Council Meeting Date: August 16, 1999 **Agenda Item:** 6 (a)

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Update on Council Goal 4, Defining the City's Role in Youth Services
DEPARTMENT:	Health and Human Services and Parks and Cultural Services
PRESENTED BY:	Rob Beem, Manager of Health and Human Services RB Wendy Barry, Director of Parks, Recreation and Cultural Services

EXECUTIVE / COUNCIL SUMMARY

During last year's budget development your Council discussed the role the City should take in funding Club Kellogg and the late night program at Aldercrest. In discussing these specific projects, it became clear that the issue was broader than funding decisions on two specific programs. There was a broader concern your Council expressed about the availability of services across the City and across the ages of youth. In response, your Council adopted Goal 4 in its work plan for this year. Goal 4 reads as follows: "Define the City's role in supporting youth vis-à-vis other providers. Ensure that all youth have equal assess to City programs."

In May of this year the City, in partnership with Lake Forest Park and the Shoreline School District, conducted a survey of teen service providers and held a forum to develop better information about what services existed for youth. The focus of this effort was on services and programs for teens. The results of these efforts indicate that the Shoreline community provides an appropriate broad range of services for its youth. There are few areas of service that are completely unrepresented. There are also few areas of service where services are in ample supply and are fully utilized.

Participants in the Teen Service Providers Forum supported the conclusion that the first issue to tackle was building a more coherent system of services through increased communication and coordination. There was also an acknowledgement that while many individual services existed, Shoreline has yet to develop a system and sense of coordination among all youth service providers.

The participants agreed to reconvene this fall to review the information gathered and to begin the process of building a more coherent system of services.

One area of particular concern to your Council was the relative need for multiple after school and late night programs. Club Kellogg, The Rec and the Lake Forest Park Teen Center at Aldercrest are each used by upwards of 60 youth on any given night. Some nights they will see upwards of 100 youth. Each serves a particular segment of the Shoreline community. With so few providers of this type of service all of the existing programs fill an important community need. Both Club Kellogg and the Teen Center serve youth from Lake Forest Park and some surrounding communities. Lake Forest Park has been a financial supporter of Club Kellogg and has wholly funded the Aldercrest program this year.

Staff has had preliminary discussions with Lake Forest Park and determined that there is a strong interest in a partnership, which will allow continued operation of the late night program at Aldercrest.

Among the programs currently provided to youth by our City are:

- After-school and late night weekend teen programming at the Richmond Highlands Community Center
- Partnership in funding the after-school Club Kellogg program at Kellogg Middle School
- Recreation programs at (Shorecrest, etc.)
- Youth sports, recreation and classes offered through the City's Parks and Recreation listings
- Art programs in schools funded through our support of the shoreline Arts Commission
- Swim lessons
- Summer playground

Though the focus of this initial effort was on services to teens, the City has been very aggressive in its outreach efforts to involve all youth in its other recreation programming, using scholarships and to a limited extent fee waivers. Parks, Recreation and Cultural Services has provided over $9,000 in scholarships to youth who otherwise would not have had access to organized recreation programs. The inventory of programs offered by the City and other youth services providers is provided for your Council as Attachment A.

RECOMMENDATION

Staff recommends that the City take a lead role in shaping a more coherent and connected system of youth services in Shoreline. This will build on the work done to date to survey and convene discussions among existing youth service providers. And it is the first step towards developing a system that truly provides equal access to all Shoreline youth.

Staff further recommends that the City pursue a partnership with the City of Lake Forest Park to continue the operation of the late night program at Aldercrest.

Approved By: City Manager LB City Attorney N/A

Background:

During last year's budget your Council discussed the role the City should take in funding Club Kellogg and the late night program at Aldercrest. In discussing these specific projects, it became clear that the issue was broader than funding decisions on two specific programs. There was a broader concern your Council expressed about the availability of services across the City and across the ages of youth. Goal 4 grew from these discussions. It reads, Define the City's role supporting youth vis-à-vis other providers. Ensure that all youth have equal access to City programs.

In developing the answer to these questions we first gathered information on what services existed and how well they covered the needs of our young people. The first phase of this work focuses on service to teens. In April and May of this year the City, Lake Forest Park and the Shoreline School District conducted a survey of teen service providers. This was followed up with a forum for teen services providers. This Forum developed additional information on the general availability of services. Subsequent work will include continuation of the dialog established among service providers and addressing specific gaps in service availability.

Our initial review of this information indicates that most of the services one would like to see for youth exist somewhere in Shoreline. As is typically true there is limited knowledge of all the programs and services. Many of the services, predominantly human services, are in short supply. We also noted that to date there is very limited coordination among the existing service providers. Looking specifically at late night programs, there are two major non-profit providers of these programs, the City of Shoreline and the YMCA.

Survey Results:

In addressing the question of whether or not all youth have access to services, it was necessary to first ascertain the condition and extent of the services available to teens. For areas where services are inadequate there are two questions to be asked that will shape the community's response. First, do the services exist at all? Second, if services do exist are they difficult to access? If this is the case we must next ask whether this is a condition unique to Shoreline or do we face the same issues that other communities face? In general we found that residents of Shoreline have some access to a broad range of services in much the same manner as residents of other communities. Many services however are either not well known or are difficult to access due to programmatic barriers and issues of proximity.

In April/May of this year 50 agencies were surveyed to assess the availability of services for teens in Shoreline and Lake Forest Park. We received responses from 27 separate organizations offering 60 distinct activities and services for teens. These services ranged from The Rec to a shelter for homeless teens offered by Teen Hope. A Teen Service Providers' Forum followed this initial fact finding. This Forum, held on May 11, was attended by 36 people from 29 separate organizations/programs. Participants in the Forum worked to identify the most needed services for the community, any gaps that existed in the service delivery system and to answer the questions posed above about availability and access.

Profile of Respondents:

Responses were received from 27 agencies. Respondents include the City of Shoreline, local churches, the YMCA and a variety of other not-for-profit organizations. See attachment B for a full listing. Their services range from religious instruction to late night recreation. Though there are a number of others in the community that provide services to youth the respondents are representative of the mix of non-profit and public sector organizations that exist in the community. It is fair to use this group as a good gauge of the types of services available to Shoreline's young people. Chart 1 displays the different types of organizations represented.

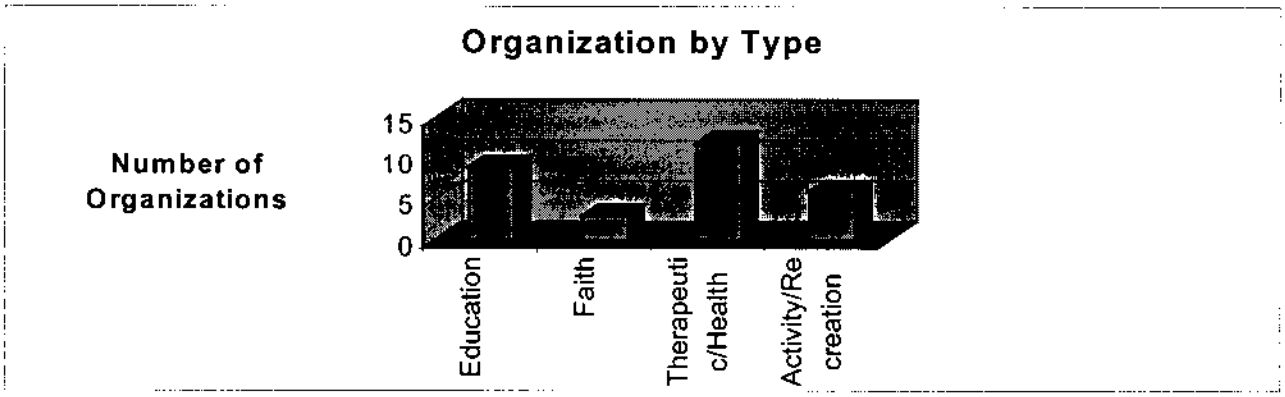


Chart 1

Survey Finds Broad Array of Services

Respondents to the survey identified 55 separate activities they provide for teens. (Note this includes the City's Teen Programs. It does not include a breakout of the City's recreation division classes and field use nor does it include a breakout of individual school sports or club activities). We have sorted the different types of program into 5 categories: Education, Religious Development, Therapeutic/Human Services, Recreation and Leadership Development. Chart 2 depicts the distribution of offerings.

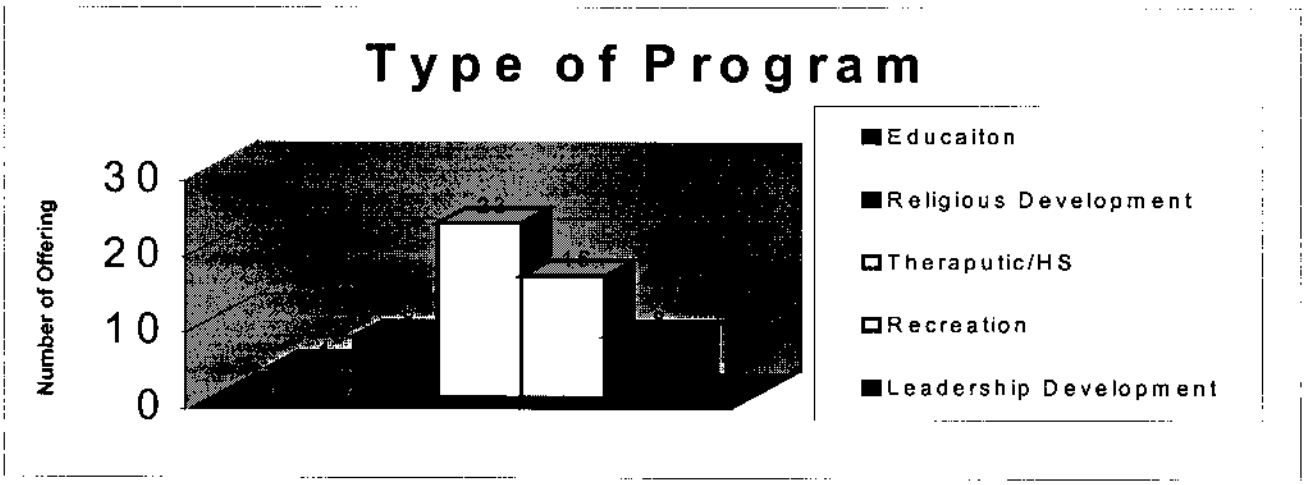
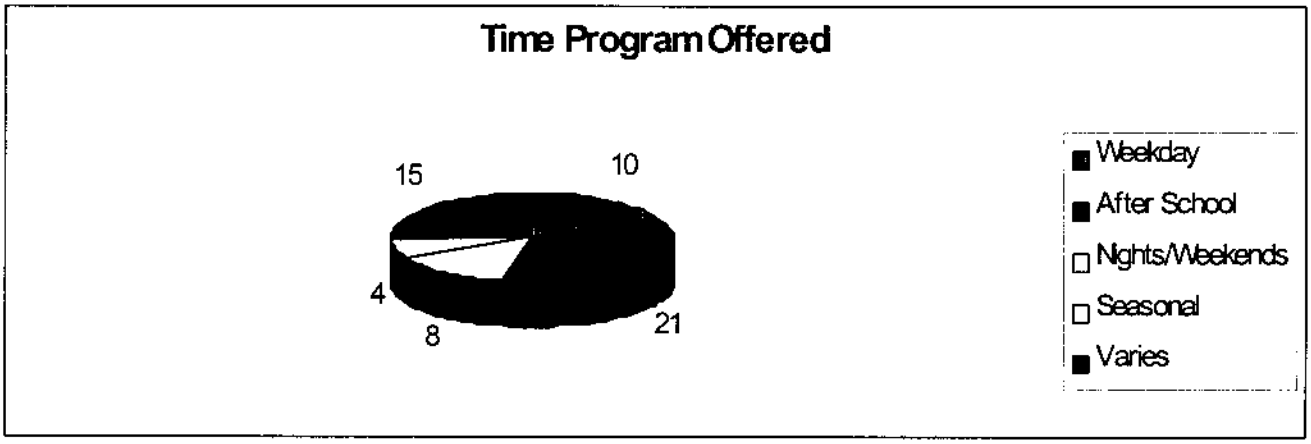


Chart 2

The bulk of the offerings take place after school and during the week. Roughly 14% occur during the evening and weekend hours. These activities include the Rec and the Teen Drop in Center at Aldercrest. The YMCA under contract to Lake Forest Park operated this latter program. While the sample of programs is somewhat limited, the distribution and range of offerings is representative of what professional judgment tells us is available in the community. It is important to note that we did not attempt to inventory all the private sector activities such as underage dance clubs, theaters, bowling centers that are used by Shoreline youth. This detailed count also did not include organized sports teams, like Richmond Little League or school team sports. And, school activities are accounted for with one entry for each middle and high school.



City Services for Youth

The City of Shoreline Parks, Recreation and Cultural Services Department provides an assortment of recreational opportunities for youth in the community. Programs are designed to provide early learning and socialization experiences, as well as physical skills and lifetime leisure skills. These programs help to provide youths with some of the key assets they need to become productive adults. Programs like these help to connect youth to their community, and in several forums they are serving as links to other service providers. The Teen Program serves this purpose as staff refers participants to other Human Services providers when appropriate. Also, other after-school and summer recreation programs offered by the City provide safe, fun, and educational alternatives for youth that might otherwise be unsupervised.

The following table of information outlines the attendance for youth in City of Shoreline sponsored programs for the first half of 1999. The descriptions of typical programs are not intended to be all-inclusive. They are provided to give a glimpse of the many programs offered by the Parks Department in its second full year of operation.

Program Category	Youth Attendance January - June 1999	Description of typical programs
Aquatics (preschool, youth, middle school and teens)	23,884	Swim Lessons, Drop-In Recreation Swims, Swim Team, Birthday Parties, After-School Swim Program
Teen Program (middle school and teens)	6,525	The "Rec", Girls Group, Poetry Slams, Kellogg Gym Jam, Shorecrest Open Gym, Improv and Dance, Teen Advisory Board, Einstein Outreach, Theatre Arts Splash, Teen Trips, and Middle School Pool Mania
Specialized Recreation (youth, middle school and teens)	800	Special Olympics, Special Saturday Club, Dances and Trips, and Drop In Swim Programs
General Recreation (for preschool, youth, and middle school)	24,695	Sports Camps of all types, Summer Playground Program, Karate for Kids, Gymnastics, Dance, Summer Science Surprises, Paint & Swim, Safety, Kindermusik, Little Kickers Soccer, Playground Pals, Environmental Education Programs, Wiggles and Giggles, Creative Dance and Indoor Playground
Facilities (youth and teens)	64,390	Youth Ballfield Use for Soccer, Baseball, Softball practice and games
Community and Special Events (family oriented for all ages)	2,700	Earth Day, Kids Lunchtime Music Series, Swingin' Summer Eve.
TOTAL YOUTH ATTENDANCE	122,994	

Equal access to city programs as identified in Goal #4 has been addressed primarily through the use of scholarships for participants that are financially disadvantaged. In 1999, King County Council member Maggie Fimia's office provided a $9,000 grant for scholarships. This $9,000 grant was depleted by June 30, 1999. Due to the early depletion of the scholarship grant funds, department staff is exploring the concept of fee waivers in classes where minimum registration and revenue requirements have been met.

With regard to the "equal access to city programs" focus of Goal #4, additional consideration is given to geographic location of programs. The City is limited by the availability of facilities. The City programs the swimming pool and the Richmond Highlands Recreation Center. Beyond these two City owned facilities, the City is reliant on the Shoreline School District and others to access facilities to provide recreation programs to the public. This inhibits the equal access by geographic area.

Forum Highlights; Needs Identified

On May 11, 36 people from 24 organizations attended the Teen Services Providers Forum. This event achieved two purposes: to identify where services to teens were strong and to enhance communication among groups serving the needs of our youth. The participants identified services in four areas, Parenting and Mentoring, Counseling and Health Services, Developing a Sense of Community and After School Activities. For each area the participants identified needed services, obstacles and solutions. See Table I.

