



2012 Budget

North Bend Transportation Benefit District No.1



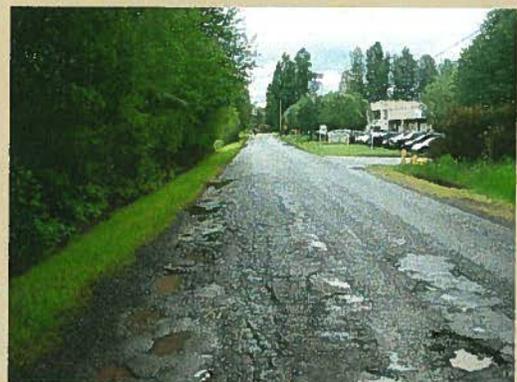
Pickett Avenue Reconstruction



Street Overlay Program



Bendigo Right Turn Lane at Park Street



Boalch Avenue Reconstruction



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Section I: Budget Message



TBD BOARD MEMBERS



Chair
ALAN GOTHERF



Board Member
JONATHAN ROSEN



Board Member
DEE WILLIAMSON



Board Member
ROSS LOUDENBACK



Board Member
DAVID COOK



Board Member
JEANNE PETERSEN



Board Member
RYAN KOLODEJCHUK

Questions? Please contact:
TBD Board of Directors
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Submitted herein is the 2012 North Bend Transportation Benefit District (TBD) annual operating Budget. This budget is submitted consistent with RCW 35.33.051. The enclosed financial data has been reviewed by both the North Bend Transportation Benefit District Board and City of North Bend staff toward final adoption of the 2012 budget by Resolution at the December 6, 2011 North Bend Transportation Benefit District Board meeting. In addition to representing the legal authority to expend public funds, this document describes the 2012 budget process and resulting transfers of the districts funds to the City of North Bend for authorized transportation projects.

READER'S GUIDE TO THE BUDGET / Explanation of the Budget Document

The North Bend Transportation Benefit District formation and procedural rules were adopted by Ordinance 1436 of the City Council of the City of North Bend on July 19, 2011. The budget document incorporates the Transportation Benefit District Board's priorities that were incorporated in the Board's Resolution 01-2011 on August 2, 2011 that authorized a ballot measure for a sales and use tax authorized by RCW 82.14.0455 to fund specified transportation projects. On November 8, 2011, the voters of the City of North Bend approved the ballot measure for a rate increase of two-tenths of one percent on the sales and use tax within the city limits. It is our hope that this document can provide our citizen's with an understanding of the Transportation Benefit District budget and what services and projects are funded within the budget. We hope you find it readable and informative.

Budget Preparation Timeline

The Board's budget is prepared with the input of the Chair, Board Members, and City staff. As the Board's budget process continues to advance, so too may the development of this budget document. Because TBD Prop 1 was not adopted until November of 2011, the 2012 budget did not follow a typical budget timeline. A 2012 preliminary budget was made available on November 14, 2011, a public hearing and budget adoption will take place on December 6, 2011. Starting with the 2013 budget, the Board will take action in line with the City's normal budget calendar that begins in September with final adoption no later than December 31, 2012.

Key Budget Issues: Revenue Sources

Continuous investment for improvements and maintenance of the City's residential and commercial streets is the Board's primary concern. Funding for City street infrastructure has been a growing problem over the last few decades with very limited revenue resources available. With the recent increase in the retail sales & use tax, the City now has an ongoing revenue source that can be used to maintain existing roads and fund other transportation improvement projects. Revenues may also be used to leverage additional grant application funds; possibly allowing for larger road projects previously unavailable to the City.

The revenues received by the District are intended to be transferred to the City for the road related projects; therefore, the budget is a very simple document.

In the 2012 budget, the Transportation Benefit District anticipates the receipt of approximately \$234,500 in revenue. This revenue is brought in from the voter approved sales and use tax increase of two-tenths of one percent (0.2%) within the city limits. The Board will meet during 2012 to decide on the specific projects to fund, but by allocating the funds in the Budget, the Board will have access to them should action be necessary.

