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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 14, 2013**
10 **6:00 P.M.**

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12 **10 Call to Order**

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14 **20 Roll Call**

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16 **30 Approval of Minutes – Special Meeting April 29, 2013**

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18 **40 Voucher Approval**

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20 **50 Ordinance #6 of the City of Lynnwood Transportation Benefit District adopting**
21 **the 2014 budget**

22 **A Public Hearing**

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

24
25 **60 Presentation, Discussion and Approval: 2012 TBD Annual Report**

26
27 **70 Presentation and Discussion: Community Education and Outreach Plan**

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29 **80 Consultant Contract: Community Education and Outreach**

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31 **90 Adjournment**

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34 **Memorandums for Your Information:**

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36 **FYI-1 State Auditor's Accountability Audit Report**

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**City of Lynnwood
Transportation Benefit District Board**

Item 30

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: Approval of Minutes – Special Meeting April 29, 2013

DEPARTMENT: Public Works

DEPARTMENT CONTACT: 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 April 29, 2013 TBD meeting was the most recent meeting of the TBD Board.

ACTION: Approve the meeting minutes from the April 29, 2013 Special Meeting.

ATTACHMENTS: April 29, 2013 Special Meeting Minutes

CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT SPECIAL BOARD MEETING MINUTES
April 29, 2013

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2 10. CALL TO ORDER – The Special Meeting of the City of Lynnwood Transportation Benefit
3 District (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to
4 order by Board President Simmonds at 6:00 p.m. on April 29, 2013.

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6 20.

ROLL CALL

Board President Loren Simmonds
Board Vice President Sid Roberts
Board Member Kerri Lonergan-Dreke
Board Member Mark Smith
Board Member Van AuBuchon
Board Member Benjamin Goodwin (arr. 6:28)
Board Member M. Christopher Boyer

OTHERS ATTENDING

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

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9 Board President Simmonds noted he had received notice from Board Member Goodwin that
10 he had to work until 6:00 p.m. but he would come as soon as he could.

11
12 30. APPROVAL OF MINUTES – Special Meeting March 25, 2013

13
14 *Motion made by Board Member Boyer, seconded by Board Member Smith, to approve the*
15 *minutes of the March 25, 2013 Special Meeting as presented. Motion passed unanimously.*

16
17 40. PRESENTATION AND DISCUSSION: TRANSPORTATION PLANNING, FUNDING
18 AND COMMUNITY EDUCATION/OUTREACH

19
20 Public Works Director Franz made a presentation summarizing the discussion from the
21 March 25 Special Meeting and soliciting feedback on three specific policy questions as
22 follows:

- 23 1. Does the Board support staff's recommendation to conduct a Community
24 Education and Outreach Plan as outlined in the packet?
25 2. Does the Board support staff's recommendation to reconvene the Transportation
26 and Traffic Task Force as a focus group to provide guidance in implementing a
27 Community Education and Outreach Plan?
28 3. Depending on the outcome of #2 above, should a City-wide survey specific to
29 transportation be conducted? Staff recommends using a specialized consultant for
30 this task.

31
32 Public Works Director Franz stated that they have heard an interest from the TBD Board in
33 exploring different funding options for the transportation needs they have talked about many
34 times. He reviewed that the Board has already adopted a \$20 per vehicle tab fee bringing in
35 roughly \$500,000 a year. That can go up to as much as \$100 with a voted measure by the
36 public. Another option is a sales tax option which would allow up to .2% by voted measure.

1 He commented that staff has heard that the Board might be interested in running something
2 in 2014, and there are many steps that need to happen ahead of that including significant
3 public education and input. He stated that there are bills that are being looked at in the
4 legislature right now on funding transportation statewide. He expressed concern that parts of
5 that bill would allow transit agencies to put on the ballot up to .3%. This could impact how
6 the Board thinks about putting a similar measure on the ballot. On the other hand, the City of
7 Stanwood passed a TBD measure for .2% sales tax in February with a high majority of the
8 vote. Staff will examine what Stanwood did as part of their process.

9
10 Board Member Lonergan-Dreke asked what was being funded in the Stanwood package and
11 what their current sales tax rate was. Director Franz did not have those specific details, but
12 indicated that staff would find out.

13
14 Board Member Roberts asked how the task group was formed. Director Franz said there
15 were about 15 to 20 people. It was an outgrowth of the visioning group along with others
16 from the community including property owners, developers, and people from the MUGA.

17
18 Board Member Lonergan-Dreke expressed concern about convening the task group again
19 because of the narrow focus of the group and her belief that the group isn't necessarily
20 representative of the average person who is going to be voting. She was hesitant to take
21 more time with that as opposed to really getting out to the folks who are likely to make the
22 decision. She would like to see the community outreach started sooner.

23
24 Board President Simmonds responded that the people who made up the task force were
25 major stakeholders in the City. The group did produce a fairly reasonable game plan that
26 they thought was a legitimate consideration. He recommended distributing that document to
27 the Council to get a sense who was there and what their thoughts were. Staff indicated they
28 would provide that. David Mach added that the majority of the people on that task force
29 were residents. He noted that it took a long time to educate them and bring them up to speed
30 with the complexities of the topic. By continuing with the same group they would bypass a
31 lot of that time and education. He acknowledged that they might not be the best
32 representation of people who would actually be voting on a measure of this sort, but they are
33 well educated on the topic, could hit the ground running, and could provide meaningful
34 feedback. Board Member Boyer suggested that another way that group could be an asset
35 would be to help in the education process of the broader electorate.

36
37 Deputy Public Works Director Jeff Elekes reviewed the possible schedule to get to a ballot
38 measure as shown on page 40-11 of the packet. He noted that convening the task force could
39 occur over the summer months. August could potentially be a touch-base meeting back with
40 the Board and possibly the task force to outline a plan to move forward with an education
41 program. At the second annual regular meeting in October, staff was proposing to amend the
42 budget one way or another with the hopes of bringing a consultant on board who could do a
43 scientific survey. Concurrently, right after the first of the year, there would be a couple
44 community outreach meetings along with a survey going out to the broader community.
45 Whatever the results of those are, they would come back to the first meeting in March to
46 review the status of the process. Toward the end of the outreach process they would actually
47 have a community survey. Around May staff would discuss the survey results with the

1 Board and decide whether or not to go forward with a vote in November. He reminded the
2 Board that there is a minimum of 84 days before the measure that formal paperwork must be
3 submitted. Assuming that they might be going to a vote, there would be more informational
4 meetings to continue the education process in August, September and October. He noted that
5 the consultant could cost somewhere from \$30,000 to \$70,000 to bring up to speed and put a
6 survey together.