Table I
Counseling / Health Services

A. Needed Services

- Free/low cost mental health care for youth who can't pay/med. coupons
- Dental services
- Youth Drug/Alcohol/Substance Abuse Center
- Outreach to at-risk and out of school youth
- Funding for reproductive health for youth
- Access to methadone treatment

B. Obstacles

- Funding
- Resources/volunteers
- Management/coordination of what we have
- Lack of systems approach/vision
- Few local providers
- Services that are available are not easily accessible
- Language/paperwork
- Transportation
- Cost to the working poor
- Time offered (9-5 vs. 24 hours, Monday - Friday vs. 7 days a week)
- Location – needs to be closer to the need. (In school, at teen night, Rec Center, etc.)
- Poor coordination with regional services

After School Activities

A. Unmet Needs: What is not being offered?

- Lack of variety over the seasons
- Lack of programs for non-mainstream students
- Conflict between "sports" and providing school activities
- After school program for elder elementary and middle school students
- New/alternative/enhanced prevention

B. Obstacles

- Funding
- Transportation

- Staff for events, program and volunteer coordinator
- Need for more volunteers
- Liability concerns
- Convincing people that there is a need and it is a priority. (Getting the word out)
- Not getting information from teens about what they want
- Money issues
- Adult support (i.e. lack of volunteers)
- Parental involvement
- Lack of resource coordination
- Programs are driven by music and sports programs

Sense of Community

A. Needs

- More locations and options for teens
- More volunteer training programs for teens.
- Community centers for everyone
- Organized co-location of services i.e. one stop shopping
- Cross-generational activities
- More activities in the libraries
- Creation of cross-cultural activities and programs
- Organized neighborhood and community activities
- Mentoring and activities for at-risk youth
- Community P-patch
- Outreach for transient youth
- ESL programs for youth and their families
- Support groups for immigrant youth
- Interpretative services

B. Obstacles

- Money issues
- Attitude of youth and adults
- Apathy and isolation, and lack of communication of individuals in community
- Sense of disempowerement
- Misunderstandings among different groups – cross cultural ignorance
- Ethnocentrism
- Buy-in from community
- Lack of information on how adults can get involved
- Limited opportunities for providers to network
- Distance to services for immigrants and low income families
- Rapid change in community diversity
- Less than ideal relationship between police and diverse communities

Parenting and Mentoring

A. Services not offered

- Events/programs for teen and parents
- Free or low-cost mediation counseling

- Post college mentoring students
- Community school, program, parent, teen study groups like Einstein
- Communication among providers to provide focused support for teens
- Mentors for parents
- Family support or family advocate
- Effective student mentoring program
- "Lunch buddy" program
- Free lunch / recreation program
- Support group for parents: Parents mentoring parents
- Family advocate
- Respite time for parents
- Accessibility of classes and programs

B. Obstacles

- Culture
- Money
- Recruiting volunteers
- No easy access to health services
- Agency instability
- Coordination of agencies
- "Parenting" has a negative perception
- Not easy to get involved
- Communication about classes, programs
- Difficulty in filling out forms, accessing services, and reluctance for diverse populations

A review of this information shows that services exist in all areas. However, anecdotal information indicates that many of these services are limited in their scope and availability. This availability can be described in four ways:

- *Services that are fully developed and well utilized:* Examples include Late Night teen programs, substance abuse counseling. Improving access for this type of program is largely a function of increasing resources dedicated to the program.

- *Services that are available and reliable but hard to locate*: Examples include Counseling and Support, Teen Health Clinics, Summer Lunch Programs, Emergency Human Services. Increasing access to services in this area is accomplished with better information and coordination so that people know of the services and by reducing barriers of transportation and location.

- *Services that are available to limited clientele:* Examples include mentoring, parent-ed, support for immigrant and ESL youth, outreach to out of school youth. Enhancing service availability in this area is accomplished by replicating services across the community and increasing transportation.

- *Services that are not practically available to Shoreline's youth.* Examples include, Dental care, community center. Greater access to these services will require working with providers to get them to expand into Shoreline or developing the service independently in Shoreline.

This listing is an accurate snapshot at one point in time. It remains very much a work in progress. A more complete picture will come as a product of continued work and discussion among youth service providers

The overall purpose was to develop a sense among service providers as to the nature of the task in terms of providing adequate access to programs and services. This first step has produced a set of baseline data about what services exist and an assessment of how adequate those services are. In areas where it appears the youth are not well enough served we will look to understand how best to increase access to services. Options to do this include more and better information about the services that currently exist, better coordination among providers, increasing capacity of current services and expanding the number and types of services available in Shoreline. In areas where youth are well served we will work to be sure that these services are well coordinated with the rest of the community.

Determining the City's Role vis-à-vis other Providers

Clearly the City is one of the key providers of services to youth in Shoreline. As the survey indicates though there are many others who also play important roles. Given that there are multiple players in this arena, arriving at a final determination of the City and others' roles is a three-step process from this point forward:

- Developing a commonly held vision
- Identifying how individual organizations act to achieve that vision
- Developing agreements for needed enhancements and shifts of services among providers.

The following discussion lays out the current state of the art thinking on what it takes for a community to provide its youth with access to necessary guidance and support as they develop. This discussion is intended to lay the foundation for further work with the City's partners in youth services as we develop the vision for youth services in Shoreline.

For the past two generations youth programs have tended to be either straight recreation/athletics or some sort of therapeutic intervention. The focus of recreation/athletic programs was largely skill building in a specific area. The focus of the therapeutic/intervention programs was elimination of problems. Each of these approaches was narrow in focus and not well connected to other elements of the community or other youth activities. It was also very easy to distinguish roles of various organizations. Cities sponsored recreation programs. Non-profit agencies and churches provided intervention and counseling. Over the course of the past ten years practitioners in the youth serving field, from educators to recreation leaders to counselors and clergy, have realized that these narrowly focused approaches miss the mark.

Research conducted by the Search Institute, Bonnie Bernard, Hawkins and Catilano, and others has documented the shortcomings of these narrowly focused approaches. They tend to produce youth who, though busy with many things to do, are not connected to their community, are feeling isolated and continue to engage in too risky and self destructive behaviors. It is designed to develop youth that are "problem free." However, as the research points out, "problem free is not fully prepared and, fully prepared is not fully engaged." Yet, fully engaged youth should be the ultimate goal.

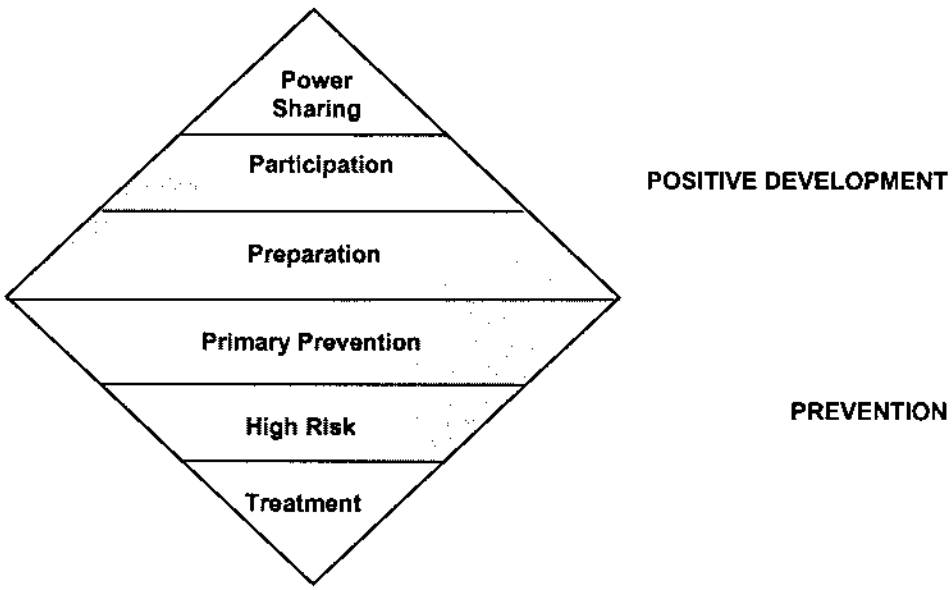
Along with the realization that individual narrowly targeted programs were not doing the job came the realization that guiding the development of fully engaged youth cannot just be the job of educators and youth workers. It takes the full participation of the entire community to provide the proper supportive environment for healthy youth development. This realization, however, has the effect of blurring roles among youth services organizations cities and others.

Two framework concepts provide some guidance as the City sorts out its role in youth development. The Search Institute's 40 Developmental Assets provides a guide to the specific things that ideally are present in young people's lives. This helps us understand what actions need to be taken. And Karen Pittman's, "Diamond of Youth Development," provides a guide to the areas of focus for our activities (see below).

The Search Institute's framework of the *40 Developmental Assets* (see attachment B) lays out the building blocks of healthy youth development. (This framework serves as the underpinning of the Draft Human Services Strategies and the Desired Outcomes for Human Services presented to your Council in September of 1998.) Search's research has found that youth who have more of these assets are much less likely to engage in a series of high risk behaviors and are much more likely to engage in positive behaviors. It is these positive behaviors, like caring for others, resolving conflicts peacefully or valuing diversity that are the hallmarks of a competent self-reliant youth or adult. The research demonstrates that these assets are built by the combination of individual actions of an entire community. In places where this occurs all youth have access to the supports they need for healthy development. Attachment B contains the full list of 40 Developmental Assets

Pittman's "Diamond", Chart 4, illustrates the spectrum of youth development activities that need to exist in a community. The lower half of the diamond represents a focus on identifying and addressing problems. The upper half represents a focus on promoting full engagement. In general the City plays a more active role as a provider in the upper half. Activities in the lower half are more in the purview of non-profits, counties, states and the federal government. In some instances the City plays a role as a funder to ensure that community organizations are focusing efforts in Shoreline.

Pittman's Diamond of youth Development
Chart 4



Overall, the City has a role as an advocate and facilitator to be sure that the full spectrum of services in this chart serve Shoreline and is well coordinated. This role is wholly consistent with the vision laid out in the Draft Human Services Strategy. As a facilitator/coordinator this City is in a unique position to help weave together the two ends of the diamond and to help all youth service providers understand how they fill a niche within this spectrum of services.

At the May Forum it was agreed that compiling the information on who was actively serving teens was in itself useful. The participants expressed a desire to continue this enhanced level of communication and coordination among youth service providers serving Shoreline and Lake Forest Park. A follow up meeting will take place in late September. Other specific actions the City will take to improve access to services and to identify appropriate City roles are:

As a facilitator staff proposes to:

1. Form ongoing group of youth service providers. City will provide planning and facilitation to group over the next year to assist the providers in developing a better sense of identity with the Shoreline community. The next meeting will be held in late September or early October.
2. To promote an understanding of the Developmental Assets framework as a tool for building a community wide vision and system of services to youth. City staff will be available to assist agencies and community groups with training on the Asset model. Will incorporate this into work underway to explore feasibility of a Youth Council and in refining the City's overall Human Services Strategy.

As an advocate the staff proposes to:

1. Advocate with United Way to secure appropriate levels of funding for youth programs in Shoreline and for agencies serving Shoreline and other Northend communities.
2. Engage agencies in other communities that serve Shoreline youth and work with them to expand access to services in Shoreline. Examples include opening a new location in the community or increasing their connections to the Shoreline community.
3. Increase the amount and availability of information about services for youth in Shoreline.
4. Annually update survey information.
5. Pursue partnership with United Way, the Northshore/Shoreline Network and local agencies to publish a directory or guide to youth services.

As a planner the staff proposes to work with others to sort out the City and others' roles. As noted above, this process includes

1. Further review survey findings with providers to confirm gap areas
2. Develop a clearer understanding of the nature of gaps in service.
3. Develop specific strategies to address gaps e.g. increase coordination among agencies or increase an agency's awareness of the community's needs.
4. Identify actions the City can take that are consistent with the Health and Human Services strategy.
5. Identify specific actions consistent with the Strategic Plan for Parks and Cultural services that is now being developed

SUMMARY

A review of services available to Shoreline youth shows that there is a comprehensive set of services available though many are difficult to access. These include support services such as counseling, health care and emergency human services. The review also indicated that the City and the YMCA are the primary providers of after school and late night services. Their program on the east and west sides are in demand and meeting needs of teens in both areas. To ensure that teens in all parts of the City have access to these services, the City will pursue a partnership with Lake Forest Park for the operation of an eastside teen center.

The next step to ensuring that all youth have access to the support they need for healthy development is to facilitate the development of a more coherent vision and system of youth services in Shoreline. This is the role envisioned for the City in its Draft Health and Human Services Strategy. This effort will use of the Search Institute's 40 Developmental Assets as the framework for its actions.

RECOMMENDATION

Staff recommends that the City take a lead role in shaping a more coherent and connected system of youth services in Shoreline. This will build on the work done to date to inventory services and to convene discussions among existing youth service providers. And it is the first step towards developing a system that is truly provides equal access to all Shoreline youth.

Staff further recommends that the City pursue a partnership with Lake Forest Park to continue the operation of the late night program at Aldercrest.

ATTACHMENTS

A: Responses to the May 1999 Survey of Teen Service Providers serving Shoreline and Lake Forest Park

B: Search Institute's 40 Developmental Assets

Teen Program Service Providers

Agency	Address	City/State/Zip	ContactPerson	Title	Phone #	Fax#	Mission Statement	Where do your clients live?	3 priorities for teen programs
Calvin Presbyterian Church	18826 – 3rd Ave. NW	Shoreline, WA 98177	Chris Chase / Judy Runions	Community Outreach Director / Youth Coordinator	(206) 542-6181	(206) 542-7023		Shoreline (80%), S. Snohomish Co. (20%)	✓ Provide a safe, supervised place to gather ✓ Help develop social and communication skills ✓ To grow in Christian faith
Center for Human Services	17018 – 15th Ave. NE	Shoreline, WA 98155	Beratta Gomillion	Interim Executive Director	(206) 362-7282 x202	(206) 362-7152		Shoreline (15%), LFP (15%), North Seattle (65%), S. Snohomish Co. (5%)	✓ Drug & alcohol assessment & treatment ✓ Intervention support and communication skills
Chinese Information & Service Center	409 Maynard Ave. S., #203	Seattle, WA 98104	Lauren Lee	Family & Youth Program Director	(206) 624-5633	(206) 382-2089		Shoreline, Bothell, N. Seattle	✓ Partner with parents and school is a comprehensive/holistic approach to ensuring the healthy development of our youth ✓ Provide culturally relevant activiites that focuses on facilitating a smoolh culture adjustment process for newcomer youth, while at the same time promoting a positive bi-cultural Asian American identity that embraces both native & American values ✓ Improve school performance and involvement
City of Shoreline	17544 Midvale Ave. N	Shoreline, WA 98133-4921	Mary Kathleen Reidy	Teen Program Supervisor	(206) 546-5123	(206) 546-3812		Shoreline (80%), LFP (15%), S. Snohomish Co. (5%)	✓
Community Psychiatric Clinic (formerly Mental Health North)	10501 Meridian Ave. N., Suite D	Seattle, WA	Mary Ann Lyons	Child & Family Services Supervisor	(206) 451-4544	(206) 461-6939	We enhance the quality of life of our clients by delivering a full continuum of community-based, behavioral healthcare services. We strive to assure access for all in our community who seek care.	Shoreline (25%), LFP (10%), N. Seattle (65%)	✓ Individualized & tailored care – wraparound & use of natural supports ✓ Services available in community locations School, drop-in Center ✓ Use of strengths in working towards higher level of functioning
Einstein Middle School	19343 – 3rd Ave. NW	Shoreline, WA 98177	Lori Simmons	Associate Principal	(206) 368-4730	(206) 368-4735			✓
Healthy Start	2545 NE 200th Street	Shoreline, WA 98155	Deb Osborne	Program Coordinator	(206) 368-0551		To value and support families and to promote health and success for young children within the context of the families' values, lifestyle and cultural traditions.	Shoreline (84.6%), LFP (7.7%), N. Seattle, (7.7%)	✓ Maintain/Increase healthy child development ✓ Increase healthy, effective parenting skills ✓ Increase young families community linkages
Homework Factory (at Ballinger Homes)	2200 NE 201st Place	Shoreline, WA 98155	Virginia Mills-Bennett	Homework Factory Director	(206) 364-2782	(206) 362-6967		Unincorporated KC	✓ Transportation Provided ✓ Waived Fees ✓ Incentive-based programming
Kellogg Middle School	16045 – 25th Ave. NE	Shoreline, WA 98155	Jill Hudson	Assistant Principal	(206) 368-4789	(206) 368-4780		Shoreline, LFP	✓ Safe place for students to be (after school hours) ✓ Mentoring for needy students

