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Memorandum

To: Honorable Mayor and Members of the City Council
From: Brian J. Wilson, City Manager
Date: August 17, 2020
Subject: City Manager's Report

I. INTERNAL CITY INFORMATION

A. [Port of Seattle Highline Forum – Follow-up Regarding South King County Fund](#)

At the Highline Forum meeting of July 22, 2020, questions were raised regarding the South King County Fund, its purpose, communities it applies to, fund structure, amount of funding for grants, and its relation to the ACE Fund. The Port of Seattle provided the attached response regarding questions raised during the meeting.

B. [Puget Sound Energy/Puget Sound Energy Foundation \(PSE\) Assistance Programs](#)

PSE and the PSE Foundation are offering bill assistance for residents, businesses, and community-based organizations as a result of the impacts of the COVID-19 pandemic. The attached correspondence outlines the assistance programs available.

C. [Veteran COVID-19 Housing Assistance Funds](#)

The King County Veterans Program has announced housing stabilization funds available for veterans, service members, and their families impacted by COVID-19. The attached flyer outlines the program, funding availability, eligibility, required documentation, and how to access the funds. Resource organizations and contact information are also included.

D. [2020 Burien Events Postponed/Cancelled in Response to COVID-19](#)

The City of Burien and our partners (Discover Burien, Chamber of Commerce, arts organizations, and others) are canceling or reimagining 2020 community events in response to the COVID-19 pandemic. The below release was issued on August 13, 2020.

E. [Council Request for Firearms Aiming/Pointing Statistics](#)

At the August 3, 2020 Council Meeting, a request was made for data regarding firearms pointing/aiming statistics available from the Burien Police Department. Chief Boe has forwarded information available following a special order (policy change) by Sheriff Johanknecht on December 13, 2018.

This policy is one of several improvements to the Sheriff's use of force policy in order to increase accountability and transparency. There were 25 instances documented of pointing/aiming of firearms at persons by Burien Police officers since December 14, 2018. The attached document provides a brief summary of the circumstances surrounding each incident. It is possible there may be some missed incidents since the onset of this policy change, as sergeants and officers learned how to document them properly in the Sheriff's use of force database. Efforts are

ongoing to ensure any training deficiencies are addressed. This is the best data currently available.

F. Human Resources – Employee/Employer Options for Budget Reductions in 2020 and 2021/22

The Administrative Services and Finance Departments are in the process of developing several employment reduction options to assist the City Manager and Directors address the current and future economic crisis. Options under consideration range from additional mandatory furloughs, closely evaluating every vacancy before filling, and layoffs. The goal is to position the City to respond to an economic recovery by placing emphasis on retaining jobs through, voluntary furlough, voluntary separation/early retirement, and participating in the Employment Security Department (ESD) Shared Work Program. As the city continues the work to balance the 2020 budget, and project the budget for 21/22, these options will solidified.

G. Public Works Update

1. 2020 Pavement Management Program – Slurry Seal Project

Slurry Seal application work is scheduled for August 17, 2020 - August 19, 2020 within the Shorewood, Evansville, and Lake Burien neighborhoods.

The [City website](#) has been updated to include road closures maps, dates and times of work; information has also been posted to social media outlets ([Facebook](#), [Twitter](#), & [Instagram](#)).

2. Peter Western Bridge Construction

Project construction is expected to be complete in November 2020, barring any unanticipated delays as summer construction continues. The bridge sub-structure and deck are complete. Work continues on the barriers, sidewalk, railing, and paving of the bridge approaches. Other significant ongoing work is in the ravine below the bridge and includes construction of a retaining wall, construction of storm water facilities, restoration of the creek, and stabilization along the sides of the ravine. This work was restricted to summer months as required by environmental permits.

3. 1st Avenue South Overlay/Rehabilitation

Construction bids were opened on August 6, 2020 with bids received from five contractors. Bids are currently being evaluated for award (which requires WSDOT concurrence). The bids are within the authorized budget. Due to COVID-19, the grant was amended by the FHWA to cover 100% of the costs of construction; previously the grant only covered 86.5% of the construction costs. The anticipated schedule includes paving work to be complete by early October. If any significant delays are encountered, final paving would be rescheduled for Spring 2021.

