AGENDA
City of Lynnwood
Transportation Benefit District (TBD) Board
Council Chambers, City Hall
19100 44th Avenue W, Lynnwood, WA, 98036

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

10 Call to Order

20 Roll Call

30 Approval of Minutes – Regular Meeting March 12, 2012

40 Ordinance #5 of the City of Lynnwood Transportation Benefit District adopting
   the 2013 budget
   A Public Hearing
   B Consideration, discussion, and possible action on said Ordinance

50 Presentation, Discussion and Approval: 2011 TBD Annual Report

60 Presentation and Discussion: Community Education and Outreach Plan

70 Adjournment
City of Lynnwood
Transportation Benefit District Board

**Item 30**

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

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

**DEPARTMENT:** Public Works

**DEPARTMENT CONTACT:** Jeff Elekes and David Mach

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

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

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

**ATTACHMENTS:** March 12, 2012, Regular Meeting Minutes
CALL TO ORDER – The 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. on March 12, 2012.

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

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

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

APPROVAL OF MINUTES – November 7, 2011

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

Presentation and Discussion – Draft 2011 TBD Annual Report

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

Project Manager Mach briefly reviewed the Draft 2011 Annual Report. He explained that the State RCW requires all Transportation Benefit Districts to issue an annual report and outlines specific items that need to be included in that report such as transportation improvement costs, expenditures, revenues, and construction schedules. Public Works put the draft document together and hoped to solicit comments and feedback from the Board. They are also working with the Finance Department to get some additional information and to make sure they are comfortable with the numbers that are in the report. He referred to page 40-3 of the report which shows the background as to how the TBD was established and
what the funds were to be used for. Earlier, the Board had identified five different projects which included: City of Lynnwood Street Fund 111 (operation and maintenance); Pavement Overlay Program; Traffic Signal Rebuild Program; Traffic Signal Reconstruction: Scriber Lake Road at 196th Street SW; and 48th Avenue W Sidewalk: 183rd to 180th Street SW. The TBD (as a $20 vehicle registration fee) went into effect in the middle of last year. They are expecting to generate about $420,000 annually. The report also summarized the list of meetings that occurred over the last year. Page 40-4 shows the preliminary revenues which are about $191,000 for the six-month period. The expenditures are listed on page 40-5. The main expense of $36,022.98 for Administrative Expenses was a one-time startup expense to establish the TBD. It also included attorney time to establish several ordinances and charter documents. The Fund Balance shows that there is roughly $141,000 available. The Schedule and Project Expenses are also listed on page 40-5.

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

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

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

50. Presentation and Discussion – Transportation Funding Strategies

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

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

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

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

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

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

Board Member Smith said he had heard that “if you build it they will fill it with cars”. He asked if this was being considered. Deputy Director Elekes said they have taken all the TDM
(Transportation Demand Management) measures in traffic into the modeling effort to assume a very aggressive transit-oriented system. The lanes and other projects that they are proposing in the plan are the necessary minimums for the level of growth that are anticipated. He emphasized that through the analytics they were able to reduce $75 million worth of roads and streets in the grid system. Project Manager Mach added that their modeling shows 14,000-15,000 future P.M. Peak Hour Trips. This includes the reduction they have made for mode split and assumes more people will be using buses, light rail, bikes, and walking. If they didn’t make that assumption the number would have been much higher than they have already assumed in their calculations.

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

60. ADJOURNMENT

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

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

Loren Simmonds, TBD Board President

Lorenzo Fines, Jr.
Finance Director, acting as Board Treasurer
City of Lynnwood
Transportation Benefit District Board

Item 40A

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

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

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

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

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

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

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

2013 Expense Projection
The TBD’s administrative expenditures consist of staff time (Public Works, Finance, and Legal), public meeting notices, and meeting minute recording/development. Following a method similar to the revenue projection above, staff has estimated $12,700 in administrative expenditures in 2013.
Additional TBD expenditures include insurance coverage through the Cities Insurance Association of Washington (CIAW). The annual premium is $2,500. Staff also anticipates that the TBD will be audited by the state auditor for the first time in 2013. The estimated audit fee is $3,500.

