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3 **AGENDA**
4 **City of Lynnwood**
5 **Transportation Benefit District (TBD) Board**
6 **Council Chambers, City Hall**
7 **19100 44th Avenue W, Lynnwood, WA, 98036**

8 **Regular Meeting**
9 **October 8, 2012**
10 **6:00 P.M.**

11
12 **10 Call to Order**

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14 **20 Roll Call**

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16 **30 Approval of Minutes – Regular Meeting March 12, 2012**

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18 **40 Ordinance #5 of the City of Lynnwood Transportation Benefit District adopting**
19 **the 2013 budget**

20 **A Public Hearing**

21 **B Consideration, discussion, and possible action on said Ordinance**

22
23 **50 Presentation, Discussion and Approval: 2011 TBD Annual Report**

24
25 **60 Presentation and Discussion: Community Education and Outreach Plan**

26
27 **70 Adjournment**
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**City of Lynnwood
Transportation Benefit District Board**

Item 30

**Regular Meeting
October 8, 2012
6:00 P.M.**

TITLE: Approval of Minutes – Regular Meeting March 12, 2012

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

BACKGROUND: At the May 24, 2010 Business Meeting, the Lynnwood City Council approved Ordinance #2837, which amended the Lynnwood Municipal Code enacting a new chapter, Transportation Benefit District (TBD), effectively establishing the district. The governing board of the TBD is the Lynnwood City Council acting in an ex officio and independent capacity per RCW 36.73.020(3).

The March 12, 2012 TBD meeting was the eighth meeting of the TBD Board.

ACTION: Approve the meeting minutes from the March 12, 2012 Regular Meeting.

ATTACHMENTS: March 12, 2012, Regular Meeting Minutes

CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT BOARD MEETING MINUTES
March 12, 2012

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2 10. CALL TO ORDER – The meeting of the City of Lynnwood Transportation Benefit District
3 (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by
4 Board President Simmonds at 6:00 p.m. on March 12, 2012.
5

6 20.

ROLL CALL

Board President Loren Simmonds
Board Member Mark Smith
Board Member Kerri Lonergan-Dreke
Board Member Kimberly Cole (absent)
Board Member Benjamin Goodwin
Board Member Sid Roberts
Board Member Van AuBuchon

Others Attending:
Public Works Director Bill Franz
Deputy PW Director Elekes
Project Manager David Mach
Council Assistant Beth Morris

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8
9 Board President Simmonds made an introductory statement regarding the formation of the
10 TBD, the structure of the TBD, and the purpose of tonight's meeting.

11
12 30. APPROVAL OF MINUTES – November 7, 2011

13
14 *Motion made by Board Member Lonergan-Dreke, seconded by Board President Simmonds,*
15 *to approve the minutes of the Regular Meeting of November 7, 2011 as presented. Motion*
16 *passed unanimously.*

17
18 40. Presentation and Discussion – Draft 2011 TBD Annual Report

19
20 Board President Simmonds stated that the Board received a memo from Finance Director
21 Hines last week saying he had not had time to properly vet this report, but expected to have
22 it done by the end of 2nd quarter. Board Member Lonergan-Dreke asked why they would not
23 be able to complete it before June. Public Works Director Franz explained that this is just
24 one small part of the City's overall financial report and year-end financial reporting. The
25 delay has to do with how this fits in with all of the year-end reporting that they are going to
26 do. Board President Simmonds noted that he would try to encourage Director Hines to vet
27 this sooner rather than later so they do not have to wait until June.

28
29 Project Manager Mach briefly reviewed the Draft 2011 Annual Report. He explained that
30 the State RCW requires all Transportation Benefit Districts to issue an annual report and
31 outlines specific items that need to be included in that report such as transportation
32 improvement costs, expenditures, revenues, and construction schedules. Public Works put
33 the draft document together and hoped to solicit comments and feedback from the Board.
34 They are also working with the Finance Department to get some additional information and
35 to make sure they are comfortable with the numbers that are in the report. He referred to
36 page 40-3 of the report which shows the background as to how the TBD was established and

1 what the funds were to be used for. Earlier, the Board had identified five different projects
2 which included: City of Lynnwood Street Fund 111 (operation and maintenance); Pavement
3 Overlay Program; Traffic Signal Rebuild Program; Traffic Signal Reconstruction: Scriber
4 Lake Road at 196th Street SW; and 48th Avenue W Sidewalk: 183rd to 180th Street SW. The
5 TBD (as a \$20 vehicle registration fee) went into effect in the middle of last year. They are
6 expecting to generate about \$420,000 annually. The report also summarized the list of
7 meetings that occurred over the last year. Page 40-4 shows the preliminary revenues which
8 are about \$191,000 for the six-month period. The expenditures are listed on page 40-5. The
9 main expense of \$36,022.98 for Administrative Expenses was a one-time startup expense to
10 establish the TBD. It also included attorney time to establish several ordinances and charter
11 documents. The Fund Balance shows that there is roughly \$141,000 available. The Schedule
12 and Project Expenses are also listed on page 40-5.

