

City of Kenmore



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City of Kenmore City Council Special Joint Fire District Board Meeting Agenda

5:30 p.m., Monday, March 31, 2014

Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

- I. 5:30 p.m. Dinner**
- II. 6:00 p.m. CALL MEETING TO ORDER**
- III. BUSINESS AGENDA**
 - A. Potential Regional Fire Authority - Commissioner Adman
[PowerPoint Presentation](#)
 - B. Emergency Preparedness & Development Services - Bryan Hampson,
Development Services Director
[Memo](#)
 - C. Pedestrian & Bicycle Safety - Rob Karlinsey
[Agenda Bill & Attachments](#)
- IV. COUNCILMEMBER & COMMISSIONER REPORTS AND COMMENTS**
- V. ADJOURNMENT**



Northshore Fire Department Mission / Value / Vision



Mission Statement

We are dedicated to protecting the health, life, and property of the community with professionalism, respect, and integrity.

Value Statement

Our core values are honesty, integrity, trust, compassion, and courage. These principles provide the foundation for our success. We embrace a positive atmosphere where teamwork, competence, pride, and mutual respect provide an opportunity for all employees to succeed.

Vision Statement

We are an organization that continues to be innovative in meeting our mission in a changing environment. We accomplish our mission by providing superior services in partnership with our community.

Potential Regional Fire Authority – How did we get here?



- ▶ Economic downturn, decreased revenues
- ▶ Costs continue to increase
- ▶ Current regional interest in partnerships
- ▶ Board decision to investigate options
- ▶ 2012 Consultant Study

2012 Consultant study



“Partnership Alternatives: Fiscal, Deployment and Governance Options Analysis”

- ▶ Verified NFD is viable as a stand alone organization
- ▶ Identified some limited operational improvements
- ▶ Identified potential partnership options
 - Contract for service
 - Mergers
 - Joint station staffing
 - Regional Fire Authority

Study follow-up



- ▶ NFD implemented operational improvements
- ▶ Board developed Guiding Principles for evaluating partnership opportunities
- ▶ Board contacted surrounding jurisdictions to explore opportunities
- ▶ Talked joint staffing with Kirkland for Finn Hill
- ▶ Bothell & Woodinville invited NFD to join Regional Fire Authority Planning Committee

NFD Guiding Principles

For evaluating partnership opportunities



- ▶ Does it provide significant, quantifiable service improvements or cost reductions compared with the status quo?
- ▶ Is it a balanced arrangement, in terms of resource commitment, cost, and risk exposure?
- ▶ Is there a comprehensive plan for implementation, with commitment from all agencies to see the project through to completion?
- ▶ Does it have a high likelihood of success, and lead to a stable and sustainable organization?
- ▶ Do the organizations have a shared vision as to the outcome?

What is a Regional Fire Authority?



- ▶ An RFA is a special purpose district created by a vote of the people.
- ▶ An RFA is very similar to a Fire District with regard to purpose, function and funding.
- ▶ RCW 52.26 was established to provide the framework in which municipalities and fire districts could gain efficiencies through consolidation while retaining local control.
- ▶ An RFA can establish governance models not available to Fire Protection Districts.

Why consider an RFA?



Combining services may provide the most cost-effective service for our citizens. Consolidating resources into a single fire protection agency could enhance service delivery by:

- ▶ Removing duplication of efforts and creating efficiencies
- ▶ Providing economies of scale
- ▶ Providing a seamless response by erasing borders

How is an RFA formed?



