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Memorandum

To: Honorable Mayor and Members of the City Council
From: Brian J. Wilson, City Manager
Date: April 20, 2020
Subject: City Manager's Report

I. INTERNAL CITY INFORMATION

A. Working Washington Small Business Emergency Grants

On April 7, 2020, Governor Jay Inslee launched the 'Working Washington Small Business Emergency Grant Program' (also known as the Governor's Strategic Reserve Fund). This \$5 million statewide program offers grants of up to \$10,000 to small businesses with less than 10 employees to help mitigate impact and prevent closure due to COVID-19. The Governor's Office directed The Seattle Metropolitan Chamber of Commerce, serving as the King County Associate Development Organization (ADO), to be responsible for processing and submitting completed King County business grant applications back to the Governor's office for final review and award.

After receiving more than 5,000 applications in the first 24 hours, the county ADO decided to close the King County application window after just two days. While this application window was unexpectedly short, the City of Burien COVID-19 webpage and Economic Development social media had information posted regarding this program weeks in advance in order to prepare businesses for when the grant application process was announced and available.

The ADO's grant application process will include sorting all applications received by City, and then forwarding these applications to each individual City in which the business is located. Each City will then be asked to select a limited number (still to be specified by the ADO by per-capita City populations) of applications to be forwarded on to the Governor's Office for review and final decisions.

Due to the very tight timeline of this process, the Business and Economic Development Partnership (BEDP) will oversee the review of the Burien-based applications and select the ADO identified number of applications to be forwarded on for review and potential award. The BEDP has decided to remove the grant applicant contact information from the review process in order to maintain impartiality, and will mirror the Governor's criteria for selection including:

- industries most impacted by the social distancing and non-essential business orders;
- businesses vital to the local economy, and
- women, minority and veteran owned businesses.

Based on the budget for this grant program, there will be a very limited number of grants awarded. King County is expected to receive 30-50 business grants countywide.

B. COVID-19 Business E-Newsletters (Page 10)

As the COVID-19 outbreak continues to have significant impacts to our businesses and workers, the Economic Development and Communications department partnered to create a Business E-Newsletter to share time-sensitive economic assistance opportunities and resources with businesses during this difficult time. Each e-newsletter has been emailed to all Burien businesses for which we have email contact information via business license data. Attached are the e-newsletters that have been produced through this week.

C. Census Bureau Announces Significant Operational Changes

On April 13, 2020, the Census Bureau [announced](#) significant operational changes ([operational date changes available here](#)) in the wake of COVID-19, including extending the enumeration period (self response and Non Response Follow up) until October 31, 2020, and requesting an extension from Congress of the two statutory deadlines (Title 13, U.S.C., sections 141(b) and (c)). Specifically, the Census Bureau has requested that: (1) the deadline for the state population totals for congressional apportionment be moved from December 31, 2020 to April 30, 2021 and that (2) the deadline for delivering Redistricting Data Files to the states be moved from April 1, 2021 to July 31, 2021.

As of April 13, 2020, Burien's self-response rate is 53.2%.

D. Community Development Update

COVID-19 Schedules: The Community Development Planning team is maintaining a full schedule writing reports, working on permits, and undertaking much-needed longer-range work program items. Building inspectors/plans examiners are working a Monday-Wednesday-Friday schedule, with active permits at Highline High School, Highline Hospital, and other locations. Building Official Steven Blake is in the office daily. A permit tech is also in the office each day answering phone calls and emails between 10:00 a.m. and 2:00 p.m.

Alcove Apartment Water Shut-off: Plumbing work for the Alcove Apartments has not been scheduled, though the permits were issued on April 10, 2020. The Alcove plans to shut-off water for three hours, after giving 48-hour notice to tenants. According to the regional manager, the apartment is looking for 520 one-gallon water jugs to supply to tenants for washing, drinking and toilet flushing during the hours of the shut-off.

Water District 49: Community Development Director McLain approved a noise variance to allow Water District 49 to undertake work between 10:00 p.m. on April 15 and 8:00 a.m. on April 16, 2020, in the vicinity of SW 170th Street and 22nd Ave SW. This night time schedule is anticipated to impact residential water needs less than their previous daytime work hours.

Tree Policies: Planner Brandi Eyerly is researching options for process and policies relative to tree retention and planting. She is planning to present options for City Council consideration in fall of 2020.

Annexation: Director McLain met with Lauren Smith, King County Director of Long Range Planning. In 2015, the City of Seattle received approval from the King County Boundary Review Board to approve Seattle's Notice of Intent to annex Area Y, the Sliver by the River, and North Highline Area Q. Director McLain will provide additional information to City Council on this issue.

Maverick Apartments Annual Multifamily Tax Exemption Report: Staff worked with the Maverick Apartments to complete this report, one of multiple annual reports that are provided to verify that developments participating in the tax exemption program are in compliance with the agreements.

Office of Financial Management (OFM) Housing Unit and Population Report: This annual report is a key piece of information that assists in determining the City's official population. It was completed and submitted in early April.

Municipal Lot Development: Community Development and Economic Development staff are coordinating to undertake preliminary design review for this project in advance of the next Council presentation.

Housing Action Plan:

- South King County Subregional Action Plan Framework – Data collection is ongoing with an estimated timeline for initial needs assessment analysis to be completed by June.
- Burien Housing Action Plan: Contract and scope with consultants is being finalized.

Ambaum Corridor Subarea Plan: A Request for Proposals (RFP) is being drafted with the intent of having the RFP ready to be issued in April.

Climate Action Plan: Public Works and Community Development staff are working on a joint RFP for development of a Sustainable Climate Action Plan.

FEMA Ordinance: An update and formal map adoption is required by FEMA Region X by August 19, 2020.

Burien Urban Center Streetscape Plan: Staff are finalizing a scope of work for a streetscape plan for downtown Burien and surrounding neighborhoods.

E. First Quarter 2020 Construction and Land Use Permit Report (Page 20)

Attached is the Construction and Land Use Permit Activity Report for the first Quarter of 2020. Highlights:

- 592 permits were issued in the first quarter, which is 36 more than issued last quarter. The valuation for these permits decreased from the fourth quarter of 2019 by \$1.6 million.
- The Building Division issued more permits for this quarter than last quarter and 31 less than the first quarter of 2019. Revenue decreased this quarter from last quarter and valuation also decreased from last quarter. There were also 17 permits issued for various Tenant Improvements in the first quarter.
- Permits issued for major projects include; Highline Endoscopy Center (\$1.8m), Park N Jet (\$1.1m), Sunnydale Tennis Courts (\$950k), Burien Self Storage Electrical (\$435k) and 1 Single Family project with a valuation of \$500k.
- A total of 281 permits were applied for and issued online via Mybuildingpermit.com. This amounts to 74% of all permits currently accepted electronically. This percentage has remained fairly consistent.

- City inspectors performed 1,010 inspections for Burien and 171 inspections for Normandy Park. The number of inspections (1,181 total) this quarter is lower than last quarter (1,469 total). The number of inspections has dropped in the building department due to suspending certain inspections in the month of March due to COVID-19.
- The number of Pre-application meetings held during the first quarter (11) slightly decreased from those conducted last quarter (13). These included proposals for 3 short plats, 1 new commercial/mixed use buildings, 3 new multi-family buildings, 2 critical area reviews and 1 commercial renovation.
- 25 land use applications were received during the first quarter which decreased from those received during the last quarter. These include 6 preliminary short plats, 3 final short plats, 7 shoreline exemptions, 1 type 1 land use review, 3 critical area review and 2 temporary use permits.
- 4 land use decisions were issued in the first quarter, which decreased from last quarter and 100% were completed by the target issuance date.

