



# City Council Agenda Bill

# 20069

Bill Number

**Subject:** An ordinance relating to the 2013 budget appropriating \$15,000 in the Street Fund to purchase School Zone Flashing Beacons, from unanticipated grant revenue.

**Summary Statement:** Public Works has been successful in obtaining funds to purchase School Zone Flashing Beacons for Kulshan and Whatcom middle schools. The City will receive \$15,000 in reimbursement funding from the Washington Traffic Safety Commission. Purchase requires appropriation of \$15,000 from the Street Fund. The flashing beacons will be installed by January 1, 2014, on Lakeway Drive near Kenoyer Drive and on "F" Street near Halleck Street as shown on the attached maps.

**Previous Council Action:** None

**Fiscal Impact:** The School Zone Flashing Beacons will be purchased with funds appropriated from the Street Fund, which will be reimbursed from the Washington Traffic Safety Commission in the amount of \$15,000.

**Funding Source:** Washington Traffic Safety Commission School Zone Flashing Beacon/Lighting Project Grant

**Attachments:** Appropriations Ordinance  
Approval letters  
Proposals  
Location maps  
Flashing Beacon photo

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Committee Briefing Council Vote Requested	05-Aug-2013	Pass Ordinance	Ted Carlson, PW Director	5 min.
Third & Final Ordinance	12-Aug-2013	Pass Ordinance		

**Council Committee:**

**Public Works / Public Safety**

Stan Snapp, Chair  
Terry Bornemann; Gene Knutson

**Agenda Bill Contact:**

Eric Johnston, PW/OPS Assistant Director  
778-7710, ecjohnston@cob.org

**Committee Actions:**

GK/TB moved to recommend approval. SS concurred.

Reviewed By	Initials	Date
Ted Carlson, PW Director	TAC	7/29/13
Brian Henshaw, Budget Mgr.	BH	7/30/13
John Carter, Finance Dir.	JC	7/30/13
Legal	AMK	7/30/13
Mayor	KL/BA	7/30/13

**Council Action:**

8/5/13 SNAPP / LEHMAN moved approval for first and second reading. MOTION CARRIED 7-0.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE RELATING TO THE 2013 BUDGET INCREASING REVENUE IN THE STREET FUND, PUBLIC WORKS DEPARTMENT TRANSPORTATION OPERATIONS GROUP, AS A RESULT OF A WASHINGTON STATE TRAFFIC SAFETY COMMISSION GRANT TO PROVIDE FOR THE PURCHASE OF SCHOOL ZONE FLASHING BEACONS AND APPROPRIATING \$15,000.00 IN RELATED EXPENDITURES.**

**WHEREAS**, the Public Works Department has been awarded a \$15,000.00 grant from the Washington State Traffic Safety Commission to purchase flashing beacons for school zones at Kulshan and Whatcom Middle Schools.

**NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:**

Revenue in the Street Fund, Public Works Transportation Operations Group, is hereby increased by \$15,000.00 as a result of a grant from the Washington State Traffic Safety Commission. The amount of \$15,000.00 is hereby appropriated to provide for the purchase of flashing school zone beacons. The source of funding will be credited from:

<u>111</u>		<u>STREET FUND</u>		
	3	638	<u>PW TRANSPORTATION OPERATIONS</u>	
111-3638000340353			WTSC-SAFE ROUTE TO SCHOOL	\$ 15,000.00

To be debited as follows:

<u>111</u>		<u>STREET FUND</u>		
	5	638	<u>PW TRANSPORTATION OPERATIONS</u>	
		211	<u>TRAFFIC OPERATIONS</u>	
111-56382114802			REPAIR/MAINTENANCE-STRUCTURES	\$ 15,000.00

**PASSED** by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Council President

**APPROVED** by me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

**ATTEST:** \_\_\_\_\_  
Finance Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Office of the City Attorney

Published:  
\_\_\_\_\_



STATE OF WASHINGTON  
WASHINGTON TRAFFIC SAFETY COMMISSION  
PO Box 40944, Olympia, Washington 98504-0944, (360) 753-6197

