# AGENDA

## City Council Regular Meeting

**Monday, May 21, 2018 - 7:00 p.m.**

City Hall, 400 SW 152nd St., Council Chambers

Page #

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. AGENDA CONFIRMATION**

**5. CITY MANAGER'S REPORT ON EMERGING ISSUES**

5.1 Introduction of New Employees: Zack Mohsen, IS Help Desk Technician; Robin Tischmak, Assistant Public Works Director; and, Steven Blake, Building Official.
(Brian J. Wilson, City Manager)

**6. PUBLIC COMMENT**

Individuals will please limit their comments to two minutes. 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.

**7. CONSENT AGENDA**

7.1 Approval of Check Register: 5 - 30
Check Numbers 49321-49472 in the Amount of $789,932.12 for Payment on May 21, 2018; Payroll Salaries and Benefits Approval Check Numbers 7468-7472 for Direct Deposits and Wire Transfer in the Amount of $328,578.66 for May 1 - May 15, 2018, Paid on May 18, 2018.
052118 Voucher Approval Report

7.2 Approval of Minutes: 31 - 40
Special Meeting & Study Session, April 23, 2018; and, Special & Regular Meetings, May 7, 2018.
City Council Special Meeting & Study Session - April 23, 2018
City Council Special & Regular Meetings - May 7, 2018

## 8. BUSINESS AGENDA


| | | |
|---|---|---|
| 8.1 | Discussion and Potential Action on Preferred Alternative for Metro RapidRide H-Line.<br>(Maiya Andrews, Public Works Director / Jerry Roberson, King County Metro Project/Program Manager)<br>Agenda Bill - Pdf | 41 - 69 |
| 8.2 | Public Hearing and Discussion on the 2019-2024 Transportation Improvement Program.<br>(Maiya Andrews, Public Works Director / Robin Tischmak, Assistant Public Works Director)<br>Agenda Bill - Pdf | 71 - 84 |
| 8.3 | Update on Establishing a Youth Council.<br>(Steve Roemer, PaRCS Director)<br>Agenda Bill - Pdf | 85 |
| 8.4 | Discussion and Potential Action on Business & Economic Development Partnership Municipal Code & By-Laws.<br>(Andrea Snyder, Economic Development Manager)<br>Agenda Bill - Pdf | 87 - 95 |
| 8.5 | Continued Discussion on City Council Meeting Guidelines.<br>(Lisa Marshall, City Attorney)<br>Agenda Bill - Pdf | 97 - 141 |
| 8.6 | Review of the Council Proposed Agenda Schedule.<br>(Brian J. Wilson, City Manager)<br>Agenda Bill - Pdf | 143 - 148 |


## 9. COUNCIL REPORTS

## 10. CITY MANAGER'S REPORT


| | | |
|---|---|---|
| 10.1 | City Manager's Report | 149 - 200 |


## 11. ADJOURNMENT

## COUNCILMEMBERS

Mayor Jimmy Matta

| | |
|---|---|
| Deputy Mayor Austin Bell | Councilmember Krystal Marx |
| Councilmember Bob Edgar | Councilmember Pedro Olguin |
| Councilmember Lucy Krakowiak | Councilmember Nancy Tosta |

Language interpretation services are available upon request. Please phone 206-248-5517 at least 48 hours prior to the meeting to request assistance.

Servicios de interpretación de espanol están disponibles bajo petición. Por favor de llamar al numero 206-248-5517 por lo menos 48 horas antes de la reunion para solicitar asistencia.

City Council meetings are accessible to people with disabilities. American Sign Language (ASL) interpretation and assisted listening devices are available upon request. Please phone 206-248-5517 at least 48 hours prior to the meeting to request assistance.

Las reuniones del Concejo Municipal son accesibles a personas con discapacidades. Interpetacion de lengua de señas americana y aparatos de escucha asistida están disponibles bajo petición. Por favor de llamar al numero 206-248-5517 por lo menos 48 horas antes de la reunion para solicitar asistencia.

# 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 21st day of May 2018** THE FOLLOWING:

CHECK NOS. **49321-49472**

IN THE AMOUNT OF **$789,932.12**

WITH VOIDED CHECK NOS. **0**

**BENEFITS APPROVAL**
**PAYROLL SALARIES AND BENEFITS APPROVAL**

FOR **May1st – May 15th** PAID ON **May 18th 2018**

CHECK NOS. **7468-7472**

DIRECT DEPOSITS AND WIRE TRANSFER IN THE AMOUNT OF **$328,578.66**

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 49321 | 05/21/2018 | PRTD | 12 | ACE HARDWARE | | | | 05/03/2018 | | 052118 | 7.90 |
| | | | | | 7.90 | 01051530 | 414200 | Nuisance and Abatement Costs | | | |
| | | | | ACE HARDWARE | | | | 05/03/2018 | | 052118 | 18.01 |
| | | | | | 18.01 | 01354190 | 310000 | Office and Operating Supplies | | | |
| | | | | ACE HARDWARE | | | | 05/01/2018 | | 052118 | 62.87 |
| | | | | | 62.87 | 01954230 | 310000 | Office and Operating Supplies | | | |
| | | | | ACE HARDWARE | | | | 05/01/2018 | | 052118 | 16.70 |
| | | | | | 16.70 | 02053100 | 310000 | Office and Operating Supplies | | | |
| | | | | ACE HARDWARE | | | | 04/25/2018 | | 052118 | 67.74 |
| | | | | | 60.49 | 01954230 | 350000 | Small Tools & Minor Equipment | | | |
| | | | | | 7.25 | 01954230 | 310000 | Office and Operating Supplies | | | |
| | | | | ACE HARDWARE | | | | 05/02/2018 | | 052118 | 10.44 |
| | | | | | 10.44 | 02053100 | 310000 | Office and Operating Supplies | | | |
| | | | | ACE HARDWARE | | | | 04/30/2018 | | 052118 | 43.98 |
| | | | | | 43.98 | 02053100 | 310000 | Office and Operating Supplies | | | |
| | | | | | | | | CHECK | 49321 | TOTAL: | 227.64 |
| 49322 | 05/21/2018 | PRTD | 38 | ALLIANCE 2020 INC | | | | 03/31/2018 | | 052118 | 55.50 |
| | | | | | 55.50 | 00651810 | 410000 | Professional Services | | | |
| | | | | | | | | CHECK | 49322 | TOTAL: | 55.50 |
| 49323 | 05/21/2018 | PRTD | 1759 | ALLISON SHIRCLIFF | | | | 05/11/2018 | | 052118 | 75.00 |
| | | | | | 75.00 | 01757100 | 410850 | Instructors Prof Svcs | | | |
| | | | | | | | | CHECK | 49323 | TOTAL: | 75.00 |
| 49324 | 05/21/2018 | PRTD | 1528 | ALLSTREAM BUSINESS US INC | | | | 05/03/2018 | | 052118 | 1,193.81 |
| | | | | | 60.23 | 00251310 | 424210 | Telephone/Internet | | | |
| | | | | | 30.11 | 00455870 | 424210 | Telephone/Internet | | | |
| | | | | | 70.27 | 00551420 | 424210 | Telephone/Internet | | | |
| | | | | | 30.11 | 00651810 | 424210 | Telephone/Internet | | | |
| | | | | | 120.46 | 00751420 | 424210 | Telephone/Internet | | | |
| | | | | | 60.23 | 00851880 | 424210 | Telephone/Internet | | | |
| | | | | | 40.15 | 01051530 | 424210 | Telephone/Internet | | | |
| | | | | | 70.27 | 01354190 | 424210 | Telephone/Internet | | | |
| | | | | | 100.38 | 01455850 | 424210 | Telephone/Internet | | | |
| | | | | | 90.34 | 01555860 | 424210 | Telephone/Internet | | | |
| | | | | | 250.95 | 01657100 | 424210 | Telephone/Internet | | | |
| | | | | | 10.03 | 01954230 | 424210 | Telephone/Internet | | | |
| | | | | | 70.26 | 02053100 | 424210 | Telephone/Internet | | | |
| | | | | | 48.59 | 01657100 | 424210 | Telephone/Internet | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| | | | | 45.73 01857550 424210 Telephone/Internet | | | | |
| | | | | 49.97 01757100 424210 Telephone/Internet | | | | |
| | | | | 45.73 01657100 424210 Telephone/Internet | | | | |
| | | | | | CHECK | 49324 TOTAL: | | 1,193.81 |
| 49325 | 05/21/2018 | PRTD | 1782 | ANGELA MARIE FAVA | 04/27/2018 | 052118 | | 550.00 |
| | | | | 550.00 01757100 410000 Professional Services | | | | |
| | | | | | CHECK | 49325 TOTAL: | | 550.00 |
| 49326 | 05/21/2018 | PRTD | 84 | AQUATIC SPECIALTY SERVICES INC | 05/09/2018 | 052118 | | 199.00 |
| | | | | 199.00 01857680 310000 Office and Operating Supplies | | | | |
| | | | | | CHECK | 49326 TOTAL: | | 199.00 |
| 49327 | 05/21/2018 | PRTD | 65 | ARAMARK UNIFORM SERVICES | 05/03/2018 | 052118 | | 22.00 |
| | | | | 22.00 01857550 310000 Office and Operating Supplies | | | | |
| | | | | | CHECK | 49327 TOTAL: | | 22.00 |
| 49328 | 05/21/2018 | PRTD | 73 | ARGUS PACIFIC INC. | 05/03/2018 | 052118 | | 420.00 |
| | | | | 420.00 01954310 494930 Registration-Training/Workshop | | | | |
| | | | | | CHECK | 49328 TOTAL: | | 420.00 |
| 49329 | 05/21/2018 | PRTD | 90 | ASSOC. OF WASHINGTON CITIES | 03/26/2018 | 052118 | | 75.00 |
| | | | | 75.00 00551420 494930 Registration-Training/Workshop | | | | |
| | | | | | CHECK | 49329 TOTAL: | | 75.00 |
| 49330 | 05/21/2018 | PRTD | 116 | JAY BATTLE | 05/18/2018 | 052118 | | 300.00 |
| | | | | 300.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | CHECK | 49330 TOTAL: | | 300.00 |
| 49331 | 05/21/2018 | PRTD | 138 | LUCAS BONNEMA | 05/11/2018 | 052118 | | 862.40 |
| | | | | 862.40 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | CHECK | 49331 TOTAL: | | 862.40 |
| 49332 | 05/21/2018 | PRTD | 1792 | BOPHARY DU | 05/04/2018 | 052118 | | 63.80 |
| | | | | 27.80 01657100 434330 Mileage | | | | |
| | | | | 36.00 01657100 434340 Other Travel | | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | CHECK 49332 TOTAL: | 63.80 |
| 49333 | 05/21/2018 | PRTD | 141 | VIVIAN D BOWLES | 05/11/2018 | | 052118 | 375.00 |
| | | | | 375.00 01756900 410850 Instructors Prof Svcs | | | | |
| | | | | | | | CHECK 49333 TOTAL: | 375.00 |
| 49334 | 05/21/2018 | PRTD | 148 | BRIM PRESS LLC | 04/23/2018 | | 052118 | 990.00 |
| | | | | 990.00 00551420 494920 Printing/Binding/Copying | | | | |
| | | | | BRIM PRESS LLC | 04/25/2018 | | 052118 | 154.88 |
| | | | | 154.88 00551420 494920 Printing/Binding/Copying | | | | |
| | | | | | | | CHECK 49334 TOTAL: | 1,144.88 |
| 49335 | 05/21/2018 | PRTD | 151 | VIOLA BRUMBAUGH | 05/11/2018 | | 052118 | 1,273.00 |
| | | | | 1,273.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | | | CHECK 49335 TOTAL: | 1,273.00 |
| 49336 | 05/21/2018 | PRTD | 153 | BRYANT'S TRACTOR & MOWER INC | 04/24/2018 | | 052118 | 169.69 |
| | | | | 84.84 01954230 480000 Repairs and Maintenance | | | | |
| | | | | 84.85 02053100 480000 Repairs and Maintenance | | | | |
| | | | | BRYANT'S TRACTOR & MOWER INC | 04/24/2018 | | 052118 | 66.66 |
| | | | | 33.33 01954230 310000 Office and Operating Supplies | | | | |
| | | | | 33.33 02053100 310000 Office and Operating Supplies | | | | |
| | | | | BRYANT'S TRACTOR & MOWER INC | 04/24/2018 | | 052118 | 641.20 |
| | | | | 320.60 02053100 350000 Small Tools & Minor Equipment | | | | |
| | | | | 320.60 01954230 350000 Small Tools & Minor Equipment | | | | |
| | | | | | | | CHECK 49336 TOTAL: | 877.55 |
| 49337 | 05/21/2018 | PRTD | 172 | CARES | 03/30/2018 | | 052118 | 19,768.00 |
| | | | | 19,768.00 00955430 411300 Animal Control Services | | | | |
| | | | | | | | CHECK 49337 TOTAL: | 19,768.00 |
| 49338 | 05/21/2018 | PRTD | 181 | CDW-G | 04/19/2018 | | 052118 | 386.84 |
| | | | | 386.84 00751420 414100 Software Licensing Fees | | | | |
| | | | | CDW-G | 04/24/2018 | | 052118 | 386.84 |
| | | | | 386.84 01555860 414100 Software Licensing Fees | | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| | | | | CDW-G | 04/19/2018 | | 052118 | 273.90 |
| | | | | 273.90 02354860 350000 Small Tools & Minor Equipment | | | | |
| | | | | CDW-G | 04/25/2018 | | 052118 | 1,762.55 |
| | | | | 1,762.55 01051530 350000 Small Tools & Minor Equipment | | | | |
| | | | | CDW-G | 04/30/2018 | | 052118 | 1,740.20 |
| | | | | 1,740.20 02354860 350000 Small Tools & Minor Equipment | | | | |
| | | | | CDW-G | 04/26/2018 | | 052118 | 568.89 |
| | | | | 568.89 02354860 350000 Small Tools & Minor Equipment | | | | |
| | | | | CDW-G | 04/25/2018 | | 052118 | 1,762.55 |
| | | | | 1,762.55 00851880 350000 Small Tools & Minor Equipment | | | | |
| | | | | | | CHECK | 49338 TOTAL: | 6,881.77 |
| 49339 | 05/21/2018 | PRTD | 186 | CENTRAL WELDING SUPPLY CO INC | 05/07/2018 | | 052118 | 26.97 |
| | | | | 26.97 01857680 310000 Office and Operating Supplies | | | | |
| | | | | | | CHECK | 49339 TOTAL: | 26.97 |
| 49340 | 05/21/2018 | PRTD | 192 | CH2M HILL | 05/03/2018 | | 052118 | 20,979.12 |
| | | | | 20,979.12 71159540 410000 Professional Services | | | | |
| | | | | | | CHECK | 49340 TOTAL: | 20,979.12 |
| 49341 | 05/21/2018 | PRTD | 195 | CERTIFIED LABORATORIES | 04/25/2018 | | 052118 | 376.67 |
| | | | | 376.67 01857550 480000 Repairs and Maintenance | | | | |
| | | | | | | CHECK | 49341 TOTAL: | 376.67 |
| 49342 | 05/21/2018 | PRTD | 265 | CITY OF SEATAC | 04/25/2018 | | 052118 | 575.00 |
| | | | | 287.50 01954230 450000 Operating Rentals and Leases | | | | |
| | | | | 287.50 02053100 450000 Operating Rentals and Leases | | | | |
| | | | | | | CHECK | 49342 TOTAL: | 575.00 |
| 49343 | 05/21/2018 | PRTD | 263 | CITY OF SEATTLE | 05/04/2018 | | 052118 | 11,414.62 |
| | | | | 11,414.62 01954263 470000 Utilities-Street Lighting | | | | |
| | | | | | | CHECK | 49343 TOTAL: | 11,414.62 |
| 49344 | 05/21/2018 | PRTD | 207 | CLAY ART CENTER INC | 04/17/2018 | | 052118 | 414.77 |
| | | | | 414.77 01757100 310000 Office and Operating Supplies | | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CHECK | 49344 TOTAL: | 414.77 |
| 49345 | 05/21/2018 | PRTD | 214 | TRACY W CODD | | | | 04/24/2018 | | 052118 | 575.00 |
| | | | | | 575.00 | 01151593 | 414160 | Public Defender | | | |
| | | | | TRACY W CODD | | | | 05/01/2018 | | 052118 | 425.00 |
| | | | | | 425.00 | 01151593 | 414160 | Public Defender | | | |
| | | | | TRACY W CODD | | | | 05/04/2018 | | 052118 | 325.00 |
| | | | | | 325.00 | 01151593 | 414160 | Public Defender | | | |
| | | | | | | | | | CHECK | 49345 TOTAL: | 1,325.00 |
| 49346 | 05/21/2018 | PRTD | 216 | CODE PUBLISHING CO. | | | | 04/19/2018 | | 052118 | 150.00 |
| | | | | | 150.00 | 00551420 | 414120 | Code Supplement | | | |
| | | | | CODE PUBLISHING CO. | | | | 04/23/2018 | | 052118 | 820.00 |
| | | | | | 820.00 | 00551420 | 414120 | Code Supplement | | | |
| | | | | CODE PUBLISHING CO. | | | | 04/18/2018 | | 052118 | 271.65 |
| | | | | | 271.65 | 00551420 | 414120 | Code Supplement | | | |
| | | | | | | | | | CHECK | 49346 TOTAL: | 1,241.65 |
| 49347 | 05/21/2018 | PRTD | 222 | COMCAST CORPORATION | | | | 05/06/2018 | | 052118 | 199.73 |
| | | | | | 85.55 | 01954230 | 424210 | Telephone/Internet | | | |
| | | | | | 85.55 | 02053100 | 424210 | Telephone/Internet | | | |
| | | | | | 28.63 | 00851880 | 424210 | Telephone/Internet | | | |
| | | | | | | | | | CHECK | 49347 TOTAL: | 199.73 |
| 49348 | 05/21/2018 | PRTD | 1707 | COMGROUP INC | | | | 04/30/2018 | | 052118 | 3,870.00 |
| | | | | | 3,870.00 | 00851880 | 640000 | Machinery And Equipment | | | |
| | | | | | | | | | CHECK | 49348 TOTAL: | 3,870.00 |
| 49349 | 05/21/2018 | PRTD | 226 | COMPLETE OFFICE LLC | | | | 05/01/2018 | | 052118 | 884.70 |
| | | | | | 240.70 | 01657100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 45.17 | 01657100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 428.27 | 01657100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 121.99 | 01657100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 48.57 | 01657100 | 310000 | Office and Operating Supplies | | | |
| | | | | COMPLETE OFFICE LLC | | | | 05/01/2018 | | 052118 | 4,390.51 |
| | | | | | 223.32 | 00251310 | 310000 | Office and Operating Supplies | | | |
| | | | | | 111.65 | 00455870 | 310000 | Office and Operating Supplies | | | |
| | | | | | 279.14 | 00551420 | 310000 | Office and Operating Supplies | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| | | | | 111.65 00651810 310000 Office and Operating Supplies | | | | |
| | | | | 418.72 00751420 310000 Office and Operating Supplies | | | | |
| | | | | 223.32 00851880 310000 Office and Operating Supplies | | | | |
| | | | | 167.49 01051530 310000 Office and Operating Supplies | | | | |
| | | | | 251.23 01354190 310000 Office and Operating Supplies | | | | |
| | | | | 362.89 01455850 310000 Office and Operating Supplies | | | | |
| | | | | 334.97 01555860 310000 Office and Operating Supplies | | | | |
| | | | | 55.83 01954230 310000 Office and Operating Supplies | | | | |
| | | | | 251.23 02053100 310000 Office and Operating Supplies | | | | |
| | | | | 251.33 01354190 350000 Small Tools & Minor Equipment | | | | |
| | | | | 251.33 00751420 350000 Small Tools & Minor Equipment | | | | |
| | | | | 647.90 00651810 350000 Small Tools & Minor Equipment | | | | |
| | | | | 448.51 01351830 310000 Office and Operating Supplies | | | | |
| | | | | | | | CHECK 49349 TOTAL: | 5,275.21 |
| 49350 | 05/21/2018 | PRTD | 248 | CRAWLEY INTERNATIONAL INC | 05/11/2018 | 052118 | | 700.00 |
| | | | | 700.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | CRAWLEY INTERNATIONAL INC | 05/11/2018 | 052118 | | 270.00 |
| | | | | 270.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | | | CHECK 49350 TOTAL: | 970.00 |
| 49351 | 05/21/2018 | PRTD | 1689 | DEBORAH NEEDHAM | 04/25/2018 | 052118 | | 235.00 |
| | | | | 235.00 01657100 410000 Professional Services | | | | |
| | | | | | | | CHECK 49351 TOTAL: | 235.00 |
| 49352 | 05/21/2018 | PRTD | 288 | DEPARTMENT OF COMMERCE | 04/27/2018 | 052118 | | 397,104.37 |
| | | | | 129,177.32 20100000 700070 PWTFL Principal - SW 152nd St | | | | |
| | | | | 2,583.55 20100000 800010 PWTFL Interest - SW 152nd St | | | | |
| | | | | 52,777.77 20100000 700070 PWTFL Principal - SW 152nd St | | | | |
| | | | | 1,319.44 20100000 800010 PWTFL Interest - SW 152nd St | | | | |
| | | | | 120,269.61 20100000 700080 PWTFL Principal - 1st Ave S | | | | |
| | | | | 4,209.44 20100000 800020 PWTFL Interest - 1st Ave S | | | | |
| | | | | 83,030.85 02053100 700090 PWTFL Principal Payment | | | | |
| | | | | 3,736.39 02053100 800090 Interest on PWTFL Pond | | | | |
| | | | | | | | CHECK 49352 TOTAL: | 397,104.37 |
| 49353 | 05/21/2018 | PRTD | 1727 | DIRTY DIRT NW LLC | 03/08/2018 | 052118 | | 3.20 |
| | | | | 3.20 01954230 310000 Office and Operating Supplies | | | | |
| | | | | | | | CHECK 49353 TOTAL: | 3.20 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 49354 | 05/21/2018 | PRTD | 297 | DISCOVER BURIEN ASSOCIATION | | | | 04/24/2018 | | 052118 | 11,077.99 |
| | | | | | 7,833.33 | 00455870 | 410450 | Discover Burien | | | |
| | | | | | 3,244.66 | 00455870 | 410500 | Discover Burien - Clean & Safe | | | |
| | | | | | | | | | CHECK | 49354 TOTAL: | 11,077.99 |
| 49355 | 05/21/2018 | PRTD | 308 | DOUBLE CONE LLC | | | | 05/11/2018 | | 052118 | 288.00 |
| | | | | | 288.00 | 01757100 | 410850 | Instructors Prof Svcs | | | |
| | | | | | | | | | CHECK | 49355 TOTAL: | 288.00 |
| 49356 | 05/21/2018 | PRTD | 278 | MICHAEL D DOUBLEDAY | | | | 04/30/2018 | | 052118 | 2,000.00 |
| | | | | | 2,000.00 | 00151170 | 410010 | Federal Lobbying Services | | | |
| | | | | | | | | | CHECK | 49356 TOTAL: | 2,000.00 |
| 49357 | 05/21/2018 | PRTD | 313 | DUNBAR ARMORED INC | | | | 05/01/2018 | | 052118 | 157.80 |
| | | | | | 157.80 | 00751420 | 410000 | Professional Services | | | |
| | | | | | | | | | CHECK | 49357 TOTAL: | 157.80 |
| 49358 | 05/21/2018 | PRTD | 317 | DUNN LUMBER CO. | | | | 02/13/2018 | | 052118 | 6.18 |
| | | | | | 6.18 | 01857680 | 310000 | Office and Operating Supplies | | | |
| | | | | | | | | | CHECK | 49358 TOTAL: | 6.18 |
| 49359 | 05/21/2018 | PRTD | 1548 | DYNAMIC LANGUAGE CENTER LTD | | | | 04/24/2018 | | 052118 | 136.08 |
| | | | | | 136.08 | 00251310 | 410000 | Professional Services | | | |
| | | | | DYNAMIC LANGUAGE CENTER LTD | | | | 04/24/2018 | | 052118 | 128.45 |
| | | | | | 128.45 | 00251310 | 410000 | Professional Services | | | |
| | | | | DYNAMIC LANGUAGE CENTER LTD | | | | 04/16/2018 | | 052118 | 164.00 |
| | | | | | 164.00 | 41459564 | 410000 | Professional Services | | | |
| | | | | DYNAMIC LANGUAGE CENTER LTD | | | | 05/03/2018 | | 052118 | 1,020.15 |
| | | | | | 1,020.15 | 00251310 | 410000 | Professional Services | | | |
| | | | | DYNAMIC LANGUAGE CENTER LTD | | | | 05/08/2018 | | 052118 | 119.18 |
| | | | | | 119.18 | 00251310 | 410000 | Professional Services | | | |
| | | | | DYNAMIC LANGUAGE CENTER LTD | | | | 05/08/2018 | | 052118 | 143.16 |
| | | | | | 143.16 | 00251310 | 410000 | Professional Services | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | CHECK 49359 TOTAL: | 1,711.02 |
| 49360 | 05/21/2018 | PRTD | 1768 | ELIANE MEDINA | 198.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | 052118 | | 198.00 |
| | | | | | | | | | | CHECK 49360 TOTAL: | 198.00 |
| 49361 | 05/21/2018 | PRTD | 1799 | EMERALD CITY FENCE RENTALS LLC | 72.11 | 01857680 | 450000 | 05/01/2018 Operating Rentals and Leases | 052118 | | 72.11 |
| | | | | | | | | | | CHECK 49361 TOTAL: | 72.11 |
| 49362 | 05/21/2018 | PRTD | 341 | ENVIRO-CLEAN EQUIPMENT INC | 311.05 | 02053100 | 480200 | 05/02/2018 Repairs and Maint - Fleet | 052118 | | 311.05 |
| | | | | | | | | | | CHECK 49362 TOTAL: | 311.05 |
| 49363 | 05/21/2018 | PRTD | 1801 | ENVIROSCAPE | 3,673.03 | 02053100 | 310000 | 04/24/2018 Office and Operating Supplies | 052118 | | 3,339.12 |
| | | | | | | | | | | CHECK 49363 TOTAL: | 3,339.12 |
| 49364 | 05/21/2018 | PRTD | 362 | FEHR AND PEERS | 5,000.00 | 01954230 | 410000 | 04/18/2018 Professional Services | 052118 | | 5,000.00 |
| | | | | | | | | | | CHECK 49364 TOTAL: | 5,000.00 |
| 49365 | 05/21/2018 | PRTD | 354 | FLAGS A FLYING LLC | 1,567.31 | 00251310 | 350000 | 04/23/2018 Small Tools & Minor Equipment | 052118 | | 1,567.31 |
| | | | | | | | | | | CHECK 49365 TOTAL: | 1,567.31 |
| 49366 | 05/21/2018 | PRTD | 1626 | AYA FUJISAKI | 60.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | 052118 | | 60.00 |
| | | | | AYA FUJISAKI | 60.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | 052118 | | 60.00 |
| | | | | | | | | | | CHECK 49366 TOTAL: | 120.00 |
| 49367 | 05/21/2018 | PRTD | 380 | GANEM LAW PLLC | 4,750.00 | 01151593 | 414160 | 05/01/2018 Public Defender | 052118 | | 4,750.00 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CHECK | 49367 TOTAL: | 4,750.00 |
| 49368 | 05/21/2018 | PRTD | 999003 | EMERALD CITY MATTRESS | 68.02 | 00100000 | 316100 | 05/02/2018 Business & Occupation Tax | | 052118 | 68.02 |
| | | | | | | | | | CHECK | 49368 TOTAL: | 68.02 |
| 49369 | 05/21/2018 | PRTD | 384 | GEOENGINEERS | 14,037.40 | 71059540 | 410000 | 05/04/2018 Professional Services | | 052118 | 14,037.40 |
| | | | | | | | | | CHECK | 49369 TOTAL: | 14,037.40 |
| 49370 | 05/21/2018 | PRTD | 392 | GLENDALE HEATING | 1,064.29 | 01857550 | 320000 | 04/26/2018 Fuel Consumed | | 052118 | 1,064.29 |
| | | | | GLENDALE HEATING | 786.38 | 01857550 | 320000 | 03/30/2018 Fuel Consumed | | 052118 | 786.38 |
| | | | | | | | | | CHECK | 49370 TOTAL: | 1,850.67 |
| 49371 | 05/21/2018 | PRTD | 398 | GRAINGER | 61.67 | 01857680 | 350000 | 05/02/2018 Small Tools & Minor Equipment | | 052118 | 61.67 |
| | | | | | | | | | CHECK | 49371 TOTAL: | 61.67 |
| 49372 | 05/21/2018 | PRTD | 399 | JUAN GRANIZO | 185.70 | 02053100 | 310000 | 05/09/2018 Office and Operating Supplies | | 052118 | 185.70 |
| | | | | | | | | | CHECK | 49372 TOTAL: | 185.70 |
| 49373 | 05/21/2018 | PRTD | 404 | GUARDIAN SECURITY | 65.00 | 01857550 | 410800 | 05/01/2018 Building Security | | 052118 | 65.00 |
| | | | | | | | | | CHECK | 49373 TOTAL: | 65.00 |
| 49374 | 05/21/2018 | PRTD | 415 | RONNIE J HAMPTON | 840.00 | 01151593 | 414130 | 05/01/2018 Probatn/Publc Defndr Screenng | | 052118 | 840.00 |
| | | | | | | | | | CHECK | 49374 TOTAL: | 840.00 |
| 49375 | 05/21/2018 | PRTD | 455 | HEAD-QUARTERS | 130.00 | 01857680 | 450000 | 04/29/2018 Operating Rentals and Leases | | 052118 | 130.00 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | CHECK 49375 TOTAL: | 130.00 |
| 49376 | 05/21/2018 | PRTD | 433 | CRISTINA HERRERA | 120.00 | 01756900 | 410850 | 05/11/2018 Instructors Prof Svcs | | 052118 | 120.00 |
| | | | | | | | | | | CHECK 49376 TOTAL: | 120.00 |
| 49377 | 05/21/2018 | PRTD | 443 | HILINE AUTO REPAIR | 62.84 | 02053100 | 480200 | 04/20/2018 Repairs and Maint - Fleet | | 052118 | 125.69 |
| | | | | | 62.85 | 01954230 | 480200 | Repairs and Maint - Fleet | | | |
| | | | | HILINE AUTO REPAIR | 45.96 | 02053100 | 480200 | 04/20/2018 Repairs and Maint - Fleet | | 052118 | 91.93 |
| | | | | | 45.97 | 01954230 | 480200 | Repairs and Maint - Fleet | | | |
| | | | | HILINE AUTO REPAIR | 216.87 | 02053100 | 480200 | 05/03/2018 Repairs and Maint - Fleet | | 052118 | 433.73 |
| | | | | | 216.86 | 01954230 | 480200 | Repairs and Maint - Fleet | | | |
| | | | | | | | | | | CHECK 49377 TOTAL: | 651.35 |
| 49378 | 05/21/2018 | PRTD | 451 | LYNNE HOBIACA | 769.50 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | | 052118 | 769.50 |
| | | | | | | | | | | CHECK 49378 TOTAL: | 769.50 |
| 49379 | 05/21/2018 | PRTD | 1561 | HONEY BUCKET | 59.75 | 01954230 | 450000 | 04/27/2018 Operating Rentals and Leases | | 052118 | 119.50 |
| | | | | | 59.75 | 02053100 | 450000 | Operating Rentals and Leases | | | |
| | | | | | | | | | | CHECK 49379 TOTAL: | 119.50 |
| 49380 | 05/21/2018 | PRTD | 453 | HORIZON DISTRIBUTORS INC | 392.84 | 01954230 | 310000 | 05/03/2018 Office and Operating Supplies | | 052118 | 392.84 |
| | | | | | | | | | | CHECK 49380 TOTAL: | 392.84 |
| 49381 | 05/21/2018 | PRTD | 1708 | IAN SHELTON FILMS | 1,541.25 | 00851880 | 410750 | 04/24/2018 Channel 21 Video Production | | 052118 | 1,541.25 |
| | | | | IAN SHELTON FILMS | 847.50 | 00851880 | 410750 | 04/25/2018 Channel 21 Video Production | | 052118 | 847.50 |
| | | | | | | | | | | CHECK 49381 TOTAL: | 2,388.75 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| 49382 | 05/21/2018 | PRTD | 1798 | ICMA-MEMBERSHIP RENEWALS | 05/09/2018 | | 052118 | 1,405.20 |
| | | | | 1,405.20 00251310 494910 Memberships and Dues | | | | |
| | | | | | CHECK | 49382 TOTAL: | | 1,405.20 |
| 49383 | 05/21/2018 | PRTD | 1562 | ICOMPASS TECHNOLOGIES INC | 04/25/2018 | | 052118 | 11,815.00 |
| | | | | 12,996.50 00551420 414100 Software Licensing Fees | | | | |
| | | | | | CHECK | 49383 TOTAL: | | 11,815.00 |
| 49384 | 05/21/2018 | PRTD | 475 | ICON | 05/01/2018 | | 052118 | 801.21 |
| | | | | 801.21 02053100 310000 Office and Operating Supplies | | | | |
| | | | | ICON | 05/02/2018 | | 052118 | 480.18 |
| | | | | 480.18 01954230 310000 Office and Operating Supplies | | | | |
| | | | | | CHECK | 49384 TOTAL: | | 1,281.39 |
| 49385 | 05/21/2018 | PRTD | 482 | IRON MOUNTAIN | 04/30/2018 | | 052118 | 1,113.20 |
| | | | | 1,113.20 00551420 410000 Professional Services | | | | |
| | | | | | CHECK | 49385 TOTAL: | | 1,113.20 |
| 49386 | 05/21/2018 | PRTD | 520 | SHARI KAUFMAN | 05/11/2018 | | 052118 | 160.00 |
| | | | | 160.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | CHECK | 49386 TOTAL: | | 160.00 |
| 49387 | 05/21/2018 | PRTD | 543 | KENYON DISEND, PLLC | 05/08/2018 | | 052118 | 4,565.05 |
| | | | | 388.00 01051530 410150 Overflow Legal Services | | | | |
| | | | | 51.62 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 220.00 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 176.00 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 139.54 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 1,248.28 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 647.50 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 44.00 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 365.80 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 93.74 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 1,056.67 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 100.90 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | 33.00 01051530 410250 Litigation-Consulting Services | | | | |
| | | | | | CHECK | 49387 TOTAL: | | 4,565.05 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| 49388 | 05/21/2018 | PRTD | 526 | KING COUNTY FINANCE | 04/26/2018 | 052118 | | 4,706.60 |
| | | | | 4,706.60 01954230 410000 Professional Services | | | | |
| | | | | | | CHECK | 49388 TOTAL: | 4,706.60 |
| 49389 | 05/21/2018 | PRTD | 526 | KING COUNTY FINANCE-PET LICENSING | 05/02/2018 | 052118 | | 165.00 |
| | | | | 165.00 00100000 237200 King Co Pet License Trust Acct | | | | |
| | | | | | | CHECK | 49389 TOTAL: | 165.00 |
| 49390 | 05/21/2018 | PRTD | 526 | KING COUNTY-WATER & LAND RESOURCES | 04/30/2018 | 052118 | | 11,364.04 |
| | | | | 11,364.04 02053100 410600 Miller Walker Basin Stwardship | | | | |
| | | | | | | CHECK | 49390 TOTAL: | 11,364.04 |
| 49391 | 05/21/2018 | PRTD | 527 | KING COUNTY FIRE DISTRICT #2 | 05/02/2018 | 052118 | | 1,031.45 |
| | | | | 2,139.64 00100000 237030 Plan Review Fee Fire Dist 2 | | | | |
| | | | | -1,108.19 00100000 237030 Plan Review Fee Fire Dist 2 | | | | |
| | | | | | | CHECK | 49391 TOTAL: | 1,031.45 |
| 49392 | 05/21/2018 | PRTD | 550 | KIRSHENBAUM & GOSS INC. PS | 05/02/2018 | 052118 | | 14,000.00 |
| | | | | 14,000.00 01151593 414160 Public Defender | | | | |
| | | | | | | CHECK | 49392 TOTAL: | 14,000.00 |
| 49393 | 05/21/2018 | PRTD | 564 | LAKESIDE INDUSTRIES INC. | 04/14/2018 | 052118 | | 136.99 |
| | | | | 136.99 01954230 310000 Office and Operating Supplies | | | | |
| | | | | | | CHECK | 49393 TOTAL: | 136.99 |
| 49394 | 05/21/2018 | PRTD | 1774 | LEGACY GROUP NW INC | 04/18/2018 | 052118 | | 34,375.92 |
| | | | | 33,240.94 10159476 480000 Repairs and Maintenance | | | | |
| | | | | 1,134.98 10159476 480000 Repairs and Maintenance | | | | |
| | | | | | | CHECK | 49394 TOTAL: | 34,375.92 |
| 49395 | 05/21/2018 | PRTD | 597 | LES SCHWAB | 05/04/2018 | 052118 | | 640.00 |
| | | | | 320.00 02053100 480200 Repairs and Maint - Fleet | | | | |
| | | | | 320.00 01954230 480200 Repairs and Maint - Fleet | | | | |
| | | | | LES SCHWAB | 05/04/2018 | 052118 | | 869.61 |
| | | | | 434.80 02053100 480200 Repairs and Maint - Fleet | | | | |
| | | | | 434.81 01954230 480200 Repairs and Maint - Fleet | | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | CHECK 49395 TOTAL: | 1,509.61 |
| 49396 | 05/21/2018 | PRTD | 584 | ALEXANDER LEWIS | 1,552.50 | 01756900 | 410850 | 05/11/2018 Instructors Prof Svcs | | 052118 | 1,552.50 |
| | | | | | | | | | | CHECK 49396 TOTAL: | 1,552.50 |
| 49397 | 05/21/2018 | PRTD | 1797 | LISA ILENE TAYLOR | 350.00 | 02053100 | 410000 | 04/25/2018 Professional Services | | 052118 | 350.00 |
| | | | | | | | | | | CHECK 49397 TOTAL: | 350.00 |
| 49398 | 05/21/2018 | PRTD | 612 | JACOB MATTHEW | 135.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | | 052118 | 135.00 |
| | | | | | | | | | | CHECK 49398 TOTAL: | 135.00 |
| 49399 | 05/21/2018 | PRTD | 616 | MCDONOUGH & SONS INC | 16,676.19 | 02053100 | 410000 | 04/30/2018 Professional Services | | 052118 | 16,676.19 |
| | | | | MCDONOUGH & SONS INC | 1,821.97 | 02053100 | 410000 | 01/31/2018 Professional Services | | 052118 | 1,821.97 |
| | | | | MCDONOUGH & SONS INC | 1,737.18 | 02053100 | 410000 | 02/28/2018 Professional Services | | 052118 | 1,737.18 |
| | | | | MCDONOUGH & SONS INC | 1,737.18 | 02053100 | 410000 | 03/31/2018 Professional Services | | 052118 | 1,737.18 |
| | | | | | | | | | | CHECK 49399 TOTAL: | 21,972.52 |
| 49400 | 05/21/2018 | PRTD | 622 | JOHN WILLIAM MCLAUGHLIN | 70.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | | 052118 | 70.00 |
| | | | | | | | | | | CHECK 49400 TOTAL: | 70.00 |
| 49401 | 05/21/2018 | PRTD | 623 | MCLENDON HARDWARE INC | 104.46 | 02053100 | 310000 | 04/25/2018 Office and Operating Supplies | | 052118 | 104.46 |
| | | | | MCLENDON HARDWARE INC | 49.53 | 02053100 | 310000 | 04/25/2018 Office and Operating Supplies | | 052118 | 49.53 |
| | | | | MCLENDON HARDWARE INC | 91.36 | 01954230 | 310000 | 05/07/2018 Office and Operating Supplies | | 052118 | 91.36 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| | | | | MCLENDON HARDWARE INC | 04/30/2018 | | 052118 | 26.11 |
| | | | | 26.11 02053100 310000 Office and Operating Supplies | | | | |
| | | | | | CHECK | 49401 | TOTAL: | 271.46 |
| 49402 | 05/21/2018 | PRTD | 632 | KAITLIN STACY MELGOZA | 05/11/2018 | | 052118 | 160.00 |
| | | | | 160.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | CHECK | 49402 | TOTAL: | 160.00 |
| 49403 | 05/21/2018 | PRTD | 1579 | MGRE 15811 AMBAUM LLC | 05/09/2018 | | 052118 | 630.00 |
| | | | | 630.00 01354190 450000 Operating Rentals and Leases | | | | |
| | | | | | CHECK | 49403 | TOTAL: | 630.00 |
| 49404 | 05/21/2018 | PRTD | 643 | MILLER PAINT COMPANY INC | 04/09/2018 | | 052118 | 12.80 |
| | | | | 12.80 01954230 310000 Office and Operating Supplies | | | | |
| | | | | | CHECK | 49404 | TOTAL: | 12.80 |
| 49405 | 05/21/2018 | PRTD | 661 | SHARIANA MUNDI | 05/11/2018 | | 052118 | 550.00 |
| | | | | 550.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | CHECK | 49405 | TOTAL: | 550.00 |
| 49406 | 05/21/2018 | PRTD | 665 | NAVOS CAFE | 04/24/2018 | | 052118 | 304.00 |
| | | | | 304.00 00151160 494960 Celebration | | | | |
| | | | | | CHECK | 49406 | TOTAL: | 304.00 |
| 49407 | 05/21/2018 | PRTD | 669 | NC MACHINERY CO. | 04/23/2018 | | 052118 | 43.57 |
| | | | | 21.79 01954230 310000 Office and Operating Supplies | | | | |
| | | | | 21.78 02053100 310000 Office and Operating Supplies | | | | |
| | | | | | CHECK | 49407 | TOTAL: | 43.57 |
| 49408 | 05/21/2018 | PRTD | 668 | NEW CITY DANCE COMPANY LLC | 05/11/2018 | | 052118 | 770.00 |
| | | | | 770.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | CHECK | 49408 | TOTAL: | 770.00 |
| 49409 | 05/21/2018 | PRTD | 682 | DAMITHIA NIEVES | 05/02/2018 | | 052118 | 60.00 |
| | | | | 60.00 01757100 410850 Instructors Prof Svcs | | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CHECK | 49409 TOTAL: | 60.00 |
| 49410 | 05/21/2018 | PRTD | 1794 | NOAH DOBSON | 79.75 | 02053100 | 310000 | 05/09/2018 Office and Operating Supplies | | 052118 | 79.75 |
| | | | | | | | | | CHECK | 49410 TOTAL: | 79.75 |
| 49411 | 05/21/2018 | PRTD | 711 | PAMELA ODEGARD | 165.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | | 052118 | 165.00 |
| | | | | | | | | | CHECK | 49411 TOTAL: | 165.00 |
| 49412 | 05/21/2018 | PRTD | 1733 | OLYMPIC FOUNDARY INC | 165.00 | 01954230 | 310000 | 05/07/2018 Office and Operating Supplies | | 052118 | 165.00 |
| | | | | | | | | | CHECK | 49412 TOTAL: | 165.00 |
| 49413 | 05/21/2018 | PRTD | 724 | OTAK, INC | 2,572.24 | 70759540 | 410000 | 05/02/2018 Professional Services | | 052118 | 2,572.24 |
| | | | | | | | | | CHECK | 49413 TOTAL: | 2,572.24 |
| 49414 | 05/21/2018 | PRTD | 712 | OWEN EQUIPMENT COMPANY | 47.58 | 02053100 | 310000 | 04/30/2018 Office and Operating Supplies | | 052118 | 47.58 |
| | | | | | | | | | CHECK | 49414 TOTAL: | 47.58 |
| 49415 | 05/21/2018 | PRTD | 727 | PACIFIC OFFICE AUTOMATION INC | 1,866.99 | 00851880 | 450000 | 05/02/2018 Operating Rentals and Leases | | 052118 | 1,866.99 |
| | | | | PACIFIC OFFICE AUTOMATION INC | 36.41 | 00851880 | 450000 | 05/02/2018 Operating Rentals and Leases | | 052118 | 36.41 |
| | | | | PACIFIC OFFICE AUTOMATION INC | 248.20 | 01657100 | 450000 | 05/02/2018 Operating Rentals and Leases | | 052118 | 248.20 |
| | | | | | | | | | CHECK | 49415 TOTAL: | 2,151.60 |
| 49416 | 05/21/2018 | PRTD | 999001 | ANA SOMORANG | 10.60 | 00100000 | 245900 | 05/08/2018 Refund Clearing Acct - Parks | | 052118 | 10.60 |
| | | | | | | | | | CHECK | 49416 TOTAL: | 10.60 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| 49417 | 05/21/2018 | PRTD | 999001 | ARNE MUNYAN | | 05/08/2018 | | 052118 | 25.00 |
| | | | | | 25.00 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49417 TOTAL: | | 25.00 |
| 49418 | 05/21/2018 | PRTD | 999001 | CORINE VOLKERT | | 05/08/2018 | | 052118 | 7.00 |
| | | | | | 7.00 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49418 TOTAL: | | 7.00 |
| 49419 | 05/21/2018 | PRTD | 999001 | EDEN ABIREHA | | 05/08/2018 | | 052118 | 7.00 |
| | | | | | 7.00 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49419 TOTAL: | | 7.00 |
| 49420 | 05/21/2018 | PRTD | 999001 | MARGE CHASE | | 05/08/2018 | | 052118 | 3.00 |
| | | | | | 3.00 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49420 TOTAL: | | 3.00 |
| 49421 | 05/21/2018 | PRTD | 999001 | MARTA HOSKINSON | | 05/08/2018 | | 052118 | 40.00 |
| | | | | | 40.00 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49421 TOTAL: | | 40.00 |
| 49422 | 05/21/2018 | PRTD | 999001 | NA HAN | | 05/08/2018 | | 052118 | 96.00 |
| | | | | | 96.00 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49422 TOTAL: | | 96.00 |
| 49423 | 05/21/2018 | PRTD | 999001 | REGINA ADAM | | 05/08/2018 | | 052118 | 10.60 |
| | | | | | 10.60 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49423 TOTAL: | | 10.60 |
| 49424 | 05/21/2018 | PRTD | 999001 | SUE OWENS | | 05/08/2018 | | 052118 | 35.20 |
| | | | | | 35.20 00100000 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | CHECK | 49424 TOTAL: | | 35.20 |
| 49425 | 05/21/2018 | PRTD | 999001 | SUE SAMS | | 05/08/2018 | | 052118 | 1.38 |
| | | | | | 1.38 00100000 245900 | Refund Clearing Acct - Parks | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CHECK | 49425 TOTAL: | 1.38 |
| 49426 | 05/21/2018 | PRTD | 999001 | TONY ZANASSI | | | | 05/08/2018 | | 052118 | 10.00 |
| | | | | | 10.00 | 00100000 | 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | | | | CHECK | 49426 TOTAL: | 10.00 |
| 49427 | 05/21/2018 | PRTD | 999001 | VALERIE VAVRIK | | | | 05/08/2018 | | 052118 | 7.00 |
| | | | | | 7.00 | 00100000 | 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | | | | CHECK | 49427 TOTAL: | 7.00 |
| 49428 | 05/21/2018 | PRTD | 999001 | VONNA PENALOZA | | | | 05/08/2018 | | 052118 | 31.80 |
| | | | | | 31.80 | 00100000 | 245900 | Refund Clearing Acct - Parks | | | |
| | | | | | | | | | CHECK | 49428 TOTAL: | 31.80 |
| 49429 | 05/21/2018 | PRTD | 737 | PARTNER CONSTRUCTION PRODUCTS INC. | | | | 04/25/2018 | | 052118 | 3,795.00 |
| | | | | | 3,795.00 | 01954230 | 310000 | Office and Operating Supplies | | | |
| | | | | | | | | | CHECK | 49429 TOTAL: | 3,795.00 |
| 49430 | 05/21/2018 | PRTD | 1584 | PERFECT MIND INC | | | | 04/10/2018 | | 052118 | 4,776.20 |
| | | | | | 4,776.20 | 01657100 | 414100 | Software Licensing Fees | | | |
| | | | | | | | | | CHECK | 49430 TOTAL: | 4,776.20 |
| 49431 | 05/21/2018 | PRTD | 746 | PETTY CASH CUSTODIAN | | | | 05/08/2018 | | 052118 | 412.57 |
| | | | | | 10.00 | 01657100 | 494930 | Registration-Training/Workshop | | | |
| | | | | | 16.38 | 01757100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 10.00 | 01657100 | 494930 | Registration-Training/Workshop | | | |
| | | | | | 10.00 | 01657100 | 494930 | Registration-Training/Workshop | | | |
| | | | | | 15.00 | 01756900 | 434320 | Meals | | | |
| | | | | | 10.22 | 01757100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 14.65 | 01757100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 4.99 | 01657100 | 424220 | Postage | | | |
| | | | | | 22.37 | 01757100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 25.16 | 01657100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 5.81 | 01756900 | 434320 | Meals | | | |
| | | | | | 14.00 | 01657100 | 434340 | Other Travel | | | |
| | | | | | 15.00 | 01756900 | 434320 | Meals | | | |
| | | | | | 9.00 | 01657100 | 434340 | Other Travel | | | |
| | | | | | 15.00 | 01756900 | 434320 | Meals | | | |
| | | | | | 19.78 | 01657100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 6.49 | 01757100 | 310000 | Office and Operating Supplies | | | |
| | | | | | 24.71 | 01756900 | 434320 | Meals | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 6.00 01756900 434320 Meals | | | | |
| | | | | | 16.47 01857550 310000 Office and Operating Supplies | | | | |
| | | | | | 15.00 01756900 434320 Meals | | | | |
| | | | | | 8.76 01757100 310000 Office and Operating Supplies | | | | |
| | | | | | 7.14 01757100 310000 Office and Operating Supplies | | | | |
| | | | | | 24.00 01657100 434340 Other Travel | | | | |
| | | | | | 23.64 01757100 310000 Office and Operating Supplies | | | | |
| | | | | | 24.00 01657100 434340 Other Travel | | | | |
| | | | | | 12.00 01657100 434340 Other Travel | | | | |
| | | | | | 12.00 01657100 434340 Other Travel | | | | |
| | | | | | 15.00 01756900 434320 Meals | | | | |
| | | | | | | | CHECK | 49431 TOTAL: | 412.57 |
| 49432 | 05/21/2018 | PRTD | 747 | CHIARA PFEIFER | | 05/11/2018 | 052118 | | 80.00 |
| | | | | | 80.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | | | CHECK | 49432 TOTAL: | 80.00 |
| 49433 | 05/21/2018 | PRTD | 757 | PIRTEK | | 04/23/2018 | 052118 | | 603.79 |
| | | | | | 603.79 02053100 480200 Repairs and Maint - Fleet | | | | |
| | | | | | | | CHECK | 49433 TOTAL: | 603.79 |
| 49434 | 05/21/2018 | PRTD | 774 | PORT OF SEATTLE | | 05/09/2018 | 052118 | | 3,437.55 |
| | | | | | 1,718.77 01954230 450000 Operating Rentals and Leases | | | | |
| | | | | | 1,718.78 02053100 450000 Operating Rentals and Leases | | | | |
| | | | | | | | CHECK | 49434 TOTAL: | 3,437.55 |
| 49435 | 05/21/2018 | PRTD | 777 | PRG INVESTMENT COMPANY, LLC | | 05/09/2018 | 052118 | | 2,500.00 |
| | | | | | 1,250.00 01354190 450000 Operating Rentals and Leases | | | | |
| | | | | | 1,250.00 01354190 450000 Operating Rentals and Leases | | | | |
| | | | | | | | CHECK | 49435 TOTAL: | 2,500.00 |
| 49436 | 05/21/2018 | PRTD | 1586 | PRINTCOM INC | | 04/23/2018 | 052118 | | 115.51 |
| | | | | | 57.75 01555860 494920 Printing/Binding/Copying | | | | |
| | | | | | 57.76 00151160 494920 Printing/Binding/Copying | | | | |
| | | | | | | | CHECK | 49436 TOTAL: | 115.51 |
| 49437 | 05/21/2018 | PRTD | 791 | PROTECT YOUTH SPORTS | | 04/01/2018 | 052118 | | 134.25 |
| | | | | | 134.25 00651810 410000 Professional Services | | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | CHECK 49437 TOTAL: | 134.25 |
| 49438 | 05/21/2018 | PRTD | 1713 | PUBLIC HEALTH SEATTLE KING COUNTY | 05/01/2018 | | 052118 | 593.00 |
| | | | | 593.00 01857680 410000 Professional Services | | | | |
| | | | | | | | CHECK 49438 TOTAL: | 593.00 |
| 49439 | 05/21/2018 | PRTD | 788 | PUGET SOUND ENERGY | 05/03/2018 | | 052118 | 1,733.55 |
| | | | | 1,733.55 01954263 470000 Utilities-Street Lighting | | | | |
| | | | | | | | CHECK 49439 TOTAL: | 1,733.55 |
| 49440 | 05/21/2018 | PRTD | 798 | RAMLYN ENGRAVING & SIGN CO. | 04/30/2018 | | 052118 | 7.65 |
| | | | | 7.65 00151160 494920 Printing/Binding/Copying | | | | |
| | | | | | | | CHECK 49440 TOTAL: | 7.65 |
| 49441 | 05/21/2018 | PRTD | 801 | RECOLOGY CLEANSCAPES INC | 04/30/2018 | | 052118 | 1,362.23 |
| | | | | 1,362.23 01857680 410000 Professional Services | | | | |
| | | | | RECOLOGY CLEANSCAPES INC | 03/31/2018 | | 052118 | 572.01 |
| | | | | 572.01 01051530 414200 Nuisance and Abatement Costs | | | | |
| | | | | RECOLOGY CLEANSCAPES INC | 04/30/2018 | | 052118 | 511.55 |
| | | | | 511.55 01051530 414200 Nuisance and Abatement Costs | | | | |
| | | | | | | | CHECK 49441 TOTAL: | 2,445.79 |
| 49442 | 05/21/2018 | PRTD | 1758 | ROGER WHIPPLE | 05/11/2018 | | 052118 | 264.00 |
| | | | | 264.00 01756900 410850 Instructors Prof Svcs | | | | |
| | | | | | | | CHECK 49442 TOTAL: | 264.00 |
| 49443 | 05/21/2018 | PRTD | 1212 | SAFEWAY/ALBERTSONS INC | 04/28/2018 | | 052118 | 280.24 |
| | | | | 29.95 01757100 310000 Office and Operating Supplies | | | | |
| | | | | 135.85 01757100 310000 Office and Operating Supplies | | | | |
| | | | | 9.98 01757100 310000 Office and Operating Supplies | | | | |
| | | | | 20.53 01757100 310000 Office and Operating Supplies | | | | |
| | | | | 20.24 01757100 310000 Office and Operating Supplies | | | | |
| | | | | 21.96 01757100 310000 Office and Operating Supplies | | | | |
| | | | | 41.73 01757100 310000 Office and Operating Supplies | | | | |
| | | | | | | | CHECK 49443 TOTAL: | 280.24 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 49444 | 05/21/2018 | PRTD | 1236 | SCORE | | | | 05/01/2018 | | 052118 | 77,865.42 |
| | | | | | 77,865.42 | 00952360 | 510300 | Jail Contracts | | | |
| | | | | | | | | CHECK | 49444 TOTAL: | | 77,865.42 |
| 49445 | 05/21/2018 | PRTD | 1247 | SEATOWN LOCKSMITH INC | | | | 04/12/2018 | | 052118 | 54.82 |
| | | | | | 27.41 | 01954230 | 310000 | Office and Operating Supplies | | | |
| | | | | | 27.41 | 02053100 | 310000 | Office and Operating Supplies | | | |
| | | | | | | | | CHECK | 49445 TOTAL: | | 54.82 |
| 49446 | 05/21/2018 | PRTD | 1241 | SEATTLE CITY LIGHT | | | | 04/13/2018 | | 052118 | 4,293.98 |
| | | | | | 4,293.98 | 01954264 | 470000 | Utilities - Traffic Signals | | | |
| | | | | | | | | CHECK | 49446 TOTAL: | | 4,293.98 |
| 49447 | 05/21/2018 | PRTD | 1261 | NANCY SHATTUCK | | | | 05/01/2018 | | 052118 | 1,882.50 |
| | | | | | 1,882.50 | 01051530 | 414050 | Domestic Violence Advocate | | | |
| | | | | | | | | CHECK | 49447 TOTAL: | | 1,882.50 |
| 49448 | 05/21/2018 | PRTD | 1264 | SHERWIN-WILLIAMS CO. | | | | 03/14/2018 | | 052118 | 38.73 |
| | | | | | 38.73 | 01051530 | 414200 | Nuisance and Abatement Costs | | | |
| | | | | | | | | CHECK | 49448 TOTAL: | | 38.73 |
| 49449 | 05/21/2018 | PRTD | 1765 | SHRED-IT USA LLC | | | | 04/22/2018 | | 052118 | 267.90 |
| | | | | | 267.90 | 00551420 | 410000 | Professional Services | | | |
| | | | | | | | | CHECK | 49449 TOTAL: | | 267.90 |
| 49450 | 05/21/2018 | PRTD | 1268 | SILK SCREEN COMPANY | | | | 03/07/2018 | | 052118 | 174.62 |
| | | | | | 174.62 | 01757100 | 310000 | Office and Operating Supplies | | | |
| | | | | | | | | CHECK | 49450 TOTAL: | | 174.62 |
| 49451 | 05/21/2018 | PRTD | 1223 | SIMPLE BOX STORAGE LLC | | | | 05/01/2018 | | 052118 | 880.00 |
| | | | | | 440.00 | 01954230 | 450000 | Operating Rentals and Leases | | | |
| | | | | | 440.00 | 02053100 | 450000 | Operating Rentals and Leases | | | |
| | | | | | | | | CHECK | 49451 TOTAL: | | 880.00 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 49452 | 05/21/2018 | PRTD | 1275 | SIX ROBBLEES' INC. | | | | 04/18/2018 | | 052118 | 143.77 |
| | | | | | 71.89 | 01954230 | 480200 | Repairs and Maint - Fleet | | | |
| | | | | | 71.88 | 02053100 | 480200 | Repairs and Maint - Fleet | | | |
| | | | | | | | | CHECK | 49452 TOTAL: | | 143.77 |
| 49453 | 05/21/2018 | PRTD | 1731 | SMARSH INC | | | | 04/30/2018 | | 052118 | 765.00 |
| | | | | | 765.00 | 00851880 | 414100 | Software Licensing Fees | | | |
| | | | | | | | | CHECK | 49453 TOTAL: | | 765.00 |
| 49454 | 05/21/2018 | PRTD | 1512 | STATE TREASURER | | | | 05/02/2018 | | 052118 | 1,818.00 |
| | | | | | 653.00 | 00100000 | 237010 | State Surcharge | | | |
| | | | | | 419.50 | 00100000 | 237010 | State Surcharge | | | |
| | | | | | 745.50 | 00100000 | 237010 | State Surcharge | | | |
| | | | | | | | | CHECK | 49454 TOTAL: | | 1,818.00 |
| 49455 | 05/21/2018 | PRTD | 1327 | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 501.50 |
| | | | | | 501.50 | 01857550 | 470000 | Utilities | | | |
| | | | | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 436.83 |
| | | | | | 436.83 | 01857550 | 470000 | Utilities | | | |
| | | | | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 132.83 |
| | | | | | 132.83 | 01857680 | 470000 | Utilities | | | |
| | | | | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 69.50 |
| | | | | | 69.50 | 01857680 | 470000 | Utilities | | | |
| | | | | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 69.50 |
| | | | | | 69.50 | 01857680 | 470000 | Utilities | | | |
| | | | | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 69.50 |
| | | | | | 69.50 | 01857550 | 470000 | Utilities | | | |
| | | | | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 210.17 |
| | | | | | 210.17 | 01857680 | 470000 | Utilities | | | |
| | | | | SOUTHWEST SUBURBAN SEWER DIST. | | | | 05/01/2018 | | 052118 | 69.50 |
| | | | | | 69.50 | 01857680 | 470000 | Utilities | | | |
| | | | | | | | | CHECK | 49455 TOTAL: | | 1,559.33 |
| 49456 | 05/21/2018 | PRTD | 1330 | TANK WISE | | | | 04/10/2018 | | 052118 | 176.16 |
| | | | | | 176.16 | 01857550 | 480000 | Repairs and Maintenance | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CHECK | 49456 TOTAL: | 176.16 |
| 49457 | 05/21/2018 | PRTD | 1331 | BRIAN TAYLOR | 218.36 | 01757100 | 411500 | 05/08/2018 Teen Late Night Security | 052118 | | 218.36 |
| | | | | | | | | CHECK | 49457 TOTAL: | | 218.36 |
| 49458 | 05/21/2018 | PRTD | 1333 | JOHN ARNOLD TAYLOR | 225.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | 052118 | | 225.00 |
| | | | | | | | | CHECK | 49458 TOTAL: | | 225.00 |
| 49459 | 05/21/2018 | PRTD | 1344 | DEBRA A THOMA | 19.85 | 01757100 | 310000 | 04/25/2018 Office and Operating Supplies | 052118 | | 19.85 |
| | | | | DEBRA A THOMA | 487.50 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | 052118 | | 487.50 |
| | | | | DEBRA A THOMA | 150.00 | 01757100 | 410850 | 05/11/2018 Instructors Prof Svcs | 052118 | | 150.00 |
| | | | | | | | | CHECK | 49459 TOTAL: | | 657.35 |
| 49460 | 05/21/2018 | PRTD | 1345 | REGINALD THOMAS | 436.72 | 01757100 | 411500 | 04/26/2018 Teen Late Night Security | 052118 | | 436.72 |
| | | | | | | | | CHECK | 49460 TOTAL: | | 436.72 |
| 49461 | 05/21/2018 | PRTD | 1357 | TRAFFIC COUNT CONSULTANTS INC | 495.00 | 01954264 | 410550 | 04/27/2018 Neighborhood Traffic Control | 052118 | | 495.00 |
| | | | | | | | | CHECK | 49461 TOTAL: | | 495.00 |
| 49462 | 05/21/2018 | PRTD | 1385 | US POSTAL SERVICE | 3,589.92 | 00251310 | 424220 | 04/24/2018 Postage | 052118 | | 3,589.92 |
| | | | | | | | | CHECK | 49462 TOTAL: | | 3,589.92 |
| 49463 | 05/21/2018 | PRTD | 1385 | US POSTAL SERVICE | 700.00 | 01657100 | 424220 | 05/08/2018 Postage | 052118 | | 700.00 |
| | | | | | | | | CHECK | 49463 TOTAL: | | 700.00 |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | | | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|---|---|
| 49464 | 05/21/2018 | PRTD | 1388 | FRED VAUGHAN | | | 05/11/2018 | | 052118 | 54.00 |
| | | | | | 54.00 | 01757100 410850 | Instructors Prof Svcs | | | |
| | | | | | | | CHECK | 49464 TOTAL: | | 54.00 |
| 49465 | 05/21/2018 | PRTD | 1392 | VERMEER NORTHWEST SALES INC | | | 04/13/2018 | | 052118 | 29.32 |
| | | | | | 29.32 | 01954230 310000 | Office and Operating Supplies | | | |
| | | | | | | | CHECK | 49465 TOTAL: | | 29.32 |
| 49466 | 05/21/2018 | PRTD | 1405 | WALLS LAW FIRM | | | 05/01/2018 | | 052118 | 15,833.00 |
| | | | | | 15,833.00 | 01051530 414180 | Criminal Prosecution Services | | | |
| | | | | | | | CHECK | 49466 TOTAL: | | 15,833.00 |
| 49467 | 05/21/2018 | PRTD | 1499 | WALTER E NELSON CO | | | 04/26/2018 | | 052118 | 559.75 |
| | | | | | 559.75 | 01857550 310000 | Office and Operating Supplies | | | |
| | | | | | | | CHECK | 49467 TOTAL: | | 559.75 |
| 49468 | 05/21/2018 | PRTD | 1498 | WASHINGTON MUNICIPAL CLERKS ASSN. | | | 05/01/2018 | | 052118 | 75.00 |
| | | | | | 75.00 | 00551420 494910 | Memberships and Dues | | | |
| | | | | | | | CHECK | 49468 TOTAL: | | 75.00 |
| 49469 | 05/21/2018 | PRTD | 1422 | WATER DISTRICT NO 20 | | | 04/30/2018 | | 052118 | 212.50 |
| | | | | | 212.50 | 01857680 470000 | Utilities | | | |
| | | | | WATER DISTRICT NO 20 | | | 04/30/2018 | | 052118 | 42.50 |
| | | | | | 42.50 | 01857680 470000 | Utilities | | | |
| | | | | WATER DISTRICT NO 20 | | | 04/30/2018 | | 052118 | 42.50 |
| | | | | | 42.50 | 01857680 470000 | Utilities | | | |
| | | | | WATER DISTRICT NO 20 | | | 04/30/2018 | | 052118 | 42.50 |
| | | | | | 42.50 | 01857680 470000 | Utilities | | | |
| | | | | WATER DISTRICT NO 20 | | | 04/30/2018 | | 052118 | 127.50 |
| | | | | | 127.50 | 01954230 470000 | Utilities - Landscaping | | | |
| | | | | WATER DISTRICT NO 20 | | | 04/30/2018 | | 052118 | 44.75 |
| | | | | | 44.75 | 01857680 470000 | Utilities | | | |
| | | | | WATER DISTRICT NO 20 | | | 04/30/2018 | | 052118 | 63.75 |
| | | | | | 63.75 | 01857680 470000 | Utilities | | | |

