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

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8 **Special Meeting**  
9 **November 19, 2014**  
10 **6:00 P.M.**

- 11
- 12 **10 Call to Order**
- 13
- 14 **20 Roll Call**
- 15
- 16 **30 Approval of Minutes – September 3, 2014 Special Meeting, September 15, 2014**  
17 **Special Meeting and October 20, 2014 Special Meeting**
- 18
- 19 **40 Voucher Approval**
- 20
- 21 **50 Citizen Comments and Communications**
- 22
- 23 **60 Consideration, discussion and possible action on Resolution #6 – Amend CIAW**  
24 **(Insurance) By-Laws and Interlocal Agreement**
- 25
- 26 **70 Presentation, discussion and approval of the 2013 TBD Annual Report**
- 27
- 28 **80 Consideration, discussion and possible action on Ordinance #7 – 2014 Budget**  
29 **Amendment**
- 30
- 31 **90 Ordinance #8 - 2015 Budget**  
32 **A Public Hearing**  
33 **B Consideration, discussion, and possible action on said Ordinance**
- 34
- 35 **100 Adjournment**
- 36

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**City of Lynnwood  
Transportation Benefit District Board**

**Item 30**

**Special Meeting  
November 19, 2014  
6:00 P.M.**

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**TITLE:** Approval of Minutes – September 3, 2014 Special Meeting, September 15, 2014 Special Meeting and October 20, 2014 Special Meeting

**DEPARTMENT:** Public Works

**DEPARTMENT CONTACT:** David Mach

**BACKGROUND:** The September 3, 2014, September 15, 2014 and October 20, 2014 special meetings were the most recently held Board meetings.

**ACTION:** Approve the meeting minutes from the September 3, 2014, September 15, 2014 and October 20, 2014 special meetings

**ATTACHMENTS:**

- 1) September 3, 2014 special meeting minutes
- 2) September 15, 2014 special meeting minutes
- 3) October 20, 2014 special meeting minutes

CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT BOARD SPECIAL MEETING MINUTES  
September 3, 2014

1  
2 10. CALL TO ORDER – The September 3, 2014 Special Meeting of the City of Lynnwood  
3 Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood  
4 City Hall, was called to order by Board President Simmonds at 6:00 p.m.

5  
6 20.

ROLL CALL

Board President Loren Simmonds  
Board Vice President Sid Roberts  
Board Member Van AuBuchon  
Board Member Benjamin Goodwin (arrived shortly after roll call)  
Board Member M. Christopher Boyer  
Board Member Ruth Ross  
Board Member Ian Cotton

OTHERS ATTENDING

Public Works Director Franz  
Council Assistant Morris  
City Attorney Larson

7  
8  
9 Board President Simmonds explained that the only item on the agenda was to conduct an  
10 Executive Session.

11  
12 30. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION

13  
14 The TBD Board moved into Executive Session at 6:05 for 30 minutes until 6:35 p.m.

15  
16 The Board came out of Executive Session at 6:35 p.m. and reconvened the Special Meeting.

17  
18 Board Member AuBuchon raised a point of order. He asked City Attorney Larson if the  
19 agenda and the notification of this meeting constituted an open public meeting. City  
20 Attorney Larson replied that the portion of the meeting that was not in Executive Session  
21 was an open public meeting.

22  
23 *Board Member Boyer made a scheduling motion to hold a Special TBD meeting on Monday,*  
24 *September 15 at 6:00 p.m. in the Council Chambers for the purpose of the City Attorney*  
25 *providing the Council with a response to the allegations in the complaint that will be sent to*  
26 *the Public Disclosure Commission. The meeting will be held in Executive Session. The*  
27 *motion was seconded by Councilmember Ross and passed unanimously.*

28  
29 60. ADJOURNMENT

30  
31 Board President Simmonds stated that the next regularly scheduled TBD Board Meeting is  
32 scheduled for October 13, 2014 at 6:00 p.m.

