



Agenda Bill

City Council Regular Meeting - 20 Nov 2023

Department

City Manager

Staff Contact

Adolfo Bailon, City Manager

Agenda Placement

Business Agenda

Agenda Bill Title

Code of Conduct and Services, and Location for Potential Pallet Village

Summary

Important Note: The offer extended by the Office of the King County Executive will expire on November 27, 2023.

SUMMARY OF EVENTS SINCE MAY 30, 2023

On May 30, 2023, the Burien City Council held a special meeting to discuss a letter sent by the Office of the King County Executive. During the meeting, Council Member Hugo Garcia informed the Council Body of an offer proposed verbally to him by the Office of the King County Executive. The offer included access to \$1 million and ownership of 35 pallet shelters. Several motions were made during the meeting, including the motion below as recorded in the meeting minutes:

A motion was made by Councilmember Hugo Garcia, seconded by Councilmember Cydney Moore, to direct the City Manager to start a 30-day notice of intent to end the lease agreement for the city lot currently leased on 150th St and to direct staff to work with the current leasee (Toyota dealership) to help find alternative options, including the parking garage and lot south of it which is [owned by] King County Metro. Amendment failed 3-4-0. Opposed: Mayor Sofia Aragon, Deputy Mayor Kevin Schilling, Councilmember Jimmy Matta, and Councilmember Stephanie Mora.

On June 7, 2023, the City of Burien received an official offer, in writing, from the Office of the King County Executive. The offer included access to \$1 million, through the King County Regional Homelessness Authority only, and 35 pallet shelters. The details of the offer are as follows:

Once the city identifies land for a sanctioned encampment, King County has offered to:

- 1. Allocate \$1 million to the King County Regional Homelessness Authority (KCRHA) for the purpose of providing support to Burien residents who are experiencing homelessness. KCRHA has already been in discussions with Burien officials about the needs and*

opportunities, so we are confident your two entities can work out details regarding service provisions and other issues.

2. *Transfer ownership of up to 35 Pallet Shelters valued at ~\$350,000 (more details in Appendix 1.). Originally, we had offered 20 shelters, but we have since identified 15 additional shelters for potential use.*
3. *To the degree that city land provided for the encampment site is currently being used for parking, King County can accommodate up to 100 parking spaces at our Metro Transit Park and Ride or garage.*

Council has deliberated the offer presented by King County on multiple occasions since May 30, 2023, and directed staff to investigate locations within and outside the City of Burien. Listed below are the locations most recently discussed by Council and updates on the status of potential use:

1. Vacant lot in Boulevard Park.
 - a. Owners remain committed to working with the City of Burien and KCRHA.
2. Vacant lot owned by Seattle City Light.
 - a. On 10-17-2023, City of Seattle was sent notice of the Burien City Council's discussion during its meeting on 10-16-2023.
 - b. City of Seattle did not confirm the availability of the lot.
 - c. On 11-15-2023, City of Seattle issued the following instruction: Any interest/inquiry in lot to be submitted for consideration to the City of Seattle's Human Services Department by KCRHA only.
3. Lot owned by City of Burien under continuation of lease agreement.
 - a. City performed a review of tax revenue paid by the lessee.
 - b. City is unable to disclose specific information related to tax paid by a business due to rules established by WA Department of Revenue (Confidentiality and Non-Disclosure Agreement).
 - c. City can confirm the following:
 - i. Lease termination will lead to a reduction in revenue of \$24,000 per year.
 - ii. Lease termination may cause the city to lose tens of thousands of dollars in annual sales and B&O tax.

POTENTIAL SOURCES FOR FUNDING

The City of Burien received funds through ARPA. Council has allocated funds for specific purposes within specific departments. Listed below are potential sources of funding to offset expenditures beyond the \$1 million offered by King County for establishing emergency temporary housing. Please note that the potential funding sources listed below have undergone extensive review by city personnel and committees and are in varying phases of potential allocation.

From Economic Development's 2023 Budget:

- Approximately \$115,000 from storefront business repair grants
 - BEDP has recommended reallocating any remaining amount from 2023 to 2024 for the following purposes:
 - 50% for Storefront Repair Grants
 - 50% Crime Prevention Through Environmental Design lighting improvements

From Economic Development’s 2024 Budget:

- \$250k for childcare business development,
- \$250k for workforce development, and
- \$500k for disadvantaged business lending programs.

