

CITY OF MONROE - TRANSPORTATION BENEFIT DISTRICT BOARD
NOTICE OF SPECIAL MEETING

PURPOSE/BUSINESS: The Monroe Transportation Benefit District Board has scheduled a Special Meeting for Tuesday, September 10, 2019. The special meeting will involve an opportunity for public comment as well as Board discussion, deliberation and potential final action regarding the following agenda items: 1. AB19-003: Public Hearing/Resolution No. 002/2019, Adopting a Budget for the 2020 Fiscal Year; and 2. Approval of the Minutes: May 7, 2019, Special Meeting. The TBD Board may also call an executive session at any point during the special meeting.

ADJOURNMENT -- Approximately 7 p.m. No final disposition regarding any matter will occur at the special meeting except as indicated on this notice.

DATE/TIME: September 10, 2019, 6:30 p.m. (until approximately 7 p.m.; the TBD Board Meeting will continue until the business concludes; following which the regularly scheduled City Council Meeting will convene).

LOCATION: City Council Chambers, Monroe City Hall; 806 W. Main Street; Monroe, WA 98272

DATED this 6th day of September, 2019 -- Elizabeth M. Adkisson, MMC, City Clerk

MONROE TRANSPORTATION BENEFIT DISTRICT BOARD

Special Business Meeting
September 10, 2019, 6:30 P.M.

Council Chambers, City Hall
806 W Main Street, Monroe, WA 98272

Chairperson: Kevin Hanford

***Boardmembers: Patsy Cudaback; Kevin Hanford; Ed Davis; Jason Gamble;
Jim Kamp; Jeff Rasmussen & Kirk Scarboro***

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
 1. Chairperson Hanford
4. PUBLIC HEARING
 1. AB19-003: Resolution No. 002/2019, Adopting A Budget For The 2020 Fiscal Year (B. Hasart, Finance Director & S. Peterson, Public Works Design & Construction Manager)

Documents:

[AB19-003_RES 002 2019_ADOPTING 2020 BUDGET.PDF](#)

5. PUBLIC COMMENTS

[This is time set aside for members of the public to speak to the Transportation Benefit District Board (TBDB) on any issue related to the City of Monroe, TBDB. Please sign in prior to the meeting; testimony will be limited to 3 minutes per speaker.]

6. CONSENT AGENDA

1. Approval Of The Minutes: May 7, 2019, Special Meeting

Documents:

[20190910_CA1_TBDB_050719 MINUTES_DRAFT.PDF](#)

7. EXECUTIVE SESSION

(If needed.)

8. ADJOURNMENT

(Approximately 7 p.m.; the TBD Board Meeting will continue until the business concludes; following which the regularly scheduled City Council Meeting will convene.)

Accommodations for people with disabilities will be provided upon request. Please call City Hall at 360-794-7400. Please allow advance notice.



**CITY OF MONROE
TRANSPORTATION BENEFIT DISTRICT BOARD**

Agenda Bill No. 19-003

SUBJECT:	<i>PUBLIC HEARING: Resolution No. 002/2019, Adopting a Budget for the 2020 Fiscal Year</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/10/2019	Finance & Public Works	Becky Hasart Brad Feilberg	Becky Hasart	Public Hearing #1

Discussion: 09/10/2019

- Attachments:**
1. Resolution No. 002/2019, Adopting a Budget for the 2020 Fiscal Year.
 2. Resolution 014/2019 adopted 06/25/2019, City of Monroe 2020-2025 Transportation Improvement Plan

REQUESTED ACTION:

- A. *(after public testimony, if any)* Move to close the public testimony portion of the public hearing.
- B. *(after Board discussion, if any)* Move to close the public hearing.
- C. Move to approve Resolution No. 002/2019, adopting a budget for the 2020 fiscal year; setting forth and effective date; and providing for severability.

POLICY CONSIDERATION

The Board of the Monroe Transportation Benefit District is responsible for the adoption of the yearly budget to help fund the approved transportation related projects. The policy consideration for this evening is whether the Board should adopt the proposed 2020 Transportation Benefit District budget, as proposed.

DESCRIPTION/BACKGROUND

The attached resolution sets forth the proposed 2020 budget for the Monroe Transportation Benefit District. The work plan for the District was set when the Monroe City Council approved the Six-Year Transportation Improvement Plan through Resolution No. 014/2019 on June 25, 2019.

IMPACT – BUDGET

Total Revenues and Expenditures are budgeted at \$3,101,614 (details are listed in the attached resolution).

TIME CONSTRAINTS

The Monroe Transportation Benefit District Board must adopt a budget prior to the end of 2019.

