



February 25, 2016

Facilitator Jim Reid opened the meeting, reviewed the agenda for the evening, and asked for the committee to approve the summary of the February 11, 2016 meeting.

Follow up and additional questions:

There was another question about Active Shooter Training in Shoreline schools.

Response: Lisa Surowiec clarified that the Police Department is doing Active Shooter Training with the schools.

There was a follow-up question regarding "What has been the average growth rate of salaries and benefits?" The intent was to understand how that growth compared to the rate of inflation during the same period of time?

Response: The inflation average from 2006-2016 is 2.3%. This is lower than the average for salaries and benefits because the drivers for salaries and benefits (health care costs, retirement contribution costs and competitive salary increases) are not always well correlated to the Consumer Price Index which is the basis for calculating inflation.

There was also interest in comparing Shoreline's police costs to other cities that also contract with King County for services.

Response: Please see [2015 King County Sheriff's Office Police Costs Comparison Study](#)

The committee approved the summary of the February 11, 2016 meeting.

Discussion of Interim Questions:

We discussed that if committee members have questions between the meetings we will gather them and develop responses. They will be included in the [FSCAC Questions and Responses](#) document on the website. That document will include relevant questions from the meeting and those that come up between meetings either from committee members or citizens. All questions that have been asked and answered since the last meeting will be bolded so you can easily look for the new information.

We received several questions between the first two meetings that have been added to that document. One question/information request regarding data on arrests and convictions is still pending and will be added to the document soon. We encourage you to review the FSCAC Questions and Responses document prior to the next meeting.

It was noted that because we are in Council Chambers it can be difficult to hear everyone. Everyone was asked to please speak up and talk slower.

Parks, Recreation & Cultural Services (PRCS) - Presentation from Eric Friedli, PRCS Director

Questions:

Does the City have trees routinely evaluated by an arborist?

Response: At this time, not all trees are routinely evaluated by an arborist. However, dangerous trees are evaluated regularly. The City has received grants, including one from King Conservation District, to assess the pruning and other needs of our urban forests. City Parks Superintendent Kirk Peterson is an arborist and does that when he can.

Additional information related to this question:

The City has received grants, including one from King Conservation District, to assess the pruning and other needs of our urban forests. City Parks Superintendent Kirk Peterson is an arborist and does that when he can within the resources provided. In 2015, the Parks Operations professional services budget includes \$20,000 for tree care services that funds the removal of trees, stump grinding and on call arborist services. This funding level was not adequate to resolve the backlog of tree maintenance, keep up with ongoing maintenance needs, or implement the short-term strategies of the Urban Forest Strategic Plan (UFSP). Each tree removal costs \$1,100 using contracted tree services. The average rate of tree removal in response to citizen requests is 34 per year. The funding needed to keep up with those requests is roughly \$37,000 per year. On average it costs \$500 per tree to resolve maintenance issues such as structural pruning. Routine maintenance helps keep trees healthy and from becoming safety hazards. The funding needed to keep up with routine maintenance of 36 trees annually totals \$18,000 per year. The 2016 budget shifted resources from the Parks Operations' irrigation budget to provide an additional \$35,000 in resources, for a total of \$55,000, to continue implementation of the Council adopted Urban Forest Strategic Plan, including PRCS' ability to respond to its citizen requests for tree maintenance, and begin a routine tree maintenance program. This shift of resources resulted in a net zero budget impact.

Regarding fees for shared usage of school facilities - what percentage does the City pay?

Response: We pay for maintenance and janitorial services of the shared facilities and parks. We do not pay rent.

Additional Information related to this question:

The City and the Shoreline School District entered into a Joint Use Agreement in August 2000 with the mutual interest of providing community recreation programs. A joint use concept best provides for the usage, maintenance and operation of existing public facilities for utilization by Shoreline School District students and the greater Shoreline community. The agreement provides that the facilities of the School District and the City will be made available at no charge during regular hours of operation. However, when a requested use falls outside of the regular hours of operation, a fee may be assessed to cover the cost of staffing the facility during those hours.

The vision and intent of the joint use agreement is to maximize use of public facilities while maintaining them as sustainable assets. For example, the School District has exclusive use of 7,200 square feet of the Spartan Recreation Center and the City oversees 80% of the building footprint for community recreation



purposes. In 2001, the School District and City collaborated to develop a joint operations plan. Under that plan, the School District provides and pays for routine maintenance and repair of the interior and exterior of the facility and mows and maintains the north utility field. The City maintains the landscaping and grounds immediately surrounding the Spartan Recreation Center. Major building maintenance repair and restoration shall be shared on a pro-rata basis according to use by School District and City operated programs. The City also provides its own custodial service and pays for all utilities for the Spartan Recreation Center. The City also retains all revenues collected from fees and reservations to offset its program expenses and utilities.