13
14 Board Member AuBuchon asked about the difference between pavement overlay, repaving,
15 and reconstruction. Director Franz reviewed the difference between those.

16
17 Board President Simmonds referred to the Administrative Expenses (2010) and noted that
18 while much of that was one-time expenses, the Administrative Expenses (2011), Insurance
19 (2010) and Insurance (2011) would be recurring expenses. Director Franz indicated this was
20 correct and added that if they were to aggressively go out to the community to talk about
21 different funding methods for the TBD then the Administrative Expenses could be higher,
22 but 2011 was probably a normal baseline year.

23
24 Board Member Lonergan-Dreke asked about public meetings. Director Franz replied that
25 they had talked about doing those in 2011, but because of workload and other issues they
26 were not able to do that. They will be starting to talk about that tonight.

27
28 50. Presentation and Discussion – Transportation Funding Strategies

29
30 Director Franz gave a presentation regarding Studies, Assessments, Analysis; Outcomes;
31 Funding; and Next Steps. He commented on a proposed Bill 6582 which has to do with local
32 transportation options. If that bill were to pass as it is right now it would give TBDs the
33 ability to have a \$40 tab fee without a public vote. He continued to review the Chain of
34 Transportation Decisions and Outcomes and give an overview of the presentation.

35
36 Deputy Public Works Director Elekes discussed the 20-Year Transportation Financial Plan
37 funding summary on page 50-5. Board Member Lonergan-Dreke referred to the projected
38 \$83,432,308 cost for developer fees and asked what level of development they are assuming
39 with this model. Deputy Director Elekes replied that they are assuming full growth in the 20-
40 year plan for the City Center. This can be modified as they go down the road if it appears
41 they need to do so. Board President Simmonds asked what year the dollars in the chart are
42 based on. Deputy Director Elekes replied that they are 2010 dollars. He clarified that he did
43 an updated spreadsheet that he will bring back to the Board.

44
45 Board Member Lonergan-Dreke commented on the high overall cost of these projects and
46 asked about the feasibility of doing some of this work in-house to avoid the cost of the
47 consultants. Deputy Director Elekes commented that they have consciously made the

1 decision to not “staff up” to do these projects, but they have done some of these things in
2 house. The challenge with doing design work is that it completely consumes the time of
3 already stretched employees. Director Franz added that they would hesitate to hire extra
4 employees for these projects because of the unpredictability of the funding and, therefore,
5 the workload, as well as the numerous specialties required for civil engineering. Board
6 Member Lonergan-Dreke asked if they had considered sharing services with other
7 jurisdictions. Board President Simmonds asked if this is what they did when they worked
8 with the County on 36th Street. Deputy Director Elekes explained that they were co-
9 managers on that project. Project Manager Mach added that they used the same consulting
10 firm for both the phases. The County has their own right-of-way acquisition group so they
11 had their internal people doing that portion for them. He commented that they might be able
12 to look at teaming with the County to work with their right-of-way services group rather
13 than a consulting and engineering firm.

14
15 Board Member Lonergan-Dreke asked if there is legislation that staff would recommend
16 relating to the bidding laws and requirements in the state that would allow them to take
17 advantage of economies of scale. Deputy Director Elekes noted that every project is unique
18 and brings different contractors and specialties to that project. However, the annual overlay
19 program is one anomaly. At least once a year there is a request from Snohomish County to
20 pool various projects in the County under one contract; this results in an economy of scale
21 because of the volume. Occasionally also they have teamed with neighboring agencies such
22 as Mountlake Terrace or Lake Forest Park on the ground overlay or the chip seal project. On
23 the 76th sewer line project, they are coordinating with Edmonds. There are opportunities for
24 working together with neighboring jurisdictions and they explore this wherever they can. In
25 terms of legislation, they track and follow key issues as they occur.

