

AGENDA

City of Lynnwood

Transportation Benefit District (TBD) Board

Council Chambers, City Hall

19100 44th Avenue W, Lynnwood, WA, 98036

Regular Meeting

February 14, 2011

6:00 P.M.

- 10 Call to Order**
- 20 Roll Call**
- 30 Approval of Minutes – Special Meeting January 10, 2011**
- 40 Public Hearing on Ordinance #3 of the City of Lynnwood Transportation Benefit District adopting the 2011 budget.**
- A Public Hearing**
- B Consideration, discussion, and possible action on said Ordinance**
- 50 Presentation and Discussion: Status update of public outreach process**
- 60 Presentation and Discussion: Transportation Benefit District website**
- 70 Adjournment**

- ## 20 Roll Call

- 30 Approval of Minutes – Special Meeting January 10, 2011**

- 40 Public Hearing on Ordinance #3 of the City of Lynnwood Transportation Benefit District adopting the 2011 budget.**

- ## A Public Hearing

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

- 50 Presentation and Discussion: Status update of public outreach process**

- 60 Presentation and Discussion: Transportation Benefit District website**

- ## 70 Adjournment

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**City of Lynnwood
Transportation Benefit District Board**

Item 30

**Regular Meeting
February 14, 2011
6:00 P.M.**

TITLE: Approval of Minutes – Special Meeting January 10, 2011

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

BACKGROUND: At the May 24, 2010 Business Meeting, 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 January 10, 2011 TBD meeting was the fifth meeting of this newly formed entity.

ACTION: Approve the meeting minutes from the January 10, 2011 Special Meeting.

ATTACHMENTS:

1) Special Meeting Minutes January 10, 2011

CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT BOARD
SPECIAL MEETING MINUTES
JANUARY 10, 2011

10. CALL TO ORDER – The Special Meeting of the City of Lynnwood Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by Board President Simmonds at 6:01 p.m. on January 10, 2011.

20.

ROLL CALL

Board President Loren Simmonds
Board Vice Pres. Mark Smith
Board Member Kimberly Cole (Absent)
Board Member Ed dos Remedios
Board Member Ted Hikel
Board Member Lonergan-Dreke
Board Member Jim Smith

Others Attending:

Public Works Director Franz
Deputy PW Director Elekes
Project Manager Mach
City Attorney Larson
Council Assistant Beth Morris

30. APPROVAL OF MINUTES

Motion made by Board Member Hikel, seconded by Board Vice President Mark Smith, to approve the minutes of the Special Meeting of November 29, 2010. Motion passed unanimously (6-0).

40. PRESENTATION AND DISCUSSION OF PUBLIC OUTREACH PROCESS REGARDING TRANSPORTATION NEEDS, FUNDING OPTIONS, PRIORITIZATION, ETC.

Public Works Director Bill Franz, Deputy Public Works Director Jeff Elekes, and Project Manager David Mach made the staff presentation regarding their findings and recommendations. Project Manager Mach referred to the memo from Bill Franz dated January 10, 2011 on page 40-2 of the Board's packet and discussed Part III-*Public Involvement*. He reviewed a proposed Transportation Outreach Plan which would include four components: education, planned projects, prioritization, and funding. He also reviewed possible fast track and extended schedule options. He stated that staff was in support of the extended schedule which could result in a ballot measure in the November 8, 2011 general election. He also discussed possible methods of information distribution and then solicited feedback from the Board.

Discussion:

Board Vice President Mark Smith asked if a .1 or .2% sales tax would result in offset current expenditures in the general fund. Director Franz stated that it was a decision for the Council to make. Staff's recommendation, based on the City's huge transportation needs, would be that it wouldn't supplant or offset general funds. Board Vice President Mark Smith asked if

1 there is a time limit or a deadline by which the TBD Board has to introduce the sales tax
2 measure on the ballot. Project Manager Mach stated that there is not, but noted that if a sales
3 tax measure is passed it's only in effect for ten years. Board Vice President Mark Smith
4 stated that he is very supportive of finding a dedicated revenue stream for transportation
5 projects for our transportation infrastructure, including non-motorized transportation
6 infrastructure. However, he does not think this is the year to do this when so many other
7 taxes have been raised. He said he would like to see this taken up as part of the Priorities of
8 Government model.

9
10 Board Member Lonergan-Dreke spoke in support of the outreach plan. She stated that she
11 would want to participate at any public outreach meetings. She agreed with Board Vice
12 President Mark Smith that this would not be successful this year. She asked staff how much
13 time they would want to put into this given that it's not likely that Council would support
14 putting this on the ballot this year. Director Franz indicated that more time would be
15 beneficial for staff. Board Member Lonergan stated that she was in support of the group
16 moving ahead and starting down this road. She commented that it was going to take time to
17 hear the public's priorities and to educate them about what it's going to take to make those
18 happen.

19
20 Board Member dos Remedios spoke in support of putting together an information package,
21 but he strongly suggested that they keep anything about increases in taxes out of it for the
22 time being. He stated that it would be important to let the public know what is going to be
23 done this year and next year with the \$20 that their tabs are going to be raised. He stated that
24 he personally would not be in favor of any new taxes.

25
26 Board Member Hikel stated that he likes the schedule very much except for the last part of
27 it. The first part of it is what's going to provide us with the information. He said he looked
28 forward to staff coming back with a draft brochure in February.

29
30 Board Member Jim Smith spoke in support of the outreach plan, but noted that he thought it
31 was something Public Works should already be doing. He didn't think it was the job of the
32 Board to be doing that. He underscored what Board Member dos Remedios said that talking
33 about raising taxes before we're even bringing in the increases that have been authorized is
34 premature. It's also premature to talk about putting it on the ballot when we don't know
35 what we're doing yet. He expressed concern about getting accurate information from the
36 outreach without guiding the discussions with the public in a pre-determined direction. He
37 requested that all of this information, including the draft minutes, approved minutes, and
38 meeting times, be posted on the website. He stressed that any increase in sales tax sounds
39 great for funding projects, but we should be funding projects by continuing to decrease our
40 expenses and by increasing our tax revenues by making a vibrant business community. He
41 cautioned that having increased sales tax would kill further business, especially for bigger
42 income-generating businesses such as vehicle sales.

43
44 Board Vice President Mark Smith urged the Board to reconsider the timeline on this. He
45 stated that it makes no sense to direct staff to go out and do work where the end goal is to
46 put something on the ballot when we already know we're not going to do it this year. He
47 recommended revisiting this issue next year.

Councilmember dos Remedios expressed support for putting together an information piece that would give the public some appreciation for what the City is doing without any strings attached. Then, if there is a need next year, we can talk about it then. He spoke strongly against proposing a new tax this year.

Board President Simmonds summarized that while there may be work that we can continue to do in getting read for this, this appears to be something that will not take place until 2012. He noted that in the adopted budget for 2011-2012 the probabilities are very high that we do not have included in that budget adequate funding for more than one ballot measure, if even that. This means that when we get to the end of the year we will have to look at this item and make some provision to make sure there is enough money to put it on the ballot. He recommended that the transportation scenario be highlighted at Lynnwood University. There was consensus to have staff prepare a draft brochure for the next meeting.

50. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON RESOLUTION #3
AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE TBD AND THE
CITIES INSURANCE ASSOCIATION OF WASHINGTON.

Motion made by Board Vice President Mark Smith, seconded by Board Member Hikel, to approve Resolution #3, "A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT APPROVING AN INTERLOCAL AGREEMENT WITH THE CITIES INSURANCE ASSOCIATION OF WASHINGTON, AUTHORIZING MEMBERSHIP, AND ESTABLISHING AN EFFECTIVE DATE." Upon a roll call vote, the motion passed unanimously (6-0).

ELECTION OF VICE PRESIDENT OF THE TBD BOARD

Nominations:

- Board Member Loneragan-Dreke nominated Board Member Kim Cole.
- Board President Simmonds nominated Board Member Ted Hikel.

Upon a roll call vote Board Member Cole received 1 vote (Jim Smith) and Board Member Hikel received 5 votes (Ted Hikel, Kerri Loneragan-Dreke, Loren Simmonds, Mark Smith, Ed dos Remedios). Ted Hikel was elected Vice President of the TBD Board.

Board President Simmonds stated that the City Council would be conducting a public hearing on January 24, 2011 to consider amending the Lynnwood Municipal Code to either delete or to alter the TBD 20% requirement for non-motorized funding.

The next TBD Board meeting is a regularly scheduled meeting on February 14, 2011 at 6 p.m.

1 60. ADJOURNMENT

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3 The meeting was adjourned at 6:45 p.m.
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Loren Simmonds, TBD Board President
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Patrick Dugan

15 Interim Finance Director, acting as Board Treasurer

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**Regular Meeting
February 14, 2011
6:00 P.M.**

- 1) TBD Ordinance #3
- 2) PowerPoint

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3 **CITY OF LYNNWOOD**
4 **TRANSPORTATION BENEFIT DISTRICT**
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6 **ORDINANCE NO. 3**
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9 AN ORDINANCE OF THE CITY OF LYNNWOOD,
10 WASHINGTON, TRANSPORTATION BENEFIT DISTRICT
11 ADOPTING A ONE YEAR BUDGET FOR THE CITY OF
12 LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT
13 DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2011;
14 AND PROVIDING FOR AN EFFECTIVE DATE,
15 SEVERABILITY, AND SUMMARY PUBLICATION.

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18 WHEREAS, on May 24, 2010 the Lynnwood City Council did establish the
19 Lynnwood Transportation Benefit District; and,
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21 WHEREAS, Chapter 36.73 RCW requires the Transportation Benefit District to
22 adopt an annual budget; and,
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24 WHEREAS, the Transportation Benefit District Board provided notice and
25 conducted a public hearing on February 14, 2011, regarding a proposed budget for fiscal year
26 2011; NOW, THEREFORE,
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28 THE BOARD OF THE CITY OF LYNNWOOD, WASHINGTON,
29 TRANSPORTATION BENEFIT DISTRICT, DO ORDAIN AS FOLLOWS:
30

31 Section 1. The 2011 Budget for the Lynnwood Transportation Benefit District for the year
32 ending December 31, 2011 totaling \$190,000 is hereby adopted.
33

34 Section 2. Revenues and Expenditures. The budget sets forth totals of estimated revenues and
35 estimated expenditures of the Transportation Benefit District as summarized below:

Total Revenue - Washington State Department of Licensing	\$190,000
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Expenditures

Insurance - purchased through CIAW	\$1,700
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Administration - legal and staff support (including 2010)	\$46,000
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Transportation Improvements -	\$142,300
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Overlay Program, identified in the City of Lynnwood Six	
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Year Transportation Improvement Plan	
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Total Expenditures	\$190,000
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2 Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be
3 held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
4 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,
5 clause or phrase or word of this ordinance.
6

7 Section 4. Effective Date. This ordinance shall take effect five (5) days after passage and
8 publication of an approved summary thereof consisting of the title.
9

10 PASSED this _____ day of _____, 2011 and signed in authentication of its passage this
11 _____ day of _____, 2011.
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15 _____
16 Loren Simmonds
TBD President

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18 ATTEST:

APPROVED AS TO FORM:

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21 _____
22 Patrick L. Dugan
23 Interim Finance Director, acting as
24 Board Treasurer
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Rosemary Larson
City Attorney, acting as Board Attorney

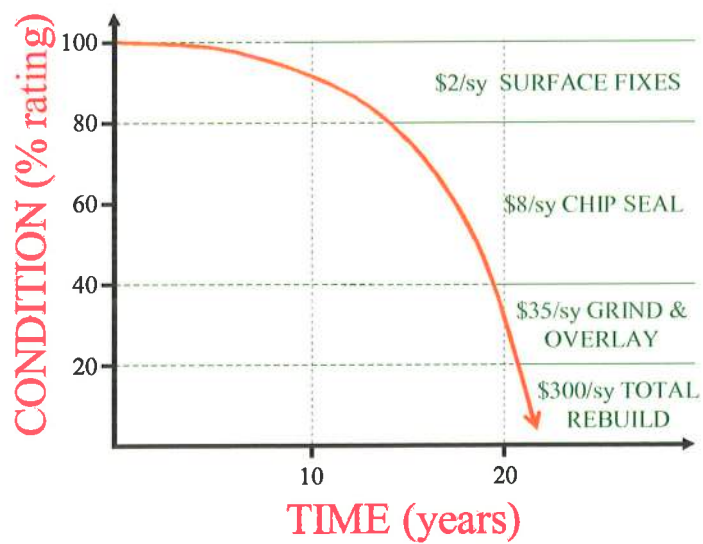
28 FILED WITH ADMINISTRATIVE SERVICES: _____
29 PASSED BY THE TRANSPORTATION BENEFIT DISTRICT BOARD: _____
30 PUBLISHED: _____
31 EFFECTIVE DATE: _____
32 ORDINANCE NUMBER: _____

Lynnwood

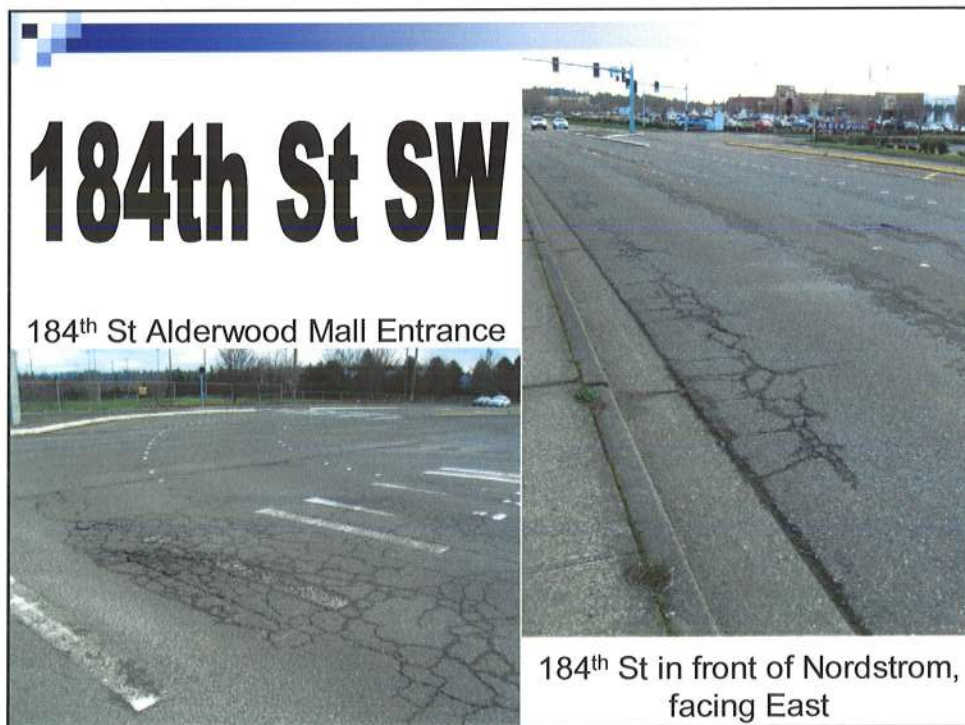
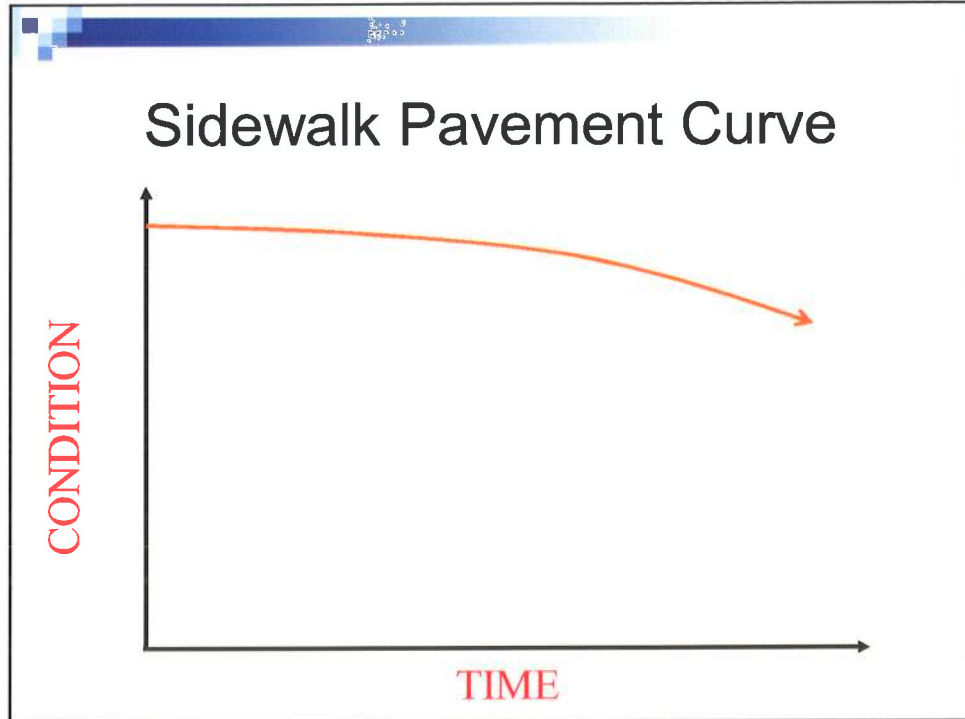
Transportation Benefit District

February 14, 2011

Street Pavement Curve



40A-4



40A-5

Alderwood Mall Parkway

AMP & Maple, Northbound Lanes



AMP & Maple,
Southbound Lanes

44th Ave W

44th Ave & 186th St, Northbound
Lane, Looking South



44th Ave, Northbound Lane,
Looking South

40A-6

What can \$100,000 buy?

- **Single Layer Chip Seal** costs \$0.85/SF and can buy 117,000 SF or 4,900 LF of residential street



What can \$100,000 buy?

- **Double Layer Chip Seal** costs \$1.80/SF and can buy 56,000 SF or 2,300 LF of residential street



What can \$100,000 buy?

- **Grind and Overlay** costs \$2.80-4.00/SF and can buy 25,000-36,000 SF or 1,000-1,500 LF of residential street



What can \$100,000 buy?

- **Full Roadbed Reconstruction** costs \$30/SF or more and can buy 3,300 SF or 140 LF of residential street



40A-8

What can \$100,000 buy?

- **5ft Wide Concrete Sidewalk** costs \$300-400/LF and can buy 250 SF or 330 LF of residential street or 3 to 4 residential lots



What can \$100,000 buy?

- **Single Layer Chip Seal** costs \$0.85/SF and can buy 117,000 SF or 4,900 LF of residential street
- **Double Layer Chip Seal** costs \$1.80/SF and can buy 56,000 SF or 2,300 LF of residential street
- **Grind and Overlay** costs \$2.80-4.00/SF and can buy 25,000-36,000 SF or 1,000-1,500 LF of residential street
- **Full Roadbed Reconstruction** costs \$30/SF or more and can buy 3,300 SF or 140 LF of residential street
- **5ft Wide Concrete Sidewalk** costs \$300-400/LF and can buy 250 SF or 330 LF of residential street or 3 to 4 residential lots

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**City of Lynnwood
Transportation Benefit District Board**

Item 40B

**Regular Meeting
February 14, 2011
6:00 P.M.**

TITLE: Consideration, discussion, and possible action on Ordinance #3 of the City of Lynnwood Transportation Benefit District to adopt the 2011 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 #3.

