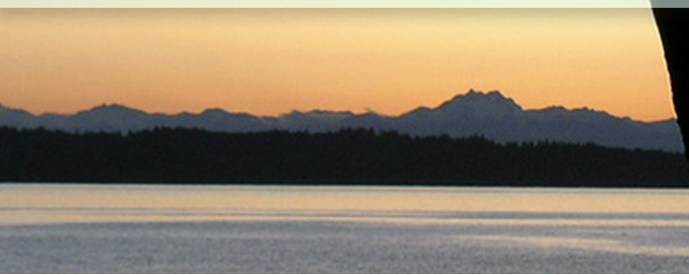




Welcome to the City of Burien, Washington

City Manager Position Available - Apply by February 22, 2017



Burien is ideally located directly west of Seattle-Tacoma International Airport (SeaTac). Only 12 minutes to downtown Seattle and 30 minutes to Tacoma, it is a waterfront community on the Puget Sound. With six miles of shoreline and expansive mountain views, residents take pride in their neighborhoods, actively work to preserve the marine biodiversity of the area, and to protect their public spaces. Housing ranges from starter homes to high-end homes, condominiums and apartments of all sizes, including senior living. It is an energetic community that is reinventing itself.

Burien was first settled in the 1880s. 100 years later residents became concerned that King County made the decisions for the area and they felt they lacked a voice. The City incorporated in 1993 with a population of approximately 27,000. One of its early



Figure 1: Burien is highlighted in pink

goals was to create a “thriving city center and downtown.” In 1998, Burien annexed the Manhattan and Woodside Park areas adding 2,500 residents. In 2010, another almost 14,300 joined the City with the annexation of the area adjacent to Burien’s northern boundary (known as the southern portion of North Highline).

In 2005, the plans for the new downtown began to become a reality. Its major arterial, 152nd Street, received a makeover with widened sidewalks, benches, landscaping and old-fashioned lampposts. In 2009, Burien Town Square opened its first building, a joint King County Regional Library and Burien City Hall. At the same time, Town Square Park was completed at the center of the development. It reshaped the downtown area into a central gathering point. Mixed use, multi-story buildings (first floor retail and residential condominiums above) were completed.

Currently, construction is underway of the final two phases of the Town Square development: a four-story Merrill Gardens senior housing complex and a six-story market-rate apartment complex. Burien’s transit hub offers with Rapid Ride bus line. Light rail is nearby and easily accessible.

The area now offers boutique retail, diverse restaurants and commercial office space. The City has a thriving arts community with orchestra, live theater, dance groups, art galleries, a pottery studio, and its 800-seat Highline Performing Arts Center. Festivals occur year-round. From May to October, 40 to 50 vendors participate in a weekly farmers’ market. The City boasts one of the oldest and best-attended July 4th parades in the region.



Covering approximately 13 square miles, Burien is a nature lovers’ paradise. Seahurst Park is a 178-acre park on Puget Sound. Its 3,500-foot long beach is joined by a forest, springs, and copious wildlife. The park is a serene, scenic destination and a beautiful place to spend the day, whether you are hiking the upland trails or taking a walk along the water’s edge. Immediately to the north is Salmon Creek Park with 88 acres of riparian vegetation and primitive trails.

If local recreational opportunities are not enough, Mount Rainer is 60 miles to the southeast. The Pacific Ocean is 80 miles to the west and in between is the Olympic National Park. The latter covers over 1,400 square miles and contains ecosystems varying from the dramatic peaks of the Olympic Mountains to old-growth forests.

Table 1: Burien Demographics

2015 Estimated Population: 50,467			
Distribution by Race		Distribution by Age	
Caucasian	66%	0 to 15	21%
African American	7%	15 to 25	12%
Asian	10%	25 to 45	27%
Native American	2%	45 to 65	27%
Other	15%	65 to 85	11%
Total	100%	Over 85	2%

Other Statistics		Median Age	
Hispanic (all races)	24%	Burien	37
Poverty Rate	18%	U.S.	37

Educational Achievement (over age 25)	
High School or Higher	83%
Bachelor’s Degree or Higher	24%

Source: U.S. Census

Burien’s population is diverse and is rapidly becoming younger. Residents are friendly, accepting and welcoming. Neighborhoods are valued and for the most part, very quiet. The City still has a small town feel and is a community that cares deeply. Neighbors help their neighbors and residents are actively involved in the community through voluntarism, participation in community events, and more. These attributes and reasonable home prices make Burien attractive, particularly to young families. The Highline School District serves Burien and has been growing over the past decade. Its current leadership is progressive and graduation rates are improving. A bond issue was recently approved that will fund the renovation of one of the high schools. More than a dozen options for higher education are in the City or less than an hour’s commute away.

