

AGENDA
City of Edmonds
Transportation Benefit District Board
Council Chambers, Public Safety Complex
250 5th Ave. North, Edmonds

FEBRUARY 7, 2012
6:30 p.m.

Call to Order and Flag Salute

1. Approval of Agenda
2. Approval of Consent Agenda Items
 - A. Roll Call
 - B. AM-4520 Approval of Transportation Benefit District Board Meeting Minutes of August 2, 2011.
3. (5 Minutes) AM-4524 Election of Transportation Benefit District Board President and Vice President for 2012.
4. (5 Minutes) AM-4528 Resolution relating to public records; designating a public records officer, and establishing public record procedures to be followed pursuant to the Public Records Act.
5. Audience Comments (3 minute limit per person)
6. (10 Minutes) AM-4547 Edmonds Transportation Benefit District - Annual Report for Year 2011.
7. (10 Minutes) Board Comments

Adjourn

AM-4520

Item #: 2. B.

Transportation Benefit District Board

Date: 02/07/2012

Time:

Submitted By: Sandy Chase

Department: City Clerk's Office

Type: Action

Information

Subject Title

Approval of Transportation Benefit District Board Meeting Minutes of August 2, 2011.

Recommendation

It is recommended that the Board review and approve the draft minutes.

Previous TBD Action

N/A

Narrative

Attached is a copy of the draft minutes.

Attachments

08-02-11 Draft TBD Minutes

Form Review

Inbox	Reviewed By	Date
Mayor	Dave Earling	01/31/2012 09:20 AM
Final Approval	Sandy Chase	01/31/2012 09:23 AM
Form Started By: Sandy Chase		Started On: 01/30/2012 04:39 PM
Final Approval Date: 01/31/2012		

**CITY OF EDMONDS
TRANSPORTATION BENEFIT DISTRICT BOARD
DRAFT MINUTES
August 2, 2011**

The Edmonds Transportation Benefit District meeting was called to order at 6:31 p.m. by Board President Strom Peterson in the Council Chambers, 250 5th Avenue North, Edmonds.

OFFICIALS PRESENT

Strom Peterson, Board President
Lora Petso, Board Vice President
D. J. Wilson, Board Member
Michael Plunkett, Board Member
Steve Bernheim, Board Member
Adrienne Fraley-Monillas, Board Member
Diane Buckshnis, Board Member

STAFF PRESENT

Phil Williams, Public Works Director
Carl Nelson, CIO
Jeff Taraday, City Engineer
Linda Hynd, Deputy City Clerk
Jana Spellman, Senior Executive Council Asst.
Jeannie Dines, Recorder

1. APPROVAL OF AGENDA

BOARD MEMBER BUCKSHNIS MOVED, SECONDED BY BOARD MEMBER BERNHEIM, TO APPROVE THE AGENDA IN CONTENT AND ORDER. MOTION CARRIED UNANIMOUSLY.

2. CONSENT AGENDA ITEMS

BOARD MEMBER BUCKSHNIS MOVED, SECONDED BY BOARD MEMBER BERNHEIM, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. The agenda items approved are as follows:

A. ROLL CALL

B. APPROVAL OF TRANSPORTATION BENEFIT DISTRICT BOARD MEETING MINUTES OF APRIL 26, 2011

3. TRANSPORTATION BENEFIT DISTRICT – UPDATE

Public Works Director Phil Williams explained the TBD was formed in 2008 and the fee enacted in February 2009. The ordinance limits the expenditure of funds to maintenance and preservation of city streets including pavement repair and maintenance, signage maintenance, buttons, curbs, paint, crosswalks, traffic signals – items directly related to the operation and maintenance of streets. He noted that collections in 2010 totaled \$589,000 and approximately \$670,000 was spent on qualifying items. The balance of funds came from gas tax which is the other source of funding for streets. He provided photographs of maintenance and repair activities that the funds are used for including crack sealing, graffiti removal, small spot repairs, potholes, and signal maintenance.

The City receives approximately \$900,000/year in gas tax; of that approximately \$160,000 has historically been placed in the 112 Fund, Transportation Capital Fund, for capital projects. It is primarily used to match federal dollars for capital projects. The balance goes into the 102 Fund, Street Operations and Maintenance. The total tax on a gallon of gas in Washington is \$0.56, the second highest in the nation.

