

# DRAFT

## CITY OF SHORELINE

### SHORELINE CITY COUNCIL SUMMARY MINUTES OF SPECIAL MEETING

Monday, November 3, 2003  
6:30 p.m.

Shoreline Conference Center  
Mt. Rainier Room

PRESENT: Mayor Jepsen, Deputy Mayor Grossman, Councilmembers Chang, Gustafson, Hansen, and Ransom

ABSENT: Councilmember Montgomery

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Jepsen, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Jepsen led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present with the exception of Councilmember Montgomery.

**Upon motion by Councilmember Gustafson, seconded by Councilmember Ransom and unanimously carried, Councilmember Montgomery was excused.**

(a) Proclamation of "Shoreline Food Drive Month"

Mayor Jepsen presented the proclamation to Larry Pauls, a Shoreline realtor who is heading up this food drive for Hopelink's Shoreline Food Bank. Mr. Pauls accepted the proclamation and encouraged Shoreline residents to participate by donating to the food bank.

3. CITY MANAGER'S REPORT AND FUTURE AGENDAS

Steve Burkett, City Manager, asked that item 6(a), the award of the Interurban Trail North Segment bid, be pulled from the agenda. He explained that staff would like more time to review the low bid.

Councilmember Ransom commented on the increase of the 2003 amended budget. He said the increase was due to projects not completed in 2002 and carried forward and because of capital project funding.

4. COUNCIL REPORTS

# DRAFT

Councilmember Ransom reported that he has reapplied for membership on the Human Services Committee of the National League of Cities. Mayor Jepsen added that he also has asked for reappointment to his committee.

Mayor Jepsen noted that he and Seattle Mayor Greg Nickels will be meeting to discuss issues of mutual interest in December.

## 5. PUBLIC COMMENT

(a) Pam Gates, Executive Director of Teen Hope, thanked the City for its ongoing support of the Teen Hope program, and for its participation in the One Night Count of the Homeless. She provided statistical information on the Teen Hope program. She reported that Teen Hope has received a federal grant that will be used to provide expanded service.

(b) Dennis Heller, Shoreline, thanked the Council for the progress it has made on several projects over the years. As a business owner, he expressed interest in relocating his business to Shoreline after the Aurora Corridor project is completed. He reported that the Sierra Club has decided to endorse the Aurora Corridor Project because of its belief that it will create a more livable urban environment.

(c) Gretchen Atkinson, Shoreline, invited the Council to attend North City's Annual Tree Lighting Event on Saturday, December 6<sup>th</sup>.

**Upon motion by Councilmember Hansen, seconded by Councilmember Chang and unanimously carried, item 6(a) was deleted from tonight's agenda.**

Mayor Jepsen commented on staff's participation in the One Night Count and congratulated Ms. Gates on the grant award.

## 6. WORKSHOP ITEMS

- (a) Proposed amendments to regulations controlling the use of the City right-of-way and recodifying right-of-way use permits and street vacation regulations

Ian Sievers, City Attorney, reviewed the proposed amendments, which move regulations regarding right-of-way permitting from the Development Code (Shoreline Municipal Code Title 20) to Title 12 (Streets, Sidewalks and Public Places) of the SMC. He said the amendments are intended to more clearly group the City's regulation of private property development under Title 20 and separate those regulations controlling use of the City's right-of-way. The code sections have also been updated, amended, and reorganized to provide more detail and clarity on the policy and procedures for issuance of right-of-way permits and vacation of right-of-way.

# DRAFT

Continuing, he said the proposed amendments continue the current system of enforcing right-of-way permits by using the code enforcement sections of the Development Code and the combined efforts of the Customer Response Team, Code Enforcement Officer in Planning, and Assistant City Attorney. He explained that the proposed ordinance repeals SMC 20.70.240-430, the Title 20 regulations on right-of-way permits, and adopts code sections in a new chapter 12.15 but with more explanation of right-of-way permits and clearer procedure for obtaining a right-of-way permit. The proposed ordinance also repeals SMC 20.40.530, the Development Code section on street vacation, and makes miscellaneous internal reference corrections in other sections of Title 20. The repealed section is replaced with a new street vacation chapter that details the procedures for vacating a street, including outlining the petition and resolution methods for street vacation and specifying compensation due the City for approved vacations as permitted by state law.