From Human Services’ 2024 Budget:

- \$390,000 Neighborhood Care Coordinator,
 - Changes to this allocation may not be possible as it will require coordination with the federal government.
- \$500,000 for Gang and Youth Violence Prevention/Intervention,
- \$400,000 for Homelessness Prevention/Intervention,
- \$500,000 for Food Access,
- \$500,000 for Mental Health and Counseling,
- \$600,000 for Housing Stability, and
- \$400,000 for Neighborhood Cleanliness Projects.

Suggested Motion

- **If no action is preferred, no motion is necessary.**
- **If action is preferred, then please consider the following:**

I motion to establish emergency temporary housing at (insert location), and direct the City Manager to inform the King County Regional Homelessness Authority of the services to be provided at the location. Any funds needed to establish and operate an emergency temporary housing facility, in excess of the \$1 million provided by King County, will come from (insert funding source) and be in the amount of (insert maximum amount or range).

Fiscal Impact

Fiscal impact is unknown. Impact to city will depend on Council's decision to allocate funds in excess of the \$1 million offered by King County.




Attachments

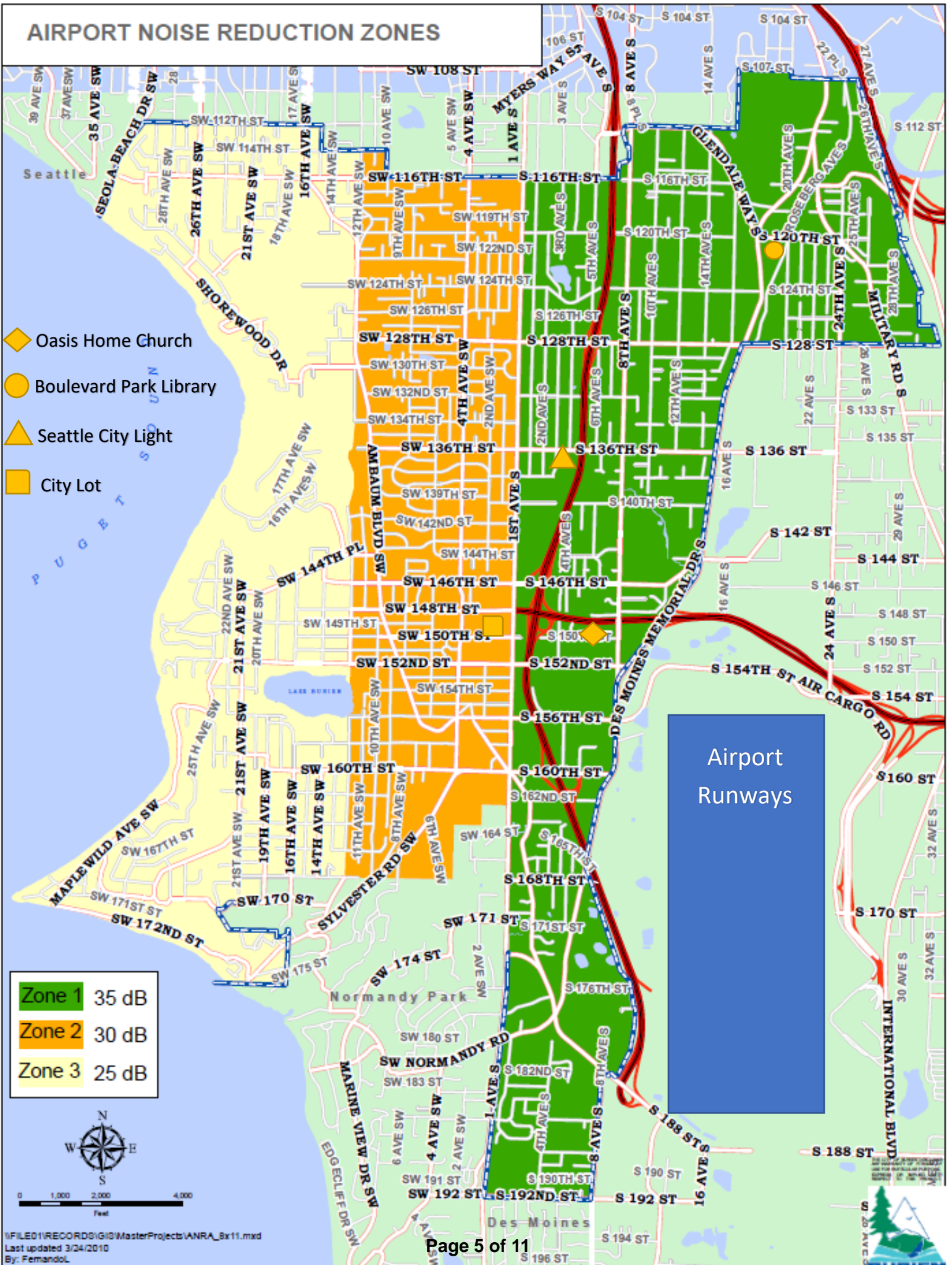
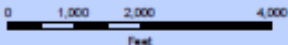
- [Site Comparisons](#)
 - [Noise Reduction Areas with Locations](#)
 - [Burien THV Budget Estimates](#)
 - [King County Letter to Burien 10.27.23](#)
 - [BCSC Email to Community Service Providers 10.31.23](#)
 - [BCSC Code of Conduct](#)
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	Boulevard Park Lot (Roseburg Ave S & 20th Ave S.)	Seattle City Light Lot (S. 136th St. & 4th Ave S.)	City Lot (150th St. & 1st. Ave. S)
Proximity to Transportation	~ 400 Feet/2 minute walk Bus Lines: - 128 (North Admiral - Tukwila Southcenter) - 132 (Burien - Downtown Seattle)	~ 900 feet/5 min walk Bus Line: - 131 (Burien - Downtown Seattle)	~ 400 Feet/2 minute walk Bus Lines: Burien Transit Center
Proximity to Transform Burien	Approximate Bus Time: 20 Min - 132, F Line (F Line stops at Transform Burien)	Approximate Bus Time: 25 Min - 131, F Line (F Line stops at Transform Burien)	Approximate Bus Time: 10 Min - 161, F Line (161 and F Line stop at Transform Burien)
