the parking needs in impacted commercial areas. As resources allow, this item could also include other recommendations for pedestrian, bicycle, and vehicle mobility.

*Key Next steps:* Collect data samples, 2nd Quarter 2015; conduct surveys, 2nd Quarter 2015; discuss District concepts with businesses, 3rd/4th Quarter 2015.

**Action: Develop a Burien Brand.**

*Implementation:* Staff has initiated a peer city review of other recent branding efforts and has started to identify potential consultants that could guide a significant re-branding effort. A Scope of Work and Request for Qualifications are being prepared. Development of a follow on marketing plan will be included in the scope of work. The recruitment of the new Communications Officer will likely conclude with a new staff person starting in early April. The Economic Development Manager and the Communications Officer will work together on the implementation of the Branding effort. The BEDP will be provided an overview of the branding effort at the March 13, 2015 meeting.

*Key Next steps:* Hire Communications Officer, April 2015; prepare scope of work and RFQ, 2nd Quarter 2015; branding discussion with CC; 3rd Quarter 2015.
**Action:** Assess impediments to development and remove or modify as needed.

**Implementation:** In addition to the findings from previous impediments focus groups and, more recently, a customer service survey of Development Services, the business surveys mentioned above will add to the foundation of information on impediments. Collectively, these will help us better understand where impediments might exist and guide where improvements could be most impactful. Policy options will be brought to the Council as they are developed. Implementation will then follow the legislative process through the Boards and Commissions and back to the Council. Specific priorities of high interest to local businesses will be identified.

**Key Next steps:** Conduct surveys, 2nd Quarter 2015; bring policy options to CC; 3rd/4th Quarter 2015.

**Action:** Explore options for attracting hotels to Burien, including co-location with conference, training, or performing arts facility. Identify sites, constraints, opportunities, and needed resources.

**Implementation:** Before the Goals and Actions were adopted by the Council, several arts groups had come together to discuss the possibility of a new performing arts center. Including a hotel or corporate events facility in that discussion as a complimentary use was discussed. There have also been earlier discussions about the hotel market need in Burien. It is clear that Burien will need to make a strong case to hotel developers to attract them to an unproven market so close to SeaTac and the many hotels on International Blvd. Burien may need to assist the developers with site acquisition, most likely along 1st Avenue or in the downtown. Staff is also reaching out various contractors and developers to gauge the market interest in a hotel development and, if so, under what conditions would one work financially.

**Key Next steps:** Contract for hotel market study, 2nd Quarter 2015; Use market study to recruit hotel developer; 3rd/4th Quarter 2015.
### Agenda Subject: Discussion of City Council Meeting Guidelines

**Meeting Date:** March 16, 2015

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<tr>
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<td>Monica Lusk</td>
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<tr>
<td>Telephone:</td>
<td>(206) 248-5517</td>
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### Attachments:
1. City Council Meeting Guidelines
2. Matrix of Councilmember requests

### Fund Source: N/A
**Activity Cost:** N/A
**Amount Budgeted:** N/A
**Unencumbered Budget Authority:** N/A

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### Initiative Description:

**PURPOSE/REQUIRED ACTION:**

The purpose of this agenda item is for Council to hold a discussion on the additional proposed revisions to the City Council Meeting Guidelines.

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

On March 2, 2015, a Councilmember requested further revisions that are reflected in Matrix Item Nos. 1 through 13. The revisions that the Council has approved from May 6, 2013 through March 2, 2015 have been integrated into the City Council Meeting Guidelines (redlines removed). Approved revisions are shown as Item Nos. 14 through 32 on the Matrix.

The Councilmember’s requested revisions will be reviewed during the discussion to check whether staff has captured the Councilmember’s intent. Any further changes will be noted as a result of this discussion and the Guidelines incorporating those revisions will be brought back to the Council at a future business meeting for approval.

### OPTIONS (Including fiscal impacts):

N/A

**Administrative Recommendation:** Hold discussion and provide direction to staff.

**Advisory Board Recommendation:** N/A

**Suggested Motion:** N/A

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<th>Administration</th>
<th>City Manager</th>
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<td>February 24, 2015</td>
<td><strong>File Code:</strong> R:/CC/Agenda Bill 2015/030215cm-1 Mtg Guidelines</td>
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CITY OF BURIEN, WASHINGTON

CITY COUNCIL
MEETING GUIDELINES

2013
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SECTION 1. AUTHORITY

1.1 The Burien City Council hereby establishes the following Council Meeting Guidelines. These Guidelines shall be in effect upon adoption by the Council and until such time as they are amended or new procedures adopted in the manner provided by these Guidelines. Council-Manager Plan of Government, RCW 35A.13, is attached as Exhibit A.

SECTION 2. COUNCIL MEETINGS

2.1 REGULAR MEETINGS AND STUDY SESSIONS.

A. Regular meetings of the City Council of the City of Burien shall be held at 7:00 p.m. on the first and third Monday of each month at the building designated as Burien City Hall, currently located at 400 SW 152nd Street, Burien, Washington, or at another location the City Council may deem appropriate. (Resolution No. 3 and amended by Resolution Nos. 19, 35, 71, 97, 101, and 290)

B. Regular Meeting is defined as a meeting used to conduct all ordinary and routine business of the city.

C. Study Sessions of the City Council of the City of Burien shall be held at 7:00 p.m. on the fourth Monday of each month (except as noted in “G” below).

D. Study Session is defined as a meeting used to review and discuss pertinent business of the city and to prepare matters for action at a Regular Meeting.

E. The City Council may take official action at either a Regular Meeting or at a Study Session. Only business items requiring action that are time sensitive shall be scheduled at a Study Session. Both Regular Meetings and Study Sessions will be broadcast live on the City’s government cable T.V. channel, TBC21.

F. City Council workshops may be held from time to time at a location designated by the City Council.

G. During the months of June, July, and August, Council meetings will be held on the first and third Mondays of the month. The Study session on the fourth Monday will be canceled during these months.

2.2 Should any Council meeting fall upon a date designated as a legal holiday, then that meeting shall be canceled.
2.3 Public comment and public hearing sign-up sheets will be available at each Regular Council meeting for the use of the public wishing to address the Council.

2.4 The City Clerk shall prepare minutes for all Council meetings, which shall contain an account of all official actions of the Council. The minutes will constitute the official record of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.

2.5 **TYPES OF MEETINGS**

A. **Regular**: used to conduct all ordinary and routine business of the city.

B. **Study Session**: used to review and discuss pertinent business and policy issues of the City and to prepare matters for action at a Regular Meeting.

C. **Special/Workshop**: any Council meeting other than a Regular Meeting or Study Session which has been called for the purpose of conducting official action or studying an issue. Notice shall be given at least 24 hours in advance. A Special Council meeting or Workshop may be scheduled by the Mayor and three additional Councilmembers, or at the request of a majority of the Councilmembers.

D. **Emergency**: a Special Council meeting called without 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24 hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor or a majority of Councilmembers. The minutes will indicate the reason for the emergency.

E. **Executive Session**: a Council meeting that is closed except to the Council, City Manager, and authorized staff members and/or consultants authorized by the Mayor or a majority of Councilmembers. The public is restricted from attendance. Executive Sessions may be held during Regular, Study Session, or Special Council meetings, or as separate meetings, and will be announced by the Mayor. Executive Session subjects are limited to considering matters authorized by state law, per RCW42.30.110.

Before convening an Executive Session, the Mayor shall announce the specific purpose of the meeting and the potential for action by the Council when it reconvenes. The Mayor shall also announce that the Executive Session will be conducted per RCW42.30.110(2).
Executive Sessions will begin and end in accordance with State law. At the conclusion of the Executive Session, if the potential for taking action was previously announced, the public meeting will reconvene.

2.6 ORDER OF REGULAR COUNCIL MEETING AGENDA

Call to Order
The Mayor calls the meeting to order.

Pledge of Allegiance
The Mayor, and at times, invited guests lead the flag salute.

Roll Call
The City Clerk shall call the roll, and the Mayor shall indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.

Agenda Confirmation
Councilmembers may offer motions to alter the current agenda through deletion, revision or additions to the agenda.

Public Comments
Members of the audience may comment in writing or verbally on items relating to any matter. Verbal comments on general issues not on the agenda are limited to two (2) minutes. Concerns will be referred to staff for a response as appropriate. The Council will take comments for a maximum of 20 minutes. Public Comment will be allowed at the beginning of each agenda item. Individuals will please limit their comments to three (3) minutes. Attendees who are unable to do so by themselves may ask City Clerk for assistance to read their comments. Staff’s responses to citizen comments during the meeting will be placed in a future City Manager’s Report and written comments will be responded to through email or letter.

Correspondence for the Record
Correspondence that discloses personal information will be edited out before included in the Record. Correspondence that contains profanity or abusive in nature would be submitted to the Mayor who would decide whether it should be included in the Record. Correspondence that is sent anonymously will not be included in the Record.

Consent Agenda
Consent Agenda items are considered to be routine and are approved by one motion. Items on the Consent Agenda include but are not limited to minutes, vouchers or other matters discussed at a previous City Council meeting. Three Councilmembers may remove any item(s) from the Consent Agenda for separate discussion and action. When an item is removed, the Consent Agenda is
considered for action without that item. After the Consent agenda has been considered, each item which was removed is considered. When discussion on that item is completed, a motion may be made to vote on the item or to refer it to another meeting.

**Business Agenda**

**Public Hearings and Discussion**
Public hearings are held to receive public comment on important issues and/or issues requiring a public hearing by State statute or Burien ordinances. Public wishing to comment will follow the same procedure as for "Public Comments" and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council may then proceed with deliberation. For legislative public hearings, Council’s decision will occur at the next regular meeting.

**Proclamations and Presentations**
The Mayor presents proclamations. A proclamation is defined as an official declaration made by either the City Council or the Mayor. The Mayor and Councilmembers may each request the preparation of two proclamations a year to honor individuals or groups. Requests for proclamations from outside organizations and groups will be placed in the City Manager’s Report and reviewed by the City Council. Proclamations must be signed or otherwise be pre-approved by a majority of Councilmembers prior to execution by the Mayor. Proclamations may be placed on the Council agenda to be read and presented or mailed to the honored individual or organization as appropriate.

Presentations are also scheduled as the first item under the Business Agenda and are limited to two (2) per meeting with a time limit of 10 minutes for each.

The City Manager may provide written report to the City Council under “City Manager’s Report.”

**Ordinances and Resolutions**
Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after publication in the City's official newspaper.

Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

Ordinances and resolutions may be passed under any of the agenda sections.

**Council Reports**
Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.

City Manager Report

Executive Session
An Executive Session may be held before, during or after a Council meeting, as described in Council Policy 2.5 (5).

Adjournment
With no further business to come before the Council, the Mayor shall entertain a motion to adjourn. Councilmembers will vote on the motion to adjourn in the same manner as other motions.

Breaks
Generally, a formal 10-minute break during the meeting will be called at 9 p.m.

2.7 ORDER OF STUDY SESSION AGENDA

Call to Order
Pledge of Allegiance
Roll Call
Correspondence for the Record
Discussion Items
These are business items the full Council wishes to discuss and study in preparation for action at a future Council meeting. As noted in Section 2.1 E, action may be taken at a study session.

Members of the audience may comment on the item being discussed when recognized by the Mayor.

Council Reports
Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.

Breaks
Generally, a formal 10-minute break during the meeting will be called at 9 p.m.

Adjournment

SECTION 3. AGENDA PREPARATION

3.1 The City Clerk, in consultation with the Mayor and City Manager, will prepare an agenda for each Council meeting specifying the time and place of the meeting,
and set forth a brief general description of each item to be considered by the Council.

3.2 The proposed agenda schedule will be reviewed during each Council meeting. The City Manager and City Clerk will maintain a list entitled “Future Agenda Items” of all known or requested items for future Council agendas at the end of the schedule. Changes in the proposed schedule from the previous meeting will be highlighted in bold with the reason for the change noted in italics below the item. This will be provided with each agenda and be the basis of the Council’s review discussion.

3.3 The Mayor and/or City Manager may place items on a Council meeting agenda, according to the Proposed Council Agenda Schedule and requests supported by a minimum of three councilmembers.

3.4 An item may be delayed if the Mayor and/or the City Manager know it is of particular importance to an absent Councilmember.

3.5 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled by convenience rather than for statutory or other legal reasons.

3.6 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

3.7 Agendas with supporting materials will be provided to the City Council at 5 pm the Thursday prior to the meeting. Agenda and materials will be available at City Hall, on the City’s website and at the Burien Library for City staff, media and the public at 4:00 pm on the Friday prior to the meeting.