4. Stormwater Repairs on Ambaum Blvd South

During the major rainstorm in December 2019, a Burien-owned storm pipe caused a sinkhole to develop on Ambaum Blvd S. (near S. 172nd St) in the right-of-way near a private residence. High groundwater and localized flooding forced staff to simply secure it for safety and return later to assess. In early 2020, City staff assessed the pipe and discovered that – due to chronic high groundwater – the pipe was damaged beyond repair and would need to be replaced. In the spring, and then again in early summer, attempts to design a solution for the pipe replacement resulted in realizations of the situation being more complicated than previously thought due to both the groundwater and adjacent utilities.

Staff is now working with a consultant to design a more robust replacement plan with the goal of completing this work before the wet season resumes in October. We are exploring options that include either contracting the work using the Small Works Roster or performing the work in-house using our maintenance crew with guidance from our consultant. The expected construction cost is in the range of \$40K-80K. Budget authority exists with the existing professional services line item in the Stormwater Management Fund to cover these costs. A portion of the professional services line item is budgeted for emergency stormwater repairs such as this one.

5. New NPDES Permit Requirement

In Burien's current NPDES Stormwater Permit, a new requirement was included for stormwater planning, called Stormwater Management Action Planning (SMAP) in the permit language. It is a continuation of a previous permit requirement for high-priority watershed assessment, but takes it much further into developing a medium-to-long range planning document for the previous, or another selected, watershed. This planning process will require compliance with several intermediate permit deadlines, with the final document due by March 31, 2023. Staff has learned that the Department of Ecology is willing to fund this process through their annual Water Quality Combined Funding Program. Staff is working with a consultant to prepare a grant application to fund this planning process over the next several years. Funding through a grant would allow the City to have a more robust process utilizing assistance from planning consultants, instead of relying mostly or completely on City staff for this work. This year's grant application deadline is October 13, 2020, with work beginning July 1, 2021 for funded projects with a 25% required City match.

6. Stormwater Inspection Camera Grant

Often when staff observes a problem with City stormwater infrastructure, a camera is used to identify a break or blockage inside of stormwater pipe. Professional services for camera inspection can be expensive. In 2021, staff hopes to reduce the professional services budget by at least \$20,000 and use those funds to purchase a camera. While this camera will not have the capability to eliminate the need for an outside provider, the proposed equipment will be able to handle most of our typical camera needs. It will save both time and money in identifying common stormwater issues. Currently, there is a grant available through the Department of Ecology that can be used to purchase equipment that specifically helps with managing the City's stormwater program. This grant covers 75% of total costs and would be available after July 2021. Staff intends to confirm the eligibility of the cameras for this grant and will submit a grant application if deemed eligible. Staff continues to seek ways to bolster the operating fund in the coming year to minimize impacts to the City's budget caused by COVID.

H. Community Development Update

[July 2020 Permit Activity Report](#)

Attached are the monthly reports for construction permits issued and construction permit applications received during the month of July 2020. Included in the reports are information regarding tenant improvements and major projects.

1. Construction Permits Issued

The City issued 217 permits in July 2020, which is 29 more than last month and about the same as those reported in July 2019. The total project valuation of \$9.0 million is \$5.0 million more than reported last month and \$78.6 million less than the valuation reported in July 2019.

2. Construction Permit Applications Received

The City received 219 permit applications in July 2020, which is 22 more than last month and 9 less than reported for July 2019. The total project valuation of \$4.7 million is \$0.6 million less than reported last month and 10.9 less than reported in July 2019.

3. Tenant Improvements

Tenant Improvements issued for July include Whisperwood Apartments, Indigo Burien, Skyway Towing, Burien Precinct #4, and 2 other miscellaneous projects. Tenant Improvement applications were received from Alcove at Seahurst, Chen’s Gaming and Karaoke, Shorewood on the Sound, Boukalis TI, Burien Precinct #4, and 3 miscellaneous reroofs this month.

4. Major Projects

Permit applications were received in July for WD #49 Electrical (\$600K), Burien Precinct #4 TI (\$276K), and 5 single family residences (\$1.3M).

Permits issued this month include Water District #49 Reservoir (\$4.1M), Burien Precinct #4 (\$276K), Indigo Burien (\$238K), 5 single family residence (\$2.3M), and 1 single family remodel (\$250K).