26
27 Board Member Lonergan-Dreke commented that in addition to looking just at the issue of
28 how they raise revenue to pay for these projects they also need to be looking at the issue of
29 the cost of what they are going to be doing. She thought that the public would be more likely
30 to support increased revenue if they thought they were getting more bang for the buck.
31 Deputy Director Elekes noted that on Olympic View Drive they hired outside consultant
32 support to manage the project, but they used in-house staff to inspect it. They also partnered
33 with the Department of Transportation to do the inspection work on two pedestrian projects
34 over the last couple years. He reiterated that they typically explore the most cost-effective
35 way to complete projects and they will continue to do that.

36
37 Board Member Smith referred to the list of projects and agreed with Board Member
38 Lonergan-Dreke that the price tag is a big shocking. He asked if the Transportation Plan is
39 connected to any kind of trip reduction plan or strategy in the City. Director Franz explained
40 that in one of the biggest planning areas, the City Center, part of the analysis that drove the
41 project lists was an assumption on the use of multi-modal. Deputy Director Elekes added
42 that one of the key components of that is that the light rail station or stations will come to
43 Lynnwood and the attraction within a certain radius of those. Because of that, the City was
44 able to take a major reduction in the mitigation of vehicle trips.

45
46 Board Member Smith said he had heard that “if you build it they will fill it with cars”. He
47 asked if this was being considered. Deputy Director Elekes said they have taken all the TDM

1 (Transportation Demand Management) measures in traffic into the modeling effort to
2 assume a very aggressive transit-oriented system. The lanes and other projects that they are
3 proposing in the plan are the necessary minimums for the level of growth that are
4 anticipated. He emphasized that through the analytics they were able to reduce \$75 million
5 worth of roads and streets in the grid system. Project Manager Mach added that their
6 modeling shows 14,000-15,000 future P.M. Peak Hour Trips. This includes the reduction
7 they have made for mode split and assumes more people will be using buses, light rail,
8 bikes, and walking. If they didn't make that assumption the number would have been much
9 higher than they have already assumed in their calculations.

10
11 Noting the time, Director Franz proposed that they conclude the meeting for now and have
12 Project Manager Mach finish his presentation after the Council meeting. Board President
13 Simmonds concurred and stated that this discussion would be continued later tonight
14 because they have an abbreviated Business Meeting.

15
16 60. ADJOURNMENT

17
18 Board President Simmonds announced that the next meeting was scheduled for October 8,
19 2012 at 6 p.m. in the Lynnwood Council Chambers. An special meeting may be called before
20 then. If so, the time and place will be advertised in the Everett Herald and on the TBD
21 webpage.

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23 The meeting was adjourned at 6:53 p.m.

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29 Loren Simmonds, TBD Board President

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33 Lorenzo Hines, Jr.
34 Finance Director, acting as Board Treasurer

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**City of Lynnwood
Transportation Benefit District Board**

Item 40A

**Regular Meeting
October 8, 2012
6:00 P.M.**

TITLE: Conduct a Public Hearing on Ordinance #5 of the City of Lynnwood Transportation Benefit District to adopt the 2013 budget

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

BACKGROUND: Staff has developed a draft 2013 TBD budget for the Board's review, comment, and possible adoption. The following provides background on how the revenue and expenditure projections were developed:

Revenue Status (since inception)

The \$20 vehicle registration fee went into effect on July 1, 2011. Forecasted revenue from inception to September 30, 2012 was \$549,170. Actual revenue received totals \$572,616, or \$23,446 more than anticipated in the 2011 and 2012 budgets. This is primarily attributed to the fluctuation in car sales and vehicle registrations.

2012 Budget vs. Actual

On January 1, 2012, the TBD had an actual beginning fund balance of \$161,744. The 2012 annual budget includes estimated revenues of \$502,000 and estimated expenditures of \$502,000. However, as of September 30, 2012, projected revenues are \$490,000 and projected expenditures are \$472,000, resulting in a projected December 31, 2012 ending fund balance of \$179,744.

2013 Revenue Projection

Because a complete calendar year's revenues have not yet been received, projected revenue for 2013 has been estimated using actual revenues received in the preceding twelve full calendar months (October 2011 – September 2012). Based on these numbers, staff anticipates revenues of \$489,100 for the 2013 fiscal year.

2013 Expense Projection

The TBD's administrative expenditures consist of staff time (Public Works, Finance, and Legal), public meeting notices, and meeting minute recording/development. Following a method similar to the revenue projection above, staff has estimated \$12,700 in administrative expenditures in 2013.

1 Additional TBD expenditures include insurance coverage through the Cities Insurance
 2 Association of Washington (CIAW). The annual premium is \$2,500. Staff also
 3 anticipates that the TBD will be audited by the state auditor for the first time in 2013. The
 4 estimated audit fee is \$3,500.