Proximity to Food Source	Dollar Tree, Shopping Center: ~ 4 min walk	Fred Meyer: ~ 15 min walk	Grocery Outlet, Safeway: ~ 5 min walk
Airport Noise Reduction Zone	35 dB	35 dB	30 dB
Lot Availability	Privately owned Available to City, KCRHA	Owned by Seattle City Light. Lot is not developed.	Currently under continuation of lease agreement. May be terminated with 30-day notice of termination. May 30, 2023: Motion to terminate agreement failed on 3-4 vote
Additional Information:	From King County Housing Authority: Walkability: overall walk score of 68 out of 100. (some errands can be done on foot) The overall score is based on the walkability of several types of amenities, including groceries (96), shopping & errands (61), schools (59), dining (60), and parks (62).	From City of Seattle: Any interest/inquiry from Burien to be submitted for consideration by KCRHA only to Seattle Human Services Dept.	Approximate annual loss to Burien: - Lease-specific: \$24,000 - Taxes: Tens of thousands of dollars - Potential loss of jobs

AIRPORT NOISE REDUCTION ZONES

-  Oasis Home Church
-  Boulevard Park Library
-  Seattle City Light
-  City Lot

	Zone 1	35 dB
	Zone 2	30 dB
	Zone 3	25 dB



DRAFT COST ESTIMATES FOR SETTING UP AND OPERATING 35 PALLET SHELTERS

These numbers represent approximate estimate ranges based on recent project proposals submitted under open procurement. The final budget and expense amounts of each project is to be determined by the final negotiation with successful applicants responding to an RFP.

Lease for Land	\$XXX
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Estimated Start-Up Expenses (one-time costs)

	Assembly Charge
Estimated Pallet Assembly	\$40,000

	Low Range	High Range
Estimated Site Preparation Costs	\$175,000	\$215,000

Includes costs such as hygiene trailers, utility connections, fencing, security measures, construction insurance, and permitting costs.

	Low Range	High Range
Total: Estimated Start-Up Costs	\$215,000	\$255,000

Estimated Staffing Expenses (12 months)

	Low Range	High Range
Estimated Staffing Expenses	\$600,000	\$800,000

Includes a range of positions such as Program Manager, Village Coordinators, Case Managers, Facilities/ Operations/ Custodial, and Administrative Support. Also includes fringe benefits.

