Council Meeting Date: May 1, 2000 **Agenda Item: 6(a)**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Development Code, Phase II
DEPARTMENT:	Planning and Development Services
PRESENTED BY:	Timothy Stewart, Director
	Anna Kolousek, Assistant Director

EXECUTIVE / COUNCIL SUMMARY

The City Council's 1999/2000 goal #1 is the preparation of the permanent development code that corresponds with the Comprehensive Plan goals and policies (adopted November 1998) and which complies with the requirements of the Growth Management Act (GMA). To achieve this goal several actions have been taken:

- **January 19, 1999:** Your Council approved the process for the preparation of the development code. In order to make the process manageable, the Council agreed to split the code writing and adoption into two phases: Phase I – the procedural sections of the code and uncontroversial standards; Phase II – the substantive changes to the development regulations.

- **February 23, 1999:** Your Council appointed thirty-seven citizens to the Shoreline Planning Academy. The Academy met ten times between April and September of 1999. They addressed many issues and reached consensus on procedural improvements, as well as on the substantive issues of the code.

- **Development Code - Phase I:**
  June 7, 1999: Your Council received a status report on the Academy work and the progress of Phase I.
  July 15 - August 13, 1999: Public review and comment period on Phase I.
  July 29, 1999: Planning Commission and Planning Academy joint workshop on Phase I.
  September 2, September 16, and October 21, 1999: Planning Commission held public hearings and unanimously recommended approval of Phase I.
  December 6, 1999: Your Council held a workshop on Phase I.

- **Adoption of Phase I:**
  February 28, 2000: Your Council held public hearing and unanimously approved Phase I of the Development Code – Ordinance No. 230. Phase I includes Chapters I and III of the Code (see Attachment A, green paper).

- **Development Code – Phase II:**
  January 3 - January 31, 2000: Public review and comment period on Phase II (including the Code Enforcement section from Chapter III).
- January 20, 2000: Planning Commission held a workshop to discuss Phase II.
- February 17, March 9, 16, 23, 2000: Planning Commission held public hearings and unanimously recommended approval of Phase II.

The process of preparation, review, and adoption of the Code was inclusive and very effective. Between April and September the Shoreline Planning Academy met ten times and set the overall direction and reviewed the constraints and opportunities for translation of the community values into the Code. The Academy members also effectively commented on the draft Code during the public review period. On Phase II we received 413 high quality amendments. (During Phase I we received a total of 179 amendments.) A number of these amendments contained the same proposed changes. Staff identified 281 separate amendments for the Planning Commission's review. A summary table of proposed amendments is included as Attachment B.

The Development Code prescribes the standards for development in harmony with the Comprehensive Plan policies. We have placed great emphasis on the organization of the Code, readability, and on the substance of regulations.

Phase II of the Development Code combines related development regulations for zoning, design, engineering, and critical areas. Combining these regulations in one document strengthened the linkages ignored by the "old" zoning code and other stand-alone regulations. Phase II includes also the Definitions (Chapter II) and Code Enforcement section (Chapter III, Section 10) They were not reviewed during the Phase I. The proposed Code represents a major restructuring of the existing and new regulations aimed on the ease of administration and on public understanding.

The purpose of this workshop is to review with your Council the Development Code – Phase II, as recommended by the Planning Commission for adoption. The complete text of the Planning Commission's recommended version of the Code (Attachment A) includes also Chapters I and III, adopted by your Council in February (Ordinance No. 230).

RECOMMENDATION

No action is necessary at this time.

Approved By: City Manager LB City Attorney N/A

BACKGROUND/ ANALYSIS

BACKGROUND:

The core of our present zoning code was developed by King County to implement the County Comprehensive Plan of November 1994. The City adopted this zoning code on June 26, 1995 to govern the development of land on an interim basis, while the City was preparing its own comprehensive plan. The need for amending the King County zoning code became apparent as the City began to receive applications for all the land use permits, that property owners had decided could wait until incorporation became a fact. Acting in response to citizen and Council concerns, that the style of development allowed by the King County Zoning Code was harming the existing character of Shoreline, your Council adopted several moratoria and revisions to the code over the past four years.

On November 23, 1998, your Council adopted Shoreline's first Comprehensive Plan. The new Comprehensive Plan contains a vision promoted by goals and policies. To bring the existing codes and ordinances adopted during incorporation and prior to adoption of the Comprehensive Plan into conformity with the new Plan, your Council adopted as Goal No. 1 – "Develop and Adopt Permanent Codes that Implement the Policies of the Comprehensive Plan".

On January 19, 1999, your Council approved the process and timetable for adoption of the permanent development regulations that implement the Comprehensive Plan. In order to make the process more manageable, the Council agreed to split the code writing and adoption into two phases: Phase 1 - procedural issues of the code and uncontroversial development standards; Phase 2 - development regulations.

PUBLIC PARTICIPATION AND THE EXTENSIVE WORK UNDERTAKEN BY THE PLANNING ACADEMY:

In order to provide for inclusive and effective public participation in the development code production process, your Council appointed thirty-seven citizens to the Shoreline Planning Academy on February 23, 1999. The Academy had two purposes:

1. To educate selected members of the Shoreline community about the legal, technical and ethical constraints and opportunities of planning and growth management; and
2. To educate selected members of the Shoreline staff about the views, values and opinions of Shoreline's community, neighborhoods and individuals.

Between April 8 and September 23, the Academy met ten times. The Academy sessions were separated into two parts, in harmony with the code preparation phases. For Phase II of the Code, the Academy members took photographs of positive and negative features of various developments which are now "translated" into development standards reflecting the "community vision". They also focused their attention on road and drainage facilities – their functionality and aesthetics. They did driving and walking survey of streets, sidewalks, turnarounds, and storm drainage detention/infiltration facilities.

DEVELOPMENT CODE:

The Development Code prescribes the standards for development in harmony with the Comprehensive Plan policies. We have placed great emphasis on the organization of the Code, readability, and on the substance of regulations. Phase I (Ordinance No. 230, adopted February 28 – green pages of Attachment A) addressed the procedural requirements for all types of development. Phase II of the Code combines related development regulations for zoning, design, engineering, and critical areas. Combining these regulations in one document strengthened the linkages ignored by the "old" zoning code and other stand-alone regulations. This phase also includes the Code Enforcement section (Chapter III, Section 10) and Definitions (Chapter II). The proposed Code represents a major restructuring of the existing and new regulations aimed towards the ease of administration and on public understanding.

The Washington State, Department of Community, Trade and Economic Development (CTED), Growth Management Program reviewed the draft Code. Their review letter to the Mayor, dated April 14, 2000, is included as Attachment D. This letter concludes the required GMA review. CTED comments range from what they "especially like" to "concerns" they feel need to be addressed. The concern about Chapter VIII, Special Overlay District – Critical Areas recommends the use of the Department of Ecology recommended buffers width, which in their letter appears to be greater than buffers proposed in the draft Code. The draft Code does not change the buffer width from our existing Code (SMC 18.24, Environmentally Sensitive Areas). Included is a memorandum from the consultant, who worked with the City on the critical area standards. This memorandum includes the sources of the Best Available Science they used in establishing the buffer width proposed in the draft Code and the CTED's concern (Attachment E).

Appearance of the Code:

The overall appearance of the Code and thought-out thematic design contributes to the speed with which staff and public can access the information. Although the legal publishing of the Code will require codification, we are working with the publisher to keep the "friendly" and readable format. Tables and graphics are used to convey information succinctly and quickly. Graphic images are simple and consistent, often they show unacceptable and acceptable examples. The Code eliminates the parenthetical footnotes in tables that specified additional standards (or criteria) in the old zoning code because they created many problems in administration. Standards are specified in appropriate sections of the Code. Finally, proper cross-referencing will bind the Code together and will be applied by the publisher after adoption.

The following is the summary of the restructured draft Code (excluding Chapters I and III that were adopted in February). Please note that in Chapter III, there was a "placer" for two Type C permit actions: Critical Area Special Use Permit and Reasonable Use Approval. We are including a revised Table 3 (on white paper) with the addition of these two action types.

Definitions (Chapter II):

Definitions are a significant component of the Code; they make explaining regulations to the public easier. The definitions from the various parts of the old code have been grouped into one chapter. We have eliminated the terms that are not used in the code, the terms that had several definitions (example: we had four definitions for "alley"). Wherever possible, we have used state and federal terms as accepted definitions. Finally, although we have prepared definitions in Phase I, the final tuning occurred during the Phase II to ensure the consistency between the definitions and regulations.

Zoning and Use Provisions (Chapter IV):

The proposed Code retains seven types of existing zoning designations and does not change the existing zoning map. The consistency with the Comprehensive Plan land use designations is proposed through several innovative techniques and standards that will allow for a variety of uses to locate within the existing zones:

1. There is a statement of purpose for each zone. Zones with similar characteristics are grouped together (Neighborhood Business, NB and Office, O) to allow for mixed-use development without changing (or adding) an additional zoning designation for mixed-use.
2. Confronted with the vast number of land use types specified in the old code, the proposed Code identifies only the basic use categories: residential, non-residential, and other uses (only where it was necessary to include additional criteria and/or procedures, uses are classified further). Uses are allowed in zones by use of symbols specifying review procedures: P = permitted by right, C = Conditional use permit, S = Special use permit. In addition, some uses require compliance with additional criteria, not just the development standards. These criteria are consolidated in the section "Index of Supplemental Use Criteria" and identified by –i in the land use tables. (Please note that all uses have to comply with the development standards (Chapters V, VI, VII, and VIII). These standards together with the supplemental use criteria ensure the compatibility of the use in the zone.)
3. Residential zones provide for housing choices for a variety of economic segments of the community, including innovative housing types (accessory units, cottage housing, and affordable housing). Supplemental criteria and design standards will ensure the compatibility of these houses with the existing neighborhoods.
4. In some cases site specific rezones in compliance with the Comprehensive Plan land use designation will be individually processes as Type C actions (please see Chapter III, page 61 in Attachment A).

General Development Standards (Chapter V):

This chapter includes the development standards for residential and non-residential developments (including basic design standards), standards for tree conservation, clearing and grading, parking, landscaping, and signs (Sections 1 through 8). Flexibility in appropriate instances is identified by "exceptions" (listed in italics) immediately after applicable standard.

Section 1: Basic dimensional and density standards for all residential development are specified for each zone. Exceptions for housing flexibility (cottage housing), reduced setbacks, or height bonuses are also listed in this section.

Section 2: Single-family residential design standards address the site planning issues, allowable additions to an existing house, location of accessory structures, and fences. In the draft released for public review in January, staff proposed standards for building design, which would be easy to administer and ensure that the street facades would be attractive and not dominated by garage doors. By recessing garages the street would be enclosed with a variety of architectural elements: such as windows, bays, porches, and other entry enhancements. Three amendments (#157, 158 and 159) requested elimination of these standards. The Planning Commission agreed with these amendments and recommends the elimination of these standards. We are including these standards on shaded pages in the draft for your Council's final consideration.

Sections 3 and 4: Multi-Family residential, mixed-use, commercial, and non-residential standards promote varied and human scale facades along street. Building design elements are specified to provide for high level of visual interest without creating a chaotic image.

Section 5: Tree conservation, land clearing, and grading standards are consolidated in one section. Tree conservation standards provide flexibility and standards for tree protection during construction. Clearing is allowed only when a development plan has been prepared, not for speculative purpose.

Section 6: Parking, access, and circulation addresses not only parking requirements, but overall parking design, non-motorized circulation, and bicycle facilities.

Section 7: Landscaping standards emphasize flexibility, screening, and landscaping, which complements the site and building design. These standards include also requirements for installation and maintenance.

Section 8: Signs standards are intended to promote general principles of aesthetics and safety. They are divided into four major types: free-standing, building-mounted, projecting, and driveway entrance/exit signs. Organization of these standards by zones enables the user to determine applicable sign standards for a particular property within a zone.

Adequacy of Public Facilities and Services (Chapter VI):

This clearly states development requirements for sewer and/or wastewater disposal, water supply, fire protection, surface and storm water management, and street and access necessary for review and approval of a development permit.

Engineering and Utilities Development Standards (Chapter VII) and Engineering Development Guide:

The standards in Chapter VII provide a general framework ("triggers") for construction of streets, sidewalks, paths, trails, rights-of-way, and utilities. The Engineering Guide includes construction specifications, standardized details, and design standards for streets, sidewalks, intersections, streetscape, surface and storm-water specifications, traffic control, other safety and rights-of way improvements.
The Engineering Guide also includes adoption by reference of the 1998 King County Surface Water Design Manual (KCSWDM) and the Urban Land Use Best Management Practices (BMP), Volume IV of the 1992 Storm Management Manual for the Puget Sound Basin (with future amendments). Adoption of these manuals provides sets of current best available standards and practices to address the 1999 National Marine Fisheries Services (NMFS) listing of Puget Sound Chinook salmon as threatened under the Endangered Species Act (ESA).

Special Overlay Districts (Chapter VIII):

Overlay districts allow for special regulations to exist within parts of zones by supplementing the development regulations. The first special overlay district in this Code is the Critical Areas Overlay district. This district identifies standards for geological hazard areas, fish and wildlife habitat, wetlands, flood hazard, aquifer recharge, and stream areas.

Public Review:

The draft Code – Phase II was distributed for public review and comments on January 6, 2000. The Planning Commission, members of the Planning Academy, general public and staff were invited to identify unanticipated problems and/or issues and submit written requests for amendments to the draft by January 31, 2000. A total of 413 high quality amendment sheets were submitted. A number of these documents contained the same amendment proposed by various people. Staff has reviewed these proposed amendments and identified 281 separate amendments for the Planning Commission's review and consideration. A summary table of requested amendments is organized by the draft Code Chapters, with a separate section addressing the clerical types of amendments (Attachment B).

The table specifies the associated page numbers of the Code in the first column, log reference # of the proposed amendment in the second column, followed up with the amendment # that consolidates same, multiple requests in the third column, brief description of requested amendment (4th column), names of those proposing a specific amendment (5th column), preliminary staff recommendations to the Planning Commission regarding each proposed amendment (6th column), and the Planning Commission's recommendation (7th column).

For recommendations on each proposed amendment, the following key applies:

SA – Planning Commission or Staff Strongly Supports this Amendment: Planning Commission or staff strongly agrees with the proposed amendment.

A - Planning Commission or Staff Agrees: This recommendation means that Planning Commission or staff agrees with the proposed amendment.

N - Neutral: This recommendation means that Planning Commission or staff believes that the proposed amendment is essentially a matter of community value and that the Planning Commission should make their recommendation based on their value.

D - Planning Commission or Staff Disagrees: This recommendation means that Planning Commission or staff disagrees with the proposed amendment.