CASH ACCOUNT: 99900000 111100 Cash

| CHECK NO | CHK DATE | TYPE | VENDOR | NAME | INV DATE | PO | CHECK RUN | NET |
|---|---|---|---|---|---|---|---|---|
| | | | | WATER DISTRICT NO 20 | 04/30/2018 | | 052118 | 63.75 |
| | | | | 63.75 01954230 470000 Utilities - Landscaping | | | | |
| | | | | WATER DISTRICT NO 20 | 04/30/2018 | | 052118 | 212.50 |
| | | | | 212.50 01857680 470000 Utilities | | | | |
| | | | | WATER DISTRICT NO 20 | 04/30/2018 | | 052118 | 51.50 |
| | | | | 51.50 01857680 470000 Utilities | | | | |
| | | | | WATER DISTRICT NO 20 | 04/30/2018 | | 052118 | 63.75 |
| | | | | 63.75 01857680 470000 Utilities | | | | |
| | | | | | | CHECK | 49469 TOTAL: | 967.50 |
| 49470 | 05/21/2018 | PRTD | 1431 | WEST PAYMENT CENTER | 05/01/2018 | | 052118 | 762.86 |
| | | | | 762.86 01051530 494940 Subscriptions and Publications | | | | |
| | | | | | | CHECK | 49470 TOTAL: | 762.86 |
| 49471 | 05/21/2018 | PRTD | 1440 | WHITEWATER AQUATICS MGMT | 04/24/2018 | | 052118 | 1,666.66 |
| | | | | 1,666.66 01757100 410000 Professional Services | | | | |
| | | | | WHITEWATER AQUATICS MGMT | 04/24/2018 | | 052118 | 1,666.66 |
| | | | | 1,666.66 01757100 410000 Professional Services | | | | |
| | | | | | | CHECK | 49471 TOTAL: | 3,333.32 |
| 49472 | 05/21/2018 | PRTD | 1712 | WILLIAM MEAD GRAVENGOOD | 05/11/2018 | | 052118 | 264.00 |
| | | | | 264.00 01757100 410850 Instructors Prof Svcs | | | | |
| | | | | | | CHECK | 49472 TOTAL: | 264.00 |
| | | | | NUMBER OF CHECKS 152 | | *** CASH ACCOUNT TOTAL *** | | 789,932.12 |

| | COUNT | AMOUNT |
|---|---|---|
| TOTAL PRINTED CHECKS | 152 | 789,932.12 |

*** GRAND TOTAL *** 789,932.12

Draft

# MINUTES

## City Council Special Meeting & Study Session

**Monday, April 23, 2018**

City Hall, 400 SW 152nd St., Council Chambers

To hear Council's full discussion of a specific topic or the complete meeting, watch the video-stream available on the City website, www.burienwa.gov.

**PRESENT:** Mayor Jimmy Matta, Deputy Mayor Austin Bell, Councilmember Bob Edgar, Councilmember Lucy Krakowiak, Councilmember Krystal Marx, Councilmember Pedro Olguin, and Councilmember Nancy Tosta

**EXCUSED:**

**1. SPECIAL MEETING AT 6:00 PM**

1.1 To Hold an Executive Session to Discuss Pending Litigation per RCW 42.30.110(1)(i) and Potential Disposition of Real Estate per RCW 42.30.110(1)(c).

**DIRECTION/ACTION:**
Mayor Matta called the Special Meeting to order at 6:00 p.m.

**DIRECTION/ACTION:**
Mayor Matta recessed to Executive Session for 60 minutes to discuss pending litigation per RCW 42.30.110(1)(i) and potential disposition of real estate per RCW 42.30.110(1)(c).

**DIRECTION/ACTION:**
Mayor Matta adjourned the Executive Session at 7:00 p.m. No action was taken.

**DIRECTION/ACTION:**
Mayor Matta reconvened and adjourned the Special Meeting at 7:00 p.m.

**2. STUDY SESSION 7:00 PM**

**3. CALL TO ORDER**

Mayor Matta called the Study Session of the Burien City Council to order at 7:00 p.m.

**4. PLEDGE OF ALLEGIANCE**

Mayor Matta led the Pledge of Allegiance.

**5. ROLL CALL**

**6. DISCUSSION ITEMS**

6.1 Panel Discussion on Solid Waste and Recycling Issues.

- King County Waste Prevention and Recycling Update
- Recology Update and Discussion on China Sword
- Plastic Bag Ban
- Littering
-

Jeff Gaisford, King County Recycling and Environmental Services Manager, spoke about the roadmap to collection, the level of current recycling, the current recycling programs including cart tagging, the 4 C's of multi-family housing recycling, and the focus for the 2018 program including multi-lingual programs.

Follow-Up:
Staff will provide the multi-family and Construction and Demolition (C&D) Model code language to Councilmembers.

Kevin Kelly, Recology General Manager, and Quinn Apuzzo, Waste Zero Manager, spoke about the 2017 waste diversion rates, the community partnerships, ongoing outreach and education efforts, the local Recology Store's community gathering and events, and about the next steps in response to China's National Sword Policy.

**PUBLIC COMMENT**
**Omaha Sternberg**, 314 S. 180th Ct., Burien, spoke about the China's National Sword Policy

Brian Roberts, Deputy Public Works Director spoke about the ban of single use plastic bags in Seattle, Issaquah and Kirkland including the processes followed for implementation of the plastic bag bans.

**PUBLIC COMMENT**
**Scott Iverson**, Grocery Outlet Owner, spoke about the cost and burden of paper bags and the impact on his store
**Carol**, Burien, spoke about green dog waste bags
**Steve Hofer**, Burien, spoke about conservation reports in Demark and England
**Ed Dacy**, 2016 SW 146th St., Burien, spoke about the bag fee being a revenue source for agencies
**Paul Gold**, Burien, spoke about the bag ban transition
**Unknown**, spoke about fast food containers and recycling
**Sarah Moore**, Burien, spoke about the impact of plastic bags on land animals and plants

**Omaha Sternberg**, 314 S. 180th Ct., Burien, spoke about educating citizens on recycling plastic bags

**DIRECTION/ACTION:**
Councilmembers directed staff to draft a Plastic Bag Ban Ordinance and implementation plan for review at a future Council meeting.

**DIRECTION/ACTION:**
Mayor Matta called a recess at 9:00 p.m. and reconvened the meeting at 9:11 p.m.

6.2 Discussion on Metro RapidRide H-Line Proposal.

Maiya Andrews, Public Works Director provided additional information on the H-Line alternatives including Ambaum traffic counts and possible safety improvements.

Jerry Roberson, Metro Project/Program Manager King County, Chris Hemmer, Senior Supervising Engineer WSP USA, and Wintana Miller, Senior Transportation Engineer at DKS Associates, provided an update on the RapidRide H-Line including traffic analysis, travel times, and the recent public engagement.

**PUBLIC COMMENT**
**Unknown**, Burien, spoke about non-rider's lost time waiting for the few bus riders
**John Pilser**, Burien, spoke about the number of buses versus cars on that route
**Steve Hofer**, Burien, spoke in support of the H-Line
**Susan Stahlfeld**, 2310 SW 118th Ct., Burien, spoke about post studies on projects
**Heather**, Burien, spoke against the H-Line
**JohnPilser**,129th and 14th Ave SW, Burien, spoke about the 35th and Roxbury bus route
**Eric Stahlfeld**, 2310 SW 118th Ct., Burien, spoke about synchronizing traffic lights
**Quinton Thompson**, 21600 24th Ave. S., # I-101, Des Moines, spoke about parking for Access or HopeLink buses
**ThelmaStefnik**, (sp) Burien, spoke about King County Metro's survey
**Kathy Rowle** (sp), Seattle, spoke about more option and unbiased input
**Joe Kale**, 12291 Marine View Drive SW, Burien, spoke about bus traffic and timing of traffic lights

**DIRECTION/ACTION:**
Motion was made by Councilmember Nancy Tosta, seconded by Councilmember Krystal Marx, to extend the Council meeting until 10:15 p.m.
**Motion passed unanimously.**

**PUBLIC COMMENT**

**Kathy Rowle** (sp), Seattle, spoke about more option and unbiased input

**Joe Kale**, 12291 Marine View Drive SW, Burien, spoke about bus traffic and timing of traffic lights

6.3 Review of the Council Proposed Agenda Schedule.

This item was not discussed due to time constraints.

## 7. COUNCIL REPORTS

This item was not discussed due to time constraints.

## 8. ADJOURNMENT

**DIRECTION/ACTION:**

Motion was made by Councilmember Krystal Marx, seconded by Councilmember Nancy Tosta, to adjourn the meeting at 9:14 p.m.

**Motion passed unanimously.**

Jimmy Matta, Mayor

Monica Lusk, Clerk

Draft

# MINUTES

## City Council Special & Regular Meetings

**Monday, May 7, 2018**

City Hall, 400 SW 152nd St., Council Chambers

To hear Council's full discussion of a specific topic or the complete meeting, watch the video-stream available on the City website, www.burienwa.gov.

**PRESENT:** Mayor Jimmy Matta, Deputy Mayor Austin Bell, Councilmember Bob Edgar, Councilmember Lucy Krakowiak, Councilmember Pedro Olguin, and Councilmember Nancy Tosta

**EXCUSED:** Councilmember Krystal Marx

**1. SPECIAL MEETING at 5:30 PM**

1.1 To Hold an Executive Session to Discuss Pending and Potential Litigation per RCW 42.30.110(1).

**DIRECTION/ACTION:**
Mayor Matta called the Special Meeting to order at 5:30 p.m.

All Councilmembers were present except Councilmember Marx who was excused.

**DIRECTION/ACTION:**
Mayor Matta recessed to Executive Session for 90 minutes to discuss pending and potential litigation per RCW 42.30.110(1).

**DIRECTION/ACTION:**
Mayor Matta adjourned the Executive Session at 6:55 p.m. No action was taken.

**DIRECTION/ACTION:**
Mayor Matta reconvened and adjourned the Special Meeting at 7:00 p.m.

**2. REGULAR MEETING at 7:00 PM**

**3. CALL TO ORDER**

Mayor Matta called the Regular Meeting of the Burien City Council to order at 7:00 p.m.

**4. PLEDGE OF ALLEGIANCE**

Mayor Matta led the Pledge of Allegiance.

**5. ROLL CALL**

**6. AGENDA CONFIRMATION**

**DIRECTION/ACTION:**
Motion by Councilmember Krakowiak, seconded by Deputy Mayor Bell to affirm the May 7, 2018 Agenda.

**DIRECTION/ACTION:**
Motion was made to amend the Agenda to add Business Agenda Item 11.0 Discussion on Airport Litigation.
**Motion passed unanimously.**

**DIRECTION/ACTION:**
A vote was taken on the main motion as amended.
**Motion passed unanimously.**

**7. PROCLAMATIONS / PRESENTATIONS**

7.1 Proclamation Declaring June 2018 as LGBTQ+ Month in the City of Burien.
**DIRECTION/ACTION:**
Mayor Matta read the proclamation proclaiming June 2, 2018 as Burien Pride Day and presented it to Debra George and the Burien Pride Committee.

7.2 Proclamation Proclaiming May 14-18, 2018 as Affordable Housing Week in the City of Burien.
**DIRECTION/ACTION:**
Councilmember Tosta read the proclamation and presented it to Malory Gustave, Associate Director of Housing and Case Management at Hopelink, and Maneula Ginnett, Housing Director at the Multi Service Center.

7.3 Proclamation Proclaiming May 15 as Peace Officers Memorial Day and May 14-18, 2018 as National Police Week in the City of Burien.
**DIRECTION/ACTION:**
Councilmember Edgar read the proclamation and presented it to Burien Police Chief Theodore (Ted) Boe.

7.4 Proclamation Honoring King County Water District No. 20 General Manager Dick Swaab.
**DIRECTION/ACTION:**
Deputy Mayor Bell read the proclamation and presented it to King County Water District No. 20 General Manager Dick Swaab.

7.5 Presentation on GIS Prospector Tool by Soundside Alliance.
Andrea Reay, Executive Director of the Seattle Southside Chamber of Commerce, spoke about the Web GIS Prospector Tool noting that it provides user-defined property searches, site-specific demographic and workforce data reports, and site-specific business and industry reports in seconds.

## 8. CITY MANAGER'S REPORT ON EMERGING ISSUES

8.1 Introduction of New Employees: Theodore (Ted) Boe, Police Chief; Thara Johnson, Senior Planner; and, Mark Tostenrude, Park & Facility Maintenance Worker.
Brian J. Wilson, City Manager, introduced Burien Police Chief Theodore (Ted) Boe, Senior Planner Thara Johnson, and, Park & Facility Maintenance Worker Mark Tostenrude.

## 9. PUBLIC COMMENT

Individuals will please limit their comments to two minutes. 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.

**Kate Bysheim,** 2nd Ave. S., Burien, spoke in support of repairing the Eagle Landing Park stairs

**Jeb Binns,** Marine View Drive, Burien, spoke about the creation of Youth Council, Youth Program for at Risk Youth and a Housing Committee classes at Highline High School

**Leslie Myers,** Puget Sound Energy Customer Outreach Team, spoke about its campaign on free home energy assessments

**Don Webb,** Burien, spoke about his mother's celebration of life service

**Maya Matta,** Raisbeck Aviation High School, provided an updated on the creation of a youth council

**Ed Dacy,** 2016 SW 146th St., Burien, spoke about the problems at the top of the stairs at Eagle Landing Park

**Penelope,** requested an indoor playground for 2-3 year olds in Burien

**Charlie Perkins,** 14431 25th Ave. SW, Burien, spoke in support of repairing the Eagle Landing Park stairs

**Ben Hruska,** 14020 13th Ave. SW, Burien, encouraged the Council to allow people to develop lots with alley access

**Dee Selk,** 12204 Shorewood Dr. SW, Burien, spoke in support of keeping the Eagle Landing Park open

**Quinton Thompson,** announced an upcoming Highline Public Schools' community meeting on school safety

## 10. CONSENT AGENDA

10.1 Approval of Check Register:
Check Numbers 49176-49320 in the Amount of $381,915.94 for Payment on May 7, 2018; Payroll Salaries and Benefits Approval Check Numbers 7451-7452-(voided) 7448-7453 for Direct Deposits and Wire Transfer in the Amount of $374,157.79 for April 1 – April 15, 2018, Paid on April 20, 2018, and Payroll Salaries and Benefits Approval Check Numbers 7454-7467 for Direct Deposits and Wire Transfer in the Amount of $450,097.36 for April 16 – April 30, 2018, Paid on May 4, 2018.

10.2 Approval of Minutes: Regular Meeting, April 2, 2018; and Regular Meeting, April 16, 2018.

**DIRECTION/ACTION:**

Motion was made by Deputy Mayor Austin Bell, seconded by Councilmember Nancy Tosta, to approve the May 7, 2018 Consent Agenda.

**Motion passed unanimously.**

## 11. BUSINESS AGENDA

11.0 Discussion on Airport Litigation.
(added under Agenda Confirmation)

**DIRECTION/ACTION:**

Motion was made by Councilmember Nancy Tosta, seconded by Deputy Mayor Austin Bell, to authorize the Burien City Manager to enter into an agreement with Denton's Law Firm, San Francisco, to challenge the Federal Aviation Administration (FAA) Categorical Exclusion issued on April 11, 2018, with a cost not to exceed $85,000.

**Motion passed unanimously.**

11.1 Discussion on the Eagle Landing Park Stairway Project.

Parks, Recreation and Cultural Services Director Steve Roemer, provided a history and an update on the impact of landslide activity on the Eagle Landing Park stairs. He noted that the additional stairway and stairway landings are becoming unstable, the concern about the public disregard of the clearly posted stairway closure signage, and the physical barricades that have been installed. He also noted that when the park was acquired through grant funds, it was agreed that no manmade structures would be added to change the natural processes.

11.2 Discussion and Potential Action on Revisions to Ordinance 238 and Resolution 152 Regarding the Art in Public Places Fund.

**DIRECTION/ACTION:**

Councilmembers reached consensus to place Ordinance No. 238 and Resolution No. 152 as amended on the May 21, 2018 Consent Agenda.

Follow-Up

Staff will amend the legislation with the revisions provided by the Council and place the amended legislation on the May 21, 2018 Consent Agenda for approval.

11.3 Discussion and Potential Action on Ordinance No. 685, Amending BMC 15.55, Flood Damage Prevention as Recommended by the Department of Ecology.

**DIRECTION/ACTION:**

Motion was made by Deputy Mayor Austin Bell, seconded by Councilmember Nancy Tosta, to approve Ordinance No. 685, Amending BMC 15.55, Flood Damage Prevention as recommended by the Department of Ecology.

**Motion passed unanimously.**

11.4 Approval of Interlocal Agreement with the Port of Seattle for Property Exchanges along South 144th Street.

**DIRECTION/ACTION:**

Motion was made by Deputy Mayor Austin Bell, seconded by Councilmember Nancy Tosta, to authorize the City Manager to sign the Interlocal Agreement with the Port of Seattle for property on South 144th Street substantially in the form attached.

**Motion passed unanimously.**

**DIRECTION/ACTION:**

Mayor Matta called a recess at 8:58 p.m. and reconvened the meeting at 9:08 p.m.

11.5 Update on Economic Development.

Economic Development Manager Andrea Snyder spoke about business retention and expansion, marketing, the Business and Economic Development Partnership work plan update, and business and development attraction.

11.6 Review of the Council Proposed Agenda Schedule.

**DIRECTION/ACTION:**

Councilmembers reached consensus to remove Item "h" Discussion on Residency Requirements for Advisory Boards from the Future Agenda Items Identified by Council; and, to schedule on May 21, 2018 an update on establishing a Youth Council, and a review of the 509 Gateway Interlocal Agreement for consideration.

Follow-Up:

Staff will schedule a discussion on renter's rights; and, a discussion on changing the date of Council meetings to Thursdays, changing start time of meetings to 6 pm, and holding the Regular Study Sessions on the 4th Saturday of each month starting at 10 a.m.

## 12. COUNCIL REPORTS

Councilmember Edgar reported on a presentation by King County Water District No. 49, and the Soundside Alliance Policy Committee meeting he attended. He noted that he gave presentations to the boy scouts, and participated in the Clean Sweep event.

Councilmember Tosta reported on the Puget Sound Regional Council (PSRC) Growth Management Policy Board (GMPB) meeting she attended. She announced that the Environmental Science Center will be hosting a lecture on Puget Sound's Geoducks.

Deputy Mayor Bell spoke about the Sound Cities Association (SCA) Public Issues Committee (PIC) pre-PIC meeting this week.

Mayor Matta noted that he visited the Sea Mar Museum of Chicano/a/Latino/a Culture that will open in the Fall, toured the Navos facility, talked to youth at Sylvester Middle School, attended a

Port of Seattle procurement conference, marched with kids to bring awareness to Elizabeth Juarez's death, and was interviewed by King 5.

Councilmember Olguin reported on the Gang Prevention & Intervention Conference in Los Angeles that he was attending.