F. Metro Update

King County Metro Transit staff provided a service update on COVID-19 response-related items and resources for the community:

[Further Metro and Sound Transit service reductions begin Monday, April 6](#)

April 3, 2020, Metro Matters Blog

As the effects of COVID-19 continue to be felt across our community, King County Metro further reduced bus service on Monday, April 6, 2020, to focus operations on a core 115 Metro and Sound Transit routes, and reduced water taxi and Link light rail service. The revised [Reduced Schedule](#) identifies routes that will operate with fewer trips and hours. This updated schedule will maintain vital lifelines for access to critical supplies, services, and worksites across the region. Information on [cancelled trips](#) can be found [here](#).

Please find social media messages in English, Spanish, Vietnamese, and Chinese (traditional) that you can use to help spread the word about the new service reductions. Updated translations for additional languages will be coming later this week. The [Reduced Schedule page](#) has a banner at the top where all languages will be featured once translations are complete.

[Route temporarily canceled? Transit planners craft alternatives to help keep you moving](#)

April 3, 2020, Metro Matters Blog

As Metro adjusts bus and other public transit service in response to COVID-19, a new Reduced Schedule was implemented Monday, April 6. More than 100 bus routes will remain in operation, and more than 100 routes and services will not operate. To help keep customers moving during this challenging time for essential trips – to access food, medicine, or worksites to support the community – please refer to [this list](#) for the canceled route one would typically use and see the available alternatives. For further trip planning help, contact Metro customer service at 206-553-3000 or Metro’s [Twitter](#) and [Facebook](#) pages.

Access Paratransit available to people with disabilities, regardless of certification

April 6, 2020

Despite Metro's service reductions, Access is maintaining its traditional service area, hours, and days of service, and may be an option for riders with disabilities for whom fixed route is no longer available even though they are not currently certified for Access service. Customers with disabilities who are no longer able to reach their essential destinations using fixed-route service can contact the Access Transportation Call Center at 206-205-5000 for assistance with both emergent and ongoing essential transportation needs. In accordance with Public Health guidance, we ask our riders to stay home if they can and only travel if necessary. We will allow all late cancellations without penalty and ask that customers reach out to us as soon as possible. For more information on Access, click [here](#).

Tips for safer transportation to necessary medical care

April 8, 2020, Public Health News, Public Health Insider Blog

Even with the Governor's Stay at Home order in place, people may need to travel to a medical provider for important medical appointments or to seek care for COVID-like illness. Whenever possible, drive yourself or have a friend or family member give you a ride in a personal vehicle to minimize exposure to others. Limit the number of people in the car to as few as possible, ensure everyone in the car wears a mask, increase airflow as much as possible by putting the windows down, and clean and disinfect all surfaces before and after the trip. People should avoid public transportation, ridesharing or taxis. More information at the [Public Health Insider Blog](#).

Public Health is currently working with King County Metro to create a separate service for COVID-positive individuals who need to travel for medical care. This program will use dedicated Access vehicles, bus bases, and drivers who have volunteered for the assignment. As we learn more, we will share that information widely.

VanPool/VanShare Updates

April 8, 2020

While vanpools remain an essential service, we realize that many vans are parked due to telecommuting and stay-at-home mandates. We also know that vans are still operating to get commuters to their front-line and essential service jobs. In alignment with other Metro services during the COVID-19 response and recovery effort, effective April 1 participants' vanpool/vanshare costs above their employer subsidy will be waived until further notice. Fares will be waived in-full for participants with no employer subsidy. Due to statewide social distancing guidelines, Metro is temporarily easing the van ridership requirements. Groups falling below the 'minimum five commuters' requirement will get a reprieve until further notice and we will temporarily allow for seven-passenger groups (minivans) to operate with a minimum of two commuters and 12/15 passenger vans to operate with three commuters. If you have further questions, please email us at vanpool@kingcounty.gov, visit us at www.kingcounty.gov/metrovans or call us at 206-625-4500. Primary Drivers: Please fill out [this very short survey](#) so we know the operational status of your van.

Public transit is for “essential travel”

April 6, 2020, General Manager Daily Employee Update

Governor Jay Inslee extended the “Stay Home, Stay Healthy” order through May 4. Along with the new [Reduced Schedule](#), Metro is strongly encouraging customers to reserve transit for essential travel only in accordance with the stay-at-home order and directives from public health officials. We have begun communicating this to customers through our transit alerts to riders, the media, all our online and social media channels, through on-board announcements under development in multiple languages and on-board advertising, community and jurisdictional partners, and a paid media campaign. Essential travel is for [essential workers](#) to get to/from their jobs and for transit-reliant individuals who use Metro to access food, medicine, and other necessities. Using Metro for essential travel only will also help support social distancing, protecting the health of our employees and customers.

Video Message featuring Rob Gannon, Metro General Manager

Metro General Manager Rob Gannon speaks to the ways in which Metro is responding to the COVID-19 virus, including encouraging only essential travel, Metro’s new Reduced Schedule, and more. The video is on [Metro’s YouTube channel](#), which is linked to the Metro homepage.

Metro’s leaders share our response to COVID-19 – and our commitment to do more

April 8, 2020, Metro Matters Blog

Every day, and especially amid COVID-19, Metro relies on the knowledge and recommendations of employees across our agency. Open communication is vital to our on-going commitment to improve operations, to better serve our customers, and to strengthen safety practices. Metro has instituted a number of measures to promote the safety of bus operators and will continue to do so as conditions change. The challenges of the current moment mean our frontline employees—custodial workers, electricians, engineers, mechanics, operators, water taxi crews, and many others—are keeping our county going. While many in our community are staying home, frontline transit employees move essential workers, medical personnel, and passengers who rely on Metro for access to food, medicine, and other necessities. During normal times, our frontline employees deserve our heartfelt gratitude for the positive contributions they make in our community. During this crisis, they need extra support and protection, and we are diligently working to address the changing environment to keep our employees and customers healthy and safe.

Update on Personal Protective Equipment

April 7, 2020, General Manager Daily Employee Update

We are working closely with the Office of Emergency Management on sourcing and delivering masks to frontline employees and are aiming to have masks available this week. Contingent upon the supply chain, Metro intends to provide each frontline employee with two reusable cloth masks. This will ensure they have one mask to wear and an additional mask to clean and dry between shifts. Employees working with chemicals and cleaning supplies will continue to receive personal protective equipment prescribed for the given task.

New Paid Leave Options for ATU and the Coalition of Unions members

April 7, 2020, General Manager Daily Employee Update

King County is pleased to announce that it has entered into MOAs (Memorandum of Agreements) with ATU and Coalition of Unions to ensure our employees who meet certain eligibility requirements can access 80 additional hours of paid administrative leave which is immediately available to those who meet eligibility requirements.

As communicated earlier, all Metro employees are eligible for the following COVID related leaves: 80 hours of emergency paid sick leave (via the Emergency Paid Sick Leave Act, also referred to as EPSLA) are *immediately available* to employees who meet federal eligibility criteria. COVID-19 Paid Leave is available on an as-needed basis through April 24, 2020 for employees who have exhausted their accrued leave (e.g., paid administrative leave, sick and vacation leave, and donated leave) who meet eligibility criteria.