Updated 5/12/1999

Teen Program Service Providers

Agency	Address	City/State/Zip	ContactPerson	Title	Phone #	Fax#	Mission Statement	Where do your clients live?	3 priorities for teen programs
									✓ Homework help/tutoring
Kellogg-Shorecrest Readiness to Learn	15343 – 25th Ave. NE Shorecrest High School	Shoreline, WA 98155	Gidget Terpstra	RTL Site Coordinator	(206) 368-4754	(206) 361-4284	Empower students and families to access social and human services and supports so that students are better prepared to learn in the classrooms.	Shoreline, LFP	✓ Provides a family advocate who meets with students and families to assist them in identifying needs and connecting them to appropriate resources and services. ✓ The Site Coordinator helps develop programs in the school with community organizations.
King County Work Training Program	451 SW 10th St., Suite 201	Seattle, WA 98055	Moncef Belgacem / Jim Grennell	Recruiter / Program Manager	(206) 205-6501 OR 205-0976	(206) 205-7340		Shoreline	✓ Work / Training ✓ Education ✓ Info & referral career development
Northshore Public Health	10808 NE 145th	Bothell, WA 98011	Linda St. Clair	Adolescent Health Access Coordinator	(206) 296-9835	(206) 296-9826	To achieve and sustain healthy people and healthy communities by providing health services which promote health and prevent disease.	Shoreline, LFP, Bothell, North Seattle	✓ Access to health & health-related services ✓ Health education & health promotion ✓ Family planning / reproductive health services
Public Health – Seattle King County	10501 Meridian Ave. N	Seattle, WA 98133	Linda St. Clair	Adolescent Health Access Coordinator	(206) 296-9835	(206) 296-9826	To achieve & sustain healthy people & healthy communities by providing health services which promote health & prevent disease.	Shoreline, LFP, Bothell, North Seattle	✓ Access to health & health-related services ✓ Health education & health promotion ✓ Family planning / reproductive health services
Seattle Behavioral Health	9706 – 4th Ave. NE, Suite 303	Seattle, WA 98122	Susie Winston	Dept. Mgr. Of Immediate Care Services	(206) 324-9142	(206) 324-9433		North Seattle (many & increasing)	✓ Healthy & safe behavior, functioning and families ✓ Violence prevention
Seattle Mental Health	1600 E. Olive Street	Seattle, WA 98122	Susie Winston	Dept. Mgr. Of Immediate Care Services	(206) 324-9142	(206) 324-9433		Shoreline (small #)	✓ Healthy & safe behavior, functioning and families ✓ Violence prevention
Seattle Metro Young Life	4750 – 18th Ave. NE	Seattle, WA 98105	Amanda Stalder	Young Life Intern	(206) 525-6233	(206) 525-3877		Shoreline, LFP, Bothell, N. Seattle	✓ Helping kids make well-informed decisions ✓ Caring for individual needs of students ✓ Creating a fun, safe environment
Seattle-King Co. Public Health Dept. North District	10501 Meridian North	Seattle, WA 98133	Mary Parek	North Region Administrator	(206) 296-4911	(206) 296-4886	To achieve and sustain healthy people and healthy communities throughout King County by providing public health services which promote health and prevent disease.	Shoreline, LFP, N. Seattle, S. Snohomish Co.	✓ Elimination of inequities in health associated with socioeconomic status, race/ethnicity, gender and sexual orientation ✓ Health insurance and health care access for all teens ✓ Prevention of risky behaviors of youth including tobacco use, alcohol and other drug use and unprotected sex
Shorecrest High School	15343 – 25th Ave. NE	Shoreline, WA 98155	Leo Hogan / Brian Schultz	Assistant Principal	(206) 361-4292	(206) 361-4284	Seeing far, working close. We are all Shorecrest.	Shoreline, LFP (some boundary exceptions)	✓ Create co-curricular offerings that appeal to the wide range of diverse interests of our students so that all kids feel connected. ✓ Pay attention to the changing demographics and create preventative

Teen Program Service Providers

Agency	Address	City/State/Zip	ContactPerson	Title	Phone #	Fax#	Mission Statement	Where do your clients live?	3 priorities for teen programs
									programs to address those needs. ✓ Work cooperatively with other agencies and organizations to insure effective collaboration and best use of funding sources.
Shoreline Community Church	125 NE 185th Street	Shoreline, WA 98155	Bill Berger	Student Minister (Pastor)	(206) 362-4790 x210	(206) 367-9071	We exist to engage students and bring them into community to honor God with other believers, developing them on their journey to Christ and leading them to discover what it means to serve God.	Shoreline, LFP, Bothell, N. Seattle, S. Snohomish Co.	✓ Relationships ✓ Authenticity ✓ Genuine care & love
Shoreline Community College / Career Education Options Program	16101 Greenwood Ave. N	Shoreline, WA 98133	Mariko Kakiuchi	Director of Educational Outreach	(206) 546-7848	(206) 546-5826	The Career Education Options Program is committed to helping at-risk, out-of-school youth achieve self-sufficiency through education, job training and life skills development.	Shoreline / LFP (34%), Bothell (3%), North Seattle (23%), South Snohomish Co. (17%)	✓ Basic education ✓ Job training ✓ Life skills development
Shoreline Police	1206 N. 185th Street	Shoreline, WA 98133	Mike Yamamoto / Kevin Klason	Police Officer	(206) 546-6730	(206) 546-0680		Shoreline	✓ To build trusting relationships with young people ✓ To include young people in solving community problems ✓ To give young people an opportunity to "explore" law enforcement as a career
Shoreline PTA Council	18560 1st Ave. NE	Shoreline, WA 98133	Krista Tenney / Debi Ehrlichman	Co-Presidents	(206) 367-8688 / (206) 365-6632	(206) 361-4204	(206) 361-4204	Shoreline (50%), LFP (50%)	✓ The PTA Council provides training and information to the 16 local units that are connected with the public schools within the school district. ✓ We do not provide services directly to teens, but do inform and help our members work with their communities to provide programs and activities that help their teens.
Shoreline YMCA	1220 NE 175th Street	Shoreline, WA 98155	Maurita Colburn	Youth Development Director	(206) 364-1700	(206) 363-3142	Building a community where all individuals, especially the young, are encouraged to develop to their fullest potential in spirit, mind and body.	Shoreline (45%), LFP (40%), N. Seattle (5%), S. Snohomish Co. (10%)	✓ Provide meaningful yet challenging experiences that will help teach leadership, service ethics and self-esteem. ✓ Teach values and character development that will last a lifetime. ✓ Have fun!
Shorewood High School	17300 Fremont Ave. N.	Shoreline, WA 98133	Larry Stewart	Activity Director	(206) 361-4372	(206) 368-4711			✓
St. Luke Catholic Church	322 N. 175th Street	Shoreline, WA 98133	Cristin McCarthy Vahey	Pastoral Assistant for Youth Ministry	(206) 546-2451	(206) 546-0328		Shoreline, S. Snohomish Co.	✓ Inclusion / Hospitality ✓ Good teen/adult ratio ✓ Relevant to teens' life experience
Teen Hope	915 North 199 Street	Shoreline, WA 98133	Ahna Machan	Executive Director	(206) 546-1010	(206) 546-4226	To promote healthier individuals, families and	Shoreline, LFP, Bothell, N. Seattle, S.	✓ Overnight shelter ✓ Family mediation (Teen-Parent)

Teen Program Service Providers

Agency	Address	City/State/Zip	ContactPerson	Title	Phone #	Fax#	Mission Statement	Where do your clients live?	3 priorities for teen programs
							communities by providing shelter, advocacy, services and hope for our youth and families in need.	Snohomish Co.	✓ Case management
Teen Link	1515 Dexter Ave. N	Seattle, WA 98109	Mike Beebe / Alesha Muljat	Manager of Youth Services / Outreach & Training Specialist	(206) 461-3210	(206) 461-8368	To provide support for youth through educational outreach programs and an anonymous, confidential and non-judgmental phone helpline answered by teens.	Throughout all of KC	✓ To provide an anonymous, confidential and on-judgmental phone helpline for teenagers in communities throughout KC ✓ To provide education on suicide awareness and prevention through our youth suicide speakers bureau in KC schools. ✓ To provide a meaningful volunteer experience for youth ages 14-20 (and college internships) through phone work, peer advisory board, youth suicide speakers bureau and school liaison volunteer opportunities

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
Calvin Presbyterian Church	After School Youth Drop-in Recreation Program	✓ To provide a safe place after school for youth to 18 years old. ✓ To develop communication skills & respect for others in the community	7-18	Calvin Church Activity Center	2 30-5 pm	2:30-5 pm	2:30-5 pm	2:30-5 pm	2:30-5 pm				• Completely funded by Calvin Presbyterian Church	•	None
Calvin Presbyterian Church	Mid-week Youth Program	✓ Mid-high and Senior High age groups ✓ Social interaction, music, devotion to faith	12-17	Calvin Church Activity Center and Portable			6:45-8 30 pm						• Completely funded by Calvin Presbyterian Church	•	None
Center for Human Services	Drug Free Challenge	✓ A group focusing on youth and families and how chemicals have impacted their lives	13+	CHS								5:30-7 pm 1 time per week	• Medical coupons • Insurance • State/county fund sources available to qualified persons	•	$35 for group or family session
Center for Human Services	Family Skills Workshop	✓ Focusses on drug/alcohol information, communication skills and the art of negotiation/compromise for youth & parents	13+	CHS						9 am – 2 pm 1 time per month			• Medical coupons • Insurance • State/county fund sources available to qualified persons	•	$60 per family session
Center for Human Services	IOP / YOP	✓ Treatment groups focusing on chemical dependency issues ✓ Utilize individual group and family counseling	13-22	CHS								3:30-5 pm 1-3 times per week	• Medical coupons • Insurance • State/county fund sources available to qualified persons	•	$35 group $60 family session
Center for Human Services	Juvenile Justice Program	✓ Focuses on case management, counseling, parent education and treatment for youth involved in the juvenile justice system. ✓ Looks at developing alternate life styles	11-17	CHS DYS								2 times per week	• Medical coupons • Insurance • State/county fund sources available to qualified	• DYS • JRA	None

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
													persons ♦ JRA		
Center for Human Services	Partners in Prevention	✓ Support for groups of youth that design drug and alcohol prevention projects for schools and communities	13-22	Varies								On-going	♦ State and County	♦ Schools ♦ Community supporters	None
Chinese Information & Service Center	Ren Ren Young Explorers	✓ Homework guidance and activities that support academic learning ✓ ESL classes ✓ Asian American heritage education ✓ Cultural adjustment activities ✓ Computer literacy ✓ Family support: quarterly family event; information and assistance; parenting; case management; ✓ Life & social skills building opportunities through community service projects and interactive workshops	13-18	CISC office/ Int'l District	3-5 pm	3-5 pm	3-5 pm	3-5 pm	3-5 pm				♦ City of Seattle HSD ♦ United Way ♦ Private donations ♦ Registration fees	♦ City of Seattle ♦ Various community agencies for workshops & enrichment activities ♦ Seattle Public Schools	$20 per quarter
Chinese Information & Service Center	Ren Ren Young Explorers Youth Employment	✓ Workplace English ✓ Job search skills ✓ Job shadowing; internships; placement ✓ Job-related skills ✓ Career awareness field trips	14-22	CISC office/ Int'l District	9am – 3:30 pm, summer only	9am – 3:30 pm, summer only	9am – 3:30 pm, summer only	9am – 3:30 pm, summer only	9am – 3:30 pm, summer only			School year: Once/wk. in spring quarter	♦ City of Seattle ♦ United Way ♦ Private donations	♦ Various community agencies for workshops, enrichment activities & field work	None
Chinese Information & Service Center	Ren Ren Young Explorers Leadership Training	✓ Learn about community issues ✓ Asian American history & contributions ✓ Community service ✓ Do community service projects ✓ Skills training; teamwork; goal setting, etc.	13-19	CISC office/ Int'l District								July/August: once/wk., 3-5 pm	♦ City of Seattle ♦ United Way ♦ Private Donations ♦ Registration Fees	♦ Various community agencies for workshops & enrichment activities	$10
Chinese Information & Service Center	Individual & Family Support	✓ Services: information & assistance; case management ✓ Objectives: To increase knowledge & quality to access resources; To increase individual stability & safety	13-19	CISC office/ Int'l District	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm				♦ King County ♦ United Way ♦ Private Donations	♦ Various community agencies	None

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
City of Shoreline Teen Program	The Rec	✓ Provide recreation opportunities to teens in Shoreline on a drop-in basis. ✓ Also serves as referral spot in Health & Human Service needs	12-19	Richmond Highlands Rec. Ctr. 16544 Fremont Ave. N.	2:30-7 pm; Summer: 4-9 pm	2:30-7 pm; Summer: 4-9 pm	2:30-7 pm; Summer: 4-9 pm	2:30-7 pm; Summer: 4-9 pm	2:30 pm –12 am; Summer: 4 pm – 12 am	8 pm – 12 am; Summer: 6 pm – 12 am			♦ City of Shoreline	♦ CHS	None
City of Shoreline Teen Program	Gym Jam	✓ Provide recreation opportunities to Kellogg Middle School students	12-14	Kellogg Middle School					6:30-9 pm				♦ City of Shoreline	♦ Kellogg Middle School	None
City of Shoreline Teen Program	Shorecrest Open Gym	✓ Provide recreation opportunities to Shorecrest students on early release Mondays	14-19	Shorecrest High School	1:20-2:30 pm								♦ City of Shoreline	♦ Shorecrest High School	None
City of Shoreline Teen Program	Teen Trips	✓ Provide recreation opportunities to take trips out of the community such as hiking, kayaking, Mariners games, etc.	12-19	Varies								Varies	♦ City of Shoreline	♦	Varies
City of Shoreline Teen Program	Arts Adventures	✓ provide teens with the opportunity to explore art in the larger Puget Sound community	12-14	Varies								varies	♦ City of Shoreline	♦	varies
City of Shoreline Teen Program	Theatre Programs:	✓ Offer teens opportunity to engage in threatre at a recreational level	12-19	Richmond Highlands Rec. Ctr.								Varies	♦ City of Shoreline	♦	Varies
Community Psychiatric Clinic	Child & Family Services	✓ Individual, group & family therapy ✓ Psychiatric consultation ✓ Chemical dependency services	0-21	Agency, Schools, Orion Ctr, Home, Residential Centers	8am-8pm	8am-8pm	8am-8pm	8am-8pm	8 am-5pm				♦ Medicaid (primarily) ♦ Insurance ♦ Private pay	♦	Yes: Medicaid or sliding scale

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
Einstein Middle School	Einstein Extracurricular Clubs	✓ Objectives: enrichment and curriculum support ✓ Dance Club (swing dance), Diversity Club "Stop the Hate", Tennis ✓ Other activities (see list)	12-14	Einstein								3:05-4:30 pm activities vary	♦ Student body funds	♦	None
Kellogg Middle School	Club Kellogg	✓ study support and safe place to hang out	12-14	Kellogg classroom and activity center	3-4:30 pm	3-4:30 pm	3-4:30 pm	3-4:30 pm	3-4:30 pm				♦ Shoreline School District	♦ YMCA	None
Kellogg Middle School	Extra Curricular Clubs	✓ Environment and cirriculum support ✓ Various clubs	12-14	Kellogg								3:05-4:30 (varies)	♦ Shoreline Public Schools	♦	None
Kellogg Middle School	Study Support	✓ Math tutoring *(Mon/Wed)* ✓ General afterschool study support and open library/tech lab *(Tu/Th)*	12-14	Kellogg Classroom / Library	3-4:30 pm	3-4:30 pm	3-4:30 pm	3-4:30 pm					♦ Shoreline School District	♦	None
North Public Health Center	Environmental Health	✓ Assure healthy school environment by surveying and assisting schools with indoor air quality and chemical/ physical hazards	5-19	Public Schools	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm				♦ Fees ♦ Local tax dollars	♦ None	None
North Public Health Center	Health Education	✓ To reduce risky behaviors of youth ✓ Family planning ✓ HIV/AIDS ✓ Tobacco presentations in schools	School -age youth	School sites Public msgs								Appointment by request	♦ Grants ♦ Federal/ state/ local tax dollars	♦	None

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
North Public Health Center	Home Visiting	✓ Targeted to teen parents to teach parenting skills, connect with other needed community resources and assure ongoing health care	13-21	Home	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm				♦ Grants ♦ Medicaid State/ local tax dollars	♦	None
North Public Health Center	Primary Care	✓ General health care for all ages unable to access care in private medical care systems	0-19	North District Clinic	8am – 5pm	8am – 8:30pm	8am – 5pm	8am – 5pm	8am – 5pm				♦ Grants ♦ Fees/3rd party payment ♦ Public funding—federal/state /local	♦ Hospital and specialty services by Providence & Children's Hospital Medical Ctr	Sliding fee scale based on income
North Public Health Center	Teen Clinic	✓ Targeted "teen friendly" services to reduce teen pregnancy & assist teens to obtain other resources; i.e., drug & alcohol services	12-18	North District Clinic	4:30-7 pm, (walk-in)			4:30-7 pm, (walk-in)					♦ CHS for drug/alcohol counselor	♦	None (Donations accepted)
North Seattle Public Health	Teen Clinic	✓ Family planning: birth control, pregnancy testing & counseling, STD treatment, HIV testing & counseling, drug/alcohol outreach	11-21	North Public Health Ctr (10501 Meridian Ave. N Seattle, WA 98133)	4:30-7 pm			4:30-7 pm					♦ Public Health	♦	None
Seattle Mental Health	Seattle Behavioral Health	✓ Individual & family counseling groups ✓ psychiatrics/meds ✓ ? ✓ testing	5-19	Near Northgate Mall (9706 4th NE Suite 303)	9 am – 6 pm	9 am – 6 pm	9 am – 6 pm	9 am – 6 pm	9 am – 6 pm				♦ T-19 / Medicaid ♦ Insurance ♦ Fees	♦	$54-90 per hour
Seattle Mental Health	Seattle Mental Health	✓ Comprehensive Community Mental Health Center	5-19	School campuses	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm				♦ School-contracted services ♦ T-19 / Medicaid ♦ Insurance	♦ Seattle Public Schools ♦ Highline Sch. District ♦ Lake WA Sch. District ♦ Northshore Sch. District	Varies