The City no longer transfer funds from the General Fund for overlays and as a result no overlays have been done since 2008 with the exception of overlays on Dayton and 212th done with stimulus funding. The ongoing funding needed for an overlay program is \$1.5 million/year.

Mr. Williams reviewed pavement ratings, from new to severe and criteria used to rate streets. He provided a graph of the number of miles of City streets in each category. He explained as time passes and no streets are paved, the number of new streets decreases and the number of streets in the severe category increases.

Actual TBD fee collections year-to-date for the first two quarters of 2011 are \$303,000; the budget is \$600,000/year. Those funds have been used for the same purposes as last year.

Board Member Bernheim relayed a citizen's question regarding what the City can show for the \$20 car tab. He also asked how the \$20 TBD fee is accounted for in the Public Works Department, observing most if not all of it appears to be used for day-to-day maintenance activities such as graffiti removal, patching cracks, etc. Mr. Williams answered the \$600,000 comprises slightly less than half of the annual \$1.4 million Streets budget. The only other substantial source of funding is gas tax which contributes \$750,000. By ordinance the funds collected from the TBD fee are used for the activities he described and cannot be used to pave streets. He clarified maintenance is not the same as preservation paving. With regard to graffiti removal, Mr. Williams explained the graffiti they remove is in the right-of-way.

Board Member Buckshnis referred to the second quarter financial statement and asked how the labor and benefits was determined. Mr. Williams answered it was not a specific employee. Employees code their time each day based on activities. Board Member Buckshnis asked if supplies are accounted for in the same manner, for example painting. Mr. Williams answered yes, noting that most street painting qualifies for use of TBD revenue.

Board Member Buckshnis asked whether the use of gas tax is restricted to only maintenance. Mr. Williams answered the restrictions on the use of gas tax were simplified a few years ago. Board Member Buckshnis observed a levy was needed to fund overlays and the funds could be dedicated to preservation paving. Mr. Williams answered it was his understanding that the proposed levy would be used strictly for overlays and no other street maintenance.

4. AUDIENCE COMMENTS

Al Rutledge, Edmonds, recalled at the last meeting he stated staff will repair a pothole within three weeks. He suggested citizens call the City regarding potholes rather than attempting to fill the hole themselves. Public Works Director Phil Williams has informed him that staff typically responds to complaints about potholes within 24 hours and make repairs within 3 days. He suggested Board Members each survey a portion of the City's population as well as inform them of services the City offers such as pothole repair. He commented on the need for a levy to fund transportation needs.

Mr. Williams encouraged residents to contact the City regarding potholes. He explained the reason the City does not receive a lot of calls about potholes is because staff is proactive about repairing them.

5. **BOARD COMMENTS**

Board Member Bernheim encouraged citizens to submit their list of roads that are in poor condition.

6. **ADJOURN**

With no further business, the TBD Board meeting was adjourned at 6:50 p.m.

AM-4524

Item #: 3.

Transportation Benefit District Board

Date: 02/07/2012

Time: 5 Minutes

Submitted By: Sandy Chase

Department: City Clerk's Office

Type: Action

Information

Subject Title

Election of Transportation Benefit District Board President and Vice President for 2012.

Recommendation

N/A

Previous TBD Action

N/A

Narrative

Section 2.2 of the Bylaws of the Edmonds Transportation Benefit District reads as follows:

Election, Qualification and Term of Office. the President and Vice President shall be elected by the Board from among its members. The Treasurer shall be the City of Edmonds Finance Director. Except for the Treasurer, the officers shall be elected by the Board at the first regular meeting each year, for a one-year term, and each officer shall hold office during said one-year term and until his or her successor is elected. The first officers of the Board shall be elected by the Board at its first meeting. Officers may, at the discretion of the board, hold their respective offices for successive terms.

A copy of the complete Bylaws is attached.

Attachments

TBD Bylaws

Form Review

Inbox	Reviewed By	Date
Mayor	Dave Earling	01/31/2012 09:06 AM
Final Approval	Sandy Chase	01/31/2012 09:12 AM
Form Started By: Sandy Chase		Started On: 01/31/2012
Final Approval Date: 01/31/2012		

**BYLAWS
OF THE
EDMONDS TRANSPORTATION BENEFIT DISTRICT**

**ARTICLE I
MEMBERSHIP**

Section 1.1 Membership. Each member of the Edmonds City Council shall be an ex officio member of the Board of the District.