Metro Transit HR now has a phone line, 206-263-8670, where employees can leave a message. It is staffed from 8 a.m. – 5 p.m. Monday through Friday. HR staff is also available via email at AskMetroHR@kingcounty.gov.

Metro Ridership Update

[Estimated bus ridership down over 73%; latest 'Reduced Schedule' supports essential travel](#)

April 8, 2020, Metro Matters Blog

Preliminary data show ridership across our system remains substantially lower compared to this time a year ago. King County Metro and health officials call on customers to reserve transit only for first-responders, medical personnel, other essential workers, and people who rely on Metro for access to food, medicine, and similarly essential needs.

Metro analyzed preliminary extrapolations to create an unofficial estimate of ridership. From March 30-April 3, the average weekday bus ridership was about 111,000 compared to 418,000 in 2019, or a 73% drop. Next week's release of ridership numbers will be the first to reflect the additional service reductions that took effect on April 6.

G. PaRCS Department Programming, Rentals and Events Update

Due to the Governor's extension of the Stay Home-Stay Healthy Proclamation to May 4, 2020, and the strong possibility that there will be ongoing restrictions beyond that date, the PaRCS Department is carefully evaluating its services. Some recent decisions include:

- Canceling programs and rentals through June and events in June & July.
- Developing a slow roll out of essential programs for vulnerable populations (seniors, youth, teens), targeting the end of June. These programs will be designed to comply with social distancing parameters as needed.

Meanwhile, staff members are planning to reach out to participants by phone and email to check on their status and provide information about available resources.

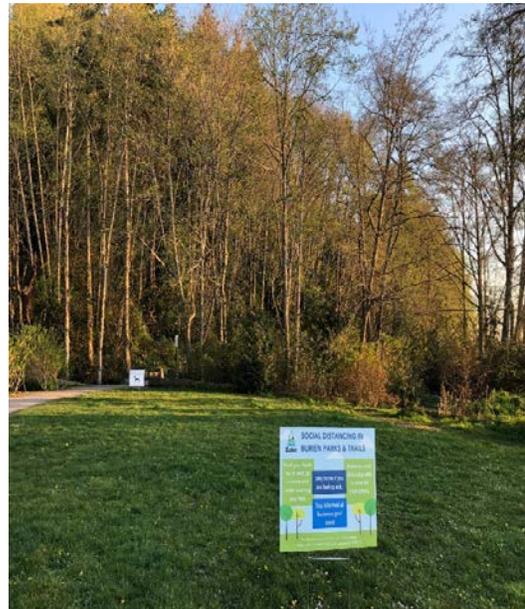
Another programmatic change due to COVID-19 relates to a partnership with Arts Corps. Traditionally, Arts Corps provides artist-in residence programs at all of the Burien elementary schools in either visual arts, music, dance, or theater, filling a gap in the arts education currently provided by Highline Public Schools (HPS). In 2020, an expansion of the program was

planned to include artists attending teen afterschool programs and late night programs to provide activities. Due to the cancellation of school, Arts Corps developed new programs to help our families manage learning at home. These projects include:

- Arts integration lessons for pick up at two or more sites, including Shorewood and Hilltop Elementary Schools.
- Partnering with HPS to provide art kits and activities for Burien families at three or more meal drop-off sites.
- Filming at least five, 15 minute art activity videos that families can engage with at home to be sent out to families at Shorewood and Hilltop directly, and possibly others, as well as posted on City of Burien social media.
- Filming at least five teen specific video art lessons to be sent to HPS teens with help from school staff, posted on Burien social media, and possibly other delivery options.
- Developing a plan for teaching artists, with City of Burien staff, to provide drop-in arts programs at teen afterschool programs at Sylvester and Glacier Middle School and the Friday Late Night program at Sylvester Middle School in the fall, if programming resumes.

H. Social Distancing in Parks

Parks and Police Department leadership have been collaborating on how to keep parks open while ensuring the safety of our visitors. Parks staff continue to monitor closed park elements including play equipment, sports courts and restrooms. They also installed social distancing signs in the busiest parks last week. Police and park staff continuously evaluate how park patrons are using the parks. With warm weather upon us, it is imperative that Burien residents continue to follow the tips below to stay healthy and stop the spread of the COVID-19 virus:



- Enjoy parks close to home: While it is important for all of us to get outside for exercise, enjoy the parks close to your home.
- Use physical distancing: The most effective tool we have to slow the spread of COVID-19 is to physically distance ourselves from others. Keep at least six feet of distance between you and others.
- Do not access off-limits equipment or areas: The City of Burien has CLOSED all playgrounds, basketball, and tennis courts. It may be tempting to jump a fence or ignore a “closed” sign. Please, don’t. Physical distancing only works if all of

us participate. You can set a good example and help save lives by following the rules and encouraging the same of others.

- Do not congregate in parks: This means no pick-up games, picnics, BBQs, or parties. This is not the time for beach parties.
- Six feet for activities: Hiking, biking, and walking are all great ways to enjoy parks right now, just remember to keep six feet between you and your fellow residents.

II. COUNCIL REVIEW/ACTION REQUESTED

A. “We Are Still In” Declaration (Page 28)

Council received correspondence from Burien resident Colleen Hinton on April 14, 2020, requesting that the City consider signing the “We Are Still In” declaration. This declaration states that its signatories are committed to meeting the climate goals of the Paris Agreement, which was the 2015 global commitment to fight climate change. A copy of the declaration is attached and additional information can be found at wearestillin.com.

In order to “sign” the declaration, the website requires the City to create an user account on the website and asks the City to identify “contributions” in the form of commitments answering the following questions:

1. What climate actions are you currently taking?
2. What additional climate actions are you able to do?
3. How may you be interested in collaborating with others, and what support do you need to achieve your climate actions?

The website provides suggested options for each of these questions.

Several cities in Washington have signed on including Bainbridge Island, Seattle, Mercer Island, Snoqualmie, Bellingham, and Everett. Some examples of contributions these cities have committed to are:

- Increase energy efficiency of local government operations, such as buildings, street lighting, and water or wastewater plants.
- Purchase renewable power or build on-site renewable electricity to run local government needs.
- Partner with other US cities/counties to advocate for national climate policies and take collective action: Climate Mayors.

Is there Council support to sign the “We Are Still In” Declaration?



As the COVID-19 outbreak in Washington continues to evolve, the City of Burien recognizes the substantial impacts to our local business community. While the actions being taken by the county and state public health agencies are important to address the public health emergency, we know that Burien businesses are feeling the pain *now*, and [we want to do what we can to help](#) .

Burien B&O Tax Payments Deferred for 90 Days



Effective immediately, the City of Burien will defer quarterly business and occupation (B&O) tax payments for businesses for 90 days. This will allow small business owners increased flexibility during a period of financial duress caused by the COVID-19 outbreak. Please continue to file your quarterly B&O tax return statements with the City. Additional information will be provided when the next quarterly B&O tax notices are mailed in early April.

[Learn more](#)

Temporary Suspension of Plastic Bag Ban



In order to protect the health and safety of grocery and retail workers, the City has temporarily suspended the plastic bag ban and paper bag fees. This will allow operational flexibility for businesses and reduce handling of customers' reusable bags by workers during the public health crisis.