**13. CITY MANAGER'S REPORT**

**DIRECTION/ACTION:**
Councilmembers reached consensus for Councilmember Tosta to be the representative on the Sound Transit Elected Leadership Group (ELG) for Bus Rapid Transit (BRT).

Follow-Up:
Staff will explore options for consideration by the Council for extending the noise ordinance from 10 p.m. to midnight on Friday and Saturday nights to include input from downtown businesses and residents, added security and how it would be structured.

**14. ADJOURNMENT**

**DIRECTION/ACTION:**
Motion was made by Councilmember Nancy Tosta, seconded by Deputy Mayor Austin Bell, to adjourn the meeting at p.m.
**Motion passed unanimously.**

Jimmy Matta, Mayor

Monica Lusk, Clerk

# Agenda Bill

## City Council Regular Meeting - 21 May 2018

| Department | Staff Contact |
|---|---|
| Public Works | Maiya Andrews, Public Works Director (206) 248-5521 |

**Agenda Bill Title**

Discussion and Potential Action on Preferred Alternative for Metro RapidRide H-Line

**Summary**

Since their last presentation, King County Metro has been working with City staff to develop an alternative that responds to comments received from the bus riders and drivers that use Ambaum. Metro staff will present Alternative C at this meeting which responds to this feedback by shortening the three-lane segments on Ambaum, while still providing significant safety and mobility improvements for both pedestrians and drivers. This alternative provides meaningful enhancements to the bus service and pedestrian access with minimal impact to drivers. Metro has indicated in their previous presentations that providing these enhancements on other RapidRide lines has resulted in substantial increases in ridership; this benefits drivers by reducing the number of vehicles on the road. A presentation will be made by Metro staff that summarizes the improvements included in Alternative C and their benefits.

**Options**

1. Support Alternative C, which was developed based on feedback received from bus riders and drivers.
2. Provide no enhancements.

**Advisory Board Recommendation**

N/A

**Administrative Recommendation**

Staff recommends authorizing King County Metro to proceed with design on Alternative C.

**Suggested Motion**

I move to direct City and King County Metro staff to proceed with design development on Alternative C.

**Fiscal Impact**

FUND: N/A
COST OF PROPOSAL: N/A
AMOUNT BUDGETED: N/A
ADDITIONAL REQUIRED: N/A

---

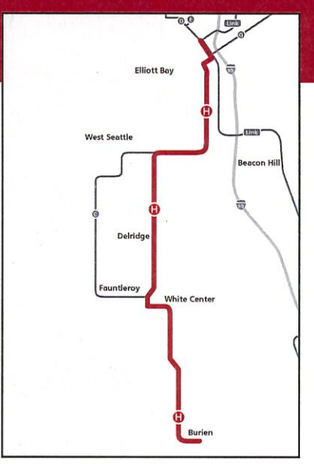
**Attachments**

H Line Alternative C
H Line Powerpoint

---

# PROPOSED RAPIDRIDE H LINE

# H Line Proposed Stations*




*Route continues along Delridge to downtown Seattle*
*(refer to SDOT's proposal for Delridge stations)*

Seattle

White Center

White Center

Burien

SW Thistle St

SW Trenton St

SW Henderson St

SW Barton St

SW Roxbury St

26th Ave SW

20th Ave SW

16th Ave SW

15th Ave SW

SW 100th St

SW 102nd St

SW 104th St

SW 107th St

SW 112th St

SW 116th St

Ambaum Blvd SW

SW 122nd St

SW 124th St

SW 128th St

Ambaum Blvd SW

SW 132nd St

SW 136th St

SW 139th St

SW 142nd St

SW 144th St

Ambaum Blvd SW

SW 148th St

SW 150th St

4th Ave SW

6th Ave SW

2–3 min. to closest station

New station on Delridge close to Henderson

2–3 min. to closest station

2–3 min. to closest station

2–3 min. to closest station

2–3 min. to closest station

2–3 min. to closest station

2–3 min. to closest station

5–6 min. to closest station

3–5 min. to new station at 142nd

New station at Ambaum Blvd SW & 142nd

2–3 min. to new station at 142nd

2–3 min. to closest station

**Burien Transit Center**

New station at 150th & 6th

N

*Not To Scale*

## LEGEND

- RapidRide H Line
- Existing Stop (Proposed Convert to Station)
- Consolidated/Removed Stop (Proposed)
- New Station (Proposed)
- Walk Time

**Route 120 stops will be upgraded to RapidRide station standards. References to "stops" indicate the geographic location of where passengers may board/alight the bus*

RAPIDRIDE

H Line

04-23-2018

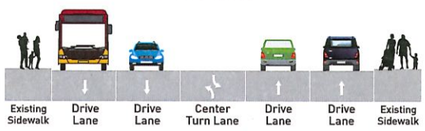
King County METRO

wsp

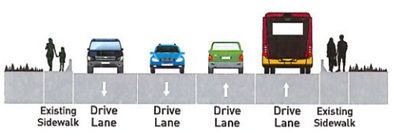
# H Line Proposed Roadway Cross Sections

## EXISTING

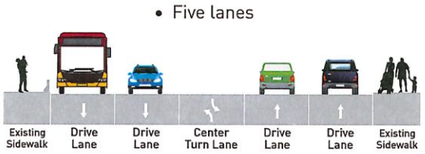
### Between SW 107th St and South of SW 116th St
- Five lanes




### Between South of SW 116th St and SW 120th St
- Four lanes

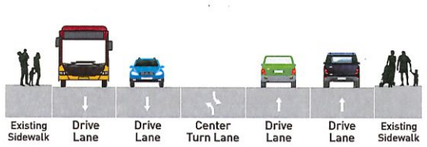



### Between SW 120th St and North of SW 124th St
- Five lanes



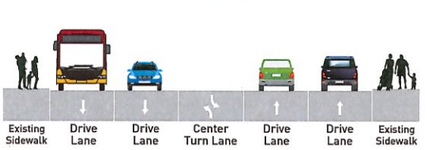

### Between North of SW 124th St and North of SW 128th St
- Four lanes

### Between North of SW 128th St and SW 130th St
- Five lanes

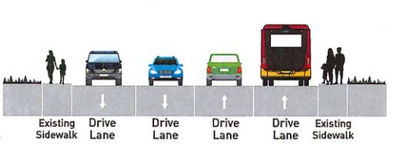



### Between SW 130th St and SW 134th St
- Four lanes

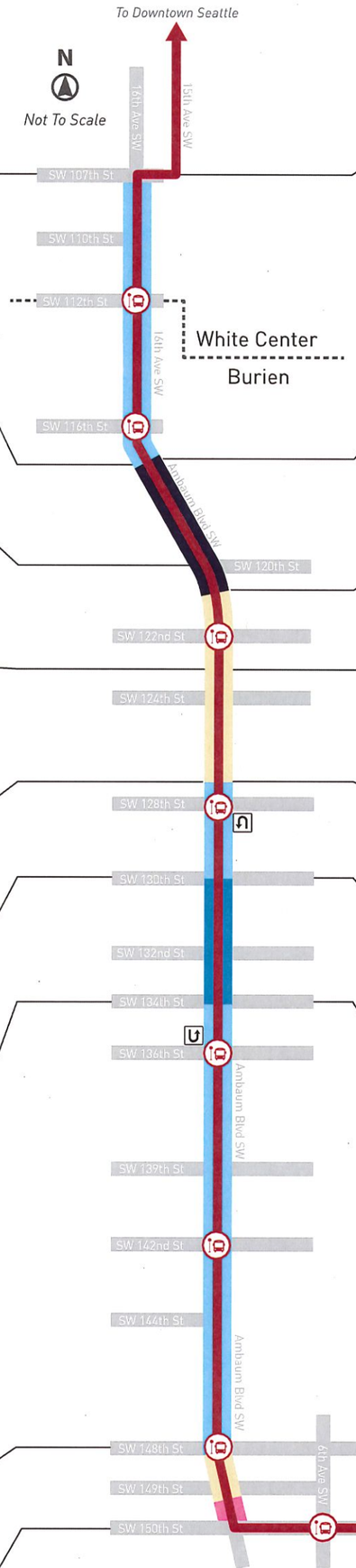
### Between SW 134th St and SW 148th St
- Five lanes




### Between SW 148th St and South of SW 149th St
- Four lanes

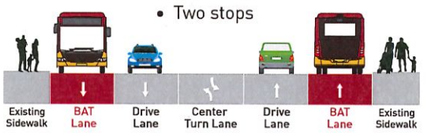



### At Ambaum and SW 150th St Looking North
- Four lanes



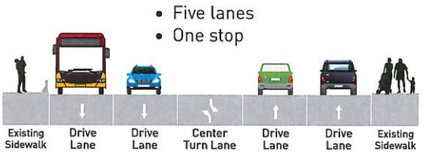

## PROPOSED

### Between SW 107th St and South of SW 116th St
- Five lanes
- Two stops

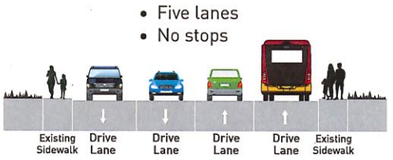



### Between South of SW 116th St and South of SW 120th St
- Three lanes
- No stops

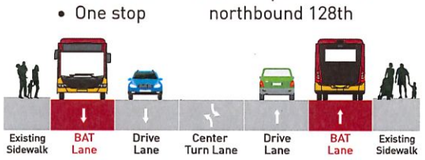
### Between South of SW 120th St and North of SW 124th St
- Five lanes
- One stop



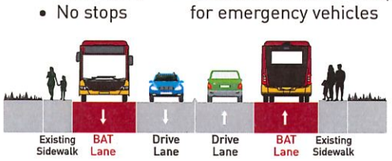

### Between North of SW 124th St and North of SW 128th St
- Five lanes
- No stops



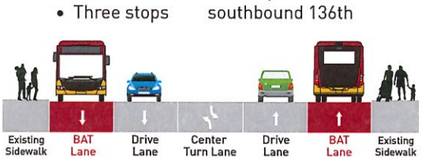

### Between North of SW 128th St and SW 130th St
- Five lanes
- One stop
- U-Turn permitted at northbound 128th




### Between SW 130th St and SW 134th St
- Four lanes
- No stops
- Restricted left turn except for emergency vehicles




### Between SW 134th St and SW 148th St
- Five lanes
- Three stops
- U-turn permitted at southbound 136th




### Between SW 148th St and South of SW 149th St
- Four lanes
- No stops

### At Ambaum and SW 150th St Looking North
- Five lanes
- Southbound left-turn lane

## LEGEND

- Proposed Five-lane Roadway with Parking
- Proposed Five-lane Roadway with BAT Lane
- Proposed Four-lane Roadway with BAT Lane
- Proposed Three-lane Roadway
- No Build (Same as Existing)
- RapidRide H Line
- Proposed RapidRide Station

BAT Lane = Business Access + Transit Lane

Note: Bus only stops in five-lane sections to allow traffic to keep moving

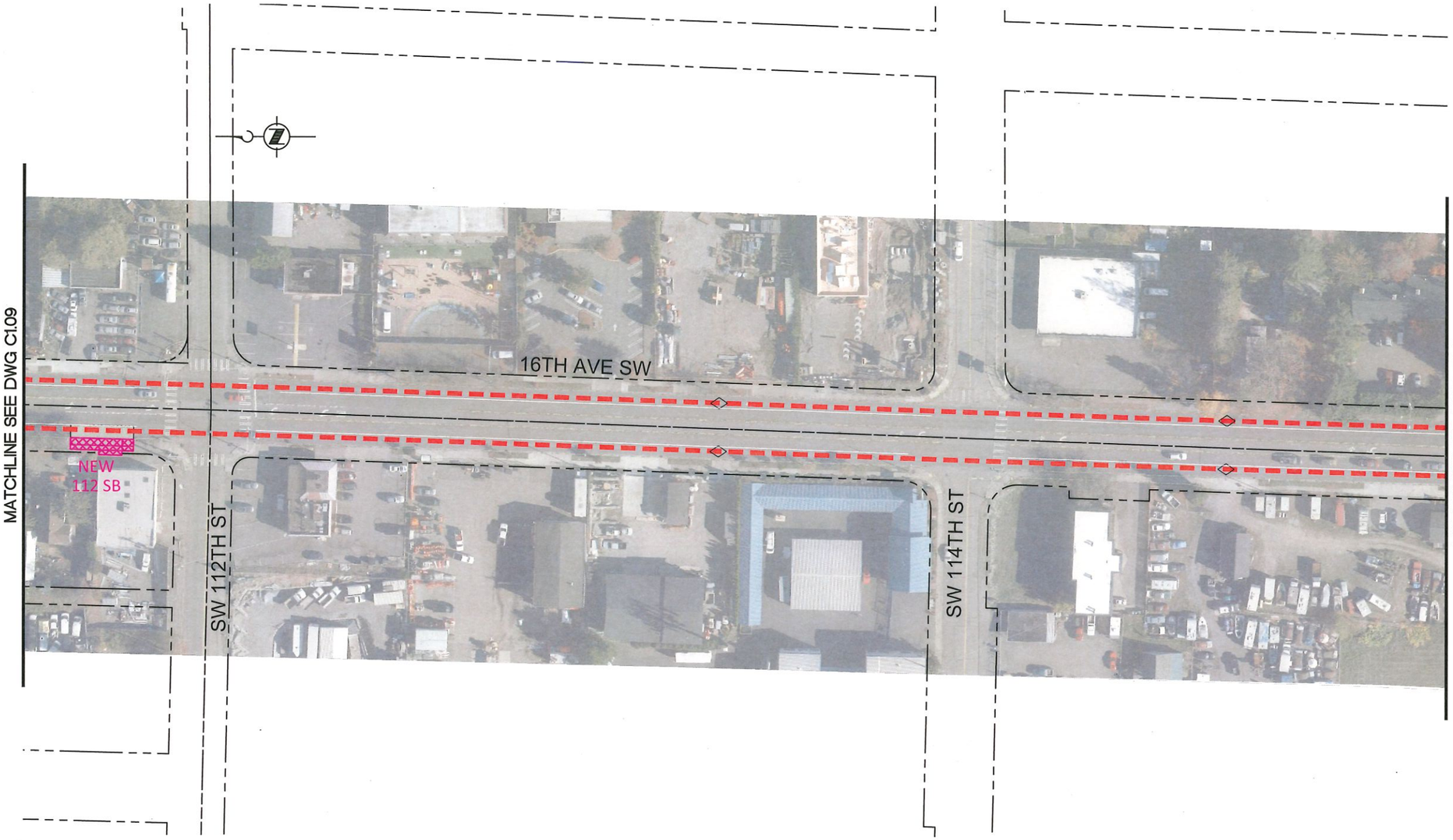
RAPIDRIDE

H Line

05-10-2018

King County METRO

wsp




**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH (42' / 66')
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |

wsp

**DRAFT**

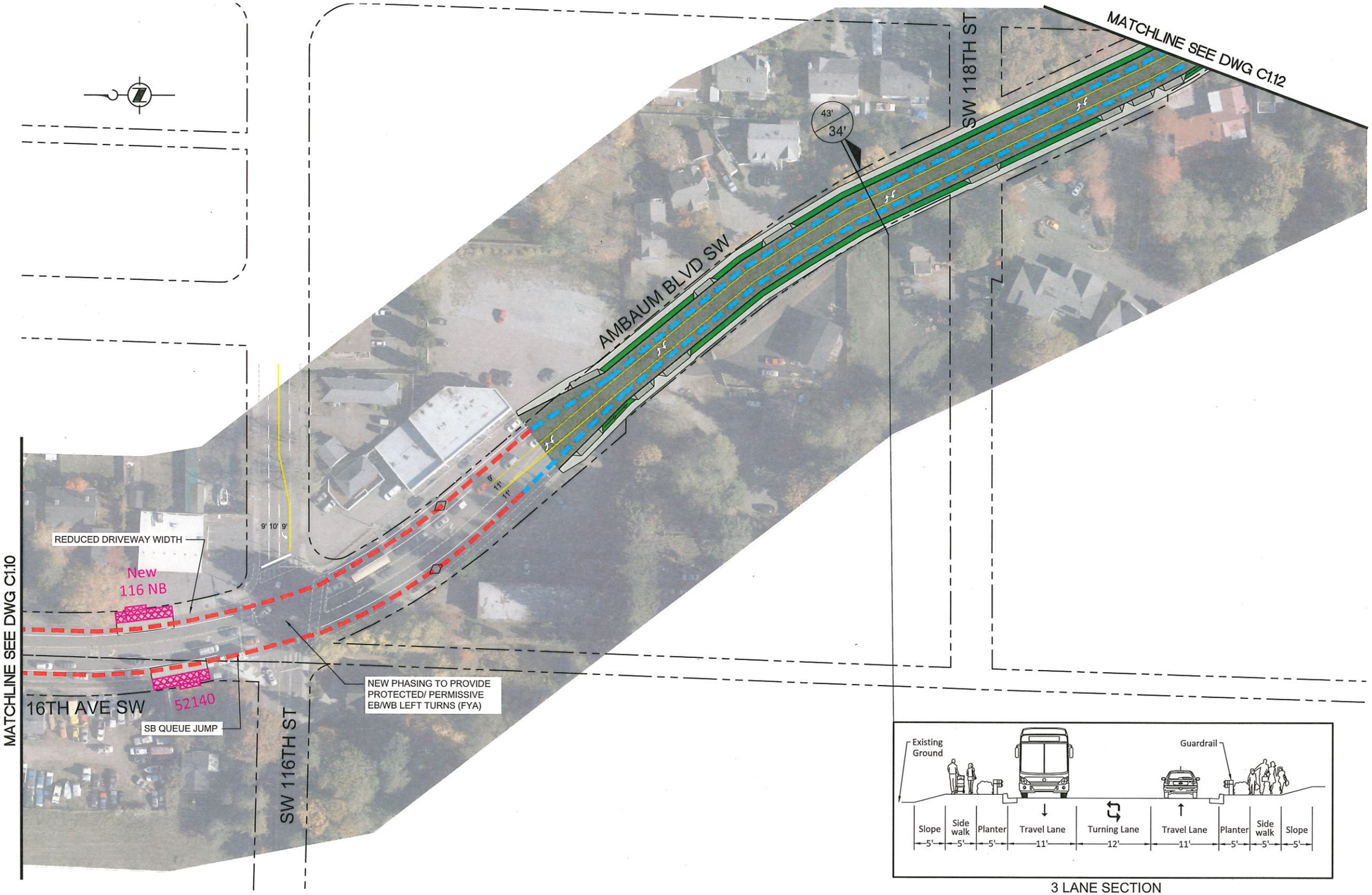
| | | | |
|---|---|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR | SCALE | |
| DRAWN: DRWN | | | |
| CHECKED BY CHK | PROJECT NO: 160352C | | |
| CHECKED BY | CONTRACT NO: 000000000 | | |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
16TH AVE SW
SW 112TH ST TO SW 116TH ST

| | |
|---|---|
| DATE: | FEB 2018 |
| | DC # |
| DRAWING NO: | C1.10 |
| SHEET NO: OF | 11 26 |

J:\160352C - KCM RapidRide H Line\CADD\SHT\HLINE-BUSWAY.dwg | Layout: C1.10
PLOTTED: May 04, 2018-03:23:46pm By hecimc
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-XMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-BPTH2A.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-BPTH1.DWG;
IMAGES: hlrne-1008.tif; hlrne-1366.tif; hlrne-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH
- 42' / 66'
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL




3 LANE SECTION

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|

wsp

**DRAFT**

| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
H LINE
AMBAUM BLVD SW
SW 118TH ST TO SW 122ND ST

| | |
|---|---|
| DATE: | FEB 2018 |
| | DC # |
| DRAWING NO: | C1.11 |
| SHEET NO: OF | 12 26 |

J:\160352C – KCM RapidRide H Line\CADD\SHT\HLINE-BUSWAY.dwg | Layout: C1.11A
PLOTTED: May 04, 2018-03:24:02pm By heidimc
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-BSTN1.DWG; xrLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-ROAD1-RAMPS.DWG; xrLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG

**NOTES**

1. TBD.
2. TBD.

LEGEND

EXISTING CURB TO CURB WIDTH

42'
66'

PROPOSED CURB TO CURB / ROADWAY WIDTH

- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

wsp

**DRAFT**

| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County
Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
AMBAUM BLVD SW
SW 118TH ST TO SW 122ND ST

| | |
|---|---|
| DATE: | FEB 2018 |
| | DC # |
| DRAWING NO: | C1.12 |
| SHEET NO: OF | 13 26 |

J:\160352C – KCM RapidRide H Line\CADD\SHT\H-LINE-BUSWAY.dwg | Layout: C1.12A
PLOTTED: May 04, 2018-03:24:05pm By hedcmc
XREFS: KCM-RRHL_BDR.dwg; xrH_LINE-AMAP.dwg; xrH_LINE-XROW.DWG; xrH_LINE-BSTN1.DWG; xrH_LINE-CHAN1.DWG; xrH_LINE-ROAD1.DWG; xrH_LINE-XMAP.dwg; xrH_LINE-BPTH1.DWG; xrH_LINE-LEGEND.dwg; xrH_LINE-TRAF1.DWG; xrH_LINE-ROAD2A.DWG; xrH_LINE-XMAP2B.dwg; xrH_LINE-BPTH2B.DWG; xrH_LINE-CHAN2A.DWG; xrH_LINE-TSEC.DWG; xrH_LINE-ROAD1-RAMPS.DWG; xl
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;

**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH
- 42' / 66'
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

wsp

**DRAFT**

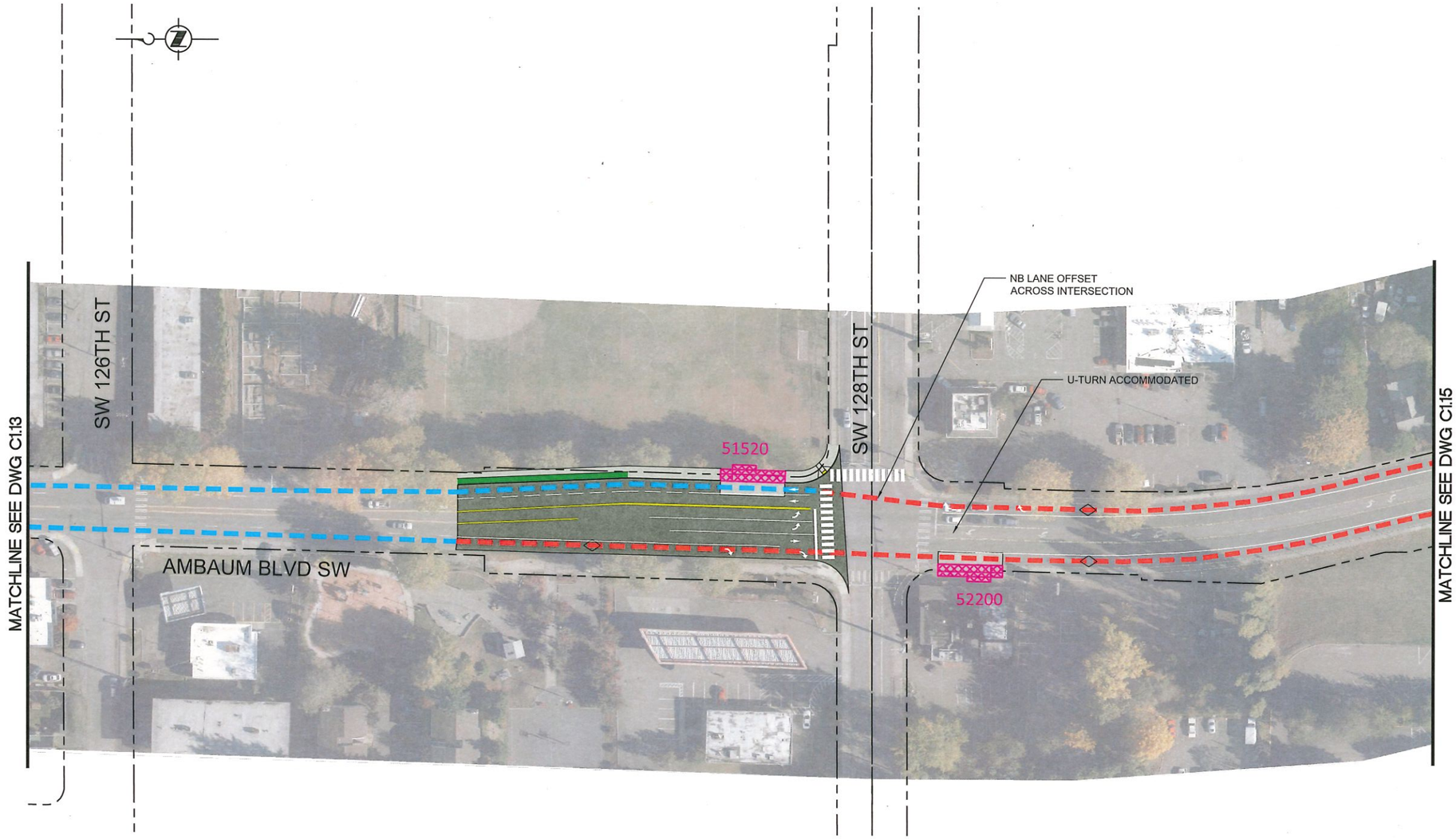
| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY: CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
H LINE
AMBAUM BLVD SW
SW 122ND ST TO SW 126TH ST

DATE: FEB 2018
DC #
DRAWING NO: C1.13
SHEET NO: OF 14 26

J:\160352C – KCM RapidRide H Line\CADD\SHT\HLINE-BUSWAY.dwg | Layout: C1.13A
PLOTTED: May 04, 2018-03:24:07pm By hedcmc
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2A.DWG; xrHLINE-CHAN2B.DWG; xrHLINE-ROAD2B.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH2A.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xl
IMAGES: rhline-100th.tif; rhline-136th.tif; rhline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH
- 42' / 66'
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |

wsp

**DRAFT**

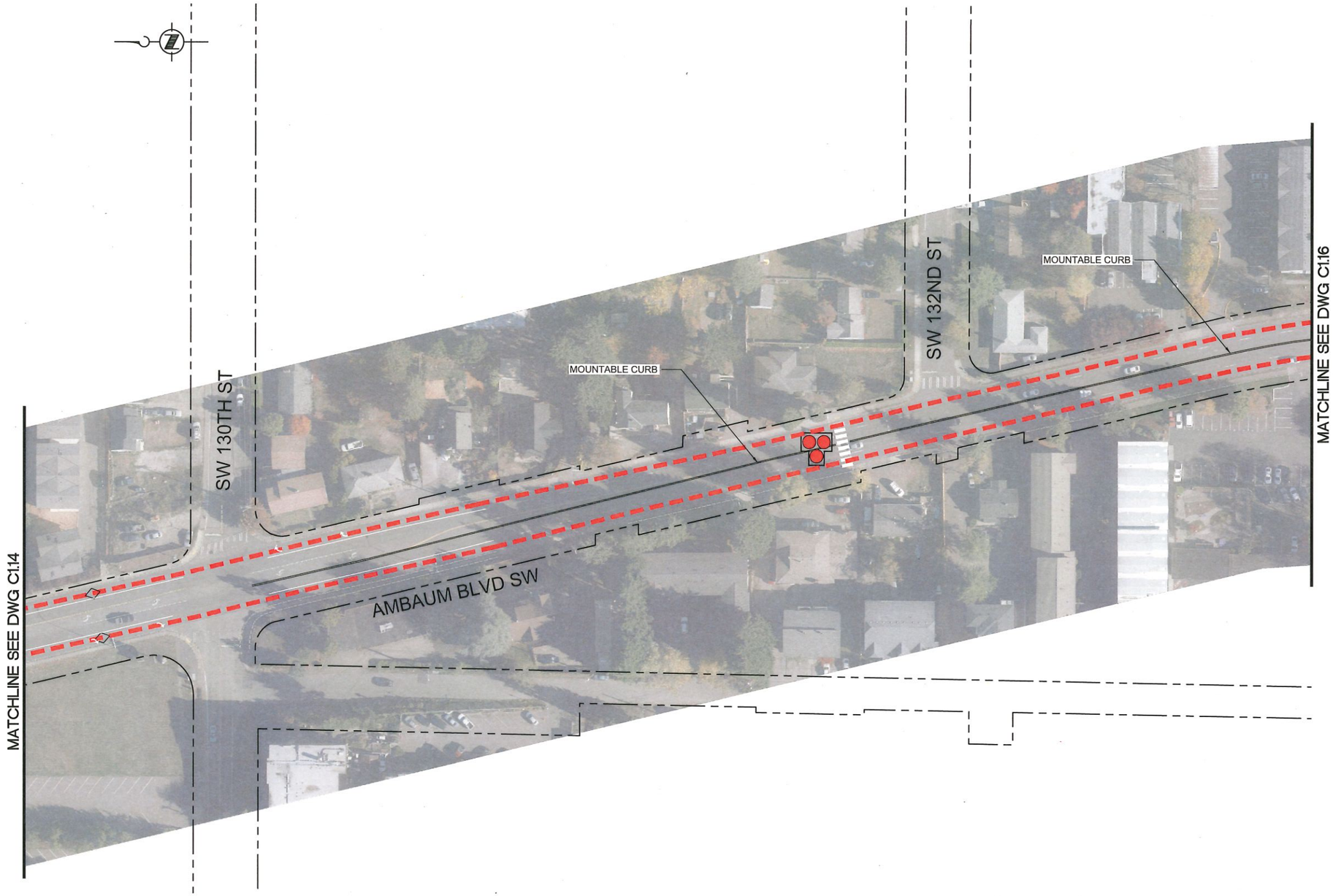
| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY: CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
AMBAUM BLVD SW
SW 126TH ST TO SW 130TH ST

DATE: FEB 2018
DC #
DRAWING NO: C1.14
SHEET NO: OF 15 26

J:\160352C – KCM RapidRide H Line\CADD\SHT\HLINE-BUSWAY.dwg | Layout: C1.14A
PLOTTED: May 04, 2018-06:28:39pm By RuiY
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xl
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH
- 42' / 66'
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|

DRAFT

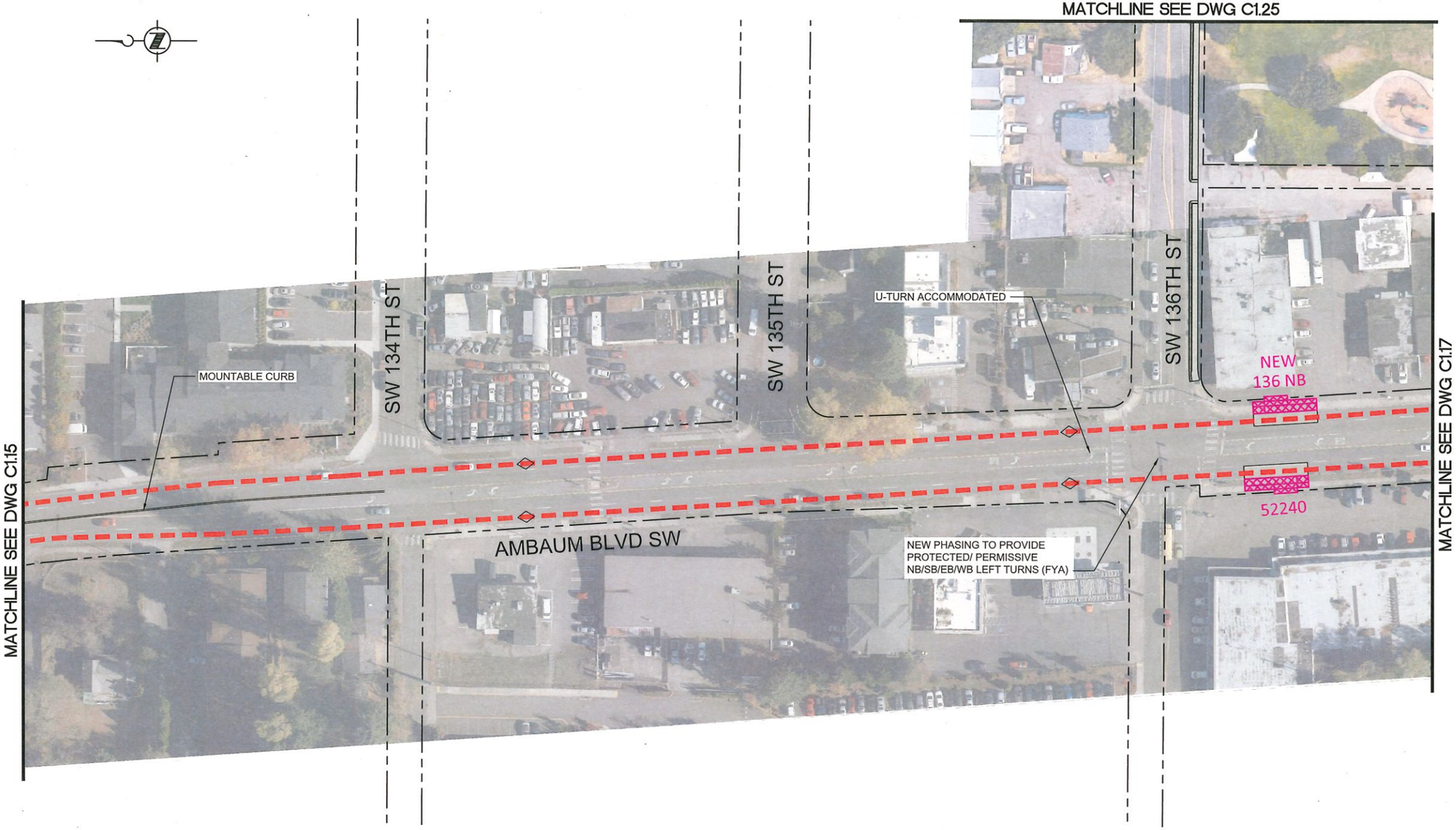
| | | | |
|---|---|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR | SCALE | |
| DRAWN: DRWN | | | |
| CHECKED BY CHK | PROJECT NO: 160352C | | |
| CHECKED BY | CONTRACT NO: 000000000 | | |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
AMBAUM BLVD SW
SW 130TH ST TO SW 132ND ST

DATE: FEB 2018
DC #
DRAWING NO: C1.15
SHEET NO: OF 16 26

J:\160352C – KCM RapidRide H Line\CADD\SHTHLINE-BUSWAY.dwg | Layout: C1.15A
PLOTTED: May 04, 2018-03:24:24pm By hedolmo
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-BPTH2A.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xl
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH
- 42' / 66'
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |

wsp

**DRAFT**

| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
AMBAUM BLVD SW
SW 132ND ST TO SW 136TH ST

DATE: FEB 2018
DC #
DRAWING NO: C1.16
SHEET NO: OF 17 26

J:\160352C – KCM RapidRide H Line\CADD\SHT\xHLINE-BUSWAY.dwg [ Layout: C1.16A
PLOTTED: May 04, 2018-03:24:28pm By hecdmc
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xl
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;

**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH (42' / 66')
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |

wsp

**DRAFT**

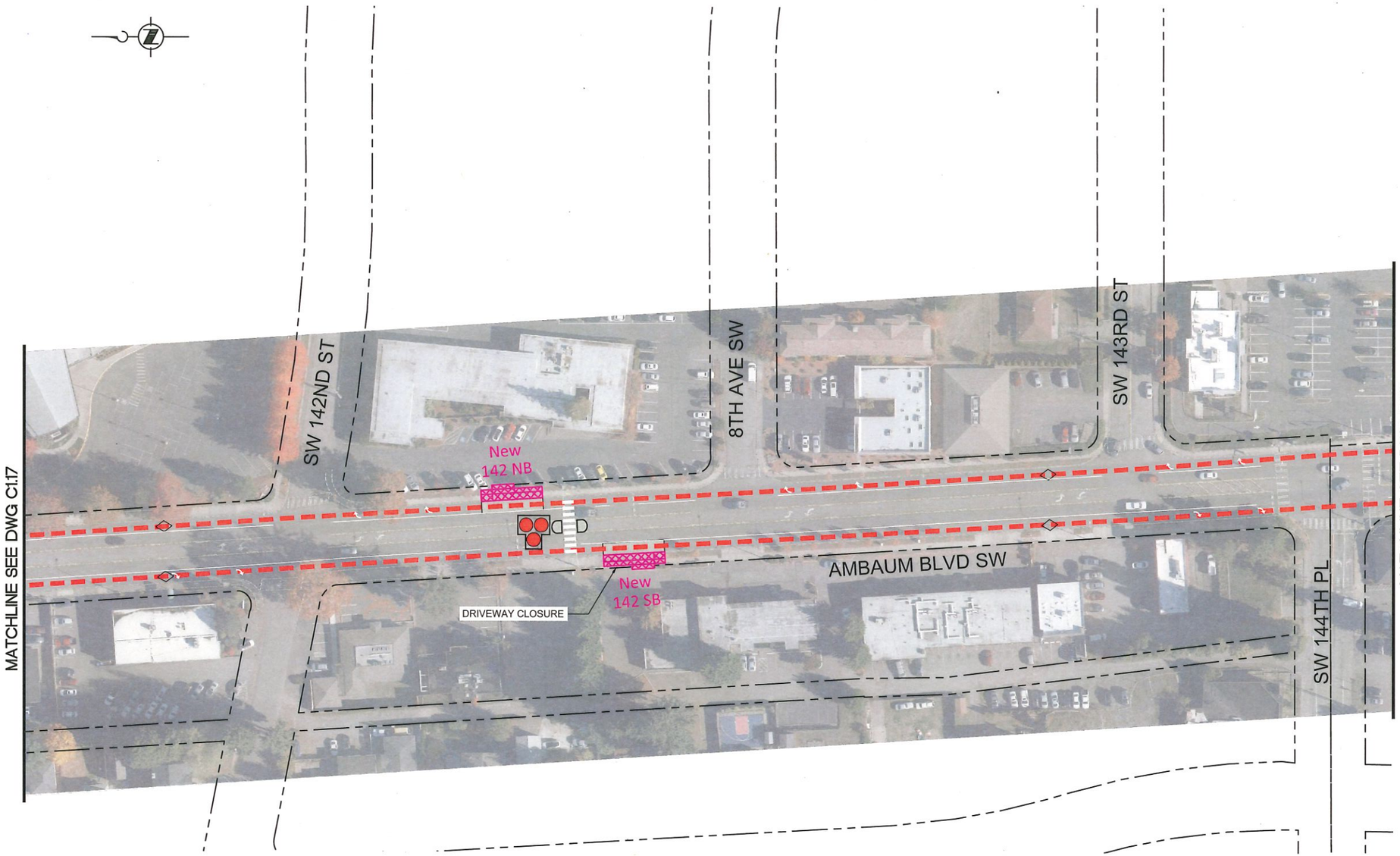
| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY: CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
AMBAUM BLVD SW
SW 136TH ST TO SW 142ND ST

DATE: FEB 2018
DC #
DRAWING NO: C1.17
SHEET NO: OF 18 26

J:\160352C – KCM RapidRide H Line\CADD\SHTHLINE-BUSWAY.dwg | Layout: C1.17
PLOTTED: May 04, 2018-03:24:42pm By hedcmc
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-TRAF1.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-XMAP2B.dwg; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xl
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH
- 42' / 66'
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |

wsp

**DRAFT**

| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY: CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
AMBAUM BLVD SW
SW 142ND ST TO SW 144TH PL

| | |
|---|---|
| DATE: | FEB 2018 |
| | DC # |
| DRAWING NO: | C1.18 |
| SHEET NO: OF | 19 26 |

J:\160352C – KCM RapidRide H Line\CADD\SHT\H-LINE-BUSWAY.dwg | Layout: C1.18
PLOTTED: May 04, 2018-03:24:45pm By hedcmc
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-AMAP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-LEGEND.dwg; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-BPTH2A.DWG; xrHLINE-BPTH2B.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xrHLINE-ROAD2A.DWG; xrHLINE-TRAF1.DWG; xrHLINE-XMAP2B.dwg;
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;

**NOTES**

1. TBD.
2. TBD.

LEGEND

EXISTING CURB TO CURB WIDTH

42'
66'

PROPOSED CURB TO CURB / ROADWAY WIDTH

- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

wsp

**DRAFT**

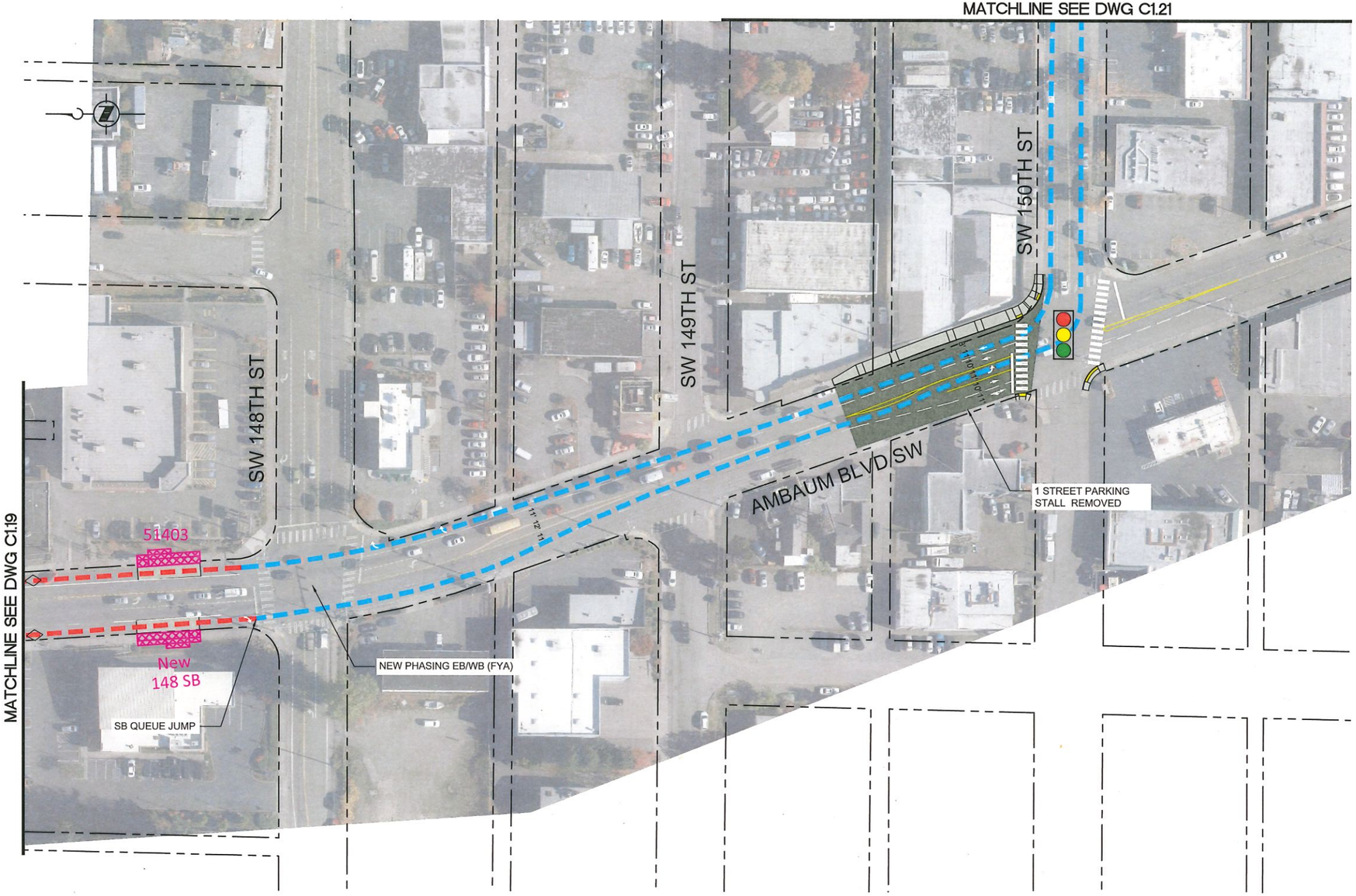
| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY: CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
H LINE
AMBAUM BLVD SW
SW 144TH PL TO SW 148TH ST