Burien offers a wide variety of housing. While waterfront properties can cost two to three million dollars, most of the housing is quite affordable, particularly in comparison to the rest of the Seattle area. The median home value is \$359,800.

While the Highline School District is the largest employer in the City, Burien’s health care community is one of the City’s economic strengths. Highline Medical Center is a general medical and surgical hospital. It is accredited by the Commission on Accreditation of Rehabilitation Facilities and is adding a new wing. NAVOS is a mental health care provider, and Schick Shadel is an alcohol and drug rehabilitation center. The vocational school is putting \$19 million into a new health services building. The City is also developing light industrial near SeaTac and has a number of small businesses. Burien’s principal employers are listed in Table II on page 4.

Travel enthusiasts will have easy access to the Seattle-Tacoma International Airport (SeaTac) – only five minutes away. The Port of Seattle offers cruises destinations nearby such as California, Canada and Alaska, or far away such as Australia.

Table 2: Principal Employers, Burien, Washington

Employer	Industry	Employees
Highline School District	Education	2,150
Highline Medical Center	Healthcare	900
Fred Meyer	Retail	248
Haggen OPCO North LLC	Retail	168
Burien Toyota, Inc.	Automotive	152

Source: City of Burien, WA 2015 CAFR

Burien has much to love – the scenery is fairytale, and the redevelopment make it a place that is rife with life and opportunity. Its next City Manager will have the opportunity to work with the elected officials to greatly enhance an already vibrant community.

GOVERNANCE

Burien operates under the Council-Manager form of government. The Council is composed of seven members who are elected at large to serve staggered, four-year terms. Four members will be up for re-election in November of this year. The Mayor is elected by the Council for a two-year term. The Council Members are unified in genuinely wanting what is best for the community but hold diverse opinions and political views. As a result, meetings can be spirited. They have one appointed official, the City Manager, and generally think highly of City staff.

The City Manager oversees the day-to-day operations and implements Council policy. Within the individual’s span of control are the following offices: Administrative Services, City Attorney, City Clerk, Community Development, Economic Development, Finance (including IT), Parks, Recreation and Cultural Services, and Public Works.

The City contracts with the King County Sheriff’s Office for police services. Fire services and EMS are provided by Fire District 2 and North Highline Fire District. Outside

public and private entities provide utilities and King County operates the library (located on the first two floors of the City Hall building).

The City adopted its first ever strategic plan (see page 7) in June of 2016 and uses it to guide the Biennial Budget (see Table III on page 5 for a

breakdown of expenditures). Police, Jail and Court at 53% comprise the largest portion of the budget.

The City has a total of 87.54 Full Time Equivalent employees. None of the employees are unionized.

THE CHALLENGES & OPPORTUNITIES

In spite of its proximity to Seattle and reasonable home prices, amenities and scenic beauty, Burien is yet to be discovered. Raising its visibility and improving its image would increase interest in its downtown and hasten further economic development. Raising Burien’s profile in the Seattle – Tacoma Metro area will be important.

Financially the City is currently well positioned but in 2018 it will lose a State granted annual tax credit of \$900,000. While that is a small part of the City’s budget (about 3%), the City is already very lean. Making up for the loss of that funding will be a challenge.

A noticeable issue is the City’s homeless population. They are not large in number but tend to congregate (and sleep) around and in the library/city hall building. The City needs to find ways to help this population.

Neighboring Seattle-Tacoma International Airport has become an issue. Due to a recent change in flight patterns and the resulting impact, a Quiet Skies Coalition has

Table 3: Burien Biennial Budget, 2017-2018

	Operating	Capital	Transfers Out	Ending Fund Balance	Total
General Fund	\$52,990,665	\$1,159,058	\$712,055	\$11,959,647	\$66,821,425
Street	3,823,400		2,165,000	175,305	6,163,705
Surface Water Management	4,933,085	3,140,000	3,280,000	663,895	12,016,980
Public Works Reserve			3,200,000	92,200	3,292,200
Equipment Reserve	600,00			773,480	1,373,480
Art in Public Places	30,000			5,425	35,425
Capital Projects Reserve			1,380,000	633,595	2,013,595
Transportation		9,543,000	1,395,000	982,685	11,920,685
Debt Service	5,235,635			20,585	5,256,220
Local Improvement District Revenue				165,000	165,000

Source: Burien 2017-2018, Budget Summary, Page 1-4

been formed. The City has formed an Airport Committee made up of business owners, residents, City staff, and Council members to find ways to work with the airport on decreasing noise and encouraging economic development in the area.

While the City's overall crime rate is only about 60% of the rate in Seattle, public safety was identified as a perceived issue among residents surveyed in 2016. The City has hired two additional police officers and seeks other approaches to increasing public safety.