[Learn more](#)

Take Survey to Help Advocate for More Resources



We are partnering with Greater Seattle Partners and other King County cities on a survey of local businesses regarding the regional economic impacts of the pandemic. The information gained from the survey will inform strategies for regional economic recovery and development, and maximize critically needed state and federal recovery aid. Please help us by completing the survey.

[Take survey](#)

COVID-19 Response Strategies for Businesses



We have created business and employee assistance web pages to provide updates on business resources as they become available, including SBA disaster relief loans, business grants, and state and federal assistance. It is important to document the impacts to your business due to the outbreak for potential future relief assistance or insurance purposes.

You can also download the one-page document below outlining COVID-19 response strategies for your business.

- [COVID-19 Strategies for Businesses](#)
- [Estrategias de respuesta ante el COVID-19 para empresas](#)
- [Chiến Lược Ứng Phó với COVID-19 dành cho các Doanh Nghiệp](#)

[Learn more](#)

Stay Informed



This is a quickly evolving situation and the [King County website](#) is the best source of current information, including new Public Health orders and recommendations.

Follow City of Burien's Economic Development social media at facebook.com/BurienEconDev for additional information and to connect with residents and the Burien business community.

If you have any questions about resources, or if we can be of assistance in any way, please reach out to us at economicdevelopment@burienwa.gov.



Dear Burien business owner,

As the COVID-19 outbreak continues to impact the business community, the City of Burien wants to make you aware of two **time-sensitive economic assistance opportunities to help businesses during this difficult time**. The federal CARES Act stimulus bill includes a ‘Paycheck Protection Program’ designed to offset financial hardship for businesses due to COVID-19. **The program allows for loan forgiveness**, which in essence turns much of the loan into a grant. **We encourage you to apply quickly as funds are limited and will go fast.**

The CARES Act also added a \$10,000 emergency loan advance to the existing Small Business Administration (SBA) Economic Injury Disaster Relief loan program to provide immediate relief for small businesses. Funds will be made available within 3 days of a successful application and this **\$10,000 loan advance will not have to be repaid, even if the loan application is not approved.**

Businesses may apply for both loan programs, but proceeds from each may not be used for the same need. Please consult your lender regarding these restrictions.

The U.S. Chamber of Commerce put together a [brochure](#) with more information.

What is the SBA 7(a) Paycheck Protection Program?

Under the CARES Act stimulus bill, nonprofits and small businesses with fewer than 500 employees will be eligible for loans to meet payroll and other qualifying costs, including rent, utilities, and interest on mortgages. Much of the loan can be forgiven if you keep staff on payroll during the loan period (currently March 1 through June 30), or quickly rehire employees and maintain salary levels. This, in essence, turns much of the loan into a grant. Funding is limited and will be given out on a first-come, first-served basis. Recipients do not have to certify that they are unable to obtain credit elsewhere.

Loan details:

- Loan amount is 2.5 times the organization's average monthly payroll costs.
- Funds can be used for qualified expenses including: payroll costs, interest on mortgages, rent, and utilities over the 8-week period after the loan is made.
- The loan may be forgiven if the employer maintains or quickly rehires employees and maintains salary levels through June 30. Forgiveness will be reduced if full-time headcount declines, or if salaries and wages decrease.
- The self-employed, sole proprietors, and freelance and gig economy workers are also eligible to apply.
- No collateral or personal guarantees are required.
- Loan payments will be deferred for six months.

How to Apply

1. **Consult with your local lender as to whether it is participating in the program .** Develop a relationship with a qualifying local lender ASAP, especially if you don't yet have one, since loans are made directly through participating financial institutions. [View a list of qualified lenders](#) . Check with your local branch of any of these qualified lenders for further information.
2. **Apply as soon as possible.** The application process is not yet open, but lenders may begin processing loan applications as soon as **April 3**. We encourage you to check back often with your lender and the [SBA website](#).
3. **Prepare your financial documents**, including payroll documentation, for application. A [sample application form](#) has been provided by the SBA to help understand what may be required at application.

[SBA Website](#)

SBA Economic Injury Disaster Relief Program

The CARES Act also added a **\$10,000 emergency loan advance** to the existing Small Business Administration (SBA) Economic Injury Disaster Relief loan program to provide immediate relief for small businesses. Funds will be made available within 3 days of a successful application **and this loan advance will not have to be repaid, even if the loan application is not approved.** Loans will be made directly by the SBA.

[Loan Application](#)

CARES Act Small Business Assistance Webinar

The City of Burien is participating in the Southside Mitigation and Recovery Taskforce (SMART) in response to the economic impacts of COVID-19. For more information on the 'Paycheck Protection Program' or other small business support available through the CARES Act, please register for the SMART webinar on Tuesday, April 7.

Feel free to forward this email to any interested parties who may be interested in this program.

Webinar Registration

Stay Informed



Follow the City of Burien's Economic Development team at facebook.com/BurienEconDev for additional information and to connect with residents and the Burien business community.

This is a quickly evolving situation and the [King County website](#) is the best source of current information on new Public Health orders and recommendations.

If you have any questions about resources, or if we can be of assistance in any way, please reach out to us at economicdevelopment@burienwa.gov.



En español

Dear Burien business owner,

The City of Burien would like to make you aware of a **new time-sensitive grant opportunity** available for small businesses impacted by COVID-19. Facebook will be opening applications for their Small Business Grants Program in King County shortly. These \$4,000 grants will be open to businesses with between 2-50 employees, and include \$2,500 in cash grant funds and \$1,500 in Facebook ad credits. 50 percent of the funds will be awarded to women, veteran, and minority-owned businesses. **We encourage you to apply for these grants quickly as funds are limited and will go fast.**

Facebook Small Business Grants Program

Facebook is offering \$8.5 million in grants for businesses in King County impacted by COVID-19. The application is not live yet, but please sign up for updates and to be notified when applications open.

How to Apply

1. Visit the [Facebook Small Business Grants Program website](#).
2. Under 'Who's eligible' click on "see available locations" and enter in your location information (United States – Seattle).
3. Enter in your business email address to sign up for notification of when grant application is available.

Stay Informed



/BurienEconDev

We will continue to gather resources and publish them on our [COVID-19 webpage](#). Follow the City of Burien's Economic Development team at facebook.com/BurienEconDev for additional information and to connect with residents and the Burien business community.

If you have any questions about resources, or if we can be of assistance in any way, please reach out to us at economicdevelopment@burienwa.gov.



Estimado empresario de Burien:

La Ciudad de Burien desea informarle sobre una nueva oportunidad de subvención urgente disponible para las pequeñas empresas afectadas por COVID-19. Facebook abrirá aplicaciones para su Programa de Subvenciones para Pequeñas Empresas en el Condado de King en breve. Estas subvenciones de \$ 4,000 estarán abiertas a empresas con entre 2 - 50 empleados, e incluyen \$ 2,500 en fondos de subvención en efectivo y \$ 1,500 en créditos publicitarios de Facebook. El 50% de los fondos se otorgarán a mujeres, veteranos y negocios pertenecientes a minorías. Lo alentamos a que solicite estas subvenciones rápidamente, ya que los fondos son limitados y serán rápidos. Vea abajo para más información.