Estimated Operating & Maintenance Costs (12 months)

	Low Range	High Range
Estimated Operating & Maintenance	\$85,000	\$114,000

Includes expenses such as first aid, operating and office supplies, cleaning supplies, staff training and retention, utilities fees, and liability insurance.

	Low Range	High Range
Estimated Grand Total (12 months)*	\$900,000	\$1,169,000

*Excluding land costs

DRAFT

October 27, 2023

Mayor Aragon and City Manager Bailon
Burien City Council
400 SW 152nd St., Suite 300
Burien, WA 98166

Dear Honorable Mayor Sofia Aragon and City Manager Adolfo Bailon:

I write to provide an update to our offer of partnership related to shelter and pallets. As you know, we have been in conversation with the City for several months and confirmed our offer in writing on June 7, 2023. The offer would allocate \$1 million to the KCRHA to support Burien residents who are experiencing homelessness within the City of Burien as well as transfer of ownership of up to 35 Pallet Shelters once a location for a sanctioned encampment is identified within the City.

We appreciate the City's work to find a suitable location. However, given that the source of funding is American Rescue Plan Act (ARPA) funds that will expire and that it has been well over four months since the offer was provided in writing, I am writing to inform you that if the City of Burien has not identified a suitable location by November 27, 2023, we will choose to allocate this money to support homelessness response through a different process and withdraw the current offer. The new process will still allow Burien to potentially receive the funding, but is not a guarantee of funding, and we will share more details in the coming weeks.

To the degree that any city land provided for a sanctioned encampment site is currently being used for parking, King County can accommodate up to 100 parking spaces at our Metro Transit Park and Ride or garage and that offer will remain on the table.

Please let me know if you have any questions.

Sincerely,

Shannon Braddock
Deputy King County Executive

Adolfo Bailon

Subject: RE: New Sanction Encampment Opening in Burien

From: Burien Community Support Coalition <buriencsc@gmail.com>

Sent: Tuesday, October 31, 2023 10:39 AM

To: aaron.burkhalter@wearepda.org; chloeg@etsreach.org; leanner@etsreach.org; devinm@etsreach.org; beckyg@etsreach.org; dawns@etsreach.org; Colleen Brandt-Schluter <ColleenB@burienwa.gov>; Theodore Boe (Burien PD) <Theodore.Boe@kingcounty.gov>

Subject: New Sanction Encampment Opening in Burien

CAUTION: This email originated from **outside** of the City of Burien. Do not click links or open attachments unless you recognize the sender and have verified the contents are safe.

To esteemed leaders and service providers in our community;

We are pleased to introduce ourselves to you as the Burien Community Support Coalition. We are a registered 501c3 composed of individuals with diverse backgrounds and experience in public health, human services, homeless outreach and advocacy, crisis response, and nonprofit management.

Many members of our organization are people you may already know and have worked with. We are proud to have pooled together our knowledge, experience and resources into a collaboration with service providers across the region - hence why we call ourselves a Coalition.

We are excited at the prospect of partnering with you, the individuals and organizations working on the ground to serve our vulnerable populations in Burien, to provide further support and offer a new resource to further our shared goals of improving the safety, security, and stability of those most in need in our community.

Currently, our primary focus is on opening and operating a sanctioned encampment. We have secured space at Oasis Home Church, and are already in the process of setting up basic essential infrastructure (fencing, porta-potties and hand washing station, etc.). We are on schedule to open the camp to residents on Monday, November 6th at 9am. The length of camp operation will be no greater than 90 days. In addition to having a secured space with sanitation provided, we will be working to source basic essentials like food, tents, blankets, etc. as we are able.

Our goal is to integrate our unhoused population into the camp with efficiency and expediency. We hope to work with you as partners in this, and would like to explore the option to accept direct referrals from your organizations. Given that you have contact with a significant number of our local unhoused population, and have a working knowledge of many who would be a good fit for our camp based on our requirements, we believe this would provide the best path forward for rapid outreach and placement of individuals into our camp. Our camp is currently limited to no more than 30 tents. Due to our occupancy limitations, we encourage consideration of vulnerability levels when reviewing applicants for placement in our camp so we may serve those most in need to the best of our ability.