I. **Parks, Recreation, and Cultural Services Update**

Mystery Challenge Safari – update

“Thanks for a great afternoon of hunting. My daughter turns 5 next week and wanted a ‘unicorn party,’ so this was perfect and she thought it was just for her birthday!”

Jayne Bosch, Rebecca 4 (almost 5), and James 3



1. Annex Tenant Relocation

a. Transform Burien

Transform Burien relocated to Sunnydale Elementary and planned to open their food pantry and clothing closet and welcome the medical van at the new location during the week of August 9. Other services such as showers, haircuts, and access to social workers will resume when COVID-19 restrictions are lifted.

Transform Burien noted, *“Our new place is much bigger so we can do more of our Transform youth events, adult training seminars, Bible Studies, after school tutoring,*

kid's back pack project, special social events, volunteer appreciation events, even our annual fund raising banquets here, instead of at various different churches and halls. We have lots of other ideas that may or may not come to pass once COVID-19 restrictions are lifted. Thanks for all your help and great communication during this difficult transition.”

- b. Para Los Ninos
Para Los Ninos relocated to 15220 6th Ave SW. They are currently providing the same services, but either remotely and/or smaller class sizes. Play and Learn, Aprendamos Juntos, ESL, and computer lab will continue.
 - c. Meals on Wheels
Meals on Wheels relocated to 15236 21st SW. They are currently delivering meals in Burien.
2. Annex Demolition
On Monday, August 10, 2020, CGI took control of the Annex property to begin demolition activities. The work will begin with disconnection of utilities and abatement work, followed by demolition and site restoration. Project updates will be posted to the City’s website – <https://burienwa.gov/annexdemo>.
3. Councilmember Upthegrove to Provide Funding for Youth and Seniors
Councilmember Upthegrove’s office verbally informed PaRCS Staff that the City will be receiving two grants for \$5,000 each from King County. Once the funds are secured, more details will follow on their proposed use.
4. KC Equity Coalition Update
Burien, as a co-applicant for the COVID-19 Population Health Equity Grant, would enable us to evaluate youth and teen needs in equitable, active outdoor recreation during COVID-19, especially in areas where health inequities are exacerbated as a result of COVID-19. The City of Burien is partnering on this grant application with the UW Center for Leadership in Athletics, African Community Housing and Development, Upower, SOAR KC (King County Youth Advisory Council), and DiscNW.
5. City Ambaum Parking Garage Break-In
On August 1, 2020, three city vehicles were broken into and items were stolen from the vehicles. The damage was incurred to two PaRCS trucks and one Community Development vehicle. Windows were broken, door frames were damaged, and several smaller items (PPE, hand tools, manuals, etc.) were stolen. The City parks numerous vehicles in a secured parking garage on Ambaum Avenue, since the City does not currently have enough space or security at other city facilities. These incidents are unfortunate, in that they consume staff time to organize repairs and insurance documents, utilize our limited staff and financial resources, and it limits the efficient use of staff to conduct their regular jobs due to lack of vehicles and the disruption of having to repair and replace equipment.

6. De-escalation Training for Parks and Facilities Staff by Burien Police
On August 13, 2020, Parks and Facilities Maintenance Staff attended a training provided by Detective Scott Mandela and the outreach team from the Burien Police Department on de-escalation. Parks and facilities maintenance staff are confronted with a variety of situations on a daily basis from upset residents to people under the influence of alcohol or drugs, and with gang members. The training provided staff with best practices from police on building rapport with community members, listening and explaining with equity and dignity (LEED), and ways to protect themselves in more volatile situations.

7. State Parks Budget
The Washington Recreation and Parks Association (WRPA) Board (including staffer Gabbi Gonzales) and Legislative Committee (including Carolyn Hope) coordinate with WRPA's lobbyist on requesting robust funding levels for Washington state park grants programs in the upcoming cycles.

WRPA formally recommended that the State Recreation & Conservation Funding Board (RCFB) provide robust funding levels for Washington Wildlife and Recreation Program (\$140M), Youth Athletic Facilities (\$11.3M), and Aquatic Lands Enhancement Account (\$9.1M).