SD - Planning Commission or Staff Strongly Disagrees: This recommendation means that Planning Commission or staff strongly disagree with the proposed amendment and believe that adopting the proposed amendment would be detrimental or present significant issues that have not been fully addressed.

Planning Commission Public Hearings and Recommendation:

The Planning Commission held Public Hearings and deliberations on February 17, March 9, March 16, and March 23, 2000. During the public testimony portion of the hearing process, eleven additional amendments were proposed (they are included in the Attachment B – Table of Amendments). The Commissioners discussed in depth many amendments recommended for approval by staff. They discussed and made recommendations on all amendments staff was "neutral" on because the amendment was essentially a matter of community value. They also discussed the amendments staff disagreed with together with the reasons for it. After their deliberations, on March 23, the Commission voted unanimously (one Commissioner was absent) to recommend approval of the draft Development Code – Phase II, subject to their amendments. The draft Code (Attachment A) includes all amendments recommended by the Planning Commission.

RECOMMENDATION

No action is necessary at this time.

ATTACHMENTS

Attachment A – Development Code and Engineering Development Guide
Attachment B – Table of Proposed Amendments (please note that the complete text of all proposed amendment is available for review in the City Clerks Office)
Attachment C – Planning Commission Minutes: 2/17, 3/9, 3/16, and 3/23
Attachment D – Letter from CTED to the Mayor
Attachment E – Memorandum from Madrona Planning and Development Services

Copies of Attachments are available for public review in the City Clerk's Office, Planning and Development Services Department, Richmond Beach and Shoreline Libraries, East and West Police Neighborhood Centers.

Council Meeting Date: May 1, 2000 **Agenda Item: 6(b)**

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Washington Traffic Safety Committee Pedestrian Safety Program
DEPARTMENT:	Public Works
PRESENTED BY:	William L. Conner, Public Works Director wlc

EXECUTIVE / COUNCIL SUMMARY

The purpose of this report is to inform your Council of the progress of this project and obtain your Council's consensus on the direction of the project.

This project is sponsored and funded by the Washington State Department of Transportation (WSDOT). WSDOT will fully fund the entire project cost of $400,000. It is not in the City's Capital Improvement Program (CIP). In October of 1999, your Council was briefed, through the City Manager's Report, on the Washington Traffic Safety Commission's (WTSC) request to partner with the City of Shoreline in developing a pedestrian demonstration project to address pedestrian safety on Aurora Avenue.

The objectives of the demonstration project include:

1) Target "high pedestrian collision" locations
2) Mobilize technical, political, and public support to address education, enforcement and engineering solutions
3) Implement the safety solutions based on current collision data

The City of Shoreline along with WSDOT and WTSC have been working together to improve safety conditions for pedestrians on Aurora Avenue in the City. WSDOT is providing the project funding and WTSC and Shoreline staff are providing their support and expertise. Aurora Avenue has been selected for the demonstration project as it has one of the highest pedestrian accident rates on any State route, and the City of Shoreline is actively supporting pedestrian improvements and pedestrian access in its community.

The project team and interested citizens have developed a three pronged approach to addressing the issue of pedestrian safety. The three prongs include Education, Enforcement and Engineering (capital improvements).

Education

An education program is being developed to inform several target groups. These groups include motorists/commuters, seniors, children/students, multi-lingual members of the community, transit riders and the general public.

Enforcement

The Shoreline Police Department and representatives from the WSTC have been working together to develop an enforcement plan. This plan consists of enforcement action and education for both motorists and pedestrians.

The Washington State Transportation Center (through the University of Washington) is assisting in determining pedestrian patterns on Aurora Avenue and will be measuring the effectiveness of the project.

Capital Improvements

Two locations on Aurora Avenue have been identified for pedestrian improvements, N. 165th Street and N. 170th Street (Attachment C). These locations were identified as being high pedestrian traffic locations in respect to the adjacent businesses and transit stops. Any construction work done at these sites will be coordinated with the Aurora Avenue North and the Interurban Trail CIP projects.

Project Timeline

October 99	Project Team Kick-off Meeting
Fall 99	Form Pedestrian Advisory group
	Develop Enforcement Program
	Develop education outreach program
	Identify location(s) for capital improvements
	Data gathering/analysis
Winter/	Implement education program
Spring 00	Implement enforcement program
	Design capital improvements
	Data analysis - ongoing
Summer 00	Construction of capital improvements
	Demonstration Project Report

RECOMMENDATION

No formal Council action is required. We are seeking Council consensus on the direction of the project.

Approved By: City Manager /B City Attorney N/A

BACKGROUND / ANALYSIS

Pedestrian/motor vehicle collision rate has been rising in Washington State. For these reasons, the Washington State Department of Transportation (WSDOT) and the Washington Traffic Safety Commission (WTSC) formed a Washington Quality Initiative (WQI) Pedestrian Safety team to identify ways to reduce pedestrian collisions. The team was comprised of city, county, and state representatives from transportation engineering and planning, enforcement, transit, and licensing. Aurora Avenue has been selected for the demonstrated project as it has one of the highest pedestrian accident rates on any State route, and the City of Shoreline is actively supporting pedestrian improvements and pedestrian access in its community.

The City of Shoreline has recognized the need to address pedestrian safety on Aurora Avenue. In December of 1998, the City applied for and received grant funding for three pedestrian crossings of Aurora Avenue. One of these three crossings (N. 165th Street) will be constructed jointly with the demonstration project. The grant money received for this improvement will be turned over to WSDOT and no costs will be incurred by the City.

Two locations have been identified for pedestrian improvements: N. 165th and N. 170th. These locations were identified as being high pedestrian traffic locations in respect to the adjacent businesses and transit stops.

Shoreline's Role

Shoreline's Public Works and Police Staff are lending their expertise to the advisory committee, working with WSDOT staff in the implementation of any capital improvements (ensure close coordination with the Aurora Avenue Corridor project), assisting with the development and implementation of education and enforcement scenarios

Project Team

Several jurisdictions and agencies are providing guidance, over-sight and act as resources for the project. The project's Technical Advisory Committee consists of staff members from Shoreline, WSDOT, Metro, King County, the University of Washington, the Shoreline School District and other local agencies.

Outcomes to date:

Education

An Open House was held at Shorewood High School in January to generate a list of potential outreach programs. Those in attendance were City staff, project staff, neighbors, transit users and the school district.

Several target groups were identified including motorists/commuters, seniors, children/student pedestrians, multi-lingual members of the community, transit riders, and the general public.

Several ideas have been suggested:

- A web site linked to the City site
- Graphic logo/slogan/poster
  The slogan " Look Again" is currently being developed as a way to promote pedestrian safety and awareness (See Attachment B).
- Pamphlets
  To be distributed to identified user groups
- Ped Bee program
  Ped Bee is a Washington State Pedestrian Safety Program aimed at students. Note: Paul Cornish (Capital Projects Manager) has worn the Ped Bee outfit and volunteered to be the first one in Shoreline to give it a go.
- Media relations
  Outreach and messages delivered via billboards and message boards by businesses.

Enforcement

The Shoreline Police Department and representatives from the WTSC have been working together to develop an enforcement plan. This plan will consist of enforcement action and education for motorists and pedestrians. The Shoreline Police Department staff will be paid through funding provided by the State at no cost to Shoreline.

- Shoreline volunteers will observe motorists who do not obey traffic laws, note their license plates, and a letter describing the laws will be sent to the motorists.

- Officers and volunteers will distribute pedestrian safety pamphlets to transit riders

- Shoreline officers will be encouraged to reinforce proper behavior with motorists along the corridor

- There will be an exclusive enforcement operation on Aurora Avenue

- Shoreline officers will be encouraged to reinforce proper behavior with pedestrians along the corridor.

Engineering (Capital Improvements)

In December 1999, a design charrette consisting of four design teams brainstormed potential improvements. The teams consisted of City Staff, the project consultants, students, transit riders and neighbors. The proposed improvements are the based on these ideas.

Additional work:

The University of Washington is observing pre-improvement pedestrian patterns and surveying the adjacent residents to gauge their knowledge of pedestrian laws, the source of pedestrian trips on Aurora Avenue, how/when they decide to cross Aurora

Avenue and as motorists how they drive along Aurora Avenue. The study " A Motorist and Pedestrian Behavior; Analysis Relating to Pedestrian Safety Improvement" will investigate the effects of the Demonstration Project by looking at:

- Before/after pedestrian traffic patterns
- The level of change in motorists' attitudes towards pedestrian safety (willingness to stop for pedestrians in crosswalks)
- The level of change in pedestrians' attitudes toward pedestrian safety (use of cross walks)
- Assessing the project's impact on increased public awareness of pedestrian safety.

A copy of the Highway 99 Pedestrian Safety Improvement Project Public Opinion Survey is attached (Attachment A).

Project Status/Schedule

October	Project Team Kick-off Meeting
Fall 99	Form Pedestrian Advisory group
	Develop Enforcement Program
	Develop education outreach program
	Identify location(s) for capital improvements
	Data gathering/analysis
Spring/Summer 00	Implement education program
	Implement enforcement program
	Design capital improvements
	Data analysis - ongoing
Fall 00	Construction of capital improvements
	Demonstration Project Report

RECOMMENDATION

No formal Council action is required. We are seeking Council consensus on the direction of the project.

ATTACHMENTS

Attachment A: Highway 99 Pedestrian Safety Improvement Project Public Opinion Survey

Attachment B: "Look Again" Project Status Report

Attachment C: Capital Improvement Locations

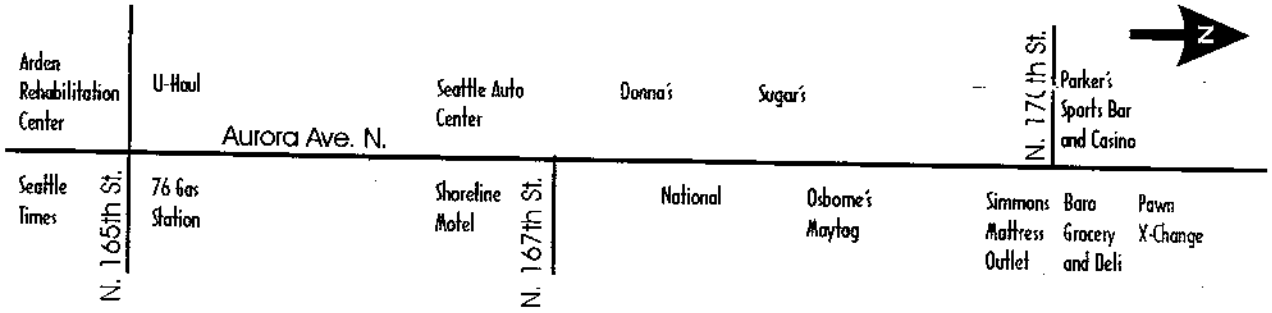
Attachment A

Highway 99 Pedestrian Safety Improvement
Project Public Opinion Survey

Washington State Department of Transportation | City of Shoreline | University of Washington | Washington State Transportation Center

HIGHWAY 99 PEDESTRIAN SAFETY IMPROVEMENT PROJECT PUBLIC OPINION SURVEY

The Washington State Department of Transportation is working on a project to improve safety conditions for pedestrians on Aurora Avenue North (Highway 99) within the City of Shoreline. Complementing the City's existing plan to improve conditions for pedestrians and motorists along Aurora Avenue North and to increase citizen involvement, the goals of this project include making roadway improvements for pedestrians and increasing public awareness about pedestrian needs and pedestrian/motorists laws. This initial public opinion survey, conducted by the Washington State Transportation Center at the University of Washington, asks about your experiences as a pedestrian and/or a driver on Aurora Avenue North between N 165th St and N 170th St (see below).



Please fill out the survey and return it by mail within one week. No postage is necessary. Your answers will not be associated with your name. All participants will remain anonymous. If you have a question, please contact Jennifer Nee weekdays between 8:00 AM and 4:00 PM at (206) 221-5981. Thank you for participating in this important project.

Section A: Your Experience as a Pedestrian

1. How often do you **walk** along Aurora Avenue North between N 165th St and N 170th St?

___ never
___ rarely (once or twice a month)
___ sometimes (at least once a week)
___ often (three or more times a week)
___ every day

2. How often do you **cross** Aurora Avenue North somewhere between N 165th St and N 170th St?

___ never
___ rarely (once or twice a month)
___ sometimes (at least once a week)
___ often (three or more times a week)
___ every day

3. How often do you cross because you got on or off a transit bus? ___ always ___ sometimes ___ never

4. Please mark which kinds of trips commonly require you to cross Aurora Avenue North (check all that apply).

___ work
___ school
___ shopping
___ food
___ walking for fun or exercise
___ other _____

5. What helps you to decide where to cross the street? (check all that apply)

___ the location offers a direct path to your destination
___ there is a gap in traffic, regardless of the location
___ the location is well lit when it is dark
___ the intersection has a traffic signal
___ the intersection has a painted crosswalk
___ a pedestrian signal is available
___ other _____

6. When you cross at an intersection where there is no painted crosswalk, which of the following best describes your experience?

___ traffic usually stops for me when I stand near the street waiting to cross
___ vehicles yield only when I aggressively cross in front of them
___ traffic does not stop for me, even when I try to be aggressive
___ I wait until there is a gap in traffic
___ other _____

7. Rank ***three options*** (1 being the most important) that you think would make Aurora Avenue North safer for walking and crossing:

___ sidewalks
___ a refuge island in the center turn lane
___ lights
___ marked crosswalks
___ crosswalk signs
___ additional police to enforce motorists' compliance with crosswalk laws
___ more public awareness about pedestrian safety issues
___ other_____

Section B: Your Experience as a Driver

8. How often do you drive on Aurora Avenue North somewhere between N 165th St and N 170th St?

___ never
___ rarely (once or twice a month)
___ sometimes (at least once a week)
___ often (three or more times a week)
___ every day

9. Do you often see pedestrians crossing Aurora Avenue North at locations between 165th St and N 170th St?

___ never
___ rarely
___ sometimes
___ often
___ every day

10. How often do you stop your vehicle to let a pedestrian cross?

___ every time I see a pedestrian waiting to cross
___ only if the pedestrian is in the roadway ahead of me
___ only when the pedestrian is waiting in the median turn lane
___ only when there are no vehicles behind me
___ have not stopped to let a pedestrian cross in the last month
___ other _____

if not, why _____

11. From your experience as a driver, rank ***three options*** (with 1 being the most important) that you think would make Aurora Avenue North safer for walking and crossing:

___ sidewalks
___ a refuge island in the center turn lane
___ lights
___ marked crosswalks
___ crosswalk signs
___ additional police to enforce motorists' compliance with crosswalk laws
___ more public awareness about pedestrian safety issues
___ other_____

Section C: Your Knowledge about Pedestrian Crosswalk Law

12. What is considered legal crossing?

___ crossing at any intersection, regardless of whether or not it is signalized or marked
___ crossing at signaled intersections only
___ crossing at marked intersections only
___ crossing at any place where a pedestrian wants to cross the street
___ I don't know.