33  
34 Board Member Goodwin asked if there would actually need to be new business discussed at  
35 the October meeting or if it could be pushed to March since this year they have already had  
36 so many special meetings. Board President Simmonds was not certain, but thought that the

1 Board was bound by the bylaws to have two regular meetings each year. He indicated he  
2 would check on that.

3  
4 The meeting was adjourned at 7:42 p.m.  
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Loren Simmonds, TBD Board President

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Lorenzo Hines, Jr.  
14 Finance Director, acting as Board Treasurer  
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CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT BOARD SPECIAL MEETING MINUTES  
September 15, 2014

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10. CALL TO ORDER – The September 15, 2014 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 6:00 p.m.

20.

ROLL CALL

Board President Loren Simmonds  
Board Vice President Sid Roberts  
Board Member Van AuBuchon  
Board Member Benjamin Goodwin (arrived after roll call)  
Board Member M. Christopher Boyer  
Board Member Ruth Ross  
Board Member Ian Cotton

OTHERS ATTENDING

Public Works Director Franz  
Council Assistant Morris  
City Attorney Larson

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Board President Simmonds read the Introductory Statement reviewing the formation and function of the TBD and the purpose of the meeting.

30. Approval of Minutes – July 21, 2014 Special Meeting and August 4, 2014 Special Meeting

*Motion made by Board Member Roberts, seconded by Board Member Boyer, to approve the minutes of the July 21, 2014 Special Meeting. Motion passed unanimously.*

*Motion made by Board Member Roberts, seconded by Board Member Boyer, to approve the minutes of the August 4, 2014 Special Meeting. Motion passed unanimously.*

Board Member Boyer reported that Board Member Goodwin had joined the meeting.

40. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION

The TBD Board moved into Executive Session at 6:05 for 40 minutes until 6:45 p.m.

The Board came out of Executive Session at 6:45 p.m.

50. ADJOURNMENT

Board President Simmonds stated that the next regularly scheduled TBD Board Meeting would be held on October 13, 2014 at 6:00 p.m.

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*Motion made by Board Member Roberts, seconded by Board Member Ross, to adjourn the meeting. Motion passed unanimously.*

The meeting was adjourned at 6:45 p.m.

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Loren Simmonds, TBD Board President

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

CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT BOARD SPECIAL MEETING MINUTES  
October 20, 2014

1  
2 10. CALL TO ORDER – The October 20, 2014 Special Meeting of the City of Lynnwood  
3 Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood  
4 City Hall, was called to order by Board President Simmonds at 6:30 p.m.  
5

6 20.

ROLL CALL

Board President Loren Simmonds  
Board Vice President Sid Roberts  
Board Member Van AuBuchon  
Board Member Benjamin Goodwin  
Board Member M. Christopher Boyer  
Board Member Ruth Ross  
Board Member Ian Cotton

OTHERS ATTENDING

Public Works Director Franz  
Council Assistant Morris  
City Attorney Larson  
Attorney Linton

7  
8  
9 Board President Simmonds read the Introductory Statement reviewing the formation and  
10 function of the TBD and the purpose of the meeting.  
11

12 40. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION

13  
14 The TBD Board moved into Executive Session at 6:32 for 25 minutes until 6:57 p.m.  
15

16 The Board came out of Executive Session at 6:57 p.m.  
17

18 50. ADJOURNMENT

19  
20 Board President Simmonds stated that the next regularly scheduled TBD Board Meeting  
21 would be held on March 9, 2015 at 6:00 p.m.  
22

23 *Motion made by Board Member Boyer, seconded by Board Member Cotton, to adjourn the*  
24 *meeting. Motion passed unanimously.*  
25

26 The meeting was adjourned at 6:57 p.m.  
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29 \_\_\_\_\_  
Loren Simmonds, TBD Board President

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Lorenzo Hines, Jr.  
35 Finance Director, acting as Board Treasurer

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**City of Lynnwood  
Transportation Benefit District Board**

**Item 40**

**Special Meeting  
November 19, 2014  
6:00 P.M.**

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**TITLE:** Voucher Approval

**DEPARTMENT:** Finance/Public Works

**DEPARTMENT CONTACT:** Dean Rohla/David Mach

**BACKGROUND:** The TBD has incurred various expenses since the last voucher approval at the June 30, 2014 special meeting. Staff is asking for voucher approval at this time.

