



CITY OF KIRKLAND
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Marilynne Beard, Deputy City Manager
Cherie Harris, Police Chief
Kathy Brown, Director of Public Works

Date: January 3, 2019

Subject: SCHOOL ZONE SAFETY PHOTO ENFORCEMENT PROGRAM

RECOMMENDATION:

City Council receives an update on school zone photo enforcement implementation steps and policy issues and provides direction to staff on policy issues needed to implement the program.

BACKGROUND DISCUSSION:

At the [June 19, 2018 study session](#), staff presented a report on the use photo enforcement cameras in school zones and related implementation steps, policy issues and financial projections. The City Council posed several policy questions and directed staff to return with additional information and a project plan. Council provided direction to staff to begin installation of consistent school zone signage prior to the implementation of photo enforcement equipment.

The purpose of this memo is to respond the Council's questions and to provide recommendations on the policy issues presented in the first report and as well as policy issues that arose from the study session. This report also presents a draft workplan for implementation of school zone photo enforcement cameras at two elementary school sites – Rose Hill Elementary and John Muir Elementary.

Neighborhood Routes to School Action Plans and Timing of School Zone Safety Cameras

The Council direction to proceed with school zone safety cameras occurred in June of 2018, well before the Council adopted the 2019-2020 budget in December. The 2019-2020 budget includes a service package to develop neighborhood routes to school action plans for all public schools in Kirkland. The action plans will likely recommend both capital and operating investments by the City of Kirkland and the Lake Washington School District. The types and cost of the investments will vary by each school. The intent of the project is to substantially complete the action plans by the spring of 2020 in time to inform the 2021-2022 budget and CIP process. The Council should evaluate how these two projects interact with each other. As currently recommended, the school zone camera pilot would be implemented at the two sites before the action plans are completed, and revenues above expenses from the school zone safety cameras may be one significant way action plan items are funded. School zone camera implementation includes a robust 2019 community engagement process that is described later in the memo. However, the Council may also wish to consider delaying the camera

implementation until some or all the action plans are completed. This would defer the implementation until the fall of 2020. Staff is continuing to move forward with implementation based on current direction to start the pilot in the fall of 2019.

Signage Update

School zone signs will be ordered in early January for both school zones recommended for additional enforcement. There will be six sets of signs installed – three at John Muir Elementary in Kingsgate and three at South Rose Hill Elementary. After the new signage is installed each school speed zone will have three approaches that have signs and flashing school zone signs warning drivers of the 20-mph speed limit when the lights are flashing. Each school zone will also have an “End School Zone” sign posted as drivers leave the school zone. In addition to the school zone signage by approved by the Council, the Neighborhood Safety Program includes funding for a speed radar sign advising motorists of their speed compared to the posted speed near the Kingsgate School zones (but not within the actual school zones). All of the signs were ordered and are expected to be installed in the first quarter of 2019. Additional signage will be placed when the photo enforcement cameras are installed just prior to activation of the cameras warning drivers of the photo enforcement cameras.

To complete the sign installation, City crews will install the signs rather than contracting the installation out. The competitive construction environment limits the number of outside contractors that are available to do sign installations which also drives higher costs. Staff estimates that contracting for sign installation could be as high as \$20,000 per school zone. City crews can complete both school sign installations at a cost of \$18,000 including time and materials.

Speed Study Update

Speed studies in multiple school zones were conducted in May 2018 just prior to the June Study Session. Updated speed studies were conducted in the two recommended photo enforcement sites in November and December of 2018 to create a baseline for pre and post-signage installation to determine the degree to which improved signage impacted speed. The updated speed studies are included as Attachment B.

Kathy Robertson, Neighborhood Traffic Coordinator notes: “Overall the traffic studies between May and November show similar patterns, with a significant number of drivers exceeding 20 and 25 MPH. Near Rose Hill, few cars exceed 35 MPH, and very little traffic exceeds 40 MPH. Near John Muir, the traffic volumes are higher, and more cars exceed 35 MPH than by Rose Hill. Very few cars exceed 45 MPH. The variability in the results from the different traffic studies is expected - different times of the year, different drivers, different activities occurring nearby, enforcement recently or during the study, different equipment, and many other factors can all influence the results without us knowing the specifics.”