June 17, 2013

Kim Brown, Transportation Options Coordinator  
City of Bellingham  
210 Lottie Street  
Bellingham, WA 98225  
[kimbrown@cob.org](mailto:kimbrown@cob.org)

**RE: School Zone Flashing Beacon/Lighting Project**

Dear Ms. Brown:

On behalf of the Washington Traffic Safety Commission (WTSC), I am pleased to inform you that you have met the qualifications of the School Zone Flashing Beacon grant. You have agreed to install approved flashing beacons, as outlined in the RFP, in designated and legally marked school zones following the requirements outlined in RCW 46.61.440 (2).

Funding for School Zone Flashing Lights in the amount of \$7,500.00 is approved for the following school zones at **Kulshan Middle School/Bellingham School District**:

- Lakeway/Kenoyer

Your project(s) must begin **no sooner than July 1, 2013**, and installation must be **completed by January 1, 2014** (6 months from grant approval date as outlined in the signed agreement).

**Reporting Requirements**

A final post-installation data report must be submitted no later than January 1, 2015, (**within one year of installation**) detailing the impact of this project within the school zone(s), and should include whether or not the goals outlined in your original proposal were achieved. The data collected for the final report should be consistent with the conditions existing during pre-installation data collection (same time of day, same day of the week, same length of time). Post installation collision data should be included as well.

Please use the **Post Installation Data Report Form** enclosed. Additional graphs, diagrams or data reports are not necessary. Fill in the information for each zone that

you were approved for. Print additional pages of the form as needed for additional zone tables.

### **Invoicing Requirements**

Final reimbursement requests must be received by the WTSC no later than **February 28, 2014**.

I have detailed the order/reimbursement procedure below:

1. Your agency must order/purchase the equipment granted and be billed for the equipment or goods and services.
2. Your agency must receive the equipment and install the beacons at the designated sites. Following installation, your agency must submit the required documentation below:
  - The enclosed A19-1A form (every area with an arrow ➡ is required),
  - A duplicate copy of your vendor's billing invoice,
  - Proof of payment, and
  - Photos of installed flashing beacons (photos inside the control panels are not necessary). Label each photo to coordinate with the appropriate zone.

Please note that we **cannot** accept a FAX or emailed request.

3. Upon receipt of the required documentation above, your agency will be reimbursed.

Failure to submit reimbursement requests or to file the required final report could lead to termination of the project agreement, forfeiture of reimbursement, and denial of future grant requests.

If you have any questions or concerns regarding your project, please contact me at (360) 725-9883, or e-mail me at [kdroke@wtsc.wa.gov](mailto:kdroke@wtsc.wa.gov).

Sincerely,



Kathy Droke  
**Electronic Approval**

Enclosure:  
A19 Invoice Voucher



STATE OF WASHINGTON  
WASHINGTON TRAFFIC SAFETY COMMISSION  
PO Box 40944, Olympia, Washington 98504-0944, (360) 753-6197

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Funding for School Zone Flashing Lights in the amount of \$7,500.00 is approved for the following school zones at **Whatcom Middle School/Bellingham School District**:

- F Street between Girard Street and Irving Street

Your project(s) must begin **no sooner than July 1, 2013**, and installation must be **completed by January 1, 2014** (6 months from grant approval date as outlined in the signed agreement).

**Reporting Requirements**

A final post-installation data report must be submitted no later than January 1, 2015, (**within one year of installation**) detailing the impact of this project within the school zone(s), and should include whether or not the goals outlined in your original proposal were achieved. The data collected for the final report should be consistent with the conditions existing during pre-installation data collection (same time of day, same day of the week, same length of time). Post installation collision data should be included as well.

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  - A duplicate copy of your vendor's billing invoice,
  - Proof of payment, and
  - Photos of installed flashing beacons (photos inside the control panels are not necessary). Label each photo to coordinate with the appropriate zone.