Programa de subvenciones para pequeñas empresas de Facebook

Facebook está ofreciendo \$ 8,5 millones en subvenciones para empresas en el Condado de King afectadas por COVID-19. La aplicación aún no está activa, pero regístrese para recibir actualizaciones y recibir notificaciones cuando se abran las aplicaciones.

Cómo aplicar

1. Visite el sitio web de Facebook Small Business Grants Program
2. En "Quién es elegible", haga clic en "ver ubicaciones disponibles" e ingrese la información de su ubicación (Estados Unidos - Seattle)
3. Ingrese la dirección de correo electrónico de su empresa para suscribirse y recibir una notificación cuando la solicitud de subvención esté disponible.

Manténgase informado



/BurienEconDev

Siga al equipo de Desarrollo Económico de la ciudad de Burien en facebook.com/BurienEconDev para obtener información adicional y comunicarse con los residentes y la comunidad empresarial de Burien.

Esta es una situación que evoluciona rápidamente y el sitio web del [condado de King](#) es la mejor fuente de información actual sobre nuevas órdenes y recomendaciones de salud pública. Si tiene alguna pregunta sobre los recursos o si podemos ayudarlo de alguna manera, envíenos un correo electrónico a economicdevelopment@burienwa.gov.

CITY OF BURIEN, WASHINGTON

DATE: April 6, 2020
TO: Mayor Jimmy Matta and City Council
FROM: Steven Blake CBO, Building Official
SUBJECT: Construction and Land Use Permit Activity Report for 1st Quarter of 2020

1. CONSTRUCTION-RELATED PERMITS ISSUED—QUARTERLY:

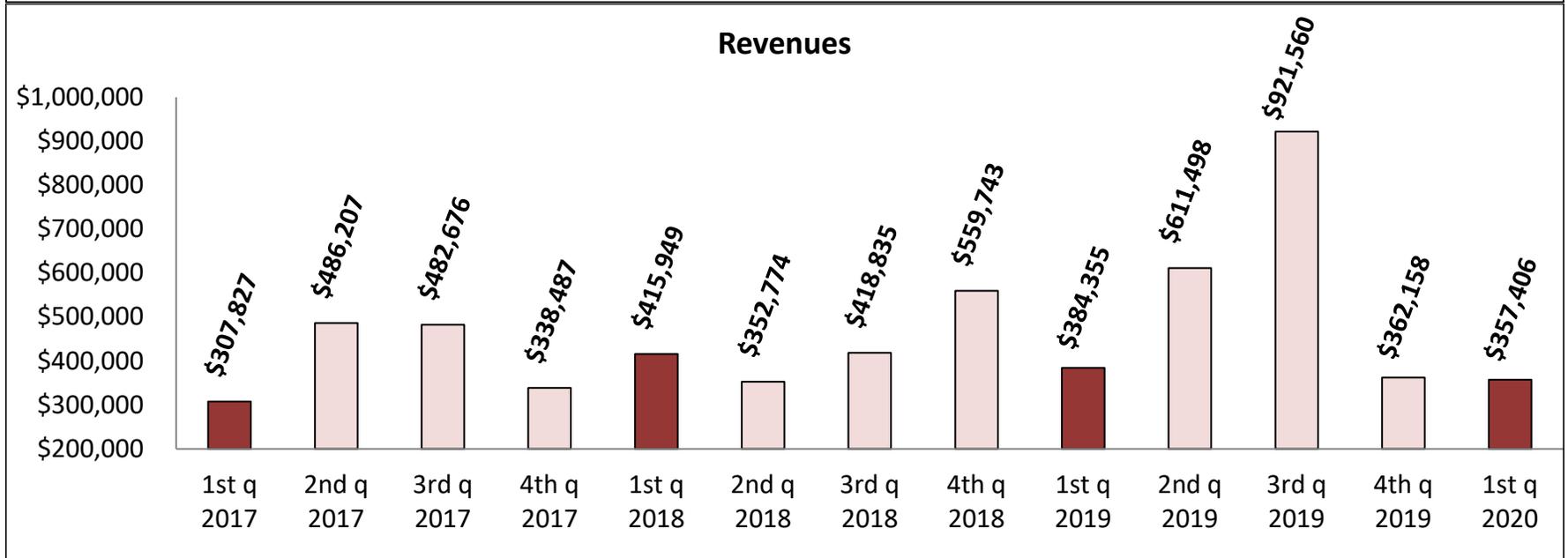
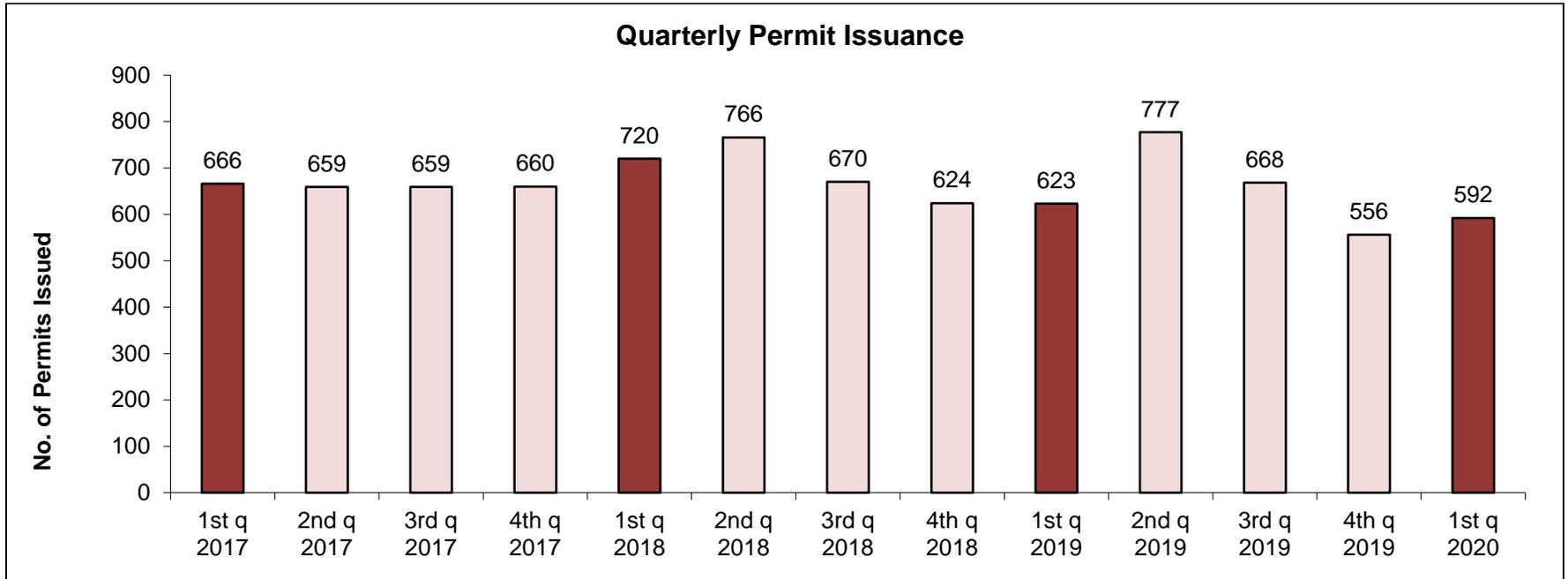
The chart below shows the number of different construction-related permits issued over the past three years, along with the revenues generated by those permits.

