



Memorandum

To: Honorable Mayor and Members of the City Council
From: Brian J. Wilson, City Manager
Date: September 21, 2020
Subject: City Manager's Report

I. INTERNAL CITY INFORMATION

A. Update on Sound Transit Program Realignment Process ([see attachment](#))

The attached e-mail was received from Sound Transit regarding their realignment process with reduced revenues as a result of COVID-19 and the impacts to the local economy.

B. Update on SAMP Environmental Review – July 2020

The Sustainable Airport Master Plan (SAMP) Near-Term projects environmental review has been delayed as a result of the COVID-19 pandemic. The release of the first environmental review analysis, the draft NEPA Environmental Assessment (EA), and the accompanying public outreach, will now occur in the first quarter of 2021. The Port of Seattle has stated that it will continue to refine the detailed schedule. The updated schedule can be viewed at: <https://sampntpenvironmentalreview.org/>

C. Update on Correspondence for Resolution No. 436 ([see attachment](#))

The attached letters were sent to Congresswoman Jayapal and Senators Cantwell and Murray regarding Resolution No. 436 which was passed by Council on August 17, 2020.

D. StART Meeting Recap – August 26, 2020 ([see attachment](#))

The following attachment is a recap of the Port of Seattle StART Meeting held via video conference on August 26, 2020.

E. City of Burien Partners with Highline Public Schools to Connect Kids ([see attachment](#))

The City of Burien has directed \$200,000 in federal CARES funds to provide internet connectivity for approximately 1,500 Burien students for twelve months. Please see the joint press release (City of Burien and Highline Public Schools) issued on September 14, 2020.

F. 2020 Census: July 21st Presidential Memo Ruled Unlawful ([see attachment](#))

The following e-mail was received from the Washington State Office of Financial Management regarding a ruling declaring a July 21st Presidential memo unlawful (exclusion of undocumented persons residing in the United States as part of the 2020 Census).

G. Highline Forum ([see attachment](#))

The next Highline Forum meeting is on September 23, 2020; see attached agenda for details. The meeting will be held virtually via Microsoft Teams.

H. Police Department Update

On September 16, three of our Burien Police Officers were promoted to the rank of sergeant within the King County Sheriff’s Office. The testing process to become a sergeant started with nearly 100 officers and detectives from around the county, narrowing the list down to the top 42 candidates for promotion. Among the top 10 on the list were:

1. Detective Adam Easterbrook (Burien PD SET)
2. Detective Scott Fitchett (Burien PD SET)
3. Master Police Officer Valarie Kelly (Swing Shift Burien Patrol)

Together they represent over 20 years of service to the Burien Police Department. That level of experience will be difficult to replace and their commitment to our community is commendable. It is a great honor to see the men and women of Burien Police Department recognized as the best and brightest, truly the future of this profession.

We are in the process of selecting their replacements and developing the next generation of great officers and detectives serving Burien PD.

I. New Partnership with Burien Library to Get More Cloth Face Coverings into our Community

On September 1, 2020, the City started a new partnership with the Burien library to begin making cloth face masks available to all individuals participating in the Burien Library curbside pickup service. This idea was born from our innovative Burien staff, who worked in conjunction with the library to ensure we could meet their strict health restrictions and demonstrate a joint commitment to health and safety of our community and Burien library staff.



In the first two days of distribution, 600 masks were provided to our Community. Given the immediate popularity of the new partnership, City of Burien staff held a volunteer, socially distanced lunch break to glove up, mask up, and package cloth masks in small bags of five. Burien’s staff response filled our very limited capacity and

prepped 6,000 masks for safe distribution to our Community through the library.



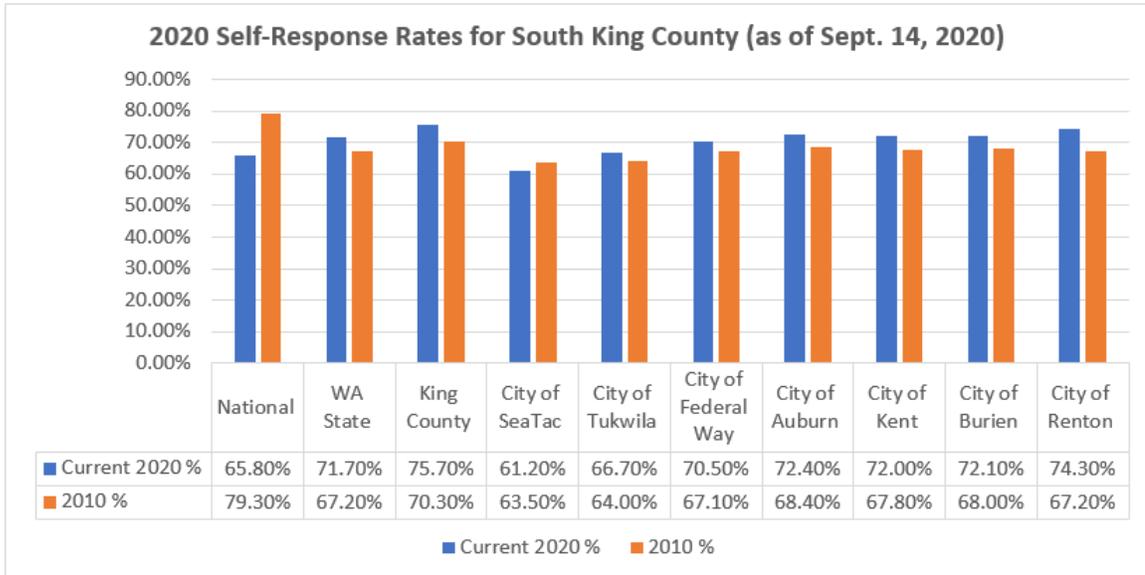
J. 2020 Community Survey

City staff recommend that we delay the implementation of the Community Survey to early 2021 for the following reasons: delivering a survey during a busy time of year will make it more difficult to garner a successful response rate because this fall, Burien families will be inundated with messages about the election, distance learning, and ongoing concerns about the pandemic. Delaying the survey to early spring will also give staff more time to come to Council for feedback on question themes and topics. Survey responses received in early 2021 can help inform mid-biennium budget discussions.