Councilmember Ransom asked if the proposed amendments include provisions for City actions that would be considered detrimental to private property.

Mr. Sievers said detriment to property is covered in various sections dealing with access criteria, traffic circulation, and transportation planning needs. He said provisions relating to adverse impacts on historical/cultural resources, critical areas, and the environment were removed because street vacations only involve changes in ownership, not the nature of the property. He clarified that existing City code covers those considerations.

Responding to Councilmember Ransom about whether limiting access to business properties would be considered detrimental, Mr. Sievers said street vacations are rarely absolute, in that all property rights are seldom transferred to adjacent properties. He noted that access issues are covered under the proposed criteria.

Councilmember Gustafson wondered if the timeframe in Section 12.15.110A [five years] and 12.15.150B2s [36 months] should be the same to maintain consistency. He also felt that allowing three written notifications of noncompliance during one year [12.15.150A1] was very lenient.

Councilmember Gustafson asked about the noticing requirement of 300 feet, noting it should be flexible to ensure that everyone affected would receive notice. Mayor Jepsen added that the Development Code uses 500 feet as the noticing radius and he supported consistency.

Mayor Jepsen referred to Section 12.15.100A3, neighborhood traffic control devices, and urged that standards be developed so that there are criteria governing which devices are used in various circumstances. He also felt that Section 12.15.110B should ensure that billing of a utility for unsatisfactory work that has to be redone by the City includes full cost recovery and not just time and materials. He pointed out that "Hearing Criteria" and

“Limitations on Vacations” on page 28 of the Council packet should have cited references.

Responding to Councilmember Ransom, Mr. Sievers indicated that private ownership of tidelands is a complex issue involving the state and is not specifically addressed in the proposed ordinance.

Responding to Councilmember Chang, Mr. Sievers clarified that the City must comply with all state laws regarding street vacations. He also clarified that right-of-way use permits are not transferable.

Mayor Jepsen concluded there to be consensus to bring back a revised ordinance next week. Mr. Burkett said staff will further refine the ordinance and return for Council action next week.

(b) Completed Pedestrian Safety/Traffic Safety Projects

Paul Haines, Public Works Director, explained the measures the City has implemented to address safety issues over the past year, noting that the highest requests for services involve safety in neighborhoods. He also reviewed various types of traffic calming devices that have proven effective in other jurisdictions.

Jesus Sanchez, Operations Manager, reviewed the various pedestrian and safety projects the City completed this year, including:

- In-pavement crosswalk flashers at North 155<sup>th</sup> and Wallingford (Parkwood Elementary), North 175<sup>th</sup> and Wallingford (Meridian Elementary), and 15<sup>th</sup> Ave NE and NE 170<sup>th</sup> (Briarcrest/Ridgecrest Elementary).
- Radar signs, street print crosswalks, signage in the parking lot and audible pedestrian signals at Shorewood High School (N 175<sup>th</sup> St – Aurora to Fremont Ave. N).
- Speed hump at NW Springdale Ct. south of NW 188<sup>th</sup> St.
- New stop signs, a traffic island, and realignment of the road and stopbars in Innis Arden at Ridgefield Rd NW and NW Springdale Ct; replacement of existing curbing with new curb gutter, sidewalk, curb ramps and drainage to improve pedestrian crossings and safety.
- A variety of Curb Space Management Projects at Evergreen Elementary School, Crista Elementary School, Highland Terrace Neighborhood, and Sunset Elementary School.

Mayor Jepsen said he would like to see the neighborhoods assume maintenance responsibility for the improvements they request as part of the Neighborhood Traffic Safety Program. He wondered if signage was more effective than curb marking in getting people to comply with parking regulations. He felt that signage has a greater negative visual impact than curb marking.