3.8 The Council may use the “Recommended Motion” language on the agenda bill for making a motion.
SECTION 4. COUNCIL DISCUSSION AND DECISION MAKING PROCESS

4.1 New or non-routine topics and issues will be discussed first at a Study Session unless the topic requires more immediate discussion.

4.2 The Council will take action at a following Regular meeting unless Council agrees that action can be taken immediately (except Consent Agenda and emergency items).

4.3 If a majority of the Council arrives at consensus to put an issue up for a vote and a Councilmember is not there when the vote takes place, then that Councilmember should not bring the item back.

4.4 The Mayor will facilitate the discussion in a timely manner and Councilmembers will try to be cognizant of the amount of time the discussion is taking.

4.5 The Mayor will state the public hearing procedures before each public hearing.

4.6 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Manager.

4.7 Councilmembers are individually responsible for gathering additional information on issues and for calling staff with questions not covered during the formal Study Session or Regular meeting process.

4.8 To the extent not otherwise governed by these Guidelines, Council discussion will be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED.
SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

5.1 Persons addressing the Council, who are not specifically scheduled on the agenda, shall be requested to step up to the podium, give their name and address for the record, and limit their remarks to two (2) minutes. Concerns will be referred to staff for a response as appropriate. The Council will take comments for a maximum of 20 minutes. Public Comment will be allowed at the beginning of each agenda item. Individuals will please limit their comments to three (3) minutes.” Attendees who are unable to do so by themselves may ask City Clerk for assistance to read their comments.. Staff’s responses to citizen comments during the meeting will be placed in a future City Manager’s Report and written comments will be responded to through email or letter.

All remarks will be addressed to the Council as a Whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.

5.2 The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

5.3 Public with complaints, concerns or questions, will be encouraged to refer the matter to the City Manager, or ask that the matter be placed on a future City Council meeting agenda with the appropriate background information.
SECTION 6. MOTIONS

6.1 Prior to discussion, generally the Deputy Mayor will make the motion, and the senior member of the Council will make the second. If the Deputy Mayor is absent, the senior Councilmember will make the motion and the second most senior member will make the second.

After the motion is made and seconded, the applicable staff member will give a short presentation on the subject to be discussed.

6.2 If a motion does not receive a second, it dies. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

6.3 A motion that receives a tie vote is deemed to have failed.

6.4 Motions shall be clear and concise and not include arguments for the motion within the motion.

6.5 After a motion has been made and seconded, the Council may discuss their opinions on the issue prior to the vote and may state why they will vote for or against a motion, if they wish to do so.

6.6 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.

6.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.

6.8 A motion to table is undebatable and shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.

6.9 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at a time certain at a future Regular or Special City Council meeting.

6.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if the motion to reconsider received an affirmative vote.
6.11 A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. If seven (7) Councilmembers are present, then five (5) must vote in the affirmative to fill the 2/3 requirement. Debate is reopened if the motion fails.

6.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

6.13 Whenever possible, proposed substantive amendments should be written out with all Councilmembers receiving copies in advance of the meeting.

6.14 Discussion of the motion only occurs after the motion has been moved and seconded.

6.15 When the discussion is concluded, the motion maker, Mayor, City Clerk, or City Attorney shall repeat the motion prior to voting.

6.16 The City Council votes on the motion as restated. If the vote is unanimous, the Mayor shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as “7-0” or “6-0”.

6.17 If the vote is not unanimous, and a Councilmember requests it, each Councilmember shall state his/her vote by roll call vote taken by the City Clerk. The City Clerk or City Attorney then restates the outcome of the vote. For example, the outcome may be restated as, “Councilmembers A, B, C, and D vote ‘yes’. Councilmembers E, F, and G vote ‘no’. The vote is 4-3 to adopt Ordinance X. The motion carries.”

6.18 Once the vote has been taken, the topic of discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If Councilmembers wish to make their positions known, this should be stated during the discussion preceding the vote.

6.19 When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.

6.20 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the Council’s consensus at the conclusion of the discussion.
6.21 The City Attorney shall decide all questions of interpretations of these meeting guidelines and other questions of a parliamentary nature which may arise at a Council meeting. All questions not provided for in these meeting guidelines shall be governed by Robert's Rules of Order, Newly Revised.

In the event of a conflict, these Council meeting guidelines shall prevail.

SECTION 7. ORDINANCES

7.1 All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the City Council, the City Manager, or the City Attorney.

7.2 Ordinances shall be introduced by an Agenda Bill. The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda. The City Attorney shall review the ordinance and sign it prior to placing it before the City Council for its consideration.

7.3 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk shall sign the ordinance.

7.4 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication in the first possible publication following enactment.

7.5 An ordinance becomes effective five (5) days after the publication of the ordinance or ordinance summary unless otherwise specified in the ordinance.

SECTION 8. PRESIDING OFFICER OF THE COUNCIL

The Mayor shall:

A. Be the official spokesperson for the City

B. Act as the official head of the City for all ceremonial purposes.

C. Sign documents as appropriate on behalf of the Council.

D. Observe and enforce the Council Meeting Guidelines.

E. Act as presiding officer at all meetings of the Council.

F. Preserve order and decorum in the Council Chambers.

G. Decide all questions on order, in accordance with the Guidelines, subject to appeal by any Councilmember.
H. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

I. Endeavor to facilitate the discussion in a timely manner.

J. Share information with Councilmembers on meetings, issues, etc. that the Mayor has received, conducted or participated in as part of his/her official status as Mayor.

K. Appoint Councilmembers to serve on ad-hoc committees if necessary.

L. Serve as the Council’s delegate to the National League of Cities, Association of Washington Cities, and other events and conferences.

M. In the absence of the Mayor, the Deputy Mayor shall carry out the above responsibilities.

N. In the absence of the Mayor and Deputy Mayor, the member with the most continuous tenure on the Council shall be the presiding officer.

O. In the event the Mayor and Deputy Mayor are unavailable to serve, the senior member of the Council shall serve as the Mayor to convene and preside over a special meeting of the Council for the purpose of naming an acting mayor and deputy mayor.

P. The acting mayor and deputy mayor shall serve until such time as new members are appointed to fill any vacancies on the Council.

Q. When the Council again has seven members, it shall elect a Mayor and Deputy Mayor to fill the previously unexpired terms.
SECTION 9. COUNCIL RELATIONS

9.1 ANTI-HARASSMENT POLICY

A. It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by elected officials toward fellow Councilmembers or members of the public. Elected officials are expected to show respect for one another and the public at all times, despite individual differences.

B. Harassment is defined as verbal, written or physical conduct that demeans or shows hostility or strong dislike toward an employee, another elected official or members of the public. Examples of prohibited conduct include slurs, or demeaning comments to councilmembers, employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, sex, or disability.

C. Sexual harassment is a form of unlawful discrimination.

D. This policy is intended to assist the City in addressing not only illegal harassment, but also any conduct that is offensive and inappropriate. Councilmembers are strongly urged to report all incidents of harassment, discrimination or other inappropriate behavior.

9.2 REPORTING DISCRIMINATION OR HARASSMENT

A. If the incident involves a city employee, the incident should be reported as soon as possible to the City Manager.

B. If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the incident should be reported as soon as possible to the Mayor.

C. If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the Mayor may ask the City Manager to assist the Council by providing a list of qualified experts to investigate the incident and advise the council on a response to the complaint.

D. All complaints will be investigated promptly. Upon receiving a complaint, the mayor shall initiate an investigation within 24 hours, or by the end of the next business day.

E. All complaints will be kept confidential to the fullest extent possible, and will be disclosed only as necessary to allow an investigation and response to the complaint. No one will be involved in the investigation or response except those
with a need to know. Any special concerns about confidentiality will be addressed at the time they are raised.

F. If the incident involves the Mayor, then the Mayor’s responsibilities described in (B), (C) & (D) above will be performed by the City Attorney.

G. Anyone who is found to have violated this policy is subject to corrective action. Corrective action will depend on the gravity of the offense. The City will take whatever action it deems necessary to prevent an offense from being repeated.

H. The City will not permit retaliation against anyone who makes a complaint or who cooperates in an investigation.

I. Both the person filing the complaint and the alleged offender shall receive a written response that contains the findings of the investigation and any action taken. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of when the complaint was received. All parties will be notified of an extended investigation if such an extension is necessary to complete the findings.

9.3 COUNCIL RELATIONS WITH STAFF

A. There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.

B. City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.

C. Councilmembers with a particular interest in an item or topic should be given a courtesy call if that item is rescheduled by staff.

D. All written informational material requested by individual Councilmembers shall be submitted by City staff to the City Manager who after his/her review, will submit it to all Councilmembers with a notation indicating which Councilmember requested the information.

E. Councilmembers shall not attempt to influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.

F. The Council shall not attempt to change or interfere with the operating rules and practices of any City department.
G. To ensure timely response and any required administrative actions, mail addressed to the Mayor shall be copied and circulated by the City Clerk to all appropriate persons as soon as practicable after it arrives. Unless specifically requested, other Councilmembers’ mail shall not be opened before distribution to those Councilmembers.

H. No Councilmember shall direct the City Manager or staff to initiate any action or prepare any report that is a priority or requires significant resources, or initiate any project or study without the consent of a majority of the Council.

I. Individual requests for information may be made directly to the Department Director unless otherwise determined by the City Manager. If the request would create a change in work assignments or City staffing levels, the request must be made through the City Manager.

SECTION 10. COUNCIL MEETING STAFFING

10.1 The City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in the discussions of the Council but shall have no vote. When the City Manager has an excused absence, the designated Acting City Manager shall attend the meeting.

10.2 The City Attorney shall attend all meetings of the Council unless excused, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

10.3 The City Clerk, or designee, shall attend Regular, Special and Study Session meetings of the Council, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

11.1 Councilmembers will inform the Mayor, a Councilmember, the City Manager or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence.

11.2 The Mayor will announce for the record a Councilmember’s excused or unexcused absence at the Regular Meetings and Study Sessions after roll-call is taken.

11.3 Councilmembers who attend meetings of another jurisdiction, regional meetings, or “in-house” meetings should provide a report for the City Manager’s Report.

11.4 Councilmembers will not attend special district meetings as liaison.
Councilmembers will let the Executive Assistant to the City Manager know what meetings they are attending so that these can be noted on the meetings calendar.

SECTION 12. PUBLIC HEARINGS

12.1 TYPES

There are two types of public hearings: legislative and quasi-judicial. The mayor will state the public hearing procedures before each public hearing. After being recognized by the Mayor, the public wishing to comment on public hearing items shall step up to the podium, give their name and address for the record and limit their remarks to three minutes for legislative hearings. There is no time limit for remarks for quasi-judicial hearings. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.

12.2 LEGISLATIVE PUBLIC HEARINGS

The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy, including without limitation, review by the City Council of its comprehensive land use plan or the biennial budget.

12.3 QUASI-JUDICIAL PUBLIC HEARINGS/APPEARANCE OF FAIRNESS

A. The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitation, certain land use matters such as site specific rezones, preliminary plats, and variances. The City Council’s decision on a quasi-judicial matter must be based upon and supported by the “record” in the matter. The “record” consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the Appearance of Fairness Doctrine per RCW 42.36.

B. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Councilmember should disclose the facts to the City Manager who will seek the opinion of the City Attorney, which will be communicated to the Councilmember and the Mayor.

C. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember’s business associate, or immediate family. It could involve ex parte (outside the hearing) communications,
ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Councilmember’s employer with the proponents and/or opponents, announced predispositions, and the like.

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

13.1 All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 14. COUNCIL REPRESENTATION

14.1 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments, which differ from the Council majority, may be expressed if the Councilmember clearly states these statements do not represent the Council's position.

14.2 A Councilmember shall obtain the other Councilmember's concurrence before representing that Councilmember's view or position with the media, another governmental agency or community organization. If the subject is controversial, Councilmembers shall avoid speaking for each other.

14.3 Letters, written statements, newspaper guest opinions, and so on, which state a Council opinion or policy shall be submitted to the full Council for review, comment and final approval prior to their release. In some cases, it may be appropriate to provide for the signatures of the full Council.

As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, should be presented to the full Council at the time of communication.

SECTION 15. CONFIDENTIALITY

15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions, when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW 42.56 Public Records Act).
15.2 If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the City Attorney, or City staff designated by the City Manager, Councilmembers should review such potential discussion with the City Manager. Any Councilmember having any such contact or discussion shall make full disclosure to the City Manager and/or the City Council in a timely manner.

SECTION 16. COUNCIL BUSINESS POLICIES

16.1 LITIGATION POLICIES AND REPORTING

Periodically, the City Attorney will provide a report to the City Council on new litigation and ongoing litigation in the Council Executive Session.

SECTION 17. PUBLIC RECORDS

17.1 Public records created or received by the Mayor or any Councilmember will be transferred to the City Clerk’s office for retention by the City in accordance with the Public Records Law (RCW 42.56). Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained per Washington State Archives Retention Schedule. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the City Attorney.

SECTION 18. CITY MANAGER PERFORMANCE REVIEW PROCESS

Expectations of Councilmembers
1. All Councilmembers are expected to complete the City Manager evaluation form by the specified time.
2. Individual Councilmember evaluation comments and ratings are to remain confidential during the evaluation process.

PROCESS for City Manager’s Four-Month Performance Evaluations

1. Within ten business days after the completion of the review period, City Manager completes self-evaluation of performance toward meeting the goals and priorities set by City Council since last evaluation period.

2. Within fifteen business days after the completion of the review period, City Attorney sends City Manager’s self-evaluation to City Council.
3. City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.
   a. Purpose is to review input from City Manager and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.
   b. City Attorney will help ensure process is conducted properly.
   c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.
   d. City Council continues discussion and City Attorney attends as needed.
   e. City Council develops a consensus evaluation memorandum based on Council direction.

4. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period.

**PROCESS for City Manager’s Eight-Month Performance Evaluations**

1. Within ten business days after the completion of the review period, City Manager completes self-evaluation of performance toward meeting the goals and priorities set by City Council since last evaluation period.

2. Within ten business days after the completion of the review period, City Attorney (with help from Human Resources Manager) conducts process to gather staff feedback on City Manager performance.
   a. Anonymous feedback shall be gathered from the Leadership Team and a random sampling of 10% of the regular full-time and part-time staff, excluding the Leadership Team.
   b. City Attorney and HR Manager shall provide the feedback received. The list should include whether the information was submitted by a member of the Leadership Team or “Other”.

3. Within fifteen business days after the completion of the review period, City Attorney sends the following materials to City Council:
   a. Blank evaluation form to evaluate City Manager’s performance
   b. City Manager self-evaluation
   c. Compilation of staff comments

4. City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.
   a. Purpose is to review input from City Manager and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.
   b. City Attorney will help ensure process is conducted properly.
c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.

d. City Council continues discussion and City Attorney attends as needed.

e. City Council develops a consensus evaluation memorandum based on Council’s direction.

5. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period.

PROCESS for City Manager’s One-Year Performance Evaluation

1. Within ten business days after the completion of the review period, City Manager completes self-evaluation of performance toward meeting the goals and priorities set by City Council since last evaluation period. City Manager also outlines proposed goals and priorities for next evaluation period.

2. Within ten business days after the completion of the review period, City Attorney (with help from Human Resources Manager) conducts process to gather staff feedback on City Manager performance since last evaluation period.
   a. Anonymous feedback shall be gathered from the Leadership Team and a random sampling of 10% of the regular full-time and part-time staff, excluding the Leadership Team.
   b. City Attorney and HR Manager shall provide the feedback received. The list should include whether the information was submitted by a member of the Leadership Team or “Other”.

3. Within fifteen business days after the completion of the review period, City Attorney sends to City Council the following:
   a. Blank evaluation form to evaluate City Manager’s performance
   b. City Manager self-evaluation
   c. Compilation of staff comments

4. Council members complete individual evaluation forms.

5. City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.
   a. Purpose is to review input from staff and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.
   b. City Attorney will help ensure process is conducted properly.
   c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.
   d. City Council continues discussion and City Attorney attends as needed.
e. City Council develops a consensus evaluation memorandum based on Council direction. City Council also decides whether City Manager should receive a raise, guidance and any other direction based on the evaluation and consistent with contract provisions.

6. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period.

**PROCESS for City Manager’s On-going Annual Evaluations**

1. City Manager completes self-evaluation of performance toward meeting the goals and priorities set by City Council since last evaluation period. City Manager also outlines proposed goals and priorities for next evaluation period. (By November 1)

2. City Attorney (with help from Human Resources Manager) conducts process to gather staff feedback on City Manager performance since last evaluation period. (By November 1)
   a. Anonymous feedback shall be gathered from the Leadership Team and a random sampling of 10% of the regular full-time and part-time staff, excluding the Leadership Team.
   b. City Attorney and HR Manager shall provide the feedback received. The list should include whether the information was submitted by a member of the Leadership Team or “Other”.

3. City Attorney sends to City Council the following: (By the second Thursday in November)
   a. Blank evaluation form to evaluate City Manager’s performance
   b. City Manager self-evaluation
   c. Summary of staff comments

4. Council members complete individual evaluation forms. (By the fourth Monday in November)

5. By the fourth Monday in November, City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.
   a. Purpose is to review input from staff and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.
   b. City Attorney will help ensure process is conducted properly.
   c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.
   d. City Council continues discussion and City Attorney attends as needed.
e. City Council develops a consensus evaluation memorandum based on Council direction. City Council also decides whether City Manager should receive a raise, guidance and any other direction based on the evaluation and consistent with contract provisions.

6. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period. (By the third Monday in December)

SECTION 19. MAYOR/DEPUTY MAYOR SELECTION PROCESS

19.1 The Mayor and Deputy Mayor shall be elected from the ranks of the Councilmembers according to the Council/Manager form of government.

19.2 The Mayor shall be elected to a two-year term according to RCW35A.13.030.

19.3 The Deputy Mayor shall be elected to a one-year term at the first Regular Council meeting in January.

19.4 The City Clerk or designee shall conduct the election for Mayor. The Mayor shall then conduct the election for Deputy Mayor.

SECTION 20. APPOINTMENTS TO COMMITTEES AND REGIONAL ORGANIZATIONS

Council may appoint Councilmember(s) to ad-hoc committees during a regular Council meeting. Appointments to regional bodies, ad-hoc community committees or other special committees outside the City auspices may be made in two ways: (1) the regional committee may request recommendations for ultimate appointment by the regional committee; or (2) the City Council may make direct appointment to a regional committee when asked to do so by that body.

20.1 Any Councilmember may express an interest in a particular subject and interest in serving on a particular regional body.

20.2 When a regional body requests membership recommendations where the regional body makes the final appointment, the Mayor shall ask Councilmembers to state their interest for appointment. All names of Councilmembers expressing an interest shall be submitted by the Mayor to the regional body, which will then make the appointment(s).

20.3 When the Council has the authority to make direct appointment to a regional committee, discussion shall take place with the full Council to determine interest. The Councilmember receiving a majority vote will represent the City on that regional body.
20.4 Changes in representation to regional committees where the Council has the authority to make a direct appointment shall also be determined through full Council discussion and majority vote of the Council.

20.5 Councilmembers who are appointed representatives to regional organizations shall provide a report to the Council either in written or oral form at the regular Council meeting in the City Manager’s Report or under Reports on the Council agenda following a meeting of the regional organization.

SECTION 21. PROCEDURE FOR FILLING COUNCIL VACANCIES

21.1 If a Council vacancy occurs, the Council will follow the procedure outlined in RCW 35A.13.020 (1), which requires the remaining Council members to appoint a qualified person to fill the vacant position within ninety (90) days of the effective date of the vacancy.

21.2 The City Councilmember who is resigning from office will submit a letter of resignation to be accepted by the City Council at the next Council meeting.

21.3 The City Council shall review and make any revisions they wish to the Council Vacancy Application form (Exhibit B).

21.4 The legal announcement shall appear at least two times in the legal section of the City’s official newspaper and in any other publication or on any internet site deemed appropriate by the City Council.

21.5 The City Clerk shall receive all applications for the specified period of time.

21.6 The City Council shall submit questions for an interview process to the City Clerk.

21.7 The City Clerk shall compile the applications for an interview process, set an interview date according to the Council’s availability, and schedule interviews with the applicants. The City Clerk shall prepare the final list of interview questions as agreed upon by the Council.

21.8 The City Clerk shall prepare a notice of the meeting to interview candidates.

21.9 The Council in a Regular or Special Council meeting open to the public will interview all candidates who have submitted an application. Councilmembers will ask the same questions of all candidates. Each candidate will be allowed two minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
21.10 The Council may recess into Executive Session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during a public meeting.

21.11 The City Attorney will prepare the Oath of Office and swear in the newly appointed Councilmember at the same or next scheduled Council meeting.

21.12 Upon appointment, the City Clerk shall send a letter to the Department of Elections notifying it of the new appointment.

21.13 The vacancy that was filled by appointment must be filled by election to that position in the next regularly scheduled municipal election.

21.14 The Councilmember elected in the next regular municipal election to the office that had been vacated prior to the expiration of the term, will take office immediately following the certification of the election.

SECTION 22. MISCELLANEOUS

22.1 When Councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

22.2 Council attendance at conferences and/or trainings that require out-of-state or overnight travel will be so noted in the City Manager’s Report.

SECTION 23. SUSPENSION AND AMENDMENT OF GUIDELINES

23.1 Any provision of these guidelines not governed by state law or ordinance may be temporarily suspended by a majority vote of the Council.

23.2 These guidelines may be amended or new rules adopted, by a majority vote of the Council.
Adopted by the Burien City Council
July 25, 1994
Revised February 13, 1995
Revised November 20, 1995 by Resolution 072
Revised December 18, 1995 by Resolution 071
Revised January 26, 1998 by Resolution 095, 097, & 100
Revised June 1, 1998 by Motion
Revised September 21, 1998 by Resolution No. 103
Revised April 27, 1999 by Ordinance No. 228 and Ordinance 229
Revised June 7, 1999 by Ordinance No. 258
Revised October 4, 1999 by Motion
Revised February 26, 2001 by Motion
Revised February 4, 2002 by Motion
Revised February 3, 2003 by Motion
Revised November 1, 2004 by Motion
Revised June 6, 2005 by Motion and Resolution No. 215
Revised May 6, 2013 by Motion
Exhibit A

RCW 35A.13.010
City officers — Size of council.

The councilmembers shall be the only elective officers of a code city electing to adopt the council-manager plan of government authorized by this chapter, except where statutes provide for an elective municipal judge. The council shall appoint an officer whose title shall be "city manager" who shall be the chief executive officer and head of the administrative branch of the city government. The city manager shall be responsible to the council for the proper administration of all affairs of the code city. The council of a noncharter code city having less than twenty-five hundred inhabitants shall consist of five members; when there are twenty-five hundred or more inhabitants the council shall consist of seven members: PROVIDED, That if the population of a city after having become a code city decreases from twenty-five hundred or more to less than twenty-five hundred, it shall continue to have a seven-member council. If, after a city has become a council-manager code city its population increases to twenty-five hundred or more inhabitants, the number of council offices in such city may increase from five to seven members upon the affirmative vote of a majority of the existing council to increase the number of council offices in the city. When the population of a council-manager code city having five council offices increases to five thousand or more inhabitants, the number of council offices in the city shall increase from five to seven members. In the event of an increase in the number of council offices, the city council shall, by majority vote, pursuant to RCW 35A.13.020, appoint two persons to serve in these offices until the next municipal general election, at which election one person shall be elected for a two-year term and one person shall be elected for a four-year term. The number of inhabitants shall be determined by the most recent official state or federal census or determination by the state office of financial management. A charter adopted under the provisions of this title, incorporating the council-manager plan of government set forth in this chapter may provide for an uneven number of councilmembers not exceeding eleven.

A noncharter code city of less than five thousand inhabitants which has elected the council-manager plan of government and which has seven council offices may establish a five-member council in accordance with the following procedure. At least six months prior to a municipal general election, the city council shall adopt an ordinance providing for reduction in the number of council offices to five. The ordinance shall specify which two council offices, the terms of which expire at the next general election, are to be terminated. The ordinance shall provide for the renumbering of council positions and shall also provide for a two-year extension of the term of office of a retained council office, if necessary, in order to comply with RCW 35A.12.040.

However, a noncharter code city that has retained its old council-manager plan of government, as provided in RCW 35A.02.130, is subject to the laws applicable to that old plan of government.
For the purposes of determining population under this section, cities may include or exclude the population of any state correctional facility located within the city.

[2011 c 14 § 2; 2009 c 549 § 3016; 1994 c 223 § 35; 1994 c 81 § 72; 1987 c 3 § 16; 1985 c 106 § 2; 1983 c 128 § 2; 1979 ex.s. c 18 § 24; 1979 c 151 § 34; 1967 ex.s. c 119 § 35A.13.010.]

Notes:
Severability -- 1987 c 3: See note following RCW 3.70.010.
Severability -- 1979 ex.s. c 18: See note following RCW 35A.01.070.
Population determinations, office of financial management: Chapter 43.62 RCW.

