

Tax Information – RCW 42.56.230(4); RCW 82.32.330; RCW 42.56.070(1)  
Financial/Proprietary Information - RCW 42.56.230(5); RCW 9.35.005;  
42.56.270(1); RCW 19.108; RCW 42.56.070(1)

**From:** [Nick Anderson](#)  
**To:** [adolfo@burienwa.gov](mailto:adolfo@burienwa.gov)  
**Cc:** [Dean Anderson](#); [Alan Anderson](#)  
**Subject:** City Lot on 150th  
**Date:** Friday, October 20, 2023 2:26:47 PM

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[Redacted]

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[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]

[Redacted]

[Redacted]

Thanks,

Nick Anderson  
Controller  
Burien Toyota/Burien Chevrolet

(206)243-0700

The redacted information in this email is either unresponsive to the request or is personal information contained in a personnel file or as part of a performance evaluation which is exempt from disclosure under RCW 42.56.230(3). Portions of the attachment to this email were deemed responsive.

**From:** [Adolfo Bailon](#)  
**To:** [Cathy Schrock](#)  
**Subject:** Confidential - Employee Relations  
**Date:** Monday, October 16, 2023 4:18:31 PM  
**Attachments:** [EIH Letter.pdf](#)

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Adolfo Bailon  
City Manager

City of Burien  
(206) 248-5503 office  
(206) 376-7102 cell  
[AdolfoB@burienwa.gov](mailto:AdolfoB@burienwa.gov)  
**Burienwa.gov**

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**From:** [Adolfo Bailon](#)  
**To:** [Chris Craig](#); [Eric Christensen](#)  
**Subject:** FW: City Lot on 150th  
**Date:** Friday, October 20, 2023 3:51:52 PM

Redacted content is financial or proprietary information or information regarding the assessment or collection of a tax, which is exempt from disclosure under the above-entitled statutes.

FYI. I received a response from Burien Toyota regarding their and our potential loss to revenue should there be a change in use for the city's lot on 150<sup>th</sup>.

AB

**From:** Nick Anderson <nanderson@burientoyota.com>  
**Sent:** Friday, October 20, 2023 2:27 PM  
**To:** Adolfo Bailon <AdolfoB@burienwa.gov>  
**Cc:** Dean Anderson <danderson@burientoyota.com>; Alan Anderson <aanderson@burientoyota.com>  
**Subject:** City Lot on 150th

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Hi Adolfo,

[Redacted text block]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted text block]

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted text block]

[Redacted text block]

[Redacted]

Thanks,

Nick Anderson  
Controller  
Burien Toyota/Burien Chevrolet  
(206)243-0700

**From:** [Adolfo Bailon](#)  
**To:** [Sofia Aragon](#)  
**Subject:** FW: re: your request for 3 sample TH Villages  
**Date:** Tuesday, October 24, 2023 10:33:57 AM  
**Attachments:** [THV Operating Budget Comparison.pdf](#)  
**Importance:** High

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Hello Mayor,

I thought you may want to see the information included below in advance of our 1-on-1 meeting tomorrow.

I asked Colleen to locate information about costs for operating villages. LIHI is the first to provide financial information on three types of village models: High Acuity, Mid Acuity, and Low Acuity. Attached is a very dry spreadsheet that provides information in a line-item format. Below, in Colleen's email, is a more reader-friendly version that provides a definition for each of the three village models and associated service with cost.

We are expecting to receive more information soon from other service providers. Until then, this is what we have that comes directly from a service provider. Please note that the budget listed under Mid Acuity and Low Acuity is within the general ballpark of what was initially provided by KCRHA (all within a range of high \$800,000s to mid \$1.2 million).

AB

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**From:** Colleen Brandt-Schluter <ColleenB@burienwa.gov>  
**Sent:** Tuesday, October 24, 2023 9:56 AM  
**To:** Adolfo Bailon <AdolfoB@burienwa.gov>  
**Subject:** re: your request for 3 sample TH Villages

Hi there,

I reached out to LIHI and a few others for comparison. I think there will be similarities but wanted to get some examples from other contracted providers such as CCS or PDA. I've only heard back from LIHI but expect to receive more soon.