As another example, in 2013, the City and School District agreed to a joint operating use for the Sunset School site to make it available for public recreational use. In 2008, the parties entered into a mutual a commitment to the development of a community park on the site, contingent on a community group securing funding for park planning by 2010. The funding was obtained and the City completed a Master Plan for development of the Property with park amenities including sports fields, a community garden, a playground, paths, and picnic facilities. Construction of the park facilities were the responsibility of the City. The City has the sole responsibility to maintain, secure, and supervise the property. The City also retains all revenues collected from park use fees and reservations.

How are PRCS scholarships awarded?

Response: Scholarships are very flexible. They are awarded to a family on an annual basis and they get to decide how they want to use their scholarship.

Additional Information related to this question:

Shoreline Municipal Code section 3.01.300(J) states, "Scholarships for the fee due to the participation in Parks, Recreation and Cultural Services Department sponsored class or program may be awarded when a request is made to the City according to the Parks, Recreation and Cultural Services Department's recreation scholarship policy and procedures." According to PRCS staff, scholarships are awarded on a family basis and may be used flexibly.

Regarding the City's urban forest, what will the impacts of the 185th Street Light Rail Station development that will eliminate many existing trees and what is the plan to replenish or preserve trees in that area?

Response: The City will be reviewing this topic in the next update of the Parks, Recreation and Open Space (PROS) Plan, which will be launched later this year.

What is the basis for the "median" as used in the PRCS presentation, slide four? Median in WA or Puget Sound?

Response: Median is based on all cities in the United States.



What are the plans for building up parks?

Response: The City will look at what is needed in the way of open space, recreation areas, and other during the demand study occurring this year. That process will help the City update the PROS Plan which will identify and prioritize future investments.

Additional Information Related to this Question:

The annual capital improvement planning process provides an annual opportunity to implement the City's Parks Plan based upon funding available. For example, the six-year funding for the renewed King County Voter Approved Trail Levy began in 2014 and will allow the City to identify and prioritize trail linkages and make capital or maintenance improvements to parks. An average of \$110,000 is collected from King County annually. As projects are identified, the funding will be programmed. Funding from the Levy was used towards Echo Lake Park Improvement Project in 2014-15; Richmond Beach Saltwater Park Pedestrian Bridge Repair in 2015; Regional Trail Signage in 2015-16; and system-wide trail and vegetation management projects in parks in 2015. As additional projects are identified and prioritized, the City will program this funding to plan and design these projects for construction. More information on projects planned for the period of 2016 through 2021 can be found in the General Capital section (starting on page 321) of the 2016 Proposed Budget and 2016-2021 CIP (available here: <http://www.shorelinewa.gov/home/showdocument?id=22237>).

How were cost recovery targets determined?

Response: There are five cost recovery categories that were developed and programs are placed into those categories based on the benefit derived from the activity. Is the benefit primarily a personal benefit or a community benefit? Each category has a range for desired level of cost recovery to provide significant flexibility. You can review the result of this work in the [Cost Recovery Fee Setting Framework Report](#).

Does the City's Day Camp program serve parents needing child care?

Response: Yes, the program can and does serve as day care, but it is generally more active with themed weeks and specialized activities focused on school age students.

Has the City considered using the Fircrest pool?

Response: It will be considered and evaluated as a resource. Bringing it back after being dormant for seven years could be challenging. As an older pool it has a deep end. Newer aquatic facilities have very different pools that allow for emphasis on family activities. The city is just getting underway with an aquatics and recreation center feasibility study that will look at the community demand and needs for an aquatics facility. We anticipate completing that study in early 2017.



How are PRCS doing; what do you need? How is your budget falling short? What is your advice to this committee as we consider options? And is there a document of this?

Response: We look at shifting priorities and services (for seniors, teens, the homeless, etc.). We have a list of things we're asked to do. When setting priorities, lower priority programs may need to be dropped. For example, with the desire to direct more effort to the Urban Forest Program, we are planning decreases in watering in some parks. This might impact the appearance of grass that will go brown in late summer, while allowing for increased effort to address the backlog of tree issues. Please see the [PROS Plan](#) to see our current adopted plans. We are currently doing a major update to this plan.

How often is the cost recovery study done?

Response: The recent study was the first. In the future it will probably be reviewed every three years.

What is the City's approach to providing programs when considering competing service providers, like the YMCA?

Response: The City should provide a broad range of high quality programs and introductory level programs that provide exposure to a broad variety of activities. Soccer is a good example. We have introductory soccer that allows more people to be exposed, but don't seek to compete with the select soccer clubs that are focused on more advanced skills. We are undertaking a recreation demand study that will help to evaluate the demand for a balance of the services we provide helping the City to determine what our niche should be. This study will include a market assessment component that will look at recreation services are being provided by others. We anticipate completing the recreation demand study in late 2016.