RCW 35A.13.020
Election of councilmembers — Eligibility — Terms — Vacancies — Forfeiture of office — Council chair.

In council-manager code cities, eligibility for election to the council, the manner of electing councilmembers, the numbering of council positions, the terms of councilmembers, the occurrence and the filling of vacancies, the grounds for forfeiture of office, and appointment of a mayor pro tempore or deputy mayor or councilmember pro tempore shall be governed by the corresponding provisions of RCW 35A.12.030, 35A.12.040, 35A.12.050, 35A.12.060, and 35A.12.065 relating to the council of a code city organized under the mayor-council plan, except that in council-manager cities where all council positions are at-large positions, the city council may, pursuant to RCW 35A.13.033, provide that the person elected to council position one shall be the council chair and shall carry out the duties prescribed by RCW 35A.13.030.

[2009 c 549 § 3017; 1994 c 223 § 36; 1975 1st ex.s. c 155 § 1; 1967 ex.s. c 119 § 35A.13.020.]

RCW 35A.13.030
Mayor — Election — Chair to be mayor — Duties.

Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW 35A.13.033. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

[2009 c 549 § 3018; 1975 1st ex.s. c 155 § 2; 1967 ex.s. c 119 § 35A.13.030]

RCW 35A.13.033
Election on proposition to designate person elected to position one as chair — Subsequent holders of position one to be chair.
The city council of a council-manager city may by resolution place before the voters of the city, a proposition to designate the person elected to council position one as the chair of the council with the powers and duties set forth in RCW 35A.13.030. If a majority of those voting on the proposition cast a positive vote, then at all subsequent general elections at which position one is on the ballot, the person who is elected to position one shall become the chair upon taking office.

[2009 c 549 § 3019; 1975 1st ex.s. c 155 § 3.]

RCW 35A.13.035
Mayor pro tempore or deputy mayor.

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

[2009 c 549 § 3020; 1969 ex.s. c 81 § 1.]

Notes:
Effective date -- 1969 ex.s. c 81: "This 1969 amendatory act shall take effect July 1, 1969." [1969 ex.s. c 81 § 7.]

RCW 35A.13.040
Compensation of councilmembers — Expenses.

The salaries of the councilmembers, including the mayor, shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase or reduction in the compensation attaching to an office shall not become effective until the expiration of the term then being served by the incumbent: PROVIDED, That compensation of councilmembers may not be increased or diminished after their election nor may the compensation of the mayor be increased or diminished after the mayor has been chosen by the council.

Until councilmembers of a newly organized council-manager code city may lawfully be paid as provided by salary ordinance, such councilmembers shall be entitled to compensation in the same manner and in the same amount as councilmembers of such city prior to the adoption of this council-manager plan.

Until a salary ordinance can be passed and become effective as to elective officers of a newly incorporated code city, the first councilmembers shall be entitled to compensation
as follows: In cities having less than five thousand inhabitants -- twenty dollars per meeting for not more than two meetings per month; in cities having more than five thousand but less than fifteen thousand inhabitants -- a salary of one hundred and fifty dollars per calendar month; in cities having more than fifteen thousand inhabitants -- a salary of four hundred dollars per calendar month. A councilmember who is occupying the position of mayor, in addition to his or her salary as a councilmember, shall be entitled, while serving as mayor, to an additional amount per calendar month, or portion thereof, equal to twenty-five percent of the councilmember salary: PROVIDED, That such interim compensation shall remain in effect only until a salary ordinance is passed and becomes effective as to such officers, and the compensation provided herein shall not be construed as fixing the usual compensation of such officers. Councilmembers shall receive reimbursement for their actual and necessary expenses incurred in the performance of the duties of their office, or the council by ordinance may provide for a per diem allowance. Procedure for approval of claims for expenses shall be as provided by ordinance.

[2009 c 549 § 3021; 1979 ex.s. c 18 § 25; 1967 ex.s. c 119 § 35A.13.040.] Notes:

Severability -- 1979 ex.s. c 18: See note following RCW 35A.01.070.

RCW 35A.13.050
City manager — Qualifications.

The city manager need not be a resident at the time of his or her appointment, but shall reside in the code city after his or her appointment unless such residence is waived by the council. He or she shall be chosen by the council solely on the basis of his or her executive and administrative qualifications with special reference to his or her actual experience in, or his or her knowledge of, accepted practice in respect to the duties of his or her office. No person elected to membership on the council shall be eligible for appointment as city manager until one year has elapsed following the expiration of the term for which he or she was elected.

[2009 c 549 § 3022; 1967 ex.s. c 119 § 35A.13.050.]

RCW 35A.13.060
City manager may serve two or more cities.

Whether the city manager shall devote his or her full time to the affairs of one code city shall be determined by the council. A city manager may serve two or more cities in that capacity at the same time.

[2009 c 549 § 3023; 1967 ex.s. c 119 § 35A.13.060.]

RCW 35A.13.070
City manager — Bond and oath.

Before entering upon the duties of his or her office the city manager shall take an oath or affirmation for the faithful performance of his or her duties and shall execute and file with the clerk of the council a bond in favor of the code city in such sum as may be fixed by the council. The premium on such bond shall be paid by the city.

[2009 c 549 § 3024; 1967 ex.s. c 119 § 35A.13.070.]

RCW 35A.13.080
City manager — Powers and duties.

The powers and duties of the city manager shall be:

(1) To have general supervision over the administrative affairs of the code city;

(2) To appoint and remove at any time all department heads, officers, and employees of the code city, except members of the council, and subject to the provisions of any applicable law, rule, or regulation relating to civil service: PROVIDED, That the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council: PROVIDED FURTHER, That if the municipal judge of the code city is appointed, such appointment shall be made by the city manager subject to confirmation by the council, for a four year term. The council may cause an audit to be made of any department or office of the code city government and may select the persons to make it, without the advice or consent of the city manager;

(3) To attend all meetings of the council at which his or her attendance may be required by that body;

(4) To see that all laws and ordinances are faithfully executed, subject to the authority which the council may grant the mayor to maintain law and order in times of emergency;

(5) To recommend for adoption by the council such measures as he or she may deem necessary or expedient;

(6) To prepare and submit to the council such reports as may be required by that body or as he or she may deem it advisable to submit;

(7) To keep the council fully advised of the financial condition of the code city and its future needs;

(8) To prepare and submit to the council a proposed budget for the fiscal year, as required by chapter 35A.33 RCW, and to be responsible for its administration upon adoption;
(9) To perform such other duties as the council may determine by ordinance or resolution.

[2009 c 549 § 3025; 1987 c 3 § 17; 1967 ex.s. c 119 § 35A.13.080.]

Notes:
Severability -- 1987 c 3: See note following RCW 3.70.010.

RCW 35A.13.090
Creation of departments, offices, and employment — Compensation.

On recommendation of the city manager or upon its own action, the council may create such departments, offices, and employments as it may find necessary or advisable and may determine the powers and duties of each department or office. Compensation of appointive officers and employees may be fixed by ordinance after recommendations are made by the city manager. The appointive officers shall include a city clerk and a chief of police or other law enforcement officer. Pursuant to recommendation of the city manager, the council shall make provision for obtaining legal counsel for the city, either by appointment of a city attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services.

[1967 ex.s. c 119 § 35A.13.090.]

RCW 35A.13.100
City manager — Department heads — Authority.

The city manager may authorize the head of a department or office responsible to him or her to appoint and remove subordinates in such department or office. Any officer or employee who may be appointed by the city manager, or by the head of a department or office, except one who holds his or her position subject to civil service, may be removed by the manager or other such appointing officer at any time subject to any applicable law, rule, or regulation relating to civil service. Subject to the provisions of RCW 35A.13.080 and any applicable civil service provisions, the decision of the manager or other appointing officer, shall be final and there shall be no appeal therefrom to any other office, body, or court whatsoever.

[2009 c 549 § 3026; 1967 ex.s. c 119 § 35A.13.100.]

RCW 35A.13.110
City manager — Appointment of subordinates — Qualifications — Terms.

Appointments made by or under the authority of the city manager shall be on the basis of ability and training or experience of the appointees in the duties which they are to perform, and shall be in compliance with provisions of any merit system applicable to
such city. Residence within the code city shall not be a requirement. All such appointments shall be without definite term.

[1967 ex.s. c 119 § 35A.13.110.]

RCW 35A.13.120
City manager — Interference by councilmembers.

Neither the council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the city manager or any of his or her subordinates. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the manager and neither the council nor any committee or member thereof shall give orders to any subordinate of the city manager, either publicly or privately. The provisions of this section do not prohibit the council, while in open session, from fully and freely discussing with the city manager anything pertaining to appointments and removals of city officers and employees and city affairs.

[2009 c 549 § 3027; 1967 ex.s. c 119 § 35A.13.120.]

RCW 35A.13.130
City manager — Removal — Resolution and notice.

The city manager shall be appointed for an indefinite term and may be removed by a majority vote of the council. At least thirty days before the effective date of his or her removal, the city manager must be furnished with a formal statement in the form of a resolution passed by a majority vote of the city council stating the council's intention to remove him or her and the reasons therefor. Upon passage of the resolution stating the council's intention to remove the manager, the council by a similar vote may suspend him or her from duty, but his or her pay shall continue until his or her removal becomes effective.

[2009 c 549 § 3028; 1967 ex.s. c 119 § 35A.13.130.]

RCW 35A.13.140
City manager — Removal — Reply and hearing.

The city manager may, within thirty days from the date of service upon him or her of a copy thereof, reply in writing to the resolution stating the council's intention to remove him or her. In the event no reply is timely filed, the resolution shall upon the thirty-first day from the date of such service, constitute the final resolution removing the manager and his or her services shall terminate upon that day. If a reply shall be timely filed with the city clerk, the council shall fix a time for a public hearing upon the question of the manager's removal and a final resolution removing the manager shall not be adopted until
a public hearing has been had. The action of the council in removing the manager shall be final.

[2009 c 549 § 3029; 1967 ex.s. c 119 § 35A.13.140.]

RCW 35A.13.150
City manager — Substitute.

The council may designate a qualified administrative officer of the city or town to perform the duties of manager:

(1) Upon the adoption of the council-manager plan, pending the selection and appointment of a manager; or

(2) Upon the termination of the services of a manager, pending the selection and appointment of a new manager; or

(3) During the absence, disability, or suspension of the manager.

[1967 ex.s. c 119 § 35A.13.150.]

RCW 35A.13.160
Oath and bond of officers.

All provisions of RCW 35A.12.080 relating to oaths and bonds of officers, shall be applicable to code cities organized under this council-manager plan.

[1967 ex.s. c 119 § 35A.13.160.]

RCW 35A.13.170

All provisions of RCW 35A.12.110, as now or hereafter amended, and 35A.12.120, relating to council meetings, a quorum for transaction of business, rules and voting at council meetings, shall be applicable to code cities organized under this council-manager plan.

[1979 ex.s. c 18 § 26; 1967 ex.s. c 119 § 35A.13.170.]

Notes:

Severability -- 1979 ex.s. c 18: See note following RCW 35A.01.070.

RCW 35A.13.180
Adoption of codes by reference.
Ordinances of cities organized under this chapter may adopt codes by reference as provided in RCW 35A.12.140.

[1967 ex.s. c 119 § 35A.13.180.]

RCW 35A.13.190
Ordinances — Style — Requisites — Veto.

The enacting clause of all ordinances shall be as follows: "The city council of the city of . . . . do ordain as follows:" No ordinance shall contain more than one subject and that must be clearly expressed in its title.

No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

No ordinance shall take effect until five days after the date of its publication unless otherwise provided by statute or charter, except that an ordinance passed by a majority plus one of the whole membership of the council, designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or the public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

[1967 ex.s. c 119 § 35A.13.190.]

RCW 35A.13.200
Authentication, recording and publication of ordinances.

Ordinances of code cities organized under this chapter shall be authenticated, recorded and published as provided in RCW 35A.12.150 and 35A.12.160.

[1967 ex.s. c 119 § 35A.13.200.]

RCW 35A.13.210
Audit and allowance of demands against city.

RCW 35A.12.170 shall apply to the audit and allowance of demands against the city.

[1967 ex.s. c 119 § 35A.13.210]

RCW 35A.13.220
Optional division of city into wards.
A code city organized under this chapter may be divided into wards as provided in RCW 35A.12.180.

[1967 ex.s. c 119 § 35A.13.220.]

RCW 35A.13.230
Powers of council.

The council of any code city organized under the council-manager plan provided in this chapter shall have the powers and authority granted to legislative bodies of cities governed by this title as more particularly described in chapter 35A.11 RCW, except insofar as such power and authority is vested in the city manager.