- ▶ Two or more fire protection jurisdictions consider forming a Regional Fire Authority
- ▶ An RFA Planning Committee (RFAPC) is formed
- ▶ The RFAPC formulates a fire protection service plan and forwards it to each participating jurisdiction's governing body
- ▶ Participating jurisdiction's governing body approves the plan and authorizes the issue to be placed on a ballot for the citizens to decide
- ▶ The ballot measure is approved by the voters of the proposed RFA with a simple majority
 - ▶ *60% if a benefit charge method of funding is desired*

Citizen input



- ▶ RCW 52.26 requires opportunities for public input.
- ▶ The RFAPC encourages public engagement
- ▶ RFAPC meeting are open public meetings
- ▶ Agendas and Meeting Minutes are available on our website
- ▶ Public forums will be held in each of the four participating jurisdictions for the purpose of:
 - ▶ Orienting the public to their agencies' current conditions
 - ▶ Determining the public's priorities for their agency going forward
 - ▶ Determining the public's service priorities for their agency going forward
 - ▶ Providing an opportunity for feedback on staffing levels, cost of service and response performance.
 - ▶ Providing an opportunity for feedback on RFAPC recommendations

Northlake RFAPC

Governed by RCW 52.26



- ▶ Northshore, Bothell, SCFD 10 and Woodinville fire departments are participating
- ▶ Committee is evaluating structure, finance, governance alternatives, & overall feasibility
- ▶ Not a pre-determined outcome

Northlake RFAPC Scope of Work



Identify Existing:

- ▶ Service levels
- ▶ Costs
- ▶ Equipment & facilities
- ▶ Finance & administration

Northlake RFAPC Scope of Work



Evaluate Service Delivery Alternatives

- ▶ Status Quo
- ▶ Contract for Services
- ▶ Merger (with annexation)
- ▶ Regional Fire Authority



Northlake RFAPC Scope of Work

Develop a plan for future service delivery and implementation

- ▶ Organizational structure
- ▶ Service level and methods
- ▶ Equipment, capital facilities & reserves
- ▶ Governance

Process & time frame



- ▶ Consultant (ESCI) facilitated process
- ▶ Opportunities for stakeholder involvement, including cities
- ▶ 6-months to complete scope of work
- ▶ Evaluation of results/options by RFAPC
- ▶ Decision by Northshore Board of Commissioners
- ▶ Ballot measure if decision to move forward

For more information



- ▶ RCW 52.26, Regional Fire Protection Service Authority
- ▶ Regional Fire Authority Implementation Guide
- ▶ Northshore Fire Department "Partnership Alternatives" 2012 ESCI Study
- ▶ Northlake RFPC Meeting Schedule, Agendas, Minutes and Information

All available at www.northshorefire.com



City Of Kenmore, Washington

Memorandum

Date: March 25, 2014

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director

Re: **Emergency Preparedness and Development Services**

The City and the Fire District continue to work together on various projects and tasks including emergency preparedness, training and fire marshal services.

Emergency Preparedness and Training Involvement:

- In 2012 the Fire District created Emergency Operation Center (EOC) maps that correlate to the Police Department zones and show damage assessment driving routes and important facilities;
- The City and Fire District worked together in early 2013 to update and adopt the City's Comprehensive Emergency Management Plan. Last updated in 2008, this 200 page document includes a basic plan, responsibilities, emergency support functions, and emergency operations center procedures;
- On February 26, 2013 the City and Fire District participated in an EOC drill designed to guide us through the EOC functions. Following the drill, a table top exercise and damage assessment drill was conducted on September 12, 2013, where we set up the EOC. Teams were sent out to survey the city and report situations back to the EOC and where the EOC prioritized and assigned resources.
- On October 27, 2013 the City and Fire District participated in an emergency seaplane response plan exercise at the Kenmore Air Harbor which is the Washington emergency seaplane base. The emergency seaplane response plan will be a conduit for getting resources in and patients out;
- The Fire District provides the City with Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training;
- The Fire District provided blood pressure checks at a City wellness event.

The relationship between the City and Fire Marshal are outstanding. Fire Marshal LaFlam assists the City in many different areas. His responsiveness, team work, flexibility and professionalism are a huge asset to the City, community and developers. For example he participated and provided valuable input in the City's Lean exercise conducted on the permit review process. The following is an example of other services provided by the Fire Marshal.