13. Is the following statement correct or incorrect? ___correct ____incorrect ___I don't know

Pedestrians have the right-of-way at crosswalks and intersections whether or not the crosswalk is marked or painted. Drivers must yield where necessary to avoid striking pedestrians who are legally crossing the road.

Section D: About Yourself (Optional)

14. Are you ___ Male ___ Female

15. What is your age? ___ under 19 ___ 19-30 ___ 31-50 ___ 51-64 ___ 65+

16. What is your highest level of education?

___ did not finish high school
___ high school
___ community college or trade school
___ college/university
___ post graduate

Thank you for taking the time to complete this survey. When you are finished, please refold the survey form so that the 'University of Washington' address is displayed, secure with tape, and drop it in a mailbox at your convenience. No postage is necessary.

66-1918

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Attachment B

"Look Again" Project Status Report

Look Again!™

Potential logo to be used for project promotional and education outreach materials (currently being finalized)

Introduction

Project Summary and Purpose:
A Pedestrian Safety Demonstration Project is currently underway in the City of Shoreline. The project's overarching goal is to improve safety conditions for pedestrians at "high pedestrian/vehicle collision locations" on State Route (SR) 99 within Shoreline. Analysis of existing conditions has determined that pedestrian safety improvements should be focused at two locations: the 165th and 170th intersections. (For a description of proposed improvements at these intersections, refer to page 6.)

The demonstration project is an outcome of a program developed by the Washington Quality Initiative's (WQI) Pedestrian Safety Improvement Team. The WQI process resulted in a report of recommendations to reduce pedestrian collisions, and one of the implementation measures identified was the development of pedestrian safety demonstration projects. The WQI recommendations recognized that a three-pronged approach was needed for the demonstration project: education, engineering, and enforcement (the three "Es.")

- ***Education***
  Outreach tools to promote community awareness about pedestrian safety
- ***Engineering***
  Design and construction of physical pedestrian safety improvements at targeted locations along the corridor
- ***Enforcement***
  Police and volunteer efforts to enforce pedestrian safety laws in the vicinity of the corridor

Through these methods, it is anticipated that the number of pedestrian/vehicle collisions along the corridor will be reduced, and that pedestrians and motorists will become more aware of how to improve their safety.

Why the Aurora Corridor in Shoreline was Selected
Aurora Boulevard has been selected for the Pedestrian Safety Demonstration Project because it has one of the highest pedestrian/vehicle collision rates of any state route in Washington. Also, the City of Shoreline has been actively supporting pedestrian improvements and pedestrian access in its community. Records shows that between 1992 and 1996, there were 42 reported pedestrian/vehicle collisions on Aurora Boulevard within the city limits of Shoreline. This represents a total societal cost of $14,200,000 (that's 14.2 million dollars!)

Of the total pedestrian/vehicle collisions that occurred between 1992 and 1996, 38 percent resulted in pedestrian fatalities and 26 percent resulted in permanent disabilities. Within the same time period, pedestrian collisions on all other streets in Shoreline totaled 23 - only about half of the number of collisions on Aurora. Also, there were two pedestrian fatalities on Aurora in Shoreline in the years 1997 and 1998. Other statistics related to pedestrian and driver safety on the Aurora Corridor are attached

Another need for pedestrian improvements is that there are approximately 2,000 passengers boarding and departing from buses daily on Aurora with Shoreline city limits. Many of the existing bus stop locations need improved lighting, sidewalks to and from adjacent crossings of the boulevard, pedestrian crossing signs, and other types of improvements to enhance pedestrian safety.

Relationship to Other City of Shoreline Projects and Programs, Including the Aurora Corridor Project
This project will build on and implement the City of Shoreline's Pedestrian Safety Report and Education Program. The project will also implement pedestrian improvements at needed locations identified by the Aurora Pre-Design Study. The project will be combined with the Hazard Elimination grant project, maximizing efficiency and effectiveness. The improvements constructed as a result of the Pedestrian Safety Demonstration Project will be designed to work in conjunction with future improvements planned as part of the Aurora Corridor project. The two projects will work in tandem with one another, and the resulting improvements will be complementary.

Project Schedule and Status:
The schedule for the project is attached. It is anticipated that educational outreach activities will begin in the coming weeks, followed by enforcement activities in mid to late summer. Engineering for proposed improvements at the 165th and 170th intersections is currently underway, and construction of the improvements should begin in the late summer. Once the educational outreach and enforcement activities and the physical improvements are completed later this fall, it is anticipated that there will be ongoing

efforts in the Shoreline community to promote awareness about pedestrian safety and improve conditions for pedestrians throughout the city.

The project team has made significant progress on several components of the project, including community involvement efforts. A description of community involvement activities is provided below.

Project Team:
The Washington State Department of Transportation and the Washington Traffic Safety Commission have joined forces to carry this project forward. City of Shoreline staff have been working closely with WSDOT and WTSC to define the project scope and to help direct the project work as it moves forward. Other technical involvement includes the King County Department of Transportation Transit Section and the University of Washington TRAC research group. City of Shoreline staff will take the lead on implementation of capital improvements, coordinating closely with the Washington State Department of Transportation. This will ensure close coordination with the overall Aurora Corridor project. City staff will also continue to assist with the development and implementation of community outreach and educational efforts, and the Shoreline Police staff will take the lead on enforcement efforts. Representatives from the Shoreline School District will also be involved in developing student pedestrian safety programs as the project moves forward. City staff will continue to periodically brief City Council on project status and provide copies of educational materials as they become available.

Otak, Inc., a multidisciplinary planning and design consulting firm, is managing the project and coordinating the community involvement process and will be providing the engineering design for improvements at the 165th and 170th intersections. The Otak team is supported by staff from CH2MHill, the firm responsible for the Aurora Pre-Design Study.

Overview of Community Involvement Activities To Date:
Three major community involvement events have been held: a Pedestrian Safety Road Show on November 16, 1999; a design charrette for physical pedestrian safety improvements at the two targeted intersections on December 15, 1999; and a community meeting on January 26, 2000 to identify educational outreach tools for promoting pedestrian awareness and increasing pedestrian and motor vehicle safety. Each of the meetings was relatively well-attended, with the number of participants ranging from approximately 25 to 30. The goals and outcomes associated with each of these community involvement meetings are described in more detail below.

Pedestrian Safety "Road Show"

The Pedestrian Safety "Road Show" is a program developed by United States Department of Transportation. The program is made available to local communities at no cost with the intent of helping communities promote awareness of pedestrian problems and create a pedestrian-friendly and safe environment. The program seeks to inspire and motivate members of the community who might become "champions" or advocates for pedestrian needs in their region.

The Pedestrian Safety Road Show in Shoreline resulted in identification of specific barriers to pedestrian safety and mobility that currently exist in Shoreline, and how these barriers might potentially be overcome. Meeting participants identified possible solutions for improving areas on Aurora Boulevard for pedestrians, including ideas such as medians/pedestrian refuge islands, better lighting, traffic calming, and police enforcement. At the end of the meeting, several representatives from the community expressed interest in continuing to be involved in the Pedestrian Safety Demonstration Project as it proceeds.

Pedestrian Safety Design Charrette

The pedestrian safety design charrette involved members of the community in determining specific solutions for pedestrian crossing improvements at two intersections on the Aurora Corridor, 165th and 170th. Four teams led by facilitators and designers worked with representatives from the community and technical advisors to come up with various types of improvements for these intersections. The design recommendations formulated by these groups are currently being integrated into the engineering designs for the two intersection locations, and this valuable community input is directly guiding the design process. The results of the design charrette are illustrated in the attached Conceptual Design Plans for 165th and 170th and described in more detail on page 6.

Community Meeting to Develop the Educational Outreach Program

After some initial discussion related to the background of the project and the need for educational outreach to promote pedestrian safety awareness, meeting participants were actively engaged in identifying potential tools for educational outreach. As part of the process, successful examples of other community and educational outreach tools being implemented throughout the Puget Sound region were presented and discussed. Meeting participants identified several target groups for educational outreach in Shoreline, including motorists/commuters, seniors, children/student pedestrians, multi-lingual members of the community, transit riders, businesses, clinic users, and the general public. Possible educational outreach tools identified in the meeting are summarized on the following page.

The Three "Es" - Education, Engineering, and Enforcement

Education

The Educational Outreach Program is currently being developed for the Shoreline Pedestrian Safety Demonstration Project. Based on input from the January 26th community meeting participants, several potential tools are being explored. A table listing all of the potential educational outreach ideas is attached. Some of the tools listed that will be implemented in the near future include:

Speakers' Bureau

Members of the project team, including representatives from WSDOT, City staff, WTSC, and the consulting team, will present the Pedestrian Safety Demonstration Project at various venues in the Shoreline Community. The Speakers' Bureau will present at Rotary Club and Chamber of Commerce meetings, as well as at neighborhood meetings, school programs, and other locations to be identified.

Website

The project team will be working with City staff to develop a project-specific website or webpage linked to other agency websites. The website will provide information about the status of the project and various education outreach and enforcement activities in process.

Graphic Logo/Slogan/Poster

The slogan "Look Again" is currently being developed as a way to promote pedestrian safety and awareness. Graphics to accompany the slogan are being created and will be used in a poster that is distributed throughout the community. The poster may also be displayed at transit stops, in schools and community destinations, and in businesses along the corridor.

Pamphlets

Pamphlets that utilize the slogan and logo being developed for the project will be created and distributed to the identified target groups. The pamphlets will provide information about pedestrian crosswalk laws and other aspects related to pedestrian safety.

Ped Bee Program

Representatives from the Shoreline School District have expressed interest in implementing the "Ped Bee Program" a very successful pedestrian safety campaign that has been targeted toward students and seniors in other communities throughout Washington.

Media Relations

Representatives from the project team will be coordinating with the media to promote awareness of the project and the need for improved pedestrian safety on Aurora.

Longer-term educational outreach tools that are proposed include street signs that act as a gateway to the Pedestrian Safety Demonstration Project area, billboard displays that relate to the project, and distribution of buttons and ribbons with project graphics and slogans at community events and school programs.

Engineering

Preliminary design is currently underway for the pedestrian crossing improvements at the 165th and 170th intersections. Conceptual plans are attached that illustrate the ideas formulated at the community design charrette held in December 1999.

Both intersections will have similar improvements to improve pedestrian safety. Types of improvements currently being considered for these locations include:

- concrete sidewalks with curb and gutter in the area surrounding the crossing
- pedestrian-scale lighting
- crosswalk striping
- overhead pedestrian crossing signs on mastarms and advance warning signs
- raised center medians/pedestrian refuge islands with angled pedestrian crossing area that directs pedestrian's attention toward oncoming traffic (see drawing)
- special colored paving in the pedestrian refuge island, and potentially at the sidewalks and crossing areas to highlight pedestrian travel areas
- landscaping and trees to create a more pedestrian-friendly environment
- embedded flashing lights and/or raised buttons in advance of pedestrian crossings (lights are activated when a pedestrian is in the crosswalk)
- Bus stop area enhancements, including concrete paved waiting area for pedestrians, benches, etc.

Enforcement

The City of Shoreline Police Department and representatives from the Washington Traffic Safety Commission have been working together with the project consultants to develop an enforcement program to be conducted as part of the Pedestrian Safety Demonstration Project. The goal for the program is to improve safety on and around the SR 99 corridor through the City of Shoreline. The program will consist of enforcement action and education for motorists and pedestrians traveling through the corridor. The scope of work developed for the enforcement program includes the following tasks.

Education and Pedestrian Awareness

- Shoreline senior volunteers will observe motorists who do not obey traffic laws, note their license plates, and a letter describing the laws will be sent out to the motorists.
- Shoreline officers will be educated at roll calls on the high risks to pedestrians along SR 99.
- Officers and senior volunteers will distribute pedestrian safety pamphlets to transit riders along the corridor.

Motorist Enforcement

- Shoreline officers will be encouraged to reinforce proper behavior with motorists along the corridor during their normal patrol hours.
- There will be an exclusive enforcement operation on Aurora at specific times to heighten awareness of pedestrian activity in the area. Citations would be issued for instances of non-compliance with pedestrian crosswalk laws and other laws.

Pedestrian Enforcement

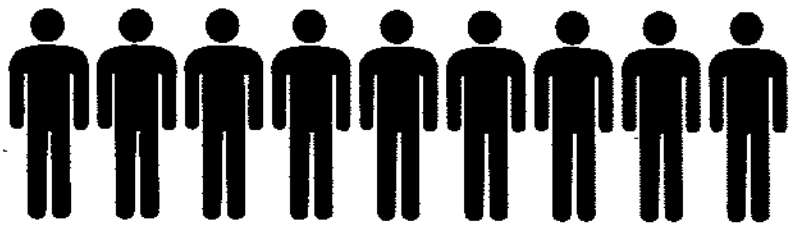
- Shoreline officers will be encouraged to reinforce proper behavior with pedestrians along the corridor during their normal patrol hours.
- There will be an exclusive enforcement operation on Aurora at specific times to heighten awareness of the need for increased pedestrian safety. Citations would be issued for instances of illegal pedestrian activity.

Benefits to the Shoreline Community

Once the Shoreline Pedestrian Safety Demonstration Project is completed, it is anticipated that pedestrian safety will be significantly improved along the Aurora Corridor. This project, coupled with the overall Aurora Corridor improvement project, will greatly enhance pedestrian accessibility, safety, and mobility in the heart of the City. It is also anticipated that there will be a reduction in pedestrian/vehicle collisions. The project will mobilize technical, political, and public support to increase awareness of pedestrian needs and characteristics and to encourage ongoing programs and projects to improve pedestrian safety throughout the city.

The project team looks forward to working closely with Shoreline city officials to formally publicize and endorse the Shoreline Pedestrian Safety Demonstration Project. Ideas to be explored include an official proclamation issued by the Mayor that proclaims a "Safe Walk Day in the City." Also, City Council members could be involved in ground-breaking and ribbon-cutting ceremonies for the physical improvements. Imagine having the honor of being the first pedestrian to cross the street at the newly improved intersections! The ongoing support of City of Shoreline citizens and public officials for this valuable project is critical to its success.

30% of all pedestrian collisions that occur on state highways occur on State Route 99.



FHWA

Pedestrian Collisions Statewide

The Washington Department of Transportation studied pedestrian collisions on all streets between 1990-1995. **11,160 collisions** were reported, representing a societal cost of $2.7 billion.