**MONROE TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 002/2019**

A RESOLUTION, OF THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT, ADOPTING A BUDGET FOR THE 2020 FISCAL YEAR; SETTING FORTH AND EFFECTIVE DATE; AND PROVIDING FOR SEVERABILITY

WHEREAS, the Treasurer of the Monroe Transportation Benefit District completed and placed on file with the Clerk of the Monroe Transportation Benefit District and with the Board of the District, a proposed budget and estimate of the amount of monies required to meet the general expenses and a notice was published and a public hearing was held giving citizens an opportunity to be heard upon the 2020 Preliminary Budget; and

WHEREAS, after conducting a public hearing, the Board of the Monroe Transportation Benefit District finds it is in the best interest of the District to adopt the budget as set forth below;

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

Section 1. Adoption of Budget. The budget for the Monroe Transportation Benefit District for the fiscal year 2020 is hereby adopted in its final form and content as set forth herein:

	Actuals 2018	Budget 2019	Year End Estimate 2019	Budget 2020
Beginning Fund Balance	\$1,580,763	<u>\$2,086,114</u>	<u>\$2,086,114</u>	<u>\$1,793,614</u>
Revenues				
Interest Earnings	32,497	28,000	35,000	33,000
Sales Tax Revenue	<u>1,229,117</u>	<u>1,250,000</u>	<u>1,275,000</u>	<u>1,275,000</u>
Total Revenue	\$1,261,614	\$1,278,000	\$1,310,000	\$1,308,000
Total Resources	<u>\$2,842,377</u>	<u>\$3,364,114</u>	<u>\$3,396,114</u>	<u>\$3,101,614</u>
Expenses				
Transfers to City of Monroe	\$749,959	\$2,000,000	\$1,600,000	\$2,000,000
Liability Insurance	2,500	2,500	2,500	2,500
State Auditor Fees	<u>3,804</u>	<u>1,000</u>	=	=
Total Expenses	\$756,263	\$2,003,500	\$1,602,500	\$2,002,500
Ending Fund Balance	<u>\$2,086,114</u>	<u>\$1,360,614</u>	<u>\$1,793,614</u>	<u>\$1,099,114</u>

Section 2. Budget Transmittal. The Treasurer is hereby directed to transmit a copy of the budget to the Office of the State Auditor, Association of Washington Cities, and to Municipal Research and Services Center of Washington.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the Board.

PASSED by the Board of the Monroe Transportation Benefit District, Monroe, Washington, at a regular open public meeting thereof held on the 10th day of September, 2019.

MONROE TRANSPORTATION BENEFIT DISTRICT

(SEAL)

Chairperson Hanford

ATTEST:

Elizabeth M. Adkisson, MMC, City Clerk

APPROVED AS TO FORM:

J. Zachary Lell, City Attorney

**CITY OF MONROE
RESOLUTION NO. 014/2019**

A RESOLUTION OF THE CITY OF MONROE,
WASHINGTON, ADOPTING A SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM FOR THE
YEARS 2020-2025

WHEREAS, pursuant to RCW 35.77.010, the City Council of the City of Monroe, State of Washington, considered a Six-Year Transportation Improvement Program for years 2020-2025, for the City; and

WHEREAS, the six-year transportation improvement program is required to be updated annually, in accordance with state law, and is necessary for the city to obtain state and federal funding for street, road, and transit programs; and

WHEREAS, the transportation improvement program establishes the schedule and funding for planned transportation and non-motorized transportation improvements; and

WHEREAS, adoption of the proposed transportation improvement program is consistent with the action to regularly update the transportation improvement program based on established level-of-service standards; and

WHEREAS, the proposed transportation improvement program is generally consistent with the City of Monroe Comprehensive Plan; and

WHEREAS, on June 11, 2019, pursuant to notice duly published May 28, 2019, in the Daily Herald, a legal newspaper, a public hearing was held to consider the adoption of said Transportation Improvement Program, and said Council having determined that the Program was in the best interests of the City.

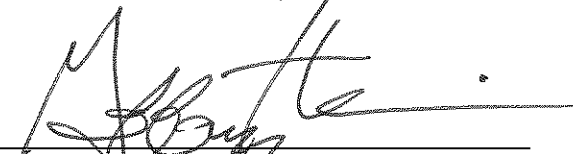
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, HEREBY RESOLVES AS FOLLOWS:

That the City Council of the City of Monroe, Washington, does hereby accept and adopt the said Transportation Improvement Program, a copy of which is attached hereto as Exhibit A, and by this reference incorporated herein and made a part thereof; and

That the City Engineer is hereby authorized and directed to file a copy thereof with the Director of the Department of Transportation.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof,
and APPROVED by the Mayor this 25th day of June, 2019.