ISSUED PERMITS	1 st q 2017	2 nd q 2017	3 rd q 2017	4 th q 2017	1 st q 2018	2 nd q 2018	3 rd q 2018	4 th q 2018	1 st q 2019	2 nd q 2019	3 rd q 2019	4 th q 2019	1 st q 2020
Building	87	112	107	75	76	111	95	63	77	98	85	70	76
Demolition	10	7	12	9	12	13	8	5	2	13	6	3	4
Electrical	270	272	258	264	297	317	235	273	248	315	284	257	234
Fire Protection	18	14	38	29	34	35	27	21	20	30	20	15	23
Mechanical	96	87	76	122	112	116	113	117	109	127	107	97	77
Plumbing	30	29	32	44	35	39	40	39	37	42	41	22	33
Right-of-Way	144	125	118	109	141	124	143	91	113	133	108	79	130
Sign	11	12	18	8	12	9	8	13	9	15	15	10	11
TOTALS	666	659	659	660	720	766	670	624	623	777	666	556	592
Revenues	\$ 307,827	\$ 486,207	\$ 482,676	\$ 338,487	\$415,949	\$352,774	\$418,835	\$ 559,743	\$ 384,355	\$611,498	\$921,560	\$362,158	\$ 357,406
Valuation (\$millions)	\$12.0	\$ 26.1	\$ 32.5	\$ 12.4	\$31.9	\$9.1	\$19.9	\$8.5	\$ 9.6	\$28.3	\$94.9	\$12.8	\$ 11.2

2. CONSTRUCTION-RELATED PERMITS ISSUED-- SUMMARY:

The chart below shows a summary of permits issued, total revenue, and valuation by year.

	2013	2014	2015	2016	2017	2018	2019	2020
Permits Issued	2433	2632	2401	2640	2644	2780	2624	592
Total Revenues	\$1,096,068	\$1,385,823	\$1,692,343	\$ 1,827,959	\$1,615,197	\$1,747,301	\$2,279,571	\$ 357,406
Total Valuation	\$ 40,542,275	\$ 55,836,508	\$ 146,500,155	\$ 130,348,383	\$ 83,033,312	\$ 69,601,515	\$ 145,730,094	\$ 11,276,897



3. MAJOR CONSTRUCTION PERMITS ISSUED:

The following table shows major construction permits issued (\$400,000 and over) in the first quarter of 2020.

Project Name	Description	Date Issued	Address	Valuation
HIGHLINE ENDOSCOPY CENTER	TENANT IMPROVEMENT OF EXISTING SHELL SPACE	03/25/2020	16233 SYLVESTER RD SW	\$1,875,664.00
PARK N JET PHASE 3	CONSTRUCT COMMERCIAL PARKING LOT	02/25/2020	1034 S 140TH ST	\$1,100,000.00
SUNNYDALE TENNIS COURTS	ADDITION OF 6 TENNIS COURTS FOR USE BY HIGHLINE HIGH SCHOOL / PARKING LOT ACCESSIBILITY IMPROVEMENTS	03/31/2020	15623 DES MOINES MEMORIAL DR S	\$950,000.00
TEEM #1 NEW SFR	CONSTRUCT NEW 2511 SQ. FT. SFR	01/03/2020	16519 9TH AVE SW	\$500,000.00
BURIEN SELF STORAGE ELECTRICAL	INSTALL 800-AMP 3-PHASE 120/208-VOLT SERVICE / WIRE 3 ELEVATORS / WIRE OFFICE AND 3-FLOORS OF LIGHT FIXTURES	03/09/2020	1613 SW 114TH ST	\$435,400.00

5. E-PERMITS – (MyBuildingPermit.com, AKA MBP)

Currently Burien offers all Mechanical, Plumbing and Electrical permits to be applied for online, including those that require plan review. Building permits are also offered online for new commercial, new multifamily, and tenant improvements or remodels for commercial and multifamily permit applications.

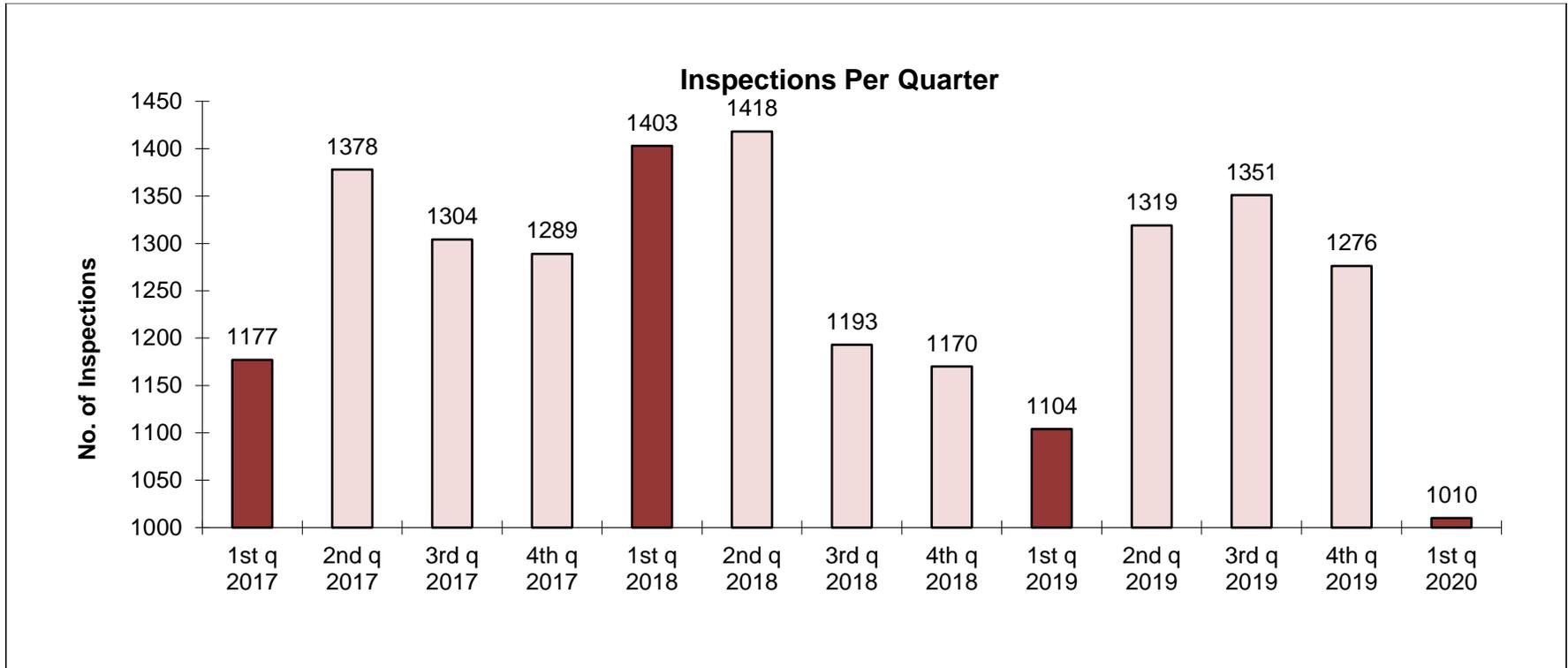
The chart below shows the number of permits that have been issued on line in relation to the total number of permits that are currently available to be issued online by the City for each permit type.