The speed studies confirm the incidence of excess speeds and inform the revenue projections used in the financial analysis. Staff does not recommend any changes to the financial model based on the updated speed study at this time. An additional speed study will be conducted in the spring of 2019 that will indicate whether the new signage resulted in slower speeds and as a baseline for the pre-camera/post-camera speeds.

Vendor Contract Update

Purchasing staff and Police staff have been communicating most recently with American Traffic Solutions, commonly referred to as ATS, a company that provides photo enforcement cameras and operations for twenty cities in Washington. To "piggyback" on another agency's contract, Kirkland needs to have an interlocal purchasing agreement in place with the other agency and the other agency's contract has to include a provision for making the contract terms available to other agencies. At this point, it does appear not that any of the Washington state cities that contract with ATS have provisions for Kirkland to piggyback on their contracts without creating a new interlocal agreement.

However, out-of-state piggybacking is available. The City is a member of the Houston Galveston Area Council purchasing consortium and can piggyback on contracts of other member cities. Because of Washington's strict rules concerning piggybacking, the State Auditor has been closely monitoring the use of piggybacking and cited a number of cities in the past year for inappropriate use of the interlocal purchasing laws. Staff is currently working with the State Auditor's Office to get their concurrence on using the HGAC purchasing consortium. If the Auditor's Office takes exception to using an out of state purchasing consortium, the City may need to consider waiving the competitive bid process for this contract or issuing an RFP for the photo enforcement services.

Financial Update

The financial analysis presented at the June 19, 2108 study session is still valid in terms of estimated volumes and costs and revenue with an estimated net annual revenue of \$795,000 after factoring in the costs of operating the program including monthly payments to the contractor, Police staff time and Court staff and judicial time. Both the Police Department and Municipal Court plan to use interim methods of addressing the hours needed for the photo enforcement program until they have data about volumes and actual staff hours needed.

The estimated Police hours needed to review videos before a citation is issued is .38 FTE or 790 hours per year. The Police Department plans to use officers that are on light duty whenever possible, however the work will otherwise be assigned to the traffic unit. The Police Department is estimating an average of two hours per day to review videos which will necessitate pulling in a traffic unit officer into the Kirkland Justice Center to review videos.

Council asked if the City could purchase officer hours from other cities to review videos. This practice would be legal (i.e. an officer from one city can issue citations while in another city provided it is filed with the designated court for that jurisdiction). However, there is a practical concern with the availability of officers from other cities since they are experiencing the same rate of vacancies (or more) as Kirkland and do not have the manpower to spare. In addition, the City would need to bargain the impacts of contracting out bargaining unit work.

The Municipal Court would hire a temporary Judicial Support Associate (estimated at .74 FTE or 1,539 hours per year). Additional judicial services (provided by pro tem judges) can be contracted on an hourly basis as needed.

It is recommended that the program be operated with temporary staff and reassigned staff for the first six months of the program so that a better understanding of citation volume and work load can be ascertained. A budget adjustment will be requested for 2019 to acknowledge the up-front costs of implementing the program. A budget adjustment for 2020 will be needed to

acknowledge the revenue from the photo enforcement program and ongoing staff resources needed to meet program duties.

Policy Issues

At the June study session, staff presented a series of policy questions to the Council including recommendations. An update on those policy issues are shown below. Council introduced several new policy issues that will also be addressed below. The original policy language from the June staff report is shown in italics with an update provided below.

- ***Hours of Camera Operation*** – *The traffic study captured data from 8:00 am to 9:00 am and 2:30 pm to 3:30 pm, one hour before the start of school and after dismissal. The Police Department recommends that these be the hours of operation for the cameras since this is the peak time for school-related traffic.*

The Police Department recommendation is the same, with cameras operating 30 minutes before and after the start of the school day and 30 minutes before and after the end of the school day (for a total of two hours per day).