7
8 Director Franz referred to the task force and stated he thought out of the 15 members of the
9 task force they might be able to get 5 to 10 of them to come to a meeting. He welcomed
10 ideas for other good candidates to bring into that group, even those who were opposed to
11 additional taxation in order to get an idea of what their thoughts might be.

12
13 Board Member Smith asked for an explanation of the table on page 40-12. Staff explained
14 that it showed the projects, the costs, and the funding sources. Board Member Smith pointed
15 out that the assumption includes a license tab fee of \$100 and the full .2% sales tax. Deputy
16 Director Elekes concurred and noted that if they maxed all those revenue options they could
17 generate the equivalent amount of the need. With the existing sources there would be a
18 deficit of \$127 million over the 20-year period.

19
20 Board Member Smith said he spoke about levels of service at the last TBD service. He is
21 increasingly uncomfortable allocating huge sums of money to road projects when there is
22 limited land in the City of Lynnwood. Specifically, he is not supportive of increasing the
23 number of lanes or putting in new roads until there is a thorough review of the level of
24 service. Similarly, his support of moving ahead with any revenue packages is predicated
25 upon looking at and possibly adjusting levels of service and possibly eliminating some of
26 these projects. On the other hand, he understands the need to take care of the infrastructure
27 and improving it where they can. If they go out for a revenue package, he would like to see it
28 tied to a specific list of projects.

29
30 Director Franz stated that this is the major list of projects that gets the City to its growth
31 targets over the long period and is contingent upon the growth happening over the 20-year
32 period. If the City was to go back and reassess the level of service as suggested by Board
33 Member Smith, it would wipe out the schedule that Deputy Director Elekes shared with the
34 Board. Board Member Smith said he wasn't concerned with meeting the timeline. He noted
35 that these projects are only needed to meet the growth targets because of the levels of service
36 the City has. Deputy Director Elekes responded that the level of service combined with the
37 type of land use that the City wants is the reason for the needs. He referred back to the
38 bubble diagram which explains the process for determining all this. He pointed out that
39 when they did the City Center they changed the level of service from a D to an E and as a
40 result pulled out over \$70 million worth of improvements. He stated that the level of service
41 throughout the city can be looked at if that is the Board's or Council's desire even though it
42 would cost time and money. Director Franz added that a lot of the projects on the list are
43 non-motorized or capacity, but they still have a very pressing need on capital infrastructure
44 maintenance which is mainly overlays, but also includes traffic signals and so forth. In staff's
45 opinion they are \$1 million a year short even with the funding they do have. He urged that
46 they do not put off those more pressing needs.

1 Board Member Smith stated it is not economically prudent or sustainable to keep putting
2 this much money into asphalt. Also, with regard to levels of service, he wondered if they
3 ought to have a letter lower than F since level of service F only means you have to wait
4 through one cycle of the signals or beyond. Maybe on some arterials, people shouldn't expect
5 to get through a signal in one cycle. Deputy Director Elekes stated that the Council can set
6 whatever level of service they choose.
7

8 Board Member AuBuchon asked if staff has looked at other forms of raising revenues
9 besides putting it on the backs of the citizens. He noted that other jurisdictions charge higher
10 rates on car tabs based on such things as total vehicle weight, number of axles, etc. As the
11 size and weight of the vehicle goes up people pay a higher amount because they are doing
12 more damage to the roads. Staff replied they have not looked at that. Director Franz said he
13 was not sure if that was an avenue that was available to cities. What the legislature has
14 allowed is the TBD model. Deputy Director Elekes stated that the other things they have
15 contemplated are on page 40-12. The very last column has variables including Levy Lid Lift,
16 General Fund, and an Economic Development Infrastructure Program. Board Member
17 AuBuchon pointed out that there are a lot of commercial vehicles using the roads every day
18 that don't pay a thing to Lynnwood. He thought there should be some ways to have those
19 folks pay their fair share.
20

21 Board Member Roberts said he doesn't see any harm in asking the citizens what they think
22 about it. He stressed the importance of maintaining the infrastructure whether they add to it
23 or not. He likes the idea of tying revenues to projects where they can. He thought that if CT
24 comes to the voters it would be to refund the Sunday transit service. Finally, he added that
25 car tabs don't address all the users of the roads. It only addresses the people who live here.
26 Deputy Director Elekes concurred and said staff had suggested that the car tabs could be
27 applied toward local projects such as residential paving, sidewalks, or connector links, while
28 the sales tax would be for everybody else who comes and uses it.
29

30 Board President Simmonds pointed out that next year will be another budget cycle, and the
31 transportation funding issue will raise its head again. He thinks that it is imperative that the
32 Board moves forward with some recommendations that are going to result in additional or
33 added revenues to help take care of, at the very least, what we already have and possibly
34 some items in addition to that. He suggested that that they go back and revisit the visioning
35 statement and see to what extent the issue they are talking about is reflected in that visioning
36 statement. He commented that slow crowded streets are not tolerated very well by the
37 public. He thinks they need to move forward with the concept of conducting a community
38 education and outreach plan. He believes that there is a value in trying to reassemble the
39 group that is probably the best equipped right now to help the City with these issues. He also
40 suggested bringing the task force in to talk with the Board.
41

42 Board Member Lonergan-Dreke concurred with Board President Simmonds' comments. In
43 her experience and with the visioning statement, transportation has been one of the top items
44 that people talk about being important to them in the city. She agreed that they need to do
45 something and stop sitting around the table thinking they know what people want instead of
46 asking them. Community outreach is critical in her opinion. She spoke in support of
47 incorporating the task group members to the process. Board Member Lonergan-Dreke said

1 she liked the idea of having the task group come talk to the Board and being part of the
2 outreach and focus groups. She also suggested that they utilize the City's website more
3 effectively and use E-news to communicate with citizens, especially regarding the survey. In
4 the community outreach meetings she thinks they should come up with a list of priority
5 projects that the citizens want and are willing to fund. Also, taking care of what they already
6 have is right at the top of the list because it's only going to get more expensive if they don't.
7 Those are the kind of complaints she hears most frequently, in addition to long waits at
8 traffic lights. Personally, she doesn't find traffic to be too bad most of the time; it is the
9 broken up roads that are more of a concern to her.