Please find attached a sample operating budget for a 50-unit Tiny House Village, for a high acuity, mid acuity, and low acuity enhanced shelter. The first page of the document gives you a line-item side by side comparison between the three models. The second page shows the differences in the shift schedules. The third page groups the cost centers to provide helpful comparisons in what staffing, and amenities can be provided.

It's also worth noting that Sharon and Jon with LIHI proposed a 40-unit Tiny House Village in their

email to you, but this sample budget assumes 50 units. Fewer units would reduce some operating costs, like fewer meals and client assistance.

Here are the key differences in narrative form:

### **High Acuity Shelter**

A high acuity shelter is for clients that have severe mental health and substance use disorders. Prepared meals are delivered three times a day. A full time certified behavioral health specialist works onsite to connect clients to treatment and counseling. Two case managers work to secure clients housing and other supports. At all times there are at least two staff onsite, including graveyard shifts and weekend nights. The maintenance budget is higher to accommodate repairs to tiny houses for more expensive unit turns.

- \$1.6M total operating budget
- 50 Tiny Houses
- 2 FTE Case Managers
- 1 Behavioral Health Specialist
- 1 Shelter Operations Manager
- 8.4 FTE Village Organizers for 24/7 staffing
- 3 meals a day

### **Mid Acuity Shelter**

A mid acuity shelter is for clients who have been chronically homeless, but more capable of independent living. Prepared meals are delivered two times a day. Clients receive mental health and substance use disorder counseling at an outside facility from another provider. One case manager works to secure clients housing and other supports. At all times there is at least one staff onsite, including graveyard shifts and weekend nights.

- \$1M total operating budget
- 50 Tiny Houses
- 1 FTE Case Managers
- 1 Shelter Operations Manager
- 5 FTE Village Organizers for 24/7 staffing
- 2 meals a day

### **Low Acuity Shelter**

A low acuity shelter is for homeless clients more capable of independent living. Prepared meals are delivered once a day. Clients receive mental health and substance use disorder counseling at an outside facility from another provider. One part time case manager works to secure clients housing and other supports. At all times there is at least one staff onsite, including graveyard shifts and weekend nights.

- \$870k total operating budget
- 50 Tiny Houses
- .6 FTE Case Managers
- 1 Shelter Operations Manager
- 4.2 FTE Village Organizers for 24/7 staffing
- 1 meal a day

I will send additional information as I receive it. Hope this is helpful!

Warmly,

Colleen Brandt-Schluter, *she/her*  
Human Services Manager

City of Burien

(206) 439-3166 office

(206) 552-6519 cell

[ColleenB@burienwa.gov](mailto:ColleenB@burienwa.gov)

**Burienwa.gov**

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**From:** [Redacted]  
**To:** [Cathy Schrock](#)  
**Cc:** [Garmon Newsom II](#)  
**Subject:** HR - Personnel Related Issue  
**Date:** Saturday, November 4, 2023 9:13:15 AM  
**Attachments:** [Redacted]

**Importance:** High

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Hi Cathy,

[Redacted]

[Redacted]

On Friday (11/3/2023), I sent to Council an email message that included a letter from the office of the King County executive. The email indicated that I was delayed in sending the message to council due to the original email being lost in my inbox as a result of the many email messages arriving on the issue of Encampment at Oasis Church. [Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted text block]

Thanks,

■

Tax Information – RCW 42.56.230(4); RCW 82.32.330; RCW 42.56.070(1)  
Financial/Proprietary Information - RCW 42.56.230(5); RCW 9.35.005;  
42.56.270(1); RCW 19.108; RCW 42.56.070(1)

**From:** [Nick Anderson](#)  
**To:** [Adolfo Bailon](#)  
**Cc:** [Dean Anderson](#); [Alan Anderson](#)  
**Subject:** RE: City Lot on 150th  
**Date:** Friday, October 20, 2023 4:04:28 PM

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Hi Adolfo,

Of course! Thank you for your help as well. Hope you have a great weekend!