**ACTION:** Approve claims in the amount of \$12,591.56.

**ATTACHMENTS:** None

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

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6 **Special Meeting**  
7 **November 19, 2014**  
8 **6:00 P.M.**  
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12 **TITLE:** Consideration, discussion and possible action on Resolution #6 – Amend CIAW  
13 (Insurance) By-Laws and Interlocal Agreement

14  
15 **DEPARTMENT:** Finance/Public Works

16  
17 **DEPARTMENT CONTACT:** Dean Rohla/David Mach

18  
19 **BACKGROUND:** On January 10, 2011 the TBD Board passed Resolution #3, which  
20 approved an Interlocal Agreement with the Cities Insurance Association of Washington  
21 (CIAW) effectively becoming a member of the CIAW. The CIAW now wishes to amend its  
22 fiscal year to better align with its member's fiscal years. In order to do so, they must amend  
23 the interlocal agreement. The proposed revisions are shown in Resolution #6 as strike  
24 through and underline.

25  
26 **ACTION:** Consider, discuss, and possibly adopt Resolution #6

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28 **ATTACHMENTS:** Resolution #6  
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**CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT**

**RESOLUTION NO. 6**

A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON,  
TRANSPORTATION BENEFIT DISTRICT BOARD, APPROVING  
AMENDMENTS TO THE BY-LAWS AND INTERLOCAL  
AGREEMENT FOR THE CITIES INSURANCE ASSOCIATION OF  
WASHINGTON.

WHEREAS, the Cities Insurance Association of Washington (CIAW) is authorized under RCW 48.62 to develop and administer a program which provides an opportunity for members to jointly pool and self-insure their liability losses, and jointly purchase excess insurance, or reinsurance; as well as jointly utilize administrative and other services; and

WHEREAS, on January 10, 2011, the Lynnwood Transportation Benefit District Board passed Resolution No. 3, approving an Interlocal Agreement with other municipal corporations regarding the formation of the CIAW, which effectively made the District a member of CIAW; and

WHEREAS, the CIAW has informed its members that the CIAW wishes to change its fiscal year; and

WHEREAS, the CIAW Board of Directors at their regular meeting on June 9, 2014 voted to notify its Members, and the Washington State Department of Enterprise Services, of a meeting on July 21<sup>st</sup>, 2014 to vote on said amendment to the CIAW By-Laws and Interlocal Agreement to change the fiscal year; and

WHEREAS, the CIAW Board of Directors at their regular meeting on July 21, 2014 conducted said vote and the Amendments to the By-Laws and Interlocal Agreement were approved by the membership; and

WHEREAS, CIAW has requested that each of its members pass a resolution, in substantially the form of this resolution, to indicate the member's acceptance of the amendments to the CIAW By-Laws and the Interlocal Agreement; now therefore

THE BOARD OF THE LYNNWOOD TRANSPORTATION BENEFIT DISTRICT DO  
RESOLVE AS FOLLOWS:

**Section 1.** Article 14 of the CIAW By-Laws is amended to read as follows:

Article 14  
Fiscal Year

1 The fiscal year of the corporation shall be from ~~September 1st through August~~  
2 ~~31st, to~~ December 1<sup>st</sup> through November 30<sup>th</sup>, of the next calendar year, or as  
3 set by the Board of Directors.  
4  
5

6 **Section 2.** Section 3.8.11 of the Interlocal Agreement Creating the Cities Insurance  
7 Association of Washington is amended to read as follows:  
8

9 3.8.11 The Board of Directors shall establish an annual budget for the  
10 Association. The Administrator shall submit a proposed budget for the  
11 following fiscal year 60 days prior to the end of each fiscal year to the Board of  
12 Directors. Fiscal years for the Association shall be from ~~September 1st through~~  
13 ~~August 31<sup>st</sup>~~ December 1<sup>st</sup> through November 30<sup>th</sup> of the next calendar year. The  
14 Board of Directors shall determine the estimated expenses and cost to be  
15 incurred by the Association for the next fiscal year and shall adopt a budget  
16 derived from the Administrator's proposed budget. The budget shall be in a  
17 form to provide the following information for the Association as a whole: (1)  
18 beginning and ending unreserved fund balance, (2) anticipated revenues in  
19 detail, and (3) appropriations in detail. The Board of Directors shall apportion  
20 that budget cost among the Members and Associates. All payments due the  
21 Association from Members or Associates upon the basis of each budgeted  
22 assessment shall be paid as invoiced for the fiscal year for which the assessment  
23 is made.  
24  
25