- Provides fire code review, inspections and approvals for development activities, business licenses and special events;
- Attends and participates in pre-application, development review, and pre-construction meetings;
- Participates in the city-wide building and fire code adoption process, which occurs every three years;
- Assists with code enforcement cases as needed;
- Informs the City when there has been a structure fire in the City;
- Assists with assigning addresses in the City.

Upcoming activities we are working on together:

- Drafting Volunteer Reception Center policies for emergencies and disasters;
- Conducting a marina fire and rescue exercise.



**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic:

Pedestrian and Bicycle Safety

For Council Meeting Agenda of: March 24, 2014**Department: Various****Prepared by: Rob Karlinsey, City Manager****Proposed Council Action/Motion:**

**Authorize the City Manager to Move Forward
With Implementation of the Near-Term Safety
Actions**

Initial & Date**Approved by Department Head:** _____**Approved by City Attorney:** _____**Approved by Finance Director:** _____**Approved by City Manager:** ROK**Exhibits/Attachments:**

Exhibit A: Pedestrian and Cyclist Accident History

Exhibit B: Previous Pedestrian and Traffic Safety Actions

INFORMATION/BACKGROUND:

The City is very concerned with recent accidents involving pedestrians in the City of Kenmore. Citizen safety is a top priority for the City Council. We are taking these recent incidents very seriously and are proposing a series of affirmative next steps to improve pedestrian and vehicle awareness with the goal of improving safety.

We are proposing both near-term and long-term steps to help improve pedestrian and bicycle safety in our City. It is important to take a holistic approach while at the same time implementing short-term measures that can make a difference now. Near-term actions are recommended as follows:

Near-Term Actions

Arterial Crosswalks with No Mainline Stop Control. Examples include Juanita Drive/160th Street and Simonds Road/157th Street.

1. Install pedestrian hand-carry flags at these crosswalks (several already have these flags). Replenish those crosswalks that do have flags.
2. Re-check street lighting at these crosswalks. Augment lighting where needed.
3. Install Rectangular Rapid Flashing Beacons ([RRFB](#)) at all arterial crosswalks that have no mainline stop control. Allocate the funding to do this ASAP.



4. Analyze these crosswalk configurations and determine whether striping or other adjustments need to be made.

5. Continue to conduct crosswalk enforcement.

Road Conditions, including speed limits and channelization:

1. Evaluate channelization and striping of certain arterials, including the possibility of “road diet” (reducing the number of automobile lanes and creating more room for bicycles and pedestrians) where volumes and conditions allow.
2. Evaluate whether speed reductions on certain arterials are appropriate.

Education, Outreach, and Enforcement. Increase driver and pedestrian education. Examples:

1. Handout retro-reflective arm bands at schools and events. The arm band would have the City logo and a possibly a short safety message.
2. At schools and various media sources (City newsletter, newspaper, webpage, social media, etc.), educate on pedestrian clothing, driver and pedestrian attentiveness, etc.
3. Enlist the help of citizens to encourage involvement and help get the word out in schools, safety booths at events, etc.
4. Install educational signage. For example, “Look Both Ways” signs for pedestrians at crosswalks. Continue to use the speed trailer where the permanent “Your Speed” signs are not located.
5. Continue to provide a police presence and enforcement on arterials and in neighborhoods.
6. Help promote the Fire Department’s bicycle and skateboard helmet and safety programs.

These above steps combined will benefit the community; however, there is no substitute for driver and pedestrian care and attention. Even with more installed physical devices and education, every vehicle/pedestrian/bicycle encounter contains independent judgment and decisions by the participants. Timing: Most of the above near-term actions should be complete and underway by the end of this year (2014).

Long-Term Actions

The City should continue on the path the City Council has already laid out, including the adopted City Council Goal “to accelerate implementation of the Sidewalk Plan by determining various funding options.” Last year the City Council adopted a 20-year sidewalk plan, a small portion of which is funded. The newest sidewalk to be installed is on the east side of 68th Avenue between 182nd Street and the Tolt Pipeline Trail. New commercial and residential developments are required to install new sidewalks. For example, the developers of Spencer68 apartments in Kenmore Village will be required to install new sidewalks on 68th Avenue and NE 182nd Street. Another example includes the East Creek Estates on 80th Avenue NE.