Transportation Benefit District Improvements to be Financed

In August of 2011 the Transportation Benefit District Board passed Resolution 01-2011 which identified a list of potential projects that were already identified in the City's of North Bend's Six-Year Transportation Improvement Plan 2012-2017 (6-Year TIP). Funding for these projects will be a mix of capital expenditures, and bonding by the City and grants through various agencies. Some of the projects being considered include:

- E. North Bend Way Handrail Installation
- Pickett Avenue Reconstruction from 6th to 12th
- Downtown Crosswalk Improvements with in-pavement lighting
- North Bend Way/Ballararat signalization
- Bendigo Traffic Reconfiguration (3rd to NBW)
- North Bend Way/Park Intersection Improvements
- North Bend Way Curb and Gutter/Landscaping Improvements
- North Bend Way/NW 8th St. Intersection Improvements
- North-bound Bendigo right turn lane at Park Street
- Boalch Avenue Reconstruction - NW 14th St to NCL
- Pavement Overlay Program

Initiation of many of these projects is dependent on the scope/cost of the project, funding availability, and continued success of the City to compete aggressively and successfully for state and federal grant dollars.

Acknowledgments

We would like to express our sincere appreciation to the District Board and City staff for their effort, dedication and diligence in developing a budget that reflects the expectations of the District and citizens of North Bend. We also want to express our gratitude to the citizens of North Bend for approving the TBD tax levy and providing the City with a tool to accomplish improvements to the City's transportation system.

Sincerely,



Alan Gothelf
Board Chair



Duncan Wilson
City Administrator



Section II: Policies & Procedures

This section reviews the Board's role, together with accounting and budgeting procedures. This will include the budget creation process and the steps involved in the preparation and administration of the budget and the budget calendar that reflects the final adoption by resolution for the 2012 Operating Budget.

Board Roles

The Board Chair and the Board Members have previously discussed their respective roles and expectations in order to reach a protocol for conducting District business. The Board is governed by the procedural rules applicable to meetings of the North Bend City Council, as these rules may be amended by the City Council from time to time. TBD Board actions shall be taken in the same manner and follow the same procedure as for the adoption of City Council resolutions.

The role of the Board Members is to adopt policies for the District, while the Chair's role is to administer and execute those policies. The Mayor Pro Tem of the City Council shall serve as the chair of the TBD Board and shall preside over all meetings of the TBD Board.

Budget Creation & Planning

This operating budget represents the City of North Bend Transportation Benefit District's comprehensive financial and operational plan for 2012. The primary intent of this document is to answer two basic questions: Where do the District's funds come from? And how will those funds be used?

In addition to providing the obvious financial planning and legal authority to obligate public funds, the annual budget provides significant policy direction by the District Board to the Staff and the community. As a result, the District Board, Staff, and public are all involved in the process of budget development.

Since the Transportation Benefit District has only one source of revenue, retail sales and use taxes, it is simplistic from a budget perspective in that only one revenue line is necessary for the budget. Due to the varied nature of projects and funding packages, funds generated by the District will be directly transferred to the City for project specific expenditures. This process allows for the District to be less restricted in budget development and annual reporting requirements with only one specific fund being identified.

TBD 2011 Adopted Resolutions		
01-2011	Providing for Submission of TBD Prop 1 Ballot Measure	August 2, 2011
02-2011	Adopting 2012 Budget	December 6, 2011

**North Bend Transportation Benefit District
2013 Budget Calendar**

The schedule listed below conforms to required procedures for an annual budget process for cities that typically adopt by December 31 of each year. This is the first budget year of the North Bend TBD. The 2012 budget process was somewhat delayed due to waiting upon the results of TBD Prop 1, which was voter approved at the election held on November 8, 2011.

STEPS IN BUDGET PREPARATION	DUE DATE/MEETING DATE
Copies of the preliminary budget are filed with the TBD Board, the City Clerk, and made available to citizens upon request.	November 14, 2011
Publish notice that preliminary budget has been filed with City Clerk and publish notice of public hearing on final budget (Dec 6) <i>once a week for two consecutive weeks.</i>	Published: November 16 th & 23rd
Copies of preliminary budget made available to the public	Available November 14 Noticed in paper on November 16 th & 23rd
Public hearing on proposed budget. Adoption of budget if no changes needed.	December 6, 2011 (TBD Special Meeting)
Budget Adoption	December 6, 2011 (TBD Special Meeting)
Copies of final budget to be transmitted to the State Auditor's Office and to MRSC.	Following Adoption



Section III: Revenues & Expenditures

NORTH BEND TRANSPORTATION DISTRICT	
2012 BUDGET	
REVENUE	
Beginning Fund Balance	0
Use & Sales Tax	\$234,500
Investment Interest	\$50
TOTAL TBD FUND REVENUE	\$234,550
EXPENDITURES	
Project(s): To be determined	\$230,000
AWC-RMSA Risk Management Charges	\$2,650
State Audit Fees	\$500
TOTAL TBD FUND EXPENDITURES	\$233,150
BEGINNING FUND BALANCE	0
Total Revenue	\$234,550
Total Expenditures	\$233,150
ENDING FUND BALANCE	\$1,400