10
11 Board Member Boyer commented that while Board Member Smith raised some important
12 issues about continued expansion of roads, they are not presupposing all of that in the
13 educational outreach. He spoke in support of the community outreach plan, using the
14 previous transportation task force, and ultimately, using a consultant if warranted. He stated
15 that they will know what is important to the voters of Lynnwood once they hear from them.
16 He was in support of getting the conversation started and seeing where it goes.

17
18 Board Member Goodwin encouraged staff to move forward. The community education and
19 outreach plan is an important part and seems to be a consensus with Council members as
20 well as the administration. He was in support of using the traffic task force as a focus group
21 to help provide the guidance in implementing an outreach plan. Depending on the outcome
22 of those two things, he might be in support of looking at the survey and using a consultant if
23 that is what the public appears to want.

24
25 60. ADJOURNMENT

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27 Board President Simmonds stated that the next regular TBD Board meeting would be on
28 October 14; however, it is likely that a special meeting probably will be called before that.

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30 The meeting was adjourned at 7:00 p.m.

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36 Loren Simmonds, TBD Board President

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40 Lorenzo Hines, Jr.
41 Finance Director, acting as Board Treasurer

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**City of Lynnwood
Transportation Benefit District Board**

Item 40

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: Voucher Approval

DEPARTMENT: Finance/Public Works

DEPARTMENT CONTACT: Lorenzo Hines, Jr./David Mach

BACKGROUND: The TBD has incurred various expenses since the last TBD meeting. Staff is asking for voucher approval at this time.

ACTION: Approve claims in the amount of \$1,518.60.

ATTACHMENTS: None

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**City of Lynnwood
Transportation Benefit District Board**

Item 50A

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: Conduct a Public Hearing on Ordinance #6 of the City of Lynnwood Transportation Benefit District to adopt the 2014 budget

DEPARTMENT: Finance/Public Works

DEPARTMENT CONTACT: Lorenzo Hines, Jr./David Mach

BACKGROUND: Staff has developed a draft 2014 TBD budget for the Board's review, comment, and possible adoption. The following provides background on how the revenue and expenditure projections were developed:

2014 Revenue Projection

Projected revenue for 2014 has been estimated using actual revenues received in the preceding twelve full calendar months (September 2012 – August 2013). Based on these numbers, staff anticipates revenues of \$510,000 for the 2014 fiscal year.

2014 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 \$10,000 in administrative expenditures in 2014.

Additional TBD expenditures include insurance coverage through the Cities Insurance Association of Washington (CIAW). The annual premium is \$3,000. Staff also anticipates approximately \$60,000 will be required for community education and outreach consultant services.

The total projected expenditures for 2014 are summarized as follows:

\$10,000	Administrative
3,000	CIAW Insurance
60,000	Consultant Services - Education and Outreach
<hr/>	
\$73,000	Total Expenditures

Estimated funding available for projects is calculated as follows:

\$ 65,144	Beginning Fund Balance
510,100	Revenue
-(73,000)	Administrative Expenditures
\$ 502,244	Available for Projects

2014 TBD Projects

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

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

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

#	Project	Amount
1	City of Lynnwood Street Fund 111	\$40,000
2	Pavement Overlay Program	\$460,000
Total		\$500,000

Candidate pavement overlay projects include the following:

- 1) 184th Street SW (33rd Avenue W to Alderwood Mall Parkway)
- 2) Alderwood Mall Parkway (Maple Road to 184th Street SW)
- 3) 36th Avenue W (Maple Road to 164th Street SW)
- 4) 68th Avenue W (along Edmonds Community College)

If adopted by the TBD Board, TBD Ordinance #6 adopts a one year budget for the TBD for the year ending December 31, 2014.

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

ACTION: Conduct a public hearing.

ATTACHMENTS: TBD Ordinance #6

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**CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT**

ORDINANCE NO. 6

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT ADOPTING A ONE YEAR BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2014; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY 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 14, 2013, regarding a proposed budget for fiscal year 2014; 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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Section 1. The 2014 Budget for the Lynnwood Transportation Benefit District for the year ending December 31, 2014 totaling \$573,000 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:
 4
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Estimated Beginning Fund Balance – 01/01/14	\$65,144
Estimated Revenue	
Washington State Department of Licensing	510,000
Interest	100
Total Estimated Revenue	510,100
Estimated Expenditures	
Insurance - purchased through CIAW	3,000
Administration - legal and staff support	10,000
Consultant Services - Education and Outreach	60,000
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
Total Estimated Expenditures	573,000
Estimated Ending Fund Balance - 12/31/14	\$2,244

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

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

13
 14 PASSED this 14th day of October, 2013 and signed in authentication of its passage this
 15 _____ day of _____, 2013.

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 19 _____
 20 Loren Simmonds
 21 TBD Board President

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 23 ATTEST:

24 APPROVED AS TO FORM:

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

27 _____
 28 Rosemary Larson
 29 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 50B

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: Consideration, discussion, and possible action on Ordinance #6 of the City of Lynnwood Transportation Benefit District to adopt the 2014 budget

DEPARTMENT: Finance/Public Works

DEPARTMENT CONTACT: Lorenzo Hines, Jr./David Mach

BACKGROUND: See materials from the public hearing item 50A.

ACTION: Consider, discuss, and possibly adopt TBD Ordinance #6.

ATTACHMENTS: TBD Ordinance #6 (see item 50A)

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**City of Lynnwood
Transportation Benefit District Board**

Item 60

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: Presentation, Discussion and Approval: 2012 TBD Annual Report

DEPARTMENT: Finance/Public Works

DEPARTMENT CONTACT: Lorenzo Hines, Jr./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 2012 TBD Annual Report for the Board’s consideration and possible approval.