K. 2020 Census Update

Burien has pledged to participate in the *South King County Census Challenge*. The city with the largest increase in census response during September will be the winner. In addition to Burien, the other cities participating are Auburn, Federal Way, Kent, Renton, SeaTac, and Tukwila. [Watch a video](#) of Mayor Matta encouraging Burien residents to fill out the census.

Below are the 2020 Census self-response rates for South King County cities as of September 14, 2020. These rates do not include responses attributed to contact with a census worker during non-response follow-up operations.



L. 153rd Implementation

The City of Burien Economic Development department and Discover Burien are scheduled to begin installation of painted asphalt designs and potted street trees the weekend of October 3 and 4. This project will complete the vision of the BEDP to provide improvements to the aesthetic feel of 153rd to create more economic energy and activation on the street. The pots and paint installation are being paid for through Port of Seattle Economic Development grant dollars, and the Street trees and plants are being paid for by a Port Ace Grant that was awarded to Discover Burien.

M. Ventures Pilot Eviction Program Example

In August, Ventures nonprofit approached the City with information that a local Burien preschool was being evicted due to financial challenges of COVID-19. Ventures coordinated with the City to explore options and were able to find a solution for the business to avoid eviction.

Ventures is piloting a program where they become the leaseholder on a commercial property and then, with okay of the landlord, sublease to an entrepreneur.

In this case, Ventures will be paying the past due rent which the business incurred due to COVID-19 and will give the business owner a chance to pay Ventures back. After a year of regular, on-time payment history with Ventures they will support the business as they try to re-sign the lease with the original landlord. In other cases, they can use this pilot program as a lease guarantee to help small businesses move into commercial space that may otherwise be inaccessible.

Ventures was excited they could support this Burien business, especially with the challenges with childcare and additional public health requirements that put financial strain on these businesses.

N. Priority Pickup Parking

As part of City support for businesses during COVID-19, the City will be implementing curbside pickup parking spaces on 152nd in the Downtown. Signs will be posted in front of parking stalls at intervals along 152nd, to allow customers and delivery drivers easy access to quick-pickup for takeout orders at restaurants and curbside pickup of retail purchases. The City has received recent input from businesses that parking occupancy was increasing, and that curbside pickup spaces were needed to ensure access to restaurants and retail shops who now depend on a larger percentage of their business through pickup and delivery options due to COVID-19 health restrictions.

O. New Businesses Opening

As several businesses in Burien have had to close due to the economic impacts of COVID-19, interest in investing and new business startups in Burien continues. Recent business openings include Matvey Construction, Centro Neighborhood Kitchen, Logan Brewing and a retail tenant application to activate and occupy the 25,000 square foot former 'Staples' space next to LA Fitness, which has been vacant for nearly 10 years.

P. Business Pivots

Businesses continue to innovate, pivot, and make decisions to ensure the survival of their operations during the COVID-19 pandemic. Business owners are continuing to adapt and respond to existing economic conditions including: changes to business operating hours, temporary closures, and longer term closures for the sake of business survival. Some restaurants and stores are considering potential longer term closures during the winter months if customer traffic or virus spread make full business operations unsustainable. Business closures may allow these businesses to retain as much capital as possible, pay minimum expenses like rent and reopen once business operations are once again viable. An article in the next Burien magazine will showcase several businesses that have made changes to adapt to changing conditions and consumer habits during the pandemic.

Q. Burien Small Business Relief and Recovery Grant – Round 1

The City of Burien Small Business grant program disbursed \$315,000 in July and August to 63 businesses who each received \$5,000 cash grants. Ventures Nonprofit, the grant administrator, has 4 remaining businesses who will also receive funding. Any funds that are remaining will be dispersed in a second round of small business grants. More information on the outcomes of this grant round is forthcoming.

R. Burien Small Business Grant Relief and Recovery Grant – Round 2

The City of Burien will be opening a new round of application for small business grants in early October via another round of CARES funding in the amount of \$312,000 from the WA State Dept of Commerce. This round of grants will have expanded eligibility criteria, including increasing eligibility from 5 or less full-time employees to 10 or less full-time employees. The City will once again use Ventures Nonprofit as the administrator.

S. Business Attraction Campaign

As part of the 2020 Economic Development workplan, and in coordination with the Business Economic Development Partnership, the City has released an RFQ for a business attraction marketing campaign consultant to create a marketing strategy and associated marketing materials to attract targeted business industries and investment from the retail, the creative economy, and hospitality & entertainment industries. A consultant will be selected by the end of September and work will begin in October. The strategy and business attraction materials will be used in future efforts to fill gaps in the local economy, drive new investment into the City, and generate new jobs and additional tax revenue.

T. Community Development Update

1. Permit Volumes

Surprisingly, business has been brisk at the front counter with the number of applications for permits rivaling previous years since the beginning of July. With the loss of one permit technician and the complication of working online and by phone, we have re-assigned staff and modified business practices to accommodate the demand. We continue to implement solutions to provide customer service and issue permits in a timely manner.



2. Customer Service Calls

This month, we received our new cell phones and laptops, enabling us to provide more efficient customer service both to applicants and to general inquiries for information. We are now tracking our customer service inquiries via email and phone. Planning staff has devoted approximately 50 hours of time to customer service questions not related to permitting in the last month.

3. Housing Action Plan

We are reviewing the Housing Needs Analysis report, a document that builds on the regional housing action framework and provides data and analysis specific to Burien. We have completed individual interviews with stakeholders and are launching a series of conversations with small stakeholder groups. The smaller stakeholder group conversations

will include human services, seniors, youth and Spanish-speaking people. City Council is scheduled to hear information about the Housing Action Plan in November.