26 **Section 3.** Section 3.13 of the Interlocal Agreement Creating the Cities Insurance  
27 Association of Washington is amended to read as follows:  
28

29 Section 3.13 Withdrawal. A Member may withdraw only at the end of the  
30 Association's fiscal year (~~August 31<sup>st</sup>~~) (November 30<sup>th</sup>) and only after it has given  
31 the Association written notice prior to ~~September~~ December 1 of the preceding  
32 calendar year of its decision to withdraw from this Agreement.  
33  
34

35 **Section 4.** The Lynnwood Transportation Benefit District Board acknowledges and  
36 approves of the appropriate changes to the CIAW By-Laws and Interlocal Agreement to  
37 accomplish the amendments approved in Sections 1 through 3 above.  
38  
39

40 **Section 5.** **Severability.** If any section, sentence, clause, or phrase of this Resolution  
41 should be held to be invalid or unconstitutional by a court of competent jurisdiction, such  
42 invalidity or constitutionality shall not affect the validity or constitutionality of any other  
43 section, sentence, clause, or phrase of this resolution.  
44

45 **Section 6.** **Effective Date.** This Resolution shall be in full force and effect from and after  
46 its adoption and approval.  
47  
48

1 PASSED BY THE LYNNWOOD TRANSPORTATION BENEFIT DISTRICT  
2 BOARD on the \_\_\_\_\_ day of November, 2014.

3  
4 APPROVED:

5  
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8 \_\_\_\_\_  
9 Loren Simmonds, TBD Board President

10 ATTEST/AUTHENTICATED:

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12 \_\_\_\_\_  
13 Lorenzo Hines  
14 Finance Director, acting as Board Treasurer

15  
16 APPROVED AS TO FORM:

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18 \_\_\_\_\_  
19 Rosemary Larson  
20 City Attorney, acting as Board Attorney

21  
22  
23 PASSED BY THE TRANSPORTATION BENEFIT DISTRICT BOARD: \_\_\_\_\_  
24 EFFECTIVE DATE: \_\_\_\_\_  
25 RESOLUTION NUMBER: 6  
26  
27

1 City of Lynnwood  
2 Transportation Benefit District Board  
3

4 **Item 70**

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6 **Special Meeting**  
7 **November 19, 2014**  
8 **6:00 P.M.**  
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12 **TITLE:** Presentation, discussion and approval of the 2013 TBD Annual Report  
13

14 **DEPARTMENT:** Finance/Public Works  
15

16 **DEPARTMENT CONTACT:** Dean Rohla/David Mach  
17

18 **BACKGROUND:** State law and the TBD Charter require the TBD to issue an annual report  
19 indicating the status of transportation improvement costs, transportation improvement  
20 expenditures, revenues, and construction schedules, to the public and to newspapers of record  
21 in the district. Considering these requirements, staff has prepared a 2013 TBD Annual Report  
22 for the Board's consideration and possible approval.  
23

24 **ACTION:** Discussion and possible approval  
25

26 **ATTACHMENTS:** 2013 TBD Annual Report  
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**City of Lynnwood**

**Transportation Benefit District**

**2013 Annual Report**

November 2014

*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 October 2014, forty cities in Washington  
12 State have approved a vehicle registration fee funded TBD.  
13

14 Following a public hearing on May 24<sup>th</sup> 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 29<sup>th</sup> 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 1<sup>st</sup> 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 196<sup>th</sup> Street SW (complete)
- 30 • 48<sup>th</sup> Avenue W Sidewalk: 183<sup>rd</sup> Place SW to 180<sup>th</sup> Street SW (complete)
- 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 **2013 Meetings Summary**

37 The TBD Board held three meetings in 2013. A brief summary of the meetings are listed as  
38 follows:  
39

40 **March 25, 2013 Special Meeting**

- 41 • Election of Board Officers
- 42 • Presentation and Discussion: Transportation Planning, Funding and Community  
43 Education/Outreach  
44