[1967 ex.s. c 119 § 35A.13.230.]
APPLICATION FOR APPOINTMENT TO BURIEN CITY COUNCIL

Thank you for your interest in serving on the Burien City Council. Please fill out this form and attach a cover letter and resume if you wish. Submit the form to the City Clerk’s Office, 400 SW 152nd Street, Suite 300, Burien, Washington, 98166, by 5 p.m. Should you have any questions, feel free to contact Monica Lusk, City Clerk, at (206) 248-5517.

The vacancy is for Council Position No.____, which is an At Large position representing all Burien residents. The term for this position expires December 31____. Applicants must have lived in the city of Burien for 12 consecutive months prior to being appointed to office and be a registered voter to qualify for a position on the Burien City Council.

PLEASE PRINT:
NAME: ____________________________________________________________________________

HOME ADDRESS: _____________________________________________________________________

PHONE NUMBER - HOME: ______________________ WORK ______________________ ______

EMAIL: ______________________________________________________________________________

YEARS OF RESIDENCE IN BURIEN: ______________________________________________________
(Note: Residents living in the area annexed to Burien in April 2010 are eligible to apply)

CURRENT OCCUPATION: ______________________________________________________________

PRIOR WORK EXPERIENCE: ___________________________________________________________

COMMUNITY INVOLVEMENT (Past and present)___________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

AVAILABILITY FOR LATE AFTERNOON AND EVENING MEETINGS

____________________________________________________________________________________
Please provide information about experience and or training that you possess that you feel would be beneficial to holding this City Council office.

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### Council/Staff

#### Reference

<table>
<thead>
<tr>
<th>Council/Staff</th>
<th>#</th>
<th>Reference Section</th>
<th>CURRENT</th>
<th>REQUESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember</td>
<td>1</td>
<td>Section 1 Authority Guidelines Pg 1</td>
<td></td>
<td>Revision: Add Section 1.2 These Guidelines will be reviewed following any change in Council composition or at the request of at least three councilmembers, but more frequently than annually.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>2</td>
<td>Section 2.6 Public Comments Guidelines Pg 3</td>
<td>Members of the audience may comment in writing or verbally on items relating to any matter. Verbal comments on general issues not on the agenda are limited to two (2) minutes. Concerns will be referred to staff for a response as appropriate. The Council will take comments for a maximum of 20 minutes. Public Comment will be allowed at the beginning of each agenda item. Individuals will please limit their comments to three (3) minutes. Attendees who are unable to do so by themselves may ask City Clerk for assistance to read their comments. Staff's responses to citizen comments during the meeting will be placed in a future City Manager's Report and written comments will be responded to through email or letter.</td>
<td>Revision: Members of the audience may comment in writing or verbally on items relating to any matter. Verbal comments on general issues not on the agenda are limited to two (2) minutes. Concerns will be referred to staff for a response as appropriate. The Council will take comments for a maximum of 20 minutes. Public Comment will be allowed at the beginning of each agenda item. Individuals will please limit their comments to three (3) minutes. Attendees who are unable to do so by themselves may ask City Clerk for assistance to read their comments. Staff's responses to citizen comments during the meeting will be placed in a future City Manager's Report and written comments will be responded to through email or letter. See Section 5 of these Guidelines for details.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>3</td>
<td>Section 2.6 Correspondence for the Record Guidelines Pg 3</td>
<td>Correspondence that discloses personal information will be edited out before included in the Record. Correspondence that contains profanity or abusive in nature would be submitted to the Mayor who would decide whether it should be included in the Record. Correspondence that is sent anonymously will not be included in the Record.</td>
<td>Revision: Correspondence that discloses personal information will be edited out before included in the Record. Correspondence that contains profanity or abusive in nature would be submitted to the Mayor who would decide whether it should be included in the Record. Correspondence that is sent anonymously will not be included in the Record. Must include full name and address.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>4</td>
<td>Section 2.6 Business Agenda Guidelines Pg 4</td>
<td></td>
<td>Revision: Add after title Business Agenda. The following will occur during the Business Agenda of the meeting, with the order optimized based on need, timing and guests.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>5</td>
<td>Section 2.6 Proclamations and Presentations Guidelines Pg 4</td>
<td>The Mayor presents proclamations. A proclamation is defined as an official declaration made by either the City Council or the Mayor. The Mayor and Councilmembers may each request the preparation of two proclamations a year to honor individuals or groups. Requests for proclamations from outside organizations and groups will be placed in the City Manager’s Report and reviewed by the City Council. Proclamations must be signed or otherwise be pre-approved by a majority of Councilmembers prior to execution by the Mayor. Proclamations may be placed on the Council agenda to be read and presented or mailed to the honored individual or organization as appropriate.</td>
<td>Revision: The Mayor presents proclamations. A proclamation is defined as an official declaration made by either the City Council or the Mayor. The Mayor and Councilmembers may each request the preparation of two proclamations a year to honor individuals or groups. Requests for proclamations from outside organizations and groups will be placed in the City Manager’s Report and reviewed by the City Council. Proclamations must be signed or otherwise be pre-approved by a majority of Councilmembers prior to execution by the Mayor. Proclamations may be placed on the Council agenda to be read and presented or mailed to the honored individual or organization as appropriate.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>6</td>
<td>Section 2.6 Under Proclamations and Presentations Guidelines Pg 4</td>
<td>The City Manager may provide written report to the City Council under “City Manager’s Report.”</td>
<td>Revision: The City Manager may provide written report to the City Council under “City Manager’s Report.” Not needed.</td>
</tr>
<tr>
<td>COUNCIL/STAFF</td>
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<tr>
<td>Councilmember</td>
<td>7</td>
<td>Section 2.6 Council Reports Guidelines Pg 4 &amp; 5</td>
<td>Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.</td>
<td>Revision: Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>8</td>
<td>Section 2.6 City Manager Report Guidelines Pg 5</td>
<td>City Manager’s Report</td>
<td>Revision: City Manager’s Report The report includes internal City information, Council updates/reports and notices.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>9</td>
<td>Section 2.6 Executive Session Guidelines Pg 5</td>
<td>An Executive Session may be held before, during or after a Council meeting, as described in Council Policy 2.5 (S).</td>
<td>Revision: An Executive Session may be held before, during or after a Council meeting, as described in Council Policy 2.5 (S). Executive Sessions are explained under Section 2.5.E</td>
</tr>
<tr>
<td>Councilmember</td>
<td>10</td>
<td>Section 2.7 Order of Study Session Agenda Guidelines Pg 5</td>
<td>Members of the audience may comment on the item being discussed when recognized by the Mayor.</td>
<td>Revision: Members of the audience may comment on the item being discussed when recognized by the Mayor. See Section 5 of these Guidelines for details.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>11</td>
<td>Section 2.7 Order of Study Session Agenda Guidelines Pg 5</td>
<td>Council Reports Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.</td>
<td>Revision: Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.</td>
</tr>
<tr>
<td>Councilmember</td>
<td>12</td>
<td>Section 9.2 Reporting Discrimination or Harassment Guidelines Pg 13</td>
<td>9.2(b) If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the incident should be reported as soon as possible to the Mayor. 9.2(c) If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the Mayor may ask the City Manager to assist the Council by providing a list of qualified experts to investigate the incident and advise the council on a response to the complaint.</td>
<td>Revision: Add “also applicable to advisory boards” or place in a more appropriate document. Staff response: Do not include “also applicable to advisory boards” as “Advisory board member” is listed in 9.2.</td>
</tr>
<tr>
<td>Council</td>
<td>13</td>
<td>Section 11.4 Councilmember Attendance at Meetings Guidelines Pg 15</td>
<td>Councilmembers will not attend special district meetings as liaison.</td>
<td>Revision: Provide clarification of wording. Staff response: Remove 11.4 as it is duplicated under Section 14.1 and 14.2 “Council Representation.”</td>
</tr>
<tr>
<td>COUNCIL/STAFF</td>
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<tr>
<td>Council</td>
<td>14</td>
<td>Section 2.1(f)</td>
<td>City Council workshops will be held quarterly, at a location designated by the City Council.</td>
<td>Revision: “City Council workshops will be held quarterly, may be held from time to time at a location designated by the City Council.”</td>
</tr>
<tr>
<td>Council</td>
<td>15</td>
<td>Section 2.5(c)</td>
<td>Special: any Council meeting other than a Regular Meeting or Study Session which has been called for the purpose of conducting official action or studying an issue. Notice shall be given at least 24 hours in advance. A Special Council meeting may be scheduled by the Mayor and three additional Councilmembers, or at the request of a majority of the Councilmembers</td>
<td>Revision: “Special/Workshop: any Council meeting other than a Regular Meeting or Study Session which has been called for the purpose of conducting official action or studying an issue. Notice shall be given at least 24 hours in advance. A Special Council meeting or Workshop may be scheduled by the Mayor and three additional Councilmembers, or at the request of a majority of the Councilmembers”</td>
</tr>
<tr>
<td>Council</td>
<td>16</td>
<td>Section 2.6</td>
<td>Council Business</td>
<td>Revision: Council Business Reports Placement of this item will be before “City Manager Report.”</td>
</tr>
<tr>
<td>Council</td>
<td>17</td>
<td>Section 2.6</td>
<td>Breaks Generally, formal breaks during the meeting will not be called.</td>
<td>10-minute break during the meeting will not be called at 9 pm.</td>
</tr>
<tr>
<td>Council</td>
<td>18</td>
<td>Section 2.6</td>
<td>Public Comments Members of the audience may comment in writing or verbally on items relating to any matter.</td>
<td>Members of the audience may comment in writing or verbally on items relating to any matter.</td>
</tr>
<tr>
<td>Staff</td>
<td>19</td>
<td>Section 2.6</td>
<td>Proclamations and Presentations Proclamations may be placed on the Council agenda for official presentation or mailed to the honored individual or organization as appropriate.</td>
<td>Proclamations may be placed on the Council agenda to be read and presented or mailed to the honored individual or organization as appropriate.</td>
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<tr>
<td>Council</td>
<td>27</td>
<td>Section 9.1(b)</td>
<td>Harassment is defined as verbal, written or physical conduct that demeans or shows hostility or aversion toward an employee, another elected official or members of the public. Examples of prohibited conduct include slurs, obscene language, or demeaning comments to councilmembers, employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, or disability. Staff response: “Aversion” has been replaced with its dictionary definition “strong dislike” and in the following sentence has added “obscene language” to the examples of prohibited conduct.</td>
<td>Revisions: Harassment is defined as verbal, written or physical conduct that demeans or shows hostility or strong dislike toward an employee, another elected official or members of the public. Examples of prohibited conduct include slurs, obscene language, or demeaning comments to councilmembers, employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, sex, or disability.</td>
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<tr>
<td>Council</td>
<td>28</td>
<td>Section 9.1(b)</td>
<td>Anti-Harassment Policy Harassment is defined as verbal, written or physical conduct that demeans or shows hostility or aversion toward an employee, another elected official or members of the public. Examples of prohibited conduct include slurs, or demeaning comments to councilmembers, employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, or disability</td>
<td>Revision Harassment is defined as verbal, written or physical conduct that demeans or shows hostility or aversion toward an employee, another elected official or members of the public. Examples of prohibited conduct include slurs, obscene language, or demeaning comments to councilmembers, employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, or disability. Staff response: “Aversion” has been replaced with its dictionary definition “strong dislike” and in the following sentence has added “obscene language” to the examples of prohibited conduct.</td>
</tr>
<tr>
<td>Council</td>
<td>29</td>
<td>Section 12.1</td>
<td>There are two types of public hearings: legislative and quasi-judicial. The mayor will state the public hearing procedures before each public hearing. The public may comment on public hearing items. The Public wishing to comment will follow the same procedure as for “Public Comment” and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.</td>
<td>Revision: There are two types of public hearings: legislative and quasi-judicial. The mayor will state the public hearing procedures before each public hearing. The Public wishing to comment will follow the same procedure as for “Public Comment” and may speak after being recognized by the Mayor. After being recognized by the Mayor, the public wishing to comment on public hearing items shall step up to the podium, give their name and address for the record and limit their remarks to three minutes for legislative hearings. There is no time limit for remarks for quasi-judicial hearings. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.</td>
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<tr>
<td>Council</td>
<td>30</td>
<td>Section 12.3</td>
<td>12.3 QUASI-JUDICIAL PUBLIC HEARINGS</td>
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<td></td>
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<td>Quasi-judicial</td>
<td>The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitation, certain land use matters such as site specific rezones, preliminary plats, and variances. The City Council's decision on a quasi-judicial matter must be based upon and supported by the &quot;record&quot; in the matter. The &quot;record&quot; consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the appearance of fairness doctrine per RCW42.36.</td>
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<td>Public Hearings</td>
<td>12.4 APPEARANCE OF FAIRNESS</td>
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<td>Section 12.4</td>
<td>Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate, or immediate family. It could involve ex parte (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents and/or opponents, announced predispositions, and the like. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Councilmember should disclose the facts to the City Manager who will seek the opinion of the City Attorney, which will be communicated to the Councilmember and the Mayor.</td>
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<td>Appearance of</td>
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<td>Fairness</td>
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<td>Guidelines Pg 16</td>
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<td>31</td>
<td>Section 18</td>
<td>PROCESS FOR EVALUATING THE CITY MANAGER</td>
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<td>City Manager</td>
<td>1. The Mayor, Councilmembers and City Manager will determine the evaluation criteria and format for the city manager evaluation process.</td>
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<td>Evaluation</td>
<td>2. City Manager sends Council Members blank evaluation forms with completed self evaluation. (By second Monday in November).</td>
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<td>Process</td>
<td>3. Council Members complete individual evaluations then convey them by the first Monday in December to the Human Resources Manager for compilation.</td>
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<td>Guidelines Pg 18</td>
<td>4. The HR manager will create a single evaluation then return it to all Council Members and City Manager no later than the second Monday in December. The document will consolidate all scores and verbatim comments, and identify them by author.</td>
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<td>5. Council and the City Manager will meet in executive session the third Monday in December to discuss the evaluation.</td>
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</table>

Approved Revisions

Revision: 12.3 QUASI-JUDICIAL PUBLIC HEARINGS/ APPEARANCE OF FAIRNESS

A. The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitation, certain land use matters such as site specific rezones, preliminary plats, and variances. The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the Appearance of Fairness Doctrine per RCW42.36.

B. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Councilmember should disclose the facts to the City Manager who will seek the opinion of the City Attorney, which will be communicated to the Councilmember and the Mayor.

C. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate, or immediate family. It could involve ex parte (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents and/or opponents, announced predispositions, and the like.

Staff response:

Sections 12.3 and 12.4 were combined into one Section 12.3 without changes to any of the language but the sequence was reorganized. The reorganized version makes it clearer that the Appearance of Fairness Doctrine only applies to Quasi-Judicial Public Hearings.

"Announced predispositions" was not removed because this is a significant basis for potential violations of the Appearance of Fairness Doctrine.

Revision: City Manager Performance Review Process that was adopted by the Council on 7/21/14 and has been inserted into the Guidelines.

The outcome of the 3/2/15 “Review of Potential Revision to the City Manager’s 12 Month Evaluation Process” has been inserted into the Guidelines.
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<th>COUNCIL/STAFF</th>
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<th>COUNCIL CONSENT (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council</td>
<td>32</td>
<td>Section 22</td>
<td>Misc.</td>
<td>Guidelines Pg 24</td>
<td>While discussing the Financial Policies at the October 22, 2012 meeting, the Council reached consensus to approve a process for out-of-state and overnight travel by Councilmembers. Rather than placing this process in the Financial Policies, Staff suggests placing it in the Council Meeting Guidelines as Section 22.2.</td>
</tr>
</tbody>
</table>
Agenda Subject: Review of Council Proposed Agenda Schedule

Meeting Date: March 16, 2015

Department: City Manager

Attachments: Proposed Meeting Schedule

Fund Source: N/A
Activity Cost: N/A
Amount Budgeted: N/A
Unencumbered Budget Authority: N/A

Contact: Monica Lusk, City Clerk
Telephone: (206) 248-5517

Adopted Initiative: Yes

Initiative Description: N/A

PURPOSE/REQUIRED ACTION:
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.

BACKGROUND (Include prior Council action & discussion):
Per the City Council Meeting Guidelines, the proposed meeting schedule is reviewed at each meeting.
Please note that the Staff-identified Future Agenda Items are in the process of being scheduled.

OPTIONS (Including fiscal impacts):
1. Review the schedule and add, delete, or move items.
2. Review the schedule and make no modifications.

Administrative Recommendation: Review the schedule and provide direction to staff.

Advisory Board Recommendation: N/A

Suggested Motion: None required.

Submitted by:
Administration
City Manager

Today’s Date: March 10, 2015
File Code: R:/CC/Agenda Bills 2015/031015cm-2 Rev Agenda Schedule
CITY OF BURIEN  
COUNCIL PROPOSED AGENDA SCHEDULE  
2015

March 23, 7 pm Study Session  
Joint Meeting of City Council and Planning Commission and Introduction to Critical Areas Ordinance Update.  
(Community Development)  
Review of Council Proposed Agenda Schedule.  
(City Manager)

April 6, 7 pm Regular Meeting  
7:05 p.m. – 7:35 pm – Reception Honoring Citizen of the Year, Outgoing Advisory Board Members and Volunteers  
Presentation of the Sustainable Airport Master Plan (SAMP).  
(City Manager)  
(Community Development – Rescheduled from 4/20)  
Discussion on NERA Surface Water Maintenance, Operation and Hook-Up Fees.  
(Public Works)  
Review of Council Proposed Agenda Schedule.  
(City Manager)

April 20, 7 pm Regular Meeting  
(City Manager)  
Motion to Adopt Resolution No. XXX, Relating to NERA Surface Water Maintenance, Operation and Hook-Up Fees.  
(Public Works)  
Discussion and Possible Action on the 2015 Comprehensive Plan Docket.  
(Community Development – Rescheduled from 5/4)  
Review of Council Proposed Agenda Schedule.  
(City Manager)

April 27, 7 pm Study Session  
Report on Significant Tree Retention Policies.  
(Community Development - Council direction on 4/28/14)  
(Community Development)  
Discussion of Animal Service Issues.  
(City Manager)  
Review of Council Proposed Agenda Schedule.  
(City Manager)

May 4, 7 pm Regular Meeting  
Presentation of the 2014 Annual Police Report Summary.  
(Police – Rescheduled from 6/1))  
Update on “Roadmap to Address Homelessness in Burien” Project.  
(City Manager)  
Discussion on WRIA 9 Interlocal Agreement.  
(Public Works)  
Review of Council Proposed Agenda Schedule.  
(City Manager)

May 18, 7 pm Regular Meeting  
(Community Development)  
Review of Council Proposed Agenda Schedule.  
(City Manager)
May 25, Study Session – CANCELED (Memorial Day Holiday)
   Review of Council Proposed Agenda Schedule.
   (City Manager)

SUMMER SCHEDULE (June – August)

June 1, 7 pm Regular Meeting
   Public Hearing and Discussion on the 2016 through 2021 Six-Year Transportation Improvement
   Program.
   (Public Works)
   Appoint Voting Delegate to the 2015 Association of Washington Cities (AWC) Annual Business
   Meeting.
   (City Manager)
   Discussion and Possible Adoption of the Critical Areas Ordinance Update.
   (Community Development)
   Review of Council Proposed Agenda Schedule.
   (City Manager)

June 15, 7 pm Regular Meeting
   Motion to Approve Resolution No. xxx, Adopting the 2016 through 2021 Six-Year Transportation
   Improvement Program.
   (Public Works)
   Review of Council Proposed Agenda Schedule. (City Manager)

July 6, 7 pm Regular Meeting
   Review of Council Proposed Agenda Schedule.
   (City Manager)

July 20, 7 pm Regular Meeting
   7:05 pm Recess to Transportation Benefit District (TBD No. 1) Board Meeting
   Council Update on Off-leash Dog Park Project.
   (Parks)
   Review of Council Proposed Agenda Schedule.
   (City Manager)

August 3, 7 pm Regular Meeting
   Review of Council Proposed Agenda Schedule.
   (City Manager)

August 17, 7 pm Regular Meeting
   Review of Council Proposed Agenda Schedule.
   (City Manager)

September 7, Regular Meeting – CANCELED (Labor Day Holiday)

September 21, 7 pm Regular Meeting
   Public Hearing and Update on Revenue Sources and Expenditures for the 2015-2016
   Mid-biennial Budget Review.
   (Finance)
   Review of Council Proposed Agenda Schedule.
   (City Manager)

September 28, 7 pm Study Session
   Review of Council Proposed Agenda Schedule. (City Manager)
October 5, 7 pm Regular Meeting
Discussion on 2016 Federal and State Legislative Priorities.
(City Manager)
Revisions to BMC Concerning Low Impact Development.
(Public Works)
Review of Council Proposed Agenda Schedule.
(City Manager)

October 19, 7 pm Regular Meeting
Motion to Adopt the 2016 State and Federal Legislative Priorities.
(City Manager)
Review of Council Proposed Agenda Schedule.
(City Manager)

October 28, 7 pm Study Session
Review of Council Proposed Agenda Schedule.
(City Manager)

November 2, 7 pm Regular Meeting
Discussion of Ordinance No. XXX, Increasing the City’s Surface Water Management Service Charges and Amending Chapter 13.10 of the Burien Municipal Code.
(Finance)
Discussion of Ordinance No. XXX, Adopting the City’s 2016 Property Tax Levy.
(Finance)
Presentation of the 2015-2016 Mid-biennial Budget Modification.
(Finance)
Presentation of the 2016 Financial Policies.
(Finance)
Public Hearing and Update on Revenue Sources and Expenditures for the 2015-2016 Mid-biennial Budget Review.
(Finance)
Review of Council Proposed Agenda Schedule.
(City Manager)

November 16, 7 pm Regular Meeting
Motion to Approve Ordinance No. XXX, Adopting the City’s 2016 Property Tax Levy.
(Finance)
Motion to Approve Ordinance No. XXX, Increasing the City’s Surface Water Management Service Charges and Amending Chapter 13.10 of the Burien Municipal Code.
(Finance)
Discussion of Ordinance No. XXX, Amending the 2015-2016 Biennial Budget.
(Finance)
Review of Council Proposed Agenda Schedule.
(City Manager)

November 23, 7 pm Study Session
Review of Council Proposed Agenda Schedule.
(City Manager)

December 7, 7 pm Regular Meeting
Arts Commission Recommendations on 1%-for-Art Fund.
(Parks)
Motion to Adopt Ordinance No. XXX, Amending the 2015-2016 Biennial Budget.
(Finance)
Motion to Adopt the 2016 Financial Policies.
(Finance)
Review of Council Proposed Agenda Schedule.
(City Manager)
December 21, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

December 28, 7 pm Study Session
Review of Council Proposed Agenda Schedule.
(City Manager)

FUTURE AGENDA ITEMS (identified by Council)

High Priorities (1/24 Council Retreat)
- a. Discussion on Imposing Term Limits for the City Council (Legal and City Manager – Council direction on 6/2/14)
- b. Discussion on City’s Advisory Boards and Commissions to Actively Engage Them in Helping to Advance the Council’s Priorities (Council direction on 12/1/14)

Medium Priorities (1/24 Council Retreat)
- c. Discussion on Community Recreation Center (Council direction on 12/14)
- d. Discussion on Garbage Service for Businesses (Council direction on 4/28/14)
- e. Discussion on Developing a Youth Council (Council direction on 9/22/14)
- f. Discussion on Banning Plastic Bags (Council direction on 11/17/14)

Low Priorities (1/24 Council Retreat)
- g. Discussion on Wi-Fi Service in Common Areas (Council direction on 9/15/14)
- h. Discussion on Requesting the State to Conduct an In-Depth Study of the Effects of Toxic Materials from the SeaTac Airport and the Aircraft that Arrive and Depart from It (Council direction on 9/22/14)
- i. 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)

FUTURE AGENDA ITEMS (identified by Staff)
1. BMC Revisions Regarding Right-of-Way (Staff on 10/14/14)
2. Presentation and Discussion of Ordinance No. xxx, Adopting the 2014 National Electrical Code (Staff on 12/16/14)
3. Public Works Fee Schedule Modifications (Staff on 1/9/15)
4. Addressing Impediments to Development (Staff on 1/9/15)
5. Establishing Development Fee Implementation Dates and Credit Card Limits (Staff on 1/9/15)
6. Development Permit Technology Fee In Anticipation of Permit Tracking Software Acquisition and Maintenance (Staff on 1/9/15)
7. BMC Airport Sound Code Update to Reflect Completion of Part 150 Noise Study (Staff on 1/9/15)
8. Sign Code Amendment Relating to Temporary Signs (Pending SCOTUS City of Gilbert Ruling) (Staff on 1/9/15)
9. Council Adoption of Criteria for Use of Capital Partnership Fund (Public Works/Finance on 1/10/15)
10. Sound Transit Long Range Plan (Mid-year) (Staff on 1/15/15)
11. Update Water and Sewer Franchises (Staff on 1/15/15)
12. New Seattle Public Utilities Franchise (Staff on 1/15/15)
13. New Telecom Franchise (Staff on 1/15/15)

2016 FUTURE AGENDA ITEMS (identified by Staff)
1. 2015 – 2016 Permit Tracking System Modification/Replacement (Including Electronic Permit Integration) (Staff on 1/9/15)
2. Late 2015 – 2016 Title 17 Subdivision Code Major Revision (Staff on 1/9/15)
3. Late 2015 – 2016 Adoption of 2015 International Building Code and Property Maintenance Code Amendments (Staff on 1/9/15)
4. Late 2015 – 2016 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)
Proposal for POS/Soundside Alliance study on economic and workforce development

Proposal: The Port would fund a study supervised by the Port and Soundside Alliance (SA) that would identify the economic and workforce development assets within the airport and surrounding communities that assist with growing middle-class jobs and create pathways to career advancement. This advances our Century Agenda goals of advancing the region as a leading tourism and business gateway, strengthening our access to global markets and supply chains for Northwest businesses by improving our position as premiere logistics hub, assisting small businesses in exporting, and tripling the value of our air cargo.