Best,

Nick Anderson  
Controller  
Burien Toyota/Burien Chevrolet  
(206)243-0700

---

**From:** Adolfo Bailon <[AdolfoB@burienwa.gov](mailto:AdolfoB@burienwa.gov)>  
**Sent:** Friday, October 20, 2023 3:49 PM  
**To:** Nick Anderson <[nanderson@burientoyota.com](mailto:nanderson@burientoyota.com)>  
**Cc:** Dean Anderson <[danderson@burientoyota.com](mailto:danderson@burientoyota.com)>; Alan Anderson <[aanderson@burientoyota.com](mailto:aanderson@burientoyota.com)>  
**Subject:** RE: City Lot on 150th

Hello Nick,

Thank you very much for your help. The information that you have provided will be very helpful to my Council as it works to address the issue at-hand. I will make sure to share it with Chris Craig, Econ Development Manager, so that he is also aware of the potential negative affect to Burien Toyota and City of Burien.

Thank you again,

Adolfo Bailon

---

**From:** Nick Anderson <[nanderson@burientoyota.com](mailto:nanderson@burientoyota.com)>  
**Sent:** Friday, October 20, 2023 2:27 PM  
**To:** Adolfo Bailon <[AdolfoB@burienwa.gov](mailto:AdolfoB@burienwa.gov)>  
**Cc:** Dean Anderson <[danderson@burientoyota.com](mailto:danderson@burientoyota.com)>; Alan Anderson

<aanderson@burientoyota.com>

**Subject:** City Lot on 150th

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Hi Adolfo,

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Thanks,

Nick Anderson  
Controller  
Burien Toyota/Burien Chevrolet  
(206)243-0700

Tax Information – RCW 42.56.230(4); RCW 82.32.330; RCW 42.56.070(1)  
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42.56.270(1); RCW 19.108; RCW 42.56.070(1)

**From:** [Eric Christensen](#)  
**To:** [Adolfo Bailon](#); [Chris Craig](#)  
**Subject:** RE: City Lot on 150th  
**Date:** Friday, October 20, 2023 4:13:46 PM

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I think their calculations are including the overall sales tax that includes the state and other entities. See p 2-4 in the budget book with the breakdown.

For example, the overall sales tax for auto sales is 10.4%. The state portion is at 6.5%, Burien is .85%, etc.

Eric Christensen  
Finance Director  
**City of Burien**  
(206) 439-3150 office  
[ericc@burienwa.gov](mailto:ericc@burienwa.gov)  
**Burienwa.gov**

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**From:** Adolfo Bailon <[AdolfoB@burienwa.gov](mailto:AdolfoB@burienwa.gov)>  
**Sent:** Friday, October 20, 2023 3:52 PM  
**To:** Chris Craig <[chrisc@burienwa.gov](mailto:chrisc@burienwa.gov)>; Eric Christensen <[ericc@burienwa.gov](mailto:ericc@burienwa.gov)>  
**Subject:** FW: City Lot on 150th

FYI. I received a response from Burien Toyota regarding their and our potential loss to revenue should there be a change in use for the city's lot on 150<sup>th</sup>.

AB

---

**From:** Nick Anderson <[nanderson@burientoyota.com](mailto:nanderson@burientoyota.com)>  
**Sent:** Friday, October 20, 2023 2:27 PM  
**To:** Adolfo Bailon <[AdolfoB@burienwa.gov](mailto:AdolfoB@burienwa.gov)>  
**Cc:** Dean Anderson <[danderson@burientoyota.com](mailto:danderson@burientoyota.com)>; Alan Anderson <[aanderson@burientoyota.com](mailto:aanderson@burientoyota.com)>  
**Subject:** City Lot on 150th

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Hi Adolfo,

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Thanks,

Nick Anderson  
Controller  
Burien Toyota/Burien Chevrolet  
(206)243-0700

Tax Information – RCW 42.56.230(4); RCW 82.32.330; RCW 42.56.070(1)  
Financial/Proprietary Information - RCW 42.56.230(5); RCW 9.35.005;  
42.56.270(1); RCW 19.108; RCW 42.56.070(1)

**From:** [Adolfo Bailon](#)  
**To:** [Nick Anderson](#)  
**Cc:** [Dean Anderson](#); [Alan Anderson](#)  
**Subject:** RE: City Lot on 150th  
**Date:** Friday, October 20, 2023 3:49:09 PM

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Hello Nick,

Thank you very much for your help. The information that you have provided will be very helpful to my Council as it works to address the issue at-hand. I will make sure to share it with Chris Craig, Econ Development Manager, so that he is also aware of the potential negative affect to Burien Toyota and City of Burien.