DATE: FEB 2018
DC #
DRAWING NO: C1.19
SHEET NO: OF 20 26

J:\160352C - KCM RapidRide H Line\CADD\SHT\HLINE-BUSWAY.dwg | Layout: C1.19
PLOTTED: May 04, 2018-03:25:00pm By tiedotmc
XREFS: KCM-RRHL_BDR.dwg; xrHLINE-MAMP.dwg; xrHLINE-XROW.DWG; xrHLINE-BSTN1.DWG; xrHLINE-CHAN1.DWG; xrHLINE-ROAD1.DWG; xrHLINE-XMAP.dwg; xrHLINE-BPTH1.DWG; xrHLINE-BPTH2A.DWG; xrHLINE-CHAN2A.DWG; xrHLINE-TSEC.DWG; xrHLINE-ROAD1-RAMPS.DWG; xr
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

EXISTING CURB TO CURB WIDTH

42'
66'

PROPOSED CURB TO CURB / ROADWAY WIDTH

- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|

wsp

**DRAFT**

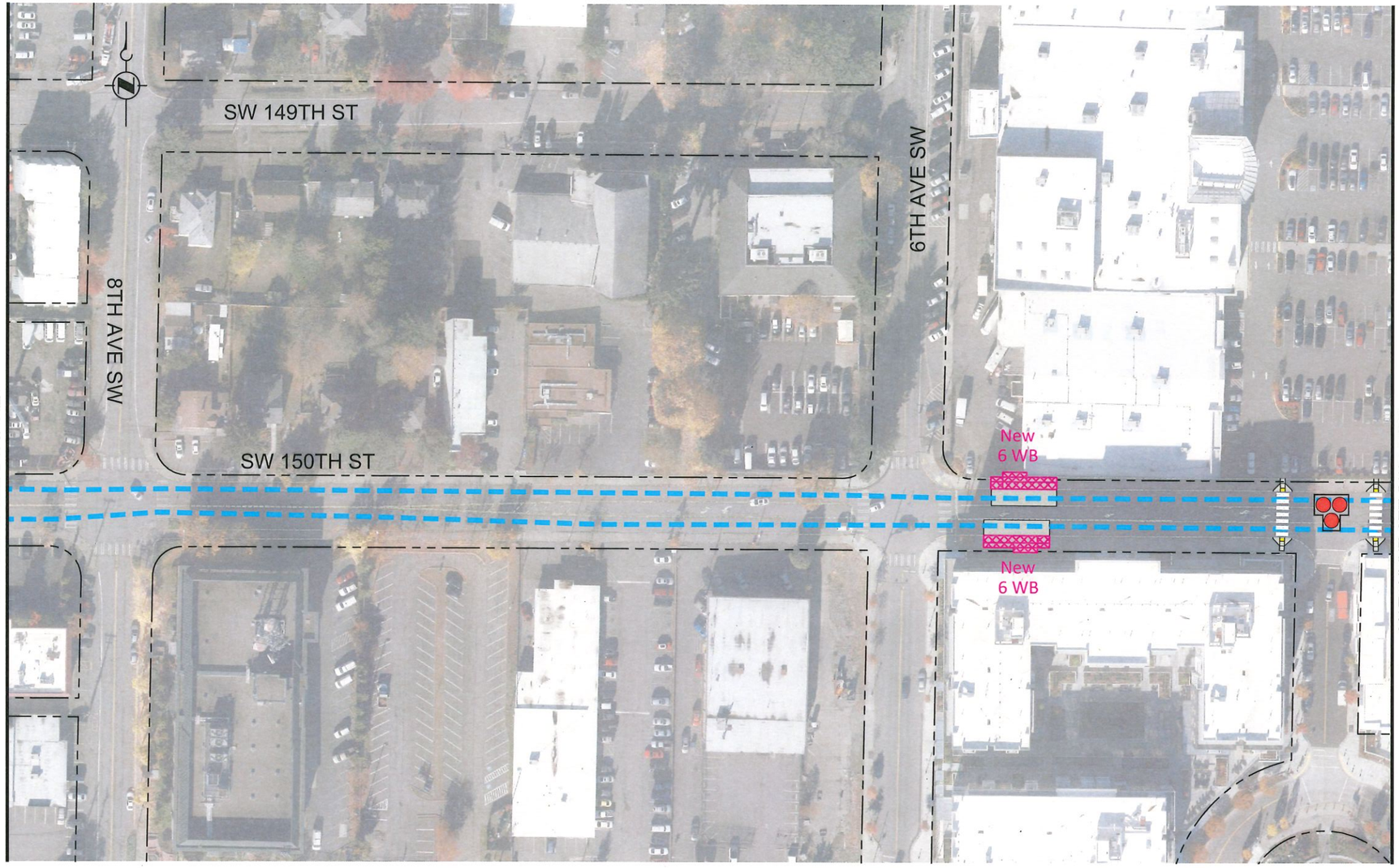
| | | | |
|---|---|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR | SCALE | |
| DRAWN: DRWN | | | |
| CHECKED BY CHK | PROJECT NO: 160352C | | |
| CHECKED BY | CONTRACT NO: 000000000 | | |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
H LINE
AMBAUM BLVD SW
SW 148TH ST TO SW 150TH ST

DATE: FEB 2018
DC #
DRAWING NO: C1.20
SHEET NO: OF 21 26

J:\160352C - KCM RapidRide H Line\CADD\SHT\HLINE-BUSWAY.dwg | Layout: C1.20
PLOTTED: May 04, 2018-08:30:22pm By RuiY
XREFS: KCM-RRHL_BDR.dwg; xHLINE-AMAP.dwg; xHLINE-XROW.DWG; xHLINE-BSTN1.DWG; xHLINE-CHAN1.DWG; xHLINE-ROAD2A.DWG; xHLINE-XMAP2B.dwg; xHLINE-BPTH2B.DWG; xHLINE-ROAD1.DWG; xHLINE-XMAP.dwg; xHLINE-BPTH1.DWG; xHLINE-LEGEND.dwg; xHLINE-TRAF1.DWG; xHLINE-ROAD2A.DWG; xHLINE-XMAP2B.dwg; xHLINE-BPTH2B.DWG; xHLINE-CHAN2A.DWG; xHLINE-TSEC.DWG; xHLINE-ROAD1-RAMPS.DWG; xl
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

- EXISTING CURB TO CURB WIDTH
- 42' / 66'
- PROPOSED CURB TO CURB / ROADWAY WIDTH
- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|
| | | | | |

wsp

**DRAFT**

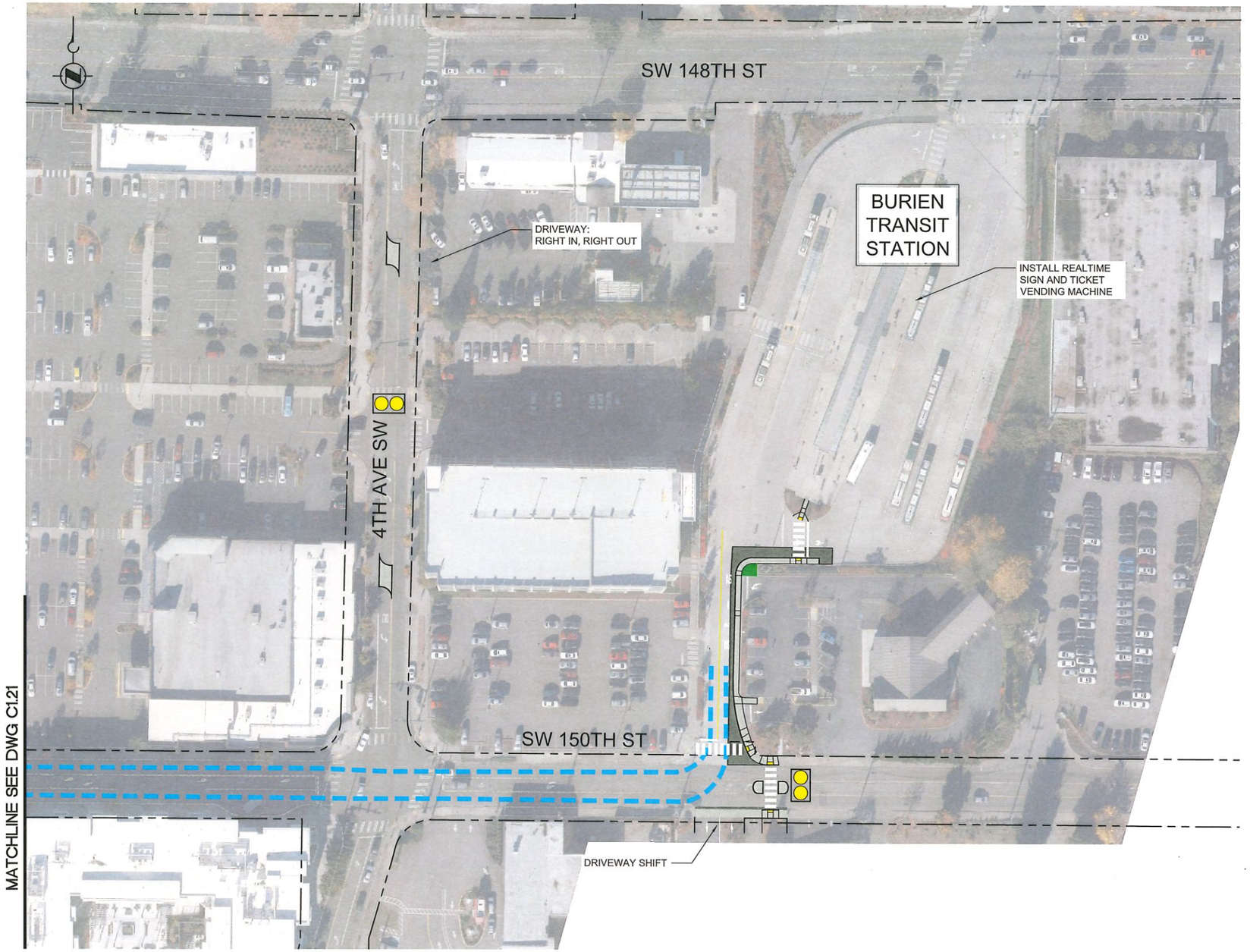
| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY: CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
SW 150TH ST
8TH AVE SW TO 5TH AVE SW

DATE: FEB 2018
DC #
DRAWING NO: C1.21
SHEET NO: OF 22 26

J:\160352C – KCM RapidRide H Line\CADD\SHTHLINE-BUSWAY.dwg | Layout: C1.21
PLOTTED: May 04, 2018-03:25:17pm By thedmc
XREFS: KCM-RRHL_BDR.dwg; xrLINE-MAP.dwg; xrLINE-XROW.DWG; xrLINE-BSTN1.DWG; xrLINE-CHAN1.DWG; xrLINE-ROAD1.DWG; xrLINE-XMAP.dwg; xrLINE-BPTH1.DWG; xrLINE-TRAF1.DWG; xrLINE-ROAD2A.DWG; xrLINE-XMAP2B.dwg; xrLINE-BPTH2B.DWG; xrLINE-CHAN2A.DWG; xrLINE-TSEC.DWG; xrLINE-ROAD1-RAMPS.DWG; xrLINE-LEGEND.dwg; xrLINE-LEGEND.dwg; xrLINE-TRAF1.DWG; xrLINE-ROAD2A.DWG; xrLINE-XMAP2B.dwg; xrLINE-BPTH2B.DWG; xrLINE-CHAN2A.DWG; xrLINE-TSEC.DWG; xrLINE-ROAD1-RAMPS.DWG; xrLINE-BSTN1.DWG; xrLINE-CHAN1.DWG; xrLINE-ROAD1.DWG; xrLINE-XMAP.dwg; xrLINE-BPTH1.DWG; xrLINE-LEGEND.dwg; xrLINE-LEGEND.dwg
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2B_Tile_01.tif; WS2B_Tile_02.tif; WS2B_Tile_03.tif; WS2B_Tile_04.tif; WS2B_Tile_05.tif; WS2B_Tile_06.tif; WS2B_Tile_07.tif; WS2B_Tile_08.tif; WS2B_Tile_09.tif; WS2B_Tile_10.tif; WS2B_Tile_11.tif; WS2B_Tile_12.tif; WS2B_Tile_13.tif; WS2B_Tile_14.tif; WS2B_Tile_15.tif; WS2B_Tile_16.tif; WS2B_Tile_17.tif; WS2B_Tile_18.tif; WS2B_Tile_19.tif; WS2B_Tile_20.tif; WS2B_Tile_21.tif; WS2B_Tile_22.tif; WS2B_Tile_23.tif; WS2B_Tile_24.tif; WS2B_Tile_25.tif; WS2B_Tile_26.tif; WS2B_Tile_27.tif; WS2B_Tile_28.tif; WS2B_Tile_29.tif;




**NOTES**

1. TBD.
2. TBD.

LEGEND

EXISTING CURB TO CURB WIDTH

42'
66'

PROPOSED CURB TO CURB / ROADWAY WIDTH

- BUSINESS ACCESS & TRANSIT LANE (BAT)
- BRT IN MIXED TRAFFIC LANE
- EXISTING ROW
- EXISTING
- EXISTING CROSSWALK
- PROPOSED
- NEW CONCRETE PAVING
- NEW HMA PAVING
- NEW STOP BAR
- NEW CROSSWALK
- NEW DRIVEWAY
- NEW PLANTER
- BRT STATION PLATFORM
- PEDESTRIAN FLASHING BEACON
- PEDESTRIAN HYBRID BEACON
- NEW SIGNAL

0' 50' 100'

SCALE: 1" = 100'

| No. | REVISION | BY | APP'D | DATE |
|---|---|---|---|---|

wsp

**DRAFT**

| | |
|---|---|
| DESIGNED: DES | APPROVED: ENGR-MGR |
| DRAWN: DRWN | SCALE |
| CHECKED BY CHK | PROJECT NO: 160352C |
| CHECKED BY | CONTRACT NO: 000000000 |

King County Department of Transportation

METRO TRANSIT DIVISION
**RAPID RIDE**
**H LINE**
SW 150TH ST
5TH AVE SW TO
TRANSIT CENTER

| | |
|---|---|
| DATE: | FEB 2018 |
| | DC # |
| DRAWING NO: | C1.22 |
| SHEET NO: OF | 23 26 |

J:\160352C – KCM RapidRide H Line\CADD\SHT\HLINE-BUSWAY.dwg | Layout: C1.22
PLOTTED: May 04, 2018-03:25:19pm By hsolmc
XREFS: KCM-RRHL_BDR.dwg; xHLINE-XMAP.dwg; xHLINE-XROW.DWG; xHLINE-BSTN1.DWG; xHLINE-CHAN1.DWG; xHLINE-ROAD1.DWG; xHLINE-XMAP.dwg; xHLINE-BPTH1.DWG; xHLINE-LEGEND.dwg; xHLINE-TRAF1.DWG; xHLINE-ROAD2A.DWG; xHLINE-XMAP2B.dwg; xHLINE-BPTH2B.DWG; xHLINE-CHAN2A.DWG; xHLINE-TSEC.DWG; xHLINE-ROAD1-RAMPS.DWG; xl
IMAGES: hline-100th.tif; hline-136th.tif; hline-Barton.tif; WS2b_Tile_01.tif; WS2b_Tile_02.tif; WS2b_Tile_03.tif; WS2b_Tile_04.tif; WS2b_Tile_05.tif; WS2b_Tile_06.tif; WS2b_Tile_07.tif; WS2b_Tile_08.tif; WS2b_Tile_08.tif;

# RapidRide H Line

**Burien City Council**

**May 21, 2018, 7pm**

RapidRide

H Line

King County METRO

## Tonight's Objective

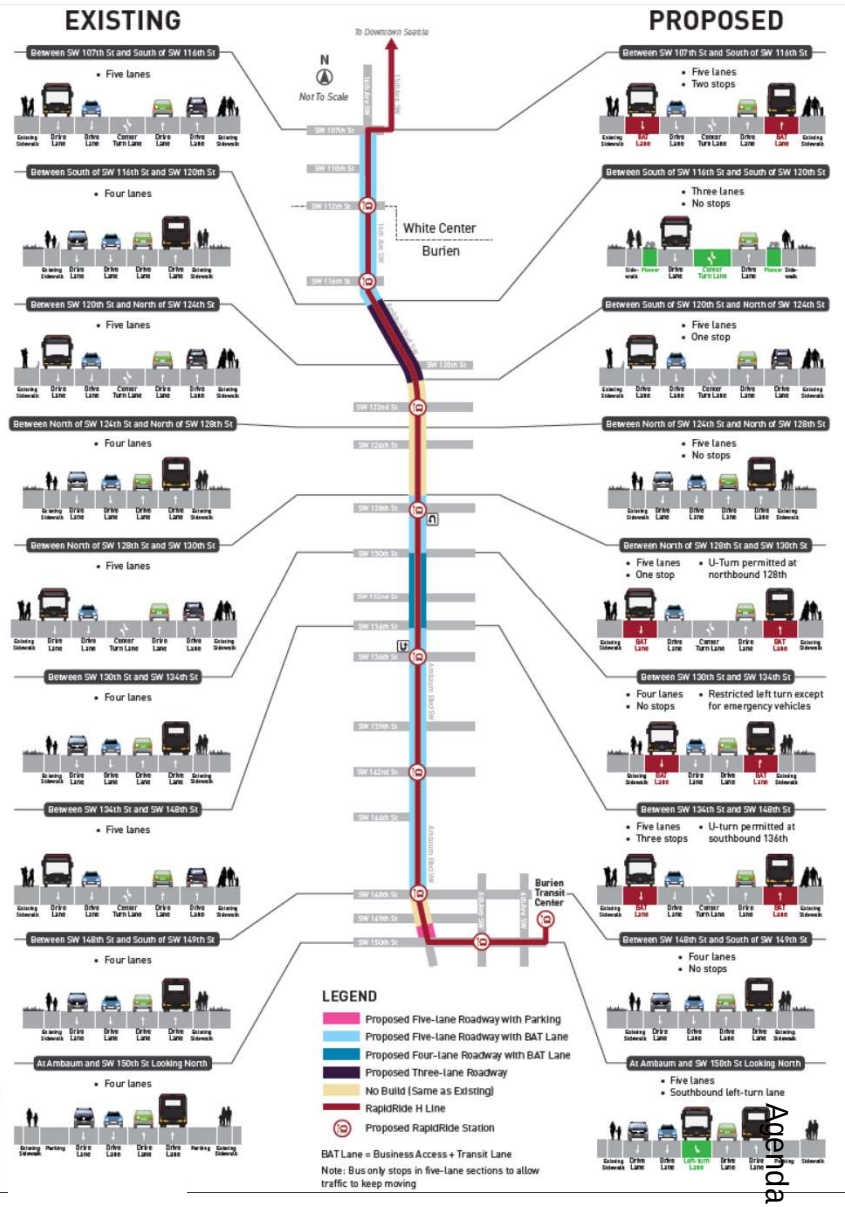
# To seek approval from Burien City Council on roadway recommendations to enhance future RapidRide H Line operations

- We heard you
- We coordinated with Burien staff to improve the recommendation
- We developed Alternative C

# Alternative C

## Key Elements

- No changes to roadway between 121st and 127th
- 3 lanes, curb-to-curb, only between between 117th and 121st, for accommodating critical safety improvements
- No bus stops on segments with only 3 or 4 lanes
- Restricted left-turns (except emergency vehicles) between 130th and 134th (with U-turns at 128th (NB) and 136th (SB)
- New pedestrian crossings to include fire pre-emption (Opticom) where possible



# Pedestrian Improvements

## New Sidewalks

Continuous sidewalk along SW 136th St, Ambaum Blvd SW to 8th Av SW

## Burien Transit Center

New, marked approaches from south and west sides of transit center

## New Protected Pedestrian Crossings

- Ambaum Blvd SW at:
  - SW 139th St
  - SW 142nd St
  - SW 150th St
- SW 150th St, between 6th Av SW & 4th Av SW

## Wider Sidewalks

Ambaum Blvd SW, between SW 116th St and SW 136th St

# Intersection Improvements

## SW 116th St & Ambaum Blvd

Reconfiguration of intersection to provide exclusive westbound left-turn lane, improving operations for all vehicles

## SW 128th St & Ambaum Blvd SW

Addition of a 2nd southbound left-turn lane, improving operations for all vehicles

## SW 150th St & Ambaum Blvd SW

Reconfigured intersection and new traffic signal, providing the following:

- Protected crossing for pedestrians
- Left-turn lanes, including protected southbound left-turn for H Line
- Slower traffic on Ambaum, due to addition of a signal between SW 148th St and SW 152nd St (safety enhancement)

## Operational/Signal Improvements

- SW 116th St: Rechannelize east leg to add WB left-turn pocket and allow split phasing - Flashing Yellow Arrow (FYA)
- SW 128th St: Add second SB left-turn pocket
- SW 136th St: Convert to protected/permissive left-turns for all approaches (FYA)
- SW 148th St: FYA for EB and WB left-turns
- SW 150th St: New traffic signal

---

## Total capital investment value King County Metro would bring to Burien*

- Alternative A = $17M
- Alternative B = $12.5M
- **Alternative C = $14M**

* *Includes roadway, pedestrian, station, intersection, and signal improvements*

# PM Travel Time Changes Auto and Transit

## Ambaum Blvd SW – SW 107th St to SW 148th St

*Travel time percent change against Future No-Build*

| Direction | Mode | Alternative A (enhanced) | Alternative B (updated) | Alternative C (new) |
|---|---|---|---|---|
| NB | Bus | -9% | -16% | **-13%** |
| SB | Bus | -11% | -16% | **-13%** |
| NB | General-Purpose Auto | 13% | 10% | **5%** |
| SB | General-Purpose Auto | 20% | 9% | **8%** |

# H Line Characteristics

## Service Provision

- Increased weekday frequency from 165 trips to 230 trips
- More weekday seats for passengers in this growth corridor
  - 9,239 riders in 2018
  - 12,800 riders in 2023
    (38.5% projected increase)

## Roadway Design

- BAT lanes provide a level of bus priority in a segment-by-segment basis, while allowing right-turns by all users
- Bus stops only on segments where cars are able to pass buses

## Ridership Development

- Improved service to elderly/disabled, youth, commuters, choice riders, low-income, and car-free (characteristic of Millennial generation)
- Framework for re-developing and densifying Ambaum Blvd corridor, creating clear transit nodes and opportunities

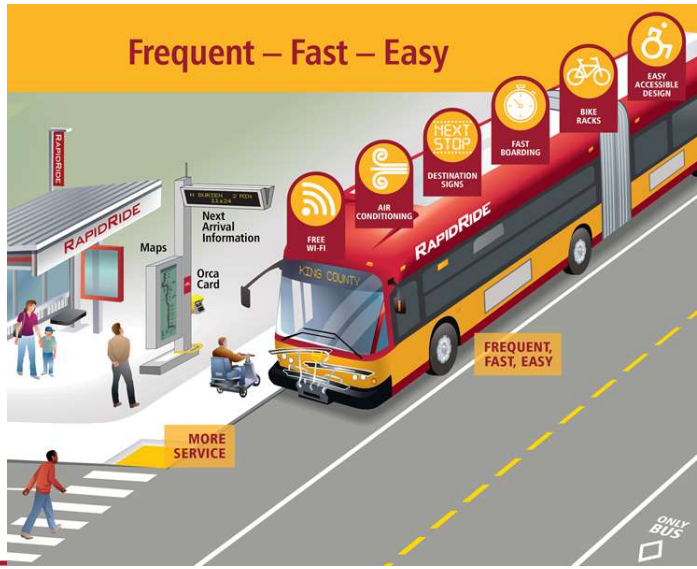
## Equity & Social Justice

# Demographic characteristics within Burien

- 12.4% is 55-64 years of age, showing a growing dependency on transit
- 7.2% is 65-74 years of age; 5.5% is over 75 years of age
- 7.4% are under 5 years; 17% of Burien's population are youth (5 – 7) with limited independent transportation aside from the bus options
- 24.9% of residents are identified as partially transit-reliant or transit-dependent (meaning 1 or fewer vehicles per household)
- 13.1% of residents are transit-disadvantaged (meaning those who have a disability and may require accessible transportation services such buses with lifts for mobility devices).
- More than 35% of Burien residents qualify for reduced transit fare who may not have driving as an option due to lack of vehicle availability, or associated costs (gas, vehicle maintenance, or parking)
- Based on per capita income, the majority of reduced fare qualifying riders in Burien are people of color, and Hispanic or Latino in origin
- These statistics increase by up to 50% within 1/3-mile of Ambaum Blvd

## Request

**Approval of RapidRide H Line Alternative C proposal for improvements to roadway cross-sections / lane configurations to Ambaum Boulevard SW, between SW 112th Street and SW 150th Street (as presented tonight).**



# Thank You

**Jerry Roberson**, AICP
Line Lead for RapidRide H Line
King County Metro

RapidRide
H Line

King County METRO

# Agenda Bill

## City Council Regular Meeting - 21 May 2018

| Department | Staff Contact |
|---|---|
| Public Works | Maiya Andrews, Public Works Director (206) 248-5521 |

**Agenda Bill Title**

Public Hearing and Discussion on the 2019-2024 Transportation Improvement Program

**Summary**

The purpose of this agenda item is for Council to hold a public hearing to receive comments on the proposed 2019-2024 Six-Year Transportation Improvement Program (TIP). Following the hearing, Council may review, discuss and provide direction to staff. State Law requires that each city develop a local TIP and that it be updated annually (RCW 35.77.010).

The TIP is a short-range planning document that is updated annually based on needs and policies identified through a variety of sources. Staff has evaluated last year's TIP with respect to the Transportation Master Plan (TMP) and the Stormwater Master Plan to ensure that the new TIP is aligned with the goals of both documents, and specifically with the TMP's multimodal layered network concept.

The primary importance of the Six-Year TIP is to act as a planning tool for the development of transportation facilities within the City. It is used as a tool in preparing the City's capital budget, and it is used to coordinate transportation projects with our utility districts and other agencies. In most cases, local projects must be included in the TIP to be eligible for state and federal grant programs.

This TIP includes the following changes to last year's TIP:

- **The projects have been renumbered and are in order of priority.**
- **Two projects have been deleted because they are/will be completed by next year (the SR 518 Off Ramp to Des Moines Memorial Drive and the South 132nd Street Trail Project between 9th Ave S and 10th Ave S).**
- **Project 23.0, the 160th Corridor Study, has been changed to be designing/constructing recommended improvements from the study which was completed in March.**
- **A new project is proposed, Project 27.0, SW 150th Street/5th Avenue SW Pedestrian Improvements for Mid-Block Crosswalk. Staff has received a petition and numerous requests for an improved pedestrian crossing at this location. Based on our initial evaluation, additional enhancements will be necessary to provide a safe marked crosswalk. At this time, King County Metro has proposed constructing this project as part of their H-Line improvements.**

Currently, there is no funding for projects not already in the adopted budget. The Street Fund includes revenue from motor vehicle fuel tax, solid waste franchise fees, solid waste utility tax, commercial parking tax, and right-of-way use permits. This revenue pays for street maintenance

operating costs, debt service for about half of the overlay bond, and the yearly pavement management program (currently below a level necessary to maintain the pavement condition index). In recent years, Burien has relied heavily on grants for capital projects.

In the future, to create a revenue source for capital projects such as in the TIP, the Council could consider evaluating franchise agreements with water, sewer and potentially electric utilities. A six percent franchise fee or utility tax on all of our water and sewer utilities could produce an estimated $840,000 annually. Increasing Seattle City Light's contract fee from the adopted level to the maximum would result in an estimated $425,000 annually. The Transportation Benefit District fee could be increased in 2019 from $20 to $40 after two years at the $20 rate. This would generate approximately $700,000 in additional revenue. If one or more of these mechanisms are implemented, the new revenue, or a portion of the revenue, could be used to supplement the yearly pavement management program or provide funding for other capital projects. There is also the potential loss of approximately $785,000 annually if Council eliminates the policy of allocating 10% of the property tax to the Capital Reserve Fund for the purposes of offsetting future funding gaps in the General Fund.

## Options

Council may accept or reject the identified changes to the proposed TIP, or they may direct staff to make additional changes.

## Advisory Board Recommendation

N/A

## Administrative Recommendation

Conduct a Public Hearing on the 2019-2024 Six-Year Transportation Improvement Program, provide direction to staff, and consider placing Resolution No. 400 on the June 4th Consent Agenda for adoption.

## Suggested Motion

N/A

## Fiscal Impact

FUND: N/A
COST OF PROPOSAL: N/A
AMOUNT BUDGETED: N/A
ADDITIONAL REQUIRED: N/A

## Attachments

Proposed 2019-2024 TIP

# City of Burien
# Six Year Transportation Improvement Program
# 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 1.0 | 1st Avenue South-Phase 3 | SW 128th to SW 140th Street | Reconstruct roadway to Principal Arterial standards, including pedestrian, stormwater detention and water quality facilities, center medians and left-turn lanes, signal improvements and interconnections, landscaping and irrigation, and driveway consolidation where feasible. Reconstruct intersection at SW 128th St. and add protected left-turn phasing at SW 136th St. intersections. Overhead to underground utility conversion. Major Drainage Replacement (MDR). | TIB<br>PSRC | High A,F,P,T | 4,000 | 10.5 M |
| 2.0 | 1st Avenue South-Phase 4 | SW 128th to SW 116th Street | Reconstruct roadway to Principal Arterial standards, including pedestrian, stormwater detention and water quality facilities, center medians and left-turn lanes, signal improvements and interconnections, landscaping and irrigation, and driveway consolidation where feasible. Overhead to underground utility conversion. MDR. | TIB<br>PSRC | High A,F,P,T | 4,000 | 11.4 M |
| 3.0 | S 136th Street **(Program A)** | 1st Avenue South to DMMD | Bicycle lanes on both sides. Repair inadequate and non-ADA portion of existing sidewalk and fill in gaps in sidewalk. Evaluate appropriate street tree options. | Legislature<br>PSRC | High B,P | 4,800 | 1.37M |
| 4.0 | SW 136th Street | 1st Avenue South to Ambaum Blvd SW | Reconstruct road to include storm drainage, bike lanes, parking, curb, gutter and sidewalks. | Legislature<br>PSRC<br>TIB | High A,B,P | 3,600 | 9.98M |
| 5.0 | S 146th Street / S 144th Way | 8th Avenue S to Des Moines Memorial Drive | Reconstruct road including storm drainage, curb, gutter and sidewalks, bicycle lanes or sharrows. | City<br>FAA<br>Developer | High A,B,P,T | 2,530 | 7.98M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
# Six Year Transportation Improvement Program
# 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 6.0 | 8th Avenue South **(Programs A,G)** | S 128th Street to S 136th St | Pedestrian access project. Sidewalk, curb and gutter, bike lanes, drainage, landscaping and illumination. Note: Consider phases along this corridor based on funding sources. | SRTS | High B,P | 2,700 | 1.16M |
| 7.0 | 8th Avenue South **(Programs A,G)** | S 136th Street to Des Moines Memorial Dr | Reconstruct road to include curb, gutter, sidewalks, bicycle lanes, parking, drainage, landscaping, and illumination. Note: Consider phases along this corridor based on funding sources. | | High A,B,P | 5,300 | 16.8M |
| 8.0 | South 152nd Street **(Program A)** | 1st Avenue South to 8th Ave S | Sidewalks on both sides of street. Fill in gaps in intermittent sidewalk and ensure implementation of American with Disabilities Act (ADA) standards. Bicycle lanes on both sides of street. Connect to Highline High School. | SRTS TIB | High B,P | 2,700 | 1.26M |
| 9.0 | South 152nd Street | 8th Ave S to Des Moines Memorial Dr | Existing three intersections (8th Ave S/S 152nd St, DMMD/8th Ave S, and S 152nd St/DMMD) should be evaluated for comprehensive revisions to improve safety and general awkwardness; consider elimination of an intersection. | City Economic Develop-ment TIB | High A,B,F,P | 250 | 0.79M |
| 10.0 | Ambaum Blvd SW Corridor Pedestrian Safety Study | North City Limit to 1st Avenue South | Phase 1 studies safety, capacity, & non-motorized issues. Includes evaluation of all mid-block crosswalks for removal or enhancement. Phase 2 designs and constructs the Phase 1 recommendations. | City HSIP | High A,B,F,T | 15,000 | 3.12M |
| 11.0 | 4th Avenue SW **(Program A)** | SW 156th Street to SW 160th St | Pedestrian access project. Sidewalk on east side, curb and gutter, bike lanes, drainage, landscaping and illumination. | SRTS | High B,P | 1,370 | 1.37M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
## Six Year Transportation Improvement Program
## 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 12.0 | 4th Avenue SW & SW 148th Street | Intersection | Upgrade existing signal to include an eastbound right-turn overlap phase and protected left turns. Consider combining with 32 for funding. | City<br>METRO<br>SCL | High A | | 2.25M |
| 13.0 | 6th Ave SW & SW 148th Street | Intersection | New Signal to add interconnect and protected left turn. Overhead to underground utility conversion. MDR. Consider combining with 31 for funding. | City<br>SCL | High A,P | | 1.5M |
| ~~14.0~~ | ~~SR 518/Des Moines Memorial Drive Eastbound Off-Ramp~~ | ~~Interchange~~ | ~~Construct eastbound off-ramp from SR 518 to Des Moines Memorial Drive DMMD. Note: Ensure design is consistent with the DMMD Corridor Management Plan.~~ | ~~**FUNDED**<br>TIB<br>PSRC<br>Legislature~~ | ~~High A,F~~ | | ~~12.6M~~ |
| 14.0 | SR 518/Des Moines Memorial Drive Westbound On-Ramp | Interchange | Construct westbound on-ramp from SR 518 to DMMD. Note: Ensure design is consistent with the DMMD Corridor Management Plan. | TIB<br>PSRC<br>Legislature | High A,F | | 73.5M |
| 15.0 | Northeast Redevelopment Area (NERA) | NERA | Construct new streets and signals as envisioned in the Northeast Redevelopment Area (NERA) Plan. Improve and create pedestrian connections. Area generally bounded by 8th Ave S, S 138th St, Des Moines Memorial Drive and SR 518. | City<br>FAA<br>Developer | High A,F,P | | 3.68M |
| ~~16.0~~ | ~~S 132nd St Trail Project~~ ~~**(Program A)**~~ | ~~9th Ave S to 10th Ave S~~ | ~~Construct shared use path on S 132nd St, in unopened right of way between 9th Ave S to 10th Ave S. Evaluate lighting and signing.~~ | ~~**FUNDED**<br>CDBG~~ | ~~High B,P~~ | ~~225~~ | ~~0.18M~~ |
| 16.0 | Pedestrian and Bicycle Facilities **(Program A)** | Citywide | Construct bicycle/pedestrian/shared use facilities in unopened rights of way that are not being used for, and not planned to be used for, vehicular access. | City<br>CDBG<br>SRTS | High B,P | | 0.06M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
## Six Year Transportation Improvement Program
## 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 17.0 | Pedestrian Access Near Schools Study **(Program A)** | Citywide | 2 Phases. Phase 1 will evaluate and prioritize pedestrian access needs near schools, giving consideration to parking and surface water impacts. Includes evaluation of all existing school crossings for removal or enhancement. Phase 2 designs and constructs the Phase 1 recommendations. | City<br>HSIP<br>SRTS | High B,P | | 3.36M |
| 18.0 | Speed Radar Signs | 15200 block of southbound Maplewild Ave, 12000 block of 5th Ave S both directions | Install speed radar signs at selected locations. | City<br>HSIP | High A | | 0.12M |
| 19.0 | SW 132nd St Trail Completion **(Program A)** | 1st Ave SW to 1st Ave S | Install a multi-use bike path on unopened right of way. Install a pedestrian-actuated HAWK signal on 1st Ave S. Completes the physical connection for the 8th Ave SW to 1st Ave S neighborhood bikeway. | City<br>CDBG<br>PBP | High B,P | 300 | 0.73M |
| 20.0 | 4th Ave SW Bike Lanes **(Program A)** | SW 116th St to SW 128th St | Restripe 4th Ave SW to provide bike lanes and parallel parking | City | High A,B | 4,000 | 0.03M |
| 21.0 | SW 152nd St Downtown Sharrows **(Program A)** | 10th Ave SW to 1st Ave S | Pavement markings to provide sharrow lanes and restripe parking for back-in angle parking. | City | High A,B | 3,300 | 0.17M |
| 22.0 | S 116th St Mini Roundabout | 24th Ave S | Reconfigure the intersection with a mini roundabout. | City | High A | | 0.18M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
## Six Year Transportation Improvement Program
## 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 23.0 | 160th St Corridor ~~Study~~ Improvements | Des Moines Memorial Drive to 4th Ave SW | ~~Analyze~~ Implement traffic operations improvements on the 160th St corridor between DMMD and 4th Ave SW.~~, focusing at the two closely-spaced signalized intersections at 1st Ave S and the Ambaum Cutoff S. The study~~ Construction will ~~identify changes to~~ improve traffic operations and vehicle progression between the two intersections and along the corridor. | City | High A,B,F | 3,800 | 1.5M ~~0.050M~~ |
| 24.0 | Pedestrian Improvements for 21st Ave SW Mid-Block Crosswalk **(Program A)** | Between SW 152nd St and SW 154th St | Install a Rectangular Rapid Flashing Beacon and bulb-outs to serve the existing mid-block crosswalk. | CDBG | High B,P | | 0.080M |
| 25.0 | 5th Ave S Traffic Calming | S 116th St to S 126th St | Evaluate and construct traffic calming features such as compact roundabouts at intersections, mid-block chicanes, narrowed lanes, and integrated LID features. | City HSIP | A,P High | 3,400 | 1.40 M |
| 26.0 | Downtown Core Crosswalks | Downtown Urban Growth Center | 2 Phases. Phase 1 evaluates for removal or enhancement all mid-block crossing locations not included in other TIP projects. Phase 2 designs and constructs the Phase 1 recommendations. | City HSIP | High A,P | | $1.70M |
| 27.0 | SW 150th St / 5th Ave SW Ped Improvements for Mid-Block Crosswalk | Between 4th Ave SW & 5th Ave SW | Install a marked crosswalk with enhanced pedestrian actuated crossing improvements to serve high-density housing. Possibly combine with METRO bus stop improvements / upgrades. | City METRO | High P,T | | $0.35M |
| 28.0 | SW 144th Street and SW 146th Street | Ambaum Blvd SW to 21st Avenue SW | Reconstruct road to include storm drainage, bike lanes, curb, gutter and sidewalks. | | Medium B,P | 4,200 | 13.23M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
## Six Year Transportation Improvement Program
## 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 29.0 | 21st Avenue SW | SW 146th to SW 164th Street | Reconstruct road including storm drainage, bicycle lanes, transit access, curb, gutter and sidewalks. | | Medium B,P,T | 6,780 | 2.46M |
| 30.0 | SW 152nd St | 10th Avenue SW to 22nd Avenue SW | From 10th Avenue SW to 20th Avenue SW: curb and gutter; 6- foot sidewalk (evaluate parking at time of design or open house). Bicycle movement through this area shall be accommodated by shared bicycle/vehicle usage, and signage. | | Medium B,P | 4,000 | 12.6M |
| 31.0 | South and SW 146th St **(Program A)** | Ambaum Blvd SW to 8th Avenue S | Repair existing sidewalks and ensure implementation of ADA standards for ramps, stripe bicycle lanes or sharrows. | | Medium B,P | 6,200 | 2.1M |
| 32.0 | 16th Avenue SW | SW 160th to SW 168th Street | Reconstruct road including storm drainage, curb, gutter and sidewalks, bicycle lanes or sharrows. Major drainage replacement. | | Medium B,P | 2,728 | 8.61M |
| 33.0 | South Normandy Road | 1st Avenue South to Des Moines Memorial Drive | Reconstruct road including storm drainage, curbs, gutters, bike lanes and sidewalks. Note: Consistent with DMMD corridor plan. | | Medium B,P | 1,900 | 7.73M |
| 34.0 | SW 150th St **(Program A)** | 1st Avenue South to Ambaum Blvd SW | Fill in gaps in intermittent sidewalk and ensure implementation of ADA standards for ramps. | | Medium P | 3,000 | 0.95M |
| 35.0 | SW 160th Street **(Program A)** | 2nd Avenue SW to 21st Avenue SW | Fill in gaps in intermittent sidewalk and ensure implementation of ADA standards for ramps, stripe bicycle lanes or sharrows. | | Medium B,P | 6,500 | 1.89M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
## Six Year Transportation Improvement Program
## 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 36.0 | 8th Avenue S/S 146th St | Intersection | New Signal for NERA. Overhead to underground utility conversion. Signal improvement shall be evaluated as NERA develops to see if Manual of Uniform Traffic control Devices (MUTCD) signal warrants are met. | City FAA Developer | Medium A | | 0.32M |
| 37.0 | S 160th St / 509 Northbound Ramp | Interchange | Coordinate with Washington State Department of Transportation (WSDOT) for this interchange improvements (work with WSDOT to signalize) | | Medium A,F | | 0.42M |
| 38.0 | S 156th / 4th Ave S Ped HAWK Signal **(Program A)** | Intersection | Install a pedestrian-actuated signal to replace the always-on crosswalk beacon. | City SRTS | Medium P | | 0.15M |
| 39.0 | SW 128th St Road Diet **(Program A)** | Ambaum Blvd to 1st Ave S | Restripe SW 128th St to provide one through lane in each direction with a median two way left turn lane, and dedicated left turn lanes at 4th Ave SW. Reconfigure the 4th Ave SW traffic signal for permitted left turns. Confirm future traffic operations meet standards prior to implementation. | City | Medium A | 4,000 | 0.10M |
| 40.0 | Replacement Traffic Signal | 1st Ave S at 152nd St | Replace the aging traffic signal poles, mast arms, signal heads, controller cabinet and service cabinet. | City, HSIP | Medium A | | 0.450M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
## Six Year Transportation Improvement Program
## 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 41.0 | Des Moines Memorial Drive (DMMD) | South 165th Street to Normandy Road | Reconstruct and widen roadway to 36-44 feet to include storm drainage, landscaping, bicycle lanes, street lighting, channelization, signal modification, and paving. Install curb, gutter, and sidewalks. Construct center two-way left turn lane and consolidate driveways in commercial area. Note: Consistent with Des Moines Memorial Drive corridor plan and Lake to Sound Trail. | | Low A,B,P,T | 3,676 | 12.6M |
| 42.0 | 26th Avenue SW | SW 116th Street to Shorewood Drive SW | Reconstruct road to include curb and gutter, sidewalks, drainage, and landscaping, bicycle lanes or sharrows. Major Drainage Replacement MDR. | | Low B,P | 2,500 | 8.30M |
| 43.0 | Shorewood Drive SW | 26th Avenue SW to Ambaum Blvd SW, including SW 130th Street | Road reconstruction, including storm drain improvements, pedestrian access, or other infrastructure that can be built within the existing pavement footprint located in the right-of-way of the City of Burien. Bicycle movement through this area shall consider uphill bike lane only or accommodated by shared bicycle/vehicle usage, and signage. | | Low B,P | 8,580 | 27.03M |
| 44.0 | 8th Avenue SW **(Program A)** | Ambaum Blvd SW to Sylvester Rd SW | Reconstruct road to include storm drainage, bike lanes, parking, curb, gutter and sidewalks. | | Low A,B,P | 4,800 | 15.12M |
| 45.0 | Marine View DR | SW 164th Street to 28th Avenue SW | Reconstruct road including storm drainage, bicycle lane, curb, gutter and sidewalks. | | Low A,B | 3,000 | 9.45M |
| 46.0 | 8th Avenue South **(Programs A,G)** | S 128th Street to S 136th St | Reconstruct road to include curb, gutter, sidewalks, bicycle lanes, parking, drainage, landscaping, and illumination. Note: Consider phases along this corridor based on funding sources. | | Low A,B,P | 2,700 | 7.35M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
## Six Year Transportation Improvement Program
## 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 47.0 | 8th Avenue South **(Programs A,G)** | S 112th Street to S 128th St | Pedestrian access project. Sidewalk, curb and gutter, bike lanes, drainage, landscaping and illumination. Note: Consider phases along this corridor based on funding sources. | | Low B,P | 5,300 | 16.8M |
| 48.0 | South 160th Street **(Program A)** | 1st Avenue South to Des Moines Memorial Drive | Fill in gaps in intermittent sidewalk and ensure implementation of ADA standards for ramps. | | Low P | 2,604 | 1.39M |
| 49.0 | SW 116th St **(Program A)** | 26th Avenue SW to 12th Avenue SW | Fill in gaps in intermittent sidewalk and ensure implementation of ADA standards for ramps, stripe bicycle lanes or sharrows. | | Low B,P | 3,790 | 0.84M |
| 50.0 | 4th Avenue SW **(Program A)** | SW 156th Street to SW 160th St | Reconstruct road including sidewalk on west side, storm drainage, curb, gutter, and sidewalks, sharrows. | | Low B,P | 1,370 | 4.2M |
| 51.0 | SW 159th Street and 19th Avenue SW **(Program A)** | SW 21st Avenue to SW 160th St | Reconstruct road including storm drainage, street lighting, parking, curb, gutter, bike lanes and sidewalks. | | Low A,B,P,T | 700 | 2.21M |
| 52.0 | 28th Avenue SW and SW 170th St **(Program A)** | Marine View Drive to SW 22nd Avenue SW | Reconstruct road including storm drainage, pedestrian access, curb, gutter, bike lanes and sidewalks. | | Low A,B,P | 3,150 | 9.92M |
| 53.0 | S 174th Street / Des Moines Memorial Dr | 1st Avenue S to 8th Avenue S | Reconstruct road including storm drainage, street lighting, curb, gutter, bike lanes and sidewalks. Overhead to underground utility conversion. | | Low A,B,F,P,T | 2,250 | 7.09M |