The total projected expenditures for 2013 are summarized as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>$12,700</td>
</tr>
<tr>
<td>CIAW Insurance</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>2013 State Audit</td>
<td>$ 3,500</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$18,700</strong></td>
</tr>
</tbody>
</table>

Estimated funding available for projects is calculated as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>$179,744</td>
</tr>
<tr>
<td>Revenue</td>
<td>$489,100</td>
</tr>
<tr>
<td>Administrative Expenditures</td>
<td>($18,700)</td>
</tr>
<tr>
<td><strong>Available for Projects</strong></td>
<td><strong>$650,144</strong></td>
</tr>
</tbody>
</table>

### 2013 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:

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>City of Lynnwood Street Fund 111</td>
<td>$40,000</td>
</tr>
<tr>
<td>2</td>
<td>Pavement Overlay Program</td>
<td>$460,000</td>
</tr>
<tr>
<td>3</td>
<td>48th Avenue W Sidewalk</td>
<td>$85,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$585,000</strong></td>
</tr>
</tbody>
</table>

Candidate pavement overlay projects include the following:

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

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

If adopted by the TBD Board, TBD Ordinance #5 adopts a one year budget for the TBD for the year ending December 31, 2013.
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 #5
CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT

ORDINANCE NO. 5

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, 2013; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION.

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

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

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

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

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

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

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 8th day of October, 2012 and signed in authentication of its passage this ________ day of ______________________, 2012.

Loren Simmonds  
TBD Board President

ATTEST:  
APPROVED AS TO FORM:  
Lorenzo Hines  
Finance Director, acting as Board Treasurer  
Rosemary Larson  
City Attorney, acting as Board Attorney
FILED WITH ADMINISTRATIVE SERVICES: 
PASSED BY THE TRANSPORTATION BENEFIT DISTRICT BOARD: 

PUBLISHED: 
EFFECTIVE DATE: 
ORDINANCE NUMBER: 

40A-6
City of Lynnwood
Transportation Benefit District Board

**Item 40B**

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

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

**DEPARTMENT:** Public Works

**DEPARTMENT CONTACT:** Jeff Elekes and David Mach

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

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

**ATTACHMENTS:** TBD Ordinance #5 (see item 40A)
City of Lynnwood
Transportation Benefit District Board

Item 50

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

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

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes and David Mach

BACKGROUND:

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

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

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

ACTION: Discussion and possible approval

ATTACHMENTS: 2011 TBD Annual Report
City of Lynnwood

Transportation Benefit District

2011 Annual Report

October 2012

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

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

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

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

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

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

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

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

**2011 Meetings Summary**

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

**January 10, 2011 Special Meeting**

- Presentation and discussion of public outreach process regarding transportation needs, funding options, prioritization, etc.
- Consideration, discussion, and possible action on Resolution #3 authorizing an interlocal agreement between the TBD and the cities Insurance Association of Washington (*Resolution passed unanimously 6-0*)
- Election of TBD Board Vice President (*Board Member Hikel was elected*)
February 14, 2011 Regular Meeting
- Public Hearing on Ordinance #3 of the City of Lynnwood Transportation Benefit District adopting the 2011 budget (Ordinance passed 4-2)
- Presentation and Discussion: Status update of public outreach process
- Presentation and Discussion: Transportation Benefit District website

August 8, 2011 Regular Meeting (Meeting was canceled)

November 7, 2011 Special Meeting
- Public Hearing on Ordinance #4 of the City of Lynnwood Transportation Benefit District adopting the 2012 budget (Ordinance passed unanimously 4-0)
- Consideration, discussion, and possible action on Resolution #4 – Amend the TBD Charter (Resolution passed unanimously 4-0)

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

\[
\begin{align*}
&\$ 228,116 \text{ Vehicle Registration Fees} \\
&47 \text{ Investment Interest} \\
\hline
&\$ 228,163 \text{ Total Revenues}
\end{align*}
\]

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

\[
\begin{align*}
&\$ 31,675 \text{ Administrative Expenses (2010)*} \\
&10,844 \text{ Administrative Expenses (2011)} \\
&1,700 \text{ CIAW Insurance (2010)} \\
&2,200 \text{ CIAW Insurance (2011)} \\
&20,000 \text{ Overlay Program} \\
\hline
&\$ 66,419 \text{ Total Expenses}
\end{align*}
\]

*One time startup expenses to establish the TBD

Fund Balance
The 2011 TBD ending fund balance is summarized as follows:

\[
\begin{align*}
&\$ 228,163 \text{ Revenue} \\
&(-$66,419) \text{ Expenses} \\
\hline
&\$ 161,744 \text{ Ending Fund Balance}
\end{align*}
\]

A Schedule of Revenues, Expenditures and Changes in Fund Balance is provided on the last page of this report.
**TBD Project Expenses and Schedules**