- ***Fines*** – *The City Council establishes the amount of the fine for school zone speed violations. State law limits the amount of the fine to the "amount issued for other parking infractions within the jurisdiction." The maximum parking fine issued within the City of Kirkland is \$450 for Handicapped Parking. Other cities contacted that impose automated traffic speed traffic base fines range from \$124 to \$136. In some cases, the fine is graduated based on the miles per hours in excess of the posted speed limit.*

The normal ticket amount for traffic infractions such as equipment violations, seat belt violations, failing to stop for a stop sign, failing to signal, etc. is \$136 The minimum school zone speeding ticket, if issued by an officer, is \$214 for driving one to five mph over the school zone speed limit and increases quickly depending on how fast the violator was traveling in the school zone. A survey of neighboring cities is shown below.

- Bellevue currently charges \$124 for a camera-generated school zone ticket. Bellevue begins ticketing at 8 mph over the limit and their fine amount stays the same regardless of the violator's speed (i.e. no graduated fine amount)
- Issaquah currently charges \$124 for a camera-generated school zone ticket. Issaquah begins ticketing at 7 mph over the limit and their fine amount stays the same regardless of the violator's speed (i.e. no graduated fine amount)
- Lynnwood currently charges \$124 for a camera-generated school zone ticket, but they do use a graduated fine system. They begin ticketing at 9 mph over the limit and at 19 mph over, their fine goes up to \$250.
- Renton currently charges \$124 for a camera-generated school zone ticket, but they also use a graduated fine system. They begin ticketing at 6 mph over the limit and at 16 mph over, their fine goes up to \$250.

It is worth noting that the \$124 fine amount is left over from an older fine amount that is set by the Administrative Office of the Courts. The normal ticket amount for violations mentioned above used to be \$124 and it is now \$136. This change occurred July 1, 2015.

Jurisdiction	Base Fine	MPH	Graduated Fine	MPH Over Limit
Bellevue	\$124	28 mph and over	None	
Issaquah	\$124	27 mph and over	None	
Lynnwood	\$124	29 mph – 39 mph	\$250	40 mph and over
Renton	\$124	26 mph – 36 mph	\$250	37 mph and over
Kirkland (recommended)	\$136	26 mph and over	None	

Staff recommends that the safety camera ticket amount be \$136 beginning at 6 mph over the limit (e.g. 26 mph and over). This is in-line with a “normal” ticket without being so high that people are more likely to either contest the ticket and/or attest to the fact that they were not driving. Staff further recommends that Kirkland start the program without a graduated fine structure, similar to Bellevue and Issaquah. Once the program is in place, if there is a pattern of excessive speeding, the City Council could consider implementing a graduated fine schedule.

Council inquired about imposing a higher fine for multiple violations. Since photo enforced school zone fines are treated the same a parking ticket, multiple violations would not trigger a higher fine (e.g. multiple parking tickets do not result in a graduated fine). Similarly, unpaid photo enforced school zone tickets are not reported to the Department of Licensing like a normal citation is, potentially resulting in the eventual suspension of one’s license. Rather unpaid photo enforcement tickets, like unpaid parking tickets, are sent to collection.

Council also inquired about limiting the number of affidavits that could be submitted by one individual attesting that they were not the driver of the car at the time of the infraction. Once an affidavit is submitted the case is dismissed. The Judicial Information System (JIS) does not have the ability to track the incidence of repeat affidavits. More importantly, state law allows for the use of affidavits and the City would be in violation of state law if it were to interfere with that right.

Finally, Council inquired about issuing warnings for a first offense. As a practical matter, the photo enforcement camera operator does not have the ability track first time versus subsequent offenses. A “record” of infractions is tracked in the Judicial Information System which is only triggered when the infraction is filed with the Court (after the citation was issued). At that point, the defendant can request that the ticket be mitigated based on the first-time offense and then the Judge would decide whether to mitigate the ticket. Staff recommends issuing warnings during the first 30 days of photo enforcement in September/October (something the vendor can do and has done in other jurisdictions). After 30 days, citations will begin to be issued.

- ***Use of Revenue*** – *The first priority for the revenue should be to fully cover all of the costs (police, court, vendor, etc.) of implementing the program. After considering the likely costs and revenue generated by the program, any net amount can legally be used for any municipal purpose. In keeping with the overall goal of safety, staff recommends that net revenue be used to supplement the neighborhood safety program project funds and safe routes to school investments such as sidewalks, crosswalks and flashing beacons. The City Council’s supplementary contribution to the neighborhood safety program expires in 2021 and this is one possible source to continue this important partnership with the community.*

The staff recommendation remains the same with emphasis on the use of net revenue to augment the City's overall pedestrian safety and safe school walk routes programs. A CIP project (TRC11705) for \$50,000 to install school zone signage was approved in the 2019-2020 Budget using reserves. Additional signage could be funded by the net revenue from the school photo enforcement fines once the program is implemented and the revenue becomes available. The revenue could also be used to replace one-time funding for the neighborhood safety program that will expire in 2021.

