



AGENDA

SHORELINE TRANSPORTATION BENEFIT DISTRICT BOARD

Council Chamber, Shoreline City Hall
17500 Midvale Avenue N, Shoreline, Washington

Monday, November 3, 2014
7:00 p.m.

	Page	Estimated Time
1. CALL TO ORDER		7:00
2. ROLL CALL		
3. APPROVAL OF THE AGENDA		
4. PUBLIC COMMENT		
5. CONSENT CALENDAR		
(a) Minutes of TBD Board Meeting of May 5, 2014	<u>1</u>	
(b) Approval of Expenses	<u>3</u>	
6. ACTION ITEM		
(a) Ordinance No. 7 Adopting the 2015 Transportation Benefit District Budget	<u>4</u>	
7. ADJOURNMENT		7:15

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CITY OF SHORELINE

**SHORELINE TRANSPORTATION BENEFIT DISTRICT
SUMMARY MINUTES OF REGULAR MEETING**

Monday, May 5, 2014
6:45 p.m.

Council Chamber - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Vice Chair Eggen, and Boardmembers McGlashan, Hall, Salomon and Roberts

ABSENT: Chair Winstead and Boardmember McConnell

1. CALL TO ORDER

At 6:45 p.m., the meeting was called to order by Vice Chair Eggen who presided.

2. ROLL CALL

Upon roll call by the Secretary, all Boardmembers were present with the exception of Chair Winstead and Boardmember McConnell.

Upon motion by Boardmember McGlashan, seconded by Boardmember Hall and carried 5-0, Chair Winstead and Boardmember McConnell were excused.

3. APPROVAL OF THE AGENDA

The agenda was adopted by unanimous consent.

4. PUBLIC COMMENT

There was no one wishing to provide public comment.

5. CONSENT CALENDAR

Upon motion by Boardmember Roberts, seconded by Boardmember McGlashan and carried 5-0, the following Consent Calendar items were approved:

- (a) Minutes of TBD Board Meeting of November 4, 2013
- (b) Approval of Expenses as of April 16, 2013 as specified in the following detail:

*Accounts Payable Claims:

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/18/2013	55192	55192	\$ 502.00

01/16/2014	55775	55755	\$ 2,500.00
			\$3,002.00

6. STUDY ITEM

- (a) Annual Report of the Transportation Benefit District

Robert Hartwig, TBD Treasurer, provided a brief status report of the Transportation Benefit District fund. He explained that the TBD received \$766,180 in revenue and has spent a total of \$711,534. He noted that the 2013 fund balance is approximately \$338,372 and approximately \$85,000 is scheduled to be used in 2014. He referenced attachment A, the 2013 BST Road Maintenance Program, of the staff report. Vice Chair Eggen stated the Board is approving spending \$2,500 for insurance and \$500 for audit fees.

7. ADJOURNMENT

At 6:51 p.m., Vice Chair Eggen declared the meeting adjourned.

Jessica Simulcik Smith, Secretary

DRAFT

TRANSPORTATION BENEFIT DISTRICT AGENDA ITEM
SHORELINE TRANSPORTATION BENEFIT DISTRICT

AGENDA TITLE:	Approval of Transportation Benefit District Expenses as of October 15, 2014		
DEPARTMENT:	Administrative Services		
PRESENTED BY:	Robert Hartwig, Treasurer		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

EXECUTIVE SUMMARY:

The Transportation Benefit District (TBD) Board is required to formally approve expenses at TBD meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 of the Revised Code of Washington "Payment of claims for expenses, material, purchases – advancements."

The following claims were paid after April 16, 2014, through October 15, 2014:

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
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No claims paid during this time period.

RECOMMENDATION:

This report is informational only. No action is required.

Approved By: City Manager **DT** City Attorney **JA-T**

TRANSPORTATION BENEFIT DISTRICT AGENDA ITEM
SHORELINE TRANSPORTATION BENEFIT DISTRICT

AGENDA TITLE:	Adoption of Ordinance No. 7 - 2015 Shoreline Transportation Benefit District Budget		
DEPARTMENT:	Administrative Services		
PRESENTED BY:	Robert Hartwig, District Treasurer		
ACTION:	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

On June 22, 2009, the Shoreline City Council authorized the formation of the Shoreline Transportation Benefit District (TBD). On July 13, 2009, the TBD Board authorized the TBD to levy a \$20 vehicle license fee for the purpose of preserving, maintaining, and operating the transportation infrastructure of the City of Shoreline.