Intended outcome: The study would map region-wide economic assets and workforce assets connected to, but not strictly based on the airport, especially in the trade and logistics sector. It would suggest ways to align future efforts in both economic and workforce development among members in the SA. The study would assist cities to move towards greater coordination of their economic development plans, workforce development efforts and land use practices that leverage these assets to grow middle class jobs and prosperous businesses within the South Sound region near Sea-Tac Airport, including those involving the region’s growing immigrant communities.

Why it is needed: South Sound communities have a cluster of related features that several recent reports have outlined. The region is characterized by a fast growing population, largely from in-migration of diverse immigrants from Spanish-speaking countries and others from South Asia and East Africa. It was one of the most recession-impacted communities in Washington State, with a large jump in unemployment rates and poverty levels which remain stubbornly high. K12 educational facilities face critical unfunded needs dealing with such a diverse population. Post-secondary educational attainment rates are also low in comparison to both nearby Seattle and Washington as a whole.

Yet opportunities for economic development are increasing in trade related sectors like logistics, distribution and warehouse, maritime and air cargo, and advanced manufacturing. There is also a vibrant retail sector in some communities, as well as connections to the medical sector. The influx of immigrants has also brought about significant new small business formation, including areas like ethnic restaurants and value-added food processing. In addition, cities in the region have a wide assortment of housing options, available commercial real estate at competitive rates, a diverse labor pool, lower tax rates, and a variety of job training and educational programs. Understanding the value of these assets can help cities and the Port spur entrepreneurial efforts in the private sector, make smart investments in higher education and training, transportation and infrastructure and assist in lobbying state officials in the region for funding and marketing efforts for tourism.

Estimated cost and timing: Port of Seattle will be the primary funder and fiscal agent, using the Century Agenda contingency budget of up to $50,000. Cost will go towards procuring a firm to produce the report, as well as staff support for SA members participation as needed.

Project work plan: Port/Commission staff would work with the SA members to create an MOU that defined the parameters of the study. SA members and Port/Commission staff would also help create the RFP, supervise the contract, and provide input on early drafts. Highline Community College would assist specifically on the workforce development piece, given their expertise in South King County area workforce development issues.

Final product is a short written summary accompanied by a heavy use of maps, graphs and charts to illustrate the current economic and workforce environment, with a total length of no more than 10 pages. This study is an initial product designed to offer future direction for further research and policy efforts to grow middle class
jobs and prosperous businesses within the South Sound region. Those efforts could include cities future economic development plans, regional plans for economic development, and/or workforce development efforts.
Hi All,
Here are some meetings I have attended or will be attending.
1. Soundside Alliance - have submitted to Burien staff to be included in our council packet a copy of the proposal for the Port/Soundside Alliance study on economic and workforce development that the Soundside Alliance members discussed at our meeting today 3/11/15.
2. Will be attending, as a recognized guest, the Social Service Recognition Luncheon at Burien Nursing and Rehab Thur 3/26 from 11 - 1pm
3. Plan to attend a Navos celebration Thur 9/24 noonish at the 152nd facility.
Please do not respond to this email. Please call if you have questions or would like to discuss further.
Thanks, Lucy

Lucy Krakowiak
206.244.1952
Dear Councilmembers -

Attached please find my recent meetings report. Additionally, I've included a memo outlining some of the Bel-R Greenhouse facts and why I'm going to request that we consider this as a topic on our business agenda on Monday. Please don't respond to all, but I am happy to answer questions from you individually.

Monica, please include the two documents in the meeting packet.

Thanks very much.

Best,
Nancy
Weds, Feb 18, 4-6PM – King County Conservation District Executive Advisory Committee Meeting – Mercer Island Library. All members of the Advisory Committee are invited to attend the Executive Advisory Committee meetings. It was a good turnout of members and staff. The discussion focused on providing input on 5 of the upcoming program areas where KCD will be providing funding for jurisdictions in the county. These will be discussed in more depth at an upcoming full KCD meeting. Several of these may be of interest to Burien. The list includes the following. I’ve noted more details on the topics where Burien may have an interest and be competitive for funding:

- Rural Agriculture
- Urban Agriculture – focus on soil fertility, farm friendly cities (review of comprehensive plans), and community urban agriculture projects. Looking for “shovel-ready” work. There is some interest in efforts that will achieve scalability by working across cities and providing access to healthier foods.
- Urban Forestry – communities must have a community forest plan, have or be developing a tree care ordinance, or has been designated a Tree City USA. Funding (~$50K) will be provided to 3 jurisdictions to increase urban tree canopy coverage and build green infrastructure.
- Shoreline and Riparian Project Implementation – estimated 10 projects/yr will be funded to increase acres and miles of enhanced freshwater and marine shoreline on private lands through workshops, one-on-one education, and technical assistance.
- Urban Shoreline and Riparian Education – this will be primarily an education program – to be offered in 4 quadrants of the county annually – to urban shoreline/riparian landowners.

Tues, Feb 24, 9-10AM – Regional Food Policy Council Steering Committee – Puget Sound Regional Council, Seattle. I sit on this group to help structure the Food Policy Council bimonthly meetings. I chair the Economic Viability of Food Systems Subcommittee. We are currently in the process of developing a workplan to focuses on

Weds, Feb 25, 5:30-8PM – Sound Cities Association Networking Dinner – Renton Pavilion Hall. This event is held quarterly as an opportunity to hear regional leaders and mingle with other elected officials in an informal setting. County Executive Dow Constantine gave the main address and applauded SCA’s efforts to bring the cities together in more structured ways to address issues that many of us are facing. Working relationships with the county are improving. City Manager Kamuron Gurol also attended.

Weds, March 4, 6-8PM – Sound Cities Association Caucus Chair Training with Ann McFarlane – Renton City Hall. SCA Executive Director Deanna Dawson and Ann McFarlane of Jurassic Parliament reviewed the rules for SCA representatives to regional committees. Ann offered additional training in conducting effective caucus meetings.

Weds, March 12, 6-7PM – Sound Cities Association Pre-PIC meeting - Metro’s Service Provisions and Long Term Plans – elected a
• **Weds, March 12, 7-9PM — Sound Cities Association PIC Meeting** — several topics were discussed, including the comments of many cities on the Committee to End Homelessness Strategic Plan (I sent copies of comments to City Councilmembers on 3/11/15). The main message that SCA PIC will deliver to the CEH next week is that cities would like to see the next iteration (hopefully based on the input provided to date and more details on leads and funding) and then give cities 60-90 days for additional review. There was another discussion around siting solid waste management facilities in S. King County, not particularly relevant to our community.
March 12, 2015

To: Councilmembers  
From: Deputy Mayor Tosta  
Re: Bel-R Greenhouses Future Consideration on Council Agenda on March 16, 2015

The Bel-R greenhouses in north Burien (4th and 124th) have been functioning as a “farming” business since 1942. This is a family owned business (same family for the last 73 years) that primarily now provides wholesale nursery plants to various sellers regionwide. The family owns 10 contiguous parcels, comprising 8 acres, with approximately 3.5 acres of fully functioning commercial greenhouses, 3 acres of holding/hardening areas, and 4 older residences and 1 office on the remaining property. They employ 20 people year-round and approximately 40 during their busy season. The property was annexed to Burien from King County in 2010. Based on King County records, it has been zoned as RS7200 (residential), but the use has been established as greenhouses and farming for many decades. The five members of the family are interested in retiring from the business.

Local food production has become a high priority in many communities around the nation, including King County. County Executive Dow Constantine hired a Food Economy Program Manager about 18 months ago and launched a local food initiative called the Kitchen Cabinet that just last week completed a report (see: http://www.kingcounty.gov/exec/local-food.aspx) to find ways to encourage more local food production and consumption for both health reasons and economic development. The recent increase in King Conservation District (KCD) property assessments is partially dedicated to creating more opportunities for urban agriculture. Experts from King County, KCD, and commercial growers have visited the Bel-R site and believe it is unique not only within our city, but within the region, and potentially nationwide. The opportunity exists to use such already functioning infrastructure to grow food, train students, support community health and economic development, and potentially serve as an asset with broad benefits. The question for Burien (and the county and region) is: What must be done to take advantage of this opportunity?

In the last ten days, the KCD decided that they would dedicate funds for a consultant to write a grant for funding from the King County Conservations Futures Program to try to secure this property in use as greenhouses/farms for future generations. While this site is unusual in nature for application for these funds, they believe it is uniquely positioned to further goals related to not only conservation, but healthy food and the regional food economy. The grant application is due on March 18, 2015. KCD is asking if the City of Burien is willing to be a co-sponsor on this grant application. They are exploring other potential co-sponsors and have also indicated a willingness to consider investing KCD funds in the endeavor. Given the extremely short turnaround time for this grant, I am asking that the City Council consider this topic on our agenda on March 16th.
MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Kamuron Gurol, City Manager
DATE: March 16, 2015
SUBJECT: City Manager’s Report

I. INTERNAL CITY INFORMATION

A. Dottie Harper Park Playground Renovation
   The Dottie Harper Park Playground project has progressed through design phase and
   was advertised for construction bids on February 27, 2015. The project, which
   includes $195,000 of federal Community Development Block Grant (CDBG) funds
   and $10,000 of Burien Capital Improvement Program (CIP) funds, will remove the
   existing ’70s-era play equipment at the park. The equipment will be replaced with a
   play area that is larger in footprint and includes equipment and installation that is
   compliant with industry safety standards and the Americans with Disabilities Act
   (ADA). The design was developed by the LA Studio LLC located in Seattle;
   construction bids will be opened on March 19, 2015. Like the recent Seahurst Beach
   Restoration project, this construction project will also be managed by the Burien
   Parks, Recreation & Cultural Services (PaRCS) Department.

B. New After-School Program Begins at Cedarhurst Elementary
   Burien PaRCS’ B.E.A.R. Club program launched at Cedarhurst Elementary School
   on February 2 for first through sixth graders. The acronym refers to the “Bears”
   mascot of the school, and stands for “Burien Education, Arts, and Recreation”. To
   date, 43 children are registered for the program, which meets Monday through
   Thursday in the school’s gymnasium and cafeteria. Children are provided after-school
   snacks, homework assistance, arts, and physical activities. On one Friday ‘early
   release day’ per month, a trip to Evergreen Pool will be provided. (Note: All Burien
   elementary schools dismiss students at 1:40 pm each Friday throughout the school
   year, with the exception of Shorewood and Southern Heights, whose early dismissal
   time is 2:10 pm.).

C. Moshier Park and Parking Lot Stormwater Retrofit Project
   Moshier Park Improvements were included among the Washington State Department
   of Ecology’s Stormwater Financial Assistance Program 2016 grant funding
   recommendations for $447,000. The grant proposal was developed and submitted by
   PaRCS staff last November. Pending budget passage by the State legislature, the
funds would be used for the design phase of park improvements to reduce stormwater runoff into Miller Creek through a combination of permeable parking areas, infiltration galleries, bioretention swales, silva cells, a cistern and various landscape improvements. The project would include improvements to Moshier Park, Moshier Art Center and Highline High School properties, and is strongly supported by the Highline School District.

D. After School P.E. for Burien Kids
PaRCS’ annual afterschool P.E. classes began the first week in February for students at Southern Heights, Hilltop, and Hazel Valley schools. These once-a-week classes are taught by each respective school’s P.E. teacher, and provide activities to help students stay fit and healthy. In addition to regular P.E. activities, PaRCS provides its own fitness instructors to teach a few specialized classes, such as Zumba and Breakdance. Attention is also focused on the content of the after-school snacks provided to the children. School-provided snacks are limited to milk and cheese, with PaRCS supplementing with fresh fruit. A total of 150 students are enrolled in the program’s first 8-week session.