E-PERMITS ISSUED	1 st q 2017	2 nd q 2017	3 rd q 2017	4 th q 2017	1 st q 2018	2 nd q 2018	3 rd q 2018	4 th q 2018	1 st q 2019	2 nd q 2019	3 rd q 2019	4 th q 2019	1 st q 2020
Building	11/44 (25%)	14/33 (42%)	9/42 (21%)	14/28 (50%)	17/34 (50%)	17/49 (34%)	28/47 (59%)	7/19 (37%)	12/30 (40%)	22/46 (47%)	16/40 (40%)	14/27 (51%)	15/34 (44%)
Mechanical	78/96 (81%)	65/87 (75%)	67/77 (87%)	95/122 (78%)	89/112 (79%)	102/120 (85%)	99/113 (87%)	100/117 (85%)	93/109 (85%)	111/127 (87%)	86/107 (80%)	82/97 (85%)	66/77 (86%)
Plumbing	19/30 (63%)	14/29 48%	16/31 (52%)	22/44 (50%)	24/35 (68%)	17/42 (40%)	26/40 (65%)	23/39 (59%)	19/37 (51%)	27/42 (64%)	24/41 (58%)	12/22 (55%)	23/33 (70%)
Electrical	189/267 (71%)	187/263 (71%)	176/253 (70%)	184/254 (72%)	209/297 (70%)	224/324 (69%)	170/235 (72%)	203/273 (74%)	189/248 (76%)	214/315 (67%)	200/284 (70%)	192/257 (75%)	177/234 (76%)
TOTALS	297/437 (68%)	280/412 (68%)	268/403 (67%)	315/448 (70%)	339/478 (70%)	360/535 (67%)	323/435 (76%)	333/448 (74%)	313/424 (74%)	374/530 (70%)	326/472 (69%)	300/403 (74%)	281/378 (74%)

6. CONSTRUCTION INSPECTIONS:

Burien's Building Inspectors perform a variety of building, electrical, plumbing and mechanical inspections in addition to performing plan reviews and assisting the public at the counter and on the phone. They also assist with code enforcement complaints related to construction projects. Inspection requests can be called into a voice mail system, or submitted online through the City's website or www.mybuildingpermit.com.

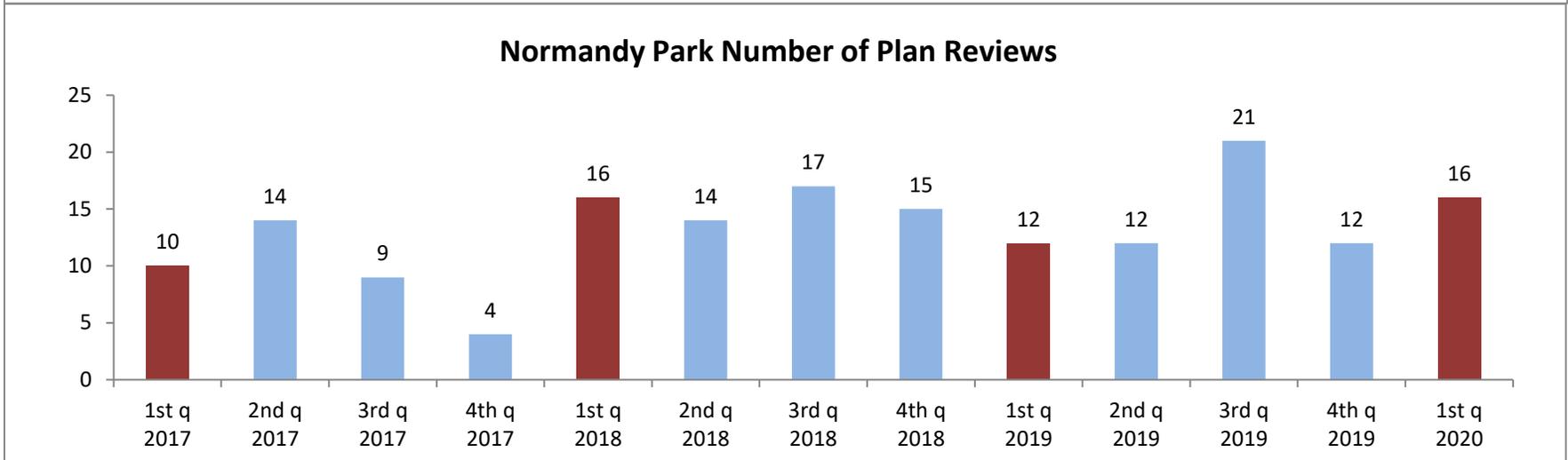
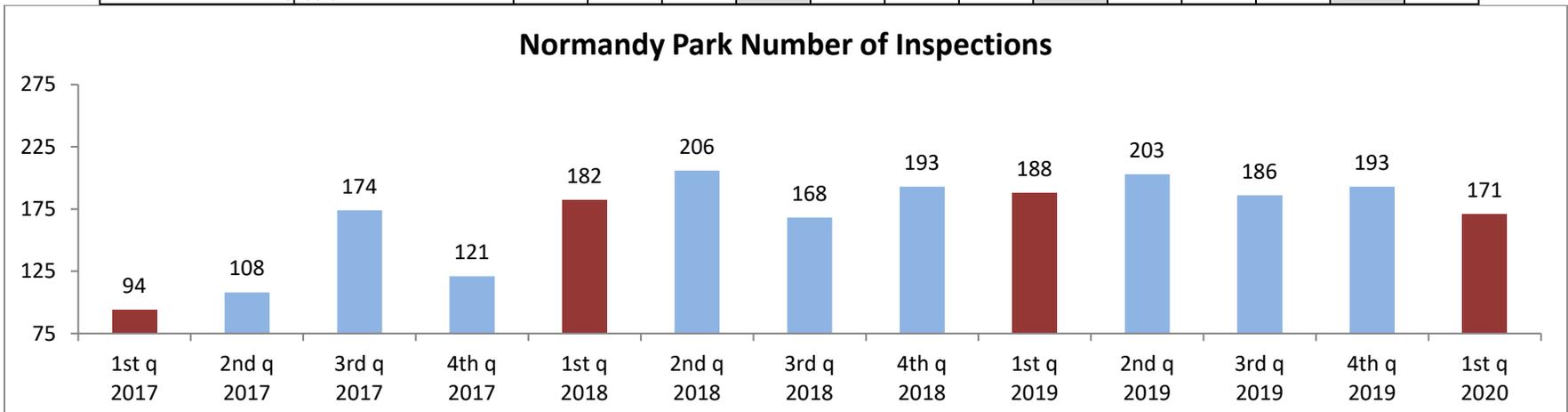
INSPECTIONS	1 st q 2017	2 nd q 2017	3 rd q 2017	4 th q 2017	1 st q 2018	2 nd q 2018	3 rd q 2018	4 th q 2018	1 st q 2019	2 nd q 2019	3 rd q 2019	4 th q 2019	1 st q 2020
No. of Inspections	1177	1378	1304	1289	1403	1418	1193	1170	1104	1319	1351	1276	1010
Average No. of inspections per day per inspector	7.6	8.6	8.3	8.6	9.1	8.8	7.6	7.8	7.2	8.2	8.4	8.4	6.6



7. NORMANDY PARK PLAN REVIEWS AND INSPECTIONS:

The following chart shows the number of plan reviews and inspections performed by Burien staff on behalf of Normandy Park. This work is in addition to work performed for Burien.