*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
# Six Year Transportation Improvement Program
# 2018-2023

| Project No. | Name of Project | Project Limit | Project Description | Potential Funding Sources | Priority, TMP Category* | Total Length of Street in feet | Cost |
|---|---|---|---|---|---|---|---|
| 54.0 | Military Road S | S 128th St to Des Moines Memorial Drive | Reconstruct roadway to Principal Arterial standards, including pedestrian, stormwater detention and water quality facilities, center medians and left-turn lanes, signal improvements and interconnections, landscaping and irrigation, and driveway consolidation where feasible. | | Low A,F,P,T | 5,700 | 17.85M |
| 55.0 | SW 172nd St / Sylvester Rd SW | SW 171st Street to 16th Avenue SW | Road reconstruction, including storm drain improvements, pedestrian access, or other infrastructure that can be built within the existing pavement footprint located in the right-of-way of the City of Burien. Bicycle movement through this area shall be accommodated by shared bicycle/vehicle usage, and signage. | | Low A,B,P | 7,500 | 23.63M |
| 56.0 | Maplewild Avenue SW | 22nd Avenue SW to SW 171st Street | Road reconstruction, including storm drain improvements, pedestrian access, or other infrastructure that can be built within the existing pavement footprint located in the right-of-way of the City of Burien. Bicycle movement through this area shall be accommodated by shared bicycle/vehicle usage, and signage. | | Low A,B,P | 9,700 | 30.45M |
| 57.0 | Sylvester Road SW | 6th Avenue SW to 8th Pl SW | Reconstruct road to include curb and gutter, sidewalks, bike lanes or sharrows, drainage, landscaping and illumination. Overhead to underground utility conversion. | | Low A,B,P | 1,900 | 5.99M |
| 58.0 | S 146th St/ 5th Pl S Intersect. Improve. **(Program A)** | Intersection | Evaluate stop control and/or pedestrian crossing enhancements in conjunction with final buildout of Matheson Park. | City | Low P | | 0.16M |

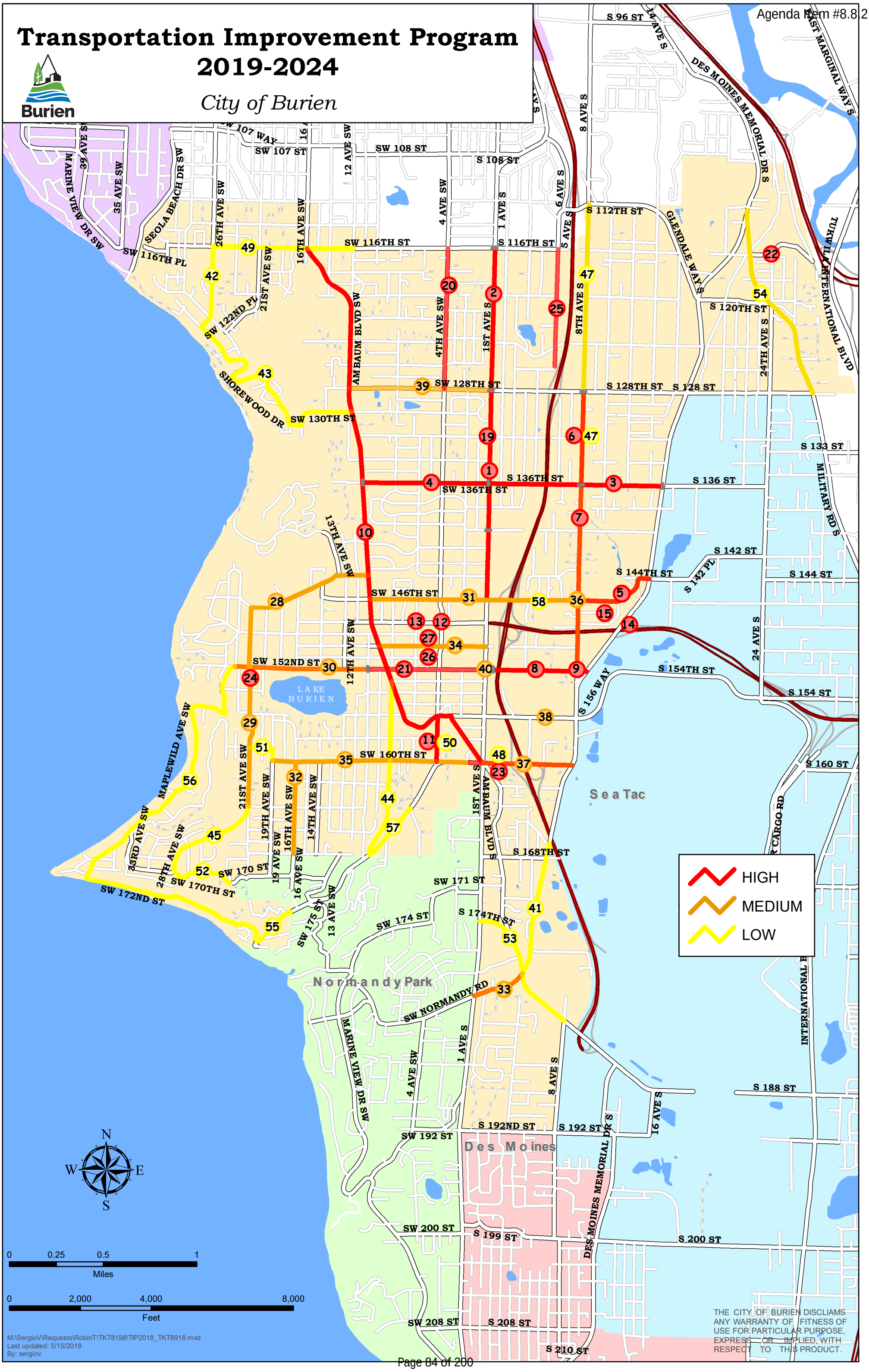
*A = Auto
B = Bicycle
F = Truck
P = Pedestrian
T = Transit

# City of Burien
# Capital Programs
# 2016~~9~~-2021~~4~~

| Program No. | Name of Program | Program Description | Funding Sources |
|---|---|---|---|
| A | Pedestrian and Bicycle Facilities | A primarily grant-funded program to construct bicycle/pedestrian/shared use facilities throughout the City. Includes pedestrian actuated flashers and beacons. | Transportation CIP<br>CDBG<br>SRTS |
| B | Annual Overlay | Maintain and preserve the integrity of the City's existing roadway surface through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life and overlay pavements that are structurally declining. Projects are prioritized through the City Pavement Management System. Update pavement condition ratings every 3-5 years. | Transportation CIP |
| C | ADA Barrier Mitigation | Upgrades curb ramps, pedestrian push buttons and pedestrian access routes required by the Americans with Disabilities Act. Priorities established by the City's ADA Transition Plan. | Transportation CIP<br>CDBG<br>WSDOT |
| D | Guardrail and Safety Improvements | Upgrades existing guardrail or installs new where warranted. Includes supplemental signing and/or pavement markings. | Street Fund<br>Street maintenance |
| E | Channelization Improvements | Maintenance of existing striping and pavement markings, or revisions and additions at selected locations not covered by Program A. | Street Fund<br>Street maintenance |
| F | Traffic Signal Management | Maintain and operate traffic signals. Update outdated signal controllers and interconnect selected corridors with fiber optic cable. Evaluate signal controller cabinets for sight distance impacts. | Transportation CIP<br>Street Fund<br>Signal Maint & Operations |
| G | Street Lighting and Illumination Program | Operation, maintenance replacement and repair of street light systems. Includes capital upgrades and conversion to LED luminaires. | Street Fund<br>Seattle City Light<br>Puget Sound Energy |
| H | Residential Traffic Calming | A primarily grant-funded program to install recommended traffic calming facilities at identified locations around the City: pavement markings, speed bumps and tables, speed radar signs, traffic circles, chicanes, etc. Includes school zone safety improvements (i.e. Hilltop, Southern Heights, Cedarhurst). | WSDOT TIB<br>PBP SRTS<br>CDBG |

# Transportation Improvement Program 2019-2024

*City of Burien*




M:\SergioV\Requests\RobinT\TKT8198\TIP2018_TKT8918.mxd
Last updated: 5/15/2018
By: sergiov

THE CITY OF BURIEN DISCLIAMS ANY WARRANTY OF FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESS OR IMPLIED, WITH RESPECT TO THIS PRODUCT.

# Agenda Bill

## City Council Regular Meeting - 21 May 2018

| Department | Staff Contact |
| --- | --- |
| Parks, Recreation & Cultural Services | Steve Roemer, PaRCS Director (206) 248-5513 |

**Agenda Bill Title**

Update on Establishing a Youth Council.

**Summary**

The purpose of this item is for staff to provide City Council an update on efforts to establish a Youth Council, providing opportunities for Burien youth to discuss issues important to them and also an avenue for that information to be brought to City Council.

**Options**

N/A

**Advisory Board Recommendation**

N/A

**Administrative Recommendation**

Hold Discussion

**Suggested Motion**

N/A

**Fiscal Impact**

FUND: N/A
COST OF PROPOSAL: N/A
AMOUNT BUDGETED: N/A
ADDITIONAL REQUIRED: N/A

# Agenda Bill

## City Council Regular Meeting - 21 May 2018

| Department | Staff Contact |
|---|---|
| City Manager | Andrea Snyder, Economic Development Manager (206) 248-5528 |

**Agenda Bill Title**

Discussion and Potential Action on Business & Economic Development Partnership Ordinance & By-Laws

**Summary**

The Business & Economic Development Partnership (BEDP) reviewed the Burien Municipal Code (BMC) and By-laws governing their commission and discovered that many long standing practices were not in accordance with the current code and by-laws. The BEDP also discovered that some provisions in their by-laws were inconsistent with that of other city of Burien commissions and appointed advisory groups. The BEDP asks City Council to revise the code and by-laws to be more in accordance with current practices and also have requested changes that reflect how they wish to conduct business in the future.

Highlighted Changes to BMC (2.50.020) include:

- Change in number of non-voting ex-officio members. The BEDP would like to extend non-voting ex-officio membership to Discover Burien and the Seattle Southside Chamber of Commerce. Discover Burien has been practicing this role for years. The BEDP wishes to codify it and to extend the opportunity to the Chamber as well.

Highlighted Changes to the By-Laws include:

- Removed provision that the Chair cannot be voted to serve 2 consecutive terms. This stipulation is not present in any other city board or commission.
- Members may be removed if they have absences totaling 25% of the regularly scheduled meetings.
- In the event of a tie vote, the typically non-voting ex-officio members shall each be granted one vote.
- The Partnership may ask city council to remove a member of the BEDP if that member is found by the majority of the whole Partnership to have violated the the Code of Conduct.
- Similarly, the Majority of the Partnership can ask one member to refrain from voting if that member is deemed to have a conflict of interest. In the current adopted by-laws, the member is trusted to recuse themselves and the rest of the Partnership was unable to hold each other accountable.

Please see the attachments for the red-lined suggested changes. Proposed Ordinance 687, if enacted, would revise BMC 2.50. Please note: only section 2.50.020 of the BMC is included as that is the only section of chapter 2.50 with recommended changes.

**Options**

1. Adopt Ordinance 687 and the by-laws with the changes to both identified in the attachments.
2. Refer back to the BEDP with suggested revisions.

**Advisory Board Recommendation**

The BEDP has voted, with none stating their opposition, to adopt the Ordinance and By-Laws per their recommendations.

**Administrative Recommendation**

The Administration recommends city council adopt Ordinance 687 and by-laws with the BEDP's suggested revisions.

**Suggested Motion**

I move to adopt Ordinance 687 and the by-laws with the revised versions as recommended by the BEDP.

**Fiscal Impact**

FUND: N/A
COST OF PROPOSAL: N/A
AMOUNT BUDGETED: N/A
ADDITIONAL REQUIRED: N/A

**Attachments**

Ord 687
Exhibit A to Ordinance 687 BMC 2.50.020 Redlines
BEDP Bylaws Draft revised 2018

# CITY OF BURIEN, WASHINGTON

## ORDINANCE NO. 687

---

**AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AMENDING SECTION 2.50.020 OF THE BURIEN MUNICIPAL CODE RELATED TO BURIEN AND ECONOMIC DEVELOPMENT PARTNERSHIP MEMBERSHIP, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.**

---

WHEREAS, the Business & Economic Development Partnership (BEDP) has completed a review of the Burien Municipal Code and discovered that many long standing practices are not in accordance with the code; and

WHEREAS, the City Council wishes to revise BMC 2.5.020 to bring the code into compliance with the BEDP's current practices and the manner in which the BEDP wishes to conduct business in the future; and

WHEREAS, the amendments herein will change the number of non-voting ex-officio members and extend non-voting ex-officio membership to Discover Burien and the Seattle Southside Chamber of Commerce;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1: Amendment The City Council of the City of Burien hereby amends BMC Section 2.50.020 as shown on attached Exhibit A incorporated by reference as if fully set forth herein.

Section 2: Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3: Savings. The enactments of this ordinance shall not affect any case, proceeding, appeal or other matter currently pending in any court or in any way modify any right or liability, civil or criminal, which may be in existence on the effective date of this ordinance.

Section 4: Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect five days after publication.

**ADOPTED** BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON

THE 21ST DAY OF MAY, 2018 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 21ST DAY OF MAY, 2018.

CITY OF BURIEN
/s/Jimmy Matta, Mayor

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

Approved as to form:
/s/ Lisa Marshall, City Attorney

Filed with the City Clerk: May 21, 2018
Passed by the City Council: May 21, 2018
Ordinance No. 687
Date of Publication:

**Burien Municipal Code**
**Chapter 2.50**
**Business and Economic Development Partnership**

**2.50.020 Membership.** SHARE

(1) Number, Terms and Qualifications of Members. The partnership shall consist of 12~~4~~ appointed members and three~~one~~ nonvoting ex officio members. Appointed members shall serve four-year terms running from April 1st through March 31st, or until a member's successor is duly appointed and confirmed. The appointments shall be staggered with every odd-numbered year, half of the members due for re-appointment or replacement.

The voting membership shall be selected with a goal of having predominantly business representation. To the extent available, representation should include applicants from the following areas serving Burien:

(a) Business owners, managers and employees;

(b) Commercial property owners;

(c) Chambers of commerce and merchants' associations;

(d) Burien city residents;

(e) Employment and job training services;

(f) Education;

(g) Others with interest in Burien.

In addition, a representative from Discover Burien and the Seattle Southside Chamber shall be non-voting ex officio members. ~~t~~The city manager or the city manager's designee shall also be a nonvoting ex officio member of the partnership.

(2) Appointment. Members of the partnership shall be appointed by the city council in a manner consistent with the council's appointment procedures. Members shall be selected without respect to political affiliation and shall serve without compensation. Employees of the city of Burien are not eligible.

(3) There shall be a term limit of two consecutive full terms. After a two-year absence, members may be reappointed.

(4) Removal. Members may be removed by a majority vote of the entire city council. The decision of the city council shall be final and there shall be no appeal therefrom. Members may be removed if they have unexcused absences totaling 25 percent of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences.

(5) Vacancies. Vacancies occurring other than through the expiration of the term shall be filled for the unexpired term in the same manner as for appointments as provided in this chapter. [Ord. 566 § 2, 2012; Ord. 258 § 2, 1999; Ord. 114 § 2, 1995]

City of Burien

**BYLAWS OF THE BURIEN BUSINESS AND ECONOMIC DEVELOPMENT PARTNERSHIP**

These bylaws are established pursuant to City of Burien Ordinance No. 258 adopted on June 7, 1999 and Ordinance 566 adopted on October 22, 2012 by the Burien City Council.

ORGANIZATION AND RULES OF PROCEDURE

**1. Committee Name**

a) The official name of the advisory ~~board~~Partnership is the City of Burien Business and Economic Development Partnership as per Ordinance No. 114 adopted in 1995.

b) The Burien Business and Economic Development Partnership will be referred to as the Partnership in this document.

**2. Business Office**

a) The official seat and business office of the Partnership is Burien City Hall.

**3. Officers**

The officers of the Partnership shall consist of a Chair and a Vice Chair.

a) The Chair shall preside over the Partnership and shall retain the right to propose and vote on motions.
b) The Vice Chair shall, in the absence of the Chair, assume all of the Chair's rights and duties.
c) If the Chair and Vice Chair are both absent from any meeting, the members present may elect a temporary Chair who shall assume all of the Chair's rights and duties.
d) Officers shall be elected annually in April~~, or during odd numbered years, the first meeting in or after April following the City Council's biannual confirmation of new board members~~. Officers' terms will begin in June, to provide adequate time for handover, training, and a seamless transition between officers.
e) The term of service for Chair or Vice Chair is one year. A member may not serve as Chair ~~for two consecutive terms~~until they have completed one year of service on the BEDP.
f) The Economic Development Manager of the City of Burien, or their designee, ~~-~~shall serve as secretary to the ~~board~~Partnership.

**4. Meetings**

Formatted: Font: Bold

a) The Partnership shall hold such regular and special meetings as may be necessary to complete its responsibilities. The meetings will be held ~~meet at least once each month~~ at a regularly established meeting time and location. Additional meetings may be held at the request of the Chair, a majority of the Partnership members or City Councilmembers, the City Manager or the Economic Development Manager.

b) Proper notice must be given for the addition or cancellation of any meeting. All meetings shall be conducted in accordance with the Washington State Public Meetings Act.

**5. Attendance**

a) A Partnership member may be excused from a meeting by providing advance notice to the Chair, Vice Chair or staff.

b) The BEDP shall adopt and distribute to all members an annual official regular meeting calendar prior to the start of each year.

c) Members may be removed if they have ~~unexcused~~ absences totaling 25% of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences, the Partnership shall notify the City Council and may request that the City Council appoint a replacement for that member.

**6. Conduct of Business**

a) Except as provided by these rules and regulations and the laws of the City of Burien, the most recent version of Robert Rules of Order, Revised, will govern the conduct of all ~~board~~Partnership meetings.

b) The Partnership encourages public input.

~~b)~~c) In the event of a tie vote, the ex-officio members shall each be granted one vote.

Formatted: List Paragraph, No bullets or numbering

**7. Agenda and Minutes**

a) A copy of the agenda and prior minutes will be sent to each member at least three working days prior to the date of a meeting, and the agenda and minutes will be included in the city council meeting packets.

b) A staff person will be responsible for the minutes of all meetings. All minutes will be forwarded to the City Clerk and be made part of the permanent record.

**8. Partnership/City Council Relations**

a) Any Partnership action that requires City Council approval shall be submitted in writing to the City Council for review or action. The City Council of the whole shall render decisions on Partnership recommendations and actions.

**9. ~~Conflict of Interest~~Code of Conduct and Removal of Members**

a) Any Partnership member having a direct interest in, or who would personally benefit from, any activity or decision before the Partnership must disclose this interest and, if deemed appropriate by that ~~member~~ the majority of the Partnership or required by law, refrain from voting on the matter at hand.

~~a)~~b) Every member is expected to adhere to the BEDP Code of Conduct in the Commission Handbook. If a member has been found by a majority vote of the whole Partnership to be in violation of the Code of Conduct, the Partnership may

recommend to City Council the removal of the member and request City Council appoint a replacement for that member.

**10. Amending Bylaws**

a) The Partnership may recommend to the City Council amendments to these bylaws by the affirmative vote of the majority of the whole Partnership, if notice of the proposed amendments is contained in the notice of the meeting.

# Agenda Bill

## City Council Regular Meeting - 21 May 2018

| Department | Staff Contact |
|---|---|
| Legal | Lisa Marshall, City Attorney (206) 248-5535 |

**Agenda Bill Title**

Continued Discussion on City Council Meeting Guidelines

**Summary**

The City Council discussed revisions to the Council Meeting Guidelines at its February 26, 2018 and March 19, 2018 meetings. This agenda item is a continuation of the discussion on revisions to the Council Meeting Guidelines. On the attached Matrix are sections of the Guidelines for which either Council or staff is proposing.

**Options**

**Advisory Board Recommendation**

**Administrative Recommendation**

**Suggested Motion**

**Fiscal Impact**

FUND: N/A
COST OF PROPOSAL: N/A
AMOUNT BUDGETED: N/A
ADDITIONAL REQUIRED: N/A

**Attachments**

Council Guidelines Revision Matrix - Attachment 1
City Attorney Redline of Guidelines - Attachment 2

**COUNCIL MEETING GUIDELINES**
**PROPOSED REVISIONS 5/21/18**

| # | PG #'s | SECTION | STAFF REVISIONS | COUNCIL REVISIONS | CC (Y / N) |
|---|---|---|---|---|---|
| 4 | 3 | SECTION 2.5 COUNCIL MEETINGS | G. 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. | 5. Change the first sentence to read: The City Clerk shall prepare minutes for all Council meetings that will document the key points of each discussion and the official actions of the Council.<br><br>6. "The city Clerk shall prepare minutes…". (This needs to be kept as part of the guidelines and staff needs to ensure that comprehensive written minutes of the Council Meetings are prepared similar to what is being done for the Planning Commission meetings.)<br><br>**Outcome of 4/16/18 Discussion:**<br>Staff will explore the most feasible and economical options on having enough detail in the minutes that enables tracking on different decision points made during the meeting. | |
| 5 | 5 | SECTION 2.6 ORDER OF REGULAR COUNCIL BUSINESS MEETING AGENDA | **Business Agenda**<br>**Ordinances and Resolutions**<br>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.<br><br>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.<br><br>Ordinances and resolutions may be passed under any of the agenda sections.<br><br>**Council Reports**<br>Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports.<br>**City Manager's Report**<br>**Executive Session**<br>See Section ~~2.5.F~~ 2.1.C of these Guidelines for details.<br>**Adjournment**<br>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.<br>**Breaks**<br>Generally, a formal 10-minute break during the Regular Business Meeting will be called at 9 p.m. | 10. (After Public Hearings and Discussion)<br>**Ordinances and Resolutions (DELETE this title and description and replace with the following):**<br>**Business and Discussion Items (NEW)**<br>These are business items on which the full Council may take action.<br><br>11. Have our break at 8 pm, should our meeting times be amended to start at 6 pm. | |

| # | PG #'s | SECTION | STAFF REVISIONS | COUNCIL REVISIONS | CC (Y / N) |
|---|---|---|---|---|---|
| 6 | 5-6 | SECTION 2.7 ORDER OF REGULAR STUDY SESSION AGENDA | No Staff Revisions. The following is as adopted:<br>**Call to Order**<br>**Pledge of Allegiance**<br>**Roll Call**<br>**Correspondence to the Council**<br>**Discussion Items**<br>These are business items the full Council wishes to discuss and study in preparation for action at a future Council Regular Business Meeting. As noted in Section 2.1 E, action may be taken at a Study Session.<br><br>Members of the audience may comment on the item being discussed.<br><br>**Council Reports**<br>**Breaks**<br>Generally, a formal 10-minute break during the Regular Study Session will be called at 9 p.m.<br><br>**Adjournment** | 12. (After Roll Call)<br>**Agenda Confirmation (NEW)**<br><br>13. Change the order of Regular Study Sessions as follows:<br>a. Call to Order<br>b. Roll Call<br>c. Presentations or Discussion on Topics that are the focus of the Study Session<br>d. Summary of Next Steps<br>e. Adjournment<br><br>14. Have our break at 12 noon, should our fourth (4th) meeting, referred to as Study Sessions, be changed to be held on fourth (4th) Saturday of each month, starting at 10 am. | |
| **7** | 6-7 | SECTION 3 AGENDA PREPARATION | No Staff Revisions. The following is as adopted:<br>**3.3** The Mayor and/or City Manager may place items on a Council Regular Business Meeting or Regular Study Session agenda, according to the Proposed Council Agenda Schedule. Agenda items may be proposed with agreement from three Councilmembers on a future agenda.<br>**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.<br>**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.<br>**3.6** Agenda items that are continued from one Regular Business Meeting or Regular Study Session to another will have preference on the next agenda to the extent possible.<br><br>**3.7** Agendas with supporting materials will be provided to the City Council at 5 pm the Thursday prior to the Regular Business Meeting, Regular Study Session or Special 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 said meeting.<br>**3.8** The Council may use the "Recommended Motion" language on the agenda bill for making a motion. | 15. Section 3.3 - This section notes that 3 people can propose an agenda item. Section 9.3 (pg 13) notes that any project or study requires a majority of the Council – hence, agenda topics cannot require research or work by staff unless a majority of the Council approves. Do these sections need to be reconciled? If work is needed – should it be a majority of the Council who directs City Manager/staff to do the work?<br><br>16. (After 3.3, add the following and renumber the remaining items)<br>3.4 A Council proposed agenda item placed on the "FUTURE AGENDA ITEMS (Identified by Council)" may be removed with agreement by at least three Councilmembers at a Council Meeting. | |

| # | PG #'s | SECTION | STAFF REVISIONS | COUNCIL REVISIONS | CC (Y / N) |
|---|---|---|---|---|---|
| **8** | 8-10 | SECTION 6 MOTIONS | No Staff Revisions. The following is as adopted:<br>**6.19** An ordinance requires a majority vote of the entire Council per RCW 35A.12.120. | 17. 6.19 (MOVE to Section 7 (ORDINANCES) as 7.3 and renumber remaining items in Sections 6 & 7)<br>An ordinance requires a two-thirds vote of the entire Council.<br>(Renumber the remaining items) | |
| **9** | 11-12 | SECTION 9 COUNCIL RELATIONS WITH STAFF | 9.2 Reporting Discrimination or Harassment<br>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. Should the Mayor or the City Manager determine that the incident does not merit an investigation following the procedure outlined in Paragraphs E through I below, the Mayor or the City Manager will provide the person making the complaint a written explanation as to the reason the complaint does not merit an investigation. This written explanation shall be provide to the person making the complaint within 7 business days of the City's receipt of the same.<br><br>9.3 COUNCIL RELATIONS WITH STAFF Councilmembers' relationships with City staff shall be governed by RCW 35A.13.120. No Councilmember shall direct the City Manager or staff to initiate any project or study without the consent of a majority of the Council. 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 to staff must be made through the City Manager.<br><br>~~J. There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.~~<br>~~K. City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.~~<br>~~L. Councilmembers with a particular interest in an item or topic should be given a courtesy call if that item is rescheduled by staff.~~<br>~~M. 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.~~<br>~~N. 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.~~<br>~~O. The Council shall not attempt to change or interfere with the operating rules and practices of any City department.~~<br>~~P. 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.~~ | 18. Section 9.3 – Change this sentence: "Individual requests for information may be made directly to the Department Director…" to "Councilmembers may request information from Department Directors and will copy the City Manager on the request. If the Director determines that significant work is involved, the City Manager will bring the request to Council for a majority vote. Any responses to individual Councilmembers providing information, will be shared by the City Manager with all Councilmembers."<br><br>19. M. (RETAIN) 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 Council members with a notation indicating which Councilmember requested the information.<br><br>N. (RETAIN) 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 permit.<br><br>~~O~~.A. (RETAIN) 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.<br><br>~~R.O~~.B. (RETAIN) 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. | |

**Commented [LM1]:** This section can be shortened.

| | | | | | |
|---|---|---|---|---|---|
| | | | ~~Q.~~ A. ~~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.~~<br>~~R.~~ B.~~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.~~ | | |
| **#** | **PG #'s** | **SECTION** | **STAFF REVISIONS** | **COUNCIL REVISIONS** | **CC (Y / N)** |
| **10.** | 14 | SECTION 10 COUNCIL REGULAR BUSINESS MEETING, REGULAR STUDY SESSION AND SPECIAL MEETING STAFFING | No Staff Revisions to Heading. The following is as adopted:<br><br>COUNCIL REGULAR BUSINESS MEETING, REGULAR STUDY SESSION AND SPECIAL MEETING STAFFING | 20. **SECTION 10. *STAFF ATTENDANCE AT* COUNCIL REGULAR BUSINESS MEETING*S*, REGULAR STUDY SESSION*S* AND SPECIAL MEETING*S* ~~STAFFING~~ (MODIFY)** | |
| **11.** | 14-15 | SECTION 11 COUNCIL-MEMBER ATTENDANCE AT REGULAR BUSINESS MEETING, REGULAR STUDY SESSION AND SPECIAL MEETINGS | No Staff Revisions. The following is as adopted:<br><br>**11.4** Councilmembers attending Advisory Board Meetings shall attend as observers and not as participants. If an Advisory Board Meeting involves a quasi-judicial hearing, Councilmembers shall not attend such meeting. | 21. A Councilmember will be identified as a "Liaison" for each of the Council's Advisory Committees (with the exception of the Planning Commission and Airport Committee – which already has Council representation). Councilmembers are expected to attend, participate only to elucidate Council positions or clarify Council positions and to report back during Council Reports to the full Council on the activities being addressed. | |
| **12.** | 16 | SECTION 13 MEDIA REPRESENTA-TION AT COUNCIL MEETINGS | **13.1** All ~~public~~ Regular Business Meeting, Regular Study Session or Special Meeting 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 Regular Business Meeting, Regular Study Session or Special Meeting. ~~Seating space shall be provided for the media at each said public meeting~~. | | |

**Commented [LM2]:** Not sure if this is necessary.

| # | PG #'s | SECTION | STAFF REVISIONS | COUNCIL REVISIONS | CC (Y / N) |
|---|---|---|---|---|---|
| **13.** | 16-17 | SECTION 14 COUNCIL REPRESENTA-TION | No Staff Revisions. The following is as adopted:<br><br>**14.3** 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.<br><br>**14.4** 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.<br><br>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. | 22. Delete Section 14.3 and 14.4 | |
| **14.** | 17 | SECTION 15. CONFIDEN-TIALITY | **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 the Public Records Act, RCW 42.56, ~~exemptions set forth in the Revised Code of Washington (RCW 42.56 Public Records Act)~~ shall also be kept confidential~~.~~<br><br>**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.~~ | | |
| **15.** | 17 | SECTION 17 PUBLIC RECORDS | **17.1** Public records created or received by the Mayor or any Councilmember will be transferred to the Public Records Officer ~~City Clerk's office~~ for retention by the City in accordance with the Public Records ~~Law~~ Act (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. | | |

**Commented [LM3]:** Council cannot "give direction" in executive sessions. Prefer leaving this section out.

| # | PG #'s | SECTION | STAFF REVISIONS | COUNCIL REVISIONS | CC (Y / N) |
|---|---|---|---|---|---|
| **16.** | 18 | SECTION 19 APPOINT-MENTS TO COMMITTEES AND REGIONAL ORGANIZA-TIONS | No Staff Revisions. The following is as adopted:<br><br>Council may appoint Councilmember(s) to ad-hoc committees during a Regular Business Meeting, Regular Study Session or Special 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. | 23. Add a new sentence, following the first sentence that ends in "…or Special Meeting." New sentence: Council will establish the following committees/task forces with 3 Councilmembers on each: Environment and Energy; Youth Engagement; Public Safety, Police, and Emergency Management. Council Committees will discuss issues related to the topics and may bring resolutions before the full Council. [NOTE: if Committees need to be established through resolution vs within the Guidelines – this language will need to be modified.] | |
| **17.** | 20-21 | SECTION 21 MISCELLA-NEOUS | **21.4** Use of social media by Councilmembers – Standards of Conduct<br><br>Councilmembers may post to social media and participate in online forums, but Councilmembers should refrain from the following:<br><br>1. Posting to social media and online forums while a Council Regular Business Meeting, Regular Study Session or Special Meeting is in session (during a break in the said Council meeting, this Item No. 1 of these Standards of Conduct will not apply);<br><br>2. Engaging in communications via social media or online forums with other Councilmembers in violation of the Open Public Meetings Act;<br><br>3. Posting, sending or reading communications regarding quasi- judicial issues via or to social media, where the Council acts in a manner similar to a judge; and<br><br>4. Posting or sending communications via or to social media that discuss matters that are attorney-client privileged or that are still confidential Executive Session matters.<br><br>Items 1 through 4 are intended to apply to social media sites or tools used in the Councilmember's official capacity or his/her personal capacity.<br><br>5. Also, when using social media sites or tools in the Councilmember's official capacity, Councilmembers should refrain from posting or sending comments or links to any content that endorses or opposes candidates for elected office or ballot measures, including links to a campaign site. Item 4 is intended to apply to sites where the title of Councilmember, Mayor, or Deputy Mayor is used in conjunction with the name of an individual and sites that indicate the posts or communications may originate from or be associated with the City of Burien, for example, having a Burien City Hall address or phone, or showing the City logo.<br><br>**21.5** These guidelines are standards, not regulations. Unless otherwise required by law, a state or federal agency with authority, or a court of competent jurisdiction, the Council will not act to impose any penalty for the failure to meet these standards other than to censure a Councilmember for failure to meet a standard of conduct – and only upon a motion and a second and a vote of the majority of the Council." | 24. 21.4 Use of social media by Councilmembers – Standards of Conduct (RETAIN)<br><br>25. Delete Sections 21.4(1) and 21.4(2) and 21.4(5) | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |

| # | PG #'s | SECTION | STAFF REVISIONS | COUNCIL REVISIONS | CC (Y / N) |
|---|---|---|---|---|---|
| **18** | 21-29 | EXHIBITS A & B | Delete:<br>Exhibit A is RCW's, Exhibit B is "Application for Appointment to Burien City Council" | | |

# CITY OF BURIEN, WASHINGTON

## CITY COUNCIL
## MEETING GUIDELINES

~~2017~~2018

## TABLE OF CONTENTS

PAGE

SECTION 1. AUTHORITY ..... 1

SECTION 2. COUNCIL MEETINGS ..... 1
2.1 Regular Business Meeting and Regular Study Session ..... 1
2.2 Holiday Schedule ..... 2
2.3 Public Comments ..... 2
2.4 Preparation of Minutes ..... 2
2.5 Types of Meetings ..... 2
2.6 Order of Regular Council Business Meeting Agenda ..... 3
2.7 Order of Regular Study Session Agenda ..... 5

SECTION 3. AGENDA PREPARATION ..... 6

SECTION 4. COUNCIL DISCUSSION AND DECISION MAKING PROCESS ..... 7
4.1 Process ..... 7
4.6 Robert's Rules of Order ..... 7

SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL ..... 7
5.1 Public Comments Procedures ..... 7
5.2 Mayor Authority to Preserve Order ..... 7

SECTION 6. MOTIONS ..... 7

SECTION 7. ORDINANCES ..... 10
7.1 Ordinance Preparation and Review ..... 10
7.2 Agenda Bills ..... 10
7.3 Mayor's Signature ..... 10
7.4 Ordinance Summaries ..... 10
7.5 Effective Date ..... 10

SECTION 8. PRESIDING OFFICER OF THE COUNCIL ..... 10

SECTION 9. COUNCIL RELATIONS ..... 11
9.1 Anti-Harassment Policy ..... 11
9.2 Reporting Discrimination or Harassment ..... 12
9.3 Council Relations with Staff ..... 13

**Commented [LM1]:** The Table of Contents has not been updated but will be updated if and when changes are made to these Guidelines.

**SECTION 10. COUNCIL REGULAR BUSINESS MEETING, REGULAR STUDY SESSION AND SPECIAL MEETING STAFFING ..... 13**
**10.1 City Manager Attendance ..... 14**
**10.2 City Attorney Attendance ..... 14**
**10.3 City Clerk Attendance ..... 14**

**SECTION 11. COUNCILMEMBER ATTENDANCE AT REGULAR BUSINESS MEETING, REGULAR STUDY SESSION AND SPECIAL MEETINGS ..... 14**

**SECTION 12. PUBLIC HEARINGS ..... 15**
**12.1 Types ..... 15**
**12.2 Legislative Hearings ..... 15**
**12.3 Quasi-judicial Hearing/Appearance of Fairness ..... 15**

**SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS ..... 16**

**SECTION 14. COUNCIL REPRESENTATION ..... 16**
**14.1 Official Spokespersons ..... 16**
**14.2 Councilmember Comments on Issues ..... 16**
**14.3 Councilmember Representation of other Councilmember's Points of View ..... 16**
**14.4 Procedure for Written Points of View ..... 16**

**SECTION 15. CONFIDENTIALITY ..... 16**
**15.1 The Handling of Confidential Information ..... 16**
**15.2 Potential Discussion Regarding Confidential Information ..... 17**

**SECTION 16. COUNCIL BUSINESS POLICIES**
**16.1 Litigation Policies and Reporting ..... 17**

**SECTION 17. PUBLIC RECORDS ..... 17**
**17.1 Public Records Retention ..... 17**

**SECTION 18. MAYOR/DEPUTY MAYOR SELECTION PROCESS ..... 17**
**18.1 Election according to RCW ..... 17**
**18.2 Mayor's Term ..... 17**
**18.3 Deputy Mayor's Term ..... 17**
**18.4 Procedure ..... 17**

**SECTION 19. APPOINTMENTS TO COMMITTEES AND REGIONAL ORGANIZATIONS ..... 18**
**19.1 Regional Committee Interest ..... 18**

**19.2 Appointment to a Regional Organization When the Regional Organization Makes the Appointment....18**
**19.3 Appointment to a Regional Organization When the City Makes the Appointment....18**
**19.4 Changes in Representation to a Regional Organization....18**
**19.5 Report Following Regional Organization Meeting....18**

**SECTION 20. PROCEDURE FOR FILLING COUNCIL VACANCIES....18**

**SECTION 21. MISCELLANEOUS....19**
**21.1 Appointment of Voting Delegates to National League of Cities and Association of Washington Cities....19**
**21.2 Council Attendance at Conferences/Trainings....20**
**21.3 Seating Arrangement at Council Meetings....20**
**21.4 Use of Social Media by Councilmembers - Standards of Conduct....20**

**SECTION 22. SUSPENSION AND AMENDMENT OF THE GUIDELINES....21**
**22.1 Suspension of the Guidelines....21**
**22.2 Amendment or Adoption of New Guidelines....21**

**Exhibit A Council-Manager Plan of Government, RCW 35A.13....23**
**Exhibit B Application for Appointment to Burien City Council....33**

**SECTION 1. AUTHORITY**

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.~~ These Guidelines will be reviewed following any change in Council composition or at the request of at least three Councilmembers, but not more frequently than annually.