The City has aggressively applied for various State and Federal sidewalk grants. These grants are very competitive, and the City has seen some success in applying for these grants. For example, the sidewalks running the length of 153rd/155th from Arrowhead 84th Avenue were funded through a State grant in the mid 2000s. More recent sidewalk grant funding success can be seen on Bothell Way and the approaching arterial avenues to Bothell Way. The City will soon apply (for the second time) for funding for new sidewalks on 155th Street approaching Inglemoor High School and 202nd Street approaching Kenmore Junior High School as well as NE 181st Street along the Safeway frontage

In addition to and in keeping with implementing the sidewalk plan, the City should consider creating Neighborhood Traffic Plans, with the emphasis on traffic calming and pedestrian/bicycle safety. The current Neighborhood Traffic Safety Program is similar to those in other jurisdictions and is reactive to citizen complaints. A Neighborhood Traffic Plan is proactive and divides the City into regions that geographically make sense for neighborhoods. Staff coordinates with neighbors, conduct speed/volume studies, and develop an implementation plan for each neighborhood with significant neighbor input. Such a program would require additional resources that are not currently identified or funded, including funding for additional staffing,

community outreach, design, and installation of signage, striping, and physical devices. Physical devices include roundabouts, traffic circles, speed bumps, and chicanes.

These long-term actions should be holistic with emphasis not only on pedestrians but also cyclists—the City should also consider accelerating the implementation of the Bicycle Strategy that was completed in 2013. We need to have an open mind and depart from the automobile-oriented devices of the 20th century, such as traffic signals and all-way stops. In other words, the mentality needs to shift from the vehicle as the dominant transportation mode to *multi-modal* transportation, with an emphasis on pedestrians and cyclists.

As we move towards these long term goals, the City will have to make difficult decisions about our roadways and the priority “mode of transportation.” For example, our roads often provide overflow parking in neighborhoods and arterials, but the “real estate” may better serve bicycles and pedestrians through bicycle lanes and pedestrian shoulders. It is not feasible to have it all given our current right of way limitations.

Another long-term strategy should be to continue to press the State for SR520 tolling mitigation. We need to continue beat this drum and request funding to mitigate for increased traffic volumes that we have seen in the last several years.

Citizen Involvement

We are grateful for the citizens who have expressed concern and are offering to help. We should tap into and harness their interest and positive energy. The City is currently undergoing a thorough review of the Transportation Element of the Comprehensive Plan. This year (2014) is great timing for our citizens to get involved. Bicycle, pedestrian, and transit route prioritization, and other important transportation topics are part of this effort to update the City’s Transportation Element. There will be a joint Planning Commission / Council meeting in the near future to discuss the “layered network” approach by which the City could prioritize certain routes and the main mode of transportation it will address. We also will be holding a public Transportation Element workshop for the public, and Planning Commission and City Council meetings will be open for input and involvement from our citizens.

In addition, if the City Council chooses to allocate resources toward Neighborhood Traffic Plans, residents from each neighborhood will be involved, provide input, and participate. In each neighborhood there are always certain citizens who are more involved than others, and the City would work with and through those citizens to develop plans and help raise awareness.

In summary, the near-term and long-term recommendations discussed above aim to improve pedestrian and vehicle awareness with the goal of improving safety. However, as long as there are cars, pedestrians, and cyclists (and other modes), there will always be accidents—there are a multitude of factors that contribute to accidents, many of which involve individual driver and pedestrian decisions that are beyond the City’s control. In the last several years, the world has changed for Kenmore. Due to regional changes, we are seeing increased automobile volumes on our roads. In addition, the growing popularity of smart devices and cell phones has reduced driver attentiveness (even pedestrians and cyclists are “plugged in”). We need to be aggressive in getting the word out and raising awareness about safe driving, walking, and riding safely in Kenmore.

