



# AGENDA

## SHORELINE TRANSPORTATION BENEFIT DISTRICT BOARD

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

---

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

	<u>Page</u>	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>		6:45
<b>2. ROLL CALL</b>		6:45
<b>3. APPROVAL OF THE AGENDA</b>		6:46
<b>4. PUBLIC COMMENT</b>		6:46
<b>5. CONSENT CALENDAR</b>		6:48
(a) Minutes of TBD Board Meeting of November 4, 2013	<u>1</u>	
(b) Approval of expenses as of April 16, 2014	<u>3</u>	
<b>6. ACTION ITEM</b>		6:48
(a) Annual report of the Transportation Benefit District	<u>4</u>	
<b>7. ADJOURNMENT</b>		6:58

---

*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**

## **TRANSPORTATION BENEFIT DISTRICT BOARD SUMMARY MINUTES OF REGULAR MEETING**

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

Council Chamber - Shoreline City Hall  
17500 Midvale Avenue North

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

**ABSENT:** None

### 1. CALL TO ORDER

The meeting was called to order at 6:45 p.m. by Chair McGlashan, who presided.

### 2. ROLL CALL

Upon roll call by the Secretary, all Boardmembers were present.

### 3. APPROVAL OF THE AGENDA

**Upon motion by Boardmember Roberts, seconded by Boardmember Winstead and unanimously carried, the agenda was approved.**

### 4. PUBLIC COMMENT

Tom Jamieson, Shoreline, called attention to the fact that the TBD is a special purpose district that was created by ordinance of the Shoreline City Council per the Revised Code of Washington (RCW), and Councilmembers serve as Boardmembers. He encouraged them to keep in mind that transportation should be the Board's number one priority, not the City's vision for schools, utilities, etc.

### 5. CONSENT CALENDAR

**Upon motion by Vice Chair Eggen, seconded by Boardmember McConnell and carried unanimously, the following Consent Calendar items were approved:**

(a) **Minutes of TBD Board Meeting of May 6, 2013**

(a) **Approval of Expenses in the amount of \$2,758.80**

**Accounts Payable Claims:**

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

## 6. ACTION ITEMS

### (a) Ordinance Number 6 Adopting the 2014 Transportation Benefit District Budget

Debbie Tarry, Interim City Manager, provided introductory comments.

Bob Hartwig, Treasurer, Transportation Benefit District, presented the 2014 Transportation Benefit District Budget for the Board's consideration. He reviewed that the TBD has one primary source of revenue (\$20 vehicle license fee) and one primary source of expenditures (road surface maintenance projects). As proposed, the District would collect an estimated \$703,580 from license fees in 2014, and there is currently a fund balance of \$84,973. Estimated expenditures for 2014 include \$3,000 for insurance payments and \$786,000 for annual road surface maintenance.

**Boardmember Roberts moved adoption of Ordinance Number 6, the 2014 Shoreline Transportation Benefit District Budget. Boardmember McConnell seconded the motion.**

Boardmembers discussed that transportation is a priority of the TBD. With the exception of insurance costs, all of the available funding is allocated to transportation projects within the City of Shoreline. It was noted that if the Legislature had given the City Council the authority to institute a \$20 vehicle license fee without forming a TBD, they would not have to pay additional insurance costs. It was also noted that some TBD's have separate, paid boards, which adds an additional expense.

**The motion carried unanimously.**

## 7. ADJOURNMENT

Chair McGlashan declared the meeting adjourned at 7:53 p.m.

---

Jessica Simulcik Smith, Secretary

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

**AGENDA TITLE:** Approval of TBD Expenses as of April 16, 2014  
**DEPARTMENT:** Administrative Services  
**PRESENTED BY:** Robert Hartwig, Treasurer  
**ACTION:** Motion

**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 October 23, 2013, through April 16, 2014:

Expense Register <u>Dated</u>	Check Number (Begin)	Check Number (End)	Amount Paid
11/18/2013	55192	55192	\$ 502 (1)
01/16/2014	55775	55775	<u>2,500</u> (2)
Total Claims Paid (10/23/13 – 4/16/14)			\$ <u>3,002</u>

(1) Amount paid to the State Auditor's Office for audit services.

(2) Amount paid to the Washington Cities Insurance Authority for annual insurance.

**RECOMMENDATION:**

Staff recommends that the Board move to approve claims in the amount of \$3,002 as specified in this staff report.

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

City Attorney \_\_\_\_\_

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

<b>AGENDA TITLE:</b>	Annual Report on Shoreline Transportation Benefit District (TBD)
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Robert Hartwig, Treasurer
<b>ACTION:</b>	Discussion

**PROBLEM/ISSUE STATEMENT:**

The Revised Code of Washington (RCW) Chapter 36.73.160 requires that the TBD “issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district”. This staff report is intended to meet the annual report requirement.

The TBD adopted a \$20 vehicle license fee on July 13, 2009, that became effective February 1, 2010. As adopted by the Board of the TBD, the proceeds from the vehicle license fee are to fund transportation improvements that preserve, maintain, and operate the existing transportation infrastructure of the City; any other transportation improvements that are consistent with existing state, regional, and local transportation plans; and necessitated by existing or reasonably foreseeable congestion levels.