# DRAFT

Mr. Haines said the effectiveness of signage versus curb marking is debatable, although signage is more cost effective and easier to enforce because of high visibility. He clarified that staff would continue to use both methods as necessary.

Mr. Sanchez noted that signage has been very effective in controlling the parking problem around the community college.

Police Chief Denise Turner outlined motorist education and enforcement projects completed this year by the Police Department, noting that officers issued 134 citations in 2003 for school zone speed enforcement and 3,142 citations overall. The department also conducted several crosswalk sting operations. She concluded by saying that traffic officers responded to 333 traffic complaints, which are separate from the Neighborhood Traffic Safety Program since many involve arterial streets.

Mayor Jepsen wanted to know how the City collects data that guides the use of traffic calming devices. Mr. Haines and Mr. Sanchez explained that traffic speed, volume, and accident data is measured over a period of time and compared to existing database information to help determine the most effective solution.

Acknowledging that street calming is a relatively new issue for Shoreline, Mr. Haines suggested that the City can learn from other jurisdictions that have experience using traffic calming devices.

Traffic Engineer Rich Meredith outlined the following near-term future projects in Shoreline:

- Implementation of traffic circles in several residential locations;
- Installation of radar speed signs at Shorecrest High School;
- Potential reduction of the speed limit on NE 155<sup>th</sup> to 30 miles per hour;
- Reviewing of residential permit zoning (RPZ) in the Highland Terrace neighborhood near Shoreline Community College;
- Revision and updating of crosswalk design standards to provide more emphasis on pedestrians;
- Exploration of a pedestrian and traffic safety academy as part of NTSP;
- Installation of countdown pedestrian signals in North City;
- Conversion of signal heads to LEDs;
- Comprehensive review and update of all school route signs
- Review and update of all school walking route maps
- Planning and implementation of pedestrian safety grants as part of the mitigation for Aurora phase 1 and North City; and
- Participation in the development of the Comprehensive Transportation Master Plan.

Mr. Haines commented on the success of the NTSP, noting that several more neighborhoods have requested participation in the program.

# DRAFT

Councilmember Hansen asked about the traffic data that would support lowering the speed limit on 155<sup>th</sup>. Mr. Sanchez said a prior King County study concluded that NE 155<sup>th</sup> Street met warrants for a speed limit reduction. Mr. Haines said a staff report will be brought to Council along with a recommendation.

Councilmember Hansen asked whether the green pedestrian signs on 15<sup>th</sup> Avenue NE and 170<sup>th</sup> indicate a school crosswalk and whether this is a school crosswalk. He wished to ensure that the City is complying with regulations regarding the marking of school crossings. Mr. Meredith noted that all the crosswalk signage will be reviewed as part of the walking route map revisions.

Councilmember Gustafson commented on the success of Mr. Meredith's presentation to the Briarcrest Neighborhood Association. He also asked whether NE 155<sup>th</sup> is marked for bicycles. He felt this is a logical bike route and that if Paramount School Park now has additional parking, perhaps this could be clearly designated as a bicycle route.

Councilmember Chang raised the issue of street lighting. Mr. Haines said a report is coming forward on November 17. Councilmember Ransom supported the idea of a street light utility with a staff person maintaining and controlling street lights in Shoreline.

Mayor Jepsen congratulated staff on the impressive progress made in the area of traffic safety. He urged the Council to consider how it can fund neighborhood traffic safety, right-of-way maintenance, and overlay programs in the future in the midst of decreasing revenues. He mentioned that other jurisdictions supply orange flags at crosswalks to provide pedestrians with added visibility. He suggested that if fog lines are painted along the road, they should return to the curb at driveways so that parking areas are clearly identified. He also felt that the Neighborhood Traffic Safety Program should place more emphasis on having neighborhoods take responsibility for maintenance and beautification of traffic calming devices. Finally, he expressed support for the "street print" crosswalks, noting that they should become the standard for all crosswalks in Shoreline.

Councilmember Gustafson concurred that neighborhoods should take ownership of traffic calming solutions they request.