The greatest number of pedestrian-auto collisions occur during the morning and afternoon **rush hours.**

The two age groups with the highest pedestrian collision rates are **10-14** and **15-19 years of age.** Collisions involving **school** age pedestrians were highly concentrated at 7 a.m. and 3 p.m.

Collision fatalities for the 65+ age group are extremely high.

FHWA

Aurora Avenue Pedestrian Problems

Significant collision history typical of State Route 99...

42 A total of 42 **pedestrian-auto collisions** occurred on the Shoreline portion of State Route 99 (Aurora Avenue) during the period of 1992-1996. This represents a societal cost of $14.2 million.

In addition to pedestrian collisions being high in number on this road, they're also more severe – 38% are fatal or disabling compared to the average of 26%.

The proportion of after dark collisions on this road is also higher than average – 52% compared to 35%.

23 Pedestrian collisions on all **other Shoreline streets** in the same timeframe totaled **23 — only about half of the number of pedestrian collisions on Aurora Avenue.**

FHWA

Traffic Volumes and Bus Access

Aurora Avenue **traffic volumes** vary slightly within Shoreline, but average about **40,000 vehicles per day.**

Bus routes 301 and 348 serve Aurora Avenue. Several of the **bus stops** are at unsignalized intersections. This results in **pedestrians crossing Aurora Avenue unprotected** to access the bus.

Ridership varies between these stops. **Stops at 180th and 185th Streets have over 100 daily boardings and de-boardings.**

FHWA

WHY HIGHWAY 99?

High Volume of Crashes

- Between 1992 and 1996, there were 954 alcohol-related automobile collisions along Highway 99 within the King County limits. These 954 crashes resulted in 965 persons injured and 21 fatalities.

Significant Percentage of County Crashes

- Between 1992 and 1996, alcohol-related crashes comprised 8% of total automobile crashes in Washington state. During the same period, alcohol-related crashes along Highway 99 comprised 9% of the total automobile collisions along that route in King County.

- While some other state highways recorded higher proportions of alcohol-related crashes than did Highway 99, the volume of crashes on Highway 99 far exceeded those on any other state highway in King County. The following chart compares Highway 99 in King County with other state highways exceeding the state average of alcohol-related crashes between 1992-1996.

State Highways (those portions within King County limits)	Number of alcohol-related crashes	Total crashes	Percentage of total crashes that are alcohol related
State Route (SR) 99	954	10,789	9%
SR 509	176	1,420	12%
SR 169	148	1,228	12%
SR 164	119	1,249	10%
SR 203	64	477	13%
SR 104	53	590	9%
SR 2	28	310	9%
SR 599	17	150	11%
SR 527	15	151	10%

Source: Washington State Department of Transportation

Tools for Education Outreach in the Shoreline Community

Shoreline Pedestrian Safety Demonstration Project, February/March 2000

	Tool	Purpose/Goal	Responsibility	Community Involvment Opportunities	Target Groups	Cost Est.	Duration/Timing	Effectiveness Comments	Notes
1	Speaking/Presentations	a. Advocate project b. Advocate pedestrian safety generally	"Speakers Bureau" -- Roberts, Matlick, Cornish, and others: council member/City of Shoreline; John Moffatt/explanation of funding, WSTC; Advisory committee also avail., 4 member size is good	Help arrange speaking engagements	Rotary, Chamber of Commerce	Included in project budget	start ASAP		Create Power Point presentation for city council and other venue rotary and chamber may be able to become partners in the project; Message: "we need you - your commitment; your promise; your leadership."
					1) casinos/taverns, 2) high school/JH students, 3) seniors, 4) YWCA, 5) Liquor Control	Included in project budget	start late spring/early summer		Distribute ribbons to patrons; Guest speaker in Driver's Ed -- community member/Fire Dept?; Speak @ retirement centers
2	Website/webpage	Broad outreach tool	Gellings; checking with City (Cornish)	Help set up links; post community safety information	general public	To be determined	start ASAP		Information on the website could include educational outreach information; design concepts; existing conditions/proposed (visual simulation); societal costs; contact phone numbers; later have periodic website updates with enforcement info. including number of citations and collisions
3	Poster/Billboard	Build project identity; reinforce important messages	Bates, Muir, Drake	Distribution of posters	motorists / transit users / gen. public	Bus signs $15,000; billboard $2,500-7,000;	start ASAP		Develop slogan, graphics; posters and flyers could be distributed at area businesses and community destinations, posted at bus stops, in & on buses, etc. drake contacting Vashon Island Ultra Systems; Bates contacting AK media
4	Media Relations	Build community ownership of the project; reach broader audiences	Roberts	Get quotes from community advocates, city representatives	general public	None	Week before presentation to Council; story front page week after; during construction		Issue press releases and important points in the project (monthly?); Jim Canel -- strong relationship with Shoreline Herald include radio (Warm 106.9) TV, e-mail, papers, talk shows
5	Pamphlets	Build project identity; reinforce important messages	Bates, Muir, Drake, Shoreline police, city	Distribution of pamphlets	general public, businesses, schools, seniors	To be determined	start ASAP		Use same logo/slogan and graphics as poster and billboard; tuck into newspaper with ribbons; hand-out with citations; could includ a letter from Police Chief and Mayor
6	Signs	Build project identity; improve motorists' awareness of pedestrians; reinforce safety messages	Otak coordinate with WSDOT, WTSC, City, and School District; Find signmakers	Potential PTA involvement; community sponsorships	motorists; in some cases pedestrians and transit riders, general public	Could be part of construction budget; WTSC will split cost 50/50 on some signs	just before, during and after construction	Have been very effective in other regions of the state	Three types of signs envisioned: 1. "High Pedestrian Activity Area w/ flags in vicinity of construction project; 2. Bright green school signs or other special traffic signs; 3. Project gateway signs; see "Drive Friendly" signs in Kitsap County; can partner between City or County Sign Shop and boy scouts or work release
7	Driver Licensing/ Education	Good way to reach youth and parents; good way to reinforce rules/good behavior	Project team now; community group later		Young motorists, all drive's license candidates	Low costs; use pamphlets previously created; may want to create a video	ongoing		
8	Ped. Bee Program	Pedestrian Safety Advocacy	WTSC - Lynn; Linda Cantrell with Shoreline School District is very supportive	Could involve organizations, clubs, senior volunteers	Schools/Children @ elementary level; seniors?	$2,000 materials; $500 min grant may be available; copy video; many materials are already available	start soon; ongoing	Good results in other areas of the state	School District representatives have already expressed interest in taking this on.
9	Special Programs	Ongoing methods to promote pedestrian safety in the community	Project team now; community group later	Need high grass roots involvement	Depends on program	Volunteer time	Start summer; provide ideas for carrying programs forward in the community		
10	Grocery bags	Ongoing pedestrian safety promotions	Community group		Depends on message; shoppers; families, etc.	Secondary importance; don't take funds from this contract, have advisory committee push this.	Later as an ongoing program/idea for community		Message on shopping bags about pedestrian safety; statistics; et
11	Enforcement program	Aspects of proposed enforcement program involve educational outreach	Shoreline police officers and seniors on the buses; senior volunteers for monitoring; potential role for Speakers Bureau?	Senior volunteers	General public; people in need of education	Included in project budget	Start 1 week before construction; during construction; before end of year		Ped law video played during police role call-"Here are the problems, here are the laws..."; Bike and motorcycle patrol; law enforcement kits

Note: Target groups identified 2-3-00: motorists/commuters, children/students, seniors, transit riders(peds), businesses & community centers, multi-language, general public

Shoreline/Aurora (99) Pedestrian Safety Demonstration Project

YR 2000

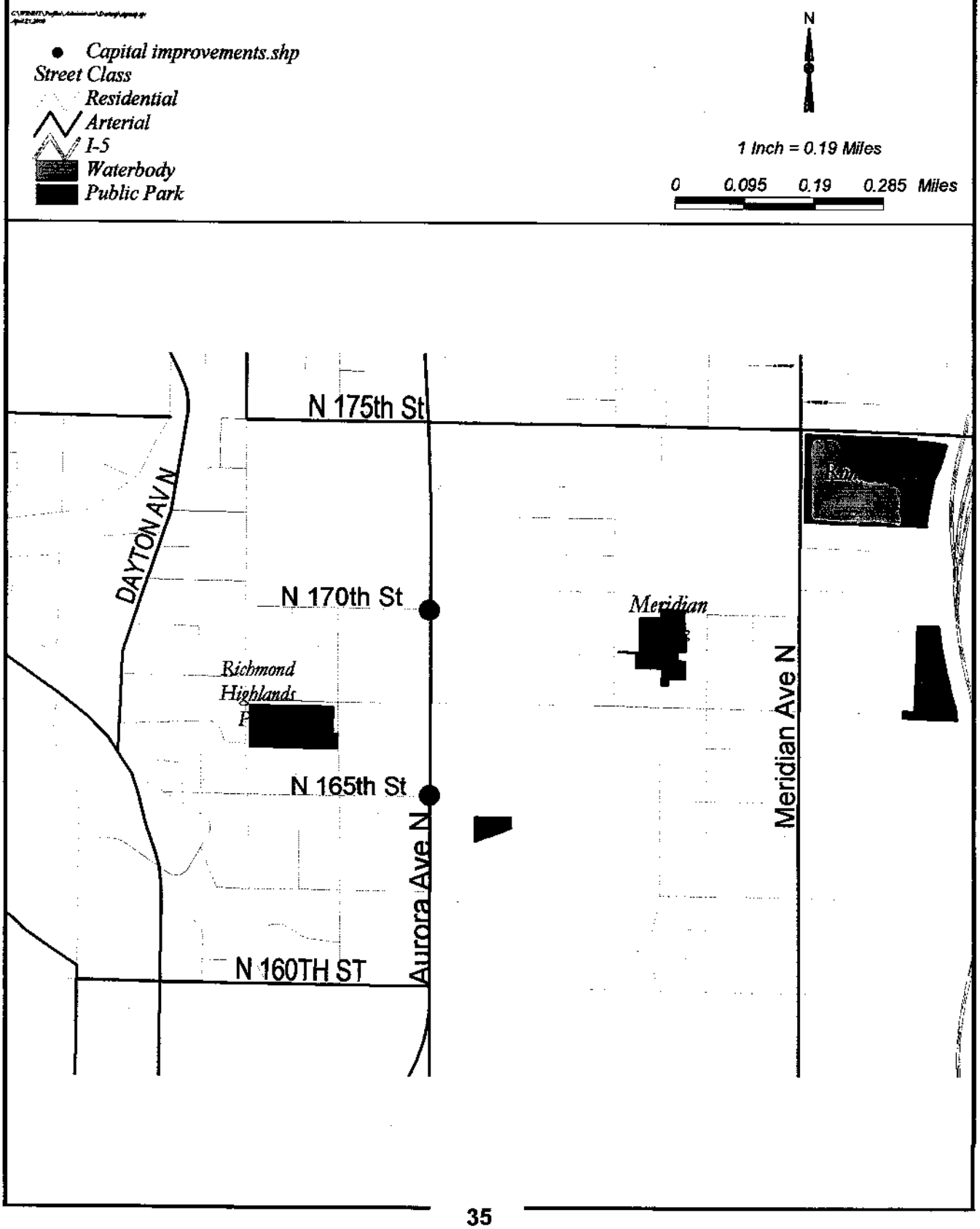
		September	October	November	December	January	February	March	April	May	June	July	August	September
	Project Team Meetings	●	●	●	●	●	●	●	●	●	●	●	●	●
	Official Authorization to Proceed from WSDOT		■											
1	Project Scoping/Coordination with Shoreline	■	■											
2	Introductory Public Meeting/Community Outreach			●										
3	TRAC "Before" Analysis		■	■	■	■								
4	Design Charette				●									
5	Enforcement Program Set-Up/Scoping				■									
6	Field Survey Work						■							
7	Project Design/Construction Documents/Permit				■			■	■	■				
8	Educational Outreach Brainstorming Session					●								
9	Speaking Assignments/City Council Briefings				■	■	■	■	■	■	■	■	■	■
10	Develop Educational Outreach Program						■	■	■					
11	Implement Educational Outreach Program								■	■	■	■	■	■
12	Implement Enforcement Program										■	■	■	■
13	Construction Project Bidding										■			
14	Construction of Physical Improvements									■		■	■	■
15	Public Use													
16	TRAC "After" Analysis													
17	Final Report													

Attachment C

Capital Improvement Locations

CITY OF SHORELINE

Capital Improvements



Council Meeting Date: May 1, 2000 **Agenda Item: 6(c)**

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Status Update for Capital Improvement Projects on 15th Avenue NE
DEPARTMENT:	Public Works
PRESENTED BY:	William L. Conner, Public Works Director wlc

EXECUTIVE / COUNCIL SUMMARY

The purpose of this report is to provide your Council with a status update on several projects planned for 2000/2001 on 15th Avenue N.E. These projects are identified in the City's 2000 – 2005 Capital Improvement Program. These projects include various street improvements on 15th Avenue N.E. from NE 146th Street to NE 165th Street, a traffic signal installation at N.E. 165th Street, and two pedestrian crossings at NE 152nd and NE 170th Streets.

15th Avenue N.E.

The 15th Avenue N.E. project includes the construction of a continuous, center left turn lane on 15th Avenue N.E. between N.E. 150th Street and N.E. 155th Street, and a new sidewalk on the east side of the street from N.E. 150th Street to N.E. 165th Street. A new traffic signal will be constructed at N.E. 150th Street and a new pedestrian actuated signal will be constructed south of 147th Street to replace three existing crosswalks between N.E. 146th Street and N.E. 150th Street.

The construction of the 15th Avenue N.E. project will increase safety for pedestrians and motorists travelling along 15th Avenue N.E. There have been 40 accidents at the intersection of NE 155th Street since 1994. Pedestrians will be separated from traffic with the addition of a six-foot wide sidewalk buffered by a four-foot wide planter strip.

On September 28th, staff held a public meeting and received positive feedback on the project. Citizens were elated that the project was moving forward. They expressed positive feedback about the new sidewalk and the signal improvements at 155th Street and 165th Street. Staff developed 95% design plans for environmental review and drafted right-of-way plans for the acquisition process. Staff is working with the Fircrest Campus on right-of-way issues for the planned improvements and with the utilities on underground issues. The environmental review process is underway.

This project received an $572,000 Arterial Improvement Program (AIP) grant for the widening between N.E. 150th and N.E. 155th, and a $150,000 Pedestrian Safety Mobility Program (PSMP) grant for the sidewalk improvement between N.E. 155th and N.E.