The 2015 Proposed Budget for this fund is \$796,300. Most of this budget (\$793,800) will be used for the City’s 2015 road surface maintenance program. Adoption of Ordinance No. 7, which is attached to the staff report as Attachment A, would authorize the 2015 TBD budget.

There are no legal requirements for a public hearing on the TBD’s 2015 Proposed Budget. Since the budget for the City’s road surface maintenance program and the related TBD revenues are also presented in the City’s 2015 Proposed Budget and there are already two public hearings scheduled for the City’s budget, staff believes it would be redundant and confusing to hold a separate TBD public hearing. Although there is no TBD public hearing scheduled, there is a scheduled public comment period. Anyone wishing to comment on the Proposed 2015 TBD Budget can do so at that time during the TBD meeting.

FINANCIAL IMPACT:

The 2015 Shoreline TBD Proposed Budget is \$796,300. Details for the Proposed 2015 TBD Budget follow:

Estimated Revenues:	
Use of Fund Balance	\$ 46,240
TBD Vehicle Fees	750,000
Investment Interest	<u>60</u>
 Total 2014 TBD Estimated Revenues	 \$ <u>796,300</u>

Budgeted Appropriations:	
Insurance (WCIA)	\$ 2,500
Payment to City's Roads Fund	<u>793,800</u>
Total 2014 TBD Appropriations	\$ <u>796,300</u>

RECOMMENDATION

Staff recommends that the TBD Board adopt Ordinance No. 7, authorizing the 2015 TBD budget.

ATTACHMENTS:

Attachment A – Ordinance No. 7, Adopting the 2015 Budget for the Shoreline Transportation Benefit District

Approved By: City Manager ***DT*** City Attorney ***JA-T***

ORDINANCE NO. 7**AN ORDINANCE OF THE SHORELINE TRANSPORTATION BENEFIT DISTRICT, WASHINGTON, ADOPTING THE ANNUAL BUDGET OF THE TRANSPORTATION BENEFIT DISTRICT FOR THE YEAR 2015 AND AUTHORIZING FUNDING FOR TRANSPORTATION IMPROVEMENTS.**

WHEREAS, pursuant to Washington State law, chapter 36.73 RCW requires the Transportation Benefit District to adopt an annual budget; and

WHEREAS, a proposed budget for fiscal year 2015 should be adopted by the Board of the Shoreline Transportation Benefit District and the Board has deliberated and has made adjustments and changes deemed necessary and proper; therefore

THE BOARD OF THE SHORELINE TRANSPORTATION BENEFIT DISTRICT, SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The 2015 Budget for the Shoreline Transportation Benefit District (TBD) for the period January 1, 2015 through December 31, 2015 totaling \$796,300 is hereby adopted.

Section 2. Summary of Revenues and Expenditures. The budget sets forth totals of estimated revenues and estimated expenditures of the Transportation Benefit District (TBD), and the aggregate totals for the TBD's general fund, as summarized below:

Estimated Revenues:	
Use of Fund Balance	\$ 46,240
TBD Vehicle Fees	750,000
Investment Interest	<u>60</u>
Total 2014 TBD Estimated Revenues	\$ <u>796,300</u>
Estimated Expenditures (Appropriations):	
Insurance (WCIA)	\$ 2,500
City of Shoreline Annual Road Surface Maintenance Program, 2015-2020 Capital Improvement Plan, J.L. #ST107400	<u>793,800</u>
Total 2014 TBD Appropriations, General Fund Budget	\$ <u>796,300</u>

Section 3. Expenditures authorized. The Chief Executive Officer for the TBD is authorized to reimburse the City of Shoreline for payments made to contractors or for force account expenditures on the transportation improvements included in Section 2 from available revenues of the TBS not to exceed the total TBD General Fund Budget.

Section 4. Material Change Policy Adopted. As required by RCW 36.73.160(1), the TBD shall consider the impacts and appropriate remedies if transportation improvements contained in its annual budget exceed its original cost by more than 20 percent. The TBS will consider the input from at least one public hearing to determine how such cost changes should be resolved.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force January 1, 2015.

PASSED BY THE BOARD FOR THE SHORELINE TRANSPORTATION BENEFIT DISTRICT ON NOVEMBER 3, 2014.

Chair Shari Winstead

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Julie Ainsworth-Taylor
Interim City Attorney

Date of Publication:

Effective Date: January 1, 2015