5
 6 The total projected expenditures for 2013 are summarized as follows:
 7

\$12,700	Administrative
2,500	CIAW Insurance
3,500	2013 State Audit
\$18,700	Total Expenditures

8
 9 Estimated funding available for projects is calculated as follows:
 10

\$ 179,744	Beginning Fund Balance
489,100	Revenue
(18,700)	Administrative Expenditures
\$ 650,144	Available for Projects

11
 12 **2013 TBD Projects**

13 Projects identified in TBD Ordinance #2 for potential TBD funding include:

- 14 1) City of Lynnwood Street Fund 111
- 15 2) Pavement Overlay Program
- 16 3) Traffic Signal Rebuild Program
- 17 4) Traffic Signal Reconstruction: Scriber Lake Road at 196th Street SW
- 18 5) 48th Avenue W Sidewalk: 183rd Place SW to 180th Street SW

19
 20 Staff recommends that the available revenue be used for the following project:
 21

#	Project	Amount
1	City of Lynnwood Street Fund 111	\$40,000
2	Pavement Overlay Program	\$460,000
3	48 th Avenue W Sidewalk	\$85,000
Total		\$585,000

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 28 Candidate pavement overlay projects include the following:

- 29 1) 44th Avenue W (192nd Place SW to 172nd Street SW) (Note 1)
- 30 2) 184th Street SW (33rd Avenue W to Alderwood Mall Parkway)

31
 32 **Note 1:** The city received a \$676,000 federal grant through the 2012 Countywide STP/CMAQ
 33 competition for the 44th Avenue W Overlay Project. TBD funds will be used as match for the
 34 grant.

35
 36 If adopted by the TBD Board, TBD Ordinance #5 adopts a one year budget for the TBD for
 37 the year ending December 31, 2013.
 38

1 A Public Hearing is being held to give the TBD Board an opportunity to hear comments from
2 the public and also as required by Chapter 36.73 RCW. The meeting was advertised in the
3 Everett Herald and on the TBD web site which can be viewed at the following:
4 <http://www.ci.lynnwood.wa.us/tbd>.

5
6 **ACTION:** Conduct a public hearing.

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8 **ATTACHMENTS:** TBD Ordinance #5

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**CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT**

ORDINANCE NO. 5

7 AN ORDINANCE OF THE CITY OF LYNNWOOD,
8 WASHINGTON, TRANSPORTATION BENEFIT DISTRICT
9 ADOPTING A ONE YEAR BUDGET FOR THE CITY OF
10 LYNNWOOD, WASHINGTON, TRANSPORTATION
11 BENEFIT DISTRICT FOR THE YEAR ENDING
12 DECEMBER 31, 2013; AND PROVIDING FOR AN
13 EFFECTIVE DATE, SEVERABILITY, AND SUMMARY
14 PUBLICATION.

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WHEREAS, on May 24, 2010 the Lynnwood City Council did establish the
Lynnwood Transportation Benefit District; and,

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WHEREAS, Chapter 36.73 RCW requires the Transportation Benefit District
to adopt an annual budget; and,

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WHEREAS, the Transportation Benefit District Board provided notice and
conducted a public hearing on October 8, 2012, regarding a proposed budget for fiscal year
2013; NOW, THEREFORE,

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THE BOARD OF THE CITY OF LYNNWOOD, WASHINGTON,
TRANSPORTATION BENEFIT DISTRICT, DO ORDAIN AS FOLLOWS:

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31

Section 1. The 2013 Budget for the Lynnwood Transportation Benefit District for the year
ending December 31, 2013 totaling \$603,700 is hereby adopted.

1 Section 2. Revenues, Expenditures and Fund Balance. The budget sets forth totals of
 2 estimated revenues, expenditures, and ending fund balance of the Transportation Benefit
 3 District as summarized below:

Estimated Beginning Fund Balance – 01/01/13	\$179,744
Estimated Revenue	
Washington State Department of Licensing	489,000
Interest	100
Total Estimated Revenue	489,100
Estimated Expenditures	
Insurance - purchased through CIAW	2,500
Administration - legal and staff support	12,700
2013 State Audit Fee	3,500
Transportation Improvement - Overlay Program, identified in the City of Lynnwood Six Year Transportation Improvement Plan	460,000
Transportation Improvement – City of Lynnwood Street Fund 111	40,000
Transportation Improvement – 48 th Ave W Sidewalk (carry forward)	85,000
Total Estimated Expenditures	603,700
Estimated Ending Fund Balance - 12/31/13	\$65,144

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

10 Section 4. Effective Date. This ordinance shall take effect five (5) days after passage and
 11 publication of an approved summary thereof consisting of the title.