1       **April 29, 2013 Special Meeting**

- 2       • Presentation and Discussion: Transportation Planning, Funding and Community  
3       Education/Outreach  
4

5       **October 14, 2013 Regular Meeting**

- 6       • Public Hearing on Ordinance #6 adopting the 2014 budget (*Ordinance passed*  
7       *unanimously 5-0*)  
8       • Presentation, Discussion and Approval: 2012 TBD Annual Report (*Report was*  
9       *adopted*)  
10      • Presentation and Discussion: Community Education and Outreach Plan  
11

12      **2013 Revenue**

13      The TBD's revenues for the year ending December 31, 2013 are follows:

\$ 506,900	Vehicle Registration Fees
1,074	Investment Interest
<u>\$ 507,974</u>	Total Revenues

14  
15  
16      **2013 Expense**

17      2013 TBD expenses consist of administrative expenses, TBD insurance (through the Cities  
18      Insurance Association of Washington (CIAW)), and projects. The TBD's administrative  
19      expenses consist of staff time (Public Works, Finance, and Legal), public meeting notices, and  
20      meeting minute recording/development. Total 2013 TBD expenditures are summarized as  
21      follows:

\$ 10,274	Administration Expenditures
2,943	Insurance
3,444	Audit Fees
85,000	48th Sidewalk
<u>\$ 101,660</u>	Total Expenditures

22  
23      **Fund Balance**

24      The 2013 TBD ending fund balance is summarized as follows:

\$ 283,140	Beginning Fund Balance
507,974	Revenue
(101,660)	Expenditures
<u>\$ 689,454</u>	Ending Fund Balance

25  
26      A Schedule of Revenues, Expenditures and Changes in Fund Balance is provided on the last  
27      page of this report.  
28

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 2013 TBD Funding Contribution: \$40,000

6 Schedule: Ongoing

7

8 2) Pavement Overlay Program

9 Expenses: Varies year to year

10 2013 TBD Funding Contribution: \$460,000

11 Schedule: Various projects from year to year

12

13 3) Traffic Signal Rebuild Program

14 Expenses: Varies year to year

15 2013 TBD Funding Contribution: No TBD Funds were expended on this project in 2013

16 Schedule: Ongoing

17

18 4) Traffic Signal Reconstruction: Scriber Lake Road at 196<sup>th</sup> Street SW

19 Expenses: \$733,285

20 2013 TBD Funding Contribution: No TBD Funds were expended on this project in 2013

21 Schedule: Project was completed in 2014

22

23 5) 48<sup>th</sup> Avenue W Sidewalk: 183<sup>rd</sup> Place SW to 180<sup>th</sup> Street SW

24 Expenses: \$1,453,275

25 2013 TBD Funding Contribution: \$85,000

26 Schedule: Project was completed in 2014

27

**Schedule of Revenues, Expenditures and  
Changes in Fund Balance  
City of Lynnwood, Washington  
Transportation Benefit District  
For the Period Ended December 31, 2013**

**REVENUES**

Annual Vehicle Registration Fees	\$ 506,900
Interest	1,074
<b>TOTAL REVENUES</b>	<u>\$ 507,974</u>

**EXPENDITURES**

Administration Expenditures	\$ 10,274
Insurance	2,943
Audit Fees	3,444
48th Sidewalk	85,000
<b>TOTAL EXPENDITURES</b>	<u>\$ 101,660</u>

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	406,314
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**OTHER FINANCING SOURCES (USES)**

<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>
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NET CHANGE IN FUND BALANCE	406,314
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Fund balance - beginning	283,140
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<b>FUND BALANCE - Ending</b>	<u>\$ 689,454</u>
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**City of Lynnwood  
Transportation Benefit District Board**

**Item 80**

**Special Meeting  
November 19, 2014  
6:00 P.M.**

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**TITLE:** Consideration, discussion and possible action on Ordinance #7 – 2014 Budget Amendment