Mr. Sanchez commented that the community at the Dayton Avenue closure has taken responsibility for maintaining the landscaping there. He noted that some pedestrian flags have already been purchased for testing.

Councilmember Hansen noted that the pedestrian flag project has been quite successful in other jurisdictions. He pointed out that several community groups are willing to help maintain City streets, noting that the American Legion has adopted NE 185<sup>th</sup> Street as an ongoing maintenance project. He commented that a member of the Breakfast Rotary is willing to donate his expertise in maintaining "pocket parks," such as the one he created at 10<sup>th</sup> Avenue NE and NE 185<sup>th</sup> Street.

- (c) Review of the Proposed 2004 Budget

# DRAFT

Patti Rader, Senior Budget Analyst, briefly reviewed the remaining schedule for budget discussions. She then discussed the following budgets: Human Services, Human Resources, Customer Response Team, Police and Parks, Recreation and Cultural Services. She explained that the 2004 Human Services budget includes staffing of 1.8 Full Time Equivalents (FTE): a manager (1.0), a part-time planner (0.5), and a grant specialist (0.3). This budget includes increased Community Development Block Grant (CDBG) funding for 2004 (\$34,000), which is split between administration and grants. The Human Services budget also reflects a transfer of \$18,000 from Human Services to the Parks Teen Program, and includes \$3,000 each for TeenLink and Youth Council.

Councilmember Ransom wondered if the allocation of 1.8 FTEs in Human Services was necessary, given that there is only \$320,000 in contracted funding. He speculated whether the planner's duties could be absorbed by the manager.

Rob Beem, Human Services Manager, explained that allocating the direct funding is only one of many duties that Human Services performs. He said many of the department's activities are oriented toward mobilizing elements in the community so the City can effectively leverage funding for human service needs in Shoreline. He noted that the department completed two significant projects this year: Analysis of the 2000 Census, and the One Night Count.

Councilmember Ransom asked the Council to consider a one-time additional allocation of \$100,000 for the Human Services budget because of the difficult times many individuals are facing.

Mr. Beem said the department could always use additional funding since local agencies have experienced an overall reduction in public and private revenue sources.

Mayor Jepsen felt the budget should somehow reflect the City's contributions to the King County Home Repair Fund, since this funding is not used up every year and should be retained in a Shoreline account. There was discussion of the number of FTEs in Human Services. Mr. Burkett said that staff feels that this is the number needed to achieve the Council's human services goals.

Councilmember Gustafson commented on the successful partnership between the City and school district on the Early Literacy Program. He wondered how reductions to King County's budget would impact future services in Shoreline.

Mr. Beem said the programs funded by King County include senior services, Food Lifeline, and the Family Support Center administered by the Center for Human Services.

Mayor Jepsen commented on the increase in the Community Development Block Grant funding for administration, noting that instead of reducing the City's funding level by this amount, he would support staying with a base amount no matter what the federal

government does. He said Council should consider as a policy question the relationship between incremental increases in federal funding and the City's baseline level.

Councilmember Ransom advocated for including a one-time transfer of \$100,000 from the Capital Fund to Human Services due to the difficult economic times. He supported the increase based on his belief that revenues will likely increase beyond projections due to Club Hollywood Casino.

Councilmember Hansen was reluctant to include an additional \$100,000, since there is no guarantee the City will have additional revenue. He pointed out that the Road Fund alone has experienced a decrease of \$500,000 due to Initiative 776.

Continuing her presentation, Ms. Rader outlined the changes to the Human Resources budget. She explained that the overall increase of \$12,655 (3.65%) includes a 2003 transfer of \$6,000 for professional services to the City Manager's Office. This equates to an actual increase of \$6,600 for 2004. This budget includes an AWC Wellness grant of \$2,225, and \$1,000 in Employee Recognition funding.

Councilmember Ransom stated for the record, as he has in years past, his continuing concern that a staff of three in Human Resources for an employee base the size of Shoreline's is too many.

Councilmember Gustafson commented favorably on the Employee Recognition program and the Wellness program. He requested details on the Employee Recognition program. Mr. Burkett said staff will provide more information as the program develops.