FISCAL CONSIDERATION:

Near-Term Recommendations that Need Funding:

Crosswalk Lighting Enhancements	TBD
Crosswalk RRFB Installations	\$170,000
Rechannelization & Evaluation	\$35,000
Kenmore Pedestrian & Bicycle Safety - Rob Kalinsey	

Arterial Speed Studies	\$15,000
<u>Educational Materials</u>	<u>\$5,000</u>
Total	\$215,000

The above are estimates. As we move toward implementation, these numbers will be further refined.

We recommend that funding for the above actions comes from the Street Fund Balance. Thanks to the efforts of the City Council, the Street Fund has been stabilized. The Street Fund's projected ending balance is currently budgeted at \$1,498,676. This balance is 91% of the Fund's annual operating expenses (\$1,646,338), which is healthy and considered a higher-than-needed fund balance by most standards. Financial institutions view a 15% to 20% fund balance as sufficient.

Implementing the above-recommended actions will reduce the Street Fund projected ending fund balance by approximately \$215,000 and bring the ending fund balance down to \$1,283,676 or 78% of the Fund's annual operating expenses.

Previous proactive actions by the City Council have made it possible for the City to be in this financial position with a stabilized and healthy Street Fund balance.

If the City Council wishes to proceed with the proposed Near-Term Actions, the City Council can direct the City Manager to proceed with the Near Term Actions and follow up with corresponding budget changes as part of the next budget amendment for Council consideration (likely in April 2014).

Long-Term Actions:

We recommend that discussion of the long term actions, including funding and implementation, occur during the 2015-2016 Biennial Budget process which will take place in the fall of this year.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Public Safety
Accelerating the implementation of the sidewalk plan

Exhibit A

Previous Pedestrian Accident History

Pedestrian and Bicyclist Serious Injury and Fatality Accidents

(Police Data from the MARR Database which was Initiated in 2004)

Year	Description	Ped Injuries	Ped Fatalities	Bike Injuries	Bike Fatalities
2004	1 Pedestrian Injury	1			
2005	1 Bicycle into Parked Car			1	
2006	N/A				
2007	1 Fatal Bicycle Accident, 1 Bicycle Injury, 1 Pedestrian Fatality		1	1	1
2008	N/A				
2009	1 Bicycle Accident (No other vehicle involved)			1	
2010	1 Bicycle at Fault Injury			1	
2011	N/A				
2012	1 Pedestrian Fatality		1		
2013	1 Pedestrian Injury, 1 Pedestrian Fatality	1	1		
2014	1 Pedestrian Fatality, 1 ped injury, 1 Bicycle Injury	1	1	1	
Totals		3	4	5	1

Exhibit B

Previous Pedestrian and Traffic Safety Improvements

What has the City done to improve pedestrian safety?

- Reduction of 80th Ave speed and we're adding more street lights to 80th NE (north of 522)
- Reduction of SR 522 speed
- 15 miles of sidewalk installed since incorporation (through city installation and developments)
- SR 522 improvements from the eastern City limits to 65th Avenue : sidewalk, lighting, bus stops, signals
- Upcoming (and funded) SR 522 improvements (new sidewalks, etc.) from 65th Avenue to 61st Avenue (including the intersection at 61st/Bothell Way)
- Permanent "Your Speed" signs on various arterials
- Use of the "Your Speed" trailer in various neighborhoods
- Neighborhood police presence and enforcement, including crosswalks, stop signs, bus stops, and speed.
- Neighborhood Safety Program
- New radar gun checkout program
- Two new signalized intersections at 145th & Juanita Drive and also 181st/61 st Ave
- Safety Improvement Grant (2014) for improved pedestrian facilities (stop buttons, curb ramps, etc.) on Juanita Drive
- Upcoming (and funded) 2014 Juanita overlay and restriping to improve bicycle/pedestrian shoulder
- Installation of new bus stop ahead signs where site distance problems exist
- Crosswalk Flags