



# AGENDA

## SHORELINE TRANSPORTATION BENEFIT DISTRICT BOARD

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

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Monday, November 4, 2013  
6:45 p.m.

	Page	Estimated Time
<b>1. CALL TO ORDER</b>		6:45
<b>2. ROLL CALL</b>		
<b>3. APPROVAL OF THE AGENDA</b>		
<b>4. PUBLIC COMMENT</b>		
<b>5. CONSENT CALENDAR</b>		
(a) Minutes of TBD Board Meeting of May 6, 2013	<u>1</u>	
(b) Approval of Expenses	<u>3</u>	
<b>6. ACTION ITEM</b>		
(a) Ordinance No. 6 Adopting the 2014 Transportation Benefit District Budget	<u>4</u>	
<b>7. ADJOURNMENT</b>		6:55

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*The Transportation Benefit District Board meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. Shoreline City Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Channel 37 Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.*

**CITY OF SHORELINE**

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

Monday, May 6, 2013  
6:45 p.m.

Council Chamber - Shoreline City Hall  
17500 Midvale Avenue North

**PRESENT:** Chairman McGlashan, Vice Chairman Eggen, and Boardmembers Hall, McConnell, Salomon, and Roberts

**ABSENT:** Boardmember Winstead

1. CALL TO ORDER

At 6:45 p.m., the meeting was called to order by Chairman McGlashan, who presided.

2. ROLL CALL

Upon roll call by the Secretary, all Boardmembers were present with the exception of Boardmembers Hall and Winstead. Boardmember Hall arrived at 6:48 p.m.

**Upon motion by Vice Chairman Eggen, seconded by Boardmember McConnell and carried 5-0, Boardmember Winstead was excused.**

3. APPROVAL OF THE AGENDA

**Upon motion by Boardmember Roberts, seconded by Boardmember McConnell and carried 5-0, the agenda was approved.**

4. PUBLIC COMMENT

There was no one wishing to provide public comment.

5. CONSENT CALENDAR

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

- (a) Minutes of TBD Board Meeting of November 5, 2012
- (b) Approval of Expenses as of April 18, 2013 as specified in the following detail:

**\*Accounts Payable Claims:**

<b>Expense Register Dated</b>	<b>Check Number (Begin)</b>	<b>Check Number (End)</b>	<b>Amount Paid</b>
1/03/2013	52367	52367	\$5,000.00
			<hr/>
			\$5,000.00

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 \$750,000 in fees and interest and has spent a total of \$600,000. He noted that all but \$500 of that amount was transferred to the City Street Fund, and combined with City dollars the expenditure for the bituminous surface treatment (BST) program was \$829,000. He noted that the 2012 fund balance is approximately \$150,000.

7. ADJOURNMENT

At 6:51 p.m., Chairman McGlashan declared the meeting adjourned.

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Scott Passey, Secretary

**TRANSPORTATION BENEFIT DISTRICT AGENDA ITEM**  
SHORELINE TRANSPORTATION BENEFIT DISTRICT

<b>AGENDA TITLE:</b>	Approval of Expenses as of October 23, 2013		
<b>DEPARTMENT:</b>	Administrative Services		
<b>PRESENTED BY:</b>	Robert Hartwig, Treasurer		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**EXECUTIVE/BOARD 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 (RCW), titled Payment of claims for expenses, material, purchases – advancements. These payments reflect all expenses paid between April 18, 2013 and October 23, 2013.

**FINANCIAL IMPACT:**

The TBD claims in the amount of \$2,758.80 are as follows:

Accounts Payable Claims:

<u>Expense Register Dated</u>	<u>Check Number (Begin)</u>	<u>Check Number (End)</u>	<u>Amount Paid</u>
09/12/2013	54596	54596	\$ 668.80
09/26/2013	54748	54748	\$ 710.60
10/23/2013	54958	54958	\$1379.40

These amounts represent the payments to the State Auditor’s Office for audit work for the fiscal years 2010 – 2012.

**RECOMMENDATION:**

Staff recommends that the TBD Board move to approve claims in the amount of \$2,758.80 as specified above.

Approved By: City Manager \_\_\_\_ City Attorney \_\_\_\_

**TRANSPORTATION BENEFIT DISTRICT AGENDA ITEM**  
SHORELINE TRANSPORTATION BENEFIT DISTRICT

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 6, 2014 Shoreline Transportation Benefit District Budget
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Robert Hartwig, District Treasurer
<b>ACTION:</b>	<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 2014 Proposed Budget for this fund is \$788,613. Most of this budget (\$786,113) will be used for the City's 2014 road surface maintenance program.

Details for the Proposed 2014 TBD Budget follow:

Estimated Revenues:	
Use of Fund Balance	\$ 84,973
TBD Vehicle Fees	703,580
Investment Interest	<u>60</u>
Total 2014 TBD Estimated Revenues	\$ <u>788,613</u>
Budgeted Appropriations:	
Insurance (WCIA)	\$ 2,500
Payment to Roads Fund (One-time)	84,973
Payment to Roads Fund (Ongoing)	<u>701,140</u>
Total 2014 TBD Appropriations	\$ <u>788,613</u>

There are no legal requirements for a public hearing on the TBD's 2014 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 2014 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 2014 TBD Budget can do so at that time during the TBD meeting.

**FINANCIAL IMPACT:**

The 2014 Shoreline TBD Proposed Budget is \$788,613.

**RECOMMENDATION**

Staff recommends that the TBD Board adopt Ordinance No. 6, authorizing the 2014 TBD budget.

**ATTACHMENTS:**

Attachment A – Ordinance No. 6, Adopting the 2014 Budget for the Shoreline Transportation Benefit District

Approved By:           City Manager ***DT***   City Attorney ***IS***

**ORDINANCE NO. 6****AN ORDINANCE OF THE SHORELINE TRANSPORTATION BENEFIT DISTRICT, WASHINGTON, ADOPTING THE ANNUAL BUDGET OF THE TRANSPORTATION BENEFIT DISTRICT FOR THE YEAR 2014 AND AUTHORIZING FUNDING FOR TRANSPORTATION IMPROVEMENTS.**

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

WHEREAS, a proposed budget for fiscal year 2014 should be adopted by the Board of the Shoreline Transportation Benefit District and the Board of Directors 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 2014 Budget for the Shoreline Transportation Benefit District for the period January 1, 2014 through December 31, 2014 totaling \$788,613 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, and the aggregate totals for the district's general fund, as summarized below:

Estimated Revenues:	
Use of Fund Balance	\$ 84,973
TBD Vehicle Fees	703,580
Investment Interest	<u>60</u>
Total 2014 TBD Estimated Revenues	\$ <u>788,613</u>
Estimated Expenditures (Appropriations):	
Insurance (WCIA)	\$ 2,500
City of Shoreline Annual Road Surface Maintenance Program, 2014-2019 Capital Improvement Plan, J.L. #ST107400	<u>786,113</u>
Total 2014 TBD Appropriations, General Fund Budget	\$ <u>788,613</u>

**Section 3.** Expenditures authorized. The Executive Director 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 District not to exceed the total District 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%. The District 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, 2014.

**PASSED BY THE SHORELINE TRANSPORTATION BENEFIT DISTRICT BOARD  
ON NOVEMBER 4, 2014.**

\_\_\_\_\_  
Chairman Keith A. McGlashan

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jessica Simulcik Smith  
Interim City Clerk

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Ian Sievers  
City Attorney

Date of Publication:

Effective Date: January 1, 2014