4. Housing Demonstration Projects

We are gearing-up for *Habitat for Humanity's housing demonstration project* presentation to the Planning Commission on September 23, followed by presentation to the City Council in October. We have coordinated review by multiple departments. We are also working with the *Downtown Emergency Service Center (DESC)* to support their application for a housing demonstration project downtown.

5. Ambaum/Boulevard Park.

We are scoping the Ambaum and Boulevard Park planning studies. A core outcome of the studies is to adjust underlying regulations, while also articulating community-identified goals along with city/community actions and investments to meet the following draft objectives for land use:

a. Ambaum Planning Focus

Capitalize on our investments in transit and transportation – plan for transit-friendly neighborhoods and mixed-use business districts near transit stops;

b. Boulevard Park Planning Focus

Support a unified Boulevard Park as the thriving heart of a community with neighborhood-serving businesses supported by a residential community.

We are working to issue an RFP for consultant support for this work in September. Other aspects of the project will include consideration of local business needs, development feasibility, cultural expression, community services and health, public spaces and access to parks, arts, accommodating different modes of travel, integrating housing diversity and affordability, avoiding displacement of people and businesses, sustainable systems, and serving Burien-wide goals and local community goals. We are eager to begin talking with community members about the proposed scope of work.

6. Downtown Streetscape Plan

We reviewed our consultants' first draft of concepts for a streetscape plan for downtown. This effort builds upon the Burien Urban Center plan (and the Strategic Plan) by articulating preferred development patterns for streets and adjacent buildings in the downtown area.

7. Online Permit Software

Now, more than ever, we are experiencing a real need for a fully integrated online permit system. We have been working diligently to provide our consultant with information about our system needs and are now preparing to publish an RFP for a system purchase and implementation. We hope to have our new system online in 2022.

8. Code Compliance

The City continues to receive code compliance complaints from members of the public. Community development is responsible for working with the City's code compliance officer, Barb Canfield, on complaints that pertain to development and permits. Work typically requires investigating code issues to determine the exact nature of the violation, visiting the property to verify activities, consulting with experts and other agencies on technical details,

and problem-solving with property owners to find a resolution or help code enforcement with follow-up. Today, open code compliance cases include:

- a. Junk in the yard of a single-family residence;
- b. Three (3) complaints about work without permits in the shoreline;
- c. One (1) complaint about illegal tree removal in the shoreline;
- d. Four (4) complaints about construction without a permit in single-family zones;
- e. Three (3) complaints about site development/clearing and grading in single-family zones without a permit.

9. Business Licenses

Community development has been central to the implementation of the new Business Licensing Software. The volume of new and renewed business licenses is high right now for several reasons including: 1) the State's licensing system now directs businesses to obtain a Burien license whereas, in the past, the local license may have been overlooked, and 2) many people are obtaining home occupancy licenses as working from home has increased. Community development reviews business license requests for consistency with land use and building regulations. Often, applications require staff follow-up with applicants for more information. While we have worked between departments to develop standard operating procedures, we have assigned extra staff to review licenses, and we are modifying some of our practices. As of September 14, we have acted on all but 13 applications out of several hundred.

10. Parliamentary Procedures Training

On September 9, Community Development sponsored a training on parliamentary procedure with members of the Planning Commission. We also invited leadership from the Arts Commission, PaRCS Advisory Board, Human Services Commission, and BEDP.

11. Race and Social Justice

Planners Alex Hunt and Nicole Gaudette attended a webinar on race and social justice sponsored by the Sound Cities Association, along with other City staff. Planning staff continue to educate ourselves on issues relating to institutional racism, as much of our work involves community engagement and the development of policies that have the potential to reinforce or dismantle institutional inequities.

12. Parking Enforcement Notes

a. Downtown

Captain Smithmeyer is checking to see if the ruling in the 6th circuit was adopted by the 9th circuit court (the issue of chalking tires). Our parking officer was not aware that parking downtown had become an issue until City Manager Wilson's email. Parking Enforcement Officer Smith will begin searching alternative methods of tracking vehicle parking times.

b. 13200 block of 12th Ave SW.

There was a parking/abandoned vehicle complaint here. A couple of the vehicles were on private property. The vehicle that was on the R.O.W. was impounded for being expired, and it was not registered in the area. While working this complaint, a pile of junk furniture along the shoulder and R.O.W was discovered and appears to be from one of the local apartments that was recently cleaned out; Public Works removed it.

There were no witnesses located to know for sure where it came from, if it was dumped, or if it was from local apartments.

c. Overall

A lot of prior problem areas have improved greatly. We are getting several complaints a day about abandoned vehicles and parking issues. There is no set pattern to this as complaints are occurring throughout the city. Most complaints are resolved quickly, with a chat, parking ticket citations, or by a vehicle impound. Some get a 24-hour warning and are impounded if not removed.

13. Memo to Council: Update on Annexation Next Steps ([see attachment](#))

City Council approved Resolution No. 423, adopting the 2020 Comprehensive Plan docket, which included direction to *add goals and policies in support of a Potential Annexation Area (PAA) for the North Highline and White Center subarea*. Further Council direction was provided to pursue steps toward annexation which are outlined by King County and the Countywide Planning Policies. The City of Seattle currently identifies North Highline/White Center area as a Potential Annexation Area (PAA). The complete memo is attached.