- ***Violations Issued to Public Entity Vehicles*** – Like rental cars, "e-plates" or vehicles owned by a public agency are driven by multiple drivers (e.g. cities, counties, public utilities, school districts). Public vehicles also include first responders that may be responding to a call for service. Follow-up research is needed to determine who was driving the vehicle, what the nature of the travel was and the jurisdiction's policy for responsibility for fines. The City of Kirkland's policy is that any employee that receives a parking or traffic violation is responsible for the payment of the fine. Staff recommends that the Kirkland Police Department conduct follow-up on the validity and driver of videos of public vehicles and issue the driver of public vehicles the infraction.

An infraction will be issued unless the officer viewing the violation can visually confirm that the vehicle was responding to an emergency (e.g. using emergency lights). If the emergency cannot be verified visually, the officer will contact the agency and verify that the driver was responding to a call for service. If not, the driver will be cited.

Communications Plan

The Communications team in the City Manager's Office is developing a communication program that will run throughout 2019 and includes:

- Develop key messages (January)
- General public relations initiative on school zone safety (February)
- Information regarding the installation of new signage in school zones (April)
- Finalize communication plans with school district regarding plans for photo enforcement (June)
- Produce video for Currently Kirkland on School Zone safety and photo enforcement plans (June)
- Meet with neighborhood associations where photo enforcement will be installed (June)
- Work with school district to include information in mailings that are sent to parents prior to the start of school (August)
- Begin media outreach and meet with PTSA's (September)
- Push out information about the shift from warnings to citations (October)
- Develop post installation follow-up communication about program outcomes such as reduced speeds (December)

Staff is also working on a graphic that shows the relationship between the severity of injuries as speeds increase compared to the speeds currently recorded in the two school zones recommended for photo enforcement.

Implementation Work Plan

School zone photo enforcement cameras are generally activated at the beginning of the school year in September. Counting back from that date, a series of activities need to be completed to meet the September "go live" date. An interdepartmental staff team jointly developed a

timeline and work plan that is organized by responsible department and by deadlines. Some of the actions are interdependent in that the sequencing for each department's tasks need to sync with other departments' activities. The interdepartmental working group will continue to meet monthly or as needed in 2019 to monitor overall progress and adjust as needed. Periodic updates to the Public Safety Committee and City Council will be provided. Attachment C is a draft timeline for 2019 that reflects the overall goal of implementing photo enforcement in two school zones in September 2019.

Summary of Policy Recommendations

Council direction is needed on the policy recommendations presented in this memo which are summarized below.

- Implement photo enforcement in September 2019 at John Muir Elementary and Rose Hill Elementary.
- Issue warnings for the first 30 days of photo enforcement and citations after 30 days.
- Use temporary staffing to support photo enforcement program requirements for the first three months which may include diverting a traffic unit officer for approximately two hours per day to review videos (unless a light duty officer is available).
- Operate photo enforcement cameras 30 minutes before and after the start of school and before and after the end of school (based on individual school start and stop times).
- Establish the fine for exceeding the school zone speed limit (20 mph) for speeds over 25 mph at \$136 per incident. Do not implement a graduated fine for excessive speeds or multiple infractions at the outset of the program and reevaluate after more is known about changes in driving behaviors once the cameras are installed.
- Prioritize net revenue (marginal citation revenue after all program costs are addressed) to augment school zone safety projects, the Safe Routes to School program and potentially replace Neighborhood Safety Program funding after the current funding expires in 2021.
- Cite all public vehicles (e-plates) unless a citation is related to an emergency call for service (determined visually by reviewing videos by following up with the agency. Follow up citations with all public entities to determine who the driver of the car was during the infraction and cite the driver.
- Use an interlocal agreement to piggyback on another jurisdiction's contract for photo enforcement services or issue an RFP if an interlocal option is not available.
- Implement a robust communication plan that focuses on safety and provides ample notice to drivers of the planned use of photo enforcement devices.