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
Seattle Mental Health	Seattle Mental Health	✓ School-based services ✓ Therapeutic adventure-based services	12-19	TBA								TBA	♦ Fee / Contract	♦ Available to negotiate services in Shoreline	
Shorecrest High School	Athletics & Activities	✓ Provide opportunities for students to participate in after-school activities	14-19	Public Schools								Varies	♦ Fees ♦ School Budget	♦	$0-55
Shoreline / South County YMCA	Challengers Day Camp	✓ Encourages participation exposes campers to new experiences; above all teaches values and character development ✓ Includes challenge courses, campouts, river rafting trips, hiking, rock climbing & more	12-14	Shoreline YMCA and other locations								June 28-Sept. 3	♦	♦	$135-165
Shoreline / South County YMCA	Club Kellogg	✓ Assist students with homework assignments ✓ Provide tutoring help in areas of special need ✓ Provide a fun, safe & supervised place for kids to hang out after school	12-14	Kellogg Middle School	2:45-5 pm and half days	2:45-5 pm and half days	2:45-5 pm and half days	2:45-5 pm and half days	2:45-5 pm and half days				♦ LFP ♦ Shoreline ♦ KC ♦ YMCA	♦ AmeriCorps ♦ Kellogg Middle School	$20/trimester or scholarships
Shoreline / South County YMCA	LDP (Leadership Development Program)	✓ Focuses on developing skills in program planning, camping safety, teaching techniques and group work. ✓ Gain practical experience working with younger youth ✓ After successful completion of program, teens may volunteer as Junior Counselors	14-19	Shoreline YMCA and other locations								June 28-July 2 and optional until Sept. 3	♦	♦	$150
Shoreline / South County YMCA	LFP Teen Center	✓ A safe environment for teens to go on weekend nights ✓ Reference material is available concerning drug, alcohol, sex, etc. ✓ Weekly arts and sports events	14-19	Aldercrest Annex						8 am-12 pm	8 am-12 pm		♦ LFP ♦ King Co. ♦ YMCA	♦ Ctr. For Hum. Svcs. ♦ LFP Police	None

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
Shoreline / South County YMCA	Patsy Collins Adventure in Leadership for Girls of Promise	✓ Leadership development--service learning and wellness training program ✓ A residence camp experience ✓ Girls spend 2+ weeks on Orcas Island and continue training throughout the year	12-14	Camp Orkila Orcas Island								July 6-23; July 26-Aug 12	♦ YMCA	♦	$1,075 per session
Shoreline / South County YMCA	S.A.C. (Student Action for the Community)	✓ Leadership development program ✓ Provides service learning experiences ✓ Students research & coordinate community projects	14-19	LFP Mall		5:30-7 pm							♦ LFP ♦ YMCA	♦	None
Shoreline / South County YMCA	YMCA Youth & Gov't	✓ Students learn how to write a bill while exploring the Legislative process ✓ Learn debate & public speaking skills ✓ Have a "professional" experience in Olympia ✓ Occasional trips & camp experiences	13-19	LFP Teen Center & Horizon View	5:30-7 pm								♦ YMCA ♦ Student fundraisers	♦	$200 per student
Shoreline / South County YMCA	YMCA/LFP Teen Center Teen Council	✓ Advisory council to the YMCA ✓ Plan all parts of monthly Teen Center events ✓ A leadership opportunity for teens with leadership potential	15-19	Aldercrest Annex / YMCA								Meet twice per month & during Teen Center events	♦ LFP ♦ YMCA	♦	None
Shoreline Community Church	Concerts	✓ Entertainment, friendship	12-18	Varies								Dates vary	♦	♦	Varies
Shoreline Community Church	Oversees Trips	✓ Students have opportunity to share their faith and experience other cultures	16-18	Varies								Dates vary	♦	♦	$500-$1500
Shoreline Community Church	Special Weekend Events	✓ Students sharing friendship ✓ Activities include bowling, camping, mini-golf, hockey games, Sonics, Mariners	12-18	Varies						Times vary	Times vary		♦	♦	Varies
Shoreline Community Church	Summer & Winter Camps	✓ Friendship, spiritual journey, sports, etc	12-18	Mt. Baker; San Juan Islands								Dates vary	♦	♦	Varies
Shoreline Community Church	Youth Service	✓ To give students an opportuntiy to express faith for others ✓ A time to discover faith and experience authentic relationships	12-18	Shoreline Comm. Church			7-8:30 pm				6-7:30 pm		♦	♦	None

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
Shoreline Community College	Career Education Options Program	✓ Provide life skills development, education, job training and job search assistance. ✓ Students work toward a 1-year certificate or 2-year college degree. ✓ Tuition case management books, supplies and transportation assistance provided by program. ✓ Eligibility requirements: 16-21 years old and out of school, lacking a high school diploma	16-21	Shoreline Community College	Varies	Varies	Varies	Varies	Varies	Varies	Varies		• Office of the Superintendent for Public Instruction	• Shoreline School District	None
Shoreline Police	Explorers	✓ Learn about a career in law enforcement	16-21	Police Station		Evenings						Special events	• MVET grant	•	?
Shorenorth Parent Education Center	Healthy Start (Shoreline / LFP)	✓ Young family support program ✓ Based on weekly home visits to parents under the age of 22 who are pregnant with or parenting their child, age: birth to 3 years. ✓ Objectives: Reduce/Prevent child abuse and neglect, increase teen parents' linkages to community, increase immunizations and encourage healthy child development.	0-21	#1) Home visits #2) Group sessions at Shorenorth #3) Drop-in play group: CHS	#3) 4-5.30pm					#2) 12-2 pm		#1) varies	• United Way of KC • City of SL • Boeing Employees community fund • Glaser Foundation • Bishop Foundation • KC commission on children & families	• Eastside Healthy Start • Center for Human Svcs (CHS)	None
Shorewood High School	Athletics & Activities	✓ Provide opportunities for students to participate in after-school activities	14-19	Public Schools								Varies	• Fees • School Budget	•	varies
St. Luke	Confirmation Preparation	✓ To prepare youth to receive the Sacrament of Confirmation	12-19	St. Luke Parish Center							10am-Noon, monthly		• Parents of Kids • Parishioners	•	$40

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
St. Luke	Junior High Youth Group	✓ To provide a safe, hospitable place where kids can examine issues in their lives in light of their faith journey. To form the youth in their faith.	12-14	St. Luke Parish Center			7-8:30 pm, weekly						♦ Parents of kids ♦ Parishioners	♦	$15-$40
St. Luke	Senior High Youth Group	✓ To provide a safe, hospitable place where kids can examine issues in their lives in light of their faith journey. To form the youth in their faith.	14-19	St. Luke Parish Center			7:-8:30 pm, weekly						♦ Parish	♦	None
Teen Hope	Case Mgmt.	✓ Educational guidance with schools & tutoring ✓ Employment and vocational counseling ✓ Transition to permanent shelter ✓ Crisis intervention ✓ Objective: To help youth stabilize their chaotic live sand move into a safer, more stable and productive living situation.	13-17	915 N 199th Shoreline (98133)	4:30 pm-8 am trans- Case Mgr: 1-10 pm	4:30 pm-8 am trans- Case Mgr: 1-10 pm	4:30 pm-8 am trans- Case Mgr: 1-10 pm	4:30 pm-8 am trans- Case Mgr: 1-10 pm	4:30 pm-8 am trans- Case Mgr: 1-10 pm	4:30 pm-8 am trans- Case Mgr: 1-10 pm	4:30 pm-8 am trans- Case Mgr: 1-10 pm		♦ Private grants ♦ Community donations	♦	None
Teen Hope	Family Mediation	✓ Teen-Parent mediation program—uniquely co-mediated by a youth peer mediator and adult ✓ Objective: to recement youth and their parents so they have a chance to be understood and work through crisis in their own community	12-19	915 N 199th Shoreline community locations	Late afternoon / evening *(flexible)*	Late afternoon / evening *(flexible)*	Late afternoon / evening *(flexible)*	Late afternoon / evening *(flexible)*	Late afternoon / evening *(flexible)*	flexible	Late afternoon / evening *(flexible)*		♦ Currently seeking funding (grants) for pilot program launched Jan. 1999	♦ Conflict Management in education—youth from Shorecrest School	None. Beginning in Year 2000, sliding scale.
Teen Hope	Overnight Youth Shelter	✓ Provide a safe place to sleep, hygiene supplies, clothing, warm showers, healthy meals	13-17	915 N 199th Shoreline (98133)	5 pm-7:30am	5 pm-7:30am	5 pm-7:30am	5 pm-7:30am	5 pm-7:30am	5 pm-7:30am	5 pm-7:30am		♦ Private grants ♦ Community donations	♦ None—but licensed by the State of Washington	None
Teen Link Crisis Clinic	Peer Advisory Board (volunteer opportunity)	✓ To ensure that TEEN LINK is run by youth. ✓ Oversight for program ✓ Program planning & policy making	13+	Crisis Clinic								Monthly meetings +5 hrs./mo. On projects	♦ United way ♦ Individuals ♦ Corporations ♦ Foundations	♦	None
Teen Link Crisis Clinic	School Liaison (volunteer opportunity)	✓ To market TEEN LINK in the schools by contacting counselors ✓ Providing materials and giving classroom presentations	13+	Crisis Clinic								Monthly meetings +5 hrs./mo. On projects	♦ United way ♦ Individuals ♦ Corporations ♦ Foundations	♦	None

Current Teen Programs Offered

Agency	Program Title	Program Service Objectives	Ages	Place	Day / Times								Funding Sources	Partners	Fee
					M	Tu	W	Th	F	Sa	Su	Other			
Teen Link Crisis Clinic	Teen Link Helpline	✓ Anonymous, confidential and non-judgmental phone helpline answered by teens, for teens	14-20	Crisis Clinic	6-10 pm	6-10 pm	6-10 pm	6-10 pm	6-10 pm	6-10 pm	6-10 pm	(8 hrs./mo)	• United way • Individuals • Corporations • Foundations	•	None
Teen Link Crisis Clinic	Youth Suicide Speaker's Bureau	✓ To educate youth in the high schools and junior high schools throughout King County on the issue of youth suicide	13+	Various schools throughout King Co.	School hours (during sch.year)	School hours (during sch.year)	School hours (during sch.year)	School hours (during sch.year)	School hours (during sch.year)			(5 hrs./wk.)	• United way • Individuals • Corporations • Foundations	•	None
Teen Link Crisis Clinic	Youth Suicide Speaker's Bureau	✓ To educate and train community agencies on the issue of youth suicide	Adults	Various community agencies throughout King Co.								As scheduled	• United way • Individuals • Corporations • Foundations	•	$75 per hour

ATTACHMENT B

40 Developmental Assets

Search Institute has identified the following building blocks of healthy development that help young people grow up healthy, caring, and responsible.

	CATEGORY	ASSET NAME AND DEFINITION
EXTERNAL ASSETS	Support	1. **Family support**—Family life provides high levels of love and support. 2. **Positive family communication**—Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s). 3. **Other adult relationships**—Young person receives support from three or more non-parent adults. 4. **Caring neighborhood**—Young person experiences caring neighbors. 5. **Caring school climate**—School provides a caring, encouraging environment. 6. **Parent involvement in schooling**—Parent(s) are actively involved in helping young person succeed in school.
	Empowerment	7. **Community values youth**—Young person perceives that adults in the community value youth. 8. **Youth as resources**—Young people are given useful roles in the community. 9. **Service to others**—Young person serves in the community one hour or more per week. 10. **Safety**—Young person fees safe at home, at school, and in the neighborhood.
	Boundaries & Expectations	11. **Family boundaries**—Family has clear rules and consequences and monitors the young person's whereabouts. 12. **School boundaries**—School provides clear rules and consequences. 13. **Neighborhood boundaries**—Neighbors take responsibility for monitoring young people's behavior. 14. **Adult role models**—Parent(s) and other adults model positive, responsible behavior. 15. **Positive peer influence**—Young person's best friends model responsible behavior. 16. **High expectations**—Both parent(s) and teachers encourage the young person to do well.
	Constructive Use of Time	17. **Creative activities**—Young person spends three or more hours per week in lessons or practice in music, theater, or other arts. 18. **Youth programs**—Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community. 19. **Religious community**—Young person spends one or more hours per week in activities in a religious institution. 20. **Time at home**—Young person is out with friends "with nothing special to do" two or fewer nights per week.
INTERNAL ASSETS	Commitment to Learning	21. **Achievement motivation**—young person is motivated to do well in school. 22. **School engagement**—Young person is actively engaged in learning. 23. **Homework**—Young person reports doing at least one hour of homework every school day. 24. **Bonding to school**—Young person cares about her or his school. 25. **Reading for pleasure**—Young person reads for pleasure three or more hours per week.
	Positive Values	26. **Caring**—Young person places high value on helping other people. 27. **Equality and social justice**—Young person places high value on promoting equality and reducing hunger and poverty. 28. **Integrity**—Young person acts on convictions and stands up for her or his beliefs. 29. **Honesty**—Young person "tells the truth even when it is not easy." 30. **Responsibility**—Young person accepts and takes personal responsibility. 31. **Restraint**—Young person believes it is important not to be sexually active or to use alcohol or other drugs.
	Social Competencies	32. **Planning and decision making**—Young person knows how to plan ahead and make choices. 33. **Interpersonal competence**—Young person has empathy, sensitivity, and friendship skills. 34. **Cultural competence**—Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds. 35. **Resistance skills**—Young person can resist negative peer pressure and dangerous situations. 36. **Peaceful conflict resolution**—Young person seeks to resolve conflict nonviolently.
	Positive Identity	37. **Personal power**—Young person feels he or she has control over "things that happen to me." 38. **Self-esteem**—Young person reports having high self-esteem. 39. **Sense of purpose**—Young person reports that "my life has purpose." 40. **Positive view of personal future**—Young person is optimistic about her or his personal future.

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Council Meeting Date: August 16, 1999 **Agenda Item: 6 (b)**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Analysis of administering the City's Community Development Block Grant entitlement locally or entering into a Joint Agreement with King County to continue to administer the City's CDBG program
DEPARTMENT:	Health and Human Services
PRESENTED BY:	Rob Beem, Health and Human Services Manager Rachael Markle, Grant Specialist

EXECUTIVE / COUNCIL SUMMARY

For the past three years the City of Shoreline received Community Development Block Grant (CDBG) funds as a "Pass Through" city and member of the King County CDBG Consortium (Consortium). The agreement that governs the City's participation as a member of the Consortium expires at the end of this year. Over the past three years the City's CDBG has ranged from $320,297 to $331,890

In late July of this year, the U.S. Department of Housing and Urban Development (HUD) unexpectedly notified the City that, based on updated U.S. Census figures the City's population has exceeded 50,000. For purposes of the CDBG, Shoreline is now deemed an "Entitlement Community." As such, the City has the option of receiving its CDBG directly from HUD or remaining a member of the Consortium. At the time this analysis was prepared, HUD had yet to provide an estimate of the amount of Shoreline's CDBG funding. To meet HUD established deadlines new agreements must be transmitted to King County by August 25, 1999.

A decision to accept its CDBG directly or to remain a member of the Consortium hinges on the following factors:

1. *Which option provides the most money for use to benefit Shoreline residents?* Staff estimates that the City will receive between $345,000 and $365,000 as its separate entitlement. As a Consortium member, the City is guaranteed to receive $334,500. Even with the higher amount of funding as a separate entitlement the City would see slightly less funding available for human services and would not be able to cover all administrative costs. In addition, as a member of the Consortium, residents and businesses have access to loans and loan guarantees over and above what is available through the annual grant. As a separate entitlement this access would be virtually eliminated.

2. *To what degree does a separate entitlement give the City increased flexibility in its use of CDBG funds*? Under the current and proposed Consortium rules, the City determines how to allocate all funds used for projects within Shoreline. As a separate entitlement the City would have the opportunity to develop its own economic development loan and loan guarantee programs. These could be tailored specifically to Shoreline's unique needs. This increased flexibility is balanced by the potential access to larger amounts of funds as a member of the Consortium. To date no Shoreline programs and businesses have sought this type of funding. There does not appear to be local demand that would warrant Shoreline's establishing a separate set of loan and loan guarantee programs. Receiving the CDBG directly from HUD provides no significant increase in flexibility the use if CDBG funds

3. *Are revenues sufficient to cover the costs of any increased administrative requirements that come with being a separate entitlement community?* In order to receive its own entitlement, Shoreline would take on the following increased administrative responsibilities: development of a Housing and Community Development Plan, direct management of all CDBG capital projects, online annual and quarterly reporting to HUD, online reimbursement requests and reports, preparation of the Annual Action Plan, conducting additional public hearings, developing a working relationship with HUD, and preparing for an annual audit of the City's CDBG program. These tasks would require adding an additional .5FTE on an ongoing basis and adding a .3FTE for the 9 months it would take to develop the Housing and Community Development Plan. Staff estimates an increase in revenues available for planning and administration of from $13,000 to $31,500. These are insufficient to support the increased staff costs.

4. *The impact on the City's ability to pursue your Council's Goals and existing work program.* Taking on this new responsibility would significantly reduce the time that the Health and Human Services Manager has allocated to developing a Human Services Strategy, a two year funding cycle and following though on your Council's Goal 4. The Grant Specialist's time now devoted to preparing and managing grant applications and other assignments would be reduced in half for 6-12 months in order to meet HUD's planning requirements

Finally, until the uncertainty surrounding the potential impact of Initiative 695 is resolved staff does not recommend making a decision that requires adding permanent FTE's.

Receiving the CDBG directly from HUD does not increase the net resources available nor does it give the City any significant increase in flexibility it how it uses CDBG funds. Remaining a member of the King County CDBG Consortium does not diminish the City's annual CDBG funding and allows staff to remain dedicated to their current work plan items. Staff recommends entering into a Joint Agreement with King County to administer the City's entitlement.

RECOMMENDATION

Staff seeks Council consensus for the City to enter into the 2000-20002 Community Development Block Grant Joint Agreement with King County to administer its CDBG entitlement and to remain a part of the King County Consortium. And direction to bring this item forward for action at your Council's August 23 meeting.