Finally, the new City Manager will need to work with the staff and City Council to build a cohesive team. Providing the in depth staff work needed to make good decisions will be important.

THE IDEAL CANDIDATE

The City Council is seeking an outstanding leader, strong manager and excellent team builder to partner with to take the City to the next level. It values experience as a City Manager and wants someone who already has a library of

solutions. The individual will be intelligent, upbeat, friendly, outgoing, organized, positive and progressive—someone with a can-do attitude, who is visionary yet practical. The Manager will be resolute yet flexible, consistent, cheerfully persistent, high energy, and a leader—not a bureaucrat. The manager will be decisive as some difficult decisions will need to be made. The best candidate will be someone who can make the Council Members feel comfortable that their views are being heard and who will help bring them to consensus. He/she will tell people what they need to hear—not what they want to hear – and work with all seven elected officials. The manager will present the Council with complete, unbiased, information and with thorough analysis.

The ideal candidate will be open, transparent, approachable, and customer service oriented. The individual will spend time in the community, always listening and always looking for ways to make the government more responsive. He/she will be respectful of others, mentor, and encourage an environment where creativity will flourish. The next manager will delegate making assignments, and expect results. He/she will take responsibility for errors made

on his/her watch and protect staff while holding them accountable. A sense of humor and fun will be important in being successful.

In terms of specific skills, the individual will have a demonstrated track record of achievement in management, finance, intergovernmental relations, economic development/redevelopment. It will be important for the individual to know how to attract companies and jobs. Experience working in a diverse community is important as well as experience collaborating with regional leaders and organizations to promote Burien's assets. The position requires a bachelor's degree in business administration, public administration, public policy or related field and at least five years of experience as a City Manager or in a comparable position. A master's degree is preferred.

The selected candidate will be expected to make a commitment to Burien. This position should not be viewed as a stepping stone but as a gem in its own right. The City strongly desires to a manager who will be successful and stay a long time.

COMPENSATION

The salary will fall between \$157,000 to \$190,000 and depend on qualifications and experience. The elected officials value experience and are willing to pay for it. Benefits are excellent. The City Manager will be part of the Washington Public Employees Retirement System as well as an ICMA-RC 401 (a) plan where the employee contributes 6.2% and the City 5.85%.

THE POSITION AND RESIDENCY

The most recent City Manager was a first-time city manager and stayed approximately 30 months. We do not anticipate any internal candidates. Under Washington law, the City Manager must reside within the city limits unless

the requirement is waived by the City Council. Overall, the Council prefers its manager live in Burien.

THE PROCESS

E-mail your resume to Recruit32@cb-asso.com by February 22nd. Faxed and mailed resumes will not be considered. Questions should be directed to Colin Baenziger at (561) 707-3537 or Lynelle Klein at (425) 658-7025. Applications will be screened between February 23rd and March 26th. Finalists will be selected on March 27th. A reception will be held on April 7th and interviews will be held on April 8th. A selection will be made shortly thereafter.

Applications will be kept confidential until the finalists are approved by the City Council. At that point, it is anticipated that the names will be released to the public. Further, the Council anticipates hosting a reception for the finalists where they will be introduced to the public.

OTHER IMPORTANT INFORMATION

The City of Burien is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. The City's website is: <http://www.burienwa.gov/>

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING

BURIEN STRATEGIC PLAN 2017-2020

COMMUNITY VISION

A vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment.

FOCUS

Through 2020, the City of Burien will prioritize delivering core services and ensuring the community's key infrastructure needs are met. This Strategic Plan identifies how City Council and staff will advance these shared commitments during the 2017/18 and 2019/20 biennia. It describes areas of emphasis that will be prioritized based on expressed community desires. Much of the City's work will continue as it always does, with this Plan focusing on particular areas of emphasis for this time period.

GOALS AND INITIATIVES

SAFE COMMUNITY

1. Enhance public safety through effective policing and an increasing focus on prevention and community engagement.
2. Steward the City's basic infrastructure, making sure it is safe and maintained to standard.

DYNAMIC COMMUNITY

3. Promote a thriving local business community and a positive community spirit.
4. Optimize customer service and support private investment in Burien.

HEALTHY COMMUNITY

1. Enhance Parks and Recreation facilities and programs.
2. Provide quality, holistic services for vulnerable populations and at-risk community members.
3. Protect and improve the quality of Burien's natural environment.
4. Celebrate arts and culture

STRONG CITY ORGANIZATION

1. Continue to strengthen the City team.
2. Upgrade critical information technology systems and address key facility needs.

For additional detail, visit: www.burienwa.gov/strategicplan