E. Burien Miller Creek Trail Now Open to the Public
The Burien Miller Creek Trail located within the Northeast Redevelopment Area (NERA) was opened to the public on February 6, 2015. The completed trail section runs from Des Moines Memorial Drive north to S. 140th St. Recreational improvements include a small parking lot and trailhead with interpretive signage and picnic tables. Along the trail there is wayfaring signage, park benches, trash receptacles, boardwalks and additional interpretive signage. The recreational components are part of the much larger NERA stormwater improvement project and will provide an opportunity to take a leisurely walk or bike ride, while also offering educational messages about water quality topics and future development within the NERA.

F. GYM JAMS Attract Neighborhood Families
Each winter, PaRCS provides this one-evening-a-week open gym program for families attending Hazel Valley, Southern Heights, and Cedarhurst Schools. In addition to physical play, hands-on activities and movie nights are also provided. The program began in mid-February and the first week saw a turn-out of 80 participants at Hazel Valley, 45 at Southern Heights, and 40 at Cedarhurst School.

G. February Permit Activity Report (Page 141)
Attached are the monthly reports for Construction Permits Issued and Construction Permit Applications Received during the month of February 2015. Also included is a list of tenant improvement applications received and permits issued.

Construction Permits Issued:
The number of permits issued in February 2015 was slightly less than those issued in January 2015. February 2015 project valuations were significantly less than the valuations reported for the previous month. The number of permits issued in February
2015 was less than those issued in February 2014. February 2015 total valuation was less than the total valuation amount for the same month last year.

Construction Permit Applications Received:
The number of permit applications received in February 2015 was less than those issued in January 2015. February 2015 project valuation was also less than the valuation amount reported for the previous month. The number of permit applications received in February 2015 was less than those received in February 2014. February 2015 total valuation was also less than the total valuation amount for the same month last year.

II. COUNCIL UPDATES/REPORTS

A. Citizen Action Report (CAR) (Page 145)
Staff has provided Council with the attached February Citizen Action Report.

B. Proclamation for Social Work Month (Page 153)
Burien Nursing and Rehabilitation Center (BNRC) put forth a request to the City to proclaim March 2015 as Social Work Month in Burien to recognize the contributions made by social workers in Burien and across the nation. Mayor Krakowiak has agreed to sponsor the proclamation (attached). BNRC extended an invitation to councilmembers to attend their Social Services Recognition Luncheon on March 26, where Mayor Krakowiak will present the proclamation.

III. Notices: (Page 155)
The following (attached) Notices were published:
- City of Burien City Council Special Meeting Notice: The Burien City Council scheduled a Special Meeting for the purpose of holding Advisory Board interviews. The meeting was held on Monday, March 9, 2015, at 6:30 p.m., at Burien City Hall, 400 SW 152nd St. Suite 300.
### Summary of Permits Issued

**Start Date:** 02/01/2015  
**End Date:** 02/28/2015

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<th>Type/Permit</th>
<th>Count</th>
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**Totals:** 178  
**Total Valuation:** $1,697,906.94
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<tr>
<th>Permit Number</th>
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<th>Date Issued</th>
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<td>BLD-14-2716</td>
<td>TAPROOT CHURCH</td>
<td>SEISMIC RETROFIT TO EXISTING 14,430 SF RETAIL BUILDING (EXISTING BUILDING IS SINGLE STORY WOOD FRAMED STRUCTURE WITH PARTIAL BASEMENT &amp; IS TYPE V3 CONSTRUCTION) / MAIN LEVEL: 12330 SF / LOWER LEVEL 1600 SF</td>
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<td>NEW HORIZONS APARTMENTS REROOF</td>
<td>REROOF: REMOVING EXISTING &amp; INSTALLING NEW</td>
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<td>UNDER PIN EXISTING PORTION OF BUILDING PER THE ENGINEERED PLANS</td>
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<td>BLD-15-0301</td>
<td>VAPOR AND TOBACCO ZONE TI - CHANGE OF USE</td>
<td>TENANT IMPROVEMENT TO CHANGE USE FROM TANNING SALON TO RETAIL.</td>
<td>02/12/2015</td>
<td>211 SW 152ND ST</td>
<td>$100.00</td>
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<td>BLD-15-0072</td>
<td>E15-00792 IVARS BURien SEAFOOD BAR REMODEL AND PATIO ADDITION</td>
<td>E15-00792 Tenant Improvement for an existing Ivar's Seafood Bar located in Burien, Washington. Interior renovations limited to interior finish refresh, mechanical and electrical updates, new front service counter with equipment, and updated cookline. Exterior improvements include renovation to the existing exterior facade and the addition of an outdoor patio.</td>
<td>02/23/2015</td>
<td>125 SW 145TH ST STE D</td>
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<td>BLD-15-0055</td>
<td>TEAM WORLDWIDE</td>
<td>SUPPLY &amp; INSTALL 42 BAYS OF USED PALLET RACKING</td>
<td>02/27/2015</td>
<td>18318 8TH AVE S</td>
<td>$9,100.00</td>
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## Summary of Permits Applications

Start Date: 2/01/2015  
End Date: 2/28/2015

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<th>Type</th>
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**Totals:** 170 $1,498,035.00
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<td>BLD-15-0310</td>
<td>DOTTIE HARPER PARK</td>
<td>RENOVATION/REPLACEMENT OF PLAYGROUND TO COMPLY WITH CURRENT SAFETY &amp; ACCESSIBILITY STANDARDS: SOFT SURFACE PEDESTRIAN TRAIL &amp; MINOR WORK TO EXISTING PARKING LOT</td>
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<td>ADD NEW NON STRUCTURAL DIMISING WALLS IN STORAGE AREA TO DELINEATE PARTS STORAGE</td>
<td>03/05/2015</td>
<td>15025 1ST AVE S</td>
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DATE: March 3, 2015
TO: Kamuron Gurol, City Manager
FROM: Cynthia Schaff, Paralegal
RE: 2015 Citizen Action Report

This report reflects the caseload for February and includes all backlog cases open as of February 28, 2015. As of that date, there were 79 open cases. 67 of the open cases are more than five weeks old and are considered backlog. There were 16 cases opened during the month of February, 3 cases initiated by staff/police/fire, and 13 cases initiated by residents. 5 of the cases opened during the month of February were closed within the month.

Citizen Action Case Status

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<th>Feb '14</th>
<th>Mar '14</th>
<th>Apr '14</th>
<th>May '14</th>
<th>June '14</th>
<th>July '14</th>
<th>Aug '14</th>
<th>Sept '14</th>
<th>Oct '14</th>
<th>Nov '14</th>
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<td>39%</td>
<td>39%</td>
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<td>% of Backlog</td>
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<td>68%</td>
<td>66%</td>
<td>52%</td>
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<td>35%</td>
<td>92%</td>
<td>94%</td>
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As usual, please let me know if you have any questions or suggestions for additional improvements to this report.

Cc: Chip Davis, Community Development Director
    Jan Vogee, Building Official
    Barb Canfield, Code Compliance Officer
    Michael Lafreniere, Parks Director
    Maiya Andrews, Public Works Director
<table>
<thead>
<tr>
<th>Days Old</th>
<th>Department</th>
<th>CAR #</th>
<th>Date Received</th>
<th>Nature of Request</th>
<th>Complaint Information</th>
<th>Last Action</th>
<th>Date</th>
<th>Status</th>
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</table>
| 1778    | Public Works       | CAR-10-0208 | 04/20/2010    | ROW Issue         | 804 SW 122ND ST  
Zoning-Puloka-Zone 1                                     | Other - See Notes | 11/06/2014 | Open   |
| 1299    | Code Enforcement   | CAR-11-0486 | 11/10/2011    | Nuisance          | 16331 MAPLEWILD NW  
Nuisance-Golka-Zone 3                                     | Other - See Notes | 11/07/2013 | Open   |
| 1077    | Fire Department    | CAR-12-0112 | 03/21/2012    | Fire Department Issue | 15500 4TH AV S  
Fire Issue-Woodcrest Apt-Zone 4                           | Other - See Notes | 12/03/2013 | Open   |
| 1013    | Code Enforcement   | CAR-12-0203 | 06/24/2012    | Nuisance          | 12667 12TH AV S  
Nuisance, Vehicles, Unsecure House-Towle-Zone 2           | Phone Call        | 12/15/2014 | Open   |
| 580     | Code Enforcement   | CAR-13-0301 | 07/31/2013    | Housing Concerns  | 646 SW 152ND ST  
Housing, Illegal Dwelling-Phung-Zone 3                     | Other - See Notes | 04/03/2014 | Open   |
| 435     | Code Enforcement   | CAR-13-0614 | 12/23/2013    | Nuisance          | 14637 6TH AV SW  
Vegetation-Nyberg-Zone                                     | Other Letter      | 06/11/2014 | Open   |
| 364     | Code Enforcement   | CAR-14-0081 | 03/04/2014    | Nuisance          | 12242 23RD AV S  
Nuisance, Trash,Vehicles-King-Zone 2                      | Site Investigation | 02/26/2015 | Open   |
| 350     | Code Enforcement   | CAR-14-0155 | 03/18/2014    | Graffiti          | 834 S 136TH ST  
Graffiti-Small/Hewitt-Zone 2                              | Enforcement Letter 1 | 02/23/2015 | Open   |
| 335     | Code Enforcement   | CAR-14-0137 | 04/02/2014    | Nuisance          | 12618 24TH AV S  
Nuisance, Vehicles-Lampman-Zone 2                         | Site Investigation | 11/12/2014 | Open   |
| 295     | Code Enforcement   | CAR-14-0169 | 05/12/2014    | Nuisance          | 727 SW 146TH ST  
Nuisance-Chase Bank-Zone 1                                | Phone Call        | 02/04/2015 | Open   |
| 293     | Planning           | CAR-14-0178 | 05/14/2014    | Planning / Zoning | 11608 18TH AV SW  
Critical Area-Difabsio-Zone 1                             | Other Letter      | 06/02/2014 | Open   |
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<td>Phone Call</td>
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PROCLAMATION

OF THE CITY OF BURIEN,
Washington

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF BURIEN,
WASHINGTON, PROCLAIMING

MARCH 2015 AS SOCIAL WORK MONTH
IN THE CITY OF BURIEN

Whereas, the primary mission of the Social Work profession has been to enhance well-being and help meet the basic needs of all people, especially the most vulnerable in society; and

Whereas, Social Workers are change agents who put the ideals of citizenship into action every day through legislative, regulatory, and social policy advocacy works; and

Whereas, Social Workers continue to work to improve the rights of women, African Americans and other ethnic minorities, and the LGBT community; and

Whereas, Social Workers believe all children have the right to safe environments and quality education; dignity and care-giving for older adults help define a nation’s character, and veterans and their families need community support to ensure successful transitions after service; and

Whereas, the City of Burien Mayor and Council wish to convey our appreciation of the numerous contributions made by more than 600,000 Social Workers in Burien and across the country,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES HEREBY PROCLAIM

MARCH 2015 AS SOCIAL WORK MONTH
IN THE CITY OF BURIEN

and ask all citizens to join Burien Nursing and Rehabilitation Center in celebration and support of the Social Work profession.

Dated this 16th Day of March, 2015

Mayor Lucy Krakowiak

Deputy Mayor Nancy Tosta
Councilmember Lauren Berkowitz
Councilmember Gerald Robison

Councilmember Stephen Armstrong
Councilmember Bob Edgar
Councilmember Debi Wagner

City of Burien Mayor
DATE: March 5, 2015
FOR RELEASE: Immediately
CONTACT: City Clerk’s Office, (206) 248-5517

CITY OF BURIEN
CITY COUNCIL
SPECIAL MEETING NOTICE

The Burien City Council has scheduled a Special Meeting for the purpose of holding the Advisory Board interviews on Monday, March 9, 2015, at 6:30 p.m. at Burien City Hall, 400 SW 152nd Street, Suite 300. This meeting is open to the public.

###

_The City of Burien strives to provide alternate communication opportunities. Please contact the City Clerk’s office, 206/248-5517, twenty-four hours prior to the meeting, for assistance._

cc: Burien City Council
    Burien Staff
    Discover Burien
    B-Town Blog

Highline Times
King County/Burien Public Library
Web site: [www.burienwa.gov](http://www.burienwa.gov)
White Center Now

* PLEASE PUT ON COMMUNITY CALENDAR BULLETIN BOARD