Councilmember Gustafson commented favorably on the 2003 performance measure results for Human Services, noting that the vast majority of employees understand and agree with the City's mission and goals.

Moving on to the Customer Response Team (CRT) budget, Ms. Rader explained that it only increased 1.75% in 2004 due to employee benefits. She said benefits have actually decreased because the legislature reduced the Public Employees Retirement System (PERS) rate. She also noted that a couple positions were reclassified by the Department of Labor and Industries (L&I), which affects the calculation of L&I costs.

Responding to Councilmember Gustafson regarding budget decreases for supplies, Ms. Rader explained that departments were instructed to try to keep expenditures at a minimum.

The Council discussed at length the location of CRT and its function. Mayor Jepsen emphasized that CRT functions not only as a call center but as a drop-in center. He felt that CRT could be more accommodating for drop-in visitors.

Mr. Burkett noted that the two-building configuration of City Hall is confusing for some visitors.



November 3, 2003

Councilmember Gustafson felt CRT has been very responsive to customers, even though it does not occupy a central location at City Hall.

Mr. Burkett felt CRT had good exposure and a good record for responsiveness, although it recently changed locations. He said the majority of service requests come by telephone rather than from walk-in customers.

Mayor Jepsen felt that the City needs to have a "face" at City Hall.

Councilmember Ransom expressed concern about the accessibility of City services after hours. Other Councilmembers expressed satisfaction with CRT response times.

In response to Councilmember Chang, it was noted that citizens can reach CRT members on weekends at all hours.

Continuing, Ms. Rader provided an overview of the 2004 Police Services budget, which reflects an increase of \$200,629 (2.8%). The 2004 budget also reflects the expiration of the COPS grant used to help offset the cost of the School Resource Officer Program. She briefly commented on staffing levels, noting that there will be 23 officers on the street in Shoreline for 2004.

Mayor Jepsen felt Council should discuss the practice of installing radar guns in all patrol vehicles as a policy issue.

Responding to Councilmember Ransom, Chief Turner clarified that there are 47 FTEs at the police precinct, not including City FTEs. There are three non-commissioned employees (one community service officer and two clerks).

Councilmember Gustafson was pleased with the City's use of a School Resource Officer. He asked about the potential for getting additional grant funding to support the position.

Chief Turner said that Local Law Enforcement Block Grant (LLEBG) funding for the SRO is requested annually, and each year the City has succeeded in receiving it. She clarified that LLEBG money is being put toward the SRO to compensate for the loss in the COPS grant.

Councilmember Ransom felt the police department should have the ability to communicate in several languages. He asked if the police had the ability to speak Korean, as someone expressed a need for it in the past. Chief Turner said the department utilizes various resources, including the language bank, to communicate with the public. She reported no difficulties with the department's ability to communicate with the public.

Responding to Mayor Jepsen, Ms. Rader explained that lease and utility payments for the police storefronts are paid out of the Public Works facilities budget, as are all City facilities.

Responding to Councilmember Ransom, Chief Turner clarified that the City has three detectives on the street crimes unit, one of which is a supervising sergeant. She reminded Council that it approved reducing the street crimes unit from four officers to three last year as a result of traffic patrol needs.

At Mr. Burkett's request, Chief Turner explained the accessibility of police officers after regular hours. She assured Council that customer service is excellent and that officers typically respond to emergencies within 3 minutes.

Councilmember Chang commented on Shoreline's high domestic violence statistics and wondered if the City is spending enough on it.

Chief Turner felt the allocation was adequate because the statistics have remained fairly consistent. She noted that many cities are now collaborating via a shared database to track information on victims and offenders.

Councilmember Ransom wondered if the statistics reflect higher reporting rates as opposed to actual crimes. He also wondered if the focus on traffic enforcement and other areas has led to increasing levels of drug crime, auto theft, and burglaries.

Chief Turner commented on the success of narcotics enforcement, noting that there have been 47 arrests out of 58 drug cases to date.