Approved By: City Manager LB City Attorney N/A

BACKGROUND / ANALYSIS

The Federal Community Development Block Grant (CDBG) Program was created under Title I of the Housing and Community Development Act of 1974. CDBG funds can be used for the following activities: acquisition and rehabilitation of housing for low income and special needs populations; housing repair for homeowners and renters; acquisition and rehabilitation of community facilities; public infrastructure improvements; delivery of human services; historic preservation; planning; CDBG program administration; and economic development.

The City has been receiving an annual "pass-through" of CDBG funds from King County as a result of signing the Interlocal Cooperation Agreement in 1996, which made Shoreline a member of the King County CDBG Consortium (Consortium). The Consortium is comprised of King County and the suburban cities. The Cities of Seattle, Bellevue, and Auburn are not part of the Consortium since they directly receive a separate CDBG entitlement for their residents. The "pass-through" allowed the City to fund local capital and public service projects that benefit primarily low to moderate-income persons and the CDBG program administration.

As of July 1999, the City became eligible to receive its own entitlement of CDBG funds when the Federal Department of Housing and Urban Development (HUD) verified that the City's population has exceeded 50,000 persons based on the most recent verified Census figures. Therefore, the City is no longer eligible to participate in the Consortium as a "pass-through" city. The City must either accept and administer the entitlement itself or enter a Joint Agreement with King County to administer the program.

The Joint Agreement with King County would act much like the Community Development Block Grant Interlocal Cooperation Agreement the City signed in 1996 to receive its pass-through funding. As an added incentive to remain in the Consortium, the Joint Agreement states that the City of Shoreline will receive the larger of the two: 1) the City's calculated grant amount determined by a formula that is based on the City's share of the Consortium's total low- and moderate-income persons; or 2) the City's HUD specified entitlement grant amount less the City's pro rata share of the Consortium's administrative set-aside and the City's pro rata share of the Housing Stability Program (optional). The City of Federal Way has been operating its CDBG entitlement program under a Joint Agreement with King County. The Joint Agreement must be authorized by Council and returned to King County by August 25th.

The City also has the option to administer its CDBG entitlement locally like the cities of Bellevue, Auburn, and Seattle. If the City administers the entitlement, the King County Consortium will no longer have any administrative role in Shoreline's CDBG program. City staff would work directly with the regional HUD office in Seattle. The City would be responsible for all planning and administration of its entitlement.

The following information compares the local administration of the entitlement to entering a Joint Agreement with King County to administer the City's entitlement.

Comparison of Locally Administering the City's Entitlement to Entering a Joint Agreement with King County to Administer the City's Entitlement

Available CDBG Funding

As a member of the Consortium Shoreline will receive an estimated $334,500 in FY 2000. HUD has not provided an estimate of Shoreline's CDBG amount. Staff estimates that the City will receive between $345,000 and $376,785. Note that all projections are estimates and are subject to modification once the Federal Budget for FY 2000 is passed. The following illustration shows the differences in the amounts of money the City can use for the specific categories of CDBG activities as a Consortium member or as a separate entitlement community.

USE OF FUNDS	CONSORTIUM MEMBER	SEPARATE ENTITLEMENT[2]	DIFFERENCE
Public/Human Services	$58,064[1]	$51,750	$-6,314
Housing, Capital Projects, Economic Development	$222,997	$224,250	$1,273
Planning and Administration	$53,459	$69,000	$15,541
Total Funds Available	$334,500	$345,000	$10,500

1. Does not Include $15,702 currently allocated for the Consortium Housing Stability Project that benefits Shoreline residents. As an entitlement community these funds would be available for other public services uses.
2. This illustration assumes the City would receive $345,000 as it's separate entitlement.

In addition to the funds available for Shoreline to allocate directly, as a Consortium member, the Shoreline community is eligible to participate in the Housing Stability Project, the Emergency Facility Repair Program and region wide economic development programs. In the past year Shoreline residents and programs have made use of the first two programs. As a separate entitlement city, Shoreline community members would not have access to these sources of support.

Staffing Requirements for Entitlement Status

The City presently uses 70% of one full time employee FTE) to administer the CDBG "pass-through" program. Cities already accepting entitlements indicate that it takes 1.2- 1.5 FTE devoted entirely to CDBG administration with some support services from their Finance and Planning departments to handle the responsibilities of administering an entitlement grant. The additional duties that staff would need to assume under entitlement status are: preparation of the Housing and Community Development Plan, management of all CDBG capital projects, annual and quarterly reporting to HUD; online reimbursement requests and reports; preparation of the Annual Action Plan; conducting additional public hearings; and preparing for an annual audit of the City's CDBG program. Also, if the City were to develop a Section 108 Loan and/or Float Loan programs, additional professional staff time would be required to manager these programs.

If the City administers its entitlement, it would have an additional $15,500 for planning and administration. Devoting even 1.2 FTE to the administration of the CDBG would either require us to devote all of the time of our grant specialist and an increased portion of the Health and Human Services Manager to the CDBG or hiring additional staff. Shifting the work program of the Grant Specialist would reduce time that has been productively spent securing funds to implement the Transportation and Parks CIP. Even with new staff, gearing up to administer a

separate CDBG would significantly reduce the time that the Health and Human Services Manager has allocated to developing a Human Services Strategy, a two year funding cycle and following though on your Council's Goal 4.

With the possibility of Initiative 695 passing in November, staff is reluctant to create a new position unless it is absolutely necessary to fulfill core programs and services. The cost of the additional staff necessary to administer an entitlement locally would exceed the additional $15,541 received.

Planning

If Shoreline opts to become a separate entitlement community the largest immediate impact on staff resources is the need to develop a Housing and Community Development Plan. Presently, Consortium cities have very little responsibility for the development of the H&CD Plan. The extent of our involvement with the process has been to attend a Consortium meeting where the pass-through city's CDBG Coordinators and the King County Housing and Community Development Program staff developed Consortium wide outcomes to define what types of projects would be eligible to receive Consortium funds. These outcomes were inserted in the H&CD Plan. The Consortium cities have also been asked to review and comment on the Draft H&CD Plan.

Being an entitlement city would require that we prepare our own H&CD Plan. The H&CD Plan is due to HUD by November 15, 1999 to ensure that a jurisdiction's program can begin in January, but can be submitted as late as August 16, 2000. Plans for a City our size would range from 50-70 pages. The initial development of this plan would take an estimated 500-600 hours of staff time. In subsequent years the plan would be updated by preparing the Action Plan, which would require less staff time. The plan includes:

Community Profile
Citizen Participation Plan
Analysis of impediments to fair housing
Needs assessment of community development activities
Resources available to meet the needs
Strategic plan to meet priority needs
Annual one year Action Plan
Computer generated maps of project locations

Citizen Participation

Citizen participation is required to receive and allocate Federal funds. As a pass through City, we hold public hearings to discuss and receive comments on proposed funding availability, strategies, recommended projects, and project/plan amendments. These public hearings are preceded by the placement of advertisements in local newspapers and the strategic posting of hearing announcements. Entitlement cities must also advertise and conduct approximately the same number of public hearings. There is little additional work involved over and above what the City does today.

Environmental Review

As a "pass-through" or entitlement city administered by the County, we collect the information to prepare the Environmental Assessment and Statutory Checklist for all capital projects recommended for funding. This information is submitted to King County to ensure the projects meet National Environmental Protection Act (NEPA) standards. In addition to preparing the Statutory Checklist and Environmental Assessment, if the City administers its own entitlement it would also assume the responsibilities of HUD for purposes of compliance with the National Environmental Policy Act. This is both time consuming and a limited additional liability for the City.

Construction Management
As a "pass-through" or entitlement city administered by King County, the County performs the majority of construction management duties. The City only plays a role in managing the internal capital construction projects. Internal management primarily pertains to billing and reporting. King County, as the administrative agent is responsible for ensuring that projects are in compliance with the Davis Bacon* and related acts; affirmative action requirements, on-site project monitoring, and compliance with Section 3. Compliance with these various Federal requirements results in work on each individual contract as well as the preparation and filing of annual reports to HUD on compliance with labor standards. These duties would become the City's if we administer our own entitlement.

*Davis-Bacon Requirements: Contractors and subcontractors selected must be paying employees at least the Federal prevailing rate by job category. It is the responsibility of the project manager to verify and report on this. Job site interviews of all types of project contract and subcontract employees must be conducted to ensure compliance with the Davis - Bacon Act. In addition, the project manager must collect payroll verification forms from the contractor/subcontractor.

Reporting
Currently, the City requires each agency contracting to provide public services using CDBG funds to submit a quarterly progress report. This gives the agency the opportunity to report their progress implementing the contractual scope of work. Payment vouchers and verification are also submitted quarterly. Payment of the voucher is dependent upon the agency showing progress in the Quarterly Reports relating to the implementation of the scope of work. Entitlement jurisdictions collect and report the same information directly to HUD using a specialized HUD software program IDIS. Recent experience in other communities indicates that this process is a time-consuming and confusing one mostly due to the difficulty of the IDIS software. If the City signs a Joint Agreement with the County to administer its entitlement, the County will continue to provide quarterly report and billing data and annual performance reports to HUD.

Accounting/Finance
As a pass through City, we collect vouchers for payment for public service providers, internal construction projects, and planning/administration. The information on the vouchers is then used to fill out the King County voucher. The King County voucher is forwarded to King County for review and payment to the City of Shoreline. King County requests reimbursement electronically from HUD.

As an entitlement City, project vouchers would be collected, but the City would then submit the payment request electronically to HUD, instead of manually to King County. Additional entitlement responsibilities include: submitting quarterly cash transaction reports to HUD on the funds drawn, expenditures, and program income; submitting annual performance reports on individual projects, expenditure, and reconciliation of funds; and tracking recaptured funds and program income from projects and determining how the funds will be reallocated.

This direct relationship with HUD typically is the responsibility of a city's treasury function within the Finance Department. This is an added responsibility.

Housing Repair Program

The City of Shoreline has approximately $196,366 CDBG dollars in the King County Housing Repair fund. The Housing Repair fund provides persons with low to moderate incomes with grants/loans for critical home repairs. The maximum amount of grant/loan available per person is $13,500. King County staff perform all services on a loan from marketing the program to underwriting, to inspections and construction supervision.

Since 1997, $185,125 has been granted/loaned to Shoreline residents. The City pays King County 15% of the funds loaned to Shoreline residents for administering the program. This equates to $27,768 paid in administration fees since 1997. There are 18 applications pending as of June 16, 1999.

The City would not automatically be eligible to participate in this program as an entitlement city. However, there are options, such as: (1) Contract with the King County Housing Repair Program to provide the same services we are currently receiving. King County has stated that they would be willing to contract for this service; (2) Do a combination program where the City performs the administration and promotion of the program, but contracts with another entity such as the King County Housing Authority to do actual repairs (ex. City of Auburn); or (3) Initiate with CDBG funds our own Housing Repair Program, which would encompass administration, promotion, and some repairs (ex. City of Kent).

The funds allocated through the King County Housing Repair Program are loans or emergency grants. These loans are generally at zero interest and only have to be repaid when the property is sold. When the loans are repaid they are termed as program income. Program income from the Housing Repair Program returns to a "pass-through" city's fund. However, if the City is no longer a member of the Consortium, the program income is allocated to the County and Small Cities Fund. Therefore, technically we would not be eligible to recover approximately $185,125 we have already loaned out.

If the City decides to leave the Consortium, the options for using the remaining funds in the City's Housing Repair fund account are as follows: (1) King County, as the agent designated by the City of Shoreline to administer these funds, could find an acceptable non profit agency, including, but not limited to, an entity such as the King County Housing Repair Program to administer the funds; (2) Just prior to leaving the Consortium, the City could identify an eligible local capital or housing related CDBG project to use the remaining funds; or (3) the City of Shoreline could request that King County select the City as an acceptable entity to receive the funds and develop/operate its own Housing Repair Program.

OTHER PROGRAMS/SERVICES AVAILABLE TO CONSORTIUM MEMBERS

Economic Development

The King County Consortium operates some regional economic development programs. These programs include the Float Loan Program and Section 108 Loans.

CDBG Float funds are part of an entitlement jurisdiction's CDBG line of credit that are not currently being used, but have been allocated for a specific project. The CDBG regulations provide that a grantee may make use of the funds in its float for the period during which they will not be otherwise needed for the activities, which they are budgeted, provided certain safeguards are taken. Shoreline can participate in the King County program via signing the CDBG Joint Agreement or can administer its own Float Loan program with its entitlement. If the City or other eligible Shoreline applicant requests a Float Loan via the Consortium, Shoreline's project will be in competition with the other Consortium jurisdiction's projects.

Section 108 Loan Guarantees:
Section 108 provides HUD with the authority to pledge the "full faith and credit" of the U.S. Government as a means of guaranteeing loans under the CDBG program. King

1) A jurisdiction may guarantee loans for up to **five** times its annual entitlement under this authority.

2) The proceeds from loans guaranteed under this provision may be used only for activities specifically eligible under Section 108, which include many of the same activities that other CDBG funds may assist (exceptions: proceeds may not be used for Planning and Capacity building, program administration, and public services).
3) The grantee must pledge its future grants under the CDBG program as security for the loans; and

Shoreline can participate in the King County program via signing the CDBG Joint Agreement or can administer its own Float Loan program with its entitlement. However, utilizing these tools/funds requires extensive planning, promotion, and management. There are also risks involved with managing a loan program and without prior planning and research, there is no way to determine if there are even potential projects that would qualify for the loans. A new staff person would have to be hired or an existing staff person would have to be reassigned to manage the entitlement loan programs. By remaining in the Consortium, the City still has access to the same economic development loan funds on a competitive basis. If the City participates in the Section 108 program via the Consortium, the Consortium assumes all risk and all administrative costs.

Housing Stability Program
The Consortium has approved a $300,000 set aside off of the top of the Consortium wide entitlement to support the Housing Stability Program. This program provides financial assistance between $150 - $2,500 as a "stop gap" measure to thwart an eminent threat that would leave a family homeless. Eminent financial threats include unemployment, emergency medical situations, death, divorce, etc. Typical forms of assistance include covering house payments to avoid foreclosure or a rent payment to avoid eviction.

In 1998, the Housing Stability Program served nine (9) City residents for a total of $9,915. Shoreline's portion of the set-aside is an estimated $13,200. Therefore, if calculations are correct, the citizens of Shoreline should be receiving $11,220 in assistance + a 15% administrative fee per year to receive maximum benefits. Based on the preceding calculation, the City appears to be receiving 8% less service than it has paid for.

If the City leaves the Consortium, Shoreline will no longer be a part of this program. If the City would like to provide these or similar services, there are at least two viable options: (1) The City could contract directly with the Fremont Association to continue this service; or (2) the City could contract directly with an agency like Catholic Community Services or the Multi Service Center of North and East King County to distribute funds for the stabilization of housing. As a consortium member, funds allocated to this project do not count towards our public services cap of 15% of the CDBG funds. As an entitlement community, if Shoreline opted to participate in this program, this spending would count towards the 15% cap.

Recaptured Funds
Recaptured funds result from project under-runs or cancellations Consortium wide. As an entitlement City, we would not be eligible to receive funds recaptured from projects we funded while in the Consortium unless we sign a three-year Joint Agreement with King County to administer our entitlement. In 2000, Shoreline will receive an estimated $6,500 in recaptured funds.

SUMMARY

For the past three years the City has been a member of the King County CDBG Consortium as a "pass through" city. Shoreline is now an entitlement community for the purposes of receiving CDBG funds. The City has two options for receipt and administration of the CDBG: Join the King County CDBG Consortium as an entitlement city or receive and administer the CDBG separately.

Though HUD's has not provided the City with an indication of the total amount the CDBG staff's conservative estimate is $345,000. By joining the Consortium, the City is guaranteed at least $334,499 already estimated for the City as a "pass-through" jurisdiction. The Joint Agreement also includes a provision that the City may receive its entitlement amount minus its pro rata share of King County's administrative fees and the Housing Stability set aside (if elected) if this amount is larger than the $334,499. As a separate entitlement community, the funds available for allocation to projects in Shoreline remain essentially unchanged. The costs to administer the grant separately exceed the amount of increased revenue the city will receive as a separate entitlement community.

In terms of local control, the Consortium's Goals and Objectives, which dictate what types of projects are eligible to receive Consortium CDBG funds, is very broad, and support local community, health and human service, and housing development goals, strategies, and objectives. The City is also able to select, fund, and manage public service and capital projects locally. The City has much flexibility and local control as is needed as member of the Consortium.

With King County's assurance that the City will receive the greater amount of our pass through or our entitlement, less administrative costs, and not finding any constraints to local control with King County being designated as the administrator of the city's entitlement and remaining in the Consortium, staff recommends entering a Community Development Block Grant Joint Agreement with King County for 2000-2002.

RECOMMENDATION

Staff seeks Council consensus for the City to enter into the 2000-20002 Community Development Block Grant Joint Agreement with King County to administer its CDBG entitlement and to remain a part of the King County Consortium.

