



Shelton City Council
Study Session Agenda
November 12, 2024 – 6:00 p.m.
Civic Center & Virtual Platform

A. Call to Order

B. Roll Call

C. Study Agenda

1. Transportation Benefit District (TBD) Discussion – Presented by Public Works Director Jay Harris & City Manager Mark Ziegler

D. New Items for Discussion

E. Adjourn



2024/25 Looking Ahead

(Items and dates are subject to change)

<p>Tues. 11/19 5:45 p.m.</p>	<p>Special SMPD Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Meeting Minutes <p>Business Agenda</p> <ul style="list-style-type: none"> • <p>Public Hearing</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. SMPD 40-0924 Adoption of 2025 Budget • Resolution No. SMPD 41-0924 2025 Ad Valorem Taxes <p>Administration Report</p> <ul style="list-style-type: none"> • 	<p>Packet Items Due: 11/7 @ 5:00 p.m.</p>
<p>Tues. 11/19 6:00 p.m.</p>	<p>Regular Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes <p>Presentations</p> <ul style="list-style-type: none"> • Shelton-Mason County Chamber Q3 LTAC Report • MCHS Museum Q3 LTAC Report • September Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1354-1024 Work Order for Structural Design on Water Reservoir Vent Hoods <p>Public Hearing</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • Civic Center Rotating Art Gallery • Public Hearing #2 Ordinance No. 2023-0924 Adoption of 2025 Budget • Public Hearing #2 Ordinance No. 2024-0924 2025 Ad Valorem Taxes • Resolution No. 1348-0924 Master Fee Schedule Update • Ordinance No. 2021-0824 Height Limit Removal • Resolution No. 1356-1124 Approving Legal Defense Costs <p>Administration Report</p> <ul style="list-style-type: none"> • 	<p>Packet Items Due: 11/7 @ 5:00 p.m.</p>
<p>Tues. 11/26 6:00 p.m.</p>	<p>Study Session</p>	<p>Study Agenda</p> <ul style="list-style-type: none"> • ADA Transition Plan 	<p>Packet Items Due: 11/22 @ noon</p>

<p>Tues. 12/3 6:00 p.m.</p>	<p>Regular Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Resolution No. 1354-1024 Work Order for Structural Design on Water Reservoir Vent Hoods <p>Presentations</p> <ul style="list-style-type: none"> • Corporal Swearing-in <p>Business Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval • Resolution No. 1353-1024 2025 Legislative Agenda • Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement <p>Public Hearing</p> <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix • Public Hearing Ordinance No. 2026-1024 2024 Budget Supplemental • Public Hearing Ordinance No. 2027-1024 Sales & Use Tax for Housing Related Services <p>Action Agenda</p> <ul style="list-style-type: none"> • <p>Administration Report</p> <ul style="list-style-type: none"> • 	<p>Packet Items Due: 11/22 @ 5:00 p.m.</p>
<p>Tues. 12/10 6:00 p.m.</p>	<p>Study Session</p>	<p>Study Agenda</p> <ul style="list-style-type: none"> • Capital Projects Update 	<p>Packet Items Due: 12/6 @ noon</p>
<p>Tues. 12/17 5:45 p.m.</p>	<p>SMPD Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Meeting Minutes <p>Business Agenda</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • <p>Administration Report</p> <ul style="list-style-type: none"> • 	<p>Packet Items Due: 12/6 @ 5:00 p.m.</p>
<p>Tues. 12/17 6:00 p.m.</p>	<p>Regular Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes <p>Presentations</p> <ul style="list-style-type: none"> • October Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> • <p>Public Hearing</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval • Ordinance No. 2026-1024 2024 Budget Supplemental • Ordinance No. 2027-1024 Sales & Use Tax for Housing Related Services 	<p>Packet Items Due: 12/6 @ 5:00 p.m.</p>

		<ul style="list-style-type: none"> Resolution No. 1353-1024 2025 Legislative Agenda Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement Administration Report	
Tues. 12/24 6:00 p.m.	Study Session	CANCELLED – Christmas Eve	N/A
Tues. 1/7/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> October Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing Action Agenda <ul style="list-style-type: none"> Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix Administration Report	Packet Items Due: 12/27 @ 5:00 p.m.
Tues. 1/14/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> 	Packet Items Due: 1/10 @ noon
Tues. 1/21/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> November Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing Action Agenda <ul style="list-style-type: none"> Administration Report 	Packet Items Due: 1/10 @ 5:00 p.m.
Tues. 1/28/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> 	Packet Items Due: 1/24 @ noon

Other – TBD

- International Property Maintenance Code

Transportation Benefit Districts (TBD)

City Council Study Session
November 12, 2024

What is a TBD?