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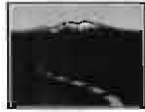
If you have any questions or concerns regarding your project, please contact me at (360) 725-9883, or e-mail me at [kdroke@wtsc.wa.gov](mailto:kdroke@wtsc.wa.gov).

Sincerely,



Kathy Droke  
**Electronic Approval**

Enclosure:  
A19 Invoice Voucher



WASHINGTON  
**Traffic Safety**  
COMMISSION

## SCHOOL ZONE - FLASHING LIGHTS PROPOSAL

### Advertising Procedures

This proposal is being sent to a statewide list of prospective constituents.

Washington Traffic Safety Commission  
**PO Box 40944, Olympia, WA 98504-0944**  
 Phone: 360.725.9883 FAX: 360.586.6489  
School Zone Flashing Lights Grants  
 Kathy Droke, Grant Manager  
[kdroke@wtsc.wa.gov](mailto:kdroke@wtsc.wa.gov)

### Section 1 Authorization

Applicant agency/organization: City of Bellingham

Name of school/school district: Kulshan Middle School, Bellingham School District

Applicant project director: <u>Kim Brown</u>		<u>Transportation Options Coordinator</u>	
	Name		Title
<u>210 Lottie Street</u>	<u>Bellingham, WA 98225</u>	<u>kimbrown@cob.org</u>	<u>360-778-7950</u>
Address	City, Zip	E-mail	Telephone

**Applicant agency/organization authorizing official (person with contracting authority if different than above):**

<u>Ted Carlson</u>		<u>Public Works Director</u>	
	Name		Title
		<u>tcarlson@cob.org</u>	<u>360-778-7998</u>
Address, if different than above	City, Zip	E-mail	Telephone

Signature

Date

\*\*\*\*\*

**WTSC Use Only:**

**Grant Manager:** Kathy Droke

**Planned Project Duration:** From: July 1, 2013 To: June 30, 2014

**Approved by** Name: Darrin Grondel Title: Director



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Washington Traffic Safety Commission**  
*Project Agreement*

**Section 2**  
**Description of Activity**

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1. Please describe the proposed site(s) selected for the school zone flashing beacons. Describe the roads (i.e. lanes, markings, control devices, speed limit).

Lakeway Drive is a multi-lane principal arterial with a school crossing at the traffic signal at Kenoyer Drive. The crosswalk extends across three through traffic lanes and one dedicated left turn lane with no median refuge. Lakeway Drive is posted at 35mph and has advanced school signs, 20mph school zone signs "when children are present" and school crossing signs.

There are WTA bus stops on Lakeway, either side of Kenoyer, access to Whatcom Falls Park at Lakeway & Kenoyer and a trail connecting access from Lakeway Drive to the school.

From January to December of 2012 there were five motor vehicle collisions in the vicinity of the school zone, with two occurring at the intersection of Lakeway Drive and Kenoyer Drive (both failure to yield collisions). Of the other three collisions, one was due to inattentive driving, one failure to yield, and one following too closely.

Two years ago a Kulshan Middle School student was struck by a car while attempting to cross Lakeway Drive outside of the marked crosswalk.

2. Please include information for the following data points regarding the respective school zones you are requesting this grant for. Please use the following table format for **EACH** school zone.

	2012 (January to December)
Average Speed	36mph
Average Daily Traffic (ADT)	21,000
Fatalities	0
Serious Injuries	0
Number of Students Attending School	649
Number of Students that Walk or Bike to School	182

3. Please provide the proposed schedule for the following milestones?

Date Hardware ordered	7/1/2013
Date Hardware received	8/19/2013
Date Installation scheduled	9/9/2013
Date Installation completed	10/1/2013
Other	

**Section 3  
Budget Summary**

Provide a budget summary of the project.