ATTACHMENT

A: Comparison of Signing a Joint Agreement with King County to Locally Administering the Entitlement

ATTACHMENT A

Comparison of Signing a Joint Agreement with King County to Locally Administering the Entitlement

Issues	Joint Agreement with King County	Separate Entitlement
1. Local Control	City selects eligible projects based on their city's discretion; city has dedicated source of funds. The City is subject to entitlement set-asides.	City selects eligible projects based on their city's discretion; city has dedicated pot of funds. The City is not subject to set-asides
2. Total Amount of Funds (assumes a federal entitlement to King County of $7 million)	Approximately $334,500 in total (this figure includes $15,702 in recaptured and program income funds or amount of federal entitlement minus administrative costs to King County (whichever is higher).	Approximately $345,000 in total (King County's estimate based on Federal Way's 1999 entitlement-not official) or $376,785 (based on staff estimate using present share of the Consortium entitlement + estimated administrative and set asides paid to King County); no recaptured or program income funds will be available.
a. Maximum Amount of the Total to be used for Public (Human) Services	a. $58,064 + $16,8320 of Housing Stability Project (HSP) funds which the City can allocate to public services projects or keep in the HSP fund for city residents.	a. $51,750-$56,517 (15% of entitlement). Shoreline residents would not have access to Consortium's Housing Stability Program without a separate contract with King County.
b. Maximum Amount of the Total to be used for Planning & Administration	b. $53,459 for city's CDBG planning activities. County assumes responsibility for overall administration of the Consortium's CDBG Program.	b. $69,000 - $75,357 (20% of entitlement) for city's CDBG planning activities and administration of their CDBG Program.
c. Program Income	c. Program Income and recaptured funds accounted for $15,202	c. The City would not be eligible to receive these recaptured funds or program income on CDBG dollars expended as a "pass-through" City.

Issues	Joint Agreement with King County	Separate Entitlement
3. City staff support needed	1 FTE plus a portion of fiscal, management and support staff. County provides most administrative responsibilities. • responsibility for annual and quarterly reporting requirements • direct liaison with the County, which includes at a minimum attending monthly meetings of the Joint Recommendations Committee • technical assistance to private nonprofits.	1.2-1.5 FTE plus portion of fiscal, management and support staff. City is responsible for overall administrative responsibilities: • monitoring compliance with applicable federal regulations, including construction monitoring • fund management and planning activities • responsibility for annual and quarterly reporting requirements • direct liaison with HUD • technical assistance to private nonprofits.
4. Planning	City conducts a needs assessment to identify priority needs. The County, with input from the cities, adopts consortium-wide objectives to address priority needs. The City may adopt additional local program criteria to address priority needs. City adopts projects, which further the objectives and meet local needs.	City is responsible for the development of their H&CD Plan. Plan includes a community profile, citizen participation plan, needs assessment of community development activities, resources available to meet the needs, a strategic plan to meet priority needs, and an annual one-year Action plan of proposed projects.
5. Citizen Participation	The City conducts an abbreviated citizen participation process, which includes Council public hearings on availability and proposed use of funds. The County is responsible for meeting the overall citizen participation requirements.	City meets all the citizen participation requirements. These include notifying the public about the amount of federal funds available, the proposed H&CD Plan, the one year Action Plan, any amendments to the Plans, performance reports, and availability and proposed use of funds.
6. Eligibility Review	City conducts a process for selection of eligible projects. The County is ultimately accountable to HUD on eligibility of proposed activities.	City conducts a process for selection of eligible projects and determines whether their projects are eligible. The City is ultimately accountable to HUD on eligibility of proposed activities.

Issues	Joint Agreement with King County	Separate Entitlement
7. Environmental Review (National Environmental Protection Act)	City conducts environmental assessments for their proposed projects. The County is accountable to HUD for ensuring compliance with NEPA.	City conducts environmental assessments for their proposed projects. The County is accountable to HUD for ensuring compliance with NEPA.
8. Contracting	City has flexibility to contract directly with nonprofits.	City must contract directly with nonprofits. City is responsible for monitoring projects, processing payments and reporting to HUD.
9. Construction Management	The City administers internal projects. The City can choose to have the County administer their nonprofit construction projects.	City administers internal and nonprofit construction projects.
a. Davis Bacon and related acts	City has no responsibility.	City does the monitoring & record keeping to ensure that contractors comply with federal wage rates and labor standards.
b. Affirmative Action	City monitors for compliance with city statutes, if applicable.	City monitors for compliance with both federal and city statutes, if applicable.
c. Construction Monitoring	City monitors internal construction projects and has no responsibility for nonprofit construction project monitoring.	City is responsible for monitoring progress and approving payment of construction contracts.
d. Section 3	City has no responsibility.	City is responsible for: 1) determining which projects are covered by Section 3; and 2) ensuring that contractors hire low-income persons as required by HUD.
10. Relocation	City has no responsibility (to date, the City has not funded a project that has involved relocation).	City is responsible for determining if relocation payments apply and for calculating and administering payments.
11. Reporting	City submits quarterly performance reports on all projects that they directly contract for, including persons served, to the County. The City also performs site visit monitoring of agency reporting.	City is responsible for collecting performance data, compiling the information into the required format, and using HUD's new Integrated Disbursement and Information System (IDIS) for reimbursement from HUD and for submitting reports. The City is also responsible for submitting any amendments of their Plans to HUD.

Issues	Joint Agreement with King County	Separate Entitlement
12. Accounting/ Finance	City submits vouchers (only for projects they directly contract with) for payment to the County. Vouchers are also reviewed, recorded, processed, and tracked internally.	The City is responsible for the overall accounting and financial management of the Program. Under the IDIS, individual project vouchers must be electronically submitted to HUD with the required project information before funds can be released. Other responsibilities include: • submitting quarterly cash transaction reports to HUD on the funds drawn, expenditures and program income • submitting annual performance reports on individual projects, expenditure and reconciliation of funds • complying with OMB A-128 audit requirements and A-87 cost principles • monitoring public service and planning/ administration expenditures for federally imposed ceilings • tracking recaptured funds and program income from projects and determining how the funds will be reallocated.
13. Audits	The City is responsible for reviewing audits done in compliance with OMB A-133 of their nonprofit agencies only if federal funds expended during the year exceeded $300,000. The City will also be audited by the state in accordance with OMB requirements. The County is ultimately responsible for any audit findings to the Consortium's CDBG Program.	The City is responsible for reviewing audits done in compliance with OMB A-133 of their nonprofit agencies only if federal funds expended during the year exceeded $300,000. The City will also be audited by the state in accordance with OMB requirements. HUD will conduct an annual performance and financial review of the City's CDBG Program. The City is ultimately responsible for any audit findings to their CDBG Program.

Issues	Joint Agreement with King County	Separate Entitlement
14. Housing Repair	The City can choose the amount of funds available to provide major housing repair to their residents and King County will administer the project for 15% of Shoreline's total allocation to the Program. The amount of funds allocated will determine the number of homeowners that can be served.	City can choose to do its own major housing repair program which includes: • conducting the intakes and inspections • developing the loan agreements • assisting in obtaining a contractor • making payments to the contractor • making liens on properties • tracking program income from paybacks • doing subordinations, if needed • dealing with foreclosures and • obtaining a release of title when property is sold. Or the City could explore a contract with King County to administer their housing repair funds to serve their residents.
15. Economic Development	a. The City can use CDBG funds for economic development projects. b. The City would have access to Consortium-wide Economic Development funds that are administered by King County such as: Float Loans; Section 108 Loans; Minority Women Business Loans; and Economic Development Program Income. These funds are allocated on a competitive basis.	a. The City can use its entitlement funds for economic development projects. b. The City would be able to create its own Economic Development program, which could include: Float Loans; Section 108 Loans; and Economic Development Program Income.

Pros of administering the entitlement locally	Cons of administering the entitlement locally
1) Present staff has experience with implementing the additional requirements required for capital projects.	1) Increased reporting responsibility. Primarily related to capital projects (implementation of the Davis Bacon Act, the Contract Work Hours and Safety Standards Act-hours, the Copeland Anti-Kickback Act, the Fair Labor Standards Act-minimum wages, and Environmental review).
2) Increased flexibility to use funds. As a Pass Through City we are subject to consortium wide set-asides. Currently our allocation is reduced by an estimated $57,988 for an Administrative set-aside and the Housing Stability set-aside.	2) The software program (IDIS) designed for HUD to be used to keep CDBG financial records, request lump sum draw downs, and submit monthly reports has been described as difficult to use and understand. The current staff has no experience using this system.
3) As a pass through City, we are already submitting quarterly reports and "draw downs" for all public service projects and one capital project (Total: 13 projects). The County uses this information to prepare their reports for HUD. The County is doing the complete reporting on two capital projects in 1999.	3) The general consensus is that it would take one full time staff person to administer the CDBG program as an entitlement city verses the 60% FTE that it takes to run a pass through program. This would require the hiring of an additional staff person.
4) By cutting out the "middle man" (King County) we could have more control over the timing of contracts (i.e. receive verification of funding sooner).	4) Leaving the Consortium would prohibit the use of program income generated by the Consortium.
5) Projects funded by the Consortium's economic development program income are required to be regional in nature and could still benefit Shoreline.	5) King County Community Development staff is responsive to our CDBG questions. Our local HUD office may or may not be as responsive.
6) Training is available through our local HUD office in Seattle to learn the IDIS software.	6) King County ultimately assumes all risks associated with complying with all required Federal regulations.
7) Using our own entitlement we could begin our own economic development program. Entitlement jurisdictions can obtain up to five times their estimated entitlement per year for the purposes of making low interest loans for eligible development projects. Float loans can also be made to eligible projects with entitlement dollars that have been allocated, but will not be spent for at least a year.	7) The City would have to develop a Housing and Community Development Plan with existing staff resources. This activity would divert attention from grant writing and health and human service development.

Council Meeting Date: August 16, 1999 **Agenda Item: 6 (c)**

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	**Presentation of the Proposed Neighborhood Traffic Safety Program Development Public Involvement Process**
DEPARTMENT:	**Public Works**
PRESENTED BY:	**Michael A. Gillespie, City Engineer** **Kristen Stouffer-Overleese, Project Engineer**

EXECUTIVE / COUNCIL SUMMARY

On November 9, 1998, your Council adopted the City's first Capital Improvement Program (CIP). This CIP included a Roads Account project to develop a City Neighborhood Traffic Safety Program (NTSP). Ultimately, the NTSP will provide a program and City process by which neighborhood traffic safety complaints or requests are handled by the City.

Our initial research has shown that other agencies with neighborhood traffic programs utilize three program elements for maximum results and cost effectiveness: education, enforcement and engineering. Neighborhood traffic safety programs are effective only when changing the behavior of drivers, making education an essential program component. Education includes enabling citizens to use radar guns and readerboards to monitor speeds in their neighborhood, media campaigns to raise awareness about safety issues, and neighborhood campaigns to gain the commitment from neighbors to obey the traffic laws in neighborhoods. Enforcement is comprised of working with police and other City staff to monitor and enforce traffic laws. An engineering component investigates the use of physical devices such as speed bumps, humps, and traffic circles to assist with traffic calming. These are all potential NTSP elements that must be discussed with the community to analyze the pros and cons of each before including the element in the NTSP.

As part of program development, staff recommends an involved public participation process to ensure that citizen issues are understood and that the developed program will meet the needs of the community.

The proposed elements of the public participation process are very similar to the public participation process created for the Ronald Bog Study presented to your Council on June 14 and include:

- Citizen Advisory Committee (CAC): five citizens

- Technical Advisory Committee (TAC): Representatives from the Shoreline Police and Fire Departments, School District, King County METRO, the development community, and City staff
- Two public open houses

Staff recommends that the Citizen Advisory and Technical Advisory Committees meet together so the technical staff can hear citizens issues, and citizens can hear the pros and cons of common traffic safety program elements: education, enforcement, and engineering (speed bumps, traffic circles, etc.).

Staff recommends that Council provide consensus support for this public involvement process. Staff would then do the outreach necessary to fill the citizen positions on the committee. Based on this schedule, the first public open house would be held in September to provide citizens the opportunity to educate City staff and TAC/CAC members about their traffic safety issues. This open house would also provide City staff the opportunity to educate the public about the program development process (as agreed upon by your Council) and the characteristics of program elements.

The second open house will present the draft NTSP for community input. Staff will return to your Council late this fall for input on the draft program as well.

Staff expects the Neighborhood Traffic Safety Program to be finalized and ready for implementation by early 2000.

RECOMMENDATION

No Council action is required at this time. Staff is seeking consensus for the proposed Neighborhood Traffic Safety Program public involvement process.

Approved By: City Manager LB City Attorney N/A

BACKGROUND

At the 1998 Capital Improvement Program (CIP) development open houses, and through the CIP survey mailed to Shoreline households, citizens identified traffic neighborhood issues as a top priority for City attention. Based on this citizen feedback, the CIP adopted by Council on November 9, 1998 included the development of a Neighborhood Traffic Safety Program in 1999.

The two steps to develop this program include:

- Research of existing programs in other agencies to identify successful program elements (i.e. education, enforcement, physical devices)
- Public involvement to identify the needs of the community and to educate citizens about the pros and cons of typical program elements: education, enforcement, and engineering.

Ultimately, the program that is developed will provide a systematic approach to the issues of neighborhood traffic safety and will include identification of the problem and potential solutions, gaining support and commitment from the immediate neighborhood, and implementation of measures to address the problem.

Program Elements: Three E's

Research of neighborhood traffic safety programs in other cities/counties has found that all programs include the following elements or Three E's: education, enforcement, and engineering. These three program components work together to provide driver education and physical traffic calming which result in safer neighborhoods.

Education: Education is the critical neighborhood traffic safety program element. This element is cost effective and includes neighborhood speed watch programs; traffic safety campaigns; street signing, striping, and brush trimming; and neighborhood pacts/contracts to obey traffic laws in the neighborhood.

Enforcement: Enforcement includes the utilization of radar reader boards and guns that can be checked out by neighborhoods to monitor vehicle speeds in their area. This element also includes police enforcement in targeted areas and includes media coverage of police activity. These items go hand-in-hand with education of drivers and citizens.

Engineering: The third element of neighborhood traffic programs is engineering which includes the technical study of traffic volumes and speeds (traffic counts) and the installation of physical devices including speed bumps/humps, traffic circles, and chicanes. Many other programs use temporary physical devices to make certain the neighborhood is happy with the physical device before installing the permanent one.

As mentioned, the three E's are program elements that will be discussed with the public to create
the City's Neighborhood Traffic Safety Program. The resulting program will likely be comprised of a mixture of the three E's.

Citizen Involvement
The development of the Neighborhood Traffic Safety Program (NTSP) will include a high level of citizen involvement. Staff recommends a three pronged approach that is similar to the public involvement process approved by your Council on June 14, 1999 for the Ronald Bog Study.

- Technical Advisory Committee meetings
- Citizen Advisory Committee meetings
- Public Open House meetings

The Citizen Advisory Committee and Technical Advisory Committee members will meet together approximately 3 times, and will act as one advisory committee of approximately twelve participants. If necessary, either the Citizen Advisory Committee or the Technical Advisory Committee may meet separately as a sub-committee to work on study issues.

Citizen Advisory Committee: Two representatives on the Council of Neighborhoods have already come forward and have expressed interest on being CAC members. Staff recommends acceptance of these members to represent the Council of Neighborhoods and the solicitation of three more from the City at large. The City plans to advertise for these individuals in the Shoreline Enterprise, on the City's web page, at the police storefronts, and through the Shoreline School's Parent Teacher Student Association. Individuals Interested in filling one of the three additional citizen positions will be asked to fill out a brief application to gauge interest in the committee and experience working with neighborhood traffic issues. Staff, with direction from the City Manager's office, will select three individuals for the CAC with the goal of ensuring that the committee represents various citizen interests. The CAC will be comprised of five representatives.

The role for the CAC is to relay citizen neighborhood traffic issues to the Technical Advisory Committee. The CAC will also take part in creation of the draft and final Neighborhood Traffic Safety Program. Through meeting with the Technical Advisory Committee members, CAC members will understand how education and technical solutions will address their issues in relation to cost and consistency for all Shoreline citizens. The CAC will meet approximately three times during program development.

Technical Advisory Committee: This advisory committee will be made up of representatives from the Shoreline School District, Shoreline Police, and Shoreline Fire Department, and King County Metro. City staff will include representatives from the Office of Neighborhoods, Planning & Development Services, and Public Works. Staff also recommend that a local developer be asked to join the committee as they could add some insight to development related neighborhood traffic issues.

As mentioned, the Technical Advisory Committee will meet jointly with the Citizen Advisory Committee on most occasions in order to hear directly what the citizen's issues are. The Technical Advisory Committee will also provide a reality check on what is feasible and cost effective as solutions to neighborhood traffic issues. The Shoreline

Police and Fire Department representatives will also educate other TAC members and citizens as to the emergency response ramifications to the installation of physical devices (speed bumps and traffic circles) in our neighborhoods. The Technical Advisory Committee will meet approximately three times during the Study.

Public Open House Meetings: Two public meetings will be held during the development of the Neighborhood Traffic Safety Program. The goal of the first open house (to be held in September) is to educate the public about the City's process to develop the NTSP and to ensure that TAC and CAC members have the opportunity to meet with citizens to hear their issues. This first open house will also provide the opportunity to educate citizens about common program elements that we could incorporate into the NTSP: education, enforcement, and engineering (physical devices) and to brainstorm the pros and cons of these potential elements. The meetings will be advertised in the Shoreline Enterprise, on the City's web page, through the Council of Neighborhoods, and on the City's Master Calendar.