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

1) City of Lynnwood Street Fund 111
   Expenses: Varies year to year
   TBD Funding Contribution: No 2011 TBD Funds were budgeted
   Schedule: Ongoing

2) Pavement Overlay Program
   Expenses: Varies year to year
   TBD Funding Contribution: $142,300 was allocated for the Pavement Overlay Program in the 2011 TBD budget. Remaining 2011 TBD funds ($181,744) will be rolled over and expended in 2012 for the Pavement Overlay Program.
   Schedule: Various projects from year to year

3) Traffic Signal Rebuild Program
   Expenses: Varies year to year
   TBD Funding Contribution: No 2011 TBD Funds were budgeted
   Schedule: Ongoing

4) Traffic Signal Reconstruction: Scriber Lake Road at 196th Street SW
   Expenses: $548,000
   TBD Funding Contribution: No 2011 TBD Funds were budgeted
   Schedule: Construction spring of 2013

5) 48th Avenue W Sidewalk: 183rd Place SW to 180th Street SW
   Expenses: $1,005,000
   TBD Funding Contribution: No 2011 TBD Funds were budgeted
   Schedule: Construction summer of 2013
Schedule of Revenues, Expenditures and
Changes in Fund Balance
City of Lynnwood, Washington
Transportation Benefit District
For the Period Ended December 31, 2011
(Unaudited)

<table>
<thead>
<tr>
<th>REVENUES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Vehicle Registration Fees</td>
<td>$228,116</td>
</tr>
<tr>
<td>Interest</td>
<td>47</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>228,163</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Expenses</td>
<td>42,519</td>
</tr>
<tr>
<td>Insurance</td>
<td>3,900</td>
</tr>
<tr>
<td>Overlay Program</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>66,419</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>161,744</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER FINANCING SOURCES (USES)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total other financing sources (uses)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net changes in fund balances</th>
<th></th>
</tr>
</thead>
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City of Lynnwood
Transportation Benefit District Board

Item 60

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

TITLE: Presentation and Discussion: Community Education and Outreach Plan

DEPARTMENT: Public Works

DEPARTMENT CONTACT: Jeff Elekes

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

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

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

1) Does the Board support staff’s recommendation to conduct a Community Education and Outreach Plan as outlined herein?

2) Does the Board wish to implement a Community Education and Outreach Plan that allows for a public vote on August 6th, 2013, November 5th, 2013 or a time certain in 2014?

3) Should the 2013 TBD Budget be amended to include expenses related to conducting a community survey and payment of a filing fee to place a measure on the ballot?

ATTACHMENTS:

1) Community Education and Outreach Plan
2) Community Education and Outreach Schedule
3) Background Material from Transportation and Traffic Task Force
COMMUNITY EDUCATION & OUTREACH PLAN
TRANSPORTATION BENEFIT DISTRICT

WHAT AND WHY - Transportation Related Needs in Our Community

Areas of Need:
- Pavement Overlay Program
  - Pavement Aging Curves
  - Indicators of Failing to Failed Pavements
  - Treatment Methods (i.e. Chip Seal, Double Chip Seal, Thin Overlay, Overlay, Reconstruction)
  - What we have in Lynnwood (Residential, Collectors, Arterials, Principles, State Routes)
  - General Cost Info for Standard Treatment Methods
  - Current Funding Limitations (Gas Tax, TBD, Utility, Other)
  - What happens if we Don't keep them up?
  - The 12 Year Cycle of Sustainability
  - The Cost of the 12 Year Cycle
  - The Cost per Average Resident and How that is leveraged (Sales Tax vs. License Tab Fee)
  - Long Range Schedule for 12 Year Cycle of the Overlay Program

- Traffic Signal Rebuild Program
  - Background - 55 traffic signals, 20 lighted pedestrian crossings...
  - Purposes of the signal system
  - Components of a signal system (cabinets, poles, heads, electronics...)
  - Central Network Infrastructure/Traffic Management Center
  - Life cycle (duration) and costs various of components and overall program

- Multi-Modal, Multi-Choice System (Sidewalks, Trails, Bike Lanes, etc)
  - Background – How the skeleton systems were developed, miles complete today and miles yet to be completed, prioritization process
  - Various alternatives (concrete sidewalk, planter, asphalt walkway, bike lanes...)
  - Cost to complete
  - Maintenance responsibilities (city vs. private)