165th. The 2000 Budget for this project is $1,563,250. The construction contract is scheduled for award in summer/fall 2001.

15th Avenue N.E. @ N.E. 165th Street

The 15th Avenue N.E. @ N.E. 165th Street project includes the construction of a fully actuated traffic signal at the intersection of 15th Avenue N.E. and N.E. 165th Street. This project also includes the construction of curb ramps that will be constructed in accordance with American with Disabilities Act (ADA) requirements. This project will coincide with the sidewalk improvements planned under the 15th Avenue N.E. project.

The construction of these improvements will increase safety at this intersection for motorists making a left turn onto 15th Avenue N.E. from N.E. 165th Street. Pedestrians will benefit from an actuated signal that controls oncoming traffic when crossing 15th Avenue N.E. Staff has completed the design plans and is conducting a Biological Assessment (BA) as required by the Endangered Species Act (ESA). This process has evolved and requires more information that may delay the project. This project received a $170,000 Hazardous Elimination Safety (HES) grant for these improvements. The 2000 Budget for this project is $278,500. The construction contract is scheduled for award in fall 2000.

15th Avenue N.E. Pedestrian Crosswalks

The 15th Avenue N.E. Pedestrian Crosswalks project includes the design and construction of two pedestrian crosswalks with refuge islands. These crosswalks will provide a safer passage for pedestrians crossing 15th Avenue N.E. at the intersections of N.E. 152nd Street and N.E. 170th Street. Two pedestrian fatalities occurred in these intersections in 1997 alone. Other improvements include the upgrade of curb ramps, lighting, signage and traffic striping.

Staff is negotiating the scope of work for design services for both crosswalks and right-of-way acquisition for the crosswalk at N.E. 170th Street. Both projects will require environmental analysis. Staff will be working with King County Metro to coordinate bus zone/stop improvements at both crosswalk sites. Metro has expressed interest in adding a bus transit stop at 170th Street and has agreed to provide a matching contribution of $15,000 toward the 152nd Street project. This project received a $184,000 HES grant for these improvements. The 2000 Budget for this project is $275,000. The construction contract is scheduled for award in fall 2001.

RECOMMENDATION

This is for informational purposes and no formal Council action is required at this time.

ATTACHMENT

Project Map: 15th Avenue NE Capital Improvements Projects

Approved By: City Manager CB City Attorney N/A

CITY OF SHORELINE

15th Avenue NE Capital Improvement Projects

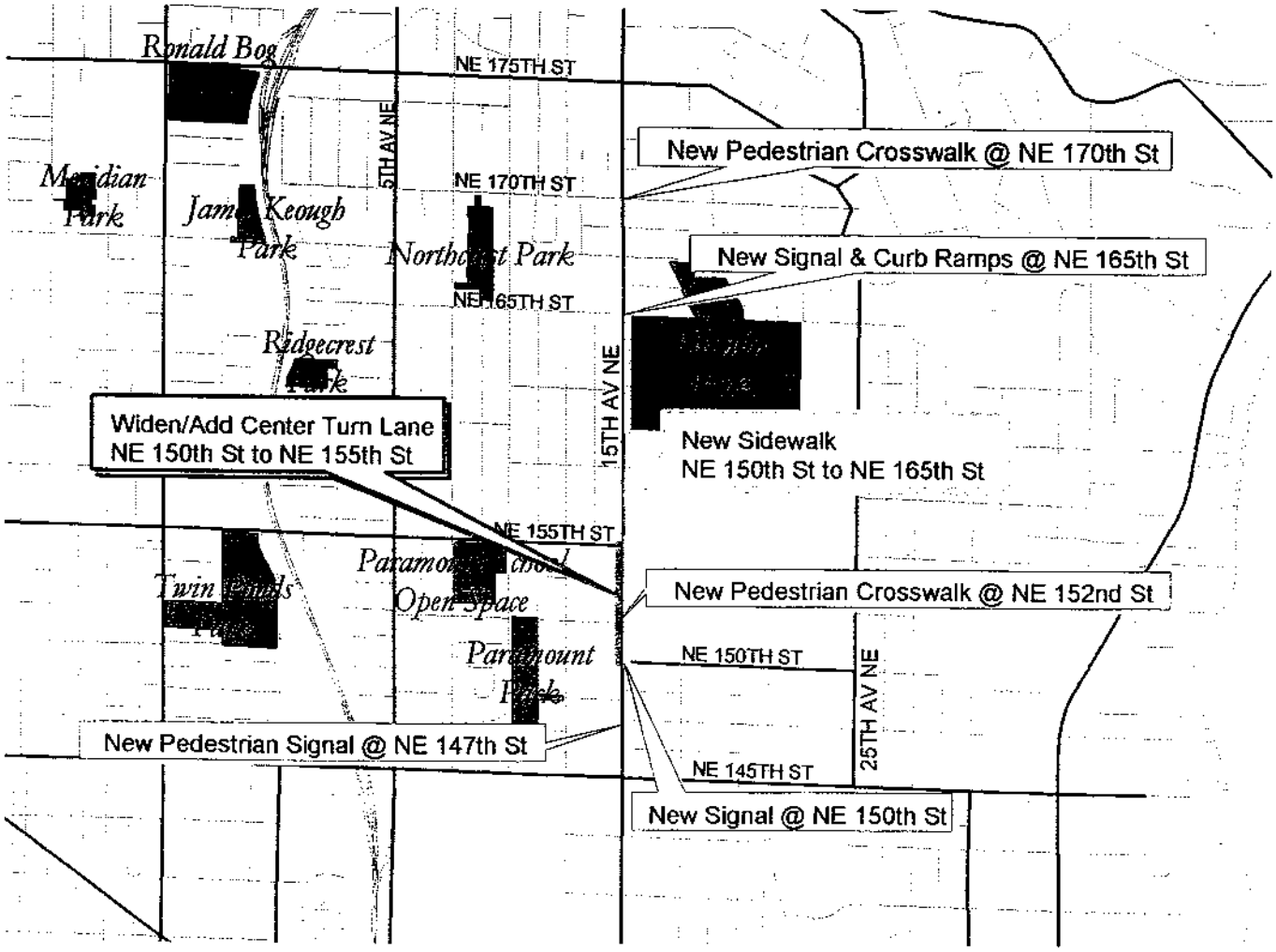
City of Shoreline GIS. Parcel, topo, building outlines and aerial images copyrighted by City of Seattle, 1998.

No warranties of any sort, including accuracy, fitness, or merchantability accompany this product.

Street Class
- Residential
- Arterial
- I-5
- Public Park

0.2 0 0.2 0.4 Miles

N W E S



Council Meeting Date: May 1, 2000 **Agenda Item: 6(d)**

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	2000 First Quarter Financial Report
DEPARTMENT:	Finance
PRESENTED BY:	Debbie Tarry, Finance Director John Hawley, Senior Budget Analyst

EXECUTIVE / COUNCIL SUMMARY

The following finance report provides an overview of the final 1999 expenditure and revenue activity for the 1999 fiscal year and the 2000 First Quarter Financial Report (see Attachment A for details).

The purpose of this report is to provide your Council with an update on the City's financial position since it was last discussed during the 2000 budget process.

The major change from our discussions last fall has been that final 1999 revenues are higher (7%) than projected and 1999 program expenditures are slightly lower (2%) than anticipated, resulting in a 1999 General Fund ending balance that is $1,532,567 higher than the 2000 budgeted beginning balance.

On the revenue side, final revenues were $1,189,936 (7%) higher than projections. These higher revenues came from a number of sources. Gambling taxes were higher than projected by $281,190 due to stronger than expected revenue for new mini-casinos which opened in 1999. The 1999 total gambling revenue is inline with the revenue budgeted for 2000 ($2.3 million).

The City also received $136,006 more than expected in reimbursements from the Aurora Corridor Pre-Design grant due to further progress on the project than expected in 1999. This was merely a timing issue. Since the project progressed further than expected, there were also higher than projected expenses, resulting in offsetting revenues and expenditures. The project remained within the budgeted amount.

Due to continued strong growth in the State and regional economies, several revenue sources continued to increase higher than projected. These sources included sales tax ($142,444), state-shared revenues ($129,113), Sales Tax Equalization from third quarter of 1999 ($128,310), and investment earnings ($90,017). The annual sales tax growth was 4.2% higher than 1998. This is lower than the 9.95% increase from 1997 to 1998 and the15.5% increase between 1996 and 1997.

There were also higher revenues than projected for Parks programs ($76,503) due to continued program growth. Several other sources were also higher than projected, including court revenue ($44,720), cable franchise fees ($42,781), recycling grants ($32,874), and property tax ($22,386).

On the expenditure side, final expenditures were $307,463 (2%) lower than projections. Expenditure savings can be categorized into those that are a result of timing differences (i.e., projects that were budgeted in 1999, but carried over into 2000) or underexpenditures resulting in one-time budget savings. The 1999 savings are primarily a result of differences in the following seven areas:

- In Community and Government Relations, there was less than expected expenditures for Neighborhood Mini-Grants ($19,611) and associated costs for City and Neighborhood newsletters ($36,306).
- In Finance and Information Services there was less spent than expected ($57,603) for project work on replacing the building permitting system and acquiring a maintenance management system as part of the Technology Plan. This is merely a timing issue as this projected will be implemented in 2000. There were also savings ($55,036) from computer maintenance and repairs.
- In Citywide Services there were higher than projected savings in office and operating supplies ($22,290).
- In Public Safety and Criminal Justice Services, the Jail billings were $32,645 higher than projected. This was more than offset by additional savings in Prosecutor and Public Defense services ($12,675) and Police Services ($99,547) due to overtime savings and not filling the new Community Service Officer until later in the year.
- In Parks and Recreation, the Teen Program salary budget was actually projected to finish the year higher than budgeted due to the establishment of benefits for some of the regular part-time employees. However, due to vacant positions, there were salary savings of $34,926 from the projected level. There were also overall savings of $11,967 in Cultural Services from lower than expected costs for City events.
- In Public Works there were additional savings in Facility operating rentals and leases and professional services ($46,414) from performing more of the maintenance work in-house. There were savings of $23,950 in Emergency Operations due to the use of less contract help than was expected for development work on the City's emergency management plan. There were also overall salary savings of $11,618.
- In Planning and Development Services, professional services were $103,755 higher than projected due primarily to progress on the Aurora Corridor Pre-Design Project and Development Code when we had expected the funds to spent in 2000. This was merely a timing issue as these higher than expected expenditures also resulted in higher than projected grant reimbursements of $136,006 in 1999 as previously mentioned. The project expenditures were still within the 1999 budgeted amount.

These additional expenditure savings are not expected to result in additional ongoing operational funds since most of them are not likely to be reoccurring savings. Also, due to the currently unknown revenue returns for the City's new utility taxes and the still unknown reaction from the State to Initiative 695, we would not recommend using the additional beginning fund balance created by these higher than projected revenues and lower than expected expenditures.

For these reasons, these savings should be viewed as one-time savings that should not be earmarked or relied upon to support new ongoing operations during 2000. As we progress through the year, we will have a more clear picture of our annual revenue picture.

There are also higher 2000 beginning fund balances for the Street and Surface Water Management Funds. Public Works would like to take advantage of these higher fund balances to hire the 2000 budgeted maintenance workers in July rather than in October 2000 as originally planned. This would allow Public Works to use this additional staff to begin work on a variety of street and surface water maintenance needs in the City and to prepare to take over additional

services from the County in 2001 as part of the Public Works Transition Plan. There is a staff report on the May 8, 2000 agenda that explains the early hire of these positions in further detail.

All three of the capital funds (General, Roads, and Surface Water) also finished 1999 with higher than projected ending fund balances due to lower project expenditures than anticipated in all three funds. There were also lower than projected grant reimbursements in the Roads Capital Fund due to lower 1999 project expenditures. Staff will be returning to your Council on May 8, 2000 with an ordinance to reappropriate the portion of the fund balance that is due to these projects not being completed in 1999 so these projects can be completed as planned in 2000. This reappropriation process is a normal process that governments go through on an annual basis to continue the proper budgeting and funding of the capital improvement program from one year to the next. We would like to make this the first of an annual process to reappropriate capital funds into the next budget year.

Attachment B to this staff report is a listing of the capital projects by fund that would be included in the reappropriation ordinance presented to your Council for adoption on May 8, 2000.

RECOMMENDATION

No action required. Staff recommends that the City Council review the 2000 First Quarter Financial Report and ask any questions on the information presented.

Approved By: City Manager LB City Attorney N/A

BACKGROUND / ANALYSIS

Prior to presenting the 2000 First Quarter Report, the 2000 General Fund budget needs to be placed in context with 1999 activities. The 1999 figures represent the unaudited end-of-year revenues and expenditures. The figures may be subject to adjustments as required by the final 1999 State audit and financial statements. The State is currently in the process of conducting the annual audit.

	1999 Budget	1999 Year-End Estimates	1999 Unaudited Actuals	Difference Estimates vs. Actuals	Percent
Beginning Balance	$ 3,455,702	$ 4,539,253	$ 4,539,253	$ 0	0%
Revenues	16,637,960	17,854,260	19,044,196	1,189,936	7%
Transfers-In	2,422,443	2,422,443	2,422,443	0	0%
Total Resources	$ 22,516,105	$ 24,815,956	$ 26,005,892	$ 1,189,936	5%
Expenditures	$ 16,890,311	$ 15,767,611	$ 15,460,148	$ (307,463)	(2%)
Transfers-Out	5,559,243	5,559,243	5,524,075	(35,168)	(1%)
Total Expenditures	$ 22,449,554	$ 21,326,854	$ 20,984,223	$ (342,631)	(2%)
Ending Balance	$ 66,551	$ 3,489,102	$ 5,021,669	$ 1,532,567	44%

1999 FISCAL YEAR

The 1999 year-end revenues and expenditures vary from the projections that were presented to your Council as part of the 2000 budget process. At that time, staff projected a 1999 General Fund ending balance of $3,489,102. The actual ending fund balance was $5,021,669 or $1,532,567 higher than anticipated.

The higher ending balance was due to final 1999 resources being higher (by $1,189,936) than anticipated and 1999 program expenditures being lower than anticipated (by $307,463). The major reasons for these differences are briefly explained below.