**ARTICLE II
OFFICERS AND COMMITTEES**

Section 2.1 Officers Designated. The officers of the Board shall be a President, Vice President and Treasurer. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board may prescribe.

Section 2.2 Election, Qualification, and Term of Office. The President and Vice President shall be elected by the Board from among its members. The Treasurer shall be the City of Edmonds Finance Director. Except for the Treasurer, the officers shall be elected by the Board at the first regular meeting each year, for a one-year term, and each officer shall hold office during said one-year term and until his or her successor is elected. The first officers of the Board shall be elected by the Board at its first meeting. Officers may, at the discretion of the Board, hold their respective offices for successive terms.

Section 2.3 Powers and Duties. The officers of the Edmonds Transportation Benefit District ("District") shall have the following duties:

(a) President. The President shall serve as the ceremonial head of the District and shall preside over all Board meetings. The President shall, subject to the control of the Board, exercise general supervision, direction, and control of the business and affairs of the District. On matters decided by the District, unless otherwise required under Interlocal Agreement or by this Charter, the signature of the President alone is sufficient to bind the District. The President shall be the District's registered agent for purposes of service of process.

(b) Vice President. The Vice President shall serve in the absence of the President as the ceremonial head of the District and shall preside over Board meetings in the President's absence and shall otherwise execute the President's powers and duties.

(c) Treasurer. The Treasurer shall receive and faithfully keep all funds of the District and deposit the same in such bank or banks as may be designated by the District Board of Directors. The Treasurer shall also discharge such other duties as may be prescribed by the District Board of Directors.

Section 2.4 Establishment of Committees. The Board may, by resolution, designate from among its members one or more committees, each consisting of at least two members, to represent the Board and, where consistent with these Bylaws, the Charter, and Chapter 36.73 RCW, to act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board from any responsibility imposed by law. All actions of the District require the vote of the Board.

Section 2.5 Removal From Office. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, the Board, by an affirmative vote of the majority of the quorum, may remove any officer of the Board from his or her office whenever in its judgment the best interests of the District will be served thereby. An officer so removed shall continue to serve on the Board.

ARTICLE III MEETINGS

Section 3.1 Regular Board Meetings. Regular Board meetings shall be held on the first Tuesday of February and the first Tuesday of August of each year in the City of Edmonds City Council Chamber. At any regular meeting of the Board, any business may be transacted and the Board may exercise all of its powers.

Section 3.2 Special Board Meetings. Subject to the Charter, special meetings of the Board may be held at any place and at any time whenever called by the President or by a majority of the members of the Board.

Section 3.3 Notice of Regular Board Meetings. Subject to the Charter, no notice of regular meetings shall be required, except for the first regular meeting after any change in the time or place of such meeting adopted by resolution of the Board as above provided. Notice of such changed, regular meeting shall be given by personal communication over the telephone to each Board member at least 24 hours prior to the time of the meeting or by at least three days' notice by mail, telegram or written communication. If mailed, notice shall be mailed by United States mail, postage prepaid, to the last known address of each Board member. In addition, the District shall routinely provide reasonable notice of such changed meetings to the City of Edmonds and to any individual specifically requesting such notice in writing.

Section 3.4 Notice of Special Board Meetings. Notice of all special meetings of the Board shall be given by the City Clerk or by the person or persons calling the special meeting by delivering personally or by mail written notice at least 24 hours prior to the time of the meeting to each Board member, and to each local newspaper of general circulation and to each radio or television station that has requested notice of meeting of the City Council with the City of

Edmonds as provided in RCW 42.30.080. In addition, the District shall provide notice of special meetings to the Mayor of the City of Edmonds and to any individual specifically requesting such notice in writing. The time and place of the special meeting and the business to be transacted must be specified in the notice. Final disposition shall not be taken at a special meeting on any matter not referenced in the notice.

Section 3.5 Waiver of Notice. Notice as provided in Sections 3.3 and 3.4 hereof may be dispensed with as to any member of the Board who, at or prior to the time the meeting convenes, files with the Board of the District a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to address an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood or severity of such injury or damage. Notice concerning proposed amendments to Bylaws, and votes on such amendments, may not be waived.