13 PASSED this 8th day of October, 2012 and signed in authentication of its passage this
 14 _____ day of _____, 2012.

18 _____
 19 Loren Simmonds
 20 TBD Board President

22 ATTEST:

22 APPROVED AS TO FORM:

26 _____
 27 Lorenzo Hines
 28 Finance Director, acting as Board Treasurer

26 _____
 27 Rosemary Larson
 28 City Attorney, acting as Board Attorney

1 FILED WITH ADMINISTRATIVE SERVICES: _____
2 PASSED BY THE TRANSPORTATION BENEFIT DISTRICT BOARD: _____
3 _____
4 PUBLISHED: _____
5 EFFECTIVE DATE: _____
6 ORDINANCE NUMBER: _____
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**City of Lynnwood
Transportation Benefit District Board**

Item 40B

**Regular Meeting
October 8, 2012
6:00 P.M.**

TITLE: Consideration, discussion, and possible action on Ordinance #5 of the City of Lynnwood Transportation Benefit District to adopt the 2013 budget

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

BACKGROUND: See materials from the public hearing item 40A.

ACTION: Consider, discuss, and possibly adopt TBD Ordinance #5.

ATTACHMENTS: TBD Ordinance #5 (see item 40A)

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**City of Lynnwood
Transportation Benefit District Board**

Item 50

**Regular Meeting
October 8, 2012
6:00 P.M.**

TITLE: Presentation, Discussion and Approval: 2011 TBD Annual Report

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

BACKGROUND:

RCW 36.73.160(2) - A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

TBD Charter 6.06 – In addition, the District, upon approval by the Board, shall issue an annual report, indicating the status of transportation improvement costs, transportation improved expenditures, revenues, and construction schedules, to the public and the newspapers of record in the District (the “Plan”). “Newspapers of record in the District” shall include all newspapers which have filed a request for public notice of meetings with the District.

Considering these requirements, staff has prepared a 2011 TBD Annual Report for the Board’s consideration and possible approval. This is an unaudited report. Staff anticipates the TBD will be audited in 2013.

ACTION: Discussion and possible approval

ATTACHMENTS: 2011 TBD Annual Report

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City of Lynnwood

Transportation Benefit District

2011 Annual Report

October 2012

RCW 36.73.160(2) - A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

TBD Charter 6.06 – In addition, the District, upon approval by the Board, shall issue an annual report, indicating the status of transportation improvement costs, transportation improved expenditures, revenues, and construction schedules, to the public and the newspapers of record in the District (the “Plan”). “Newspapers of record in the District” shall include all newspapers which have filed a request for public notice of meetings with the District.

1 **Lynnwood TBD Background**

2 A Transportation Benefit District (TBD) is a Quasi-municipal corporation & independent
3 taxing district created for the sole purpose of funding transportation improvements within the
4 district. A TBD is created by ordinance of legislative authority (county or city) and may
5 include other counties, cities, port districts, or transit districts through Inter-local agreements.
6

7 A law passed by the Washington State Legislature in 2007 allows city or county governments
8 to create local transportation benefit districts and impose a local vehicle registration fee or
9 other funding sources (such as sales tax) to fund local transportation projects. TBDs in
10 Washington State have primarily been funded by a vehicle registration fee, but a few cities
11 have implemented a sales tax funded TBD. As of December 31st 2011 seventeen cities in
12 Washington State have approved a \$20 vehicle registration fee funded TBD.
13

14 Following a public hearing on May 24th 2010, the Lynnwood City Council approved
15 Ordinance #2837 forming the Lynnwood Transportation Benefit District and adopting a new
16 chapter to the Lynnwood Municipal Code, 12.14, entitled "Transportation Benefit District".
17 The governing board of the Transportation Benefit District is the Lynnwood City Council,
18 acting in an ex officio and independent capacity. The ordinance specifies that the boundaries
19 for the TBD be coextensive with the City limits.
20

21 Following a public hearing on November 29th 2010 the TBD Board adopted TBD Ordinance
22 #2 enacting a \$20 vehicle registration fee for each eligible vehicle registered in Lynnwood.
23 The \$20 vehicle registration fee went into effect on July 1st 2011 and generates approximately
24 \$490,000 annually for transportation projects. The projects to be funded (in whole or in part)
25 include:

- 26 • City of Lynnwood Street Fund 111 (operation and maintenance)
- 27 • Pavement Overlay Program
- 28 • Traffic Signal Rebuild Program
- 29 • Traffic Signal Reconstruction: Scriber Lake Road at 196th Street SW
- 30 • 48th Avenue W Sidewalk: 183rd Place SW to 180th Street SW
31

32 Although it is a separate legal entity from the City of Lynnwood, the TBD is reported as a
33 blended component unit in the City's annual financial statements because its sole purpose is
34 for the construction, preservation, maintenance and operation of City streets.
35

36 **2011 Meetings Summary**

37 The TBD Board held three meetings in 2011. A brief summary of the meetings are listed as
38 follows:
39

40 **January 10, 2011 Special Meeting**

- 41 • Presentation and discussion of public outreach process regarding transportation needs,
42 funding options, prioritization, etc.
- 43 • Consideration, discussion, and possible action on Resolution #3 authorizing an
44 interlocal agreement between the TBD and the cities Insurance Association of
45 Washington (*Resolution passed unanimously 6-0*)
- 46 • Election of TBD Board Vice President (*Board Member Hikel was elected*)
47

1 **February 14, 2011 Regular Meeting**

- 2 • Public Hearing on Ordinance #3 of the City of Lynnwood Transportation Benefit
- 3 District adopting the 2011 budget (*Ordinance passed 4-2*)
- 4 • Presentation and Discussion: Status update of public outreach process
- 5 • Presentation and Discussion: Transportation Benefit District website

7 **August 8, 2011 Regular Meeting** (Meeting was canceled)

9 **November 7, 2011 Special Meeting**

- 10 • Public Hearing on Ordinance #4 of the City of Lynnwood Transportation Benefit
- 11 District adopting the 2012 budget (*Ordinance passed unanimously 4-0*)
- 12 • Consideration, discussion, and possible action on Resolution #4 – Amend the TBD
- 13 Charter (*Resolution passed unanimously 4-0*)

15 **2011 Revenue**

16 The \$20 vehicle registration fee went into effect on July 1, 2011. The TBD’s revenues for the
17 year ending December 31, 2011 are follows:

\$ 228,116	Vehicle Registration Fees
47	Investment Interest
<u>\$ 228,163</u>	Total Revenues

20 **2011 Expense**

21 2011 TBD expenses consist of 2010 administrative expenses (primarily staff/attorney time
22 required to establish the TBD), 2011 administrative expenses, TBD insurance (through the
23 Cities Insurance Association of Washington (CIAW)), and projects (no projects were funded
24 in 2011). The TBD’s administrative expenses consist of staff time (Public Works, Finance,
25 and Legal), public meeting notices, and meeting minute recording/development. Total 2011
26 TBD expenses are summarized as follows:

\$ 31,675	Administrative Expenses (2010)*
10,844	Administrative Expenses (2011)
1,700	CIAW Insurance (2010)
2,200	CIAW Insurance (2011)
20,000	Overlay Program
<u>\$ 66,419</u>	Total Expenses

*One time startup expenses to establish the TBD

30 **Fund Balance**

31 The 2011 TBD ending fund balance is summarized as follows:

\$ 228,163	Revenue
<u>(\$66,419)</u>	Expenses
<u>\$ 161,744</u>	Ending Fund Balance

32
33 A Schedule of Revenues, Expenditures and Changes in Fund Balance is provided on the last
34 page of this report.

1 **TBD Project Expenses and Schedules**

2 Projects identified in TBD Ordinance #2 for potential TBD funding include:

3 1) City of Lynnwood Street Fund 111

4 Expenses: Varies year to year

5 TBD Funding Contribution: No 2011 TBD Funds were budgeted

6 Schedule: Ongoing

8 2) Pavement Overlay Program

9 Expenses: Varies year to year

10 TBD Funding Contribution: \$142,300 was allocated for the Pavement Overlay Program in
11 the 2011 TBD budget. Remaining 2011 TBD funds (\$181,744) will be rolled over and
12 expended in 2012 for the Pavement Overlay Program.