14. Project Updates

Description	Milestone, Progress or Resolution
Building	
Permit Issued	Hong Kong Market TI Issued (former Big Lots)
Inspections	We will be having a new electrical inspector filling in for Dan while he is on vacation. Certificate of Occupancies were issued for the following businesses the end of August: <ul style="list-style-type: none"> • Humble Vine 824 SW 152nd St • Marina Medical 630 SW 153rd St STE 106 • New water tank project underway at SW 146th and 8th Ave SW, the first concrete pour is scheduled in the next couple of weeks.
Planning	
The Burbs Restaurant (David)	We prepared pre-application memo for Burbs restaurant, a new outdoor dining venue on the site of the drive-through espresso at 4th SW and SW 150th Street. We coordinated with Economic Development to confirm long-term plans of the property owner as this is one of the largest future development sites in downtown Burien.
Hong Kong Market (David)	Approved Hong Kong Market change of use from Big Lots. Included creative problem-solving regarding traffic impact fees.
Parks	We have been working to support PaRCs. We are working with them to permit hazardous tree removals, answered questions regarding cargo containers at Seahurst Park.
Mark Robbins (David)	We have issued this single-family home permit on a very complicated property.
Litigation	We continue to provide support for pending litigations.
Wireless Facilities (Alex)	Planning is experiencing a high volume of wireless Eligible Facilities Requests. We have issued five permits to modify wireless facilities in the last three weeks.
Customer Service Inquiries not related to permits (Alex)	We are now tracking our customer service inquiries via email and phone. Planning staff has seen approximately 50 hours of time devoted to customer service questions not related to permitting in the last month
PLA 20-0819 24 Unit Apartment Building (Chad)	Public Comment Period closed on August 28th for the 24-unit apartments in four buildings with an accessory community building and associated parking and landscaping located on 12421 Des Moines Memorial Dr. S., received late comments from neighbor disputing northerly easement.

PLA 20-1483 Single Family in landslide buffer (Chad)	Public Comment Period is currently open until September 18th for a new single-family residence in a landslide hazard area (buffer) located at 16624 6th Ave SW.
PLA 20-1281/1282 Townhouse (Chad)	Public Comment Period is currently open until September 18th for a 4-lot Short Plat with Type 1 Land Use Review for associated Townhouse development located at 12206 1st Ave S.
PLA 20-0503 Single Family in Landslide hazard area (Chad)	Ray new single-family residence located in a critical area (landslide hazard) third party peer review and staff reviews completed; correction letter issued to applicant on 9/11/2020.
PLA 20-0503 Single Family in Landslide Hazard	Third Party Peer Review Fee, work with Susan Coles and Finance to take in the fee associated with the geotechnical review performed by GeoEngineers for new single-family residence in a critical area (landslide hazard). After discussing with Sangehya Badu, Permit Technician it was identified as an outlier to the system.
PLA 19-2860 Short Plat (Chad)	Zheng Final Short Plat resubmittal with corrections and additional information routed for staff review and comments on the two-lot short plat located at 12634 Military Rd S. Provide applicant requested status update on the project.
Floodplain work continues (Chad)	Floodplain Administration: Floodplain Community Assistance Visit (CAV) Audit, continuing to work to address issues outlined by Washington State Department of Ecology in order to close the state audit. Webpage-create content for city floodplain page to assist property owners located in special flood hazard areas and provide associated NFIP information for mortgage and insurance companies.
PLA 19-2593 Final Short Plat	Chau Final Short Plat, prepare final correction and recording letter for two-lot short plat located at the southeast corner of the intersection of 4th Ave S and S 126th St

15. Upcoming Planning Commission and Council

Date	Commission or Council	Topic
9/23	Commission	Habitat for Humanity Housing Demonstration presentation
10/5	Council	Green Burien Partnership Resolution (T1)
10/14	Commission	2020 Annual Comprehensive Plan Amendments public hearing
10/19	Council	Green Burien Partnership Resolution (T2).

16. Pre-Application Activity

Pre-App Date	Property Address	Planner	Type of Permit and Planner Notes
June 11	1900 S. 116th St.	Brandi Eyerly	Construct 3 townhouse units on vacant RM-18 parcel
June 25	535 S. 163rd Lane	Chad Tibbits	Construct SFR in critical area (stream buffer)
June 25	122XX Roseberg Ave S	Alex Hunt	Construct 4-unit townhome bldg.
July 9	12805 1st Ave S	Brandi Eyerly	Installation of groundwater & soil vapor remediation system
July 9	12440 Roseberg Ave S	Alex Hunt	Construct 2 duplexes
July 23	13829 18th Ave SW	Alex Hunt	Replace retaining walls
July 23	16750 Maplewild Ave SW	Brandi Eyerly	Construct 3 retaining walls
July 23	13240 12th Ave S	Chad Tibbits	Short plat 1 parcel into 4 parcels
Aug. 6	12205 8th Ave S	Chad Tibbits	Short plat 1 parcel into 2 parcels
Aug. 6	15429 Maplewild Ave SW	Brandi Eyerly	Construct SFR in critical area
Aug. 6	642 SW 150th St	Alex Hunt	Construct detached ADU

Aug. 20	9 parcels between SW 124th and SW 126th at 4th Ave SW (the greenhouse parcels)	Brandi Eyerly	Subdivide 9 parcels into 35 single-family lots
Aug. 20	13028 1st Ave S	Alex Hunt	Remodel and expansion of former London House Salon and Spa building for an Italian community center
Sept. 3	14xx SW 126th St	Alex Hunt	Construct SFR in critical area
Sept. 3	15188 5th Lane S 15184 5th Lane S	Brandi Eyerly	Short plat 2 lots into 4 lots
Sept.3	255 SW 150th St	David Johanson	Remodel existing drive-up coffee building to create outdoor seating with food and beverage service
Sept. 17	1st Ave S south of S 170th St	Chad Tibbits	Subdivide 1 parcel with critical area into 11 single-family parcels with clustering

U. PaRCS Update

1. Recreation Updates: Summer Program Offerings During COVID-19

The Burien Parks, Recreation, and Cultural Services (PaRCS) department was able to provide a variety of creative programming during this difficult time of COVID-19. Some programs were held virtually by using Zoom and a few were offered in person by following the State Health Department guidelines on COVID-19.

Staff offered eight virtual afterschool programs for Sylvester and Glacier Middle School students by Zoom. The program was built on connections, playing fun games, and trivia, as well as having a guest presenter. Each week participants received a prize bag full of games and activities delivered to their doorstep through donations from community partners, the Burien Library and Upower. A total of 27 youth registered for the program and a daily average of seven attended the program.

- a. Modified summer camps for the month of August were offered. A full summer day camp program, tennis camp, and multi-sports camp. Health and safety procedures were put in place and social distancing guidelines were followed to ensure a safe camp experience for everyone. A total of 82 youth participated in the three programs.
- b. For those families that couldn't or didn't feel safe sending their children to camp but still were looking for activities during the summer, a camp in a box concept was offered call *Rec on the Run*. This program was offered for seven weeks and boxes were delivered to all the families that registered. Each box included all the supplies and directions for families to create camp at home.
- c. Other virtual programs offered included Qiqong & Tai Chi and Clay Handbuilding. Both programs had positive evaluations and participants asked for more virtual programs to be offered.

Testimonials

I recently took an online clay creatures class with Janet Crawley. I've taken several in-person classes with Janet and always enjoy her easy-going teaching style. I was excited to learn from home and I really liked working on the projects at my own pace. I found that there was ample online instruction time and fewer distractions than learning with a large group so I completed more work. Online learning is fun, I highly recommend it! ~Keli

This was an excellent class to expand your clay creativity. If you are primarily a thrower it will push you in new directions and add new ideas/ techniques to your tool kit. Janet gives good step by step demonstrations and she makes herself available for help as needed. ~Sue



- d. The City works with Para Los Niños, a local non-profit in Burien, to provide free summer camps to low-income youth during the summer. Due to COVID-19 restrictions the programs could not be offered. In place of the free summer camps, Para Los Niños provided a Summer Resource Fair that supplied 250 bags to families that included school supplies, soccer balls, sports equipment and community support resources. Three more resource fairs are planned for fall to help support families during these difficult times.

- e. The City also works with Arts Corps to provide art in the elementary schools during the school day; however due to COVID-19 Arts Corps had to develop a new way to provide art to the youth of Highline. They distributed over 800 free Art Kits to meal sites at Grace Church, Hope of the City Church, and Lake Burien Presbyterian along with activity packet. The lessons correspond to the materials in the packets. Arts Corps is also working with New Futures housing facilities to provide hard copies of activity packets to sites at Alcove, Woodridge Park, Arbor Heights, and Windsor.

2. Summer Events

This summer events looked a little different. Staff programed a variety of virtual events that people could do on their own. Events included:

- a. Mystery Challenge Safari: The Case of the Elusive Unicorns. This COVID-19 safe scavenger hunt gave families the opportunity to spend a few hours wandering around Burien finding clues and solving riddles to locate the unicorns over a two-week window. We estimate that over 50 people participated in the event. The community had many positive things to say about the event, and we love the e-mail we received from 7-year-old Ira.

My name is Ira, I am 7 years old and I went on a Mystery Challenge Safari today. My mother is sending this email to you as she saw it in a poster.



We started at Phoenix tea house and ended at the Community Center with the Dottie Harper park. We had total 8 stops, and saw about 10 Unicorn posters. At the Community center window, we saw total 13 Unicorns - 4 in the poster, 3 as dolls, 6 galloping around the posters. We saw 15 unicorns in the Dottie Harper park, some pink and some white on trees and on the ground.

I am attaching some photos. I wore a skirt with Unicorns on it and a Unicorn hairband. Hope you put me in the draw for prizes. I had a lot of fun. Did you know that Unicorns like lilac and they have magic in their horns?

*Thanks for the hunt!
- Ira Raman.*

b. Great Burien Baking Challenge-Summer Edition

Once a month baking challenge that included summer berries and bread sculpture. We had over 50 people follow and participate in the event.

c. Awesome Kids Week

Partnership with Collins Chiropractic/Awesome Kids Day to provide educational posts on Facebook about fitness, nutrition, and mindfulness.

d. Bike Everywhere Month

In June where staff planned an action-packed month of programming for families to take part in from the seat of their bikes.

3. The Green House Garden

The Green House Garden continues to provide access to fresh foods and allow for overall food security. Community gardens increase physical activity and social engagement through garden cultivation and maintenance. We are so grateful for this and other community gardens in our city that make Burien a more beautiful and equitable place to live! During 2020, we were able to keep the garden program active keeping everyone safe and physically distant. We eliminated our in person annual garden meeting, implementing safety protocols and working independently rather than together in the space. Gardeners and staff tackled a large project of cutting back all the shared raspberry bushes that line 144th St. to help with visibility and a mold issue. Also, one of the gardeners took on the project of overhauling the compost area. For many of our gardeners COVID-19 brought them less work and more time. The Green House Community Garden program gave an outdoor recreation outlet, and the food grown assisted gardeners in feeding their families.

4. Adopt-a-Park

The City of Burien's Adopt-a-Park program, in partnership with the Seattle Aquarium, has successfully completed the low tide Beach Naturalist season at Seahurst Park. The Seattle Aquarium's Beach Naturalist program is grassroots, volunteer-driven public education program designed to engage Puget Sound residents by fostering positive attitudes about marine wildlife and their habitats.



Escalating population growth in Seattle/King County has intensified recreational use of local beaches. Heavy use has led to habitat degradation and declines in number and diversity of Puget Sound's intertidal/nearshore species, including orca, herring, salmon, and rockfish populations (documented by Washington State Department of Fish and Wildlife).

In response, on low-tide days each summer, Aquarium-trained volunteer Beach Naturalists go to 12 local beaches where they meet beach goers and offer lively, informative, hands-on education about the nearshore habitat and the creatures that live there; the challenges facing that habitat; and practical changes individuals can make in their beach exploration behavior to enjoy the environment while protecting this fragile habitat.

Over the last 20 years, Beach Naturalists have had more than 733,016 conversations on local beaches. The program directly involves Puget Sound volunteers in protecting the nearshore habitat by educating them and encouraging them to be long-term advocates for that habitat in their communities as they educate beach visitors about the positive behavior changes and good stewardship practices individuals can undertake to contribute to a healthier environment.