	Amount Requested
<b>Equipment: (Up to \$7,500.00 per school zone)</b>	
Zone 1 <u>Lakeway/Kenoyer</u>	<u>\$ 7500.00</u>
Zone 2 _____ (If applicable)	\$ _____
Zone 3 _____ (If applicable)	\$ _____
Zone 4 _____ (If applicable)	\$ _____
 (Projects are not limited to 4 zones.)	
<b>TOTAL REQUESTED:</b>	<b><u>\$ 7500.00</u></b>



## SCHOOL ZONE - FLASHING LIGHTS PROPOSAL

### Advertising Procedures

This proposal is being sent to a statewide list of prospective constituents.

Washington Traffic Safety Commission  
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 Kathy Droke, Grant Manager  
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### Section 1 Authorization

Applicant agency/organization: City of Bellingham

Name of school/school district: Whatcom Middle School, Bellingham School District

Applicant project director: <u>Kim Brown</u>		<u>Transportation Options Coordinator</u>	
	Name		Title
<u>210 Lottie Street</u>	<u>Bellingham, WA 98225</u>	<u>kimbrown@cob.org</u>	<u>360-778-7950</u>
Address	City, Zip	E-mail	Telephone

**Applicant agency/organization authorizing official (person with contracting authority if different than above):**

<u>Ted Carlson</u>		<u>Public Works Director</u>	
	Name		Title
		<u>tcarlson@cob.org</u>	<u>360-778-7998</u>
Address, if different than above	City, Zip	E-mail	Telephone

Signature

Date

\*\*\*\*\*

**WTSC Use Only:**

Grant Manager: Kathy Droke

Planned Project Duration: From: July 1, 2013 To: June 30, 2014

Approved by Name: Darrin Grondel Title: Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Washington Traffic Safety Commission**  
*Project Agreement*

**Section 2**  
**Description of Activity**

1. Please describe the proposed site(s) selected for the school zone flashing beacons. Describe the roads (i.e. lanes, markings, control devices, speed limit).

F Street (between Girard Street and Irving Street) is a two-lane secondary arterial with school crossings at Girard Street (signalized intersection), Halleck Street (uncontrolled striped crosswalk) and Irving Street (uncontrolled striped crosswalk). F Street is posted at 25mph and has advanced school signs, 20mph school zone signs "when children are present" and school crossing signs. Parent drop-off and pick-up is on F Street with queued vehicles often blocking sight distance at the crosswalks. Halleck Street between F Street and D Street is for school bus drop-off and pick-up only. From January to December of 2012 there were four motor vehicle collisions (one injury, three property damage only) on F Street between Girard Street and Irving Street.

2. Please include information for the following data points regarding the respective school zones you are requesting this grant for. Please use the following table format for **EACH** school zone.

	<b>2012 (January to December)</b>
<b>Average Speed</b>	27mph
<b>Average Daily Traffic (ADT)</b>	7,700
<b>Fatalities</b>	0
<b>Serious Injuries</b>	0
<b>Number of Students Attending School</b>	624
<b>Number of Students that Walk or Bike to School</b>	350

3. Please provide the proposed schedule for the following milestones?

<b>Date Hardware ordered</b>	7/1/2013
<b>Date Hardware received</b>	8/19/2013
<b>Date Installation scheduled</b>	9/9/2013
<b>Date Installation completed</b>	10/1/2013
<b>Other</b>	