13 Schedule: Various projects from year to year

15 3) Traffic Signal Rebuild Program

16 Expenses: Varies year to year

17 TBD Funding Contribution: No 2011 TBD Funds were budgeted

18 Schedule: Ongoing

20 4) Traffic Signal Reconstruction: Scriber Lake Road at 196th Street SW

21 Expenses: \$548,000

22 TBD Funding Contribution: No 2011 TBD Funds were budgeted

23 Schedule: Construction spring of 2013

25 5) 48th Avenue W Sidewalk: 183rd Place SW to 180th Street SW

26 Expenses: \$1,005,000

27 TBD Funding Contribution: No 2011 TBD Funds were budgeted

28 Schedule: Construction summer of 2013

**Schedule of Revenues, Expenditures and
 Changes in Fund Balance
 City of Lynnwood, Washington
 Transportation Benefit District
 For the Period Ended December 31, 2011
 (Unaudited)**

REVENUES	
Annual Vehicle Registration Fees	\$ 228,116
Interest	47
Total Revenues	<u><u>228,163</u></u>
 EXPENDITURES	
Administrative Expenses	42,519
Insurance	3,900
Overlay Program	20,000
Total Expenditures	<u><u>66,419</u></u>
 EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	
	<u>161,744</u>
 OTHER FINANCING SOURCES (USES)	
Total other financing sources (uses)	<u><u>-</u></u>
 Net changes in fund balances	 161,744
Fund balances - beginning	-
FUND BALANCES - ENDING	<u><u>\$ 161,744</u></u>

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**City of Lynnwood
Transportation Benefit District Board**

Item 60

**Regular Meeting
October 8, 2012
6:00 P.M.**

TITLE: Presentation and Discussion: Community Education and Outreach Plan

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes

BACKGROUND: The Citizens of Lynnwood have consistently stated the importance of the city's transportation system in past City-wide surveys. These surveys were related to all facets of city services and were not limited to transportation alone. One of the recommendations identified by the Transportation and Traffic Task Force in their 2010 Final Report was to conduct a City-wide survey specific to transportation.

The results of surveying citizens and businesses would be very useful to the TBD Board in determining which transportation improvements to complete, how to prioritize them, and how to fund them. Staff recommends that a multi-tiered public outreach process be implemented in order to survey the stakeholders of Lynnwood's transportation system.

ACTION: Discussion and Board direction on the following policy questions:

- 1) Does the Board support staff's recommendation to conduct a Community Education and Outreach Plan as outlined herein?
- 2) Does the Board wish to implement a Community Education and Outreach Plan that allows for a public vote on August 6th 2013, November 5th 2013 or a time certain in 2014?
- 3) Should the 2013 TBD Budget be amended to include expenses related to conducting a community survey and payment of a filing fee to place a measure on the ballot?

ATTACHMENTS:

- 1) Community Education and Outreach Plan
- 2) Community Education and Outreach Schedule
- 3) Background Material from Transportation and Traffic Task Force

- 1 • Street Fund Operation and Maintenance

2

3 **Transportation Funding:**

- 4 • Current Funding Explained
5 • Transportation Benefit District
6 ➤ Licensing fee
7 ➤ Sales tax
8 • Levy Lid Lift
9 • Other voted measures

10

11 **HOW - Outreach Communication Strategies**

12

- 13 • Questions to be asked
14 ➤ What is your greatest area of concern?
15 ➤ What level should programs be funded? Level of service?
16 ➤ What types of funding for which type of projects?
17 • Web Site Information
18 ➤ Upcoming Meetings, Dates, and Locations
19 ➤ Presentation Information
20 ➤ Comments Received from Each Meeting
21 • Press Releases
22 ➤ One for each meeting
23 • Articles in the Newspaper
24 • Major Event at the Convention Center
25 • Neighborhood Meetings at Key Locations throughout the City (6 to 8 sites)
26 • Independent Scientific Validated Community Survey
27 • Articles in "Inside Lynnwood"
28 • Interview on Lynnwood TV
29 • Interview with TV Stations
30 • Separate - Special Mailer to ALL Lynnwood Residents and Business License Holders (2
31 Mailers)
32 • Host a Pancake Breakfast at the Fire Station or Convention Center
33 • Both/Kiosk at the Mall, Major Retail Center

34

35 **WHO - Stakeholders in the Community**

36

- 37 • Residents
38 • Business Community
39 • Retail Customers
40 • Schools
41 • Churches
42 • Transportation and Traffic Task Force

43

44 **WHEN – See potential schedule on next page**

45

1 **Background Material from Transportation and Traffic Task Force (Excerpt)**
2

3 The Citizens of Lynnwood have consistently stated the importance of the city's
4 transportation system in past City-wide surveys. These surveys related to all facets
5 of city services and were not limited to transportation alone. One of the
6 recommendations identified by the Transportation and Traffic Task Force in their
7 2010 Final Report was to conduct a City-wide survey specific to transportation.
8

