



Memorandum

Date: 11/21/2023
Meeting of: City Council

File No. AM No. 23-173
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Jon Spangler	City Engineer
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TITLE:

Approve Adoption of Transportation Benefit District (TBD) - Staffing Authorization and Budget Adjustment

- a. Ordinance No. 3135: An Ordinance of the City Council of the City of Redmond, Washington, Amending Ordinance No. 3110, 3129, and 3130 by Making Adjustments to the City's 2023-2024 Biennial Budget, in Exhibit 1

OVERVIEW STATEMENT:

Adoption of the Transportation Benefit District program and staffing.

☐ Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

☐ Receive Information ☐ Provide Direction ☒ Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
City of Redmond ordinance 3120 adopted Municipal Code chapter 3.93 establishing a Transportation Benefit District.
- **Required:**
Ordinances require Council approval.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The transportation improvements funded by the district shall be made to protect the City's long-term investments in its infrastructure, reduce the risk of transportation facility failure, improve safety, continue optimal performance of the infrastructure over time, avoid more expensive infrastructure replacements in the future and to improve multi-modal connectivity within the City of Redmond.

Proposed Staffing: (10) FTEs

Supervisor - (1.00 FTE)	\$ 211,024
Lead- (1.00 FTE)	\$ 181,650
Maintenance Technician 1 - (1.00 FTE)	\$ 162,909
Maintenance Technician 2 - (1.00 FTE)	\$ 162,909
Maintenance Technician 3 - (1.00 FTE)	\$ 162,909
Maintenance Technician 4 - (1.00 FTE)	\$ 162,909
Administrative Supervisor - (1.00 FTE)*	\$ 40,047
Financial Analyst Sr. - (1.00 FTE)*	\$ 43,721
Accountant - (1.00 FTE)*	\$ 42,932
Senior Engineer - (1.00 FTE) (100% CIP funded)	\$ 0
2024 Total	\$ 1,171,009
*0.25 FTE funded from the TBD, the remaining funding will be allocated from the utility funds and CIP	

Proposed Operating Budget:

Overtime	\$ 37,500
Uniforms/Safety Gear	\$ 7,500
Training	\$ 7,500
Travel	\$ 5,000
Professional Services	\$ 175,000
Small tools	\$ 2,000
Miscellaneous	\$ 20,000
Wireless	\$ 5,000
Fleet	\$ 20,000
Operating Supplies	\$ 25,000
Vehicles, equipment, computers, tools	\$ 700,000
2024 Total	\$ 1,004,500

Proposed CIP additions:

Concrete Program (concrete, asphalt, tree maintenance)	\$ 550,000
Pavement Repair Program (additional funding)	\$ 500,000
2024 Total	\$ 1,050,000

Approved funded projects:

Pavement Management - NE 24th Street (West Lake Sammamish Parkway to 172nd Avenue NE)	\$ 555,006
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Pavement Management - Avondale Road (NE 90th Street to Novelty Hill Road)	\$ 587,426
2024 Total	\$ 1,142,432

Total 2024 expenditures = \$4,367,941

The Transportation Benefit District will be accounted for in a special revenue fund (150). The budget adjustment will move the revenue currently budgeted in the Transportation Major Maintenance fund (096) to the special revenue fund (150), create an operating budget for the concrete crew and support staff and budget for a transfer to the transportation fund (096) to pay for CIP project expenditures.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
The District was established in May 2023 with collection of funds beginning in January of 2024.
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The Transportation Benefit District is expected to bring in approximately \$5.5 million annually.

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:

Capital Investment Program

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs: ☐ **Yes** ☒ **No** ☐ **N/A**

If yes, explain:

N/A

Funding source(s):

Transportation Benefit District

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/5/2022	Business Meeting	Receive Information
4/12/2022	Study Session	Receive Information
5/2/2023	Business Meeting	Approve
5/9/2023	Committee of the Whole - Finance, Administration, and Communications	Receive Information
5/16/2023	Business Meeting	Approve
6/6/2023	Business Meeting	Approve
6/13/2023	Committee of the Whole - Finance, Administration, and Communications	Receive Information
6/20/2023	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/21/2023	Business Meeting	Approve

Time Constraints:

Funding collection will begin in January of 2024 - funds will not be able to be used to meet intended goals until staffing and a program are adopted.

ANTICIPATED RESULT IF NOT APPROVED:

Needed improvements to the transportation infrastructure will not move forward.

ATTACHMENTS:

Attachment A: Ordinance 2023-2024 Budget Adjustment #3
2023-2024 Public Works Staff Authorization - Revised
Transportation Benefit District Staff Authorization