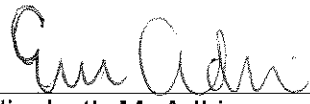
CITY OF MONROE, WASHINGTON



Geoffrey Thomas, Mayor

(SEAL)

ATTEST:



Elizabeth M. Adkisson, MMC, City Clerk

APPROVED AS TO FORM:



J. Zachary Leil, City Attorney

CITY OF MONROE 2020-2025 TRANSPORTATION IMPROVEMENT PLAN

Priority	PROJECT		2020	2021	2022	2023	2024	2025	Total	City Funds	Other Funds
			3,691,480	2,874,929	4,868,424	9,163,984	7,020,492	2,144,539	29,763,848		
1	Road Maintenance (Transportation Benefit District)	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	0	TBD \$180,000
		R/W							-	0	-
		Const.	1,211,415	1,273,486	1,338,660	1,407,094	1,478,948	1,552,895	8,262,498	0	TBD \$8,262,498
2	191st Avenue SE Trail	design		20,000					20,000	0	
		R/W							-	0	
		Const.			134,000				134,000	Unfunded	
3	Tjerne Phase III (Oaks Street)	design		561,655					561,655	Unfunded	
		R/W			1,954,810				1,954,810	Unfunded	
		Const.				3,877,811			3,877,811	Unfunded	
4	Train Reduced Noise Area	design	6,103						6,103	6,103	
		R/W							-	0	
		Const.	108,046						108,046	108,046	
5	Chain Lake Road Phase 2A Multi-Purpose Trail	design							-		
		R/W							-		
		Const.	2,004,372						2,004,372	488,680	PSRC \$1,515,692
6	US Hwy 2 Non-Motorized Shared Path	design	190,781						190,781	100,531	PSRC \$90,250
		R/W							-	0	
		Const.		357,247					357,247	48,228	PSRC \$309,019
7	179th/147th Signal	design	117,610						117,610	Unfunded	
		R/W		85,775					85,775	Unfunded	
		Const.			409,122				409,122	Unfunded	
8	Chain Lake Road Phase 2B	design			420,462				420,462	Unfunded	
		R/W				2,690,550			2,690,550	Unfunded	
		Const.					4,976,645		4,976,645	Unfunded	
9	179th Ave Sidewalk 154th St - 157th Pl	design		84,700					84,700	11,500	PSRC \$73,200
		R/W			96,200				96,200	Unfunded	
		Const.				649,100			649,100	87,650	PSRC \$561,450
10	Sidewalk Improvements	design	23,153	24,310	25,526	26,802	28,142	29,549	157,482	Unfunded	
		R/W	-	6,078	6,381	6,700	7,036	7,388	33,583	Unfunded	
		Const.	-	431,678	453,263	475,927	499,721	524,707	2,385,296	Unfunded	

PSRC = Puget Sound Regional Council (FHWA)

TBD = Transportation Benefit District

CALL TO ORDER, ROLL CALL AND PLEDGE

The May 7, 2019, Special Meeting of the Monroe Transportation Benefit District (TBD) Board was called to order at 6:38 p.m., Council Chambers, City Hall.

City Clerk Adkisson noted the absence of Chairperson Hanford and the need to appoint a Chairperson Pro Tem for the May 7, 2019, Special Meeting.

Boardmember Cudaback moved to appoint Boardmember Davis as Chairperson Pro Tem for the May 7, 2019, Monroe Transportation Benefit District Board Special Meeting; the motion was seconded by Boardmember Kamp. On vote,

Motion carried (5-0).

Boardmembers present: Cudaback, Davis, Kamp, Rasmussen, and Scarboro.

Staff members present: Adkisson, Farrell, Hasart, Knight, Peterson, and Roberts.

The Pledge of Allegiance was led by Chairperson Pro Tem Davis.

PUBLIC COMMENT

There were no persons present wishing to address the Board.

CONSENT AGENDA

1. Approval of the Minutes: September 18, 2018, Special Meeting

Boardmember Rasmussen moved to approve the consent agenda; the motion was seconded by Boardmember Cudaback. On vote,

Motion carried (5-0).

NEW BUSINESS

1. AB19-001: 2018 Monroe Transportation Benefit District Fiscal and Operations Annual Report

Ms. Becky Hasart, Finance Director, and Mr. Scott Peterson, Deputy City Engineer, provided background information on AB19-001, the annual report, projects/locations, and potential changes in the forthcoming year.

Discussion ensued regarding the 2019 project list, project costs, and funding sources.

2. AB19-002: Resolution No. 001/2019, Amending the 2019 Monroe Transportation Benefit District Budget

Ms. Hasart provided background information on AB19-002, the proposed resolution and amendments to the 2019 Monroe Transportation Benefit District Budget, and funding sources.

Discussion ensued regarding funding sources.

Boardmember Cudaback moved to approve Resolution No. 001/2019, amending the Budget for the 2019 Fiscal Year; setting forth an effective date; and providing for severability; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (5-0).

ADJOURNMENT

There being no further business, the motion was made by Boardmember Cudaback and seconded by Boardmember Rasmussen to adjourn the meeting. On vote,

Motion carried (5-0).

MEETING ADJOURNED: 7:01 p.m.

Boardmember Hanford, Chairperson

Elizabeth M. Adkisson, MMC, City Clerk

Minutes approved at the Special Meeting of September 10, 2019.