8. Outdoor Recreation Sector Economic Analysis – “Outdoor Rec Means Big Business”
The Washington Recreation and Conservation Office recently updated the Economic Report on Outdoor Recreation. This report shows how important outdoor recreation is to our local and state economies, from people going to visit local parks to taking vacations to county, state, and federal lands across the state. The report estimates outdoor recreation spending at \$26.5 billion. The industry supports 264,000 jobs throughout Washington, which is six percent of all jobs in the state and accounts for \$12 billion in wages. This places outdoor recreation on par with Washington's aerospace industry in jobs. Note, this report used data from 2019, prior to COVID-19. The COVID-19 pandemic has impacted the outdoor industry significantly in 2020, due to restrictions on travel and group activities and even the closure of many public lands and facilities. The full report has been attached.
9. Proposed Property Acquisition – Seahurst Park
The City recently learned of a parcel of property, [547020-0925](#), within the boundaries of Seahurst Park that was for auction by King County. The PaRCS Director was able to work with King County to pull the parcel from the auction and allow time for the possibility of the City to acquire this parcel. The county acquired this parcel due to tax foreclosure. The price is \$4,500, which accounts for all the taxes owed, foreclosure costs, recording costs, and administrative costs. The City will conduct due diligence on the property and assuming there are no issues, staff will prepare a resolution for City Council to approve of the acquisition at a future meeting.

II. COUNCIL REVIEW/ACTION REQUESTED

A. Proposed Budget Study Session Prior to September 21, 2020 Meeting

So as to provide staff with as much time as possible to produce a budget document on October 5, 2020 we are requesting that Council agree to hold a one-hour Budget Study Session prior to September 15, 2020. This would allow for staff to incorporate any feedback provided at the study session into the document presented on September 21, 2020. The possible options for this are:

1. To hold this study session one-hour prior to a Public Safety Community Engagement Process Meeting (as long as the date chosen for the meeting is on either Sept 2, Sept 10, or Sept 14).
2. To hold this study session separate from a Public Safety Community Engagement Process Meeting (on either Sept 2, Sept 10, or Sept 14).

What is the date preference of Council to schedule this Budget Study Session?

B. Council Training on August 22, 2020

The Council is scheduled to have a parliamentarian training on August 22, 2020. A previous discussion about the training suggested that the meeting would be noticed as a special meeting. A "meeting" is a council gathering during which "action" is taken. "Action" means the transaction of official council business. The training will not involve the transaction of business. There will be no receipt of public testimony, deliberations, discussions, or votes by a majority of the council members. As a result, the training session does not have to be scheduled, treated, or noticed as a meeting.

Does Council agree not to take action during this training, so as to allow staff to move forward in this regard?

C. Proposed Relocation of Two Signal Box Art Projects

In July, City Council requested that signal boxes in Boulevard Park be located on Des Moines Memorial Drive Corridor (DMMD). After the meeting, staff recognized that the artwork doesn't comply with the themes of the DMMD Corridor Management Plan. The 2005 Des Moines Memorial Drive Corridor Management Plan aims to incorporate the themes of World War I into the corridor through Burien, Des Moines, Normandy Park, and SeaTac. This plan was prepared for the Interlocal Agreement partners that include the cities previously mentioned and King County.

Therefore, staff recommends relocating two signal box art projects to other prominent areas of the city. This will allow the DMMD Preservation Association with an opportunity to wrap the signal boxes on DMMD with themes that relate better to the plan. Staff plans to bring an updated location list for the Signal Box Wrap Project to Council in early September.

Does Council concur with moving forward with the relocation of artwork for two signal boxes, to be removed from DMMD, and to be placed in another prominent area of the city?

D. Meeting Dates to Discuss the 2021 State and Federal Legislative Agenda

In preparation for the 2021 State and Federal Legislative priorities, federal lobbyist Mike Doubleday and state lobbyist Lyset Cadena have requested scheduling meetings with department directors and Councilmembers. Following a doodle poll, the below dates/times were selected to meet with Lyset:

- **Mon., August 24, 2020, 10 a.m.-11 a.m.** (With CM Tosta, CM Schilling, and DM Marx)
- **Wed., September 2, 2020, 2 p.m.-3 p.m.** (With CM Olguin, CM Moore, and CM Aragon)

Additionally, a doodle poll was sent around on Wednesday, August 12, 2020 to establish a date to meet with Mike Doubleday. While we do not have finalized dates at the time this report was written, we will hopefully have that solidified by Tuesday, August 18, 2020. Keep an eye out for an email from the Clerk's office.

Does Council have any concerns about these dates?

E. [Letter of Support for King County Grant Application to Improve Bus Service in South King County](#)

The improvement project is consistent with the City's existing plans and goals. The project includes two bus routes that serve Burien – Routes 166 and 181. The project will reduce peak hour bus travel times, improve service reliability, increase ridership, and improve access to transit for these routes.

Does Council support the City Manager signing the attached letter in support of a King County grant application for a project that will improve bus service in South King County?

F. [Draft Letter to Executive Constantine – Value of LEAD/Co-LEAD Program in Burien](#)

With reductions in King County MIDD funding, there is a concern that funds for LEAD and Co-LEAD will be reduced in King County's budget for 2021. The attached draft letter to Executive Constantine from the Burien City Council is in support of maintaining funding for LEAD and expanding upon Co-LEAD in the 2021 King County budget.

LEAD/Co-LEAD are model programs/demonstration projects for a different approach to public order/safety issues. Our program has shown tremendous success and showcases results utilizing a non-traditional model of police services and a community care model for people who engage in problematic behavior due to substance use, mental health issues, or extreme poverty.

Is Council supportive of sending this letter to Executive Constantine in support of LEAD/Co-LEAD funding in Burien?

III. COUNCIL UPDATES/REPORTS

A. [2nd Quarter 2020 Financial Report](#)

Attached is the 2nd Quarter 2020 Financial Report. The report contains a summary narrative of the activity for major revenue sources and expenditures and the following components:

1. A comparison of the operating funds in the 2nd Quarter of 2020 and 2019.
2. Charts comparing major tax revenues over the last three years.
3. The financial status of the 2020 capital improvement projects.
4. Contacts over \$25,000 signed by the City Manager during the 2nd Quarter. [1]

5. A copy of the budgeted transfers.

[1] Contracts related to the use of CARES Act funds include the following:

- Washington State Department of Commerce
- Ventures
- Construction Site Services

(See report for additional details.)

IV. [PUBLIC NOTICES](#)

The following notices were published; see attached for more details:

A. Advertisement for Bids: Electrical Services for Touchless Faucet Installation

The City of Burien is seeking a contractor to purchase touchless faucets, related fixtures, and materials and to install them in various sinks at the Burien City Hall (City Hall), located at 400 SW 152nd St, Burien, WA 98166, and Burien Community Center (BCC), located at 14700 6th Ave SW, Burien, WA 98166.

B. Advertisement for Bids: Plumbing Services for Touchless Faucet Installation

The City of Burien is seeking a contractor to purchase touchless faucets, related fixtures, and materials and to install them in various sinks at the Burien City Hall (City Hall), located at 400 SW 152nd St, Burien, WA 98166, and Burien Community Center (BCC), located at 14700 6th Ave SW, Burien, WA 98166.

C. Notice of Application: PLA 20-0819; George Wu, DMM Development, LLC.

Construction of four apartment buildings, six apartments each, for a total of twenty-four dwelling units with associated parking and landscape areas.

D. SEPA Determination of Nonsignificance (DNS): PLA 20-1424; Maiya Andrews, City of Burien

Adopt an update to the Storm Drainage Master Plan. The purpose of the SDMP update is to identify the future needs of the City's stormwater program including areas of improvement, updating the Capital Improvement Program (CIP) project list, and identifying the actions and staff demands for implementation.

E. Request for Proposals: Illegal Dumping and Homeless Encampment Clean-up

The purpose of this Request for Proposal is to acquire a contractor who can provide turnkey illegal dumping and homeless encampment site cleanup at various sites in the City of Burien. The services required are on an on-call basis but scheduled with advanced notice.

F. Advertisement for Bids: Eagle Landing Park Drainage Improvements

This project provides for improvements in Eagle Landing Park at 14641 25th Avenue SW, Burien, including high-density polyethylene butt-fused pipe, stormwater quality treatment vaults, stormwater conveyance pipe and structures, modular block wall, landscaping, temporary erosion control, HMA patching, temporary traffic control, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications. The Engineer's estimate is between \$600,000 - \$700,000.