- Quasi-municipal taxing jurisdiction authorized by state law to fund street maintenance
- State law authorizes cities and counties to form transportation benefit districts (TBDs)
- TBDs can raise revenue for transportation projects through either sales taxes or vehicle license fees
- Revenues collected must be held in separate accounts and used only for authorized street maintenance projects



Western Gateway – Railroad Avenue Paving and Pedestrian Improvements

History of Shelton's TBD

- In 2016, Shelton voters approved a sales tax increase of **0.2% for 10 years** to fund street maintenance projects within City limits, establishing the Transportation Benefit District
 - Set to expire in **2026**
- City Commission passed Ordinance 1869-0315, acknowledging the lack of available funds to improve, preserve, maintain, and operate our essential transportation infrastructure
- City Council serves as the governing body of the Transportation Benefit District
- TBD funded projects are based on the City's 6-Year Transportation Improvement Program, which is based on our ADA Transition Plan and the Pavement Condition Index

Purpose of the TBD

- The purpose of our transportation benefit district is to:
 - Improve and protect long-term investments in transportation infrastructure
 - Reduce the risk of transportation facility failure
 - Improve safety
 - Avoid more expensive infrastructure replacements in the future
 - Reduce congestion or stem an increase in congestion caused by failing City streets
- Transportation infrastructure quickly ages, and deferred maintenance only drives repair costs higher
- Transportation infrastructure is one of our most valuable investments in our community

TBD Capital Projects

- TBD money has funded **53,901 feet** or **10.2 miles** of paving and chip seal work since 2016
 - Doesn't include sewer basin paving, or Cascade Natural Gas restoration work
- TBD funding has been used for **capital projects**, including:
 - Western Gateway paving and pedestrian improvements on Railroad Avenue between Pacific Court and 8th Street
 - Safe Routes to School projects by Evergreen Elementary and Shelton High Schools
 - Pioneer Way/Lake Boulevard paving in 2016
 - Turner Avenue paving between East Angleside Road and South 16th Street paving in 2018



Top L: Brockdale Road paving (2023), Bottom L: Safe Routes to School pedestrian improvements at Shelton High School (2024), R: Downtown Connector paving and pedestrian improvements (2018)

TBD Maintenance Projects

- TBD funding has been used for **maintenance projects**, which includes:
 - Chip sealing – approximately **16,000 feet** or **3 miles** since 2016
 - Patching potholes
 - Roadside mowing
 - Snow and ice removal
 - Street sweeping
 - Grading gravel roads, alleys, and parking strips



Top Left: Street sweeper, Top Right: Snowplow
Bottom left: Roadside mowing, Bottom right:
Signal maintenance

TBD Funding

- In 2023, the District collected **\$732,126.17** in revenues (0.2% sales and use tax)
- In 2023, the District spent **\$798,218.64** on expenses
 - Street Maintenance: \$207,126.16
 - Construction: \$591,092.42
- Since its establishment in 2016, the TBD has collected **\$5 million** in dedicated funding for transportation maintenance projects in Shelton
- City leverages future TBD funds as a local match when applying for state or federal grants



Western Gateway – New paving at Pacific Court and new bus pullout and shelter

TBD Funding - Grants

Project Name	Grant Name/Awarded Amount	Required City match
Turner Avenue Paving	TIB Arterial Preservation Program: \$270,885	10%
Downtown Connector	TIB Urban Arterial Program: \$3,329,690 Supplemental transportation appropriation: \$1 million	10%
Western Gateway	TIB Arterial Preservation Program: \$410,400 TIB Sidewalk Program: \$350,000	10% for both
Brockdale Road Paving/Safe Routes to School	Safe Routes to School grant: \$770,103 Federal funding: \$278,000	SRTS: 13.5% Federal: 13.5%