	1 st q 2017	2 nd q 2017	3 rd q 2017	4 th q 2017	1 st q 2018	2 nd q 2018	3 rd q 2018	4 th q 2018	1 st q 2019	2 nd q 2019	3 rd q 2019	4 th q 2019	1 st q 2020
No. of inspections	94	108	174	121	182	206	168	193	188	203	186	193	171
No. of Plan Reviews + Other	10	14	9	4	16	14	17	15	12	12	21	12	16
Average No. of inspections per day per inspector	1.5	1.7	2.8	2.0	2.9	3.2	2.7	3.2	3.1	3.2	2.9	3.2	2.8



8. LAND USE PRE-APPLICATION MEETINGS:

Pre-application meetings are required for most planning and land use-related actions. Meetings are held every other Thursday for up to 3 pre-application reviews. Staff from planning, building, public works, fire, and police attends as needed to discuss fatal flaws and to identify various requirements for a proposed development. A written report is provided to the applicant, as well as meeting minutes. Although this service requires a substantial amount of staff time, it has proven to be valuable to both the applicant and the city and helps to expedite the formal review later in the process. The following chart shows the number of pre-application reviews by project type.

Pre-Application Project Type	1 st q 2017	2 nd q 2017	3 rd q 2017	4 th q 2017	1 st q 2018	2 nd q 2018	3 rd q 2018	4 th q 2018	1 st q 2019	2 nd q 2019	3 rd q 2019	4 th q 2019	1 st q 2020
Short Plat (4 or fewer lots)	4	9	11	3	7	4	6	4	4	6	4	4	3
Subdivision (5 or more lots)			1	1	1	1			2	1	1		
Multi-Family	3	4	1	5	3	4	1	1	1	4	1	2	3
Critical Area Review—Single-Family	2	2	3	6	2	1	1	1		1		2	
Critical Area Review—Other				5		1		2	1	1	1		2
Commercial/Mixed Use—New	3	1	1	3	3	2			2	1	1	2	1
Commercial/Mixed Use—Addition, Renovation			1		2	5	1	1	3	3		3	1
Change of Use		5	1	1	1		1	2	1	2			
Other	1				1	4	2	5	2	4			1
TOTALS	13	21	19	24	20	22	12	16	16	23	8	13	11

9. LAND USE APPLICATIONS:

The following chart shows the types of planning and land use applications received categorized by project type.

Project Type	1 st q 2017	2 nd q 2017	3 rd q 2017	4 th q 2017	1 st q 2018	2 nd q 2018	3 rd q 2018	4 th q 2018	1 st q 2019	2 nd q 2019	3 rd q 2019	4 th q 2019	1 st q 2020
Critical Area Review—Admin.	1	1	2	1	1	1	1	2	3	2	4	1	3
Critical Area Review—Type 1						1							
Lot Line Adjustment	3	2	3	2	6	1	1	4	3	3	4	6	
Land Use Review—Type 1	1	2	1	7	3	8	4	2	4	3	3	2	1
Land Use Review—Type 2					1							1	
Land Use Review—Type 3									1				
Master Sign Plan	1						1					1	1
Rezone	1				2				3				
Shoreline Exemption	3		1	2	2	2	1	2	2	5	6	2	7
Short Plat--Preliminary	4	1	4	3	3	1	5	3	4	1	2	3	6
Short Plat--Final	1		3	2	4	2	3	1		2	2	6	3
Subdivision—Preliminary										1	1		
Subdivision--Final	1		1	2						1		1	
Tree Removal Permit	6	5	8	2	3	8	5	2	3	5	5	5	2
Temporary Use Permit					1			2	1			2	2
TOTALS	22	11	23	20	26	24	21	18	26	23	27	30	25

10. LAND USE DECISIONS ISSUED:

	1 st q 2017	2 nd q 2017	3 rd q 2017	4 th q 2017	1 st q 2018	2 nd q 2018	3 rd q 2018	4 th q 2018	1 st q 2019	2 nd q 2019	3 rd q 2019	4 th q 2019	1 st q 2020
Number of Decisions Issued	7	8	5	12	4	15	9	13	8	4	8	8	4
Percent Issued By Target Date	100%	100%	100%	100%	100%	87%	89%	77%	75%	100%	75%	88%	100%

“We Are Still In” Declaration

Since its initial release on June 5, 2017, more than 3,800 leaders from America’s city halls, state houses, boardrooms and college campuses, representing more than 155 million Americans and \$9 trillion of the U.S. economy have signed the We Are Still In declaration. Hundreds more have signed similar declarations in support of climate action.

Spanning red and blue regions across 50 states, its signatories demonstrate America’s enduring commitment to delivering on the promise of the Paris Agreement and America’s contribution to it. To date, ‘We Are Still In’ is the largest cross section of the American economy yet assembled in pursuit of climate action.

AN OPEN LETTER TO THE INTERNATIONAL COMMUNITY AND PARTIES TO THE PARIS AGREEMENT FROM U.S. STATE, LOCAL, AND BUSINESS LEADERS:

We, the undersigned mayors, county executives, governors, tribal leaders, college and university leaders, businesses, faith groups, cultural institutions, healthcare organizations, and investors are joining forces for the first time to declare that we will continue to support climate action to meet the Paris Agreement.

In December 2015 in Paris, world leaders signed the first global commitment to fight climate change. The landmark agreement succeeded where past attempts failed because it allowed each country to set its own emission reduction targets and adopt its own strategies for reaching them. In addition, nations - inspired by the actions of local and regional governments, along with businesses - came to recognize that fighting climate change brings significant economic and public health benefits.

The Trump administration's announcement undermines a key pillar in the fight against climate change and damages the world's ability to avoid the most dangerous and costly effects of climate change. Importantly, it is also out of step with what is happening in the United States.

In the U.S., it is local, tribal, and state governments, along with businesses, that are primarily responsible for the dramatic decrease in greenhouse gas emissions in recent years. Actions by each group will multiply and accelerate in the years ahead, no matter what policies Washington may adopt.

In the absence of leadership from Washington, states, cities, counties, tribes, colleges and universities, healthcare organizations, businesses and investors, representing a sizeable percentage of the U.S. economy will pursue ambitious climate goals, working together to take forceful action and to ensure that the U.S. remains a global leader in reducing emissions.

It is imperative that the world know that in the U.S., the actors that will provide the leadership necessary to meet our Paris commitment are found in city halls, state capitals, colleges and universities, investors and businesses. Together, we will remain actively engaged with the international community as part of the global effort to hold warming to well below 2°C and to accelerate the transition to a clean energy economy that will benefit our security, prosperity, and health.

Addendum to the We Are Still In Declaration Recognizing Community and Economic Resilience (Summer 2018):

American communities are facing unprecedented impacts from climate disasters that science shows are increasing in frequency and severity. The global supply chains on which our communities and economy depend are also threatened, raising the need to increase our capacity to cope with and

recover from impacts. Resilience to climate change must be prioritized by the federal government and at every level beyond the federal government. The signatories of We Are Still In share a commitment to elevating the attention and resources directed towards building climate resilience and enhancing the economic and environmental sustainability of the supply chains that power the US economy. They also recognize that action towards meeting both the short and long term goals under the Paris Agreement must ensure the safety and prosperity of American communities and competitiveness.