1999 Revenues

1. Gambling taxes were higher than projected by $281,190 due to stronger than expected revenue for new mini-casinos which opened in 1999. The 1999 total gambling revenue ($2,381,190) is in-line with the revenue budgeted for 2000 ($2.3 million).
2. The City also received $136,006 more than expected in reimbursements from the Aurora Corridor Pre-Design grant due to further progress on the project than expected in 1999. This was merely a timing issue. Since the project progressed further than expected, there were also higher than projected expenses. The project remained within the budgeted amount.
3. Due to continued strong growth in the State and regional economies, several revenue sources continued to increase higher than projected. These sources included sales tax ($142,444), state-shared revenues ($129,113), Sales Tax Equalization from third quarter of 1999 ($128,310), and investment earnings ($90,017). The annual sales tax growth was 4.2% higher than 1998. This is lower than the 9.95% increase from 1997 to 1998 and 15.5% increase between 1996 and 1997. For 2000, we budgeted for a 3% increase.
4. There were also higher revenues than projected for Parks programs ($76,503) due to continued program growth.

5. Several other sources were also higher than projected, including court revenue ($44,720), cable franchise fees ($42,781), recycling grants ($32,874), and property tax ($22,386).

1999 Expenditures

Overall, the final department expenditures were $307,463 (2%) lower than projections. Expenditure savings can be categorized into those that are a result of timing differences (i.e., projects that were budgeted in 1999, but carried over into 2000) or underexpenditures resulting in one-time budget savings. As the City matures, department directors are becoming more knowledgeable about service provision and the year-end expenditure projections. The 1999 savings are primarily a result of differences in the following seven areas:

1. In Community and Government Relations, there was less than expected expenditures for Neighborhood Mini-Grants ($19,611) and associated costs for City and Neighborhood newsletters ($36,306).
2. In Finance and Information Services there was less spent than expected ($57,603) for project work on replacing the building permitting system and acquiring a maintenance management system as part of the Technology Plan. This is merely a timing issue as this projected will be implemented in 2000. There were also savings ($55,036) from computer maintenance and repairs.
3. In Citywide Services there were higher than projected savings in office and operating supplies ($22,290).
4. In Public Safety and Criminal Justice Services, the Jail billings were $32,645 higher than projected. This was more than offset by additional savings in Prosecutor and Public Defense services ($12,675) and Police Services ($99,547) due to overtime savings and not filling the new Community Service Officer until later in the year.
5. In Parks and Recreation, the Teen Program salary budget was actually projected to finish the year higher than budgeted due to the establishment of benefits for some of the regular part-time employees. However, due to vacant positions, there were salary savings of $34,926 from the projected level. There were also overall savings of $11,967 in Cultural Services from lower than expected costs for City events.
6. In Public Works there were additional savings in Facility operating rentals and leases and professional services ($46,414) from performing more of the maintenance work in-house. There were savings of $23,950 in Emergency Operations due to the use of less contract help than was expected for development work on the City's emergency management plan. There were also overall salary savings of $11,618.
7. In Planning and Development Services, professional services were $103,755 higher than projected due primarily to progress on the Aurora Corridor Pre-Design Project and Development Code when we had expected the funds to be spent in 2000. This was merely a timing issue as these higher than expected expenditures also resulted in higher than projected grant reimbursements of $136,006 in 1999 as previously mentioned. The project expenditures were still within the 1999 budgeted amount.

1999 Transfers-Out

The 1999 Transfers-Out were lower than projected by $35,168 due to a lower transfer to the Equipment Replacement Fund. This amount was directly charged to department budgets rather than transferred.

STREET AND SURFACE WATER MANAGEMENT FUNDS / EARLY HIRE OF PUBLIC WORKS MAINTENANCE POSITIONS

The Street and Surface Water Management Funds both ended 1999 with higher than projected 1999 ending fund balances and higher 2000 beginning fund balances. The Street Fund had higher than projected revenues from Fuel Tax and County Vehicle License Fees during the second half of 1999 and the Surface Water Management Fund had lower than projected expenditures for County services.

Public Works would like to take advantage of these higher fund balances to hire the 2000 budgeted maintenance workers in July rather than in October 2000 as originally planned. This would allow Public Works to use this additional staff to begin work on a variety of street and surface water maintenance needs in the City and to prepare to take over additional services from the County in 2001 as part of the Public Works Transition Plan. There will be a staff report and ordinance on May 8, 2000 that explains the early hire of these positions in further detail.

CAPITAL FUNDS (General, Roads, and Surface Water) / REAPPROPRIATION ORDINANCE

All three of the capital funds finished 1999 with higher than projected ending fund balances. This was due to lower 1999 project expenditures than anticipated in all three funds. There were also lower than projected grant reimbursements in the Roads Capital Fund due to the lower 1999 expenditures.

The 2000 budget that was developed in July-September 1999 for the Capital Improvement Program (CIP) had assumed a certain level of 1999 expenditures and that a specific number of capital projects would be completed. Due to various circumstances, some of these projects were not completed in 1999 and funds were not fully expended as projected.

During the budget process for the next year (July-September) it is often difficult to project what stage a specific capital project will be in at year-end. This is due to a variety of reasons, including weather, contractor delays, public involvement processes, special orders for materials, project scope changes, etc.

Since these projects were not completed as projected, the beginning fund balance in the individual capital funds for the current year will be higher than budgeted. The portion of that fund balance due to the projects not being completed would then be reappropriated in the current year to complete these individual projects.

This reappropriation process is a normal process that governments go through on an annual basis to continue the proper budgeting and funding of the capital improvement program from one year to the next. Staff will be returning to your Council on May 8 with an ordinance to reappropriate funding to complete the work on these projects as planned. We would like to make this the first of an annual process to reappropriate capital funds into the next budget year.

It is important to remember that 1999 was the first CIP conducted by the City. It will take a few years to really get a handle on estimated completion times for the various projects at the current staffing levels. Other complicating factors like the Endangered Species Act (ESA) also cause adjustments to timelines.

Attachment B to this staff report is a listing of the capital projects by fund that would be included in the reappropriation ordinance presented to your Council for adoption on May 8, 2000.

2000 QUARTERLY REPORT

The First Quarter Report provides a fund level summary of the resources and expenditures for the first three months of 2000 with explanations of the numbers.

2000 GENERAL FUND OVERVIEW
(25% of the Year Elapsed)

	2000 Budget	First Quarter	Percent of Budget
Beginning Balance	$ 3,489,102	$ 5,021,669	144%
Revenues	19,822,944	2,202,962	11%
Transfers-In	2,459,732	671,183	27%
Total Resources	$ 25,771,778	$ 7,895,814	31%
Expenditures	$ 18,547,827	$ 2,271,351	12%
Transfers-Out	6,296,559	4,659,674	74%
Total Expenditures	$ 24,844,386	$ 6,931,025	28%
Ending Balance	$ 927,392		

The first quarter of the budget year does not typically tell a great deal about the revenue and expenditure patterns for the entire year. Revenue does not follow a perfect trendline and billings for professional service expenditures are often not received until the second quarter. As in past years, a more telling picture will develop with subsequent quarterly reports.

2000 General Fund Overview

Resources: As noted earlier, the City is starting the year with a higher beginning balance than budgeted, a balance of $5,021,669 rather than $3,489,102.

Actual 2000 General Fund revenues for the first quarter are lower (11%) than the three month trendline (25%). The remaining quarters of the year should catch us back with the trendline. This is primarily due to the timing of property tax collections and the inclusion of the first two months of 2000 sales tax into 1999 pursuant to General Accounting Standards Board requirements. The first two months of 2000 sales tax receipts are really for November and December of the previous year. Thus, every year we have to accrue these revenues back to the previous year. The highest property tax revenue collection periods occur in April and November.

There is also no Gambling Tax revenue received for the first quarter until the end of April. The state-shared revenues and parks revenues are in-line with budget projections for the first quarter. Second quarter revenues should more closely mirror the projected trendline.

Most of the new utility taxes are received quarterly and will not be received until the end of April. Due to Initiative 695, the fourth quarter Sales Tax Equalization and Motor Vehicle Excise Tax payments that are received in the first quarter of 2000 are $199,385 below the budgeted amount due to lower fourth quarter payments than expected because citizens either waited to pay their license fees or put off the purchase of new vehicles until 2000. Equalization is $137,027 lower and MVET is $62,358 lower.

The final statewide average per capita ($63.34) sales tax figure for the Sales Tax Equalization calculation was also lower than the figure ($69.05) used during the budget process (July-September), causing the fourth quarter Sales Tax Equalization Payment received in 2000 to be lower than budgeted by an additional $130,741.

The lower amount for Equalization and MVET are more than offset by the higher than expected investment earnings which are on a trend line to exceed the budgeted amount by $333,768. It should be noted that since this is only a projection based on first quarter activity, actual investment earnings may differ based on available cash balances and interest rates in the market.

These higher investment earnings are, in part, due to your Council's interest in setting higher reserve levels for the General Fund by establishing an Insurance Reserve and a 5% Undesignated Fund Balance Policy in the 2000 Budget. Higher interest rates, the higher than projected beginning fund balance, and these reserve policies are primarily responsible for the higher investment earnings. It is still to early in the year to know the outcome of these revenue sources. The second quarter report and subsequent information during the Annual Planning and Budget Retreat will provide a more accurate picture of the 2000 financial picture.

The General Fund has received 25% of the budgeted annual overhead transfers (reimbursements) from the Development Services, Street, and Surface Water Management Funds and 100% of the Equipment Replacement Fund transfer to the General Fund for that Fund's portion of the Technology Plan expenditures.

Expenditures: General Fund expenditures in the first quarter are lower (12%) than can be expected for the remaining quarters of the year (25% trend line). This is primarily due to not having received many bills for intergovernmental services during the first quarter. It usually takes the County several months to begin billing for police and jail services. There are also salary savings from new and existing positions, and delays in billings for professional services work and City grants to outside agencies that have been budgeted but not billed in the first quarter. The Operational Contingency ($250,000) and the Insurance Reserve ($255,000) are also budgeted but do not show up as expenditures.

Transfers-Out: The first quarter transfers-out are at 74% of the annual budgeted transfers. These transfers represent 25% of the General Fund subsidies to the Development Services and Street Funds and 100% of the transfers to the Unemployment Fund ($30,000), the Code Abatement Fund ($100,000), the General Capital Fund ($1,158,192), the Roads Capital Fund ($2,725,853), and the Equipment Replacement Fund ($100,000) that were all included in the 2000 budget.

SUMMARY

In summary, the 1999 fiscal year has ended with an additional $1,532,567 for the General Fund. These funds should be viewed as one-time savings that should not be spent in 2000 until we gather more of the year's expenditure history, receive more information on the new utility taxes and the State's plan for Initiative 695, and further discuss more long-term financial issues during the 2000 fiscal year. At this time we do not recommend earmarking these additional funds.

Staff will be returning to your Council on May 8, 2000 with two ordinances, one to move the hire date from October to July for some of the Public Works Maintenance Workers that are already in the 2000 Budget with the higher beginning fund balances from the Street and Surface Water

management Funds. The second ordinance reappropriates funds from higher 2000 beginning fund balances in the three capital funds to complete 1999 capital projects in 2000.

RECOMMENDATION

No action required. Staff recommends that the City Council review the 2000 First Quarter Financial Report and ask any questions on the information presented.

Attachment A: 1999 First Quarter Report
Attachment B: 2000 Capital Project Reappropriation

Attachment A.

2000 First Quarter Report

Prepared by the Finance Department

For Fiscal Year January 1, 2000 - December 31, 2000

City of Shoreline - 2000 First Quarter Report

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Overview

The First Quarter Report provides a fund level summary of the resources and expenditures for the first three months of 2000 for the City's primary funds. A primary fund is one that has its own revenue sources. The transfer funds receive all of their resources from transfers from other funds. These transfers are reflected as Transfers-Out from the primary funds.

The individual primary fund summaries include a final review of fiscal year 1999 and provides actual (unaudited) activity as an update from our projections made last fall as part of the 2000 budget process.

The first quarter of the budget year does not typically tell a great deal about the revenue and expenditure patterns for the entire year. Revenue does not follow a perfect trend line and billings for contract expenditures are often not received until the second quarter. A more telling picture will develop with subsequent quarterly reports.

The 1999 figures represent the unaudited end-of-year revenues and expenditures. The figures may be subject to minor adjustments as required by the final 1999 audit.

Resources: Overall, the first quarter resources are higher than the 25% trend line. This is primarily due to the 1999 ending balances for each fund being included as resources (beginning balance) in the first quarter of 2000. Major monthly revenue sources (sales tax, City Light revenue, gas tax, and real estate excise tax) are currently on track with projections. Some quarterly revenues sources (sales tax equalization, motor vehicle excise tax) are below trend line due to the impact of Initiative 695. Other state-shared revenues are on track with projections. It is too early in the year to know the outcome of utility taxes and gambling taxes since they will not be received until late April.

Expenditures: Overall, the first quarter expenditures are lower than the 25% trend line. This is primarily due to delays in King County and professional services billings for many of our large contract services (police, jail, roads, surface water, Aurora Corridor Study, etc.) and capital projects. Larger General Fund first quarter expenditures are reflective of the transfers to the General Capital, Roads Capital, and Equipment Replacement Funds for the full 2000 budget year. Even with prorating known obligations, expenditures would still trail the trend line.

City of Shoreline - 2000 First Quarter Report
GENERAL FUND

The General Fund is used to pay the expenses and liabilities of the City associated with general service functions that are not budgeted in special revenue funds. The primary sources of revenue are general purpose State-shared revenues and local taxes. Property tax and sales tax combined provide approximately 40% of the General Fund Revenue base.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals	Percent Difference	2000 Budget	First Quarter	Percent of Budget
Beginning Fund Balance	$ 4,539,253	$ 4,539,253	$ 0	0%	$ 3,489,102	$ 5,021,669 (4)	144%
Revenues	17,854,260	19,044,196	1,189,936 (1)	7%	19,822,944	2,202,962 (5)	11%
Transfers-In	2,422,443	2,422,443	0	0%	2,459,732	671,183 (6)	27%
Total Resources	$ 24,815,956	$ 26,005,892	$ 1,189,936	5%	$ 25,771,778	$ 7,895,814	31%
Expenditures	$ 15,767,611	$ 15,460,148	$ (307,463) (2)	(2%)	$ 18,547,827	$ 2,271,351 (7)	12%
Transfers-Out	5,559,243	5,524,075	(35,168) (3)	(1%)	6,296,559	4,659,674 (8)	74%
Total Expenditures	$ 21,326,854	$ 20,984,223	$ (342,631)	(2%)	$ 24,844,386	$ 6,931,025	28%
Ending Fund Balance	$ 3,489,102	$ 5,021,669	$ 1,532,567 (4)	44%	$ 927,392		

Explanation of Notes:

(1) Overall, 1999 revenues were higher than projected with total resources up 5% over projections. These higher revenues came from a number of sources. Gambling taxes were higher by $281,190 due to stronger than expected revenue for new mini-casinos which opened in 1999. The City also received $136,006 more than expected in reimbursements from the Aurora Corridor Pre-Design grant. Due to continued growth in the State and regional economies, several revenue sources continued to increase higher than projected. These sources included sales tax ($142,444), state-shared revenues ($129,113), Sales Tax Equalization ($128,310), and investment earnings ($90,017). Parks revenue was higher than projected ($76,503) due to continued program growth. Several other sources were also higher than projected, including court revenue ($44,720), cable franchise fees ($42,781), Parks and Public Works Recycling Grants ($32,874), and Property Tax ($22,386).