**SECTION 2. COUNCIL MEETINGS**

**2.1** ~~REGULAR BUSINESS MEETINGS AND REGULAR STUDY SESSIONS.~~

**Commented [LM2]:** This section duplicates Section 2.1 below. Combined both sections into one section, 2.1 below.

~~Regular Business 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, 290 and 329)~~

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

~~Regular 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).~~

~~A Regular 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 Business Meeting.~~

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

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

~~During the months of June, July, and August, Regular Business meetings will be held on the first and third Mondays of the month. The Regular Study Session on the fourth Monday will be canceled during these months.~~

~~**2.2** Should any Council Regular Business Meeting or Regular Study Session 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 Business 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~~ 2.1 TYPES OF MEETINGS

~~A.~~ Regular Meetings are defined by RCW 42.30.075 as "recurring meetings held in accordance with a periodic schedule declared by statute or rule." The ~~periodic~~ schedule for City of Burien Regular Meetings is set forth in Resolution 329, and occur on the first, third, and fourth Mondays of each month at 7:00 p.m~~.~~ at Burien City Hall, located at 400 SW 152nd Street, Burien, Washington, or at another location the City Council may deem appropriate. Regular Meetings include Regular Business Meetings, occurring on the first and third Mondays of the month, and Regular Study Sessions, occurring on the fourth Monday of each month except for the months of June, July, and August, when the Regular Study Sessions are cancelled~~.~~. Regular Business Meetings are used to conduct all ordinary and routine business of the city. Regular Study Sessions are used to review and discuss pertinent business and policy issues of the City and to prepare matters for action at a Regular Business Meeting.

**B.~~B~~.** Special/Workshop are defined as a Council meeting other than a Regular Business Meeting or Regular 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 pursuant to RCW 42.30.080.~~.~~ 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.

C. All regular business meetings and special meetings shall be open to the public, except for such times when the Council adjourns into Executive Session as provided by RCW 42.30.110 or when the Council is legally allowed to meet in closed session pursuant to RCW 42.30.140.

D. .Emergency: a Council meeting called without 24-hour notice. Pursuant to RCW 42.30.070, an Emergency Meeting may be called if, by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by a governing body to meet the emergency. In such an emergency, the presiding officer of the governing body may provide for a meeting site other than the regular meeting site and the notice requirements of RCW 42.30, the Open Public Meetings Act, shall be suspended during such emergency. The minutes will indicate the reason for the emergency.

**Commented [LM3]:** This section combines former Section 2.0 and 2.1 into one section. Underlined text is taken from former Section 2.0.

**Commented [LM4]:** This sems to be unnecessary to articulate.

**Commented [LM5]:** Shortened the section on Executive Sessions formerly located in G, below.

**Commented [LM6]:** Council is legally able to meet in closed sessions which are NOT considered executive sessions for collective bargaining discussions.

E~~D~~. Should any Council Regular Business Meeting or Regular Study Session fall upon a date designated as a legal holiday, then that meeting shall be canceled.

F~~E~~. Public comment and public hearing sign-up sheets will be available at each Regular Business Meeting for the use of the public wishing to address the Council.

G. 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.

~~F. Executive Session: An executive session is a portion of a Regular Business Meeting, Regular Study Session or Special 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 any Regular Business Meeting, Regular Study Session or Special Meeting, and will be announced by the Mayor. Executive Session subjects are limited to considering matters authorized by state law, pursuant to RCW 42.30.110.~~

~~Immediately before convening an Executive Session, the Mayor shall announce to those attending the public meeting the following: 1) That Council will be recessing to Executive Session; 2) the purpose for excluding the public from the Executive Session; and, 3) the time that the Executive Session will end.~~

~~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 BUSINESS MEETING AGENDA

**Call to Order**
The Mayor calls the Regular Council 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.

**Proclamations and Presentations**
The Mayor presents proclamations. A proclamation is defined as an official declaration made by the City Council. 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 limited to two (2) per Regular Council Meeting with a time limit of 10 minutes for each.

**City Manager's Report on Emerging Issues**

**Public Comments**
Members of the audience may comment in writing or verbally on items relating to any matter.
See Section 5 of these Guidelines for details.

~~**Correspondence to the Council**~~
~~Correspondence to the Council~~
~~The purpose of Correspondence to the Council is to encourage respectful, civilized, and relevant communication to the Council regarding matters of public interest and concern where the Council has taken action in the past or may take action in the future.~~

~~Procedures for Publication of Correspondence Consistent with Policy~~
~~Correspondence consistent with this Policy that are received by noon on the Wednesday prior to a Regular Business Meeting or Regular Study Session will be published in the agenda packet for the following Council meeting and on the City's website at its Agenda Center.~~

**Commented [LM7]:** On November 17, 2017 the Council adopted a six-month moratorium on correspondence to the council. The moratorium ends on May 19, 2018. Staff recommends permanently deleting this section from the guidelines for the following reasons: (1) Historically, staff has been placed in the position of determining whether correspondence is "civilized," "relevant," or are matters of "public interest." Reasonable minds differe as to whether correspondence meets these standards, and accordingly, staff's attempts to apply the standards enumerated above have generated much debate and have utilized staff and council resources. Staff remains persuaded that correspondence to the council is best left out of the agenda packet for each week, thereby shortening the packet. Staff recommends continuing to make correspondence available at City Hall should anyone wish to review it.

**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 Regular Business Meeting or Regular Study Session. A Councilmember 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 during the Business Agenda in the order determined by the Council.

**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.
See Section 12.1 of these Guidelines for details on governing the public hearing process.

**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.

**City Manager's Report**

**Executive Session**
See Section ~~2.5.F~~ 2.1.C of these Guidelines for details.

**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 Regular Business Meeting will be called at 9 p.m.

## 2.7 ORDER OF REGULAR STUDY SESSION AGENDA

**Call to Order**
**Pledge of Allegiance**
**Roll Call**

**Correspondence to the Council**

**Discussion Items**
These are business items the full Council wishes to discuss and study in preparation for action at a future Council Regular Business 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.

**Council Reports**

**Breaks**
Generally, a formal 10-minute break during the Regular Study Session 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 Regular Business Meeting, Regular Study Session or Special Meeting specifying the time and place of the meeting. Councilmembers will be asked to review the draft agenda before it is finalized.

**3.2** The proposed agenda schedule will be reviewed during each Council Regular Business Meeting or Regular Study Session. 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 Regular Business Meeting or Regular Study Session agenda, according to the Proposed Council Agenda Schedule. Agenda items may be proposed with agreement from three Councilmembers on a future agenda.

**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 Regular Business Meeting or Regular Study Session to another will have preference on the next 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 Regular Business Meeting, Regular Study Session or Special 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 said 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** The Council will take action at a following Regular Business Meeting or Regular Study Session unless Council agrees that action can be taken immediately (except Consent Agenda and emergency items).

**4.2** The Mayor will facilitate the discussion in a timely manner.

**4.3** The Mayor will state the public hearing procedures before each public hearing.

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

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

**4.6** 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 sign up in advance of the comment period 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 unless modified by the Council. Attendees who are unable to do so by themselves may ask the City Clerk for assistance to read their comments.

All remarks will be addressed to the Council as a Whole. Any person who becomes disruptive while addressing the Council, may be requested to leave the Regular Business Meeting, Regular Study Session or Special 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 being disruptive 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.

**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 may 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** Once a motion has been made, seconded and stated by the chair, the body must consent to its withdrawal.

**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 Business Meeting 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 Business Meeting or Special 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 postpone indefinitely passed.

**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. The Mayor will announce the results of the vote.

**6.17** 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.

**6.18** 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.

**6.19** An ordinance requires a majority vote of the entire Council per RCW 35A.12.120.

**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 Regular Business Meeting, Regular Study Session or Special Meeting. All questions not provided for in these meeting guidelines shall be governed by Robert's Rules of Order, Newly Revised.

*Motions to rescind or amend something previously adopted:* Unless "Previous Notice" is provided of the intent to bring a motion to rescind or amend something previously adopted, such a motion requires either a two-thirds vote of the members voting, or a vote of the majority of the entire membership of the Council to pass. "Previous Notice" is provided by (1) a Councilmember announcing his/her intent to make a motion to rescind or amend something previously adopted by the Council at a following Regular Business Meeting, Regular Study Session or Special Meeting; or (2) having the City Clerk include a notice of the Councilmember's intent to make such a motion in the notice of the next meeting.

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 City 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 using the polling/queuing system. When called upon by the Chair, each Councilmember shall have five minutes for debate, comments, and questions until next recognized by the Chair using the polling/queuing system. 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, City Staff 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 unwelcome conduct that is based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.

C. Sexual harassment is a form of unlawful discrimination.

**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. Should the Mayor or the City Manager determine that the incident does not merit an investigation following the procedure outlined in Paragraphs E through I below, the Mayor or the City Manager will provide the person making the complaint a written explanation as to the reason the complaint does not merit an investigation. This written explanation shall be provide to the person making the complaint within 7 business days of the City's receipt of the same.

**Commented [LM8]:** Without the addition of this language, the guidelines require the City to initiate an investigation of each complaint irrespective of the merits thereof. This provides a threshold for a determination as to whether an investigation should be commenced.

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 Councilmembers' relationships with City staff shall be governed by RCW 35A.13.120. No Councilmember shall direct the City Manager or staff to initiate any project or study without the consent of a majority of the Council. 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 to staff must be made through the City Manager.

Commented [LM9]: This section can be shortened.

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

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

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

~~M. 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.~~

~~N. 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.~~

~~O. The Council shall not attempt to change or interfere with the operating rules and practices of any City department.~~

~~P. 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.~~

~~Q.~~J. ~~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.~~

~~R.~~K. ~~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 REGULAR BUSINESS MEETING, REGULAR STUDY SESSION AND SPECIAL 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. The City Manager or City Attorney may raise a Point of Order to support the presiding officer and Council in ensuring compliance with the City Council Meeting Guidelines and parliamentary procedures.

**10.3** The City Clerk, or designee, shall attend Regular (Business and Study Session), and Special 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 REGULAR BUSINESS MEETING, REGULAR STUDY SESSION AND SPECIAL MEETINGS

**11.1** Councilmembers will inform the Mayor, a Councilmember, the City Manager or City Clerk if they are unable to attend any Council Regular Business Meeting, Regular Study Session and Special Meetings, or if they knowingly will be late to any said 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 Business Meetings, Regular Study Sessions and Special Meetings after roll-call is taken.

**11.3** Councilmembers should 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.

**11.4** Councilmembers attending Advisory Board Meetings shall attend as observers and not as participants. If an Advisory Board Meeting involves a quasi-judicial hearing, Councilmembers shall not attend such meeting.

**11.5** 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. 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. Time limits for public testimony in quasi-judicial public hearings may be set by the presiding officer and be subject to appeal. After all persons have spoken, the hearing is closed to public comment. See Section 5 of these Guidelines for details.

The Council may then proceed with deliberation. For legislative public hearings, Council's decision will occur at the next Regular Business Meeting, Regular Study Session or Special Meeting.

**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. Quasi-judicial public hearings coming before the City Council are closed record hearings. 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 a prior open record 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. Challenges to Councilmembers' participation in quasi-judicial hearings shall be governed by RCW 42.36.080 - .110.

**SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS**

**13.1** All ~~public~~ Regular Business Meeting, Regular Study Session or Special Meeting 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 Regular Business Meeting, Regular Study Session or Special Meeting. ~~Seating space shall be provided for the media at each said public meeting~~.

**Commented [LM10]:** Not sure if this is necessary.

**SECTION 14. COUNCIL REPRESENTATION**

**14.1** The Mayor and the City Manager are the official spokespersons for the City. Councilmembers are encouraged to direct inquiries about City positions to them.

**14.2** 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.

**14.3** 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.

**14.4** 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~~ I information provided to Councilmembers outside of Executive Sessions, when the information is considered to be exempt from disclosure under the Public Records Act, RCW 42.56, ~~exemptions set forth in the Revised Code of Washington (RCW 42.56 Public Records Act)~~ shall also be kept confidential~~.~~

**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.~~

**Commented [LM11]:** Council cannot "give direction" in executive sessions. Prefer leaving this section out.

**SECTION 16. COUNCIL BUSINESS POLICIES**

**16.1** LITIGATION POLICIES AND REPORTING

The City Attorney will provide a quarterly report to the City Council on new litigation and ongoing litigation.

## SECTION 17. PUBLIC RECORDS

**17.1** Public records created or received by the Mayor or any Councilmember will be transferred to the Public Records Officer ~~City Clerk's office~~ for retention by the City in accordance with the Public Records ~~Law~~ Act (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. MAYOR/DEPUTY MAYOR SELECTION PROCESS

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

**18.2** The Mayor shall be elected to a two-year term according to RCW 35A.13.030.

**18.3** The Deputy Mayor shall be elected to a one-year term at the first Regular Business Meeting or Regular Study Session of the year.

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

## SECTION 19. APPOINTMENTS TO COMMITTEES AND REGIONAL ORGANIZATIONS

Council may appoint Councilmember(s) to ad-hoc committees during a Regular Business Meeting, Regular Study Session or Special 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.

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

**19.2** 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.

**19.3** 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.

**19.4** 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.

**19.5** Councilmembers shall 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.

**SECTION 20. PROCEDURE FOR FILLING COUNCIL VACANCIES**

**20.1** 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.

**20.2** The City Councilmember who is resigning from office will submit a letter of resignation to be accepted by the City Council at its next Regular Business Meeting.

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

**20.4** 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.

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

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

**20.7** 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.

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

**20.9** The Council in a Regular Business Meeting, Regular Study Session or Special 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.

**20.10** 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 Regular Business Meeting, Regular Study Session or Special Meeting.

**20.11** The City Attorney will prepare the Oath of Office and swear in the newly appointed Councilmember at the same or next scheduled Business Meeting, Regular Study Session or Special Meeting.

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

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

**20.14** 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 21. MISCELLANEOUS**

**21.1** 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 Regular Business Meeting, Regular Study Session or Special 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.

**21.2** 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.

**21.3** Seating arrangements during a Regular Business Meeting, Regular Study Session or Special Meeting may be varied.

**21.4** Use of social media by Councilmembers – Standards of Conduct

Councilmembers may post to social media and participate in online forums, but Councilmembers should refrain from the following:

1. Posting to social media and online forums while a Council Regular Business Meeting, Regular Study Session or Special Meeting is in session (during a break in the said Council meeting, this Item No. 1 of these Standards of Conduct will not apply);
2. Engaging in communications via social media or online forums with other Councilmembers in violation of the Open Public Meetings Act;

3. Posting, sending or reading communications regarding quasi- judicial issues via or to social media, where the Council acts in a manner similar to a judge; and
4. Posting or sending communications via or to social media that discuss matters that are attorney-client privileged or that are still confidential Executive Session matters.

Items 1 through 4 are intended to apply to social media sites or tools used in the Councilmember's official capacity or his/her personal capacity.

5. Also, when using social media sites or tools in the Councilmember's official capacity, Councilmembers should refrain from posting or sending comments or links to any content that endorses or opposes candidates for elected office or ballot measures, including links to a campaign site. Item 4 is intended to apply to sites where the title of Councilmember, Mayor, or Deputy Mayor is used in conjunction with the name of an individual and sites that indicate the posts or communications may originate from or be associated with the City of Burien, for example, having a Burien City Hall address or phone, or showing the City logo.

**21.5** These guidelines are standards, not regulations. Unless otherwise required by law, a state or federal agency with authority, or a court of competent jurisdiction, the Council will not act to impose any penalty for the failure to meet these standards other than to censure a Councilmember for failure to meet a standard of conduct – and only upon a motion and a second and a vote of the majority of the Council."

**SECTION 22. SUSPENSION AND AMENDMENT OF GUIDELINES**

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

**22.2** 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
Revised September 21, 2015 by Motion
Revised October 8, 2015, by staff in error
Corrected December 21, 2015 (wording verified to correspond to July 6, 2015 Council direction)
Revised October 2, 2017, by Motion

~~Corrected December 21, 2015 (wording verified to correspond to July 6, 2015 Council direction)~~
~~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
Council meetings — Quorum — Rules — Voting.
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.]

**Exhibit B**

**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 per RCW 35A.12.030.

PLEASE PRINT:
NAME: _____

HOME ADDRESS: _____

PHONE NUMBER - HOME: _____ WORK _____

EMAIL: _____

YEARS OF RESIDENCE IN BURIEN: _____

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.~~

# Agenda Bill

## City Council Regular Meeting - 21 May 2018

| Department | Staff Contact |
|---|---|
| Administrative Services | Monica Lusk, City Clerk (206) 248-5517 |

**Agenda Bill Title**

Review of the Council Proposed Agenda Schedule.

**Summary**

Per the City Council Meeting Guidelines, the proposed meeting schedule is reviewed at each meeting. New items or items that have been rescheduled are in bold.

**Options**

1. Review the schedule and add, delete, or move items.
2. Review the schedule and make no modifications.

**Advisory Board Recommendation**

N/A

**Administrative Recommendation**

Review the schedule and provide direction to staff.

**Suggested Motion**

N/A

**Fiscal Impact**

FUND: N/A
COST OF PROPOSAL: N/A
AMOUNT BUDGETED: N/A
ADDITIONAL REQUIRED: N/A

**Attachments**

Council Proposed Agenda Schedule

**CITY OF BURIEN**
**COUNCIL PROPOSED AGENDA SCHEDULE**
**2018**

**May 28, Study Session CANCELED (Memorial Day Holiday)**

**SUMMER SCHEDULE (June – August)**

**June 4, 7 pm Regular Meeting**
**City Manager's Report On Emerging Issues**
**Business Agenda**
Discussion and Potential Action on 2019-2024 Transportation Improvement Plan.
*(Maiya Andrews, Public Works Director)*
Motion to Appoint Voting Delegates to the 2018 Association of Washington Cities (AWC) Annual Business Meeting.
*(Brian J. Wilson, City Manager)*
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**June 18, 7 pm Regular Meeting**
**REGULAR MEETING**
**City Manager's Report On Emerging Issues**
**Business Agenda**
Presentation of the Human Services Commission Quarterly Report.
*(Colleen Brandt-Schluter, Human Services Manager)*
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**July 2, 7 pm Regular Meeting**
**City Manager's Report On Emerging Issues**
**Business Agenda**
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**July 16, 7 pm Regular Meeting**
**City Manager's Report On Emerging Issues**
**Business Agenda**
**Presentation and Discussion Regarding Economic Development on SW 153rd Street.**
*(Andrea Snyder, Economic Development Manager/BEDP Member – Council direction on 2/5, Rescheduled from 6/18)*
**Presentation of Community Survey Results.**
*(Emily Inlow-Hood, Communications Officer)*
**Discussion and Direction on Fiscal Year 2019 & 2020 Community Development Block Grant (CDBG) Capital Funds.**
*(Colleen Brandt-Schluter, Human Services Manager)*
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**August 6, 6:00 pm Special Meeting - Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of the City Manager**
**7 pm Regular Meeting**
**City Manager's Report on Emerging Issues**
**Business Agenda**
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**August 20, 7 pm Regular Meeting**
**City Manager's Report On Emerging Issues**
**Business Agenda**
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**September 3, 7 pm Regular Meeting CANCELED (Labor Day Holiday)**

**September 17, 7 pm Regular Meeting**

**Proclamations**

Proclamation Honoring the Highline Medical Center.
*(Brian J. Wilson, City Manager)*

**City Manager's Report On Emerging Issues**

**Business Agenda**

**Public Hearing on Proposed Use of 2019 Community Development Block Grant (CDBG) Funds.**
*(Colleen Brandt-Schluter, Human Services Manager)*

**Discussion on the Allocation of 2019 Community Development Block Grant (CDBG) Planning/Administration and Capital Funds.**
*(Colleen Brandt-Schluter, Human Services Manager)*

**Presentation of Human Services Commission's Recommendation for 2019-2020 General Fund and 2019 Community Development Block Grant (CDBG) Human Services Funds**.
*(Colleen Brandt-Schluter, Human Services Manager)*

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**September 24, 7 pm Study Session**

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**October 1, 7 pm Regular Meeting**

**City Manager's Report On Emerging Issues**

**Business Agenda**

**Motion to Approve the Allocation of 2019 Community Development Block Grant (CDBG) Funds.**
*(Colleen Brandt-Schluter, Human Services Manager)*

**Motion to Approve the Allocation of 2019-2020 General Fund Human Services Funds.**
*(Colleen Brandt-Schluter, Human Services Manager)*

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**October 15, 7 pm Regular Meeting**

**City Manager's Report On Emerging Issues**

**Business Agenda**

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**October 22, 7 pm Study Session**

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**November 5, 7 pm Regular Meeting**

**City Manager's Report On Emerging Issues**

**Business Agenda**

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**November 19, 7 pm Regular Meeting**

**City Manager's Report On Emerging Issues**

**Business Agenda**

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**November 26, 7 pm Study Session**

Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**December 3, 7 pm Regular Meeting**
**City Manager's Report On Emerging Issues**
**Business Agenda**
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**December 17, 7 pm Regular Meeting**
**City Manager's Report On Emerging Issues**
**Business Agenda**
Review of Council Proposed Agenda Schedule.
*(Brian J. Wilson, City Manager)*

**December 24 7 pm Study Session CANCELED (Christmas Holiday)**

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

a. Schedule a Briefing with the Police Regarding the Shooting of Tommy Le
b. Discussion on Renter's Rights *(Council direction on 2/5/18)*
c. Discussion on Expanding Affordable Housing *(Council direction on 2/5/18)*
d. Discussion Regarding a Council Environmental Committee, Committee Structure *(Council direction on 2/5/18)*
e. Discussion and Potential Action on a Resolution Regarding the Puget Sound Energy Liquefied Natural Gas (LNG) Facility. *(Council direction on 2/26/18)*
f. City Council Meeting Guidelines *(To be placed on the schedule until adoption)*
g. Discussion on Options Regarding Bicycle and Ride Share Services *(Council direction on 3/5/18)*
h. Continued Discussion on Law Enforcement Assisted Diversion (LEAD) Program.
i. Discussion on Changing the Date of Council Meetings to Thursdays, Changing Start Time of Meetings to 6 pm, and Holding the Regular Study Sessions on the 4th Saturday of Each Month Starting at 10 am *(Council direction on 4/16/18)*
j. Presentation on the Economic Development Service Benefits from Being a Member of the Seattle Southside Regional Tourism Authority and Seattle Southside Chamber of Commerce *(Council direction on 4/16/18)*

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

**2nd Quarter**

a. 5/20/18 Moratorium on Correspondence to the Council Ends
b. PaRCS's Department Annual Report (includes Burien Arts Commission and Parks & Recreation Board)
c. Personal Wireless Service Facilities (PWSF) Proposed Amendments
d. **Annual Public Safety Update**

**3rd Quarter**

e. Economic Development Quarterly Report
f. Financial Quarterly Report
g. Litigation Written Quarterly Summary
h. Human Services Commission Quarterly Report
i. CARES 6 Mth Report
j. Legislative Agenda
k. Discussion and Potential Action on Sign Code Amendments
l. Communications Plan
m. **Private Rezone Request**

**4th Quarter**

n. Economic Development Quarterly Report
o. Financial Quarterly Report
p. Litigation Written Quarterly Summary
q. Human Services Commission Quarterly & Annual Report
r. Introduction and Discussion on Permit Technology Fee and Permit Tracking System
s. Discussion and Potential Action on Title 17 Subdivision Code Revision
t. Discussion and Potential Action on Business License Code Update
u. Discussion on Utility Franchises
v. 2019 Arts and Culture Grant Recommendations
w. Business Revenue Generated from NERA area
x. **Comprehensive Plan Amendments**
y. **Shoreline Master Program Periodic Update**

Burien
MEMORANDUM

City of Burien
400 SW 152nd Street
Suite 300
Burien, WA 98166-1911

P 206.241.4647
F 206.248.5539

burienwa.gov

**To:** Honorable Mayor and Members of the City Council
**From:** Brian J. Wilson, City Manager
**Date:** May 17, 2018
**Subject:** City Manager's Report

## I. INTERNAL CITY INFORMATION

### A. Children's Day/Book Day (DIA) Celebration

A DIA celebration was held Sunday, April 29 at the Burien Library/Town Square Park. KCLS hosted the event that traditionally celebrates children and emphasizes the importance of reading in all cultures. Mayor Matta provided opening remarks and PaRCS staff Gabbi Gonzales and Ignacio Robledo also participated. Over 150 people came to celebrate and engage in multilingual storytelling, a world dance party and a viewing of Esteban, a movie that tells the story of a young boy from a poor family in Cuba who dreams of learning piano. A great time was had by all.

**B. Council Correspondence Process (Page 155)**

With Council approval, a process has been implemented by staff effective May 16, 2018, to manage correspondence sent to the Council. Process details include the monitoring and tracking of correspondence by staff, the inclusion of a table of contents for the period prior to the Council meeting (Wednesday to Wednesday) in Council meeting agendas, and an online link to the correspondence content. Full correspondence documents will not be included in the Council packets although they will be readily available electronically. City staff will maintain a hard copy at City Hall's front counter as well as electronic access through a City computer located in the lobby of City Hall. This process is implemented following a moratorium on correspondence to the Council that was scheduled to end on May 21, 2018.

**C. Port of Seattle – Presentation Offer on SAMP Process**

We have been advised by the Port of Seattle of an offer to make a presentation to Council in the June/July 2018 time frame on an update and the upcoming Sustainable Airport Master Plan (SAMP) process. The presentation would be made by a Commissioner regarding the upcoming SAMP process and sharing an update on plans to increase cargo movement through the Northwest Seaport Alliance, workforce training and internships, and economic development collaborations. A presentation could occur during a scheduled Council study session, at the Airport Committee, or both. With Council interest, a presentation will be scheduled.

**D. SOG SCORE Officer's Guild (Page 157)**

I have received a letter from the SCORE Officers Guild (SOG) dated May 4, 2018 (received May 14, 2018) requesting the opportunity to discuss their interest in binding interest arbitration for their members and their efforts to resolve ongoing concerns with the current collective bargaining process. Corrections officers working at King County and Pierce County correctional facilities have binding interest arbitration while the SCORE correction officers do not. Collective bargaining occurs with the Executive Director on behalf of the SCORE Administrative Board. As the City Manager, I serve as the Burien representative on the Administrative Board. Efforts may occur in the future to seek City of Burien support for legislation in support of SOG interests. I am planning to meet with them per their request assuming ongoing labor negotiations are currently not in process.

**E. Eagle Landing Park – Information Forum/Community Meeting**

In order to share information and answer citizen questions regarding Eagle Landing Park and the stairs, an Information Forum/Community Meeting has been scheduled for Thursday, May 17th. The agenda includes a presentation regarding the stairs, area geology, issues of concern, and the options being considered. There will also be opportunity for the public to ask questions of staff and share information.

**F. LEAD Program – Service Models Best for Burien**

Staff continues to meet with LEAD representatives regarding programs and services that will meet the needs of the City of Burien. We are also reviewing Community Court and LINC (Leadership, Innovation & Change) programs that focuse on at-risk youth and gang related behavior. In addition to our Human Services Manager and staff, we are incorporating our municipal prosecution services into the dialog in order

to ensure we are developing services that will meet the needs of our community in the most effective and efficient manner.

**G. Fireworks Are Illegal in the City of Burien (Page 159)**

The City is committed to a safe and fun July 4th Holiday without the fireworks. Violations of the City fireworks law prohibiting the sale, use, discharge, and possession of fireworks carry a civil fine of $125.00 for each occurrence. The City is teaming up with the Burien Police and Fire Departments to ensure a safe 4th of July. Information will be shared though the City's regular media and social media outlets. We will also be communicating directly with neighborhoods within the City. Enforcement teams will also be out in the community for compliance with the City's fireworks law.

**H. OLEO**

A request has been received by the Office of Law Enforcement Oversight (OLEO), specifically Director Deborah Jacobs and Communications Manager Toshiko Hasegawa, to make a presentation to City Council. OLEO was established to increase confidence in the county's policing services through independent, community based oversight of the King County Sheriff's Office. OLEO represents the interests of the public when conducting their work, which includes:

- Independent review of internal misconduct investigations
- Systematic reviews of Sheriff's Office policies, practices and training, with recommendations for improvement
- Attending critical incident scenes, such as officer-involved shootings
- Engaging King County's communities for input and feedback

OLEO has not come to agreement with police unions regarding their mandate and scope of work. Burien would be the first community OLEO would be making a presentation to the City Council. Discussion has taken place regarding the value of having the Burien Police Chief and the Sheriff be part of the presentation as well to showcase a shared commitment to best practice law enforcement. The timing of this presentation request has been discussed as well. With Council support, this OLEO presentation will be placed as a future agenda item for Council.

**I. LINC (Leadership, Intervention & Change)**

A presentation was made by LINC regarding services provided in the City of Burien. Their vision is to have a thriving, safe, and healthy community where young people exercise self-determination free from the duress of the cycle of violence. Their mission is to ignite systems change to strengthen communities by building safe, healthy, positive pathways for young people through youth empowerment, collaborative community partnerships, and the mobilization of community stakeholders. This program is managed through the Center for Children & Youth Justice. Staff will continue to explore opportunities to enhance services in the Burien community.

**J. Northwest Symphony Orchestra Concert**

A concert dedicated to the City's 25th Birthday occurred on May 12th at the Highline Performing Arts Center. The concert by the Northwest Symphony Orchestra (NWSO) was coordinated by Cultural Arts Supervisor Gina Kallman and NWSO's Anthony Spain. The event was well attended and showcased music and art and how important these amenities are in building healthy communities.

**K. April Permit Activity Report (Page 161)**

Attached are the monthly reports for Construction Permits Issued and Construction Permit Applications Received during the month of April 2018. Included in the reports are information regarding tenant improvements and major projects.

**Construction Permits Issued**

The City issued 240 permits in April 2018 which is almost even with last month and 20 more than those reported in April 2017. The total project valuation of $3.2 million is about $0.3 million more than reported last month and $1.5 million less than the valuation reported in April 2017.

**Construction Permit Applications Received**

The City received 260 permit applications in April 2018 which is almost even with last month and 32 more than reported for April 2017. The total project valuation of $5.1 million is about $3.0 million more than received last month and about $19.6 million less than reported in April 2017.

**Tenant Improvements**

Wells Fargo, Kre-8-Tive Kidz, Criminal Justice Center, 5 Corners, Cash America, Highline School District and Goodwill Industries were issued tenant improvement permits in April. Tenant Improvement applications were received from Bank of America, Yardley Arms and Cambridge Square Apartments in addition to this month's issued permits.

**Major Projects**

Permit applications were received for Bank of America with a valuation of $1.2 million, 15 unit apartment with a valuation of $1.0 million and 4 single family residences with a combined valuation of $1.2 million. One new single family permit with a valuation of more than $500,000 was issued in April.

**L. Economic Development Update**

- Wayfinding program implementation: signs are being fabricated and we are on track for installation this summer.
- 153rd survey of businesses and commercial property owners about property and right-of-way improvements: language is getting translated, surveys will be distributed by the end of May.
- Hotel attraction.
- Comprehensive Plan revisions.
- Community process to re-examine the noise ordinance in order to encourage downtown entertainment & festivals: A survey has been drafted that will be available to all residents and businesses. Emphasis will be made to reach out to downtown residents and businesses.

- Admissions Tax Ordinance revision: BEDP has been briefed on the issue and offered different models for a threshold to limit the impact on Burien's small businesses. Economic Development staff will provide outreach to the identified affected businesses and return to the BEDP with the business feedback on threshold models.

**M. 1st Quarter Financial Report (Page 169)**
The 1st quarter financial report is attached for Council's review.

## II. COUNCIL UPDATES/REPORTS

**A. Request for Proclamation – Rainier Golf and Country Club**
The City has received a request for a proclamation for the Centennial Celebration of Rainier Golf and Country Club. The Club was established March 11, 1919, and is now the only private golf and country club within the City of Burien.

**B. Gateway Memorandum of Understanding (MOU) (Page 185)**
Attached is communication from Craig Stone, WSDOT Puget Sound Gateway Program Administrator, to City Manager Brian Wilson. Mr. Stone conveys his recommendation that the City sign as a partner by endorsing the Funding and Phasing MOU for the Puget Sound Gateway Program. Also attached is the Third Draft MOU for Council's review.

C. **Sea-Tac Stakeholder Advisory Round Table (StART) April Meeting Recap and Workshop Invitation (Page 197)**
A recap of the second StART meeting held April 25, 2018, is attached. The next meeting is scheduled for 6:00 pm on June 27 at the Conference Center at Sea-Tac Airport.

The Port has extended an invitation to Highline Forum and StART members to attend a Noise 101 workshop led by Steve Alverson, Senior Vice President at Environmental Science Associates (ESA). The meeting will be held Tuesday, May 22, 2018, 3:30-5:00 pm at SeaTac City Hall. To register (required for participation) contact Executive Assistant Carol Allread.

**D. Voting Delegate for AWC Annual Conference**
Councilmember Bob Edgar will attend the 2018 AWC Annual Conference in Yakima June 26-29. Each city has the opportunity to designate three voting delegates for the Annual Business Meeting; Councilmember Edgar will represent Burien as a delegate.

**E. Business and Economic Development Partnership (BEDP) (Page 198)**
The May 11, 2018 BEDP agenda is attached for Council's review.

## III. Notices: (Page 199)

The following (attached) Notices were published:

- Public Hearing Notice: The City of Burien will hold a public hearing on Monday, May 21, 2018, for the purpose of receiving public comments on the 2019 through 2014 Six-Year Transportation Improvement Plan (TIP).
- Notice of Decision: PLA 17-2754; Preliminary Approval with Conditions for Preliminary Short Plat One Residential Lot Into Three Lots.

City of Burien
400 SW 152nd Street
Suite 300
Burien, WA 98166-1911

P 206.241.4647
F 206.248.5539

burienwa.gov

# Council Correspondence Process
May 18, 2018

The following process reflects Council's direction.

**Background**
The moratorium on Council correspondence ends May 21, 2018. In preparation for the end of this moratorium, we have prepared an implementation plan.

Date and parameters for the implementation of the new process: We will implement the process described in this document effective May 16, 2018, with the first contents being included on the Council meeting agenda on June 4, 2018. The content reporting is from Wednesday to Wednesday. For example: the material covered in the Council meeting agenda for June 4, 2018, will show correspondence received from Wednesday, May 16, 2018 to Wednesday, May 30, 2018 (received by close of business) and so on.

**Process Details**

- Emails or letters to the Council will be monitored and tracked by City staff.
- A table of contents that will include date, name, and topic and follow up of the correspondence for the period prior to the Council meeting (Wednesday to Wednesday tracking as described above) will be included in the Council meeting agendas. A link to the correspondence content (available online through the City's website via iCompass) will be posted at the top of the table of contents.
- Full Council correspondence documents will not be included in the Council packets, although they will be readily available electronically.
- If a resident does not have a computer or a mobile device to access the correspondence City staff will maintain a hard copy at City Hall's front desk available for review or provide access to the computer in the City Hall lobby to view it electronically. Those who are not mobile and do not have computer assess may request the Council communications via a public records request over the phone.

Approved:

Brian J. Wilson, City Manager

Melissa Beatty, Administrative Services Director

# SOG- SCORE OFFICERS GUILD

May 4, 2018

RECEIVED

MAY 14 2018

City of Burien

Mr. Brian Wilson
City Manager
City of Burien
400 SW 152nd St., Suite 300
Burien, WA 98166

Dear Manager Wilson,

I'm contacting you on behalf of the SCORE Jail Officer Guild to introduce myself and establish a line of communication between the City of SeaTac and the Guild. The Guild was formed in 2012 and represents 120 commissioned and non-commissioned officers providing jail services for between 600 and 700+ inmates from over 34 cities and the Muckleshoot Indian Tribe, Port of Seattle, U.S. Marshalls, U.S. Military, WA Dept. of Corrections and the Valley Narcotics Enforcement Team - VNET.

**Triple threat - mental health, homelessness and the opioid crisis**

Urban and rural communities we serve and throughout the state are struggling with increasing challenges on our streets. Homelessness is growing sharply, spurred in part by a lack of affordable housing and a poorly-funded mental health and substance abuse system. Communities are now being ravaged by the opioid crisis. The result has been an increase in arrests and a corresponding rise in mental health and homeless inmates in the jail population.

While we applaud the recent legislative efforts on mental health and the opioid crisis, including an additional 45 beds at Western State Hospital and funding of community based programs, we also recognize that it will take many years for these investments to matriculate and begin to make a difference. In the meantime, cities and correctional facilities like SCORE will continue to manage these often unstable and unpredictable individuals with limited resources.

**Substitute HB 1559**

During the 2018 legislative session the Guild became aware of Substitute HB 1559, which sought to grant binding interest arbitration rights to duly sworn police officers employed as members of a police force by a regional or state university or The Evergreen State College. It also prohibited the police officers, mentioned above, from engaging in a strike, work slowdown, or stoppage.

The bill passed the House by a bipartisan vote of 82-13-0-3. Vice President Sean Gannon and I testified to the Senate Commerce & Labor Committee, in short asking them to consider including correction officers employed at regional jails in the state's definition of uniformed personnel. A draft amendment to accomplish this was prepared but not put forward after further discussions with Sen. Keiser, Rep. Goodman and the supporters of HB 1559. While the bill was referred to Ways & Means and then Rules, it did not receive a floor vote in the Senate and died.

**SCORE Guild collective bargaining and leadership transition**

It has become apparent to Guild members that without the option of binding interest arbitration, issues critical to the Guild will continue to be postponed and left unresolved. With the next round or collective bargaining scheduled to begin in June, near the time when SCORE leadership experiences a major transition with the departure of Executive Director Bartley, it seems like an

appropriate time to connect with SCORE founding member cities and respectfully request an opportunity to meet with you to discuss our concerns and why we believe that binding interest arbitration is in the best interest of all parties.

**Binding Interest Arbitration**

As you know, collective bargaining is the good faith negotiations between an employer and the leaders of a union or guild about how much workers will be paid, hours they will work, what shifts and days they will work, and other bargaining subjects as specified in the agreement between the two parties. Without a third party review of the proposals via binding interest arbitration, the 'good faith' requirement in negotiations goes unchallenged.

Currently, SCORE management and the Officer Guild are required to 'bargain in good faith'. But without binding interest arbitration, proposals that are unpopular with SCORE management are delayed and often not satisfactorily addressed. Because there is no independent third party review of the proposals and ensuing negotiations to determine if a good faith effort has been made by both parties, critical issues are stalled and not addressed.

We believe that binding interest arbitration creates a more efficient and cost effective process since both parties recognize they will need to bring forward a reasonable proposal because an independent third party is going to review and come to judgment on them.

As you know, interest arbitration is a process where a public employer and labor organization negotiating a collective bargaining agreement ask a neutral arbitrator to decide any unresolved mandatory terms and conditions that the parties discussed, but did not resolve during negotiations.

In Washington State, uniformed employees, such as police officers, fire fighters, and corrections officers in certain counties, are entitled to use interest arbitration as a process for dispute resolution. While corrections officers working at King County and Pierce County correctional facilities have binding interest arbitration, the SCORE correction officers do not. We respectfully ask for an opportunity to discuss this issue with the City, as part of our efforts to resolve on-going concerns with the current collective bargaining process.

As noted, we recognize that with the impending retirement of the current director and selection of a new director, this is an important decision-making point in SCORE's management and future. I hope this letter is evidence of our membership's desire to develop an open and transparent relationship with you and the City of Burien.

I appreciate your timely consideration of our request and look forward to hearing from you.

Respectfully,

Josh Pennell, President
SCORE Jail Officer Guild
P.O. Box 98542
Des Moines, WA 98198

cc: Penny Bartley, SCORE Executive Director,
Kevin Milosevich, Interim SCORE Executive Director
Sean Gannon, Vice President, SCORE Jail Officer Guild
Scott Cave, S.C. Communications

# HAVE A SAFE & FUN JULY 4TH

## *WITHOUT THE FIREWORKS*

Violations of the City fireworks law prohibiting sale, use, discharge and possession of fireworks carry a civil fine of $125.00 for each occurrence.