ACTION: Discussion and possible approval

ATTACHMENTS: 2012 TBD Annual Report

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City of Lynnwood

Transportation Benefit District

2012 Annual Report

October 2013

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 September 2013, thirty-two cities in
12 Washington State have approved a 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 \$500,000 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
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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 **2012 Meetings Summary**

37 The TBD Board held two meetings in 2012. A brief summary of the meetings are listed as
38 follows:
39

40 **March 12, 2012 Regular Meeting**

- 41 • Presentation and discussion of the draft 2011 TBD Annual Report
- 42 • Presentation and discussion of transportation funding strategies
- 43

1 **October 8, 2012 Regular Meeting**

- 2 • Public Hearing on Ordinance #5 adopting the 2013 budget (*Ordinance passed*
3 *unanimously 6-0*)
4 • Presentation and Discussion of the 2011 TBD Annual Report (*Report was adopted*)
5 • Presentation and Discussion of community education and outreach plan
6

7 **2012 Revenue**

8 The TBD's revenues for the year ending December 31, 2012 are follows:

 \$ 493,396 Vehicle Registration Fees
 790 Investment Interest
 \$ 494,186 Total Revenues

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11 **2012 Expense**

12 2012 TBD expenses consist of administrative expenses, TBD insurance (through the Cities
13 Insurance Association of Washington (CIAW)), and projects. The TBD's administrative
14 expenses consist of staff time (Public Works, Finance, and Legal), public meeting notices, and
15 meeting minute recording/development. Total 2012 TBD expenses are summarized as
16 follows:

 6,275 Administrative Expenses
 2,500 CIAW Insurance
 365,715 Overlay Program
 \$ 374,490 Total Expenses

17
18
19 **Fund Balance**

20 The 2012 TBD ending fund balance is summarized as follows:

 \$ 163,444 Beginning Fund Balance
 494,186 Revenue
 (374,490) Expenses
 \$ 283,140 Ending Fund Balance

21
22 A Schedule of Revenues, Expenditures and Changes in Fund Balance is provided on the last
23 page of this report.
24

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 TBD Funds were expended on this project in 2012

6 Schedule: Ongoing

7
8 2) Pavement Overlay Program

9 Expenses: Varies year to year

10 TBD Funding Contribution: \$403,200 was allocated for the Pavement Overlay Program in
11 the 2012 TBD budget. Remaining 2012 TBD funds (\$37,485) will be rolled over and

12 expended in 2013 for the Pavement Overlay Program.

13 Schedule: Various projects from year to year

14
15 3) Traffic Signal Rebuild Program

16 Expenses: Varies year to year

17 TBD Funding Contribution: No TBD Funds were expended on this project in 2012

18 Schedule: Ongoing

19
20 4) Traffic Signal Reconstruction: Scriber Lake Road at 196th Street SW

21 Expenses: \$548,000

22 TBD Funding Contribution: No TBD Funds were expended on this project in 2012

23 Schedule: Construction winter/spring of 2013

24
25 5) 48th Avenue W Sidewalk: 183rd Place SW to 180th Street SW

26 Expenses: \$1,219,500

27 TBD Funding Contribution: No TBD Funds were expended on this project in 2012

28 Schedule: Construction summer/fall of 2013

**Schedule of Revenues, Expenditures and
 Changes in Fund Balance
 City of Lynnwood, Washington
 Transportation Benefit District
 For the Period Ended December 31, 2012
 (Unaudited)**

REVENUES	
Annual Vehicle Registration Fees	\$ 493,396
Interest	790
Total Revenues	<u>494,186</u>
 EXPENDITURES	
Administrative Expenses	6,275
Insurance	2,500
Overlay Program	365,715
Total Expenditures	<u>374,490</u>
 EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	 <u>119,696</u>
 OTHER FINANCING SOURCES (USES)	
Total other financing sources (uses)	 <u>-</u>
 Net changes in fund balances	 119,696
 Fund balances - beginning	 <u>163,444</u>
FUND BALANCES - ENDING	<u>\$ 283,140</u>

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**City of Lynnwood
Transportation Benefit District Board**

Item 70

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: Presentation and Discussion: Community Education and Outreach Plan

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Bill Franz/David Mach

BACKGROUND: At the April 29th 2013 meeting, the TBD Board discussed the possibility of conducting City-wide public outreach to survey the stakeholders of Lynnwood's transportation system. The TBD Board was supportive of conducting such an outreach. The TBD Board directed staff to conduct the following two steps:

First Step

The first step was to reconvene the Lynnwood Transportation and Traffic Task Force (TTTF) after a three year hiatus to obtain feedback as to how best to conduct such an outreach. Staff met with eight members of the TTTF on October 2nd 2013. The TTTF provided helpful feedback on the type of projects they felt were priorities for the city. The group performed an informal survey which identified pavement management, traffic signal maintenance and street maintenance as the highest priorities, followed by actual projects such as arterial capacity, intersection, freeway, city center and nonmotorized improvements.

The group also provided valuable feedback as to how to conduct the outreach process. Some recommendations included: Provide information at the transit center, mall, library, Fred Meyer, Swift Stations, recreation center, and Edmonds Community College. They stressed that it needed to be made personal, "What is in it for me". They were willing to assist staff to a certain extent with the outreach itself.

Second Step

The second step was to select a public outreach consultant to assist the City with the outreach. Staff conducted an extensive consultant selection process to select a consultant who is most qualified to assist the TBD in providing community education and outreach services. Out of seven different consulting firms, PRR of Seattle WA was considered by staff to have the highest level of expertise based on their work on similar past outreach programs.

- 1 The proposed \$60,000 scope of services includes:
2 1) Developing informational handouts
3 2) Conduct various community events including table events (shopping centers, library,
4 recreation center...) and neighborhood open houses
5 3) Focus group meetings
6 4) Inside Lynnwood articles
7 5) Conducting a statistically valid public survey including questionnaire and associated
8 findings report (approx. \$20,000 in itself)
9

10 **ACTION:** Discussion
11

12 **ATTACHMENTS:** Transportation and Traffic Task Force October 2, 2013 Presentation
13

Transportation and Traffic Task Force Meeting

October 2, 2013

City Hall



1

AGENDA

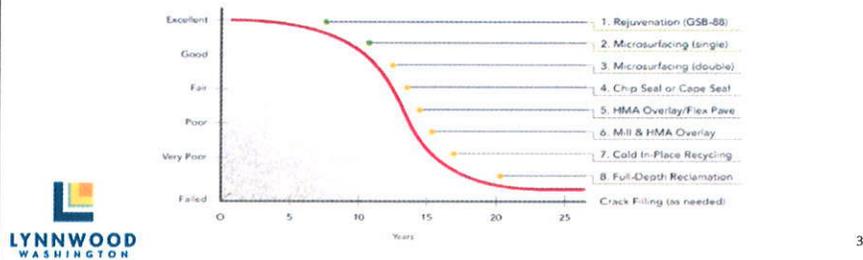
- 7:00 **Welcome**
 - Introductions
 - Opening Statements with Bill Franz
- 7:15 **Transportation Funding and Expenditures**
 - With Bill Franz and David Mach
- 8:00 **Transportation Priorities**
 - With David Mach
- 8:15 **Transportation Education and Outreach**
 - With Bill Franz and David Mach
 - Next Steps - Volunteers
- 9:00 **Good Night!**
 - Next Meeting Date?