(2) Overall, 1999 expenditures were 2% less than projected. This was primarily due to higher than projected savings in six areas.
- In Community and Government Relations, there was less than expected expenditures for Neighborhood Mini-Grants ($19,611) and associated costs for City and Neighborhood newsletters ($36,306).
- In Finance and Information Services there was less spent than expected ($57,603) for project work on replacing the building permitting system and acquiring a maintenance management system as part of the Technology Plan as well as other Information Services savings ($55,036) from computer maintenance and repairs.
- In Citywide Services there were higher than projected savings in office and operating supplies ($22,290).
- In Public Safety and Criminal Justice Services, the Jail billings were $32,645 higher than projected. This was more than offset by additional savings in Prosecutor and Public Defense services ($12,675) and Police Services ($99,547) due to overtime savings and not filling the new Community Service Officer until later in the year.

Explanation of Notes (continued):

- In Parks and Recreation, there were salary savings in the Teen Program ($34,926) from vacant part-time positions and overall savings of $11,967 in Cultural Services from lower than expected costs for City events.
- In Public Works there were additional savings in Facility operating rentals and leases and professional services ($46,414) from performing more of the maintenance work in-house. There were savings of $23,950 in Emergency Operations due to the use of less contract help than was expected for development work on the City's emergency management plan. There were also overall salary savings of $11,618.
- In Planning and Development Services, professional services were $103,755 higher than projected due primarily to progress on the Aurora Corridor Pre-Design Project and Development Code. These higher than expected expenditures also resulted in higher than projected grant reimbursements of $136,006 in 1999 as mentioned in Note 1.

(3) The 1999 Transfers-Out were lower than projected by $35,168 due to a lower transfer to the Equipment Replacement Fund. This amount was directly charged to department budgets rather than transferred.

(4) The result of the higher than projected revenues and lower than projected expenditures is a higher 1999 Ending Fund Balance and a higher than projected 2000 Beginning Fund Balance as explained in Notes 1 & 2 respectively.

(5) The 2000 revenues are less than 25% for several reasons. These include: 1) the timing of property tax collections, where the large collection months are April and November; 2) the inclusion of the first two months of 2000 sales tax into 1999; 3) there is no gambling tax revenue received for the first quarter until the end of April; and 4) most of the new utility taxes are received quarterly and will not be received until April. Parks revenue is on track with budget projections for the first quarter. Due to Initiative 695, the fourth quarter Motor Vehicle Excise Tax and the Sales Tax Equalization payments that are received in the first quarter of 2000 are $330,126 below the budgeted amount due to low fourth quarter payments and the final statewide average per capita sales tax figure for the equalization calculation being lower than the figure used during the budget process. This is offset by the higher than expected investment earnings which are on track to exceed the budgeted amount by $333,768. It is still too early in the year to determine the outcome of nearly all of these revenue sources.

(6) The Transfers-In represents 25% of the overhead allocation from the Development Services, Street, and Surface Water Funds and 100% of the Equipment Replacement Fund transfer to the General Fund for that Fund's share of the Technology Plan expenditures.

(7) Expenditures are below 25% for the first quarter. This is primarily due to not having received many bills for intergovernmental services during the first quarter. It usually takes the County several months to begin billing for police and jail services. There is also delays in billings for professional services work and City grants to outside agencies. The Operational Contingency ($250,000) and the Insurance Reserve ($255,000) are also budgeted but do not show up as expenditures.

(8) The Transfers-Out represents 25% of the General Fund subsidies to the Development Services and Street Funds and 100% of the transfers to the Unemployment Fund ($30,000), the Code Abatement Fund ($100,000), the General Capital Fund ($1,158,192), the Roads Capital Fund ($2,725,853), and the Equipment Replacement Fund ($100,000) that were all included in the 2000 budget.

City of Shoreline - 2000 First Quarter Report
DEVELOPMENT SERVICES FUND

The purpose of this Fund is to maintain accounts for the Development Services permit fees. The beginning fund balance is comprised of prior-year Development Services fees that are held in reserve for future year services associated with multi-year construction permits. This permit revenue is deferred until the year that services are provided. The General Fund Transfer-In represents the General Fund subsidy for Development Services. The Transfer-Out to the General Fund represents the General Fund overhead that Development Services owes for the support services provided by support departments (i.e., Finance, City Attorney, Human Resources, etc.) in the General Fund.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals	Percent Difference	2000 Budget	First Quarter	Percent of Budget
Beginning Fund Balance	$ 584,663	$ 584,663	$ 0	0%	$ 623,005	$ 574,625 (3)	92%
Revenues	1,164,433	1,139,394	(25,039) (1)	(2%)	1,290,929	333,578 (4)	26%
Transfers-In (General Fund)	1,000,537	1,000,537	0	0%	458,962	114,741 (5)	25%
Total Resources	$ 2,749,633	$ 2,724,594	$ (25,039)	(1%)	$ 2,372,896	$ 1,022,943	38%
Expenditures	$ 1,235,549	$ 1,258,890	$ 23,341 (2)	2%	$ 929,260	$ 196,319 (6)	21%
Transfers-Out (General Fund)	891,079	891,079	0	0%	714,402	178,601 (7)	25%
Total Expenditures	$ 2,126,628	$ 2,149,969	$ 23,341	1%	$ 1,643,662	$ 374,920	23%
Fund Balance	$ 623,005	$ 574,625	$ (48,380) (3)	(8%)	$ 729,234		

Explanation of Notes:

(1) The 1999 revenues were slightly lower than projected.

(2) The 1999 expenditures were slightly higher than projected.

(3) The result of the lower than projected revenues and higher than projected expenditures is a lower 1999 Ending Fund Balance and a lower than projected 2000 Beginning Fund Balance as explained in Notes 1 & 2 respectively. This slightly reduces the 2000 Development Services Reserve. The Fund Balance represents the reserve for multi-year permit activity. The reserve amount is based on the distribution of the 1997 through 1999 revenue into one, two, and three year permit categories based on the particular type of project.

(4) The 2000 revenue is slightly higher than 25% for the first quarter.

(5) The Transfers-In represents 25% of the 2000 General Fund subsidy transfer to the Development Services Fund.

(6) The expenditures are slightly less than 25% due to delays in professional services work and salary savings.

(7) The Transfers-Out represents 25% of the 2000 Development Services overhead transfer to the General Fund.

City of Shoreline - 2000 First Quarter Report
STREET FUND

Street Funds are used to support roads and transportation programs. Fuel tax and vehicle license fees are the two sources of ongoing support for these programs. In 2000, the Street Fund will be used to fund the roads portion of the Public Works Department operations, the County roads maintenance contract, and road overlays. Funds are transferred in from the General Fund as a subsidy to pay for street operations since the Street Fund does not receive enough revenue to fully pay for street operations and from the Arterial Street Fund to pay for operational expenses related to road overlays and other roads maintenance work. Funds are transferred out to the General Fund to pay for overhead for the support received from the support departments (i.e., Finance, City Attorney, Human Resources, etc.) funded from the General Fund.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals	Percent Difference	2000 Budget	First Quarter	Percent of Budget
Beginning Fund Balance	$ 937,066	$ 937,066	$ 0	0%	$ 1,111,490	$ 1,216,646 (2)	109%
Revenues	1,452,917	1,550,655	97,738 (1)	7%	886,382	359,223 (3)	41%
Transfer-In (General Fund)	1,134,289	1,134,289	0	0%	1,723,553	430,888 (4)	25%
Transfer-In (Arterial Street)	530,374	530,374	0	0%	391,548	97,887 (5)	25%
Total Resources	$ 4,054,646	$ 4,152,384	$ 97,738	2%	$ 4,112,972	$ 2,104,644	38%
Expenditures	$ 2,119,696	2,112,278	$ (7,418)	(0%)	$ 2,725,822	$ 129,882 (6)	5%
Transfer-Out (General Fund)	823,460	823,460	0	0%	920,249	230,062 (7)	25%
Total Expenditures	$ 2,943,156	$ 2,935,738	$ (7,418)	(0%)	$ 3,646,071	$ 359,944	10%
Fund Balance	$ 1,111,490	$ 1,216,646	$ 105,156 (2)	9%	$ 466,901		

Explanation of Notes:

(1) The 1999 revenues were higher than projected due to an increase of Fuel Tax and County Vehicle License Fee revenue in the second half of the year.

(2) The 1999 ending fund balance and the 2000 beginning fund balance is higher than budgeted due to the higher 1999 revenues and slightly lower 1999 expenditures. Staff will be returning to your Council on May 8, 2000 with a budget amendment to use a portion of this higher beginning fund balance to hire some of the Public Works maintenance positions earlier than was originally budgeted. This will allow the City to begin needed maintenance work in the City.

(3) Revenues are higher than 25% for the first quarter of 2000. This is due to the receipt of County Vehicle License Fees which were not included in the 2000 Budget due to Initiative 695. It was unknown during the budget process if this revenue source would continue to be received so it was not included in the budget. The final determination of this and other I-695 revenue sources will made by the legal system.

(4) The Transfer-In represents 25% of the 2000 General Fund subsidy transfer to the Street Fund.

(5) The Transfer-In represents 25% of the 2000 Arterial Street Fund transfer to the Street Fund.

(6) Expenditures are below 25% for the first quarter. This is primarily due to not having received many bills for County roads services during the first quarter and due to delays in billings for professional services work. The budget also includes funds for new staff positions and equipment as part of the Public Works Transition Plan that will not occur until later in the year, therefore those expenditures will not follow a consistent trendline.

(7) The Transfer-Out represents 25% of the 2000 Street Fund overhead transfer to the General Fund.

City of Shoreline - 2000 First Quarter Report
ARTERIAL STREET FUND

Arterial Street Funds are used to support roads and transportation programs. Fuel tax provides the primary source of support for this Fund. These funds are transferred to the Street Fund to help pay for the roads and transportation programs of the Public Works Department.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals	Percent Difference	2000 Budget	First Quarter	Percent of Budget
Beginning Fund Balance	$ 220,486	$ 220,486	$ 0	0%	$ 65,360	$ 94,429 (2)	144%
Revenues	375,248	404,317	29,069 (1)	8%	375,248	100,710 (3)	27%
Total Resources	$ 595,734	$ 624,803	$ 29,069	5%	$ 440,608	$ 195,139	44%
Transfers-Out (Street Fund)	$ 530,374	$ 530,374	0	0%	$ 391,548	$ 97,887 (4)	25%
Total Expenditures	$ 530,374	$ 530,374	$ 0	0%	$ 391,548	$ 97,887	25%
Fund Balance	$ 65,360	$ 94,429	$ 29,069 (2)	44%	$ 49,061		

Explanation of Notes:

(1) The 1999 revenues were higher than projected due to an increase of Fuel Tax revenue in the second half of the year.

(2) The 1999 ending fund balance and the 2000 beginning fund balance is higher than budgeted due to the higher 1999 revenues.

(3) Revenues are higher than 25% for the first quarter of 2000 due to continued healthy Fuel Tax revenue.

(4) The Transfer-Out represents 25% of the 2000 Arterial Street Fund transfer to the Street Fund.

City of Shoreline - 2000 First Quarter Report
SURFACE WATER MANAGEMENT FUND

The Surface Water Management Fund is used to support the City drainage program. In 2000, these funds will be used to support the City's drainage program. Funds are transferred out to the General Fund to pay for overhead and to the Capital Improvement Fund to pay for surface water capital projects.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals	Percent Difference	2000 Budget	First Quarter	Percent of Budget
Beginning Fund Balance	$ 3,379,984	$ 3,379,984	$ 0	0%	$ 3,202,244	$ 3,307,831 (2)	103%
Revenues	2,177,812	2,173,049	(4,763)	(0%)	2,197,902	123,407 (3)	6%
Total Resources	$ 5,557,796	$ 5,553,033	$ (4,763)	(0%)	$ 5,400,147	$ 3,431,238	64%
Expenditures	$ 749,246	$ 638,896	$ (110,350) (1)	(15%)	$ 1,065,488	$ 83,161 (4)	8%
Transfers-Out (General Fund)	664,994	664,994	0	0%	750,081	187,520 (5)	25%
Transfers-Out (Capital)	941,312	941,312	0	0%	1,622,101	1,622,101 (6)	100%
Total Expenditures	$ 2,355,552	$ 2,245,202	$ (110,350)	(5%)	$ 3,437,670	$ 1,892,782	55%
Fund Balance	$ 3,202,244	$ 3,307,831	$ 105,587 (2)	3%	$ 1,962,477		

Explanation of Notes:

(1) The 1999 expenditures were lower than estimates due to lower than expected expenditures for surface water services from King County.

(2) The 1999 ending fund balance and the 2000 beginning fund balance is higher than budgeted due to the lower 1999 expenditures. Staff will be returning to your Council on May 8, 2000 with a budget amendment to use a portion of this higher beginning fund balance to hire some of the Public Works maintenance positions earlier than was originally budgeted. This will allow the City to begin needed maintenance work in the City.

(3) The revenues are less than 25% due to the timing of property tax collections, since Surface Water billings are collected as part of the property tax bill.

(4) Expenditures are below 25% for the first quarter. This is primarily due to not having received many bills for County surface water services during the first quarter and due to delays in billings for professional services work.

(5) The Transfers-Out to the General Fund represents 25% of the 2000 Surface Water Fund overhead transfer to the General Fund.

(6) The Transfers-Out to the Surface Water Capital Fund represents 100% of the 2000 transfer to the Surface Water Capital Fund for capital projects that are included in the 2000 Budget and in the Six-Year Capital Improvement Program.