Below is a list of some basic requirements, exclusions, and other relevant details for reference in deciding who would be appropriate candidates for our camp. Attached you will also find our Code of Conduct.

Requirements, exclusions, and addition details:

- Residents must abide by our Code of Conduct
- No registered sex offenders permitted
- No persons with active warrants permitted (this may be subject to change in the future, and we would welcome your feedback on this matter to inform discussions with the church on consideration of modifying this policy)
- No firearms permitted
- No drug use, alcohol use, or smoking/vaping marijuana on site or in surrounding neighborhood
- No space is provided for parking on site or the surrounding vicinity, and no safe parking or recreational vehicles will be permitted
- Pets are allowed if they can abide by the Pet Code of Conduct (no aggressive behavior)
- Couples are allowed and may reside in tents together
- We will seek to immediately connect minors and families with children who arrive at the camp with alternative placement options to the best of our ability
- Those seeking residency in our camp should be sourced from within Burien due to limited spacing and our agreement with our host church

Our Code of Conduct, policies, and operations guide is based on information sourced from successful shelters, tiny home villages, and encampments. We are pleased to say we have advisory members from a number of different organizations who have worked with us to determine best practices, including resources from King County Public Health providing guidance for operating a sanctioned encampment. We will maintain ongoing communication with our advisory team and community members to help us refine our policies as needed. While we are new to running an encampment, we believe we have the foundation for a successful operation, and we welcome and encourage any input or feedback you may have to help us improve.

We appreciate your consideration, and all the work you do for our community as a whole. We hope to support your efforts, as we all work to serve our vulnerable populations in Burien.

Please let us know if you have any questions. We will reach out for additional follow up soon, and are eager to hear from you.

Thank you.

Burien Community Support Coalition

Immediate contact:

Cydney Moore
President, BCSC
(206)-775-0741
Buriencsc@gmail.com

Code of Conduct

- Please be respectful of your neighbors, both inside and outside the camp.
- We request that residents avoid discussing camp business with individuals not affiliated with the camp and direct any press inquiries to board members.
- Residents are expected to actively participate in camp operations as they are able (garbage pick up, cleaning common areas, etc.)
- Quiet hours are from 9 PM to 9 AM.
- The following are expressly prohibited:
 - Violence (zero tolerance)
 - Weapons, including but not limited to:
 - Firearms (zero tolerance)
 - Knives over 3”
 - Hatchets/Axes
 - Clubs/Other blunt weapons
 - Theft (zero tolerance)
 - Threatening or harassing behavior
 - Verbal Abuse (towards other residents or staff)
 - Discrimination towards persons for any reason including but not limited to race, creed, color, sex, ancestry, sexual orientation, parental status, religion, age, national origin, marital status, gender identity or expression, use of a service animal, pregnancy, political affiliation or ideology, military or veteran status or disability
 - Open Flames (with exception of matches or lighter use in designated smoking area)
 - Illegal drug use, smoking/vaping marijuana, and alcohol use are not permitted inside the camp or within the neighborhood (the neighborhood is bordered by SR 509, SR 518, Des Moines Memorial Drive S, and S 152nd St.)
 - Dealing drugs in camp, on church property, or surrounding neighborhood
 - Loitering, littering, dumpster diving, or parking violations within the neighborhood (including on church property outside of designated camp area)
 - Trespassing on private property in the neighborhood (including on private roads)
 - Unapproved guests, with limited exceptions for approved case managers and outreach workers
 - Entering other resident's tents without their permission

- Vandalism (tampering or destruction of camp, church, neighborhood or other people's property)
 - Smoking in areas outside of designated smoking area
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- Maintain tent area (kept clean, no hoarding)
 - No hoarding of camp resources
 - Enter and exit through the main gate only
 - No entry without staff permission to storage/donation areas
 - Use designated bathroom facilities (no exceptions)
 - Residents must be clothed outside their tent
 - Electrical capacity is limited. With rare exceptions of staff approval, resident use of electricity is limited to charging stations.
 - All common areas must be kept clean, and all personal belongings must remain in tents, with the exception of bicycles, or limited exceptions if explicit permission is granted.
 - Please sanitize hands when involved in food preparation.
 - Don't meet with banned residents within the neighborhood