2

Pavement Management

- Crack Repair (inexpensive)
- Chip Seal (moderately expensive)
- Overlay (expensive)
- Full Reconstruction (very expensive) - When pavement maintenance is deferred, costs increase substantially because the roadway base needs to be fully reconstructed instead of just overlaid



Pavement Management

Current Annual Funding:

- \$550,000 REET
- \$460,000 TBD
- \$1,010,000 Total

Annual Funding Needed:

- \$2M to \$2.5M

Recent Projects:

- 2008 – Overlay and Chip Seal (Various Roadways)
- Total Cost: \$1.5M
- 2009 through 2011 – None (no funding)
- 2012 - Alderwood Mall Parkway (Maple Road vicinity) Rebuild and Overlay
- Total Cost: \$750,000 (\$820/LF)
- 2013/2014 - 44th Avenue W (192nd to 172nd) Overlay
- Total Cost: \$2.2M (\$325/LF)



Future Projects:

- Alderwood Mall Parkway (Maple to 184th)
- 184th Street SW (Alderwood Mall Parkway to 36th)
- 36th Ave W (Maple Road to 164th)
- 68th Ave W by Edmonds Community College
- Long list...

Street Maintenance

- Potholes
- Signs
- Pavement markings
- Street sweeping

Statistics:

- 295 lane miles
- 4150 Signs
- 1892 Street lights
- 5 Employees

Current Annual Funding:

- \$1.2 million

Annual Funding Needed:

- At least \$1.5 to \$2 million (estimated in 2009)



5

Traffic Signal Operation

- Repair, maintenance and upgrades of traffic signal and interconnect systems
- Full rebuild of old traffic signals
- Operation of Traffic Management Center at City Hall

Statistics:

- 57 Traffic Signals
- 20 Lighted Pedestrian Crossings
- 4 Employees

Current Annual Funding:

- \$650,000 for Operations and Maintenance

Annual Funding Needed:

- \$250,000+ for Capital Replacement
- \$800,000 for Operations and Maintenance



6

70-5

Traffic Signal Operation

Recent Projects:

- Most traffic signal upgrades are completed as a part of other projects.
- 2007 – Olympic View Drive and 176th Traffic Signal
Total Cost: \$350,000
- 2007 – Alderwood Mall Blvd. and 40th Traffic Signal
Total Cost: \$500,000
- 2009 – Traffic Management Center
Total Cost: \$1.6M

Future Projects:

- 2014 – 204th Street Improvement Project – One new traffic signal
- 2014 – Flashing yellow arrow upgrades
- 2014 – Pedestrian countdown traffic signal heads
- 2015 – Adaptive traffic signal control
- 2015 – 33rd Extension Project – 5 new or reconstructed signals
- Rebuild/Replacement of components



7

Arterial Capacity Improvements

FULLY FUNDED:

204th Street SW (68th to Hwy 99)

- 1,000 LF of new road
- 3 lanes, bicycle lanes, concrete curb/gutter and sidewalk
- 1 traffic signal
- 1 roundabout
- Cost: \$4M
- Funding needed: Fully funded (\$2.7M Grants, \$1.3M City)

33rd Ave W Extension – Costco Ring Road (184th to Alderwood Mall Pkwy)

- 2,400 LF of new road
- 3 lanes with 6 in one location
- bicycle lanes, concrete curb/gutter and sidewalk (one side)
- 5 new or reconstructed signals
- Cost: \$9.6M
- Funding needed: Fully funded (\$4.6M Developer, \$3M Grants, \$600K City, \$1.4M Other)



8

70-6

Arterial Capacity Improvements

PARTIALLY FUNDED OR UNFUNDED:

36th Ave W E (Maple Road to 164th)

- 4,900 LF of major improvement to existing road
- 3 lanes with 5 in one location
- Fully rebuild pavement
- bicycle lanes, concrete curb/gutter and sidewalk
- 1 traffic signal
- 1 roundabout
- Cost: \$8M
- Funding needed: \$7M

Poplar Bridge (between 196th and Alderwood Mall Blvd over I-5)

- New 750 LF bridge
- 5 to 6 lanes
- bicycle lanes, concrete curb/gutter and sidewalk
- 2 reconstructed traffic signals
- Cost: \$30M
- Funding needed: \$28M



Arterial Capacity Improvements

196th Street SW (between 48th and 36th)

- 3,800 LF of major improvement to existing road
- 7 lanes with median
- concrete curb/gutter and sidewalk
- 4 reconstructed traffic signals
- Cost: \$15M
- Funding needed: \$13M