**FIREWORKS ARE ILLEGAL IN BURIEN**

burienwa.gov

Burien

# Burien Summary of Applications Received

## April 2018

| Permit Type | Count | Valuation |
|---|---|---|
| Building | 38 | $4,453,335 |
| Damage | 1 | |
| Demolition | 4 | |
| Electrical | 112 | $251,323 |
| Fire Protection | 16 | $58,153 |
| Mechanical | 33 | $278,349 |
| Plumbing | 8 | $37,300 |
| Right of Way | 45 | |
| Sign | 4 | $10,037 |
| **Totals :** | 260 | $5,123,498 |

Major Permit Applications

| ProjectName | ApplicationDescription | DateApplicatior | CalcPermitAddress | CalcValueTotal |
|---|---|---|---|---|
| E18-11418 BANK OF AMERICA TI | E18-11418 PROPOSED COMPLETE RENOVATION (1ST FLOOR) TO INTERIOR OF (E) BANK OF AMERICA BUILDING | 04/05/2018 | 230 SW 152ND ST | $1,200,000.00 |
| LY-NGUYEN PROPERTIES BUILDING A DUPLEX | CONSTRUCT 1438 SF 2-FAMILY RESIDENCE | 04/06/2018 | 526 S 152ND ST | $371,758.95 |
| LY-NGUYEN PROPERTIES BUILDING B DUPLEX | CONSTRUCT 1438 SF 2-FAMILY RESIDENCE | 04/06/2018 | 526 S 152ND ST | $371,758.95 |
| OSCAR VILLA SFR & ADU | CONSTRUCT NEW SFR ABOVE EXISTING STORAGE BUILDING AND ADU | 04/09/2018 | 11925 11TH PL SW | $300,000.00 |
| SANTOS ADDITION | INTERIOR RECONFIGURATION / 190 SQ. FT. ADDITION ON TOP FLOOR | 04/09/2018 | 12819 SHORECREST DR SW | $200,000.00 |
| BANI APARTMENTS | CONSTRUCT 3-STORY 15-UNIT APARTMENT BUILDING WITH SURFACE PARKING | 04/10/2018 | 222 S 156TH ST | $1,000,000.00 |

TI Permit Applications

| ProjectName | ApplicationDescription | DateApplicatior | CalcPermitAddress | CalcValueTotal |
|---|---|---|---|---|
| E18-11418 BANK OF AMERICA TI | E18-11418 PROPOSED COMPLETE RENOVATION (1ST FLOOR) TO INTERIOR OF (E) BANK OF AMERICA BUILDING | 04/05/2018 | 230 SW 152ND ST | $1,200,000.00 |
| CHILDRENS ACADEMY OF SEATTLE 3 LLC | CHANGE OF USE FROM OFFICE TO DAY CARE CENTER - NO CONSTRUCTION | 04/24/2018 | 634 SW 149TH ST | $1,000.00 |
| YARDLEY ARMS TI | MODERNIZE HYDRAULIC ELEVATOR, REARRANGE EQUIPMENT IN MACHINE ROOM; MISC CUTTING AND PATCHING. | 04/25/2018 | 1000 SW 130TH ST | $80,000.00 |
| E18-11406 MADRONA HALL & EVERGREEN REROOF | E18-11406 REROOF: ROOFING OVERLAY APPROX. 24,000 SQ. FT. OF 3-TAB ASPHALT SHINGLES / EXISTING ROOFING IS ONE LAYER OF ASPHALT SHINGLES / ALT BLDG WORK IS TO OVER-BUILD FOUR AREAS ON DORM 2 AND INFILL ROOFING AT ELEVATOR SHAFT ON DORM 3 | 04/05/2018 | 19010 1ST AVE S | $175,000.00 |
| CASH AMERICA | CASH AMERICA SIDING REPAIRS / REPLACE ROTTEN CEDAR SIDING WITH MATCHING HARDI SIDING | 04/13/2018 | 15419 1ST AVE S | $8,000.00 |
| CAMBRIDGE SQUARE APARTMENTS - STAIR REPLACEMENT | STAIR REPLACEMENT FOR 217A 7 245A | 04/16/2018 | 455 S 156TH ST | $6,000.00 |
| HIGHLINE SCHOOL DISTRICT - ERAC BLDG | REMOVE EXISTING ROOFING AND WET INSULATION; REPLACE WITH LIKE MATERIALS, COLD APPLY CAP SHEET AND COATING. | 04/18/2018 | 15675 AMBAUM BLVD SW | $20,000.00 |
| E18-10958 GOODWILL BURIEN TI | E18-10958 APPROX. 3000 SF OF INTERIOR TI TO AN EXISTING RETAIL SPACE OF 24,316 SF / DEMO & REMOVAL OF WALLS, FINISHES, AND EQUIPMENT OF EXISTING JOB TRAINING EDUCATION AREA; AND RETURNING SPACE TO RETAIL SALES AREA | 04/02/2018 | 1031 SW 128TH ST | $55,000.00 |
| BOULEVARD PARK COIN LAUNDRY | REBUILD CORNER CMU WALL DUE TO BEING HIT BY VEHICLE - SUBJECT TO FIELD INSPECTION | 04/27/2018 | 1829 S 120TH ST | $28,413.72 |
| E18-14825 BINYON VISION CENTER RE-ROOF | E18-14825 REPLACE EXISTING TORCHDOWN WITH SAME | 04/30/2018 | 401 SW 153RD ST | $20,000.00 |

Burien Washington, USA

# Summary of Permits Issued

**April 2018**

| TypePermit | Count | Valuation |
|---|---|---|
| Building | 42 | $2,909,542 |
| Demolition | 4 | |
| Electrical | 107 | $134,323 |
| Fire Protection | 7 | $62,202 |
| Mechanical | 30 | $70,699 |
| Plumbing | 6 | $4,300 |
| Right of Way | 43 | |
| Sign | 1 | $100.00 |
| **Totals :** | 240 | $3,216,166 |

Major Permits Issued

| ProjectName | ApplicationDescription | DateIssue | CalcPermitAddress | CalcValueTotal |
|---|---|---|---|---|
| LEE 4000 NEW SFR | CONSTRUCT NEW 4761 SQ. FT. SFR | 04/27/2018 | 1003 SW 117TH ST [TEMP] | $500,000.00 |

TI Permits Issued

| ProjectName | ApplicationDescription | DateIssue | CalcPermitAddress | CalcValueTotal |
|---|---|---|---|---|
| E18-06889 WELLS FARGO ATM | E18-06889 INSTALL ATM WITH NEW ATM KIOSK & ASSOCIATED WORK | 04/04/2018 | 15865 AMBAUM BLVD SW [TEMP] | $32,600.00 |
| KRE-8-TIVE KIDZ INTL ACADEMY TENANT IMPROVEMENT | CONSTRUCT TWO WALLS TO MAKE NEW OFFICE | 04/05/2018 | 15525 1ST AVE S STE 8 | $3,200.00 |
| E18-11406 MADRONA HALL & EVERGREEN REROOF | E18-11406 REROOF: ROOFING OVERLAY APPROX. 24,000 SQ. FT. OF 3-TAB ASPHALT SHINGLES / EXISTING ROOFING IS ONE LAYER OF ASPHALT SHINGLES / ALT BLDG WORK IS TO OVER-BUILD FOUR AREAS ON DORM 2 AND INFILL ROOFING AT ELEVATOR SHAFT ON DORM 3 | 04/09/2018 | 19010 1ST AVE S | $175,000.00 |
| E18-04897 TI - 5 CORNERS SUITE 100 | E18-04897 CONSTRUCT ONE NEW SALES AREA, ONE NEW STORAGE AND ONE NEW RESTROOM□ REV. RETAIL PET SUPPLIES 3/19/18 SMB | 04/10/2018 | 15840 1ST AVE S | $37,500.00 |
| SEAGULL BUILDING TI | DEMOLISH 3'x8' WALL, INSTALL 3'x3'x8' FT RRAMING AND INSULATION AND SHEETROCK FOR SHOWER UNIT. | 04/10/2018 | 632 SW 150TH ST | $3,000.00 |
| CASH AMERICA | CASH AMERICA SIDING REPAIRS / REPLACE ROTTEN CEDAR SIDING WITH MATCHING HARDI SIDING | 04/13/2018 | 15419 1ST AVE S | $8,000.00 |
| CAMBRIDGE SQUARE APARTMENTS - STAIR REPLACEMENT | STAIR REPLACEMENT FOR 217A 7 245A | 04/16/2018 | 455 S 156TH ST | $6,000.00 |
| HIGHLINE SCHOOL DISTRICT - ERAC BLDG | REMOVE EXISTING ROOFING AND WET INSULATION; REPLACE WITH LIKE MATERIALS, COLD APPLY CAP SHEET AND COATING. | 04/18/2018 | 15675 AMBAUM BLVD SW | $20,000.00 |
| DON MIGUEL WESTERN BOOTS LLC | ADD RETAIL TO EXISTING OFFICE SPACE | 04/24/2018 | 14611 AMBAUM BLVD SW | $100.00 |
| E18-10958 GOODWILL BURIEN TI | E18-10958 APPROX. 3000 SF OF INTERIOR TI TO AN EXISTING RETAIL SPACE OF 24,316 SF / DEMO & REMOVAL OF WALLS, FINISHES, AND EQUIPMENT OF EXISTING JOB TRAINING EDUCATION AREA; AND RETURNING SPACE TO RETAIL SALES AREA | 04/24/2018 | 1031 SW 128TH ST | $55,000.00 |
| BOULEVARD PARK COIN LAUNDRY | REBUILD CORNER CMU WALL DUE TO BEING HIT BY VEHICLE - SUBJECT TO FIELD INSPECTION | 04/27/2018 | 1829 S 120TH ST | $28,413.72 |
| E18-14825 BINYON VISION CENTER RE-ROOF | E18-14825 REPLACE EXISTING TORCHDOWN WITH SAME | 04/30/2018 | 401 SW 153RD ST | $20,000.00 |

**City of Burien**
**2018 1st Quarter Financial Report Narrative**

The 1st Quarter 2018 Financial Report is attached. The report contains the following components:

1. A comparison of the operating funds in the 1st Quarter of 2017 and 2018.
2. Charts comparing major tax revenues over the last three years.
3. The financial status of the 2018 budgeted capital improvement projects.
4. Contacts over $25,000 signed by the City Manager during the 1st Quarter.
5. A copy of the budgeted transfers.

The following narrative provides a summary of the activity for major expenditure and revenue sources, including a brief explanation for any major variance.

**General Fund**

**Revenues:**

- Property tax collections were down when compared with the prior year due to a higher number of early tax payments being made in February which were accrued back to 2017 and included in the 4th quarter revenues.
- Business and Occupation Tax collections are less than 2017 collections due to recording all prior year taxes collected during January and February to the prior year (per the City's financial policies). As noted in the 4th quarter report for 2017, tax receipts were up significantly through December from those recorded for that same period in 2016. When only comparing March collections, 2018 collections are similar to those in 2017.
- Utility Taxes have decreased primarily due to a timing issue due to a large tax payment being received in early April and the continued trend in decreasing revenues in Telephone Utility tax.
- Building Related and Electrical permits increased by $112,000 due to development of a market-rate apartment complex in north Burien. Otherwise, permit activity is stable.
- Collections of State – Criminal Justice revenue in 1st Quarter 2018 is from the City's share of the Marijuana Excise Tax, implemented in the 3rd Quarter of 2017.
- Investment earnings have not yet been distributed to individual funds however, the City has received a total of $139,458 during the first quarter, up significantly from 2017's total of $51,912 due to increasing interest rates. The net rate of return at the end of March 2018 was 1.58% compared to the March 2017 rate of 0.70%

**Expenditure by Line Item:**

- The increase in Salaries & Wages and Personnel Benefits are due to the filling of vacancies in senior positions and staffing increases added in the Mid-Biennium budget amendments.
- The increase in the annual Insurance premium is from increased premium for liability coverage incurred by the City.

**Expenditure by Department:**

- **Economic Development**: Expenditure increase due to filling the positions of Economic Development Manager and Economic Development Intern, which were vacant in 1st Quarter 2017.
- **Finance**: Expenditures increases come primarily from filling the vacant Senior Financial Analyst position, and increased costs associated with the City's contract with the SCORE Jail.
- **Legal**: The increase in the City's insurance premium is the primary cause for the increase of the department's budget.
- **Parks, Recreation and Cultural Services (PaRCS)**: The Department's increase is primarily due to staffing increases added in the Mid-Biennium budget amendments.

**Street Fund**

**Revenues:**

- Right-of-way permit revenue is up due to increased activity.
- Fuel tax received has increased over 2017 due to an increase in state collections

**Expenditures:**

Expenditures increased marginally due to one-time capital expenditures for vehicles. This increase is offset in part by decrease in overtime wages compared with 1st Quarter 2017.

**Surface Water Management Fund**

**Expenditures:**

Expenditure increases are due to filling positions that were vacant in 1st Quarter 2017, as well as one-time capital expenditures for vehicles.

CITY OF BURIEN

2018 1st QUARTER FINANCIAL REPORT

GENERAL FUND REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $18,197,995 | $0 | 0.00% | $18,241,925 | $0 | 0.00% | $18,241,925 |
| Property Tax | $7,055,000 | $223,894 | 3.17% | $6,865,000 | $326,525 | 4.76% | $6,919,638 |
| Sales Taxes | 9,565,000 | 768,679 | 8.04% | 9,160,000 | 740,202 | 8.08% | 9,825,632 |
| Business & Occupation Tax | 1,345,000 | 6,868 | 0.51% | 1,255,000 | 160,919 | 12.82% | 1,514,984 |
| Utility Taxes | 2,605,000 | 423,911 | 16.27% | 2,620,000 | 520,801 | 19.88% | 2,608,563 |
| Other Taxes | 455,000 | 0 | 0.00% | 455,000 | 0 | 0.00% | 459,746 |
| TAXES | $21,025,000 | $1,423,352 | 6.77% | $20,355,000 | $1,748,447 | 8.59% | $21,328,564 |
| Misc. Licenses and Permits | 70,000 | 5,975 | 8.54% | 70,000 | 2,620 | 3.74% | 65,220 |
| Franchise Fees | 726,000 | 0 | 0.00% | 701,000 | 0 | 0.00% | 695,826 |
| Business Licenses | 315,000 | 8,940 | 2.84% | 310,000 | 14,203 | 4.58% | 325,178 |
| Permits - Building Related | 600,000 | 194,038 | 32.34% | 565,000 | 104,287 | 18.46% | 675,277 |
| Permits - Electrical | 125,000 | 61,242 | 48.99% | 125,000 | 38,861 | 31.09% | 162,395 |
| Permits - Right of Way | 0 | 0 | 0.00% | 0 | 550 | 0.00% | 550 |
| LICENSES & PERMITS | $1,836,000 | $270,195 | 14.72% | $1,771,000 | $160,521 | 9.06% | $1,924,447 |
| Federal Grants | 100,000 | 27,353 | 27.35% | 100,000 | 7,915 | 7.91% | 134,994 |
| State - Criminal Justice | 223,000 | 43,853 | 19.66% | 165,000 | 0 | 0.00% | 177,600 |
| Liquor Tax and Profit | 660,000 | 104,996 | 15.91% | 660,000 | 105,572 | 16.00% | 665,984 |
| Intergovernmental Revenues | 212,000 | 14,876 | 7.02% | 165,000 | 11,792 | 7.15% | 234,175 |
| Intergovernmental Revenues - Seattle City Light | 1,025,000 | 238,568 | 23.27% | 1,000,000 | 253,398 | 25.34% | 1,106,054 |
| INTERGOVT REVENUE | $2,220,000 | $429,646 | 19.35% | $2,090,000 | $378,676 | 18.12% | $2,318,807 |
| Planning Fees | 205,000 | 71,302 | 34.78% | 205,000 | 65,940 | 32.17% | 246,339 |
| Building Plan Review Fees | 330,000 | 72,764 | 22.05% | 320,000 | 66,570 | 20.80% | 377,146 |
| Other Charges | 35,000 | 12,764 | 36.47% | 35,000 | 12,000 | 34.29% | 48,311 |
| Parks and Recreation Charges | 510,000 | 155,109 | 30.41% | 510,000 | 138,128 | 27.08% | 503,514 |
| CHARGES FOR SERVICES | $1,080,000 | $311,939 | 28.88% | $1,070,000 | $282,638 | 26.42% | $1,175,311 |
| FINES & PENALTIES | $200,000 | $45,691 | 22.85% | $200,000 | $54,750 | 27.37% | $195,554 |
| Investment Interest | 100,000 | 911 | 0.91% | 120,000 | 28,524 | 23.77% | 178,194 |
| Facility Leases | 305,000 | 81,672 | 26.78% | 315,000 | 79,093 | 25.11% | 321,287 |
| Other Miscellaneous Revenue | 290,000 | 46,460 | 16.02% | 235,000 | 8,923 | 3.80% | 114,067 |
| MISC REVENUE | $695,000 | $129,044 | 18.57% | $670,000 | $116,540 | 17.39% | $613,548 |
| | | | | | | | |
| TOTAL REVENUES | $27,056,000 | $2,609,805 | 9.65% | $26,156,000 | $2,741,571 | 10.48% | $27,546,267 |
| Transfers In | 80,000 | 0 | 0.00% | 80,000 | 0 | 0.00% | 80,000 |
| OTHER FIN SOURCES | $80,000 | $0 | 0.00% | $80,000 | $0 | 0.00% | $80,000 |
| | | | | | | | |
| TOTAL RESOURCES | $45,333,995 | $2,609,805 | 5.76% | $44,477,925 | $2,741,571 | 6.16% | $45,868,192 |

**CITY OF BURIEN**

**2018 1st QUARTER FINANCIAL REPORT**

**GENERAL FUND EXPENDITURE BY LINE ITEM**

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| SALARIES & WAGES | $5,417,900 | $1,026,554 | 18.95% | $4,783,200 | $867,056 | 18.13% | $4,540,530 |
| PERSONNEL BENEFITS | $2,071,320 | $391,421 | 18.90% | $1,751,255 | $321,798 | 18.38% | $1,678,976 |
| SUPPLIES | $252,850 | $30,873 | 12.21% | $256,850 | $39,160 | 15.25% | $232,975 |
| Professional Services | 4,668,300 | 467,131 | 10.01% | 3,796,100 | 450,472 | 11.87% | 3,157,496 |
| Communications | 85,050 | 10,913 | 12.83% | 84,550 | 18,025 | 21.32% | 72,610 |
| Travel | 41,200 | 503 | 1.22% | 37,200 | 4,981 | 13.39% | 37,043 |
| Taxes & Assessments | 29,500 | 0 | 0.00% | 25,000 | 0 | 0.00% | 28,425 |
| Operating Rents & Leases | 100,800 | 11,679 | 11.59% | 95,100 | 18,742 | 19.71% | 83,682 |
| Insurance | 260,000 | 304,143 | 116.98% | 260,000 | 258,261 | 99.33% | 258,261 |
| Utilities | 217,800 | 17,775 | 8.16% | 215,800 | 35,720 | 16.55% | 243,316 |
| Repairs & Maintenance | 49,300 | 16,524 | 33.52% | 49,300 | 8,581 | 17.40% | 50,503 |
| Admissions & Trips | 29,700 | 801 | 2.70% | 29,700 | 750 | 2.52% | 26,924 |
| Memberships & Dues | 143,700 | 134,644 | 93.70% | 144,200 | 126,372 | 87.64% | 142,298 |
| Printing, Binding, & Copying | 16,050 | 3,529 | 21.99% | 16,050 | 1,943 | 12.10% | 12,305 |
| Registration & Training | 74,450 | 6,784 | 9.11% | 70,450 | 8,366 | 11.88% | 34,997 |
| Subscriptions & Publications | 20,850 | 1,294 | 6.21% | 15,850 | 2,360 | 14.89% | 14,130 |
| Miscellaneous | 48,750 | 4,655 | 9.55% | 48,750 | 2,853 | 5.85% | 47,198 |
| SERVICES | $5,789,450 | $980,376 | 16.95% | $4,888,050 | $937,425 | 19.18% | $4,289,088 |
| INTERGOVT SERVICES | $14,073,100 | $283,863 | 2.02% | $13,540,500 | $263,010 | 1.94% | $12,972,865 |
| CAPITAL OUTLAY | $1,355,000 | $20,878 | 1.54% | $687,000 | $1,547 | 0.23% | $391,078 |
| | | | | | | | |
| TOTAL EXPENDITURES | $28,955,620 | $2,733,965 | 9.44% | $25,906,855 | $2,429,997 | 9.38% | $23,996,615 |
| | | | | | | | |
| TRANSFERS OUT | $370,000 | $0 | 0.00% | $373,075 | $0 | 0.00% | $223,075 |
| FUND BALANCE | $16,008,375 | $0 | 0.00% | $18,197,995 | $0 | 0.00% | $21,648,502 |
| TOTAL USES | $45,333,995 | $2,733,965 | 6.03% | $44,477,925 | $2,429,997 | 5.46% | $45,868,192 |

**GENERAL FUND EXPENDITURES BY DEPARTMENT**

| Department | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| City Council | 265,395 | 148,744 | 56.05% | 260,895 | 143,549 | 55.02% | 252,238 |
| City Manager | 1,419,940 | 150,639 | 10.61% | 924,185 | 134,584 | 14.56% | 765,752 |
| Economic Development | 904,420 | 90,769 | 10.04% | 731,810 | 36,882 | 5.04% | 495,885 |
| Administrative Services | 2,324,665 | 291,997 | 12.56% | 1,541,785 | 266,471 | 17.28% | 1,314,898 |
| Finance | 3,509,595 | 668,379 | 19.04% | 3,404,180 | 577,819 | 16.97% | 3,147,788 |
| Legal | 1,271,270 | 505,518 | 39.76% | 1,310,080 | 443,234 | 33.83% | 1,324,959 |
| Police | 12,490,000 | 1,045 | 0.01% | 12,045,000 | 9,875 | 0.08% | 11,468,683 |
| Public Works | 592,715 | 58,496 | 9.87% | 609,970 | 57,243 | 9.38% | 504,593 |
| Community Development | 2,581,420 | 307,655 | 11.92% | 1,657,040 | 301,712 | 18.21% | 1,503,133 |
| Parks, Recreation, and Cultural Services | 3,596,200 | 510,722 | 14.20% | 3,421,910 | 458,627 | 13.40% | 3,218,685 |
| TOTAL EXPENDITURES | $28,955,620 | $2,733,965 | 9.44% | $25,906,855 | $2,429,997 | 9.38% | $23,996,615 |

CITY OF BURIEN

2018 1st QUARTER FINANCIAL REPORT

STREET FUND REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $759,855 | $0 | 0.00% | $1,103,870 | $0 | 0.00% | $1,103,870 |
| Utility Taxes | 420,000 | 68,204 | 16.24% | 410,000 | 81,346 | 19.84% | 390,272 |
| Parking Tax | 250,000 | 8,771 | 3.51% | 250,000 | 37,116 | 14.85% | 244,548 |
| TAXES | $670,000 | $76,975 | 11.49% | $660,000 | $118,462 | 17.95% | $634,820 |
| Franchise Fees | 905,000 | 180,665 | 19.96% | 880,000 | 168,240 | 19.12% | 895,118 |
| Permits - Right of Way | 125,000 | 47,277 | 37.82% | 125,000 | 26,731 | 21.39% | 123,168 |
| LICENSES & PERMITS | $1,030,000 | $227,942 | 22.13% | $1,005,000 | $194,971 | 19.40% | $1,018,286 |
| Multimodal Transportation | 70,000 | 17,831 | 25.47% | 55,000 | 8,367 | 15.21% | 52,567 |
| Motor Vehicle Fuel Tax | 1,085,000 | 93,966 | 8.66% | 1,080,000 | 87,514 | 8.10% | 1,090,831 |
| INTERGOVT REVENUE | $1,155,000 | $111,797 | 9.68% | $1,135,000 | $95,881 | 8.45% | $1,143,398 |
| FINES & PENALTIES | $0 | $0 | 0.00% | $0 | $0 | 0.00% | $0 |
| Investment Interest | 6,000 | 0 | 0.00% | 6,000 | 2,064 | 34.40% | 18,305 |
| Other Miscellaneous Revenue | 0 | 506 | 0.00% | 0 | 444 | 0.00% | 1,246 |
| MISC REVENUE | $6,000 | $506 | 8.43% | $6,000 | $2,508 | 41.80% | $19,550 |
| | | | | | | | |
| TOTAL REVENUES | $2,861,000 | $417,219 | 14.58% | $2,806,000 | $411,823 | 14.68% | $2,816,004 |
| Transfers In | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| TOTAL RESOURCES | $3,620,855 | $417,219 | 11.52% | $3,909,870 | $411,823 | 10.53% | $3,919,880 |

STREET FUND EXPENDITURE BY LINE ITEM

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| SALARIES & WAGES | $774,400 | $126,017 | 16.27% | $728,200 | $141,103 | 19.38% | $730,052 |
| PERSONNEL BENEFITS | $306,795 | $54,862 | 17.88% | $275,815 | $57,800 | 20.96% | $297,337 |
| SUPPLIES | $171,000 | $24,447 | 14.30% | $171,000 | $39,899 | 23.33% | $178,480 |
| Professional Services | 124,700 | 15,007 | 12.03% | 343,600 | 6,759 | 1.97% | 189,210 |
| Communications | 9,300 | 4,837 | 52.01% | 9,200 | 4,858 | 52.80% | 8,511 |
| Travel | 0 | 20 | 0.00% | 0 | 62 | 0.00% | 246 |
| Operating Rents & Leases | 62,000 | 12,420 | 20.03% | 62,000 | 14,350 | 23.15% | 43,709 |
| Utilities | 174,200 | 26,375 | 15.14% | 171,200 | 33,697 | 19.68% | 203,350 |
| Repairs & Maintenance | 48,000 | 3,216 | 6.70% | 48,000 | 9,535 | 19.86% | 40,397 |
| Memberships & Dues | 1,000 | 0 | 0.00% | 1,000 | 648 | 64.75% | 648 |
| Printing, Binding, & Copying | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| Registration & Training | 8,000 | 500 | 6.25% | 8,000 | 790 | 9.88% | 2,913 |
| Subscriptions & Publications | 0 | 0 | 0.00% | 0 | 50 | 0.00% | 50 |
| Miscellaneous | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| SERVICES | $427,200 | $62,375 | 14.60% | $643,000 | $70,748 | 11.00% | $428,815 |
| INTERGOVT SERVICES | $270,000 | $16,315 | 6.04% | $270,000 | $3,468 | 1.28% | $211,947 |
| CAPITAL OUTLAY | $60,000 | $58,933 | 98.22% | $92,000 | $0 | 0.00% | $34,319 |
| | | | | | | | |
| TOTAL EXPENDITURES | $2,009,395 | $342,950 | 17.07% | $2,180,015 | $313,018 | 14.36% | $1,941,171 |
| | | | | | | | |
| TRANSFERS OUT | $1,325,000 | $0 | 0.00% | $970,000 | $0 | 0.00% | $970,000 |
| FUND BALANCE | $286,460 | $0 | 0.00% | $759,855 | $0 | 0.00% | $1,008,709 |
| TOTAL USES | $3,620,855 | $342,950 | 9.47% | $3,939,870 | $313,018 | 7.94% | $3,919,880 |

CITY OF BURIEN

2018 1st QUARTER FINANCIAL REPORT

SURFACE WATER MANAGEMENT FUND REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $1,419,510 | $0 | 0.00% | $1,579,915 | $0 | 0.00% | $1,579,915 |
| State Grants | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 25,000 |
| Intergovernmental Revenues | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 3,950 |
| INTERGOVT REVENUE | $0 | $0 | 0.00% | $0 | $0 | 0.00% | $28,950 |
| Storm Drainage Fees | 3,455,000 | 69,871 | 2.02% | 3,355,000 | 83,030 | 2.47% | 3,388,442 |
| Stormwater Connection Fee | 0 | 0 | 0.00% | 500,000 | 0 | 0.00% | 526,817 |
| CHARGES FOR SERVICES | $3,455,000 | $69,871 | 2.02% | $3,855,000 | $83,030 | 2.15% | $3,915,258 |
| Investment Interest | 2,000 | 0 | 0.00% | 2,000 | 2,348 | 117.42% | 22,103 |
| Pole Lease | 8,000 | 0 | 0.00% | 8,000 | 0 | 0.00% | 8,000 |
| Other Miscellaneous Revenue | 0 | 506 | 0.00% | 0 | 0 | 0.00% | 25,598 |
| MISC REVENUE | $10,000 | $506 | 5.06% | $10,000 | $2,348 | 23.48% | $55,702 |
| | | | | | | | |
| TOTAL REVENUES | $3,465,000 | $70,377 | 2.03% | $3,865,000 | $85,378 | 2.21% | $3,999,910 |
| TOTAL RESOURCES | $4,884,510 | $70,377 | 1.44% | $5,444,915 | $85,378 | 1.57% | $5,579,825 |

SURFACE WATER MANAGEMENT FUND EXPENDITURE BY LINE ITEM

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| SALARIES & WAGES | $1,043,800 | $197,026 | 18.88% | $973,300 | $158,628 | 16.30% | $828,415 |
| PERSONNEL BENEFITS | $442,495 | $88,501 | 20.00% | $404,925 | $67,420 | 16.65% | $349,848 |
| SUPPLIES | $120,000 | $17,168 | 14.31% | $120,000 | $15,491 | 12.91% | $93,638 |
| Professional Services | 497,800 | 20,280 | 4.07% | 550,800 | 26,500 | 4.81% | 423,230 |
| Communications | 11,300 | 4,874 | 43.14% | 11,100 | 5,334 | 48.05% | 11,859 |
| Travel | 0 | 0 | 0.00% | 0 | 53 | 0.00% | 570 |
| Taxes & Assessments | 500 | 0 | 0.00% | 500 | 0 | 0.00% | 314 |
| Operating Rents & Leases | 62,000 | 11,871 | 19.15% | 62,000 | 14,350 | 23.15% | 44,008 |
| Utilities | 10,200 | 1,848 | 18.12% | 171,200 | 2,360 | 1.38% | 7,665 |
| Repairs & Maintenance | 63,000 | 7,182 | 11.40% | 63,000 | 10,017 | 15.90% | 49,383 |
| Memberships & Dues | 1,000 | 34 | 3.40% | 1,000 | 764 | 76.35% | 764 |
| Printing, Binding, & Copying | 1,000 | 0 | 0.00% | 1,000 | 0 | 0.00% | 58 |
| Registration & Training | 13,000 | 0 | 0.00% | 13,000 | 1,014 | 7.80% | 5,190 |
| Subscriptions & Publications | 400 | 0 | 0.00% | 400 | 0 | 0.00% | 19 |
| Miscellaneous | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| SERVICES | $660,200 | $46,090 | 6.98% | $874,000 | $60,391 | 6.91% | $543,058 |
| INTERGOVT SERVICES | $148,000 | $0 | 0.00% | $120,000 | $0 | 0.00% | $44,639 |
| CAPITAL OUTLAY | $15,000 | $58,933 | 392.89% | $48,000 | $0 | 0.00% | $0 |
| DEBT SVC-PRINCIPAL | $83,030 | $0 | 0.00% | $83,030 | $0 | 0.00% | $83,031 |
| DEBT SVC-INT/OTHER | $3,740 | $0 | 0.00% | $4,150 | $0 | 0.00% | $4,152 |
| | | | | | | | |
| TOTAL EXPENDITURES | $2,516,265 | $407,717 | 16.20% | $2,627,405 | $301,931 | 11.49% | $1,946,773 |
| | | | | | | | |
| TRANSFERS OUT | $2,010,000 | $0 | 100.00% | $1,560,000 | $0 | 3.60% | $1,560,000 |
| FUND BALANCE | $1,419,510 | $0 | 0.00% | $296,980 | $0 | 0.00% | $2,073,052 |
| TOTAL USES | $5,444,915 | $3,423,500 | 62.88% | $3,704,215 | $301,931 | 59.99% | $5,579,825 |

CITY OF BURIEN

2018 1st QUARTER FINANCIAL REPORT

PUBLIC WORKS RESERVE FUND REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $1,582,900 | $0 | 0.00% | $1,286,900 | $0 | 0.00% | $1,286,900 |
| Real Estate Excise Tax | 1,600,000 | 293,132 | 18.32% | 2,100,000 | 302,436 | 14.40% | 2,823,420 |
| TAXES | $1,600,000 | $293,132 | 18.32% | $2,100,000 | $302,436 | 14.40% | $2,823,420 |
| Parks Mitigation Fees | 15,000 | 13,105 | 87.37% | 15,000 | 9,957 | 66.38% | 46,661 |
| CHARGES FOR SERVICES | $15,000 | $13,105 | 87.37% | $15,000 | $9,957 | 66.38% | $46,661 |
| Investment Interest | 1,000 | 0 | 0.00% | 1,000 | 2,192 | 219.19% | 17,082 |
| MISC REVENUE | $1,000 | $0 | 0.00% | $1,000 | $2,192 | 219.19% | $17,082 |
| TOTAL REVENUES | $1,616,000 | $306,237 | 18.95% | $2,116,000 | $314,585 | 14.87% | $2,887,164 |
| TOTAL RESOURCES | $3,198,900 | $306,237 | 9.57% | $3,402,900 | $314,585 | 9.24% | $2,887,164 |

PUBLIC WORKS RESERVE FUND EXPENDITURE BY LINE ITEM

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| TRANSFERS OUT | $3,075,000 | $0 | 0.00% | $1,820,000 | $0 | 0.00% | $1,720,000 |
| FUND BALANCE | $123,900 | $0 | 0.00% | $1,582,900 | $0 | 0.00% | $1,167,164 |
| TOTAL USES | $3,198,900 | $0 | 0.00% | $3,402,900 | $0 | 0.00% | $2,887,164 |

EQUIPMENT RESERVE FUND REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $1,299,550 | $0 | 0.00% | $1,329,549 | $0 | 0.00% | $1,329,549 |
| Investment Interest | 0 | 0 | 0.00% | 0 | 1,999 | 0.00% | 10,259 |
| MISC REVENUE | $0 | $0 | 0.00% | $0 | $1,999 | 0.00% | $10,259 |
| TOTAL REVENUES | $0 | $0 | 0.00% | $0 | $1,999 | 0.00% | $10,259 |
| Transfers In | 270,000 | 0 | 0.00% | 270,000 | 0 | 0.00% | 270,000 |
| OTHER FIN SOURCES | $270,000 | $0 | 0.00% | $270,000 | $0 | 0.00% | $270,000 |
| TOTAL RESOURCES | $1,569,550 | $0 | 0.00% | $1,599,549 | $0 | 0.00% | $1,609,808 |

EQUIPMENT RESERVE FUND EXPENDITURE BY LINE ITEM

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| SUPPLIES | $0 | $6,224 | 0.00% | $0 | $17,688 | 0.00% | $30,246 |
| Professional Services | | 225 | 0.00% | 0 | 0 | 0.00% | 0 |
| SERVICES | $0 | $225 | 0.00% | $0 | $0 | 0.00% | $0 |
| CAPITAL OUTLAY | $850,000 | $1,518 | 0.18% | $300,000 | $51,698 | 17.23% | $0 |
| TOTAL EXPENDITURES | $850,000 | $7,968 | 0.94% | $300,000 | $69,385 | 23.13% | $30,246 |
| TRANSFERS OUT | $0 | $0 | 0.00% | $0 | $0 | 0.00% | $0 |
| FUND BALANCE | $719,550 | $0 | 0.00% | $1,299,550 | $0 | 0.00% | $1,579,563 |
| TOTAL USES | $1,569,550 | $7,968 | 0.51% | $1,599,550 | $69,385 | 4.34% | $1,609,808 |

CITY OF BURIEN

2018 1st QUARTER FINANCIAL REPORT

ART IN PUBLIC PLACES REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $49,565 | $0 | 0.00% | $29,565 | $0 | 0.00% | $29,565 |
| Investment Interest | 0 | 0 | 0.00% | 0 | 52 | 0.00% | 307 |
| Other Miscellaneous Revenue | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| MISC REVENUE | $0 | $0 | 0.00% | $0 | $52 | 0.00% | $307 |
| TOTAL REVENUES | $0 | $0 | 0.00% | $0 | $52 | 0.00% | $307 |
| Transfers In | 20,000 | 0 | 0.00% | 20,000 | 0 | 0.00% | 20,000 |
| OTHER FIN SOURCES | $20,000 | $0 | 0.00% | $20,000 | $0 | 0.00% | $20,000 |
| TOTAL RESOURCES | $69,565 | $0 | 0.00% | $49,565 | $52 | 0.10% | $49,872 |

ART IN PUBLIC PLACES EXPENDITURE BY LINE ITEM

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| SUPPLIES | $0 | $0 | 0.00% | $0 | $0 | 0.00% | $0 |
| SERVICES | $0 | $0 | 0.00% | $0 | $0 | 0.00% | $0 |
| CAPITAL OUTLAY | $35,000 | $0 | 0.00% | $0 | $0 | 0.00% | $0 |
| | | | | | | | |
| TOTAL EXPENDITURES | $35,000 | $0 | 0.00% | $0 | $0 | 0.00% | $0 |
| | | | | | | | |
| FUND BALANCE | $34,565 | $0 | 0.00% | $49,565 | $0 | 0.00% | $49,872 |
| TOTAL USES | $69,565 | $0 | 0.00% | $49,565 | $0 | 0.00% | $49,872 |

CAPITAL PROJECTS RESERVE FUND REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $1,133,360 | $0 | 0.00% | $392,360 | $0 | 0.00% | $392,360 |
| Property Tax | $785,000 | $24,877 | 3.17% | $765,000 | $36,281 | 4.74% | $768,849 |
| TAXES | $785,000 | $24,877 | 3.17% | $765,000 | $36,281 | 4.74% | $768,849 |
| Investment Interest | 1,000 | 0 | 0.00% | 1,000 | 779 | 77.87% | 7,103 |
| Other Miscellaneous Revenue | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| MISC REVENUE | $1,000 | $0 | 0.00% | $1,000 | $779 | 77.87% | $7,103 |
| TOTAL REVENUES | $786,000 | $24,877 | 3.17% | $766,000 | $37,059 | 4.84% | $775,952 |
| TOTAL RESOURCES | $1,919,360 | $24,877 | 1.30% | $1,158,360 | $37,059 | 3.20% | $1,168,312 |

CAPITAL PROJECTS RESERVE FUND EXPENDITURE BY LINE ITEM

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| TRANSFERS OUT | $1,600,000 | $0 | 0.00% | $25,000 | $0 | 0.00% | $25,000 |
| FUND BALANCE | $319,360 | $0 | 0.00% | $1,133,360 | $0 | 0.00% | $1,143,312 |
| TOTAL USES | $1,919,360 | $0 | 0.00% | $1,158,360 | $0 | 0.00% | $1,168,312 |

CITY OF BURIEN

2018 1st QUARTER FINANCIAL REPORT

TRANSPORTATION BENEFIT DIST. REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $38,520 | $0 | 0.00% | $68,520 | $0 | 0.00% | $68,520 |
| TBD Vehicle Fee | 750,000 | 116,036 | 15.47% | 650,000 | 55,192 | 8.49% | 659,726 |
| TAXES | $750,000 | $116,036 | 15.47% | $650,000 | $55,192 | 8.49% | $659,726 |
| Investment Interest | 0 | 0 | 0.00% | 0 | 159 | 0.00% | 2,028 |
| Other Miscellaneous Revenue | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| MISC REVENUE | $0 | $0 | 0.00% | $0 | $159 | 0.00% | $2,028 |
| TOTAL REVENUES | $750,000 | $116,036 | 15.47% | $650,000 | $55,351 | 8.52% | $661,754 |
| TOTAL RESOURCES | $788,520 | $116,036 | 14.72% | $718,520 | $55,351 | 7.70% | $730,274 |

TRANSPORTATION BENEFIT DIST. EXPENDITURE BY LINE ITEM

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| Professional Services | 0 | 0 | 0.00% | 5,000 | 0 | | 2,097 |
| SERVICES | $0 | $0 | 0.00% | $5,000 | $0 | 0.00% | $2,097 |
| | | | | | | | |
| TOTAL EXPENDITURES | $0 | $0 | 0.00% | $5,000 | $0 | 0.00% | $2,097 |
| TRANSFERS OUT | $720,000 | $0 | 0.00% | $675,000 | $0 | 0.00% | $675,000 |
| FUND BALANCE | $68,520 | $0 | 0.00% | $38,520 | $0 | 0.00% | $53,177 |
| | | | | | | | |
| TOTAL USES | $788,520 | $0 | 0.00% | $718,520 | $0 | 0.00% | $730,274 |

DEBT SERVICE FUND REVENUES

| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| BEGINNING FUND BALANCE | $97,585 | $0 | 0.00% | $247,550 | $0 | 0.00% | $247,550 |
| Federal Grants | 110,000 | 0 | 0.00% | 110,000 | 0 | 0.00% | 106,794 |
| INTERGOVT REVENUE | $110,000 | $0 | 0.00% | $110,000 | $0 | 0.00% | $106,794 |
| Town Square Mitigation Fees | 48,000 | | 0.00% | 48,000 | 0 | 0.00% | 48,164 |
| CHARGES FOR SERVICES | $48,000 | $0 | 0.00% | $48,000 | $0 | 0.00% | $48,164 |
| FINES & PENALTIES | $0 | $477 | 0.00% | $0 | $286 | 0.00% | $420 |
| Investment Interest | 0 | 0 | 0.00% | 0 | 380 | 0.00% | 1,397 |
| LID Special Assessment | 84,000 | 4,290 | 5.11% | 84,000 | 5,499 | 6.55% | 87,817 |
| LID Special Assessment Interest | 0 | 320 | 0.00% | 0 | 402 | 0.00% | 3,636 |
| Other Miscellaneous Revenue | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 |
| MISC REVENUE | $84,000 | $4,610 | 5.49% | $84,000 | $6,280 | 7.48% | $92,850 |
| TOTAL REVENUES | $242,000 | $5,087 | 2.10% | $242,000 | $6,567 | 2.71% | $247,929 |
| Transfers In | 2,355,000 | 0 | 0.00% | 2,225,000 | 0 | 0.00% | 1,975,000 |
| OTHER FIN SOURCES | $2,355,000 | $0 | 0.00% | $2,225,000 | $0 | 0.00% | $1,975,000 |
| TOTAL RESOURCES | $2,694,585 | $5,087 | 0.19% | $2,714,550 | $6,567 | 0.24% | $2,470,479 |