Have you thought about expanding programs for seniors? Especially sports programs? Has the City worked with health care providers on this?

Response: The City works with the Senior Center to provide core services for seniors. We have not worked directly with health care providers. This is a program area that will be assessed through the recreation demand study.



**[Planning & Community Development \(PCD\)](#) - Presentation from Rachael Markle, PCD Director
Jarrod Lewis, Permit Services Manager
Ray Allshouse, Building Official, Building and Inspection Manager
Paul Cohen, Planning Manager**

Questions:

What is the role of the Planning Commission and how do they relate to your department?

Response: The Planning Commission is made of up seven members that are appointed by the City Council. The City Council has tasked the Planning Commission with conducting public hearings and providing recommendations to the Council on long range and current planning topics. A hearing examiner holds public hearings and makes decisions on most quasi-judicial actions such as rezones, special use decisions, etc. PCD staffs the Planning Commission and works very closely with Commission members to support their work.

What are some examples of zoning review?

Response: Zoning review occurs to ensure that proposed developments are in compliance with the City's development code. It encompasses environmental review, allowed use, dimensional standards, etc.

What is the turnaround time for permits?

Response: It depends on the scope of the project; some permits are ready the same day or next day. It can take up to a month for new single family construction. For commercial projects it can take up to six months.

The City is currently in a high growth phase. How will the City look forward to predict growth and what kind of planning is done for the future?

Response: PCD is getting new software to track how many hours are spent on each task for each permit. This makes staffing determinations much easier to illustrate. The Administrative Services Department looks at economic trends and does forecasting. This boom may not last long so we will be careful on how we manage staffing levels. PCD can also utilize consultant services for short term staffing needs.

How much extra work is generated with the implementation of the transportation impact fee?

Response: It does not create a lot of extra work for PCD. The review is done by Public Works.

How can I be part of the solution to some of the tree conflicts in Innis Arden and Richmond Beach?

Response: Trees are part of PCD work. The City has budgeted for a consultant to develop regulations to allow the use of vegetation management plans which starts later this year. The plan will address the



entire City and attempt to balance the interests and rights of property owners and the community interest in preservation. There will be opportunities for the community to get involved.

Is there a design review board?

Response: The Council decided three years ago to not have a design review board. Design standards are important and the Council adopted design standards that are reviewed and approved administratively by City staff. Sometimes regulations don't produce the best product. The process allows PCD to work with designers and get community input with a goal of high quality through being reasonable and flexible.

Public Works Services (PW) - Presentation from Randy Witt, Public Works Director

Questions:

Are people are happy with public transportation?

Response: Metro surveys riders on satisfaction. You can see Metro's survey and ridership information at their [accountability center](#).

What about sidewalks?

Response: Prior to the City's incorporation Shoreline was part of unincorporated King County. The County did not prioritize sidewalks on its roads. Since incorporation, the citizens of Shoreline have this expressed an increasing interest in sidewalks on community surveys. Public Works maintains sidewalks,

What would you do with 10 percent less or more?

Response: Challenges we face are even and balanced across the spectrum. We repair potholes pretty well. We hear the need for more focus on maintaining and constructing sidewalks and variety of other general funded service activities. We'd like to work towards a continuous improvement model. This takes additional time in our work to formally start and maintain. One thing that is helping us move in that direction, but is still in its infancy, is the new Asset Management System. When fully implemented it will allow us to take a more proactive view at our assets to determine priority needs more readily. We consistently look at our processes and try to gain efficiencies and think about how we can do things more cost effectively. For example, we have one truck "hook lift" with the ability to be used with different multiple attachments, dump truck, deicer, asphalt patcher, etc. This result in lower vehicle costs to the City. Thinking like that goes a long way.



What is your greatest cause of consternation due to lack of funding and staff?

Response: Challenges are even and balanced. We repair potholes well. We hear about sidewalks and a variety of stuff. We'd like to work towards a continuous improvement model. This takes time to elevate. One thing that is helping us but is still in its infancy is the new Asset Management System. When fully implemented it will allow us to take a proactive view at our assets to determine priority needs more readily. We consistently look at our processes, try to gain efficiencies, and think about how we can do things more cost effectively. For example, we have one truck with multiple attachments, deicer, etc. Thinking like that goes a long way. We could use more support to get to a full asset management system sooner.

Who fulfills all the work orders?