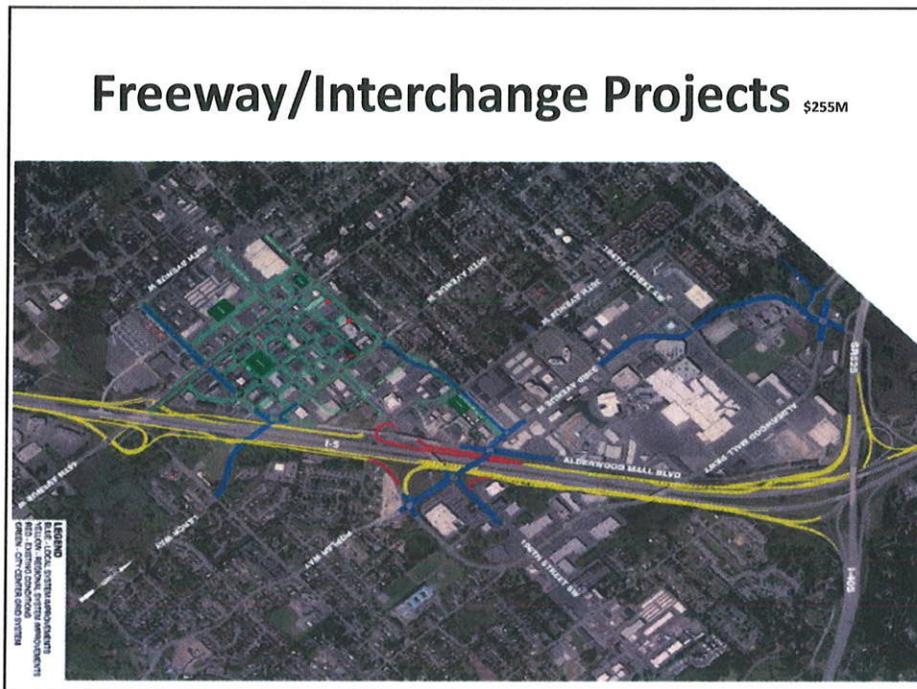
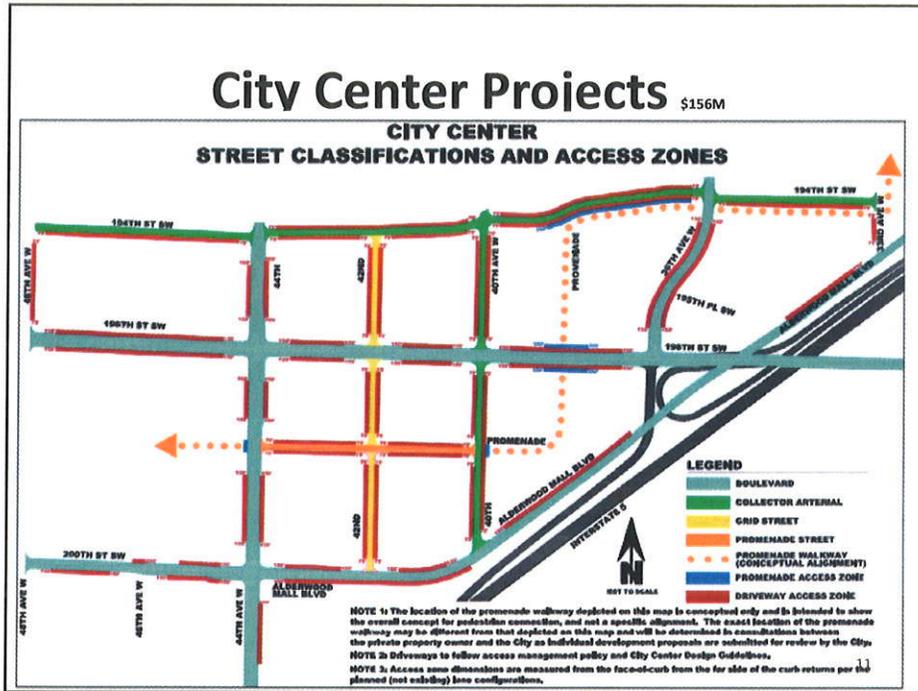
52nd Ave W (between 176th and 168th)

- 2,600 LF of major improvement to existing road
- 3 lanes, bicycle lanes, concrete curb/gutter and sidewalk
- 1 traffic signal
- Cost: \$3.5M
- Funding needed: \$3.5M

188th Street SW (60th and 68th)

- 2,700 LF of major improvement to existing road
- 2 to 3 lanes, bicycle lanes, concrete curb/gutter and sidewalk
- Cost: \$3M
- Funding needed: \$3M





Sidewalk and Bicycle Projects

The city's pedestrian skeleton system includes 104 miles of interconnecting sidewalks and walkways of which 85 miles or 83% is complete today
 The city's bicycle skeleton system includes 70 miles of interconnecting trails and bicycle lanes of which 12 miles or 17% is complete today

Cost to complete the full skeleton systems:

- \$26M Sidewalk
- \$24M Bicycle
- \$50M Total

Cost to complete scaled down "super" skeleton systems:

- \$2M Sidewalk
- \$3M Bicycle
- \$5M Total

Current Annual Funding:

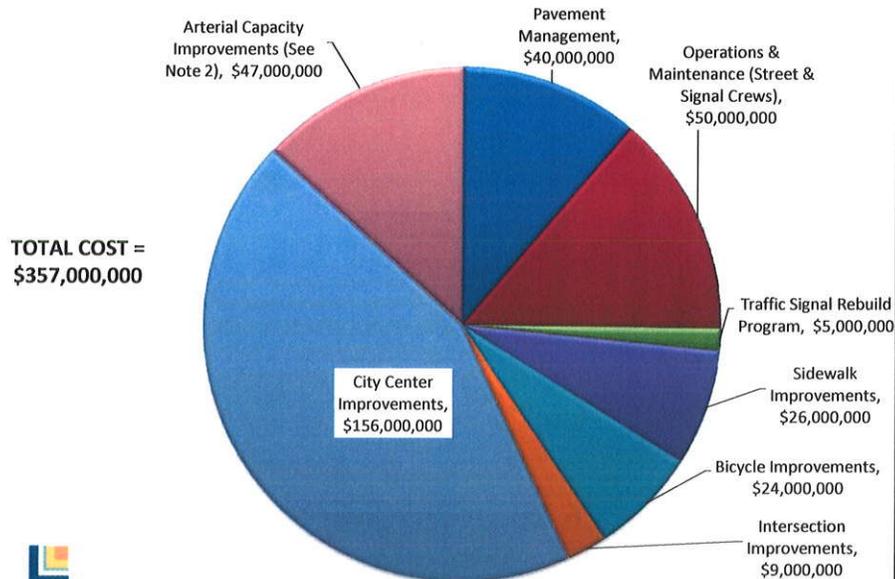
No dedicated funding source exists. Past projects have been primarily funded through grants, storm water utility, and TBD funds

Annual Funding Needed:

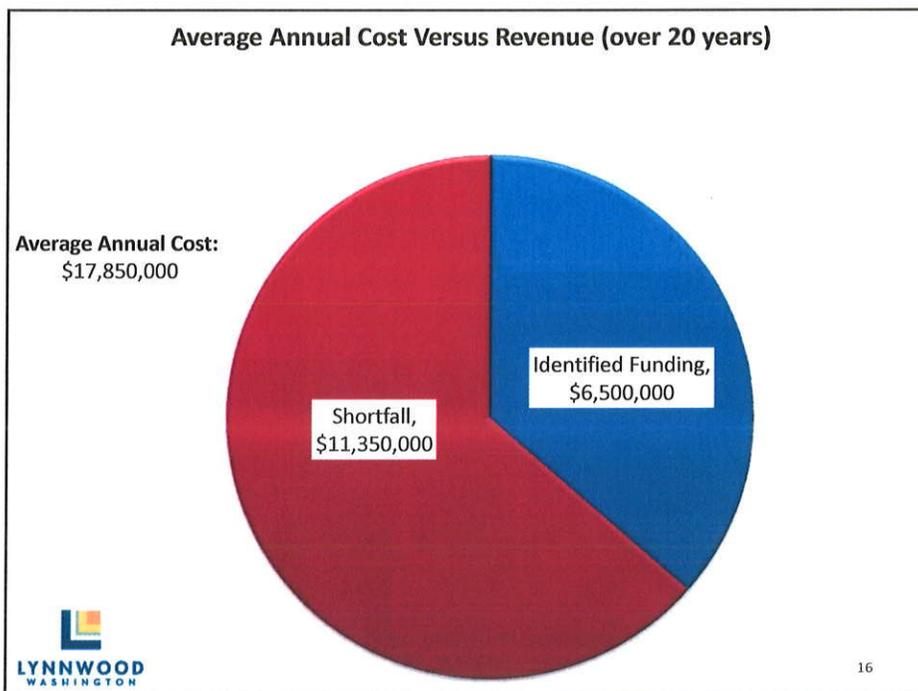
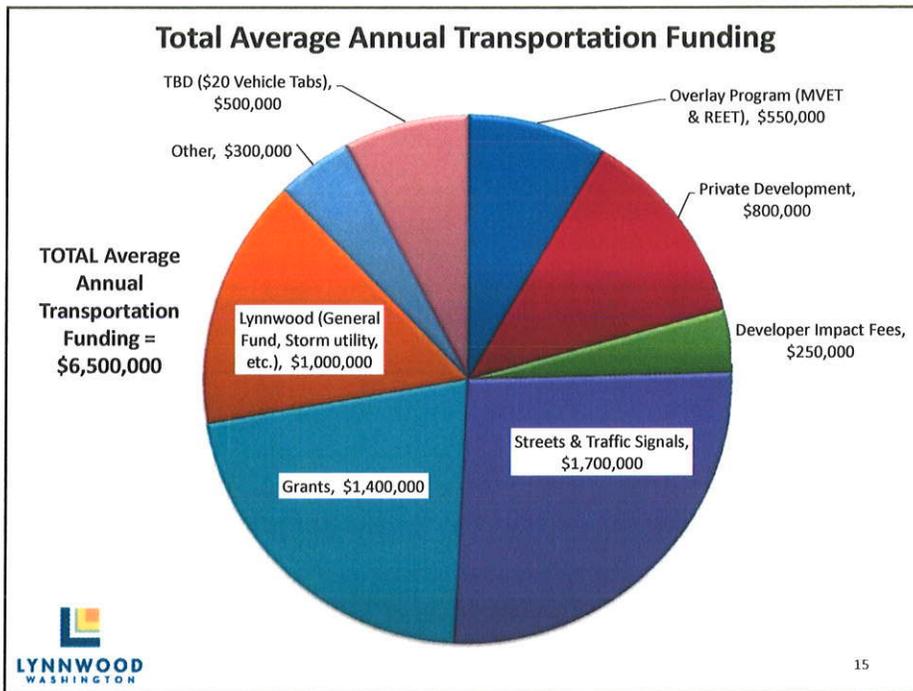
\$2.5M to construct the full skeleton systems in 20 years; or
 \$1M to construct the "super" skeleton systems in 5 years



Transportation Projects by Group Cost over 20 years



NOTE 1: Chart excludes \$255 million of long term major interchange Improvements.
 NOTE 2: Cost excludes \$17 million of long term arterial capacity improvement.



Potential Transportation Funding Sources

Item	Description	Issues/Status	Range Yearly Amount \$	Notes:
Transportation Benefit District (TBD)	License tab fees (0-\$100)	<ul style="list-style-type: none"> * Lynnwood can increase existing tab up to \$100 * Requires public vote 	\$0.5M - \$2.5M	<ul style="list-style-type: none"> Low range based on \$20 veh. fee. High range based on \$100 vehicle fee.
Transportation Benefit District (TBD)	Sales tax increase up to 0.2%	<ul style="list-style-type: none"> * Lynnwood Sales Tax is already 9.5%. * Requires public vote 	Up to \$4million	
Lew LID Lift	Property tax	<ul style="list-style-type: none"> * Done by several other cities * City can define specific need and cost and timeline and put before voters 	\$ -	
Local Improvement Districts (LIDs)	Specific Benefit area assessed for specific project	<ul style="list-style-type: none"> * Good for specific Capital Projects * Used many times in past 	\$1M - \$3M	Many of the roads around the mall were originally financed with LIDs.
General Utility Taxes Business & Occupation Taxes (B&O)	All Citizens / Businesses taxed on any and all utilities Businesses assessed based on % of their income	<ul style="list-style-type: none"> * Lynnwood has assessed very few * Most other cities do many * Few cities use * Very unpopular with businesses 	\$ 700,000	Based on 1% across the board
Street Utility	Properties assessed based on land use and average use of system	* Not yet legal	\$1.9 million	Based on 0.05%
			\$0.3M - \$1.5M	Low range based on Corvallis OR (actual). High range based on Kent's WA (projection)

70-11



Project Priority Questionnaire

From the list below, please identify your highest funding priority. Please rank them 1 through 9, with 1 as the highest priority and 9 as the lowest.

Please assign only one ranked value per project type.

