

City of Kelso



Transportation Benefit District Agenda

TBD Special Meeting, 6:00pm

December 2, 2014

Council Chambers

203 S. Pacific

Kelso, WA 98626

Special accommodations for the handicapped and hearing impaired are available by arrangement through the City Clerk's Office at 360-423-0900

Call to Order:

1. Approve Minutes:

1.1. September 2, 2014-Regular Meeting

2. TBD Business:

2.1. Resolution

2.1.1. Adopting Budget Policies

Adjournment:

KELSO TRANSPORTATION BENEFIT DISTRICT MEETING

**CITY COUNCIL CHAMBERS
203 SOUTH PACIFIC AVENUE
KELSO, WASHINGTON**

**Tuesday, September 2, 2014
6:00 p.m.**

CALL TO ORDER:

The Regular Meeting of the Transportation Benefit District (TBD) was called to order by Chairman Futcher. Board Members present were: Archer, Roberson, Schimmel, Futcher, and McDaniel. Board Members Franklin and Myers were absent.

Minutes: Upon motion by Board Member McDaniel, seconded by Board Member Schimmel, 'Approve the Minutes of the 3/4/14 Regular Meeting.' Motion carried, all voting yes.

PUBLIC COMMENT:

Rick Von Rock: 400 North 7th Avenue, spoke about generating further revenue.

TBD BUSINESS:

Budget Discussion: Finance Director Brian Butterfield provided an update on the District's current revenue fund. City Manager Steve Taylor forecasted that the revenue fund, with the lone revenue source of the \$20 vehicle tab fee, will amount to approximately \$580,000 in the next two years. This amount will go toward street preservation, new projects, and fund matches for grants in 2015-2016. Other revenue sources were discussed.

STAFF REPORTS:

Community Development Director/City Engineer Mike Kardas spoke of the following future targets for the use of the TBD funds in the next two years:

- West Main Realignment Streetscape Project - \$30K to \$40K
- Street Preservation Program - \$150K
- Match grant funds for projects
- Retire debt service on a potential Public Works Trust Fund Loan for the Yew Street Project.

There being no further business before the Kelso Transportation Benefit District at this time, the Regular Meeting of the District was adjourned at 6:13 p.m.

David Futcher, Chairman

Attest:

Traci Howard
Secretary/Deputy City Clerk

AGENDA SUMMARY SHEET

AGENDA ITEM: Resolution adopting
& approving the City of Kelso's Budget
Document & Budget Ordinance for the
2015/2016 biennium as the appropriation
for the Transportation Benefit District.

SUBMITTED BY: Brian Butterfield

AGENDA ITEM # _____
FOR AGENDA OF: 12/2/2014
ORIGINATING DEPT: Finance
DATE SUBMITTED: 11/25/2014
COST OF ITEM: _____
AMT. BUDGETED _____
CITY ATTY. APPROVAL _____
CITY MGR. APPROVAL _____

AGENDA ITEM PAPERWORK:

See attached Resolution.

SUMMARY STATEMENT

The Revised Code of Washington is silent on the budgeting requirements for Transportation Benefit Districts (TBD's) that do not have the authority to levy taxes. However, Best Budgeting Practices encourage TBD's to adopt annual appropriations. Currently, the 2015/2016 City of Kelso Bienial Budget includes appropriations for the Kelso TBD for the 2015/2016 biennium. The attached resolution affirms the Boards intentions that the appropriations in the Kelso Budget and Kelso Budget Ordinance be used as the appropriations of the TBD.

OPTIONS:

- 1) Move to approve resolution.
- 2) Do not approve resolution.
- 3) Provide direction to staff regarding desired changes.

RESOLUTION NO. _____

A RESOLUTION OF THE KELSO TRANSPORTATION BENEFIT DISTRICT ADOPTING AND APPROVING THE CITY OF KELSO, WASHINGTON, BUDGET DOCUMENT AND BUDGET ORDINANCE FOR THE 2015/2016 BIENNIUM AS THE BUDGET APPROPRIATION FOR THE TRANSPORTATION BENEFIT DISTRICT FOR THAT PERIOD

Whereas, the Kelso City Council formed this Transportation Benefit District in December 2012 by Ordinance No. 12-3778, and the Council acts as ex officio board members for this District; and

Whereas, the geographical boundaries of the Transportation Benefit District are the boundaries of the Kelso City limits; and

Whereas, the Transportation Benefit District does not levy tax at this time and it does not maintain separate project funds at this time; further it has not issued any bonds; and

Whereas, the only source of revenue for the Transportation Benefit District at this time is the assessment of the twenty dollar (\$20) annual vehicle license fee authorized under RCW 36.73.065; and

Whereas, the treasurer of the Transportation Benefit District is the City of Kelso Finance Director; and

Whereas, funds remitted to Transportation Benefit District are from a single source and are deposited in the Transportation Benefit District fund of the City;

Whereas, funds expended from the Transportation Benefit District are at this time transferred almost in their entirety to the City of Kelso for the construction, preservation, maintenance, and operation of the City's transportation infrastructure; and

Whereas, the Transportation Benefit District has no need or requirement to undergo a budget adoption process apart from the City because no taxes are levied at this time; and

Whereas, the Transportation Benefit District Board wishes to utilize the City of Kelso budget adoption process for the adoption of its budget appropriation for the 2015/2016 biennium; and

Whereas, the Transportation Benefit District Board has reviewed the projected revenues and expenditures proposed within the City's budget for the Transportation Benefit District and finds that it adequately addresses the required budgetary appropriations for the revenues and expenditures for the Transportation Benefit District;

NOW, THEREFORE, THE BOARD OF THE KELSO TRANSPORTATION BENEFIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Findings Adopted. Each and every one of the recitals contained in the

‘whereas’ clauses of the preamble to this resolution are hereby adopted as findings of fact and incorporated herein fully by reference.

SECTION 2. Budget Appropriation. The Board hereby adopts and approves the City of Kelso Budget Document and Budget Ordinance for the 2015/2016 biennium as the budget appropriation for the Transportation Benefit District for that period.

SECTION 3. Severability. The provisions of this Resolution are declared to be severable. If any provision, clause, sentence, or paragraph of this Resolution or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Resolution.

SECTION 4. Effective Date. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Board of the Kelso Transportation Benefit District and **SIGNED** by the Presiding Officer this ____ day of _____, 2014.

ATTEST/AUTHENTICATION:

Chair

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY