



**Transportation Benefit District  
Board Meeting Agenda  
January 16, 2018  
7:00 p.m.**

**The Marian Wetsch City Hall  
Council Chambers  
5411 23<sup>rd</sup> Street E  
Fife, WA 98424**

- 1. CALL TO ORDER & ROLL CALL**
- 2. MINUTES**
  - a. Approval of the January 24, 2017 Board Meeting Minutes
- 3. NEW BUSINESS**
  - a. 2018 Transportation Benefit District Work Plan
- 4. ADJOURNMENT**

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Fife City Hall

**FIFE TRANSPORTATION  
BENEFIT DISTRICT BOARD  
MEETING MINUTES  
January 24, 2017  
6:30 PM**

Council Chamber

**CALL TO ORDER & ROLL CALL**

Deputy Mayor Yambe called the Fife Transportation Benefit District (TBD) Board Meeting to order at 6:30 p.m.

**Present:** Deputy Mayor Yambe, Councilmembers Gethers, Curtis, and Wolfrom.

**Excused:** Mayor Marsh and Councilmembers Hulcey and Roscoe.

**Staff Present:** City Manager Mukerjee; Assistant City Attorney Amann; Finance Director Luat; Public Works Director Blount; Community Development Director Friddle; Parks and Recreation Director Reuter; Aquatics Director Jendrick; and City Clerk Etgen.

**MINUTES****Approval of July 12, 2016 Transportation Benefit District Board Meeting Minutes**

*Councilmember Curtis moved and Councilmember Gethers seconded a motion to approve the July 12, 2016 Transportation Benefit District Board Meeting Minutes. Motion carried.*

**NEW BUSINESS****2017 Transportation Benefit District Work Plan**

Public Works Director Blount presented the recommended work plan for Fife's Transportation Benefit District, which includes the collection of fees as remitted by the Department of Licensing in order to establish a full year's record of such collections, and to repay the \$10,000 startup loan from the City of Fife. \$217 was collected in 2016. No projects will begin this year.

*Councilmember Gethers moved and Councilmember Wolfrom seconded a motion to approve a 2017 work plan for the Fife Transportation Benefit District to consist of: collecting the fees remitted by the DOL in order to establish a full calendar year's record of such collection; and repaying the \$10,000 startup loan from the City of Fife. Motion carried.*

**ADJOURNMENT**

At 6:43 p.m. Deputy Mayor Yambe adjourned the Fife Transportation Benefit District Board Meeting.

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Bryan Yambe, Deputy Mayor

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Carol Etgen, City Clerk

## TRANSPORTATION BENEFIT DISTRICT

### AGENDA BILL

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January 16, 2018

SUBJECT: 2018 Transportation Benefit District Work Plan

New Business

PRESENTED BY: Russ Blount

FISCAL IMPACT: \$10,000

PROJECT: Residential Street Evaluation

APPROVED BY: *City Manager Hyun Kim*

REVENUE SOURCE: Street

ESTIMATED AMOUNT: No more than \$10,000

#### SUMMARY/BACKGROUND:

Fife's Transportation Benefit District (TBD) adopted its first fees in 2016 and they became effective in April of that year. These fees consist of a \$20 surcharge on light vehicle registration, administered by the Washington State Department of Licensing (DOL) and then remitted to the TBD.

Because of a lag between the collection of fees by the DOL from residents registering vehicles and the remittance of such fees by the DOL to the TBD, the TBD received only \$219 in 2016. The DOL remitted a full year's fees to the TBD for the first time in 2017. The amount of that remittance was \$142,481. Of this amount, the Transportation Benefit District will pay back the General Fund \$2,000 in 2017.

Now that a full year's revenue has been received, it is possible to better budget for future capital maintenance projects based on either work within cash flow or borrowing against proven cash flow. Bond buyers would rather see a more substantial revenue history just one year. City staff will be very busy in 2018 building four other road projects funded from other sources. For that reason, staff recommends that no construction be undertaken with TBD funds in 2018 and that the majority of revenue be rolled forward for construction of the first project in 2019.

Public documents issued during the TBD process included a conceptual first project in the David Court area. This neighborhood was selected because it is among the oldest neighborhoods in the city and has some of the worst pavement condition, based on informal observation by City staff. As the time grows nearer that the first project will be built, it is appropriate that a more formal evaluation of residential pavement condition be made. Staff recommends that an outside consultant be used, in order that neither staff nor elected officials may be credited or blamed for choosing which neighborhood is the first beneficiary of the work.

The recommended 2018 work plan for Fife's TBD is to:

1. Retain a consultant to:
  - a. Inspect all residential streets in the City of Fife
  - b. Develop a pavement condition index for each of the residential streets
  - c. Present recommendations regarding the scope of preservation effort in a \$5-600,000 project
2. Continue collecting and saving TBD revenue towards the initial project.

The \$5-600,000 budget for the initial project was selected in order to provide economy of scale for the construction project. For projects with lower budgets, equipment mobilization, insurance, and other costs are spread over too little work. At the \$5-600,000 level, enough work will be available that larger paving contractors can be expected to make bids with competitive unit prices.

Staff recommends that funds be borrowed in 2019, rather than simply waiting several more years in order to accumulate adequate funds for a cost-effective initial project, in order that those resident who are paying TBD fees receive TBD benefits. If the expenditure of funds is deferred until all funds have been accumulated, those taxpayers who move out of Fife would never see the benefit of their tax payments.

**ATTACHMENTS:**

None

**STAFF RECOMMENDATION:**

Approve the work plan and budget.

**ALTERNATIVES:**

Defer any expenditure for another year, in order that additional funds can be accumulated.

**RECOMMENDED MOTION:**

I move to approve the budget and work plan as presented, to include \$10,000 to fund the evaluation of residential streets and the preparation of recommendations for a 2019 construction project.

**NOTES:**

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