Funding Priority Rank 1-9	Project Type
	Pavement Management (overlay, chipseal, crackseal)
	Traffic Signal Operation (crew, repair, upgrades)
	Street Maintenance (sweeping, storm system, pavement marking)
	Arterial Capacity Improvements
	City Center Improvements
	Freeway Improvements
	Intersection Improvements (turn pockets, new signals, roundabouts, improved signal timing)
	Non-Motorized Sidewalk Improvements
	Non-Motorized Bicycle Improvements

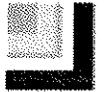
70-12



TRANSPORTATION AND TRAFFIC TASK FORCE - Public Involvement Survey

The following methods were ranked on a scale of 1 to 10 for effectiveness
(1 not effective and 10 very effective)

Ranking of Importance 1-10	VARIOUS "TOOLS" FOR THE CITY TO REACH THE PUBLIC (OUTGOING)
7	Article in the Inside Lynnwood News Letter
7	Article in the Lynnwood Enterprise
7	Article in the Everett Herald
6	Lynnwood web page
6	Meetings with various interest groups (i.e. Edmonds School District, B.I.K.E.S Club of Snohomish County, Feet First, other...)
6	Provide project info/flyers at various events (bike to work day, 4th of July fireworks, national night out, other....)
6	Provide project info/flyers at various kiosk locations (mall, bicycle shops, transit center, Edmonds Community College, City Hall, Rec. Center, Library, other....)
8	Mail project info/flyers to business/property owners (either City-wide or project vicinity)
8	Mail project info/flyers with utility bills (either City-wide or project vicinity)
6	Call business/property owners in the project vicinity
6	Conduct an onsite public meeting with business/property owners
5	Knock on doors
6	Door hangers
7	Discussions with the Transportation and Traffic Task Force
8	Conduct public open houses (typically at the library)
7	Project sign installed onsite with project info/flyers attached
6	City Council meetings
	Other #1:
	Other #2:
VARIOUS "TOOLS" FOR THE PUBLIC TO REACH THE CITY (INCOMING)	
6	Phone
6	Mail
8	Lynnwood web page/email
	Other #1:
	Other #2:



70-13

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**City of Lynnwood
Transportation Benefit District Board**

Item 80

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: Consultant Contract: Community Education and Outreach

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Bill Franz/David Mach

BACKGROUND: See Item 70 for background information.

ACTION: Authorize the TBD Board President to enter into and execute on behalf of the TBD a contract with PRR of Seattle, WA for the purpose of providing community education and outreach services in the amount of \$60,000, which includes a management reserve of approximately 10% and as consistent with the TBD budget.

ATTACHMENTS: None

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**City of Lynnwood
Transportation Benefit District Board**

Item FYI-1

**Regular Meeting
October 14, 2013
6:00 P.M.**

TITLE: State Auditor's Accountability Audit Report

DEPARTMENT: Finance

DEPARTMENT CONTACT: Lorenzo Hines, Jr.

BACKGROUND: The Washington State Auditor's Office recently conducted an accountability audit of the TBD. The report is attached for your information.

ACTION: None, FYI.

ATTACHMENTS: State Auditor's Accountability Audit Report

FYI-1-1

Washington State Auditor's Office
Accountability Audit Report

**Lynnwood Transportation Benefit
District
(Lynnwood TBD)
Snohomish County**

Report Date
September 6, 2013

Report No. 1010619

Issue Date
October 7, 2013



WASHINGTON
TROY KELLEY
STATE AUDITOR

FYE-1-2



**Washington State Auditor
Troy Kelley**

October 7, 2013

Board of Appointed Representatives
Lynnwood Transportation Benefit District
Lynnwood, Washington

Report on Accountability

We appreciate the opportunity to work in cooperation with your District to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role to advocate for government accountability and transparency and to promote positive change.

Please find attached our report on Lynnwood TBD's accountability and compliance with state laws and regulations and its own policies and procedures. Thank you for working with us to ensure the efficient and effective use of public resources.

Sincerely,

A handwritten signature in cursive script that reads "Troy X. Kelley".

TROY KELLEY
STATE AUDITOR

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Snohomish County
September 6, 2013

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Related Reports	2
Description of the Transportation Benefit Districts	3

Audit Summary

Lynnwood TBD
Snohomish County
September 6, 2013

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of the Lynnwood TBD from January 1, 2010 through December 31, 2012.

We evaluated internal controls and performed audit procedures on the activities of the District. We also determined whether the Transportation Benefit District complied with state laws and regulations and its own policies and procedures.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. The following areas were examined during this audit period:

- Disbursements
- Open Public Meetings Act compliance
- Receipting
- Annual report requirement

RESULTS

In the areas we examined, the District's internal controls were adequate to safeguard public assets. The District also complied with state laws and regulations and its own policies and procedures in the areas we examined.

Related Reports

Lynnwood TBD
Snohomish County
September 6, 2013

FINANCIAL

The District is a blended component unit of the City of Lynnwood. Our opinion on the City's financial statements is provided in a separate report, which includes the District's financial activities.

Description of the Transportation Benefit District

Lynnwood TBD
Snohomish County
September 6, 2013

ABOUT THE TRANSPORTATION BENEFIT DISTRICT

The Lynnwood Transportation Benefit District, doing business as Lynnwood TBD, created in 2010, is an independent taxing district created for the sole purpose of funding transportation improvements within the city of Lynnwood. The Lynnwood City Council serves as the governing body of the District. Its primary revenue source is a \$20 vehicle license tab fee. The District had operating expenditures of \$66,419 in 2011 and \$437,009 in 2012.

ELECTED OFFICIALS

These officials served during the audit period:

Mayor
Lynnwood City Council:

Don Gough
Loren Simmonds, President
Sid Roberts, Vice President
Kerri Lonergan-Dreke
Benjamin Goodwin
Mark Smith
Van AuBuchon
M. Christopher Boyer

Note: Ted Hikel, Jim Smith, Kimberly Cole and Ed dos Remedios served on the Board during the audit period and are no longer serving on the Board.

APPOINTED OFFICIALS

Public Works Director
Finance Director
Project Manager

William Franz
Lorenzo Hines
David Mach

DISTRICT CONTACT INFORMATION

Address: Lynnwood TBD
19100 44th Avenue W.
P.O. Box 5008
Lynnwood, WA 98046-5008

Phone: (425) 670-5275

Website: www.ci.lynnwood.wa.us

AUDIT HISTORY

This is the first accountability audit of the District.



ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

Our mission is to work with our audit clients and citizens as an advocate for government accountability. As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

The State Auditor's Office employees are located around the state to deliver services effectively and efficiently.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments and fraud, whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our Web site and through our free, electronic subscription service.

We take our role as partners in accountability seriously. We provide training and technical assistance to governments and have an extensive quality assurance program.

State Auditor
Chief of Staff
Director of Performance and State Audit
Director of Local Audit
Deputy Director of State and Local Audit
Deputy Director of State and Local Audit
Deputy Director of Quality Assurance
Deputy Director of Communications
Local Government Liaison
Public Records Officer
Main number
Toll-free Citizen Hotline

Troy Kelley
Doug Cochran
Chuck Pfeil, CPA
Kelly Collins, CPA
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