COVID-19 and the Governors Stay Home, Stay Healthy order cut what was supposed to be seven sets of low tide dates in half. Safety protocol was able to be implemented and Beach Naturalist were able to return to the park during phase 2. Some of this included masks, social distance pins, and eliminating the use of tools and shared educational material.

One of the volunteers shared how different this season on the beach has been from others. She enjoys the quieter beaches, which allow for more socially distant intimate conversation and education opportunities, rather than spending most of the visit reminding beach goers to be respectful of tide pools and rocks.

5. Arts and Culture Grant Cycle for 2021

For the 2021 Burien Arts and Culture Grant process, the city received applications totaling \$35,000, with \$20,000 to allocate. Applications are from nine arts organizations, two heritage organizations, and one artist. The Arts Commission panel will be meeting to make recommendations in mid-September. Recommendations will go to the full commission on September 22nd.

6. What's Next for Fall

a. Arts-A-Glow

Arts-A-Glow changes name to [Arts-A-Glowing](#). Alaska Airlines is providing a \$1,000 sponsorship to the City of Burien Arts-A-Glowing event, the month long COVID-19 safe version of Arts-A-Glow that will include virtual programming, an art installation in Dottie Harper Park, a porch decorating competition, and some drive by projection mapping art installations provided by Lusio at the location of the Drive In Movie Wall at SW 153rd between 6th SW & Ambaum. This will all happen over the month of September. The \$1,000 funding will go to help pay the artists doing installation work for the month-long event.

b. Annex Memory Project

This virtual program is in partnership with the Highline Heritage Museum (HHM). The community is encouraged to submit stories, photos, and artifacts from their

experiences at Chelsea Elementary School, Highline and Burien Community Centers, and the Burien Annex. Submissions will be assessed in late fall to see what type of community project might be best. This is promoted via City website and social media, and through HHM website and social media.

c. Highline Heritage Museum Social Justice Programming

City staff from PaRCS and Communications met with Nancy Salguero McKay of HHM, who is working with UW Museology interns to launch a yearlong monthly series called "Our Voices: Social Justice in Times of COVID-19". HHM is seeking partners to help contribute programming and marketing of the series. The first part of the series will be primarily virtual to comply with COVID-19 restrictions. Some of the early programming ideas revolve around videos, virtual lectures, and art installations. The City is evaluating which staff and departments may be able to contribute to the programming. The themes are as follows:

- SEPTEMBER 2020 YOUR VOTE, YOUR VOICE! -*Voter Suppression*
- OCTOBER 2020 ESSENTIAL WORKERS - *The Unsung Heroes*
- NOVEMBER 2020 NATIVE AMERICAN - *The Spirit & Strength*
- DECEMBER 2020 IMMIGRATION - *What Shaped America?*
- JANUARY 2021 HUMAN TRAFFICKING - *In our Backyard*
- FEBRUARY 2021 BLACK LIVES MATTER - *The Change*
- MARCH 2021 STRONG WOMEN - *Our Rights, Our Bodies*
- APRIL 2021 CLIMATE CHANGE - *Climate Justice*
- MAY 2021 ASIAN AMERICAN - *Confronting Racism*
- JUNE 2021 GENDER & IDENTITY - *Fighting Stigma*
- JULY 2021 SOCIAL JUSTICE IN TEENS - *Our Beloved Community*
- AUGUST 2021 DOMESTIC VIOLENCE - *Breaking the Chains*

d. Great Burien Baking Challenge

The fall challenges will be run for one week each month and will have holiday and seasonal themes. Promoted via social media and website.

e. Día de los Muertos

This year, maybe more than others, it's important to carry on the Día de los Muertos tradition. Día de los Muertos, or Day of the Dead, is a holiday that celebrates the lives of loved ones that have passed during the year. Staff is working with volunteers from the local Latino community to transform a one-night evening celebration, to a month-long event where you can participate from your home or out in the city. Some elements will include at-home altar building, zoom performances, storytelling, art installations, and more.

f. Virtual Programs

A variety of virtual programs will be offered in fall. Everything from sports, dance, art ceramics, fitness, dog obedience, health & wellness, special interest classes, afterschool programs, and technology programs. Most programs will be offered through the Zoom platform for a fee and a few through the Burien TV Channel 21 for free. For information on all the great programs this fall, please go to:

<https://www.burienwa.gov/cms/one.aspx?portalId=11046019&pageId=14951465>

g. Volunteer Opportunities for Fall

There are two new volunteer programs being launched this fall, Burien Call Chain and Burien Toyota & Chevrolet Dog Park volunteer program at Lake View Park. The Burien Call Chain program is an opportunity for people to help reach out to community members in need of conversation and compassion. As many of our neighbors are isolated during the COVID-19 Pandemic, Call Chain volunteers can lessen the feelings of isolation through weekly conversation, as well as provide support and information when services may be needed. For more information, please go to:

https://www.burienwa.gov/residents/public_safety/emergency_management/COVID_19/i_want_to_help.

The Burien Toyota & Chevrolet Dog Park and Lake View Park program is opportunity for people to help support the beautification of the park by picking up litter and keeping an eye on the park. For more information, please contact parksinfo@burienwa.gov.

7. King County Grant for Seniors and Youth Recreation (see attachment)

The City of Burien recently received two grants from King County Councilperson Dave Uptegrove. These grants were for \$5,000 each and will be used in the Senior Program to enhance accessibility to programs for older adults and in the Youth program to enhance programming during this COVID-19 pandemic.

8. Washington State Seniors Association

Kristy Dunn is representing WSSA and working with the Governor's Office on developing guidelines on when Senior Centers can open.