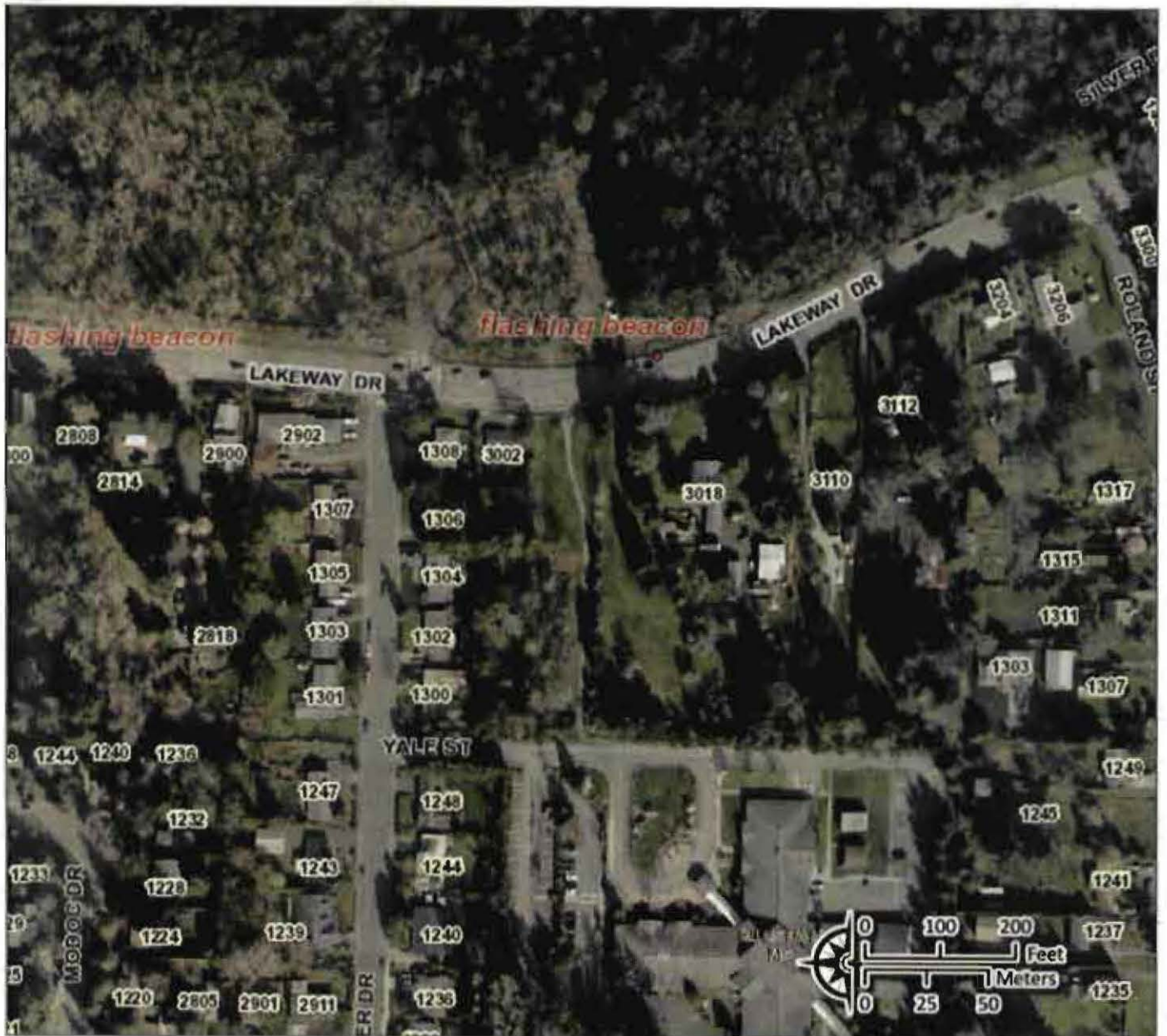
**Section 3  
Budget Summary**

Provide a budget summary of the project.

	<b>Amount Requested</b>
<b>Equipment: (Up to \$7,500.00 per school zone)</b>	
Zone 1 <u>F Street between Girard Street and Irving Street</u>	<u>\$ 7500.00</u>
Zone 2 _____ (If applicable)	\$ _____
Zone 3 _____ (If applicable)	\$ _____
Zone 4 _____ (If applicable)	\$ _____
 (Projects are not limited to 4 zones.)	
<b>TOTAL REQUESTED:</b>	<b><u>\$ 7500.00</u></b>