Thank you again,

Adolfo Bailon

---

**From:** Nick Anderson <nanderson@burientoyota.com>  
**Sent:** Friday, October 20, 2023 2:27 PM  
**To:** Adolfo Bailon <AdolfoB@burienwa.gov>  
**Cc:** Dean Anderson <danderson@burientoyota.com>; Alan Anderson <aanderson@burientoyota.com>  
**Subject:** City Lot on 150th

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Hi Adolfo,

[Redacted text block]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted text block]

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[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]

[Redacted]

[Redacted]

Thanks,

Nick Anderson  
Controller  
Burien Toyota/Burien Chevrolet  
(206)243-0700



Tax Information – RCW 42.56.230(4); RCW 82.32.330; RCW 42.56.070(1)  
Financial/Proprietary Information - RCW 42.56.230(5); RCW 9.35.005;  
42.56.270(1); RCW 19.108; RCW 42.56.070(1)

**From:** [Chris Craig](#)  
**To:** [Adolfo Bailon](#)  
**Cc:** [Eric Christensen](#)  
**Subject:** Re: City Lot on 150th  
**Date:** Friday, October 20, 2023 4:08:04 PM

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Thank you for sharing Adolfo.

On Oct 20, 2023, at 3:51 PM, Adolfo Bailon <AdolfoB@burienwa.gov> wrote:

FYI. I received a response from Burien Toyota regarding their and our potential loss to revenue should there be a change in use for the city's lot on 150<sup>th</sup>.

AB

---

**From:** Nick Anderson <nanderson@burientoyota.com>  
**Sent:** Friday, October 20, 2023 2:27 PM  
**To:** Adolfo Bailon <AdolfoB@burienwa.gov>  
**Cc:** Dean Anderson <danderson@burientoyota.com>; Alan Anderson <aanderson@burientoyota.com>  
**Subject:** City Lot on 150th

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Hi Adolfo,

[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

Thanks,

Nick Anderson  
Controller  
Burien Toyota/Burien Chevrolet  
(206)243-0700

**From:** [Adolfo Bailon](#)  
**To:** [DL - Council Members](#)  
**Subject:** Weekly update on 1-on-1 meetings  
**Date:** Friday, October 20, 2023 4:42:11 PM

---

Hello Council,

I write to share with you the weekly update on information shared during 1-on-1 meetings this week.

- The More We Love
  - Contract remains under consideration by TMWL. We expect to receive an update soon, and no later than early next week.
- Ambaum Camp
  - City continues to remove trash and debris from site.
  - Camp continues to generate same type of complaints from neighbors.
- Rollout of Ordinance 818 and 827
  - Human Services and BPD are coordinating meetings with service providers.
    - Meetings focus on rollout of ordinance, sharing of information w/ homeless community.
  - BPD and LEAD are working together
    - Potentially include violations of Ordinance 818 and 827 as items eligible for arrest diversion through LEAD.
      - Initial outcome looks positive as no objections have been received by partnering agencies and outreach groups.
- Update on Lots
  - Seattle City Light:
    - I have established communication with City of Seattle.
    - Seattle staff plan to review video of Monday's Council meeting before making any decision on potential joint project.
  - Boulevard Park:
    - I have shared a general update with property owners.
    - Property owners will stand-by for updates from the city.
  - City's Lot (150<sup>th</sup> St)
    - I have asked Burien Toyota to provide a breakdown of their total tax paid and projected loss
    - Burien Toyota has agreed to provide the information requested by soon.
- Update on agenda for 10/23
  - Provided information about several items listed for discussion, including Minimum Wage
  - Provided update on Ordinance 820.

Comments and questions from members of Council:

- Is it possible to schedule a tour of lots being considered for use: SCL, City Lot, Boulevard Park?

- What happens if City of Seattle does not want us to use the SCL lot?
- What should we expect for Monday's conversation about minimum wage?
- What is the next step for Mary's Place and Mercy Housing project?
- Can we work with LiHi on a village project?
  - **Note: I have commenced a dialogue with KCRHA regarding information presented in messages sent by LiHi.**

Adolfo Bailon  
City Manager

City of Burien  
(206) 248-5503 office  
(206) 376-7102 cell  
[AdolfoB@burienwa.gov](mailto:AdolfoB@burienwa.gov)  
**Burienwa.gov**

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