TBD Funding – Street Fund

- The Street Fund provides for the maintenance and operation of the largest asset of the City
- TBD funding is used to supplement the Street Fund
- 2023 Capital Improvement Fund:
 - Local road safety (3 crosswalk/sidewalk projects): \$19,500 of TBD funding
 - Olympic Highway North: \$300,000 of TBD funding
 - Western Gateway: \$80,000 of TBD funding
 - Signalized intersection upgrades: \$50,000 of TBD funding
 - Front Street paving: \$100,000 of TBD funding
 - Wallace Kneeland overlay: \$200,000 of TBD funding



2021 Park Street pavement overlay

Benefits



Railroad Avenue, 1912

- More equitable - Sales tax is paid by both residents and visitors alike
- Provides a dedicated source of funding for street-related projects and maintenance
- Better balance of proactive maintenance and growth versus reactive projects

TBD Potential Next Steps

- Shelton's TBD is currently set to expire in **March 2026**
- Elections in 2026 are scheduled for April, August, and November
- The Department of Revenue requires 70 days notice to begin collection

Date	Action
By July 15, 2025	Council approves resolution to place TBD renewal measure on ballot
By August 5, 2025	Last day to file resolution with the Mason County Auditor's Office
November 5, 2025	General election
November 25, 2025	Election certification
Early February 2026	DOR begins collection of renewed TBD sales tax

CAPITAL PROJECT

PAVING DATES

CHIP SEAL DATES

LOCATION	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
SEWER BASIN 5	X											
DOMINOES ALLEY		X - 290'										
NORTH 9TH STREET-ALLEY TO RAILROAD		X - 180'										
SOUTH 9TH STREET-TURNER TO THOMAS		X - 251'										
SOUTH 11TH STREET-MAY TO TURNER		X - 230'										
CONNECTION-12TH TO 13TH		X - 386'										
LAUREL-12TH TO 13TH		X - 386'										
SOUTH 14TH-MAY TO HARVARD		X - 270'										
CENTER STREET-FAIRMOUNT TO ELLINOR		X - 453'										
"F" & JEFFERSON INTERSECTION		X - 30'										
HARVARD-13TH TO 16TH		X - 993'										
MAY-7TH TO 8TH		X - 281'										
STEVENS-ARCADIA TO UNIVERSITY		X - 346'										
PIONEER /LAKE BLVD-HARVARD TO CITY LIMITS		X - 6261'										
Total 2016		9971'										
BIRCH STREET-"B" TO 10TH				X - 1319'								
COTA STREET-FIRST TO FRONT				X - 260'								
JEFFERSON-"A" TO "B"				X - 353'								
KINEO LOOP-9TH TO 10TH				X - 551'								
OLYMPIC-11TH TO 14TH				X - 877'								
SATSOP-2ND TO 3RD				X - 283'								
THOMAS-11TH TO 13TH				X - 575'								
WILSON-FIRST TO STEVENS				X - 546'								
MADISON-"J" TO "K"				X - 368'								
SOUTH 3RD- EUCLID TO WYANDOTTE				X - 265'								
TURNER-ANGLESIDE TO 16TH				X - 3134'								
HOLLY DR-TURNER TO 14TH ST				X - 649'								
Total 2018				9180'								
C ST-OHN TO VAN BUREN					X - 1410'							
ADAMS-C T TO B ST					X - 364'							
VAN BUREN-C ST TO D ST					X - 426'							
D ST-VAN BUREN TO MONROE					X - 393'							
MONROE-C ST TO D ST					X - 342'							
ADAMS-D ST TO E ST					X - 343'							
E ST- OHN TO MONROE					X - 834'							
F ST-OHN TO ADAMS					X - 256'							
I ST-OHN TO ADAMS					X - 293'							
Paving Total 2019					2908'							
SPRING RD- CITY LIMITS TO 13TH CS					X - 4530'							
WALLACE-SPRING RD TO OHN CS					X - 2853'							