In 2013, TBD revenues included \$766,062 in license fees plus \$118 in interest for a total of \$766,180. As stated above, TBD fees are dedicated to funding the City’s road surface maintenance program. During 2013, the TBD provided \$706,534 to the road program, and spent \$5,000 for insurance and audit costs for a total of \$711,534.

The 2013 Roads Capital Fund budget for TBD-related projects totaled \$913,000. On May 3, 2013, the Public Works department presented the Shoreline City Council with the 2013 BST road maintenance contract. A list of the streets that were treated is included as Attachment A to this staff report. By the end of 2013 the City spent \$473,001 for BST projects and \$230,274 for the 175<sup>th</sup> Street Overlay project out of the Roads Capital Fund.

**FINANCIAL IMPACT:**

12/31/12 Ending TBD Fund Balance	\$ 368,699
2013 TBD Revenues	766,180
2013 TBD Expenditures	<u>711,534</u>
12/31/13 Ending TBD Fund Balance	423,345
Fund Balance Budgeted for Use in 2014	<u>( 84,973)</u>
12/31/13 Total Available in TBD Fund	\$ <u><u>338,372</u></u>

**RECOMMENDATION:**

This item does not require any action by the Board. It is for informational purposes.

**ATTACHMENT:**

Attachment A - 2013 BST Road Maintenance Program

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

## ATTACHMENT A

### 2013 BST Road Maintenance Program

STREET	FROM	TO	LENGTH	WIDTH	SQUARE YARDS	DOUBLE-APPLICATION (SY)	RATING
25th Ave NE	NE 168th ST	NE 169th ST	304	26	878	878	99
25th Ave NE	NE 169th ST	NE 170th ST	341	24	909	909	99
25th Ave NE	NE 171th ST	NE 175th ST	285	25	792	792	99
25th Ave NE	NE 175th ST	NE 177th ST	660	24	1,760	1,760	99
25th Ave NE	NE 177th ST	NE 178th ST	1,492	26	4,310		99
15th Ave NE	15th PL NE	24th Ave NE	898	51	5,089	5,089	69
NE 185th ST	7th Ave NE	8th Ave NE	355	43	1,696		75
NE 185th ST	8th Ave NE	9th Ave NE	320	43	1,529		98
NE 185th ST	9th Ave NE	10th Ave NE	333	42	1,554		98
24th Ave NE	15th Ave NE	16th Ave NE	172	27	516		30
24th Ave NE	16th Ave NE	23rd LN NE	340	26	982		32
24th Ave NE	23rd LN NE	NE 182nd ST	380	28	1,182		30
24th Ave NE	NE 182nd PL	NE 180th ST	595	27	1,785		55
24th Ave NE	NE 180th ST	24th PL NE	213	28	663		45
NE 178th ST	24th PL NE	25th Ave NE	741	31	2,552	2,552	46
NE 178th ST	25th Ave NE	25th Ave NE	251	30	837	837	55
5th Ave NE	NE 185th ST	NE 189th ST	953	25	2,647		87
5th Ave NE	NE 189th ST	NE 189th CT	171	24	456		80
5th Ave NE	NE 189th CT	NE 190th ST	145	23	371		87
5th Ave NE	NE 190th ST	NE 190th PL	192	22	469		87
5th Ave NE	NE 190th PL	NE 192nd ST	293	23	749		87
5th Ave NE	NE 192nd ST	NE 193rd ST	321	22	785		87
5th Ave NE	NE 193rd ST	NE 195th ST	485	29	1,563		87
5th Ave NE	NE 195th ST	NE 205th ST	2,630	25	7,306		87
10th Ave NE	NE 165th ST	NE 170th ST	1,275	30	4,250		98
10th Ave NE	NE 170th ST	NE 174th ST	1,002	28	3,117		98

10th Ave NE	NE 174th ST	NE 175th ST	315	26	910		98
NE 165th ST	10th Ave NE	11th Ave NE	308	33	1,129		80
NE 165th ST	11th Ave NE	12th Ave NE	320	32	1,138		79
NE 165th ST	14th Ave NE	15th Ave NE	322	33	1,181		99
NE 168th ST	15th Ave NE	16th Ave NE	436	28	1,356	1,356	49
NE 168th ST	16th Ave NE	18th Ave NE	702	29	2,262	2,262	43
NE 168th ST	18th Ave NE	21st Ave NE	346	23	884	884	47
NE 168th ST	22nd Ave NE	23rd Ave NE	321	24	856	856	48
NE 168th ST	23rd Ave NE	25th Ave NE	130	26	376	376	25
NE 168th ST	25th Ave NE	25th Ave NE	238	27	714	714	58
NE 168th ST	25th Ave NE	27th Ave NE	440	27	1,320	1,320	95
NE Perkins Wy	15th Ave NE	16th Ave NE	418	23	1,068		5
NE Perkins Wy	16th Ave NE	18th Ave NE	562	22	1,374		6
NE Perkins Wy	18th Ave NE	20th PL NE	777	22	1,899		10
NE 171st ST	22nd Ave NE	25th Ave NE	423	21	987		2
22nd Ave NE	NE 168th ST	NE 169th ST	309	24	824		61
22nd Ave NE	NE 169th ST	NE 170th ST	331	24	883		91
22nd Ave NE	NE 170th ST	NE 171th ST	395	23	1,009		41
22nd Ave NE	NE 171th ST	NE 175th ST	350	24	933		22