Councilmember Ransom said the Council received some complaints about the lack of traffic enforcement on residential streets. Chief Turner outlined the measures the department has taken to address traffic problems in neighborhoods, including NTSP projects. She encouraged Councilmembers to ride along with Shoreline police officers to get a sense of what they do.

Ms. Rader provided an overview of the Criminal Justice budget, which reflects an overall decrease of \$103,819 (9.82%) for 2004, primarily due to savings resulting from the multi-city agreement for jail services. A 1.2% cost of living adjustment accounts for a slight increase in the Public Defender budget.

Mr. Burkett commented that a tentative agreement with the County will likely result in a slight budget increase for court services, although it should not have a significant impact on the 2004 budget due to conservative planning.

Responding to Councilmember Ransom, Mr. Sievers explained that the public defender and prosecutor are budgeted as retainers.

Councilmember Hansen wondered to what extent the City was implementing electronic home monitoring of misdemeanor offenders as outlined in the budget.

Mayor Jepsen asked for a more detailed explanation of the \$5,000 allocated for Municipal Court on page 154 of the proposed budget.

# DRAFT

## MEETING EXTENSION

**At 10:00 p.m. Councilmember Hansen moved to extend the meeting to 10:30 p.m. Councilmember Ransom seconded the motion which carried 5 – 1, with Councilmember Gustafson dissenting.**

Councilmember Ransom asked if it is typical that 750 of the 1,110 misdemeanor cases qualify for indigent defense. He felt staff should double check those statistics for accuracy.

Ms. Rader gave a brief outline of the Parks, Recreation and Cultural Services Budget, which includes an increase of \$139,529 (5%). This budget reflects the transfer of the Human Resources Planner and Grants Specialist, and includes funding for new multipurpose room programming and Spartan Gym front desk coverage.

Dick Deal, Interim Parks, Recreation and Cultural Services Director, gave an overview of department objectives for 2004, which include: 1) completion of additional multi-purpose rooms at the Spartan Gym in partnership with the Shoreline School District; 2) reorganization of the department; 3) completion of the Parks, Recreation and Open Space Plan; 4) supporting Council direction regarding Bond Advisory Committee recommendation; 5) increasing program and rental revenues by 8%; and 6) developing a customer service plan with emphasis on improving customer satisfaction.

Councilmember Ransom wished to know how much of the recreation programs are subsidized by the general fund compared to fees. It was his understanding that the teen programs and special populations programs are wholly subsidized, while the costs for adult programs are covered by fees. Mr. Deal concurred.

Responding to Councilmember Ransom, Mr. Deal explained that while senior citizens do use the facilities, there is no structured program for senior citizens at this time.

Mr. Burkett commented that the Parks Master Plan is being updated and discussions about levels of subsidy could be covered during that process.

Councilmember Ransom wondered if there is data that can be used to compare Shoreline's recreational program costs with other jurisdictions.

Mr. Burkett felt that comparison data would not be very useful because jurisdictions use varying ways to measure costs. He said the key issue is that Council consider what kind of subsidy it supports for recreational programs.

Councilmember Ransom pointed out that the citizen survey can be used to determine what level of service is appropriate.

Bob Olander, Deputy City Manager, noted that Council will have further opportunities to consider policy when the recreational needs assessment is addressed as part of the Parks, Recreation and Open Space Plan.

Mayor Jepsen suggested that measurements or critical success factors be added to cover cultural services since this is part of the department name and mission. He also questioned why salary costs and total costs are proposed to increase 5% even though there is a 1.3 deduction in FTEs.

Mr. Burkett surmised that the increase was for part-time recreation programming, which is offset by increased revenues.

Mr. Olander pointed out that reorganization of Parks and the Human Services department involved additional costs not offset by cost savings from the general fund for reclassifications.

There was further discussion about the costs of reorganizing this department and how staffing levels can be tracked through the budget.

8. ADJOURNMENT

At 10:30 p.m., Mayor Jepsen declared the meeting adjourned.

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Sharon Mattioli, City Clerk