- Transportation Projects
  - 36<sup>th</sup>/35<sup>th</sup> Avenue W - Maple Road to 164<sup>th</sup> Street SW
  - Poplar Way Overpass - 196<sup>th</sup> Street SW to 33<sup>rd</sup> Avenue W
  - 52<sup>nd</sup> Avenue W - 176<sup>th</sup> to 164<sup>th</sup> Street SW
  - 60<sup>th</sup> Avenue W - 188<sup>th</sup> to 176<sup>th</sup> Street SW
  - 64<sup>th</sup> Avenue W - 188<sup>th</sup> to 176<sup>th</sup> Street SW
  - 180<sup>th</sup> Street SW - 64<sup>th</sup> Avenue W to SR 99
  - City Center Project - 194<sup>th</sup> Street SW - 40<sup>th</sup> Avenue W to 33<sup>rd</sup> Avenue W
  - City Center Project - 42<sup>nd</sup> Avenue W - 194<sup>th</sup> Street SW to Alderwood Mall Blvd
  - City Center Project - 196<sup>th</sup> Street SW - 48<sup>th</sup> Avenue W to 37<sup>th</sup> Avenue W

60-2
• Street Fund Operation and Maintenance

Transportation Funding:
• Current Funding Explained
• Transportation Benefit District
  ➢ Licensing fee
  ➢ Sales tax
• Levy Lid Lift
• Other voted measures

HOW - Outreach Communication Strategies

• Questions to be asked
  ➢ What is your greatest area of concern?
  ➢ What level should programs be funded? Level of service?
  ➢ What types of funding for which type of projects?
• Web Site Information
  ➢ Upcoming Meetings, Dates, and Locations
  ➢ Presentation Information
  ➢ Comments Received from Each Meeting
• Press Releases
  ➢ One for each meeting
• Articles in the Newspaper
• Major Event at the Convention Center
• Neighborhood Meetings at Key Locations throughout the City (6 to 8 sites)
• Independent Scientific Validated Community Survey
• Articles in "Inside Lynnwood"
• Interview on Lynnwood TV
• Interview with TV Stations
• Separate - Special Mailer to ALL Lynnwood Residents and Business License Holders (2 Mailers)
• Host a Pancake Breakfast at the Fire Station or Convention Center
• Both/Kioski at the Mall, Major Retail Center

WHO - Stakeholders in the Community

• Residents
• Business Community
• Retail Customers
• Schools
• Churches
• Transportation and Traffic Task Force

WHEN - See potential schedule on next page
Background Material from Transportation and Traffic Task Force (Excerpt)

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

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

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

1) Education

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

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

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

2) Planned Projects

The 20-year list of projects and how they get prioritized into the 6-year Transportation Improvement Plan (TIP) should be discussed. More information should be provided about the TIP projects so that the public has real tangible knowledge of the type of projects planned for Lynnwood in the near term.
3) Prioritization
An opportunity should be provided for the public to rank and prioritize various types of transportation improvements such as:
- Roadway Capacity (additional through/turn lanes, new street connections, other)
- Major Freeway Improvements (new crossings, new/modified interchanges, other)
- City Center (increasing capacity of existing roads, adding new grid streets, other)
- Non-Motorized - Pedestrian (sidewalks, trails, other)
- Non-Motorized - Bicycle (bicycle lanes, pavement markings, other)
- Street Maintenance (street crews, pavement preservation, traffic signals, other)
- Safety (center medians, traffic calming features, other)
- Intelligent Transportation (smarter traffic signals, traffic flow notifications, other)

4) Funding
The public should be informed of where their current tax dollars go and how Lynwood’s transportation projects are currently funded. After they gain a better understanding of the significant transportation funding shortfall, they will be better equipped to provide constructive feedback as to how best to fund transportation projects.

Funding strategies should also be discussed. These strategies include using grant dollars to fund projects which typically score well in funding competitions and using local funds to fund projects which may not. Low scoring grant projects typically include:
- Maintenance (pavement overlay, traffic signal rebuild, other)
- Operation (street crew and support staff)
- Residential non-motorized improvements (sidewalks, paths, other)

The outreach should include a brief summary of the various funding alternatives available to fund transportation projects. An opportunity should be provided for the public to rank and prioritize the various types of transportation funding alternatives such as:
- Transportation Impact Fees
- Transportation Benefit District – Vehicle registration fee
- Transportation Benefit District – Sales tax increase
- Levy Lid Lift
- Local Improvement Districts
Distribution

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

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