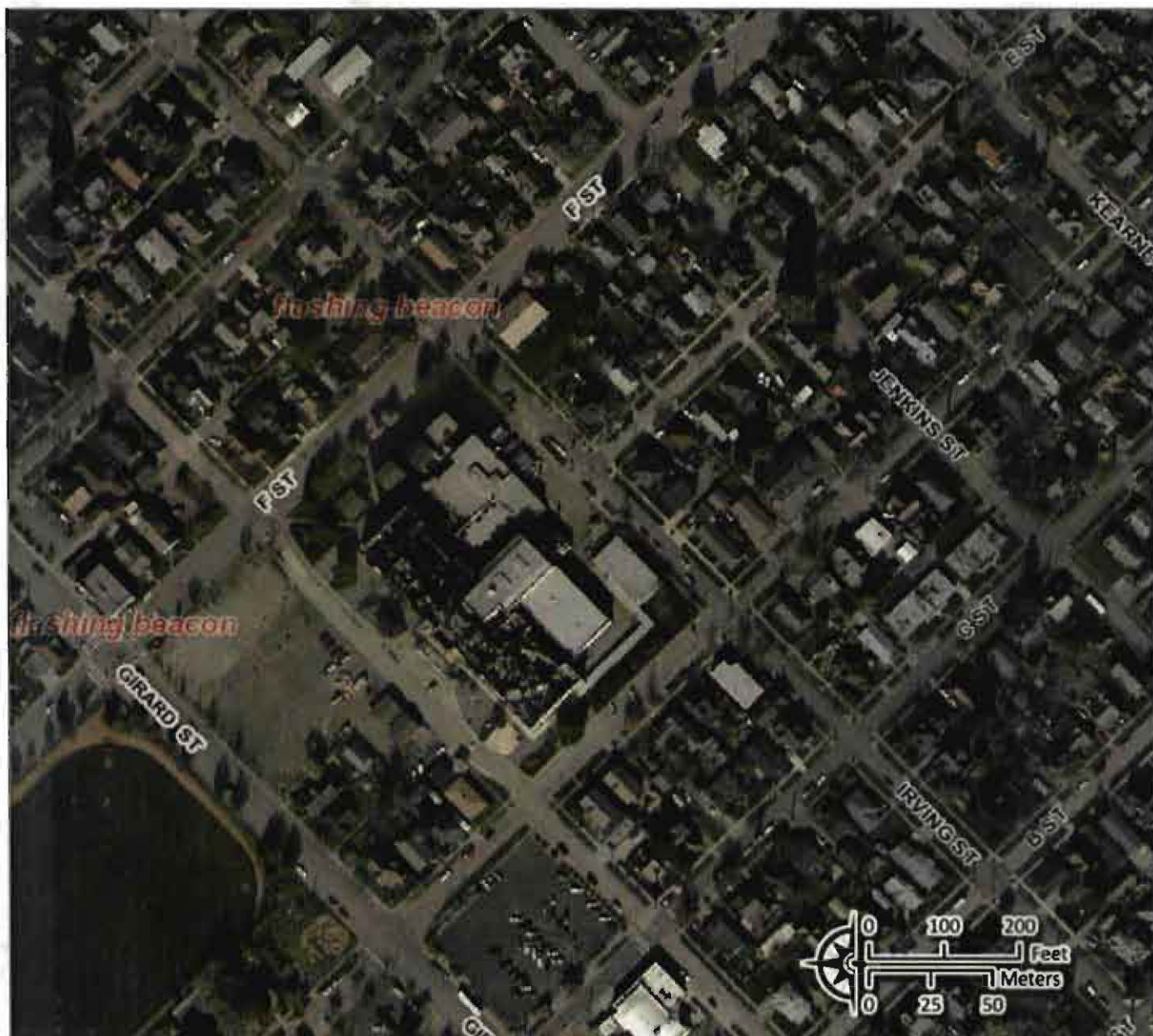
# *Kulshan MS flashing beacon locations*



The City of Bellingham has compiled this information for its own use and is not responsible for any use of this information by others. The information found herein is provided simply as a courtesy to the public and is not intended for any third party use in any official, professional or other authoritative capacity. Persons using this information do so at their own risk and by such use agree to defend, indemnify and hold harmless the City of Bellingham as to any claims, damages, liability, losses or suits arising out of such



## *Whatcom MS flashing beacon locations*



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