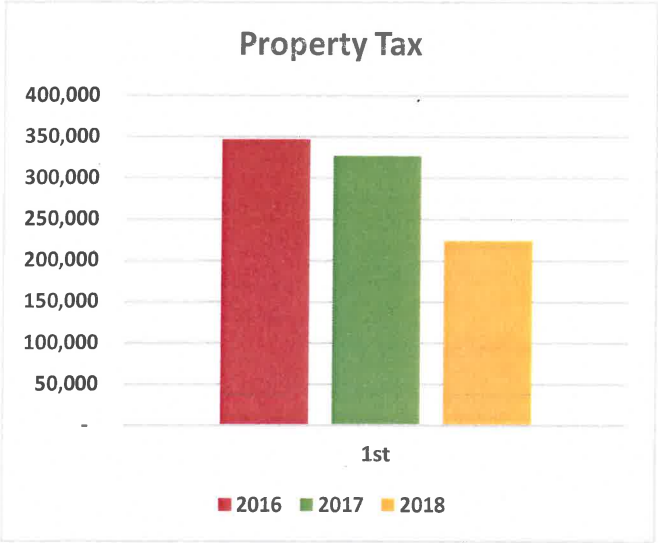
CITY OF BURIEN

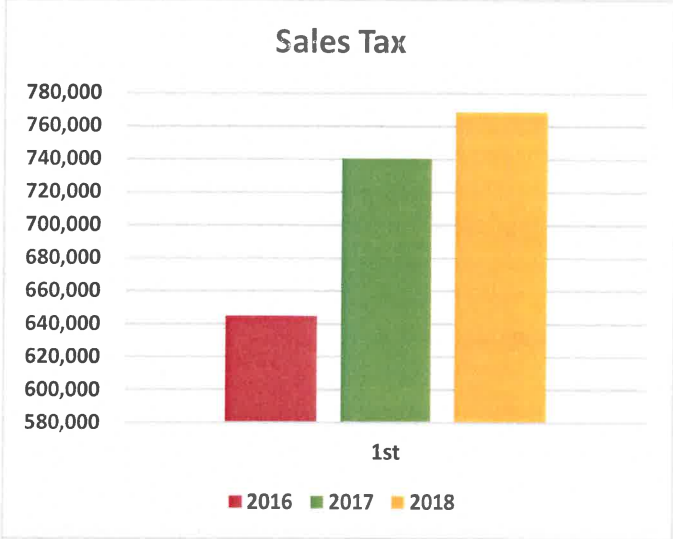
2018 1st QUARTER FINANCIAL REPORT

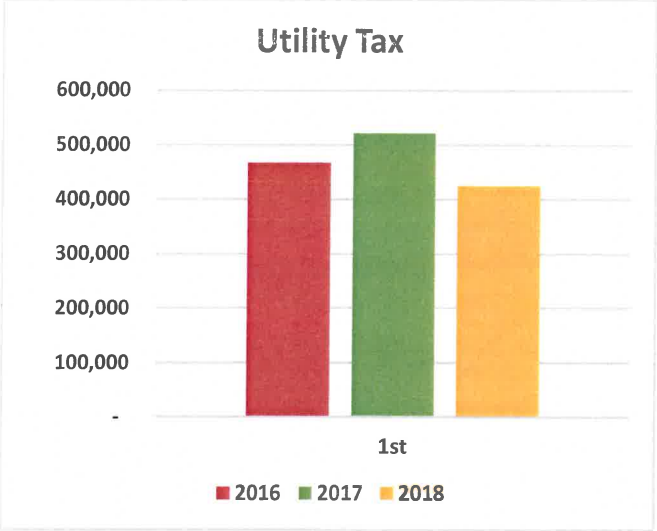
DEBT SERVICE FUND EXPENDITURE BY LINE ITEM

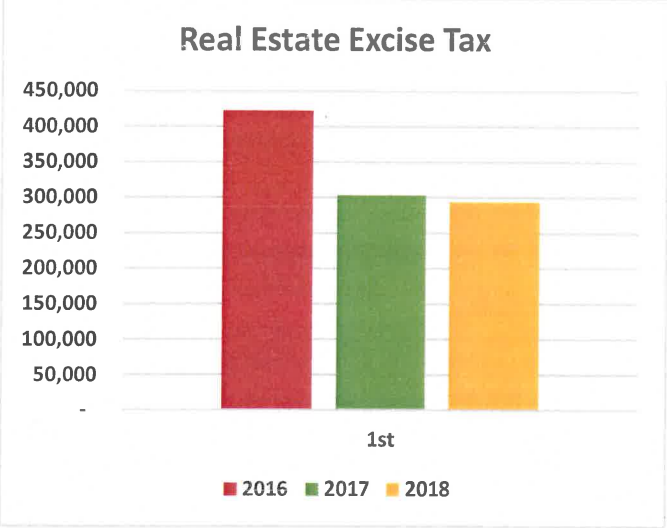
| | 2018 Revised | 2018 Actual | % of Budget | 2017 Revised | 2017 Actual | % of Budget | 2017 Year End Unaudited |
|---|---|---|---|---|---|---|---|
| Professional Services | 3,000 | 0 | 0.00% | 3,000 | 0 | 0.00% | 1,173 |
| SERVICES | $3,000 | $0 | 0.00% | $3,000 | $0 | 0.00% | $1,173 |
| DEBT SVC-PRINCIPAL | $1,739,625 | $0 | 0.00% | $1,696,825 | $0 | 0.00% | $1,607,225 |
| DEBT SVC-INT/OTHER | $876,045 | $0 | 0.00% | $917,140 | $0 | 0.00% | $791,137 |
| | | | | | | | |
| TOTAL EXPENDITURES | $2,618,670 | $0 | 0.00% | $2,616,965 | $0 | 0.00% | $2,399,534 |
| | | | | | | | |
| FUND BALANCE | $75,915 | $0 | 0.00% | $97,585 | $0 | 0.00% | $70,945 |
| TOTAL USES | $2,694,585 | $0 | 0.00% | $2,714,550 | $0 | 0.00% | $2,470,479 |

**1st Quarter 2018 Major Tax Revenue Comparison Charts**



**City of Burien, Washington**
**Capital Projects Expenditure Report - First Quarter 2018**

| Project Name | Budget Authority thru 2018* | Expended thru March 31, 2018 | Remaining Budget |
|---|---|---|---|
| **Parks & General Government Capital Projects** | | | |
| Downtown Gateway Arch Replacement (NEW) | $ 330,000 | $ 330,322 | $ (322) |
| Eagle Landing Park Stair Reconfiguration | 275,000 | - | 275,000 |
| Lake Burien School Memorial Park Improvements | 150,000 | 42,520 | 107,480 |
| Lakeview Park Playground/Path Improvements | 218,000 | - | 218,000 |
| Moshier Park Field and Restroom Improvements | 722,000 | 429,160 | 292,840 |
| Parks Facilities Restoration - 2017-2018 | 249,075 | 53,639 | 195,436 |
| Parks, Recreation, and Open Space (PROS) Plan Update | 85,000 | 83,111 | 1,889 |
| Public Works Maint. and Operations Facility - unfunded | - | - | - |
| Seahurst Park Roadside Parking Improvements (NEW) | - | - | - |
| Seahurst Park Slide | 180,000 | 30,997 | 149,003 |
| Town Square Spray Park | 425,000 | 415,979 | 9,021 |
| Staff Coordination of Parks CIP Projects - 2018 | 10,000 | 1,098 | 8,902 |
| **Parks & General Government CIP Fund Balance** | **$ 2,644,075** | **$ 1,386,826** | **$ 1,257,249** |
| | | | |
| **Transportation Capital Projects** | | | |
| 1st Ave S - Phase 3 (SW 128th to SW 140th St) | $ 2,600,000 | $ 1,288 | $ 2,598,712 |
| 4th Avenue SW Bike Lanes Striping | 30,000 | - | 30,000 |
| 4th Avenue SW Sidewalks (SW 156 - SW 160th St) | 600,000 | - | 600,000 |
| 4th and 6th Ave SW/SW 148th Street Intersection | 462,000 | 337,223 | 124,777 |
| 5th Ave S. Traffic Calming (SW 116 - SW 124th St) | 1,400,000 | 8,273 | 1,391,727 |
| Citywide ADA Barrier Mitigation | 1,195,000 | 991,486 | 203,514 |
| Hilltop Elementary School Crosswalk/Path (closed) | 176,000 | 161,031 | 14,969 |
| Lake to Sound Trail | 101,376 | 28,469 | 72,907 |
| NERA Infrastructure Improvements - Pilot Program | 566,500 | 249,141 | 317,359 |
| Pavement Management Program (Street Overlay) - 2018 | 1,020,000 | - | 1,020,000 |
| Peter Western Bridge Replacement (NEW) | 8,565,000 | 797,723 | 7,767,277 |
| Signal Controller/Interconnect Upgrades Program | 156,515 | 6,901 | 149,614 |
| South 128th Street Corridor Study (NEW) | 80,000 | - | 80,000 |
| South 132nd Street Pedestrian and Bicycle Trail | 244,000 | 197,954 | 46,046 |
| South 136th Street Sidewalk Improvements | 800,000 | - | 800,000 |
| South 144th Way Improvements | 3,800,000 | - | 3,800,000 |
| South 156th St at 4th Ave S Pedestrian HAWK Signal | 285,000 | 37,134 | 247,866 |
| South/SW 160th Street Corridor Study | 75,000 | 37,459 | 37,541 |
| Staff Coordination of Transportation CIP Projects - 2018 | 80,000 | 14,142 | 65,858 |
| **Transportation CIP Fund Balance** | **$ 22,236,391** | **$ 2,868,224** | **$ 19,368,167** |
| | | | |

**City of Burien, Washington**
**Capital Projects Expenditure Report - First Quarter 2018**

| Project Name | Budget Authority thru 2018* | Expended thru March 31, 2018 | Remaining Budget |
|---|---|---|---|
| **Surface Water Management Capital Projects** | | | |
| 8th Ave S. Sub-basin Retrofit Improvements | $ 2,200,845 | $ 1,640,759 | $ 560,086 |
| 20th Ave S. Drainage Improvements (S. 120 - 124th St.) | 150,000 | - | 150,000 |
| Capacity Improvements at SW 158th St & 4th Ave SW | 665,000 | 630,709 | 34,291 |
| Cove Point Outfall Repair | 175,000 | 1,152 | 173,848 |
| Hermes Outlet Improvements | 750,000 | 58,481 | 691,519 |
| King County Courthouse Stormwater Retrofit | 80,000 | - | 80,000 |
| Miller Creek Enhancements (NEW) | 3,550,000 | - | 3,550,000 |
| Residential Drainage Improvement Project (RDIP) - 2018 | 300,000 | - | 300,000 |
| SW 152nd St. and 8th Ave SW Drainage Improvements | 640,000 | 118,399 | 521,601 |
| SW 165th Street Drainage Improvements | 710,000 | 590,536 | 119,464 |
| Storm Drainage Master Plan | 150,000 | - | 150,000 |
| Staff Coordination of SWM CIP Projects - 2018 | 50,000 | 2,048 | 47,952 |
| **Surface Water Management CIP Fund Balance** | **$ 9,420,845** | **$ 3,042,084** | **$ 6,378,761** |

**Includes updates in 2017-2018 Budget Amendment Ordinances No. 666 and 674.*

**City of Burien, Washington**
**Contracts Over $25,000 Signed by the City - First Quarter 2018**

| Contract Number | Vendor Name | Contract Description | Contract Amount |
|---|---|---|---|
| 4458 | Otak, Inc. | Amendment #3 for additional construction management services for the 8th Avenue South Stormwater Sub-basin Retrofit Improvements project. | Amendment is for $25,944. Revised total contract amount is $522,645. |
| 3180008 | Landcare USA, LLC | 2018 Parks Landscaping and Maintenance services. | $526,773 |
| 3180017 | King County Water and Land Resources Division (WLRD) | 2018 Technical Services Agreement for Miller and Walker Creeks Basin Stewardship and Monitoring Coordination. | Burien's share is $60,194. |
| 3180019 | Aspect Consulting LLC | Consulting services for preparation of Stormwater Management Standard Operating Procedures. | $52,345 |
| 3180021 | KPG, Inc. | Design services for Signal Controller/Interconnect Upgrade Program. | $28,995 |
| 3180022 | McDonough & Sons, Inc. | 2018 Street Sweeping services. | $55,157 |
| 3180024 | Discover Burien Association | 2018 Business/Community Promotion and Team Clean Sweep services. | $132,936 |
| 3180033 | KPFF Consulting Engineers | Design services for Peter Western Bridge replacement. | $1,377,219 |
| 3180038 | King County Housing and Community Development | FY2017 Community Development Block Grant (CDBG) Agreement for Lakeview Park Improvement project. | $228,000 |
| 3180048 | Tube Art Displays, Inc. | Consulting services for Downtown Wayfinding - Phase 1. | $87,531 |
| 3180052 | Perteet Inc. | Design and construction management services for 2018 Pavement Management program. | $156,150 |
| 3180060 | Legacy Group Interiors | Burien Community Center Seahurst Room flooring replacement services. | $34,376 |

## TRANSFERS IN

| Transfer TO | Revised 2017 Amount | Revised 2018 Amount | Transfer FROM |
|---|---|---|---|
| General Fund | $ 40,000 | $ 40,000 | Street Fund |
| General Fund | 40,000 | 40,000 | Surface Water Mgmnt Fund |
| Total General Fund | 80,000 | 80,000 | |
| Equipment Reserve Fund | 150,000 | 150,000 | General Fund |
| Equipment Reserve Fund | 50,000 | 50,000 | Street Fund |
| Equipment Reserve Fund | 70,000 | 70,000 | Surface Water Mgmnt Fund |
| Total Equipment Reserve Fund | 270,000 | 270,000 | |
| Art in Public Places Fund | 20,000 | 20,000 | General Fund |
| Debt Service Fund | 150,000 | 200,000 | General Fund |
| Debt Service Fund | - | 285,000 | Street Fund |
| Debt Service Fund | 1,700,000 | 1,500,000 | Public Works Reserve Fund |
| Debt Service Fund | - | - | Capital Projects Reserve Fund |
| Debt Service Fund | 375,000 | 370,000 | Transportation Benefit Dist. Fund |
| Total Debt Service Fund | 2,225,000 | 2,355,000 | |
| **Capital Projects** | | | |
| Parks and General Gov't CIP | 53,075 | - | General Fund |
| Parks and General Gov't CIP | 25,000 | - | Capital Projects Reserve Fund |
| Total Parks & General Gov't CIP Fund | 78,075 | - | |
| Transportation CIP Fund | 880,000 | 950,000 | Street Fund |
| Transportation CIP Fund | 120,000 | 1,575,000 | Public Works Reserve Fund |
| Transportation CIP Fund | - | 1,600,000 | Capital Projects Reserve Fund |
| Transportation CIP Fund | 300,000 | 350,000 | Transportation Benefit Dist. Fund |
| Transportation CIP Fund | 173,250 | 885,000 | Surface Water Mgmnt CIP Fund |
| Total Transportation CIP Fund | 1,473,250 | 5,360,000 | |
| Surface Water Mgmnt CIP Fund | 1,450,000 | 1,900,000 | Surface Water Mgmnt Fund |
| Surface Water Mgmnt CIP Fund | - | - | Transportation CIP Fund |
| Total Surface Water Mgmnt CIP Fund | 1,450,000 | 1,900,000 | |
| **TOTAL TRANSFERS IN** | **$ 5,596,325** | **$ 9,985,000** | |

## TRANSFERS OUT

| Transfer FROM | Revised 2017 Amount | Revised 2018 Amount | Transfer TO |
|---|---|---|---|
| General Fund | $ 150,000 | $ 150,000 | Equipment Reserve Fund |
| General Fund | 150,000 | 200,000 | Debt Service Fund |
| General Fund | 53,075 | - | Parks and General Gov't CIP |
| General Fund | 20,000 | 20,000 | Art in Public Places Fund |
| Total General Fund | 373,075 | 370,000 | |
| Street Fund | 40,000 | 40,000 | General Fund |
| Street Fund | 50,000 | 50,000 | Equipment Reserve Fund |
| Street Fund | - | 285,000 | Debt Service Fund |
| Street Fund | 880,000 | 950,000 | Transportation CIP Fund |
| Total Street Fund | 970,000 | 1,325,000 | |
| Surface Water Mgmnt Fund | 40,000 | 40,000 | General Fund |
| Surface Water Mgmnt Fund | 70,000 | 70,000 | Equipment Reserve Fund |
| Surface Water Mgmnt Fund | 1,450,000 | 1,900,000 | Surface Water Mgmt CIP Fund |
| Total SWM Fund | 1,560,000 | 2,010,000 | |
| Public Works Reserve Fund | 1,700,000 | 1,500,000 | Debt Service Fund |
| Public Works Reserve Fund | 120,000 | | Parks and General Gov't CIP |
| Public Works Reserve Fund | | 1,575,000 | Transportation CIP Fund |
| Total Public Works Reserve Fund | 1,820,000 | 3,075,000 | |
| Capital Projects Reserve Fund | - | - | Debt Service Fund |
| Capital Projects Reserve Fund | 25,000 | - | Parks & General Government CIP |
| Capital Projects Reserve Fund | - | 1,600,000 | Transportation CIP Fund |
| Total Capital Projects Reserve Fund | 25,000 | 1,600,000 | |
| Transportation Benefit District Fund | 375,000 | 370,000 | Debt Service Fund |
| Transportation Benefit District Fund | 300,000 | 350,000 | Transportation CIP Fund |
| Total Transportation Benefit District Fund | 675,000 | 720,000 | |
| **Capital Projects** | | | |
| Surface Water Mgmt CIP Fund | 173,250 | 885,000 | Transportation CIP Fund |
| **TOTAL TRANSFERS OUT** | **$ 5,596,325** | **$ 9,985,000** | |

## Carol Allread

**From:** Carol Allread
**Sent:** Monday, May 14, 2018 11:33 AM
**To:** Carol Allread
**Subject:** FW: Gateway Memorandum of Understanding
**Attachments:** Third Draft Gateway MOU 5-2-18.docx

**From:** Stone, Craig [mailto:StoneC@wsdot.wa.gov]
**Sent:** Wednesday, May 02, 2018 6:19 PM
**To:** Brian Wilson <BrianW@burienwa.gov>
**Cc:** Maiya Andrews <maiyaa@burienwa.gov>
**Subject:** Gateway Memorandum of Understanding

Brian,

As we briefly spoke last week at Brian Robert's retirement event, the city of Burien is the only local jurisdiction of 18 that will not be signing the Funding and Phasing MOU for the Puget Sound Gateway Program.

This Thursday, May 3rd, is the next Funding and Phasing Subcommittee meeting in Tacoma. I have appreciated Burien's participation in our stakeholder committees to date. I want the city to be aware that we will be reviewing the MOU at the meeting and will ask the Subcommittee to endorse the MOU. During May and June, the local agency partners will then go through their ratification process to obtain approvals to sign. Many of these will include council/commission actions accordingly.

I have attached the Third Draft MOU for your information.

As you will see, the tier 3 cities such as Federal Way, Auburn and others want to sign on as a partner even though there is not a local funding contribution expectation. I would like to encourage Burien to do likewise to provide a stronger case for grant funding pursuits and to demonstrate to the Legislature alignment of the jurisdictions in South King County and Pierce County in support of this transportation system improvement.

While a project of this scale will have effects, I would like the city of Burien to consider the following attributes:

**Regional linkages are provided to transportation networks by completing SR 509.** Extending SR 509 to I-5 provides a complete connection to the regional transportation network, and supports travel to destinations in the south. Access from the south will be supported in the by northbound and southbound ramps at SW 188th Street. The completion of the 188th Street interchange is now included in the project with updated to cost estimates and endorsement by the Puget Sound Gateway Executive Committee at their April 5, 2018 meeting.

**Travel times will not change significantly for locations north.** For locations to the north, including the Duwamish MIC, there is no appreciable change in travel time to and from Burien as the result of changes to traffic flow.

**There are significant reductions in travel time to destinations to the east and south accessible via the new SR 509 alignment.** For trips to the south and east that can use the new SR 509 alignment, there are notable travel time savings. Trips to and from Kent are expected to be 5–10 minutes shorter, with the greatest reductions in southbound evening peak travel. For Federal Way trips are expected to be up to 20 minutes shorter, with morning northbound trips experiencing the largest reductions.

**Improving accessibility could support the development of vacant and underutilized employment lands.** As of 2016, the economy of the city is focused on retail and services, which constitute almost 74% of the total employment. With changes in traffic patterns and accessibility, it may be possible for underutilized areas in the Northeast Redevelopment Area (NERA) and other locations

to be promoted as opportunities for more intensive and diverse types of development. This could help to promote economic development in economic sectors where Burien remains underrepresented.

I appreciate your consideration. Let me know if you would like to discuss further.

Craig

**Craig J Stone, PE**
*Program Administrator*
*Puget Sound Gateway*
206.464.1222

# Puget Sound Gateway Program
# SR 167 and SR 509 Completion Projects

# Local Funding and Phasing
# Memorandum of Understanding

## 1. Participating Parties

In addition to the Washington State Department of Transportation (WSDOT), the following Local Agency Partners constitute those parties currently participating in this Memorandum of Understanding pertaining to the local contribution requirement for the Puget Sound Gateway Program (Gateway Program):

- Port of Seattle
- Port of Tacoma
- King County
- Pierce County
- City of Algona
- City of Auburn
- City of Des Moines
- City of Edgewood
- City of Federal Way
- City of Fife
- City of Kent
- City of Milton
- City of Pacific
- City of Puyallup
- City of SeaTac
- City of Sumner
- City of Tacoma

## 2. Background and Purpose of MOU

In July 2015, the Washington State Legislature and Governor Inslee acted to fund the Gateway Program through the Connecting Washington revenue package. The Gateway Program is comprised of two projects: the State Route 167 Completion Project and the State Route 509 Completion Project. These projects provide essential connections to the ports of Tacoma and Seattle and will help ensure people and goods move more reliably through the Puget Sound region.

WSDOT is the lead project sponsor and is responsible for the planning, design and construction of the Gateway Program, as well as for its overall financial management. The program has been guided from its beginning by a Joint SR 167/SR 509 Executive Committee (Executive Committee), comprised of elected and appointed representatives of local jurisdictions served by the Gateway Program (Algona, Auburn, Burien, Des Moines, Edgewood, Federal Way, Fife, Kent, Milton, Pacific, Puyallup, SeaTac, Sumner, Tacoma, King County, Pierce County, Port of Seattle, and Port of Tacoma) as well as Federal Highway Administration, Washington State Transportation Commission, Washington State Department of Transportation, Puget Sound Regional Council, Sound Transit, Pierce Transit, and the Freight Mobility Strategic Investment Board.

Funding for the Puget Sound Gateway Program has been approved to come from the state gas tax, tolls, local contributions, and potential federal and state grants. Total funding for the Gateway Program, from the 2015 Connecting Washington transportation funding package, is $1.875 billion, which includes local contributions of $130 million. The program has been funded

over a 16-year timeline. Based on the legislative funding plan, major construction for a first stage would occur from 2019 through 2025, and a second stage from 2026 through 2030. Local contributions will be needed to construct both stage one and stage two projects.

In the 2017 Legislative session new language was enacted (Engrossed Senate Bill 5096 § 306(20)(b)) requiring development of a Memorandum of Understanding (MOU) between the Local Agency Partners and WSDOT. The legislature directed that:

> *The secretary of transportation must develop a memorandum of understanding with local project stakeholders that identifies a schedule for stakeholders to provide local matching funds for the Puget Sound Gateway project. Criteria for eligibility of local match includes matching funds and equivalent in-kind contributions including, but not limited to, land donations. The memorandum of understanding must be finalized by July 1, 2018. The department must submit a copy of the memorandum of understanding to the transportation committees of the legislature and report regularly on the status.*

To this end, the Executive Committee of the Puget Sound Gateway Program convened a Funding and Phasing Subcommittee (Subcommittee) to develop a MOU that summarizes their planned future commitments and planned timing of those commitments to contribute to the SR 167 and SR 509 projects.

The Subcommittee goals include:

- Support efforts to build the Gateway projects on or ahead of schedule
- Create successful local partnerships
- Obtain sufficient local funding to build the Puget Sound Gateway projects
- Time grant-funding projects to support the project delivery schedule

The construct of local funding participation, when authorized by the legislative bodies of the relevant agencies through a series of forthcoming interlocal agreements, is based on the following projections:

| | SR 167 | SR 509 | TOTAL |
|---|---|---|---|
| **Port contributions** | $30 million | $30 million | **$60 million** |
| **Federal INFRA grant** | $10 million | $10 million | **$20 million** |
| **Local agency partner match** | $10 million | $10 million | **$20 million** |
| **Other Grants (PSRC, FMSIB, TIB)** | $20 million | $10 million | **$30 million** |
| **Total** | **$70 million** | **$60 million** | **$130 million** |

### 3. Local Funding Strategy

A key element of the local funding strategy, is to identify projects within the Gateway Program that provide clear and measurable benefits to local jurisdictions. In the Gateway Program, these are called "Local Nexus Projects," designed to:

- Create a positive business case for Local Agency Partners by focusing on the parts of the program that are most relevant and important to local jurisdictions
- Leverage the potential to access significant grant funding to support local funding assumptions

In support of the local funding strategy, Local Agency Partners shall:

- Participate, co-fund match, and submit grant applications with support from Subcommittee staff, as identified in Section 6 of this MOU
- Combine local monetary and in-kind contributions and project funds to ensure fully-funded applications, as identified in Section 6 of this MOU
- Support the grant effort and avoid competition with the local projects in the year of application

The following Local Nexus Projects have been identified within the north (SR 509) and south (SR 167) segments of the Gateway Program:

| Gateway North (SR 509) | Gateway South (SR 167) |
|---|---|
| 188th South Ramps | Meridian West Ramps |
| SeaTac Access, with Ramps to 28th/24th Avenue South | 54th Avenue East Ramps |
| Veterans Drive Extension | Interurban Trail |
| Lake to Sound Trail | Valley Avenue West Ramps |
| | Port of Tacoma Access/SR 509 Spur |
| | 70th Avenue E Bridge Relocation |

If Local Nexus, INFRA, and any other pending grant projects become fully funded, these projects will contribute substantially toward the Legislative requirement for local match. Funding commitments will be achieved via an interlocal agreement from each signing party up to the amounts presented in MOU. Local Agency Partner signatories to this MOU understand that once the local contribution requirements set forth in ESB 5096 ($130 million) is achieved, that Local Agency Partners will not be required to commit to additional funds beyond what is outlined in this MOU. If additional grant funding or additional funds from other sources are obtained that fulfill the $130 million local contribution requirement, the Secretary of Transportation and the Executive Committee will review and determine to either reduce local agency partner match payments, or recommend expanding scope of the Gateway Program, and amend each signing party's interlocal agreement accordingly .

**4. Local Participation Policy**

The Joint Executive Committee has agreed to a funding and phasing policy that structures local agency partner match requirements to be commensurate with the benefits accrued from the project at a local level. This policy states that:

*All local agency partners accrue some benefit from the Puget Sound Gateway Program. Partners receiving fewer benefits, however, are not expected to contribute as much as partners who receive more benefits. Direct benefits are those that most quantifiable, but there are other components of value that include indirect, strategic and policy/social benefits. Both direct and indirect benefits will be assessed as part of the consideration of local contributions, because they are more easily quantifiable than strategic and policy/social benefits.*

All Local Agency Partner signatories of this MOU expect to seek approval of interlocal agreements to contribute a match to be applied to Local Nexus Projects at a level that reflects their respective anticipated level of benefit, as identified in Section 6 of this MOU.

**5. Benefit Assessment Methodology**

The proposed financial participation by each partner is based on a general, qualitative assessment of the net benefits expected to be received by full completion of the Gateway Program. The assessment includes the following metrics, based on available project data and transportation modeling outputs:

- **Direct transportation linkages.** The location of direct access points for new limited access highways or other transportation infrastructure that benefits the community.
- **Effects on local sales taxes.** The impacts of the projects to sales tax receipts, both in terms of one-time construction sales taxes for the project, and ongoing sales taxes from impacts to commercial uses.
- **Travel time savings.** Overall travel time savings for local car and truck traffic associated with the projects.
- **Traffic diversion from local streets.** The diversion of, or increase in, traffic on local arterials due to the project, with associated positive impacts to traffic safety and local road maintenance.
- **Effects on local employment.** The potential effects of improved accessibility are reviewed, particularly in the context of access to new or potential employment uses.
- **Effects on developable residential lands.** The potential impacts of changes in traffic flow and accessibility on residential land development, with a focus on areas within the jurisdiction that are available for redevelopment.
- **Effects on developable employment lands.** The potential impacts of changes in traffic flow and accessibility on the development or redevelopment of commercial and industrial lands.
- **Achievement of local policy goals.** The alignment of the WSDOT Gateway Program with local plans and policies.
- **Environmental and social benefits.** Environmental and social benefits specifically linked to these projects, including upgrades to pedestrian and cycling infrastructure, and wetlands and riparian restoration.

The approach and findings of the benefits assessments have been provided to the Local Agency Partners.

**6. Local Jurisdiction Anticipated Contributions to the Program**

Based on results from the benefit assessment described in Section 5, contributions for each of the Local Agency Partners were determined by project stage in the tables below. Following execution of this MOU, interlocal agreements will be drafted for subsequent approval. Anticipated contributions only become binding commitments when embedded in interlocal agreements, and the conditions therein are approved by the proposed funding entity. Interlocal agreements between WSDOT and the respective Local Agency Partner must be in place for a project prior to issuance of the Request for Proposals (RFP) for any proposed construction contract. The Interlocal agreements will become binding commitments, within the statutory authority of the Local Agency Partner, and will define the schedule of local match payments expected over the duration of each construction project stage.

WSDOT will exercise due diligence to develop and construct each project on schedule within the Gateway Program to the best of its abilities. Local Agency Partners will participate in project development reviews and project meetings in support of the Gateway Program.

If grant pursuits identified in the Stage 1 and Stage 2 tables below are not achieved sufficient to meet the $130 million local contribution, additional grants will be pursued from the funding programs listed or from other funding programs that may become available over the life of the Gateway Program. If Local Nexus Projects go to construction without planned grants, the Local Agency Partner match funds will still be provided by agreement with WSDOT. If it is determined that a Local Nexus Project cannot be fully funded, WSDOT will review options with the Executive Committee. If an official decision is determined by the Executive Committee and the Secretary of Transportation that the Local Nexus Project is not to be included in a construction project, the Local Agency Partner match may be withdrawn.

**Stage 1 Grant Pursuits for Local Nexus Projects**

| Project | Estimated Construction Cost | Funding Program | Grant Target Amount | Target Due Mo/Year | Anticipated Construction Expenditure | Local Agency Partner Match | Partner Nexus |
|---|---|---|---|---|---|---|---|
| 70th Avenue E/Interurban Trail | $32,245,600 | FMSIB | $5,000,000 | Mar 2018 | 2019-2021 | $800,000<br>$500,000<br>$3,000,000 | Fife<br>Tacoma<br>Port of Tacoma |
| | | TIB | $5,000,000 | Aug 2018 | 2019-2021 | $1,000,000 | Fife |
| | | State Capital & Transportation | $1,400,000 | Mar 2018 | 2019-2021 | | Fife |
| Veterans Drive/ SR516 Interchange | $33,800,000 | PSRC | $4,500,000 | Apr 2018 | 2021-2025 | $1,000,000 | Kent |
| | | TIB | $5,000,000 | Aug 2020 | 2021-2025 | $1,000,000 | Kent |
| SeaTac Access | $176,883,500 | PSRC | $4,500,000 | Apr 2018 | 2021-2025 | $2,000,000 | SeaTac (ROW in lieu) |
| Port of Tacoma Access/509 Spur | $323,042,000 | PSRC | $4,500,000 | Apr 2018 | 2021-2025 | $1,500,000<br>$3,000,000 | Tacoma<br>Port of Tacoma |
| | | FMSIB | $5,000,000 | Mar 2020 | 2021-2025 | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| All Gateway Program | | INFRA | $20,000,000* | Nov 2017 | 2019-2021 | | |
| SR 167 Stage 1 | | Port of Tacoma | | Jan 2021 | 2021-2025 | $9,000,000 | Port of Tacoma |
| SR 509 Stage 1 | | Port of Seattle | | Jan 2021 | 2021-2025 | $15,000,000<br>$500,000 | Port of Seattle (expected in 2023-2025)<br>Des Moines |
| **Total Stage 1** | | | **$54,900,000** | | | **$38,300,000** | **$93,000,000** |

**Stage 2 Future Grant Pursuits for Local Nexus Projects**

| Project | Estimated Construction Cost | Funding Program | Grant Target Amount | Target Due Mo/Year | Anticipated Construction Expenditure | Local Agency Partner Match | Partner Nexus |
|---|---|---|---|---|---|---|---|
| Meridian Avenue Interchange | | TBD | $3,000,000 | 2022 | 2026-2030 | $2,000,000 | Puyallup |
| Valley Avenue Interchange | | TBD | $3,000,000 | 2022 | 2026-2030 | $2,000,000 | Pierce County |
| 188th Street Interchange improvements | | TBD | TBD | 2023 | 2026-2030 | TBD | |
| SR 167 Stage 2 | | TBD | $4,000,000 | 2022 | 2026-2030 | $500,000 | Edgewood (ROW in lieu)<br>Sumner |
| | | Port of Tacoma | | Jan 2026 | 2026-2030 | $15,000,000 | Port of Tacoma |
| SR 509 Stage 2 | | TBD | $4,000,000 | 2024 | 2026-2030 | | |
| | | Port of Seattle | | Jan 2026 | 2026-2030 | $15,000,000 | Port of Seattle |
| **Total Stage 2** | | | **$14,000,000** | | | **$34,500,000** | **$48,500,000** |
| **Total Stages 1 & 2** | | | **$68,900,000** | | | **$72,800,000** | **$141,700,000** |

* – If no INFRA, apply for FHWA BUILD grant for Port of Tacoma Access (SR 509 Spur)

TBD – grant funding program pursuit to be determined in future

## 7. Terms and Termination

### 7.1. Amendments

This MOU shall be periodically reviewed and evaluated regarding the need for modifications or amendments by mutual determination of WSDOT and Local Agency Partners. Amendments to the MOU shall be required if program funding assumptions need to be adjusted that affect the ability to construct the identified Local Nexus Projects or the ability to achieve the $130 million local contribution. Such amendments shall only be binding if they are in writing and signed by authorized personnel from all of the Local Agency Partners. Except as set forth in an amendment, the MOU will be unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between an amendment and the MOU or any earlier amendment, the terms of the most recent amendment will prevail.

If there is a conflict between subsequent Interlocal Agreements and the MOU or any earlier amendments, the terms of the Interlocal Agreements will prevail.

Changes that do not affect the ability to construct the identified Local Nexus Project or achieve the $130 million local contribution shall be addressed through the Interlocal Agreement between WSDOT and the relevant Local Agency Partner.

**7.2. Dispute Resolution**

Should any signatory to this MOU object at any time to any actions proposed or the manner in which the terms of this MOU are implemented, the Executive Committee shall hear the dispute first and if the disputant(s) is/are not satisfied with the Committee's proposed decision, the Committee will send to the Secretary of Transportation its proposed solution and all documentation relevant to the dispute. The Secretary of Transportation shall provide the Executive Committee with his/her advice on how to resolve the dispute within thirty (30) calendar days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the Executive Committee shall prepare a written response that considers any timely advice or comments regarding the dispute from the Secretary of Transportation, signatories and other interested parties, and provide them with a copy of this written response. WSDOT will then proceed according to this final decision.

**7.3 Conditions for Termination of Participation**

Subject to legislative appropriation and all applicable laws, each signatory shall ensure that the Gateway Program is carried out in accordance with the terms of the MOU and subsequent Interlocal Agreements. A signatory may terminate its participation in this MOU if its terms cannot be met and by providing written notice to the Secretary of Transportation and the Executive Committee a minimum of 180 calendar days before a project issues an RFP that relies on that local agency partner funding. Prior to providing written notice terminating participation, however, the signatories shall consult with WSDOT to determine whether an amendment to the MOU might be feasible. If a signatory terminate its participation, WSDOT will then consult with the Executive Committee to determine if project scope elements need to be removed if contributions are not realized in accordance with this understanding.

**8. Period of Agreement.**

This MOU will commence on (July 1, 2018 proposed date) and will dissolve when the $130 million of local contribution have been secured, or when the Local Nexus Projects have been constructed and are complete.

**9. Signatories**

| | |
|---|---|
| Stephen Metruck<br>Executive Director<br>Port of Seattle | Date |
| Dick Marzano<br>Commissioner<br>Port of Tacoma | Date |
| Dow Constantine<br>County Executive<br>King County | Date |
| Bruce Dammeier<br>County Executive<br>Pierce County | Date |
| David E. Hill<br>Mayor<br>City of Algona | Date |
| Nancy Backus<br>Mayor<br>City of Auburn | Date |
| Matt Mahoney<br>Councilmember<br>City of Des Moines | Date |

Daryl Eidinger
Mayor
City of Edgewood

Date

Jim Ferrell
Mayor
City of Federal Way

Date

Pat Hulcey
Councilmember
City of Fife

Date

Dana Ralph
Mayor
City of Kent

Date

Shanna Styron-Sherrell
Mayor
City of Milton

Date

Leanne Guier
Mayor
City of Pacific

Date

Kevin Yamamoto
City Manager
City of Puyallup

Date

Joseph Scorcio
City Manager
City of SeaTac

Date

William L. Pugh
Mayor
City of Sumner

Date

Victoria Woodards
Mayor
City of Tacoma

Date

Roger Millar
Secretary of Transportation
Washington State Department of Transportation

Date

StART

SEA-TAC STAKEHOLDER ADVISORY ROUND TABLE

# April 25, 2018 Meeting Recap

The second Sea-Tac Stakeholder Advisory Round Table (StART) meeting took place on April 25, 2018 with a focus on aviation operations roles and responsibilities. This voluntary, non-governing regional roundtable, convened by the Seattle-Tacoma International Airport Director, Lance Lyttle, is a venue for the Port of Seattle to engage with the communities of SeaTac, Burien, Des Moines, Normandy Park, Tukwila and Federal Way. Representatives from Delta Air Lines, Alaska Airlines and the Federal Aviation Administration (FAA) also participate.

After public comment, Lyttle provided an airport update on operations and ongoing facility construction. The update included a roll out of the Port's new website and examples of accessible information, including airport capital projects and airport statistics. A new feature on the website includes downloadable data on Sea-Tac's flight track monitoring system using 24 permanent noise monitors to show single and daily noise events. Airport noise data can be found here.

The facilitator reviewed the "StART Potential Topics Survey Results," observing that the priorities fell within the following themes: impacts, airport development and growth, meeting current and future demand, economic development/community/Port partnership potential, and operations and investments. The survey feedback will provide the basis for development of future meeting agendas.

The meeting's main focus was to develop shared understanding of roles and responsibilities, decision-making authorities, and what can be influenced in aviation operations. A panel comprised of Port staff, Federal Aviation Administration representatives and representatives from Delta Air Lines and Alaska Airlines provided an overview presentation that can be accessed here. StART members followed by asking the panelists questions related to noise impacts, operations at Sea-Tac, quality of life and flight paths. A longer meeting summary will be posted to the StART website by May 11.

Based on member survey responses, the next meeting will focus on aviation impacts and mitigation/reduction of aviation impacts, including noise and air quality.

The next meeting is scheduled for 6 p.m., June 27, at the Conference Center at Seattle-Tacoma International Airport. The public is invited to attend.

StART meeting documents may be found on the Port of Seattle website.

**Burien Business and Economic Development Partnership (BEDP)**

Friday, May 11, 2018
7:30 – 9:00 am

Burien City Hall
400 SW 152nd Street, 3rd Floor
Miller Creek Conference Room

## Agenda

1. Approval of Minutes
2. Public Comment
3. Chair's Report
4. BEDP By-laws and Ordinance
5. Admissions Tax
6. Noise Ordinance
7. City Report
8. Discover Burien Report
9. Around the Table

**The next meeting is Friday, May 25, 2018, 7:30 am.**

City of Burien
400 SW 152nd Street
Suite 300
Burien, WA 98166-1911

P 206.241.4647
F 206.248.5539

burienwa.gov

**DATE:** May 8, 2018
**FOR RELEASE:** May 10, 2018
**CONTACT:** Public Works Department
Telephone: (206) 248-5521

## CITY OF BURIEN
## PUBLIC HEARING NOTICE

The City of Burien will hold a public hearing on Monday, May 21, 2018, for the purpose of:

**Receiving public comments on the 2019 through 2024 Six-Year Transportation Improvement Program (TIP).**

The public is encouraged to participate by providing the Council with their comments on the 2019-2024 Transportation Improvement Program. The primary importance of the Six (6) Year Transportation Improvement Program is that, in most cases, local projects must be included in the TIP to be eligible for state and federal grant programs. The 2019-2024 TIP may be found on the City web site at http://www.burienwa.gov .

The hearing will be in the Council Chambers at Burien City Hall, 400 SW 152nd Street, at approximately 7:00 p.m.

**City Council meetings are accessible to people with disabilities. Please phone (206) 248-5517 at least 48 hours prior to the meeting to request assistance. American Sign Language (ASL) interpretation and assisted listening devices are available upon request.**

cc: Burien City Council
Burien Staff
Burien Library
B-Town Blog
Discover Burien
La Raza
White Center Now
Westside Weekly
Web site: www.burienwa.gov

Published in the Seattle Times: May 10, 2018



R:/CC/Notices2018052118

Burien

City of Burien
400 SW 152nd Street
Suite 300
Burien, WA 98166-1911

P 206.241.4647
F 206.248.5539

burienwa.gov

# Notice of Decision

| | |
|---|---|
| **Date** | May 4, 2018 |
| **Applicant** | Han Phan, PBG, LLC |
| **Proposal** | Preliminary Short Plat One Residential Lot Into Three Lots |
| **File No.** | PLA 17-2754 - Preliminary Short Plat<br>File is available for viewing at Burien City Hall during regular business hours. |
| **Location** | 11801 12th Ave South |
| **Tax Parcel No.** | 3361401955 |
| **Decision** | Preliminary Approval with Conditions |
| **Appeals** | The City of Burien has issued the decision described above. Parties of record may appeal this decision to the Hearing Examiner pursuant to Burien Municipal Code Section 2.20.020. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on **May 14, 2018.** Copies of the "Notice of Appeal" document may be obtained at the Department of Community Development. There is a non-refundable filing fee of $330 for the submittal of an appeal. For more information please contact the project planner (see below). |
| **Property Tax Revaluation** | Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For more information, please contact the King County Assessor's Office at (206) 296-7300. |
| **Project Planner** | Niomi T. Zinn, Planner<br>Department of Community Development<br>City of Burien<br>400 SW 152nd St. (Suite 300)<br>Burien, WA 98166<br>Phone: (206) 439-3152 E-Mail: niomiz@burienwa.gov |
| **Attachments** | Conditions of Approval |