9. Letter to Governor (see attachment)

The City Manager and PaRCS Director worked with Washington Recreation and Parks Association to draft and sign a letter urging Governor Inslee to grant temporary authority and emergency funding to help agencies/organizations assist with childcare needs in this time of crisis. A broad collation of agencies and organizations signed onto the letter with the following requests:

a. Temporary Authority

Extend the ability for public agencies and current for-profit and non-profit childcare providers with demonstrated experience (e.g., Museums, YMCAs, Boys & Girls Clubs, etc.) to serve families as state-authorized school-age childcare providers following the emergency day camp guidelines issued by Governor Inslee.

b. Working Connections Child Care Subsidies

Allow families qualifying for Working Connections Child Care to participate in these programs and venues and provide authorization for the school-age care providers to receive those subsidies.

c. COVID-19 Emergency Funding

Grant the ability for relief funds (such as CARES Act dollars) to be granted to public entities to ensure affordable childcare is available for all Washington families and extend critical summer meal programs into the school year to assist in feeding our neediest youth.

10. Park Project Updates

a. Annex Demolition

Completed Activities

- Relocation of the perimeter fence line to allow skate park access
- Abatement in the South Building and North Building

Pending Activities

- Continued abatement in the North and South Buildings
- Underground Storage Tank Removal
- Utility Disconnects
- Demolition
- Site Restoration

b. Lake Burien Park Playground and Pathway

- Contracted with Berger Partnership
- Civil engineering and survey work is underway
- Preliminary design of the playground is underway
- Community outreach forthcoming for fall
- Staff will be rolling out a private donation pilot program for this project to raise money to both enhance the current playground project and potentially to add small components to per the conceptual plan, such as park benches or repairs to the memorial.

c. Moshier Park Field 1 Improvements

- Archeological Study approved by Washington State Recreation Conservation Office (RCO)
- Final grant contract underway
- Final design will begin this fall

d. Burien Community Center Improvements (Restroom & HVAC)

- Design proceeding for ADA Restroom addition for single use unisex restroom, modifications to Women's restroom, and modifications to Men's restroom (alternate)
- Construction bid process forthcoming
- Design proceeding for HVAC modifications to the north facility zone, Mitsubishi unit (same as south zone)
- Design proposal requested for COVID mitigation to HVAC system for north and south facility zones

11. Park Maintenance Project Updates

The grass has stopped growing and the parks crews have been able to focus on special projects over the past month. Projects include:

- a. Playground inspections and repairs in anticipation of reopening playgrounds upon the installation of replacement parts;

- b. Removal of some playground features that were out of compliance or out of order including an old slide at Dottie Harper Park and a swing set structure at Hilltop Park;
- c. Weeding, pruning trees, and cutting back vegetation at many parks across the system;
- d. Supporting public works with clearing the vegetation on the Seahurst access road and clearing the ditch on that road;
- e. Repairing the parking area at Southern Heights Park;
- f. Preparing the Annex for demolition;
- g. Repairing the gutter on the roof of the Moshier Art Center.

12. Cityworks for Parks

It has been almost two years since we brought our parks maintenance work in-house. This summer, PaRCS staff worked with IS to develop a pilot work order system for PaRCS to streamline, organize and report on work needed and completed by the Parks and Facilities Maintenance Team. Staff should begin using the product in the next month or so.

13. Seahurst Acquisition

The City recently learned of a parcel of property, [547020-0925](#), within the boundaries of Seahurst Park that was for auction by King County. This parcel is on the steep sloped, forested portion of the property and is not developed.

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 hired a consultant to conduct a Phase I Environmental Site Assessment and is ordering a title report as part of the initial due diligence on the property. Assuming there are no issues, staff will return to the Parks and Recreation Advisory Board to seek a recommendation to City Council that the City acquire the property.

14. Letter to King County Council Committee in Support of Parks Grants ([see attachment](#))

On September 9, 2020, PaRCS Director Hope sent a letter to the King County Council in support of Proposed Ordinance No. 2020-0069 and providing information about how the City of Burien is benefiting from the King County Parks Levy and will benefit from grant programs described in the levy ordinance.

15. Seahurst Monitoring

EarthCorps completed the final required upland habitat monitoring for the Seahurst seawall mitigation project in August and it was submitted to the Army Corps of Engineers. PaRCS Director Hope met with EarthCorps staff in September to tour the mitigation sites and evaluate maintenance and future mitigation projects.

Bill Brosseau and Whiney Bowman of EarthCorps have been involved in the Seahurst mitigation for more than 10 years and are currently conducting mitigation and restoration activities using King Conservation District (KCD) funding dedicated to the City of Burien.



The final required monitoring for Seahurst is an eelgrass survey that was postponed to June 2021 due to COVID-19 schedule interruptions. The work will be completed by Anchor Environmental, who completed the previous four surveys and will utilize funding from KCD as well.

V. Public Works Update

1. Declaration: We Are Still In

The City of Burien has signed 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. On the platform, Burien described their existing and new commitments to fighting climate change. These commitments include:

- a. Work with energy utilities to increase renewable energy provided to residents and businesses;
- b. Increase rates of walking, cycling, and public transit through means accessible to all residents;
- c. Give all residents in the community, especially those underrepresented or of marginalized groups, a voice in setting policy and action plans;
- d. Increase energy efficiency of local government operations, such as buildings, street lighting, and water or wastewater plants;
- e. Set a goal for emissions reduction equal to or greater than the U.S. goal under the Paris Climate Agreement (26-28% by 2025).

2. Letter of Support for King County Metro Grant Application ([see attachment](#))

At the August 17, 2020 Council Meeting, Council provided direction to the City Manager to sign a [letter of support](#) (dated August 18, 2020) for King County’s grant application to provide bus service improvements in Burien. Subsequent to that meeting, King County decided to submit a second application for that same grant to improve two additional bus routes that serve Burien – Routes 131 and 132. Because this request was for the same grant and for additional improvements to Burien’s bus service, the City Manager signed a letter of support for the second application as well, and that letter is attached.

II. COUNCIL REVIEW / ACTION REQUESTED

A. Council Direction Regarding Guidelines Discussion

Council provided direction to hold a Special Meeting on Council guidelines on Saturday, September 26, 2020 from 9:00 a.m. - 12:00 p.m. A Study Session is also planned for Monday, September 28th (please see planning calendar located in the packet) with limited agenda items planned for discussion.

Is there interest by Council to cancel the September 26th Special Meeting and use the Study Session on September 28th at 6:00 p.m. to discuss the Council Guidelines and other agenda items?

B. WASPC Letter on Proposed Police Reforms ([see attachment](#))

The Washington Association of Sheriffs and Police Chiefs sent the following letter to Governor Inslee and members of the Washington State Legislature outlining recommended police reforms. These reforms, as well as others, are currently being considered by the Governor and legislators as work is completed for the upcoming legislative session.

AWC is actively engaged in many of the law enforcement reform discussions taking place amongst legislators and stakeholders and would like to include some level of reforms on their legislative agenda. Our State Lobbyist, Lyset Cadena, would like to know Burien's position on these reforms as AWC develops their legislative agenda.

Is Council supportive of these reform areas presented by WASPC?

C. Climate Action Presentation for Future Agenda Item

In light of recent events, it has been requested by two Councilmembers that Council receive a presentation from King County-Cities Climate Collaboration (K4C) regarding the 2020 Strategic Climate Action Plan so as to continue to progress Burien's work regarding Climate Action.

Is there Council interest in adding a presentation from K4C to a future agenda?

D. Compostable Ordinance Status

In January of 2020 the City Council passed a compostable service ware ordinance effective January 1, 2021, that would ban the use of all single-use plastic service ware and containers in businesses and require these materials to be compostable. The most significant changes will be required of restaurants.

Due to COVID-19, businesses have been focused on trying to keep their businesses solvent, and may not have had the planning time, or budget to effectively plan and implement a transition strategy to compostable products. In addition, COVID-19 has made outreach and education from green suppliers and other consultants to businesses difficult due to in-person visit restrictions, and temporary closures of many restaurants.

Is there Council interest in discussing the possible postponement of the ordinance effective date?

E. BEDP Study of Minimum Wage

At the September 11, 2020 Business and Economic Development Partnership meeting, the BEDP membership discussed the work plan for the remainder of the year and voted to request that the

City Council postpone the minimum wage discussion from the 2020 work plan and revisit in a future workplan.

Current economic conditions make study of existing minimum wage data and future effects of changes to the minimum wage for workers and business operations difficult to gage with limited or inconsistent quantitative data and businesses who are under significant duress that may not be able to provide qualitative data that fully informs the conversation.

Is there Council interest in discussing the possible postponement of the minimum wage discussion from the 2020 BEDP work plan?

III. COUNCIL UPDATES / REPORTS

A. August 2020 Federal Legislative Update ([see attachment](#))

Attached is the August 2020 Federal Legislative Update. Congress has spent much of August on recess. As reported in the news, there were negotiations between Congress and Administration on the next coronavirus package in early August, but those discussions did not result in a federal package. The House returned to the Capitol on August 22 to pass an emergency U.S. Postal Service funding bill, but the Senate has not taken up the legislation.

The August 2020 Federal Legislative Update provides a summarized report on the following topics:

1. Coronavirus Package
2. Airport Emissions/Climate
3. U.S. Postal Service Bill Passes House
4. Immigration
5. House Bills in the Senate
6. Federal Government Funding

B. Draft 2021 Burien Federal Legislative Agenda/Priorities ([see attachment](#))

Federal Lobbyist Mike Doubleday drafted priorities reflecting the issues discussed in Zoom meetings on August 24th and August 31st with Councilmembers and City staff. The blue-font indicates new language and the red-lined font indicates recommended language for deletion. Additionally, this item will go through the two-touch process for Council and will be on the October 5, 2020 Agenda for introduction and discussion, and the October 19, 2020 Agenda for discussion and potential action.

IV. [PUBLIC NOTICES](#)

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

A. Notice of Application: PLA 20-1281 and PLA 20-1282; Abbas Faezi

Short Plat South – Short plat two multi-family lots into four multi-family lots for the development of townhomes.

B. Notice of Application: PLA 20-1438; Rene Architecture

The City of Burien, Community Development Department has received a Type 1 Land Use application for a Critical Area Review to construct a new single-family residence located on a lot containing landslide hazard area.

C. Notice of Amendment Requests to the Comprehensive Plan

The City of Burien is initiating its annual Comprehensive Plan amendment process for 2021. The City is accepting new individual requests to be considered during the 2021 Comprehensive Plan docketing process. The final Comprehensive Plan Docket will be determined by the City Council in January following a recommendation by the Planning Commission.

D. Notice of Special Meeting of the Burien City Council on September 10, 2020

Pursuant to RCW 42.30.080, notice is hereby given to all interested parties that the Burien City Council will hold a Special Meeting via Zoom Webinar on Thursday, on September 10, 2020, beginning at 6:00 p.m. for the following purposes:

1. To Hold an Executive Session to Discuss Pending Litigation per RCW 42.30.110(1)(i)
2. To Discuss Budget Adjustment #2 for the Annex Demolition Project
3. To Hold a Budget Study Session

E. Notice of Cancellation: Planning Commission Meeting September 9, 2020

The City of Burien Planning Commission regular meeting scheduled for Wednesday, September 9, 2020 has been canceled. Instead, the Planning Commission will receive training in parliamentary procedures. Some members of the Parks Board, Arts Commission, and Human Services Commission will also attend the training.

F. Notice of Application: PLA 20-1520; Adam E. Paul, PE

Short Plat one (1) residential lot into two (2) residential lots.

G. Notice of Special Meeting of the Burien City Council on September 14, 2020

Pursuant to RCW 42.30.080, notice is hereby given to all interested parties that the Burien City Council will hold a Special Meeting on Monday, September 14, 2020, from 6:30 – 8:30 p.m. for the following purpose: To Hold a Community Conversation on Public Safety.

H. Notice of Public Hearing: Proposed Use of 2021 Community Block Grant (CDBG) Funds

The Burien City Council will hold a public hearing on Monday, October 5, 2020 at 7:00 p.m. via Zoom Webinar for the purpose of receiving public comments on the proposed allocation of 2021 Community Development Block Grant (CDBG) funds.