**DEPARTMENT:** Finance/Public Works

**DEPARTMENT CONTACT:** Lorenzo Hines, Jr./David Mach

**BACKGROUND:** Due to the following reasons, staff recommends that the 2014 TBD budget be amended:

- Due to Unforeseen Circumstances the 2014 administrative expenditures, primarily legal expenditures, will be over the budget by approximately \$35,000. We recommend increasing the administrative budget from \$10,000 to \$45,000.
- The 2013 budget included \$460,000 to be transferred to the Street Overlay Program. This transfer was not made because minimal expenditures had occurred in 2013 on the 44<sup>th</sup> Avenue W Overlay project. We would like to add \$460,000 to the 2014 budget to be combined with the previously budgeted 2014 Street Overlay Program funds.
- The 2013 budget included \$40,000 to be transferred to Street Fund 111. This transfer was not made. We would like to add \$40,000 to the 2014 budget to be combined with the previously budgeted 2014 Street Fund 111 funds.

The above revisions can be funded with revenues that have been previously been collected from TBD fees. Staff has developed a 2014 TBD budget amendment for the Board's review, comment, and possible adoption.

**ACTION:** Consider, discuss, and possibly adopt TBD Ordinance #7

**ATTACHMENTS:** TBD Ordinance #7

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**CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT**

**ORDINANCE NO. 7**

7 AN ORDINANCE OF THE CITY OF LYNNWOOD,  
8 WASHINGTON, TRANSPORTATION BENEFIT DISTRICT  
9 AMENDING THE 2014 BUDGET FOR THE CITY OF  
10 LYNNWOOD, WASHINGTON, TRANSPORTATION  
11 BENEFIT DISTRICT; AND PROVIDING FOR AN  
12 EFFECTIVE DATE, SEVERABILITY, AND SUMMARY  
13 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, on October 14, 2013 the Transportation Benefit District Board  
adopted a budget for fiscal year 2014; and,

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WHEREAS, due to various reasons, the Transportation Benefit District Board  
desires to amend the 2014 budget; 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 is hereby amended.

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:  
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<b>Estimated Beginning Fund Balance – 01/01/14</b>	<b>\$65,144</b>
	<b>\$689,454</b>
<b>Estimated Revenue</b>	
Washington State Department of Licensing	510,000
Interest	100
<b>Total Estimated Revenue</b>	<b>510,100</b>
<b>Estimated Expenditures</b>	
Insurance - purchased through CIAW	3,000
Administration - legal and staff support	10,000
	45,000
Consultant Services – Education and Outreach	60,000
<u>Transportation Improvement - Overlay Program, identified in the City of Lynnwood Six Year Transportation Improvement Plan (carry forward from fiscal year 2013)</u>	<u>460,000</u>
Transportation Improvement - Overlay Program, identified in the City of Lynnwood Six Year Transportation Improvement Plan (2014 budget)	460,000
<u>Transportation Improvement – City of Lynnwood Street Fund 111 (carry forward from fiscal year 2013)</u>	<u>40,000</u>
Transportation Improvement – City of Lynnwood Street Fund 111 (2014 budget)	40,000
<b>Total Estimated Expenditures</b>	<b>573,000</b>
	<b>1,108,000</b>
<b>Estimated Ending Fund Balance - 12/31/14</b>	<b>\$2,244</b>
	<b>\$91,554</b>

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

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

9 PASSED this 19<sup>th</sup> day of November, 2014 and signed in authentication of its passage this  
10 \_\_\_\_\_ day of \_\_\_\_\_, 2014.  
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14 \_\_\_\_\_  
15 Loren Simmonds  
16 TBD Board President  
17

18 ATTEST:

APPROVED AS TO FORM:

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21 \_\_\_\_\_  
22 Lorenzo Hines  
23 Finance Director, acting as Board Treasurer  
24  
25

\_\_\_\_\_

Rosemary Larson  
City Attorney, acting as Board Attorney

1 City of Lynnwood  
2 Transportation Benefit District Board  
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4 **Item 90A**

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6 **Special Meeting**  
7 **November 19, 2014**  
8 **6:00 P.M.**  
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12 **TITLE:** Conduct a Public Hearing on Ordinance #8 to adopt the 2015 budget

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14 **DEPARTMENT:** Finance/Public Works

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16 **DEPARTMENT CONTACT:** Dean Rohla/David Mach