The second open house will present the draft NTSP that is based on the comments the TAC and CAC heard at the first open house and the research of other agency neighborhood traffic programs.

Upon request, staff will make themselves available to attend neighborhood meetings to answer questions about program development or to hear additional neighborhood issues/concerns.

Project Schedule
Staff expects the Neighborhood Traffic Safety Program to be ready for implementation early in 2000. Staff will return to your Council this fall with an update of NTSP development and then this winter with the recommended NTSP for your approval.

RECOMMENDATION
No Council action is required at this time. Staff is seeking consensus for the proposed Neighborhood Traffic Safety Program development public involvement process.

Council Meeting Date: August 16, 1999 **Agenda Item: 6 (d)**

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: 1999 Second Quarter Financial Report
DEPARTMENT: Finance
PRESENTED BY: Joe Meneghini, Finance Director

EXECUTIVE / COUNCIL SUMMARY

The following attached Second Quarter Financial Report provides a fund level summary of the resources and expenditures for the first six months of 1999. The purpose of this report is to provide your Council with an update on the City's financial position since it was last discussed after the first quarter of 1999.

Through the second quarter of 1999, both the resources and expenditures (when adjusted for known revenue and expenditure delays) are tracking very close to the 50% trendline. In other words, since half of the year has gone by, we should expect to have received roughly half (50%) of the revenues and incurred half of the expenses, notwithstanding other explanations. The revenues, excluding the beginning fund balances, are slightly above 50% and the expenditures are slightly under 50% for nearly all of the City's primary funds.

In the General Fund, revenues are tracking as expected. Revenues are showing slightly less than 50% due to the inclusion of the first two months of sales tax cash receipts into 1998 pursuant to General Accounting Standards Board requirements (in the same way, the first two months of 2000 sales tax cash receipts received for November and December will be accrued to the last quarter of 1999). The second quarter gambling taxes will also not be received until early August due to the timing of when revenues are received by the City. Based on the first quarter gambling receipts, the City is projected to receive approximately $1.3 million more in gambling revenue than was included in the 1999 budget. If we control for the first two months sales tax lag and for expected second quarter gambling revenue, the General Fund would be at 54% of budget for the year. Other major revenue sources (sales tax equalization, state-shared revenues, court revenues, and parks revenues) are tracking at or above the 50% trendline through the second quarter.

General Fund expenditures are less than 50% through the second quarter. 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 delays in billings from City grants to outside agencies (Senior Center, Museum, Arts Council, Center for Human Services, Neighborhood Mini-Grants, etc.). Outside agencies have not billed the City for their second quarter work. Their invoices will be received and paid in the third quarter. Expenditures from the Technology Plan for various projects also do not follow the trendline but are expected to be made later in the year (e.g., purchase of new building permit system, etc.).

In summary, through the second quarter of 1999, both the resources and expenditures are tracking much as expected. The revenues are close to or over 50% for most of the funds and expenditures for all funds are less than 50%. The beginning fund balance for the General Fund started out the year $1,076,815 higher than the 1999 budgeted beginning balance. Gambling

revenue, based on the first quarter of revenue, is expected to be approximately $1.3 million higher than the 1999 budgeted amount.

As you will recall, Initiative 695 is on the November ballot. This initiative does away with the motor vehicle excise tax as a source of revenue for the City. Without a backfill of revenue by the State or the City, this amounts to a loss of $2.5 million or 15.7% of the City's General Fund.

Due to the potential large loss of revenue if Initiative 695 passes in November, staff is not recommending that these additional resources be earmarked at this time. A more refined look at both the resources and expenditures will be undertaken and presented as part of the 2000 Budget Retreat and the upcoming 2000 budget process.

RECOMMENDATION

No action required. Staff recommends that the City Council review the 1999 Second Quarter Financial Report and provide input on the information presented.

Approved By: City Manager LB City Attorney N/A

BACKGROUND / ANALYSIS

1998 FIRST QUARTER OVERVIEW

As Council will recall from the first quarter report presented to your Council on May 3, 1999, the 1999 General Fund beginning balance is $1,076,815 higher than the 1999 budgeted beginning balance.

The higher 1999 beginning balance was due to final 1998 revenues being higher (by $984,829) than anticipated and 1998 program expenditures being lower than anticipated (by $125,994). The major reasons for these difference are briefly explained below.

On the 1998 revenue side, final revenues were $984,829 (6%) higher than projections. The major increases came from gambling tax revenue ($609,074 higher) due to the third and fourth quarter expansion in 1998 of mini-casinos in the City. Sales Tax revenue was also $198,812 (4.9%) higher than projected. The annual sales tax growth was 9.95% higher than 1997. While this is still a large annual increase, the increase is lower than the 15.5% increase experienced between 1997 and 1996. Sales Tax Equalization revenue was $160,228 higher than expected due to continued growth in the Motor Vehicle Excise Tax (MVET) that funds the statewide equalization pool. There was also higher revenue than expected for Cable Franchise Fees ($81,370) and State Liquor Profits ($34,960). These were somewhat offset by lower than expected grant revenues for the Aurora Pre-Design ($68,222) and State Planning Grants ($30,866). The reimbursements for these grants should be received in 1999 as these projects progress.

On the 1998 expenditure side, final expenditures were $125,994 (less than 1%) lower than projections. This was primarily due to salary savings from the Administrative Support Team ($26,875), less than expected expenditures for the Neighborhood Program ($44,950) due to a delay in some mini-grants, the Aurora Corridor Program ($35,890), and the delay in the startup of the Economic Development Program ($41,686). There were also slightly higher then projected expenditures for the City Attorney's Office ($29,382) due to the need for higher than expected outside legal services on various City issues (i.e., adult entertainment, land use, etc.).

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, given the potential for State legislative change to the gambling industry and the volatility of the gambling market, it is too early to expect that those additional revenues can be considered stable and ongoing. Also, similar to last year, there is another statewide initiative (695) which completely does away with MVET. If MVET is eliminated by this initiative and not replaced with another funding source, Shoreline would lose $2.5 million a year or 15.7% of our General Fund operating revenues. For these reasons, these savings (as noted in our First Quarter Report) should be viewed as one-time savings that should not be earmarked or relied upon to support new ongoing operations but should be utilized in either the Capital Improvement Program or similar one-time expenses.

At this time we do not recommend earmarking these additional funds.

1999 SECOND QUARTER OVERVIEW

Through the second quarter of 1999, both the resources and expenditures (when adjusted for known revenue and expenditure delays) are tracking very close to the 50% trendline. In other words, since half of the year has gone by, we should expect to have received roughly half (50%) of the revenues and incurred half of the expenses, notwithstanding other explanations. The revenues, excluding the beginning fund balances, are slightly above 50% and the expenditures

are slightly under 50% for nearly all of the City's primary funds. The following table provides an overview of the General Fund activity through the second quarter of 1999.

	1999 Budget	First Quarter	Second Quarter	1999 Total	Percent of Budget
Beginning Balance	$ 3,455,703	$ 4,539,252	$ 0	$ 4,539,252	131%
Revenues	16,637,960	2,105,118	5,609,976	7,715,094	46%
Transfers-In	2,422,443	637,794	594,883	1,232,677	51%
Resources	$22,516,106	$ 7,282,164	$ 6,204,859	$ 13,487,023	60%
Expenditures	$ 16,890,311	$ 1,991,101	$ 4,564,771	$ 6,555,872	39%
Transfers-Out	5,559,243	3,895,591	561,071	4,456,662	80%
Total Expenditures	$ 22,449,555	$ 5,886,692	$ 5,125,842	$ 11,012,534	49%
Ending Fund Balance	$ 66,551				

Resources: As noted earlier, the City is starting the year with a higher beginning balance than budgeted, a balance of $4,539,252 rather than $3,455,703.

Actual 1999 General Fund revenues through the second quarter are lower (46%) than the six month trendline (50%). This is primarily due to the inclusion of the first two months of 1999 sales tax into 1998 pursuant to General Accounting Standards Board requirements. The first two months of 1999 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 second quarter gambling tax revenue is also not received until early August. If the sales tax lag and the gambling tax revenue are controlled for, the General Fund revenue through the second quarter would be at 54% of the budgeted amount. If the gambling tax revenue received for the first quarter continued at the same rate for the remainder of the year, the City would receive approximately $1.3 million more than the 1999 budgeted amount.

Other major revenue sources (sales tax equalization [49%], state-shared revenues [55%], and parks revenues [60%]) are at or above the 50% trendline through the second quarter.

The General Fund has received 50% of the budgeted annual overhead transfers (reimbursements) from the Development Services, Street, and Surface Water Management Funds and 100% of the Asset Depreciation Fund transfer to the General Fund for that Fund's portion of the Technology Plan expenditures.

Expenditures: General Fund expenditures through the second quarter are lower (39%) than the 50% trendline.

This is primarily due to delays in billings for intergovernmental services (jail and police), professional services work (Aurora Corridor Pre-Design, legal costs, etc.), and City grants to outside agencies (Arts Council, Senior Center, Center for Human Services, Neighborhood Mini-Grants), and delays in expenditures from the Technology Plan for various projects that will occur later in the year. If controlled for these variations (timing, etc.) the expenditures would be at 44% through the second quarter.

Transfers-Out: The second quarter transfers-out are at 80% of the annual budgeted transfers. These transfers represent the full 1999 transfers to the General Capital ($3,094,417) and Asset

Depreciation Funds ($300,000) and 50% of the General Fund subsidies to the Development Services and Street Funds that were included in the 1999 budget.

1999 Budget Amendments

Through the second quarter of 1999, your Council adopted five budget ordinances amending the original 1999 Adopted Budget. These are briefly summarized below.

1. Ordinance 189, adopted on January 25, added an additional $12,945 to the Public Works Department from a Hazardous Waste Recycling Grant. This increased the grant revenue and expenditures to $33,460 for special recycling events and the Business Recycling Program during 1999.

2. Ordinance 191, adopted on February 22, added an additional $500,000 to the General Fund from revenue transfers to the City from Seattle City Light. This Ordinance transferred $434,289 of those revenues to the Street Fund for continued development of the Public Works Department based on the three-year phased development plan ($244,289) and to increase the road overlay effort by $190,000. The difference ($65,711) was added to the General Fund (fund balance). Within this appropriation, this ordinance authorized the hiring of five additional employees to be funded from the $244,289 appropriation and a Capital Project Manager to be funded from the General Capital Fund to coordinate and complete work on the City's Six-Year Capital Improvement Program.

3. Ordinance 196, adopted on May 10, 1999, added an additional $255,720 to the Roads Capital Fund. Of this amount, $133,000 came from the State Transportation Improvement Board for two new sidewalk projects, one on NE 155th Street and the other on Meridian Avenue. The remaining $122,720 came from the County and the federal government for the City's Curb Ramp Program.

4. Ordinance 197, adopted on June 14, 1999, added an additional $16,915 to the General Fund and authorized an additional expenditure of $16,075 in the Parks Department for the 1999 SkyHawks Sports Academy.

5. Ordinance 199, adopted on June 28, 1999, added a new capital project to the General Capital Fund for $153,913 for the repair and replacement of the sewer and water lines at Richmond Beach Saltwater Park.

SUMMARY

In summary, through the second quarter of 1999, both the resources and expenditures are tracking much as expected. The revenues are close to or over 50% for most of the funds and expenditures for all funds are less than 50%. The beginning fund balance for the General Fund started out the year $1,076,815 higher than the 1999 budgeted beginning balance. Gambling revenue, based on the first quarter of revenue, is expected to be approximately $1.3 million higher than the 1999 budgeted amount.

Due to the potential large loss of revenue if Initiative 695 passes in November, staff is not recommending that these additional resources be earmarked at this time. A more refined look at both the resources and expenditures will be undertaken and presented as part of the 2000 Budget Retreat and the upcoming 2000 budget process.

RECOMMENDATION

No action required. Staff recommends that the City Council review the 1999 First Quarter Financial Report and ask any questions on the information presented.

Attachment A: 1999 Second Quarter Report

CITY OF SHORELINE

1999 Second Quarter Report

Prepared by the Finance Department

For Fiscal Year January 1, 1999 - December 31, 1999

City of Shoreline - 1999 Second Quarter Report

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Overview

The Second Quarter Report provides a fund level summary of the resources and expenditures for the first six months of 1999 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.

Through the second quarter of 1999, both the resources and expenditures are tracking much as expected. Revenues are close to or over 50% for most funds and expenditures are less than 50%. The General Fund is tracking similarly to past years, slightly less than 50% due to delays in receipt of sales tax and gambling receipts. A more refined look at both the resources and expenditures will be presented as part of the 2000 Budget Retreat and the upcoming budget process. At this point in the year, there have been no major surprises and the budget is tracking as expected.

Resources: Overall, resources through the second quarter are higher than the 50% trendline. This is primarily due to the large beginning fund balances for most funds. The revenues are following the 50% trendline through the second quarter. Major monthly revenues sources (property tax, sales tax, gas tax, and real estate excise tax) are currently on track with projections. The major quarterly revenue sources (sales tax equalization, motor vehicle excise tax, gambling tax, and other state-shared revenues) are all at or above the 50% trendline. Grant revenues are below the trendline at this point. This is typical, as most of the grant revenues are received on a reimbursable basis and will be received later in the fiscal year.

Expenditures: Overall, expenditures through the second quarter are lower than the 50% trendline. 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.); delays in billings from City grants to outside agencies (Senior Center, Museum, Arts Council, Center for Human Services, Neighborhood Mini-Grants, etc.); and delays in expenditures from the Technology Plan that will occur later in the year. Even with prorating known obligations, expenditures would still trail the trendline.

City of Shoreline - 1999 Second 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 44% of the General Fund Revenue base.

	1998 Year-End Estimates	1998 Actual	1999 Budget	First Quarter	Second Quarter	1999 Total	Percent of Budget
Beginning Fund Balance	$ 4,803,017	$ 4,791,256	$ 3,455,703	$ 4,539,252	$ 0	$ 4,539,252 (3)	131%
Revenues	15,381,248	16,366,374 (1)	16,637,960 (2)	2,105,118	5,609,976	7,715,094 (4)	46%
Transfers-In	1,248,513	1,248,516	2,422,443	637,794	594,883	1,232,677 (5)	51%
Total Resources	$ 21,432,778	$ 22,406,146	$ 22,516,106	$ 7,282,164	$ 6,204,859	$ 13,487,023	60%
Expenditures	$ 14,525,431	$ 14,392,999 (1)	$ 16,890,311 (2)	$ 1,991,101	4,564,771	$ 6,555,872 (6)	39%
Transfers-Out	3,451,644	3,473,895	5,559,243	3,895,591	561,071	4,456,662 (7)	80%
Total Expenditures	$ 17,977,075	$ 17,866,894	$ 22,449,555	$ 5,886,692	5,125,842	$ 11,012,534	49%
Ending Fund Balance	$ 3,455,702	$ 4,539,252	$ 66,551				

Explanation of Notes:

(1) The 1998 Actual revenues are $297 higher and expenditures are $6,438 lower than shown in the 1999 First Quarter Report. These are due to final year-end adjustments that were made during the City's 1998 State audit between April and June of 1999.

(2) The 1999 budgeted revenue was increased by $16,915 and expenditures by $16,075 due to the adoption of Ordinance 197 on June 14th for the SkyHawks Sports Academy.

(3) The 1998 Ending Balance and the 1999 Beginning Balance were higher than expected due to higher 1998 revenues and lower 1998 expenditures as explained in the 1999 First Quarter Report. This will result in a 1999 General Fund Ending Balance that is $1,083,551 higher than originally expected. On the revenue side in 1998, revenues were 6% higher than estimated with total resources up 5% above estimates. This was primarily due to Gambling Tax revenue being $609,074 higher than estimated based on the third and fourth quarter expansion in 1998 of mini-casinos in the City. Sales Tax revenue was also $198,812 (4.9%) higher than projected and 9.95% higher than 1997. While this is still a large increase, the increase is lower than the 15.5% increase between 1997 and 1996. Sales Tax Equalization was $160,228 higher due to continued statewide growth in the State Equalization Pool. There was also higher revenue than expected for Cable Franchise Fees ($81,370) and State Liquor Profits ($34,960). These were somewhat offset by lower than expected grant revenues for the Aurora Pre-Design ($68,222) and State Planning Grants ($30,866). The reimbursements for these grants should be received in 1999 as these projects progress. On the expenditure side in 1998, primary areas of savings were due to salary savings from the Administrative Support Team ($26,875), less than expected expenditures for the Neighborhood Program ($44,950), the Aurora Corridor Program ($35,890), and the Economic Development Program ($41,686). There were slightly higher than projected expenditures for the City Attorneys Office ($29,382) due to the need for a higher level of outside legal services than originally expected on various City issues.

Explanation of Notes (continued):

(4) Revenues through the second quarter are tracking as expected. The reason why revenues are showing less than 50% is due to the inclusion of the first two months of sales tax cash receipts into 1998 pursuant to General Accounting Standards Board requirements. This will always leave a two month lag in sales tax revenue. If we control for the two month sales tax lag, the General Fund would be at 50% of budget for the year. Gambling Tax revenue is at 63% of budget even though only one quarter of revenue has been received. Based on the first quarter of gambling revenue, the year-end total would be approximately $1.3 million higher than the budgeted revenue. Other major revenue sources are tracking as expected, property tax (51%), sales tax equalization (49%), motor vehicle excise tax (52%), and court revenue (56%). Grant revenue is less than 50% as they are typically received in larger portions later in the year as they are received on a reimbursable basis.