9 The results of surveying citizens and businesses would be very useful to Council and
10 the TBD Board in determining which transportation improvements to complete, how
11 to prioritize them, and how to fund them. Staff recommends that a multi-tiered public
12 outreach process be implemented in order to survey the stakeholders of Lynnwood's
13 transportation system.
14

15 Staff recommends that the following four primary topics be included as a part of the
16 outreach program:
17

18 **1) Education**

19 It is critical that the stakeholders of Lynnwood's transportation system have a better
20 understanding of the system and the efforts underway and required to maintain and
21 improve it. This is especially true if the citizens are called upon to pass fee or taxing
22 measures in the future to fund critical transportation projects and programs. Once
23 citizens understand the importance of our transportation system and the genuine
24 hard work and thoughtful efforts by staff and elected officials, a much higher level of
25 support is possible.
26

27 A brief description of each of the following should be provided:

- 28 • The City's level of service policies, plans for future growth, and the capacity
29 projects needed to support this growth
- 30 • The City Center and the transportation improvements needed to support it
- 31 • The pedestrian and bicycle skeleton systems and how they were developed
- 32 • The magnitude of the City's maintenance and operation responsibilities
33

34 **2) Planned Projects**

35 The 20-year list of projects and how they get prioritized into the 6-year
36 Transportation Improvement Plan (TIP) should be discussed. More information
37 should be provided about the TIP projects so that the public has real tangible
38 knowledge of the type of projects planned for Lynnwood in the near term.
39

1 **3) Prioritization**

2 An opportunity should be provided for the public to rank and prioritize various types
3 of transportation improvements such as:

- 4 • Roadway Capacity (additional through/turn lanes, new street connections, other)
- 5 • Major Freeway Improvements (new crossings, new/modified interchanges,
6 other)
- 7 • City Center (increasing capacity of existing roads, adding new grid streets,
8 other)
- 9 • Non-Motorized - Pedestrian (sidewalks, trails, other)
- 10 • Non-Motorized - Bicycle (bicycle lanes, pavement markings, other)
- 11 • Street Maintenance (street crews, pavement preservation, traffic signals, other)
- 12 • Safety (center medians, traffic calming features, other)
- 13 • Intelligent Transportation (smarter traffic signals, traffic flow notifications, other)

14
15 **4) Funding**

16 The public should be informed of where their current tax dollars go and how
17 Lynnwood's transportation projects are currently funded. After they gain a better
18 understanding of the significant transportation funding shortfall, they will be better
19 equipped to provide constructive feedback as to how best to fund transportation
20 projects.

21
22 Funding strategies should also be discussed. These strategies include using grant
23 dollars to fund projects which typically score well in funding competitions and using
24 local funds to fund projects which may not. Low scoring grant projects typically
25 include:

- 26 • Maintenance (pavement overlay, traffic signal rebuild, other)
- 27 • Operation (street crew and support staff)
- 28 • Residential non-motorized improvements (sidewalks, paths, other)

29
30 The outreach should include a brief summary of the various funding alternatives
31 available to fund transportation projects. An opportunity should be provided for the
32 public to rank and prioritize the various types of transportation funding alternatives
33 such as:

- 34 • Transportation Impact Fees
- 35 • Transportation Benefit District – Vehicle registration fee
- 36 • Transportation Benefit District – Sales tax increase
- 37 • Levy Lid Lift
- 38 • Local Improvement Districts

39

1 **Distribution**

2 The following are various methods available to conduct the public outreach plan and
3 distribute the various information:

- 4 • Discuss at TBD Board meetings
- 5 • Discuss with the Lynnwood Transportation and Traffic Task Force (TTTF)
- 6 • Discuss with the Lynnwood Chamber of Commerce
- 7 • Publish an article in the Inside Lynnwood Newsletter
- 8 • Hold multiple public open houses, potentially in various areas around the City.
9 This could include meeting with the various neighborhood groups which were
10 involved in the various neighborhood traffic calming improvements completed
11 over the past few years.
- 12 • Press release to the Everett Herald and Lynnwood Enterprise
- 13 • Develop a webpage
- 14 • Mail info/survey with utility billings to the entire city
- 15 • Provide info/survey to the Edmonds School District
- 16 • Provide info/survey at City Hall, Library, Recreation Center, Edmonds
17 Community College
- 18 • Provide info/survey to the following bicycle groups: Edmonds Bike Group,
19 B.I.K.E.S. Club of Snohomish County, Cascade Bicycle Group, Boeing Bike
20 Club, Bicycle Alliance of Washington, others
- 21 • Other