Staff will present enabling legislation and a draft vendor contract in March.

LOCATION: Rose Hill Elementary School Zone - Speed and Traffic Volume Count Summary

Date Time Approach	11/13/2018 8:00 to 9:00 AM		11/15/2018 8:00 to 9:00 AM		11/13/2018 2:30 to 3:30 PM		11/15/2018 2:30 to 3:30 PM		Overall Results
	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	
Average Speed (MPH)	23	24	22	26	24	25	24	25	
85th Percentile (MPH)	29	28	28	30	30	29	29	29	
10 Mile Pace	16-26	18-28	16-26	21-31	16-26	20-30	18-28	20-30	
Hourly Volume	232	248	239	256	405	293	366	270	2309
% Exc. 20 MPH	59%	75%	50%	86%	68%	92%	68%	90%	74%
# Veh. Exceed. 20MPH	136	187	119	220	275	271	248	243	1699
% Exc. 25 MPH	28%	33%	26%	44%	31%	51%	33%	47%	36%
# Veh. Exceed. 25MPH	65	82	61	113	125	148	119	126	839
% Exc. 30 MPH	12%	7%	7%	11%	13%	7%	12%	6%	10%
# Veh. Exceed. 30MPH	27	18	16	28	52	21	43	17	222
% Exc. 35 MPH	4%	0%	0%	2%	2%	1%	1%	1%	1%
# Veh. Exceed. 35MPH	9	0	1	4	10	2	4	2	32
% Exc. 40 MPH	2%	0%	0%	1%	0%	0%	1%	0%	1%
# Veh. Exceed. 40MPH	5	0	0	3	2	0	2	0	12

LOCATION: Rose Hill Elementary School Zone - Speed and Traffic Volume Count Summary

Date Time Approach	5/3/2018 8:00 to 9:00 AM		5/8/2018 8:00 to 9:00 AM		5/3/2018 2:30 to 3:30 PM		5/8/2018 2:30 to 3:30 PM		Overall Results
	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	
Average Speed (MPH)	23	25	23	26	22	25	22	23	
85th Percentile (MPH)	27	28	27	28	25	28	25	26	
10 Mile Pace	16-25	21-30	16-25	21-30	16-25	21-30	16-25	16-25	
Hourly Volume	160	292	167	286	191	303	157	258	1814
% Exc. 20 MPH	58%	86%	70%	92%	87%	90%	73%	65%	78%
# Veh. Exceed. 20MPH	93	252	117	263	137	274	114	167	1417
% Exc. 25 MPH	23%	46%	24%	49%	21%	38%	16%	20%	32%
# Veh. Exceed. 25MPH	37	135	40	141	40	115	25	51	584

% Exceed. 35MPH	2%	0%	0%	1%	0%	0%	0%	0%	0.3%
# Veh. Exceed. 35MPH	3	1	0	2	0	0	0	0	6
% Exceed. 40MPH	2%	0%	0%	0%	0%	0%	0%	0%	0.2%
# Veh. Exceed. 40MPH	3	0	0	0	0	0	0	0	3

LOCATION: John Muir Elementary School Zone - Speed and Traffic Volume Count Summary

Date Time Approach	10/30/2018 8:30 to 9:30 AM		11/1/2018 8:30 to 9:30 AM		10/30/2018 3:00 to 4:00 PM		11/1/2018 3:00 to 4:00 PM		Overall Results
	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	
Average Speed (MPH)	22	24	23	22	23	27	23	26	
85th Percentile (MPH)	27	28	27	27	28	33	28	31	
10 Mile Pace	16-26	17-27	16-26	15-25	16-26	20-30	17-27	20-30	
Hourly Volume	301	520	257	507	459	293	470	247	3054
% Exc. 20 MPH	56%	74%	49%	44%	53%	89%	59%	87%	62%
# Veh. Exceed. 20MPH	169	384	127	225	244	261	277	214	1901
% Exc. 25 MPH	23%	34%	21%	18%	27%	60%	28%	52%	31%
# Veh. Exceed. 25MPH	68	175	54	92	122	176	131	128	946
% Exc. 30 MPH	5%	9%	10%	3%	9%	26%	4%	17%	9%
# Veh. Exceed. 30MPH	15	49	26	14	41	76	17	43	281
% Exc. 35 MPH	1%	2%	5%	1%	3%	9%	0%	5%	3%
# Veh. Exceed. 35MPH	3	12	13	4	12	27	2	12	85
% Exc. 40 MPH	0%	0%	3%	0%	1%	1%	0%	1%	1%
# Veh. Exceed. 40MPH	0	2	7	1	5	2	0	3	20