City of Shoreline - 2000 First Quarter Report
GENERAL CAPITAL FUND

The General Capital Fund receives resources which are designated specifically for capital purposes. The primary source of dedicated revenue is Real Estate Excise Tax (REET). Other revenue sources include: General Fund transfers and other dedicated project grants. The beginning balance is comprised of 1996 - 1999 REET funds, King County transfers for Shoreview Park and Richmond Beach Trail, and the 1999 General Fund capital transfer. In the General Capital Fund, there are project categories for currently funded projects, facilities projects, parks projects, recreation facilities projects, and open space projects.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals	Percent Difference	2000 Budget	First Quarter	Percent of Budget
Beginning Fund Balance	$ 3,729,465	$ 3,729,465	$ 0	0%	$ 6,273,919	$ 6,937,148 (3)	111%
Revenues	816,480	892,857	76,377 (1)	9%	1,058,774	159,178 (4)	15%
Transfers-In (General Fund)	3,094,417	3,094,417	0	0%	1,158,192	1,158,192 (5)	100%
Transfers-In (General Res. Fund)		0	0		395,000	395,000 (6)	0%
Total Resources	$ 7,640,362	$ 7,716,739	$ 76,377	1%	$ 8,885,885	$ 8,649,518	97%
Expenditures	$ 1,366,443	$ 779,591	$ (586,852) (2)	(43%)	$ 4,097,876	$ 203,280 (7)	5%
Total Expenditures	$ 1,366,443	$ 779,591	$ (586,852)	(43%)	$ 4,097,876	$ 203,280	5%
Fund Balance	$ 6,273,919	$ 6,937,148	$ 663,229 (3)	11%	$ 4,788,009		

Explanation of Notes:

(1) The 1999 revenues were higher than projected due to higher than expected Real Estate Excise Tax (REET) revenue in the second half of 1999.

(2) The 1999 expenditures were lower than projected due to 1999 capital projects that were not completed in 1999 as expected. The remaining funds for most of these incomplete 1999 projects will be reappropriated in 2000 to provide funds to complete the projects.

(3) The 1999 ending fund balance and the 2000 beginning fund balance are higher than projected due to the higher revenues and lower expenditures, as explained in Notes 1 and 2, respectively. A portion of this fund balance will be reappropriated in 2000 to complete the 1999 capital projects that were not completed. Staff will be returning to your Council on May 8, 2000 with a budget amendment to reappropriate funds for this purpose.

(4) Revenues are less than 25% for the first quarter since the first month of REET is credited to 1999 because the property sales for which the revenue is received occurred in December. February is the first month of the year that REET is credited to 2000.

(5) This Transfer-In represents 100% of the General Fund transfer to the General Capital Fund from gambling revenues and property tax revenue which is in excess of the amount established by Referendum 47 and the Implicit Price Deflator.

(6) This Transfer-In represents 100% of the transfer from the General Reserve Fund to the General Capital Fund since the General Reserve Fund had reached its capacity according to the guidelines for contingency funds for cities established under RCW 35A.33.145.

(7) The expenditures for capital project funds do not typically follow a trendline. More expenditures will occur later in the year as capital projects are constructed.

City of Shoreline - 2000 First Quarter Report
ROADS CAPITAL FUND

The Roads Capital Fund is for capital projects related to roads and sidewalks. The primary source of dedicated revenue is Real Estate Excise Tax (REET). Other revenue sources include: Dedicated Federal and State transportation funding and dedicated project grants. The beginning balance is comprised of 1996 - 1999 REET funds and of King County Road Fund transfers associated with the transfer of several capital roads projects.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals	Percent Difference	2000 Budget	First Quarter	Percent of Budget
Beginning Fund Balance	$ 6,259,347	$ 6,259,347	$ 0	0%	$ 6,530,960	$ 6,678,501 (3)	102%
Revenues	1,473,479	1,165,668	(307,811) (1)	(21%)	5,017,212	352,718 (4)	7%
Transfers-In (General Fund)	0	0	0		2,725,853	2,725,853 (5)	0%
Total Resources	$ 7,732,826	$ 7,425,015	$ (307,811)	(4%)	$ 14,274,025	$ 9,757,072	68%
Expenditures	$ 1,201,866	$ 746,514	$ (455,352) (2)	(38%)	$ 6,971,500	$ 59,072 (6)	1%
Total Expenditures	$ 1,201,866	$ 746,514	$ (455,352)	(38%)	$ 6,971,500	$ 59,072	
Fund Balance	$ 6,530,960	$ 6,678,501	$ 147,541 (3)	2%	$ 7,302,525		

Explanation of Notes:

(1) The 1999 revenues were lower than projected since the City did not receive reimbursement in 1999 for a number of project grants for projects that did not get completed in 1999. These grant monies are received after project expenditures are made. The City will need to reappropriate both the revenues and expenditures for these 1999 projects in 2000 so we will have the proper budget authority to complete the projects.

(2) The 1999 expenditures were lower than projected due to 1999 capital projects that were not completed in 1999 as expected. The remaining funds for most of these incomplete 1999 projects will be reappropriated in 2000 to provide funds to complete the projects.

(3) The 1999 ending fund balance and the 2000 beginning fund balance are higher than projected due to the higher revenues and lower expenditures, as explained in Notes 1 and 2, respectively. A portion of this fund balance will be reappropriated in 2000 to complete the 1999 capital projects that were not completed. Staff will be returning to your Council on May 8, 2000 with a budget amendment to reappropriate funds for this purpose.

(4) Revenues are less than 25% for the first quarter since the majority of Roads Capital revenues are from grants that will be received later in the year as capital projects progress. Also, the first month of Real Estate Excise Tax (REET) is credited to 1999 because the property sales for which the revenue is received occurred in December. February is the first month of the year that REET is credited to 2000.

(5) The Transfers-In represents 100% of the General Fund transfer to the Roads Capital Fund from the 1999 excess General Fund beginning fund balance. These funds were transferred to the Roads Capital Fund to pay for capital projects as part of the City's Six-Year Capital Improvement Program.

(6) The expenditures for capital project funds do not typically follow a trendline. More expenditures will occur later in the year as capital projects are constructed.

City of Shoreline - 2000 First Quarter Report
SURFACE WATER CAPITAL FUND

The Surface Water Capital Fund is for surface water capital projects. The primary source of revenue is Surface Water Management Fund transfers; federal funds to reimburse the City for 1997 winter storm damage; and dedicated project grants.

	1999 Year-End Estimates	1999 Unaudited Actual	Estimates versus Actuals		Percent Difference	2000 Budget	First Quarter		Percent of Budget
Beginning Fund Balance	$ 2,034	$ 2,034	$ 0		0%	$ 423,556	$ 950,830	(3)	224%
Revenues	21,537	299,894	278,357	(1)	1292%	927,500	2,174	(4)	0%
Transfers-In (Surface Water)	941,312	941,312	0		0%	1,622,101	1,622,101	(5)	100%
Total Resources	$ 964,883	$ 1,243,240	$ 278,357		29%	$ 2,973,157	$ 2,575,105		87%
Expenditures	$ 541,327	$ 292,410	$ (248,917)	(2)	(46%)	$ 2,973,157	$ 97,975	(6)	3%
Total Expenditures	$ 541,327	$ 292,410	$ (248,917)		(46%)	$ 2,973,157	$ 97,975		
Fund Balance	$ 423,556	$ 950,830	$ 527,274	(3)		$ 0			

Explanation of Notes:

(1) The 1999 revenues were higher than projected since the City received a Federal Emergency Management Agency (FEMA) reimbursement for winter storm damage from previous year expenditures that was not expected in 1999.

(2) The 1999 expenditures were lower than projected due to 1999 capital projects that were not completed in 1999 as expected. The remaining funds for most of these incomplete 1999 projects will be reappropriated in 2000 to provide funds to complete the projects.

(3) The 1999 ending fund balance and the 2000 beginning fund balance are higher than projected due to the higher revenues and lower expenditures, as explained in Notes 1 and 2, respectively. A portion of this fund balance will be reappropriated in 2000 to complete the 1999 capital projects that were not completed. Staff will be returning to your Council on May 8, 2000 with a budget amendment to reappropriate funds for this purpose.

(4) Revenues for the first quarter are less than 25%. The 2000 revenue budget had assumed a Public Works Trust Fund loan for the Ronald Bog Drainage Improvements and the 3rd Avenue NW Drainage Improvements Projects. This loan was not approved. The higher than budgeted beginning fund balance may be adequate to cover 2000 project expenses. Staff will monitor expenses during the year to determine if additional resources will need to be transferred from the Surface Water Management Fund.

(5) The Transfers-In represents 100% of the budgeted transfer from the Surface Water Management Fund for surface water capital projects.

(6) The expenditures for capital project funds do not typically follow a trendline. More expenditures will occur later in the year as capital projects are constructed.

City of Shoreline - 2000 First Quarter Report
TRANSFER FUNDS

Transfer Funds	2000 Budget	First Quarter Resources	Percent of Budget	First Quarter Expenditures/ Transfers	Percent of Budget
General Reserve Fund	$ 1,670,330	$ 1,617,615 (1)	97%	395,000 (3)	24%
Equipment Replacement Fund	815,536	801,435 (2)	98%	3,857	0%
Vehicle Oper./Maint. Fund	131,790	131,821 (2)	100%	3,052	2%
Unemployment Fund	62,621	61,999 (2)	99%	0	0%
Advance Travel Fund	5,140	4,930 (2)	96%	0	0%
Code Abatement Fund	104,000	100,000 (2)	96%	0	0%

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Explanation of Notes:

(1) The first quarter resources includes the beginning fund balance and the first-quarter interest earnings.

(2) These funds are close to or at 100% for the first quarter of 2000 since most of their resources come from their beginning fund balance and/or first quarter transfers from the General Fund.

(3) This Transfer-Out represents 100% of the transfer from the General Reserve Fund to the General Capital Fund since the General Reserve Fund had reached its capacity according to the guidelines for contingency funds for cities established under RCW 35A.33.145.

Attachment B.

2000 Capital Project Reappropriation

Fund / Project	2000 Adopted Budget*	Additional Expense Authority	Additional Resource Authority	Explanation
General Capital Fund				
1. Additional Space Renovation Police Station Landscaping	$ 0	$ 98,366	$ 98,366	Funding comes from unspent 1999 Budget authority. The scope of work for this project is under review to evaluate other landscaping options and cost estimates. This project never got started in 1999 and needs to be included in 2000 for project completion.
2. Skate Park	253,000	11,241	11,241	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete the project because a site location has not been approved for the construction of this project. These funds had expected to be spent on design in 1999 but instead will be spent for design in 2000.
3. Public Arts Projects	0	28,402	28,402	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to pay for retainage on earlier work and installation of the Totem pole at the Library this spring. This project also supports additional work associated with the Pony sculpture. We had originally expected final work on the ponies and the totem in 1999, but due to project delays this work will be completed in 2000.
4. Richmond Beach Park (Bluff Trail)	0	51,286	51,286	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to pay for the final billing and required retainage that is due in 2000.
5. Richmond Beach Sewer Replacement	0	36,872	36,872	Funding comes from unspent 1999 Budget authority. This project is complete. The original budget balance represents the final billing that is currently in discussion with the contractor for work that was completed in 1999.
6. Swimming Pool Improvements - Parking	0	324,296	324,296	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete the project and to pay for the final billings that were not received in 1999.
General Capital Fund Total:		**$ 550,463**	**$ 550,463**	**Higher than Budgeted Beginning Fund Balance from unspent 1999 Budget Authority**
Roads Capital Fund				
1. Interurban Trail	$ 1,155,000	$ 21,471	$ 30,000	Grant revenue is reappropriated to cover a portion of 1999 reimbursements and 2000 expenses. This original budget balance is needed to complete planned work on the project. We expected earlier design work in 1999, but due to the delay of the County transfer of lead agency status, design will be done in 2000.
2. 175th Sidewalk North	0	30,009	35,148	Grant revenue is reappropriated to cover a portion of 1999 reimbursements and 2000 expenses. This original budget balance is needed to pay for final 1999 billings and required retainage due in 2000.

Attachment B.

2000 Capital Project Reappropriation

Fund / Project	2000 Adopted Budget*	Additional Expense Authority	Additional Resource Authority	Explanation
3. 175th Sidewalk South	$ 0	$ 107,220	$ 84,217	Grant revenue is reappropriated to cover a portion of the remaining 2000 expenses.
			23,003	Funding comes from unspent 1999 Budget authority.
			107,220	This original budget balance is needed to pay for final 1999 billings and required retainage due in 2000.
4. Aurora Avenue North	1,281,000	185,185	185,185	Grant revenue is reappropriated to cover expenses. This original budget balance is needed to complete planned work on the project in 2000 created by grant funding delays associated with the passage of Initiative 695.
5. 25th Avenue N.E. Pedestrian Improvements	0	52,456	77,600	Grant revenue is reappropriated to cover a portion of 1999 reimbursements and 2000 expenses. This original budget balance is needed to complete planned work on the project and to pay for the required retainage due in 2000.
6. Curb Ramp Program	100,000	122,683	148,500	Grant revenue is reappropriated to cover a portion of 1999 reimbursements and 2000 expenses. This original budget balance is needed to complete planned work on the project and to pay for the required retainage due in 2000.
7. 15th Ave. N.E. @ 165 Street Traffic Signal	278,500	26,240	26,240	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete the project because a Biological Assessment (BA) is required by the Endangered Species Act (ESA) due to federal grant funding requirements.
8. Neighborhood Traffic Safety Program	130,000	29,613	29,613	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete planned work on the project that is scheduled for implementation in 2000.
9. 185th Street Rechannelization	137,500	14,464	14,464	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete planned work on the project that is scheduled for implementation in 2000. This project will not commence until Council has approved the final scope.
10. Richmond Beach Road @ 3rd Avenue	307,000	43,429	43,429	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete planned work on the project that is scheduled for implementation in 2000.
			$ 560,649	**Grant Revenue budgeted but not received in 1999 to be reappropriated and received in 2000**
			136,749	**Higher than Budgeted Beginning Fund Balance from unspent 1999 Budget Authority**
Roads Capital Fund Total:		$ 632,770	$ 697,399	The higher resources being appropriated will increase the 2000 Budgeted Ending Fund Balance by $60,681.

Attachment B.

2000 Capital Project Reappropriation

Fund / Project	2000 Adopted Budget*	Additional Expense Authority	Additional Resource Authority	Explanation
Surface Water Capital Fund				
1. 3rd Ave. NW Drainage Imp.	$ 947,157	$ 127,471	$ 127,471	Funding comes from unspent 1999 Budget authority. Expenditures were anticipated in 1999 but the project will be completed in 2000.
2. Surface Water CIP Project Formulation	30,000	6,903	6,903	Funding comes from unspent 1999 Budget authority. Expenditures were anticipated in 1999 but the project will be completed in 2000.
3. Ronald Bog Drainage Improvements	935,000	29,517	29,517	Funding comes from unspent 1999 Budget authority. Expenditures were anticipated in 1999 but the project will be completed in 2000.
Surface Water Capital Total:		**$ 163,891**	**$ 163,891**	**Higher than Budgeted Beginning Fund Balance from unspent 1999 Budget Authority**

* This column reflects the original 2000 Adopted Budget for each of these projects that are receiving additional expenditure authority and is not a complete listing of all of the 2000 capital improvement projects.