Response: We use city crews and contractors to perform field work. Our goal is to have a core group to perform a base level of most tasks, be flexible in the daily work and contract the remainder. Some services are contracted as we are not set up to do the specialty work such as "vactoring" (with a vacuum trucks) catch basins, manholes and pipes, signal maintenance, road striping. We have a backhoe so we can do some street and pipe repairs ourselves with a core group that is able to do a lot and be flexible. Where more specialized equipment is needed we contract that work out.

Explain the new road re-surfacing material – is there a cost saving using it?

Response: There are two different materials used in resurfacing a street – asphalt concrete and chip seals. The chip seal is the one you are probably referring to. We have historically performed asphalt overlay and have recently added chip seals into our tool box. The concept in street overlay is to maintain a good pavement surface by extending its life before it deteriorates too much. The asphalt overlay adds more life than a chip seal and is more expensive. For many streets a chips seal earlier in the pavement life is adequate and costs less. We are now doing asphalt overlays one year and chips seals the next year. Streets that receive surface treatment are identified from our pavement management system (a tool that feeds into the asset management system). Yes, there is a cost savings in utilizing the pavement management system information and chips seals at the right time in the pavement life.

Who's responsible for sidewalk maintenance?

Response: That is a question everywhere, with differing answers. In Shoreline, the City is responsible for sidewalk maintenance, but we welcome property owners who want to do the maintenance themselves to come and see the appropriate permits. We're assessing sidewalks currently to update our inventory and prioritization of maintenance needs.

Is there a way to comment on traffic signal timing (notably on Aurora)?

Response: With Aurora being finished the City is reassessing signal timing. Please see the City [Traffic Services website](#) for reporting feedback or suggestions.

Do you consider energy efficiency for street lights?

Response: Seattle City Light (SCL) owns most of the street lights in the City, and the City pays the operating cost. In addition to paying electricity costs, the City also pays to maintain the street light poles with sodium vapor lights. In recent years, SCL has converted many of the street lights to LED. As an example of the cost savings the City is realizing, SCL's 2013 street light count showed an increase of 380 street lights from 2,566 to 2,946 street lights with a corresponding savings of approximately \$5,800 per month based on 2014 rates. Additional savings have been realized as the City does not pay for the maintenance cost of LED street light poles as it did with sodium vapor poles.

As part of the Aurora Corridor project, all pre-existing street lights were converted to LED. The most recent conversions occurred between N 185th Street and N 192nd Street. All new street lights installed between N 192nd St. and N 205 St. are LED.

Is there grant funding for street lights?

Response: The City evaluated grant funding for street lights a few years ago and determined that it wasn't feasible since the street lights are actually owned by Seattle City Light. We will monitor opportunities to pursue grant funding for City-owned street lights and expect that Seattle City Light will pursue grant funding for street lights that it owns.

Who maintains traffic signals?

Response: Traffic signal maintenance is contracted to King County DOT.

How is the City using the Asset Management System when making decisions?

Response: It informs our decision by understand where all our assets are, the maintenance records and assessment of the infrastructure conditions. A couple of current examples are:

1. Mapping and evaluating pipes and working to repair the most critical pipe segments
2. Identifying road pavement needs and establishing chip seal and overlay needs
3. Mapping the conditions of sidewalks and identifying grinding or replacement of sidewalk areas



Closing:

Jim Reid asked the committee for any more questions.

The committee indicated they would like to get a better understanding of what cuts or additions staff would recommend if revenues were higher or lower.

Response: When we have the Service Delivery options discussion we will incorporate departmental input in this area.

What are stress points? We need to get a feel for that.

Response: The City has identified its Core services (those services that it is required to provide or are highest citizen priority) and quality of life services (those services that help Shoreline to achieve be the community that help the City to achieve its vision as a community). When budgets are tight the quality of life services are the ones at greatest risk of reduction.

Relating to the Policy Framework that has been outlined - Are the plans that guide our activities statement mandated or optional (Comp Plan, Pros Plan, etc.)?

Response: The Comprehensive Plan is state mandated and must be updated on a prescribed schedule. The other plans are implementation tools for the Comprehensive Plan.

General Comments:

- If you cut a PRCS program it could be counterproductive. We need to consider the net long term impact of reductions and not just the immediate outcome.
- Regarding the Citizen Satisfaction Survey – not all “satisfaction” is the same. Some things that people would say they are satisfied or very satisfied with might necessarily be important to them. Note: The survey does seek to identify both the importance of various services as well as the satisfaction with the service. This allows us to target resources in areas that are important where there might be low satisfaction.
- Why are people dissatisfied when they are? Is that data gathered?
Response: People are allowed to make comments in the survey about why they are dissatisfied. The [2014 Citizen Satisfaction Survey Results](#) include full comments.

Next meeting:

- Economic Development Program, Administrative Support
- Revenue funding