ATTACHMENTS:

1) TBD Ordinance #3 (see item 40A)

City of Lynnwood
Transportation Benefit District Board

Item 50

Regular Meeting
February 14, 2011
6:00 P.M.

TITLE: Presentation and Discussion: Status update of public outreach process

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

BACKGROUND: At the January 10, 2011 Special TBD Board meeting, staff made a brief presentation of a potential public outreach process regarding transportation needs, funding options, prioritization, etc. See the memorandum from Director Franz dated January 10, 2011 for more information. Following the presentation, the TBD Board provided staff with the following policy direction:

Policy Question #1: Does the TBD Board support the development of a transportation specific survey to be used as a part of an outreach plan to obtain public feedback regarding transportation?

TBD Board Response #1: Yes

Policy Question #2: Does the TBD Board support the four public outreach components?

TBD Board Response #2: Yes, the TBD Board supported the four basic components.

Policy Question #3: Does the TBD Board support a fast tracked or an extended schedule?

TBD Board Response #3: Although somewhat mixed, the TBD Board supported conducting a public outreach process in 2011. The TBD Board directed staff to prepare a public involvement brochure and planned to discuss the brochure at the February 14, 2011 Board meeting. However, a 2011 ballot measure was not supported by the Board.

Policy Question #4: Does the TBD Board support the methods identified for soliciting feedback?

TBD Board Response #4: Yes

After the January 10, 2011 meeting, staff determined that based on the priorities of the City Council (including future priorities of government) and staff's current workload/transition due to recent budget cuts, development of the public involvement brochure and Transportation Outreach Plan will be postponed until further notice.

ACTION: Staff presentation followed by discussion

ATTACHMENTS: None

1 City of Lynnwood
2 Transportation Benefit District Board
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4 **Item 60**

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6 **Regular Meeting**
7 **February 14, 2011**
8 **6:00 P.M.**
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12 **TITLE:** Presentation and Discussion: Transportation Benefit District website
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14 **DEPARTMENT:** Public Works
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16 **DEPARTMENT CONTACT:** Jeff Elekes and David Mach
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18 **BACKGROUND:** Public Works staff and the City's webmaster have created a TBD website
19 which can be viewed at the following web address: <http://www.ci.lynnwood.wa.us/tbd>. The
20 website includes the following information:

- 21 1) A brief description of what TBDs are
- 22 2) Frequently asked questions
- 23 3) A brief description of how the Lynnwood TBD was established
- 24 4) Lynnwood TBD chronology of events
- 25 5) Lynnwood TBD meeting agendas and minutes (for all the TBD meetings)
- 26 6) A schedule for upcoming meetings
- 27 7) Links to all Lynnwood TBD related resolutions, ordinances, and interlocal agreements
- 28 8) A list of the TBD Board Members
- 29 9) Contact information
- 30 10) Links to other TBD related websites including Association of Washington Cities,
31 Washington State Department of Licensing, and Washington State RCWs.

32
33 The website is updated following every TBD meeting so that the information is relevant and
34 up to date. The following are various methods to access the website:

- 35 1) Type <http://www.ci.lynnwood.wa.us/tbd> into a web browser
- 36 2) Google "Lynnwood TBD"
- 37 3) Go to the City of Lynnwood home page and enter "TBD" into the search box
- 38 4) Go to the City of Lynnwood home page, click "Departments/Staff Contacts", click
39 "Boards, Commissions & Committees", and click "Transportation Benefit District"

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41 **ACTION:** Staff presentation followed by discussion
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43 **ATTACHMENTS:** None