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18 **BACKGROUND:** Staff has developed a draft 2015 TBD budget for the Board's review,  
19 comment, and possible adoption. The following provides background on how the revenue  
20 and expenditure projections were developed:

21  
22 **2015 Revenue Projection**

23 Projected revenue for 2015 has been estimated using actual revenues received in the  
24 preceding twelve full calendar months (October 2013 – September 2014). Based on these  
25 numbers, staff anticipates revenues of \$511,000 for the 2015 fiscal year.  
26

27 **2015 Expense Projection**

28 The TBD's administrative expenditures consist of staff time (Public Works, Finance, and  
29 Legal), public meeting notices, and meeting minute recording/development. Based on  
30 administrative expenditures for prior years, staff has estimated \$16,000 in administrative  
31 expenditures in 2015.

32  
33 Additional TBD expenditures include insurance coverage through the Cities Insurance  
34 Association of Washington (CIAW). The annual premium is \$3,500. Staff also  
35 anticipates approximately \$15,000 will be required for November 4, 2014 Proposition #1  
36 ballot fee.

37  
38 The total projected non-project expenditures for 2015 are summarized as follows:  
39

\$16,000	Administrative
3,500	CIAW Insurance
\$15,000	November 4, 2014 Proposition #1 ballot fee
<hr/>	
\$34,500	Total Non-Project Expenditures

40  
41 Estimated funding available for projects is calculated as follows:  
42

\$ 91,554 Beginning Fund Balance

511,100 Revenue (includes interest)  
 -(34,500) Administrative Expenditures  
 -----  
 \$ 568,154 Available for Projects

**2015 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 196<sup>th</sup> Street SW (complete)
- 5) 48<sup>th</sup> Avenue W Sidewalk: 183<sup>rd</sup> Place SW to 180<sup>th</sup> Street SW (complete)

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

#	Project	Amount
1	City of Lynnwood Street Fund 111	\$150,000
2	Pavement Overlay Program	\$400,000
<b>Total</b>		<b>\$550,000</b>

Candidate pavement overlay projects include the following:

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

If adopted by the TBD Board, TBD Ordinance #8 adopts a one year budget for the TBD for the year ending December 31, 2015.

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 #8

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**CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT**

**ORDINANCE NO. 8**

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, 2015; 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 November 19, 2014, regarding a proposed budget for fiscal  
year 2015; 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 2015 Budget for the Lynnwood Transportation Benefit District for the year  
ending December 31, 2015 totaling \$602,654 is hereby adopted.

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

<b>Estimated Beginning Fund Balance – 01/01/15</b>	<b>\$91,554</b>
<b>Estimated Revenue</b>	
Washington State Department of Licensing	511,000
Interest	100
<b>Total Estimated Revenue</b>	<b>511,100</b>
<b>Estimated Expenditures</b>	
Insurance - purchased through CIAW	3,500
Administration - legal and staff support	16,000
November 4, 2014 Proposition #1 ballot fee	15,000
Transportation Improvement - Overlay Program, identified in the City of Lynnwood Six Year Transportation Improvement Plan	400,000
Transportation Improvement – City of Lynnwood Street Fund 111	150,000
Contingency for expenditures listed above	18,154
<b>Total Estimated Expenditures</b>	<b>602,654</b>
<b>Estimated Ending Fund Balance - 12/31/15</b>	<b>\$0</b>

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

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

PASSED this 19<sup>th</sup> day of November, 2014 and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Loren Simmonds  
TBD Board President

ATTEST:

APPROVED AS TO FORM:

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Lorenzo Hines  
Finance Director, acting as Board Treasurer

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Rosemary Larson  
City Attorney, acting as Board Attorney

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**City of Lynnwood  
Transportation Benefit District Board**

**Item 90B**

**Special Meeting  
November 19, 2014  
6:00 P.M.**

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**TITLE:** Consideration, discussion, and possible action on Ordinance #8 to adopt the 2015 budget

**DEPARTMENT:** Finance/Public Works

**DEPARTMENT CONTACT:** Dean Rohla/David Mach

**BACKGROUND:** See materials from the public hearing item 90A.

**ACTION:** Consider, discuss, and possibly adopt TBD Ordinance #8

**ATTACHMENTS:** TBD Ordinance #8 (see item 90A)