LOCATION: John Muir Elementary School Zone - Speed and Traffic Volume Count Summary

Date Time Approach	5/3/2018 8:30 to 9:30 AM		5/8/2018 8:30 to 9:30 AM		5/3/2018 3:00 to 4:00 PM		5/8/2018 3:00 to 4:00 PM		Overall Results
	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	
Average Speed (MPH)	25	26	25	27	23	26	23	25	
85th Percentile (MPH)	29	31	29	32	27	31	27	31	
10 Mile Pace	21-30	21-30	21-30	21-30	16-25	21-30	16-25	21-30	
Hourly Volume	288	475	338	487	588	271	475	295	3217

% Exc. 20 MPH	82%	86%	82%	89%	72%	89%	67%	87%	81%
# Veh. Exceed. 20MPH	236	409	277	433	423	241	318	257	2595
% Exc. 25 MPH	45%	51%	42%	49%	22%	53%	43%	26%	41%
# Veh. Exceed. 25MPH	130	242	142	237	129	144	204	77	1305
% Exceed. 35MPH	0%	3%	3%	5%	0.2%	5%	1%	3%	2%
# Veh. Exceed. 35MPH	0	14	10	23	1	14	5	10	77
% Exceed. 40MPH	2%	1%	0%	0.2%	0%	0%	0.2%	0%	0.3%
# Veh. Exceed. 40MPH	5	4	0	1	0	0	1	0	11

School Zone Speed Photo Enforcement Program Draft Work Plan

Department	2019											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Major Milestones	Council Study Session		Council approval of enabling documents						Photo Enforcement Begins with Warnings	Begin Issuing Citations		
Police	Present policy recommendations on speed thresholds and fines		Execute Contract with Vendor		Hold business meeting with vendor to establish program parameters		Finalize policies	Train staff on program and video review				Evaluate staffing impacts and prepare recommendation for ongoing support for Council
Municipal Court		Work with Police to draft language for citation letters	Secure approval from the Administrative Office of the Courts on citation language	Work with IT and vendor on integration with Judicial Information System	Work with Police to create language for warnings to be issued first 30 days Decide whether to install kioks in lobby		Develop affidavit form Work with IT on courtroom video and video storage Coordinate court calendars	Train staff on program and affidavits				Evaluate staffing impacts and prepare recommendation for ongoing support for Council
Public Works	Flashing beacon procurement and school zone signage installation	Radar speed feedback		Post signage and pre-camers speed study		Manage vendor installation of cameras		Test cameras			Post camera speed study	
City Attorney's Office		Prepare vendor contract, ordinance and resolution needed to implement program										
Project Manager (CMO)	Present Policy Options and Recommendations to Council		Present Documents for Council Review - Vendor Contract, Ordinance establishing program, Resolution establishing fines (3/5)			Council check in on program progress and policy decisions						Evaluate program implementation and recommend adjustments as needed
Communications (CMO)	Finalize key messages	Launch public relations initiative on school zone safety		Distribute information about new school zone signage		Finalize communication plan with school district Produce video for Currently Kirklund Communicate with neighborhood associations		Coordinate with school district on mailer to parents prior to the start of school	Media outreach and meetings with PTSA's	Push out information about the beginning of citations		Post installation follow-up regarding changes in driving speeds
Finance and Administration	Verify Purchasing Method (ILA or RFP)	ILA to Council 2/19	Develop Cash Flow Analysis			Present Mid-Year Budget Adjustment for Preliminary Costs					Monitor revenue and cash flow timing	Monitor revenue and update financial projections as needed
Information Technology							Document System Connections, Access and Workflows					