(5) The Transfers-In represent 50% of the overhead allocation from the Development Services, Street, and Surface Water Funds and 100% of the Asset Depreciation Fund transfer for that funds portion of the 1999 Technology Plan expenditures.

(6) Expenditures are less than 50% for the second quarter. This is primarily due to delays in billings for intergovernmental services (jail and police); professional services work (Aurora Corridor, legal costs, etc.); and City grants to outside agencies (Arts Council, Senior Center, Center for Human Services, Neighborhood Mini-Grants), and delays in expenditures from the Technology Plan for various projects that will occur later in the year. If adjusted for these delays, the expenditures would be at 44% through the second quarter.

(7) Transfers-Out represent the full 1999 transfers to the General Capital ($3,094,417) and Asset Depreciation Funds ($300,000) and 50% of the General Fund subsidies to the Development Services and Street Funds that were included in the 1999 budget.

City of Shoreline - 1999 Second 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.

	1998 Year-End Estimates	1998 Actual		1999 Budget	First Quarter	Second Quarter	1999 Total		Percent of Budget
Beginning Fund Balance	$ 573,685	$ 529,035		$ 586,321	$ 584,666	$ 0	$ 584,666	(2)	100%
Revenues	1,096,630	1,131,733	(1)	1,259,589	216,634	303,953	520,587	(3)	41%
Transfers-In (General Fund)	614,197	626,880		1,000,537	250,134	250,134	500,269	(4)	50%
Total Resources	$ 2,284,511	$ 2,287,648		$ 2,846,447	$ 1,051,435	$ 303,953	$ 1,605,522		56%
Expenditures	$ 1,009,843	$ 1,014,634	(1)	$ 1,435,549	$ 271,477	328,958	$ 600,435	(5)	42%
Transfers-Out (General Fund)	688,347	688,348		891,079	222,770	222,770	445,540	(6)	50%
Total Expenditures	$ 1,698,190	$ 1,702,982		$ 2,326,628	$ 494,247	$ 551,728	1,045,975		45%
Fund Balance	$ 586,321	$ 584,666		$ 519,820					

Explanation of Notes:

(1) The 1998 Actual revenues are $2,470 higher and expenditures are $1,370 lower than shown in the 1999 First Quarter Report. These are due to final year-end adjustments that were made during the City's 1998 State audit between April and June of 1999.

(2) The 1999 Beginning Fund Balance represents the Development Services Reserve for multi-year permit activity. The reserve amount is based on the distribution of the 1996 through 1998 revenue into one, two, or three year permit categories based on the particular type of project.

(3) The 1999 revenue is less than 50% for the first half of the year. Development activity appears to be down for the year over earlier expectations. Based on the current revenue trend, Development Services revenue will be $218,415 less than budgeted. Expenditures are also less than 50% through the second quarter. If expenditures outpace revenues, the City will need to utilize the Development Services Reserve to cover some level of the 1999 development activity.

(4) The Transfers-In represents 50% of the 1999 General Fund subsidy transfer to the Development Services Fund.

(5) The expenditures are slightly less than 50% due to delays in billings for professional services work and salary savings.

(6) The Transfers-Out represents 50% of the 1999 Development Services overhead transfer to the General Fund.

City of Shoreline - 1999 Second 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 1999, the Street Fund will be used to fund the roads portion of the Public Works Department operations, the County roads maintenance contract, road overlays, and the ongoing assessment of the City's road conditions. 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.

	1998 Year-End Estimates	1998 Actual	1999 Budget	First Quarter	Second Quarter	1999 Total	Percent of Budget
Beginning Fund Balance	$ 931,628	$ 931,628	$ 946,422	$ 937,066	$ 0	$ 937,066 (2)	99%
Revenues	1,270,765	1,297,745	1,380,036	308,088	484,371	792,459 (3)	57%
Transfer-In (General Fund)	246,108	246,108	1,134,289	283,572	283,572	567,145 (4)	50%
Transfer-In (Arterial Street)	513,997	513,997	530,374	132,594	132,594	265,187 (5)	50%
Total Resources	$ 2,962,498	$ 2,989,478	$ 3,991,121	$ 1,661,320	$ 900,537	$ 2,561,857	64%
Expenditures	$ 1,653,192	1,689,528 (1)	$ 2,332,119	$ 77,049	316,978	$ 394,027 (6)	17%
Transfer-Out (General Fund)	362,883	362,884	823,460	205,865	205,865	411,730 (7)	50%
Total Expenditures	$ 2,016,075	$ 2,052,412	$ 3,155,579	$ 282,914	$ 522,843	805,757	26%
Fund Balance	$ 946,422	$ 937,066	$ 835,542				

Explanation of Notes:

(1) The 1998 Actual expenditures are $316 lower than shown in the 1999 First Quarter Report. These are due to final year-end adjustments that were made during the City's 1998 State audit between April and June of 1999.

(2) The 1999 Beginning Fund Balance was slightly lower than expected due to the higher than projected 1998 expenditures for County roads services as explained in the 1999 First Quarter Report.

(3) The Fuel Tax and the Local Vehicle License Fees that provide revenues for the Street Funds are tracking as expected through the second quarter. The reason that revenue is above 50% through the second quarter is due to the one-time transfer of County Roads Levy revenue to the Street Fund in the amount of $138,620 due to the annexation of Area A-3.

(4) This Transfer-In represents 50% of the 1999 General Fund subsidy transfer to the Street Fund.

(5) This Transfer-In represents 50% of the 1999 Arterial Street Fund transfer to the Street Fund for the Arterial Street Fund's portion of roads maintenance services.

(6) Expenditures are less than the 50% trendline through the second quarter due to the delay in the County billings for roads services, delays in billings for professional services work, and the hiring of staff and purchase of equipment that will occur later in the year as part of the Public Works Operations Plan adopted by your Council in Ordinance 191 on February 22, 1999. When adjusting for these timing factors, the expenditures would be at 43% through the second quarter.

(7) The Transfer-Out represents 50% of the 1999 Street Fund overhead transfer to the General Fund.

City of Shoreline - 1999 Second 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.

	1998 Year-End Estimates	1998 Actual	1999 Budget	First Quarter	Second Quarter	1999 Total		Percent of Budget
Beginning Fund Balance	$ 345,787	$ 345,787	$ 213,735	$ 220,486	$ 0	$ 220,486	(1)	103%
Revenues	381,945	388,696	381,125	90,459	97,166	187,625	(2)	49%
Total Resources	$ 727,732	$ 734,483	$ 594,860	$ 310,945	$ 97,166	$ 408,111		69%
Transfers-Out (Street Fund)	$ 513,997	$ 513,997	$ 530,374	$ 132,594	$ 132,594	$ 265,187	(3)	50%
Total Expenditures	$ 513,997	$ 513,997	$ 530,374	$ 132,594	$ 132,594	$ 265,187		50%
Fund Balance	$ 213,735	$ 220,486	$ 64,486					

Explanation of Notes:

(1) The 1999 Beginning Balance is slightly higher than expected due to the higher than projected 1998 revenue as explained in the 1999 First Quarter Report.

(2) The Fuel Tax revenue is tracking as expected through the second quarter.

(3) The Transfer-Out represents 50% of the Arterial Street Fund portion of street maintenance expenses made from the Street Fund.

City of Shoreline - 1999 Second Quarter Report
SURFACE WATER MANAGEMENT FUND

The Surface Water Management Fund is used to support the City drainage program. In 1998, these funds will be used to support the drainage program, as well as an assessment of the City's drainage needs. The results of this assessment will be used to prioritize operational and capital drainage projects. 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.

	1998 Year-End Estimates	1998 Actual	1999 Budget	First Quarter	Second Quarter	1999 Total	Percent of Budget
Beginning Fund Balance	$ 2,844,241	$ 2,844,241	$ 3,169,734	$ 3,379,984	$ 0	$ 3,379,984 (2)	107%
Revenues	2,008,836	2,111,722	2,009,043	105,492	1,006,671	1,112,163 (3)	55%
Total Resources	$ 4,853,077	$ 4,955,963	$ 5,178,777	$ 3,485,476	$ 1,006,671	$ 4,492,147	87%
Expenditures	$ 861,119	$ 777,686 (1)	$ 878,095	$ 67,087	71,239	$ 138,326 (4)	16%
Transfers-Out (General Fund)	197,283	197,283	664,994	166,249	166,249	332,498 (5)	50%
Transfers-Out (Capital)	624,941	601,010	941,312	941,312	0	941,312 (6)	100%
	$ 1,683,343	$ 1,575,979	$ 2,484,401	$ 1,174,648	$ 237,488	$ 1,412,136	57%
Fund Balance	$ 3,169,734	$ 3,379,984	$ 2,694,377				

Explanation of Notes:

(1) The 1998 Actual expenditures are $225 lower than shown in the 1999 First Quarter Report. These are due to final year-end adjustments that were made during the City's 1998 State audit between April and June of 1999.

(2) The 1999 beginning fund balance is higher than expected due to the higher revenues and lower expenditures as explained in the 1999 First Quarter Report. This was due to both higher than projected revenues and lower than estimated 1998 expenditures for services from the County.

(3) The revenues are higher than 50% through the second quarter. This is due to higher than expected revenue, probably due to the addition of Area A-3, and higher than budgeted investment interest due to the fund balance in this Fund.

(4) Expenditures are less than the 50% trendline through the second quarter due to the delay in the County billings for surface water services, delays in billings for professional services work, and the hiring of staff and purchase of equipment that will occur later in the year as part of the Public Works Operations Plan adopted by your Council in Ordinance 191 on February 22, 1999.

(5) The Transfers-Out to the General Fund represents 50% of the 1999 Surface Water Fund overhead transfer to the General Fund.

(6) The Transfers-Out to the Surface Water Capital Fund Represents 100% of the 1999 transfer for the surface water capital projects that were included in the 1999 Adopted Budget and in the Six-Year Capital Improvement Program.

City of Shoreline - 1999 Second 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 - 1998 REET funds, King County transfers for Shoreview Park and Richmond Beach Trail, and the 1998 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.

	1998 Year-End Estimates	1998 Actual	1999 Budget	First Quarter	Second Quarter	1999 Total	Percent of Budget
Beginning Fund Balance	$ 231,900	$ 231,900	$ 3,437,015	$ 3,729,465	$ 0	$ 3,729,465 (3)	109%
Revenues	1,515,762	1,889,085	717,142	120,892	232,435	353,327 (4)	49%
Transfers-In (General Fund)	2,504,390	2,504,390	3,094,417	3,094,417	0	3,094,417 (5)	100%
Total Resources	$ 4,252,052	$ 4,625,375	$ 7,248,574	$ 6,944,774	$ 232,435	$ 7,177,209	99%
Expenditures	$ 815,037	$ 895,911 (1)	$ 3,580,597 (2)	$ 38,373	217,829	256,202 (6)	7%
Total Expenditures	$ 815,037	$ 895,911	$ 3,580,597	$ 38,373	$ 217,829	$ 256,202	7%
Fund Balance	$ 3,437,015	$ 3,729,465	$ 3,667,977				

(1) The 1998 Actual expenditures are $35 lower than shown in the 1999 First Quarter Report. These are due to final year-end adjustments that were made during the City's 1998 State audit between April and June of 1999.

(2) The 1999 expenditure budget was increased by $153,913 in Ordinance 1999 on June 28, 1999, for the addition of a capital project to repair and replace the sewer and water lines at Richmond Beach Saltwater Park.

(3) The 1998 revenues were higher than projected due to higher Real Estate Excise Tax ($141,863) from transfers of property at mid-year that were triple the monthly average. Investment interest was also $182,479 higher than estimated due to the large fund balance in the General Capital Fund throughout the year. This resulted in a higher than budgeted 1999 beginning fund balance.

(4) Revenues are tracking as expected through the second quarter.

(5) This reflects 100% of the General Fund transfer to the General Capital Fund.

(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 - 1999 Second Quarter Report
ROADS CAPITAL FUND

The Roads Capital Account 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 Intermodal Surface Transportation Efficiency Act (ISTEA) funding; dedicated State Transportation Improvement Act (TIA) funding; federal funds to reimburse the City for 1997 winter storm damage; and dedicated project grants. The beginning balance is comprised of 1996 - 1998 REET funds and of King County Road Fund transfers associated with the transfer of several capital roads projects.

	1998 Year-End Estimates	1998 Actual	1999 Budget	First Quarter	Second Quarter	1999 Total	Percent of Budget
Beginning Fund Balance	$ 5,332,396	$ 5,332,396	$ 6,375,935	$ 6,259,347	$ 0	$ 6,259,347 (3)	98%
Revenues	1,269,239	1,142,318	2,047,246 (2)	148,295	342,616	490,911 (4)	24%
Total Resources	$ 6,601,635	$ 6,474,714	$ 8,423,181	$ 6,407,642	$ 342,616	$ 6,750,258	80%
Expenditures	$ 225,700	$ 215,367 (1)	$ 1,976,860 (2)	$ 99,914	$ 59,689	$ 159,603 (5)	8%
Total Expenditures	$ 225,700	$ 215,367	$ 1,976,860	$ 99,914	$ 59,689	$ 159,603	
Fund Balance	$ 6,375,935	$ 6,259,347	$ 6,446,321				

Explanation of Notes:

(1) The 1998 Actual expenditures are $67 lower than shown in the 1999 First Quarter Report. These are due to final year-end adjustments that were made during the City's 1998 State audit between April and June of 1999.

(2) The 1999 revenue budget was increased by $255,720 and the expenditure budget was increased by $237,000 due to the adoption of Ordinance 196 on May 10, 1999. This ordinance was due to the City's receipt of additional Community Development Block Grant funds for the City's Curb Ramp Program and additional federal grant revenue for two new sidewalk capital projects on NE 155th Street and on Meridian Avenue.

(3) The 1999 beginning balance is lower than budgeted due to the City receiving less transportation grant revenues in 1998 than were expected. These expected grant revenues should be received in 1999 and beyond as transportation projects progress and are completed.

(4) Revenues are less than 50% 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 1998 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 1999.

(5) 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. The majority of expenditures for the first quarter are for the City's Curb Ramp Program.

City of Shoreline - 1999 Second Quarter Report
SURFACE WATER CAPITAL FUND

The Surface Water Capital Account 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.

	1998 Year-End Estimates	1998 Actual		1999 Budget	First Quarter	Second Quarter	1999 Total		Percent of Budget
Beginning Fund Balance	$ 108,688	$ 108,688		$ 114,343	$ 2,034	$ 0	$ 2,034	(2)	2%
Revenues	407,936	195,403		37,195	6,279	5,284	11,563	(3)	31%
Transfers-In	624,941	601,009		941,312	941,312	0	941,312	(4)	100%
Total Resources	$ 1,141,565	$ 905,100		$ 1,092,850	$ 949,625	$ 5,284	$ 954,909		87%
Expenditures	$ 1,027,222	$ 903,066	(1)	$ 1,092,850	$ 4,460	53,250	$ 57,710	(5)	5%
Total Expenditures	$ 1,027,222	$ 903,066		$ 1,092,850	$ 4,460	$ 53,250	$ 57,710		
Fund Balance	$ 114,343	$ 2,034		$ 0					

Explanation of Notes:

(1) The 1998 Actual expenditures are $101 lower than shown in the 1999 First Quarter Report. These are due to final year-end adjustments that were made during the City's 1998 State audit between April and June of 1999.

(2) The 1999 beginning fund balance is lower than expected due to the lower receipt of federal and state storm reimbursements in 1998 since final project expenditures were lower than expected.

(3) Revenues for the first quarter are less than 50% since the revenue is from grants that will be received later in the year as capital projects progress.

(4) This reflects 100% of the budgeted transfer from the Surface Water Management Fund for surface water capital projects.

(5) 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 - 1999 Second Quarter Report
TRANSFER FUNDS

Transfer Funds	1999 Budget	Resources Through Second Quarter	Percent of Budget	Expenditures Through Second Quarter	Percent of Budget
General Reserve Fund	$ 1,583,084	$ 1,560,537 (1)	99%	$ 0	0%
Asset Depreciation Fund	721,835	745,287 (2)	103%	75,292	10%
Equipment Rental Fund	147,983	125,540	85%	24,364	16%
Unemployment Fund	44,042	46,480 (2)	106%	3,877	9%
Advance Travel Fund	5,460	5,000	92%	0	0%

Explanation of Notes:

(1) The 1999 reserve requirement for the General Fund is 10% of the General Fund discretionary revenue or $1,554,864. These funds are maintained in the General Reserve Fund. The 1999 budget for the General Reserve Fund includes the full 10% reserve requirement plus interest earnings that the Reserve Fund earns during the year. Therefore, by the end of 1999 the Reserve Fund Balance will actually be slightly higher than the 10% requirement.

(2) These two funds are over 100% through the second quarter due to a slightly higher 1999 beginning balance due to higher than projected 1998 resources. Also, 100% of the General Fund transfers to these funds occurred in the first quarter of 1999.