Section 3.6. Procedure. *Robert's Rules of Order* shall be final authority on all questions of procedure and parliamentary law not otherwise provided by ordinance, statute, Charter or these Bylaws; PROVIDED, that with the concurrence of four (4) members, such rules may be waived or modified. PROVIDED FURTHER, that failure to follow said rules will not in itself constitute sufficient grounds for invalidating any Board action.

Section 3.7. Public Comment. Opportunity for public comment at Board meetings shall be required through a public hearing when the Board considers adoption of (1) its annual plan for service, (2) a material change policy, (3) imposition of any tax, charge or fee, and (4) any response to a material change; PROVIDED, that the Board from time to time may, in its sole discretion, permit public comment regarding additional topics.

Section 3.8. Proxies Prohibited. Votes may be cast at Board meetings only by members of the Board in attendance at the meeting either in person or by electronic means. Voting by proxy shall be prohibited.

ARTICLE IV AMENDMENTS TO BYLAWS

Section 4.1 Proposals to Amend Bylaws.

Any Board member may introduce a proposed amendment to the Bylaws (which may consist of new Bylaws) at any regular meeting, or at any special meeting for which 30 days' advance notice has been given.

Section 4.2 Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Bylaws, and information including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board 15 days prior to any regular Board meeting or any special meeting of which 30 days' advance notice has been given,

then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which 30 days' advance notice has been given and at least 15 days prior to which meeting such notice and information is provided to Board members. Germane amendments to the proposed amendment within the scope of the original amendment will be permitted at the meeting at which the vote is taken.

Section 4.3 Board Approval of Amendments to Bylaws. Resolutions of the District approving amendments to the Bylaws by affirmative vote of a majority of the Board may be implemented at such time as selected by the District in the Resolution without further action. Copies of the all amendments to the Bylaws shall be filed with City of Edmonds City Clerk as public records.

ARTICLE V ADMINISTRATIVE PROVISIONS

Section 5.1 Books and Records. The District shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees. The City Clerk of the City of Edmonds shall serve as its secretary for such purposes.

Section 5.2 Principal Office. The principal office and mailing address of the Edmonds Transportation Benefit District shall be located in Edmonds, Washington, as specified by resolution.

Section 5.3 Fiscal Year. The Fiscal Year of the District shall begin January 1 and end December 31 of each year, except the first fiscal year which shall run from the date the Charter was adopted to December 31, 2009.

ARTICLE VI APPROVAL OF BYLAWS

Adopted by the Edmonds Transportation Benefit District Board on February 3, 2009.

AM-4528

Item #: 4.

Transportation Benefit District Board

Date: 02/07/2012

Time: 5 Minutes

Submitted By: Sandy Chase

Department: City Clerk's Office

Type: Action

Information

Subject Title

Resolution relating to public records; designating a public records officer, and establishing public record procedures to be followed pursuant to the Public Records Act.

Recommendation

It is recommended that the Board adopt the resolution.

Previous TBD Action

N/A

Narrative

The Public Records Act mandates that local government agencies designate a public records officer whose responsibility is to serve as the "point of contact" for members of the public seeking public records.

During the annual review with Washington Cities Insurance Authority (WCIA), it was recommended that the Transportation Benefit District Board adopt policies related to requests for public records and also designate a public records officer. Please refer to the attached Resolution.

Note: The City Council has previously adopted policies and designated a public records officer for city-related records.

Attachments

Resolution - Public Records

Form Review

Inbox	Reviewed By	Date
Mayor	Dave Earling	02/02/2012 09:25 AM
Final Approval	Sandy Chase	02/02/2012 11:32 AM
Form Started By: Sandy Chase		Started On: 02/01/2012 02:53 PM
Final Approval Date: 02/02/2012		

RESOLUTION NO. _____

A RESOLUTION OF THE EDMONDS TRANSPORTATION BENEFIT DISTRICT (“TBD”) RELATING TO PUBLIC RECORDS; DESIGNATING A PUBLIC RECORDS OFFICER; ESTABLISHING PUBLIC RECORD PROCEDURES TO BE FOLLOWED PURSUANT TO THE PUBLIC RECORDS ACT.

WHEREAS, the state legislature amended the public records statutes during the 2005 legislative session and subsequently recodified the Public Disclosure Act at chapter 42.56 RCW, now referred to as the Public Records Act (the “Act”); and

WHEREAS, the Edmonds Transportation Benefit District (“TBD”) desires to designate a public records officer; and

WHEREAS, the TBD desires to establish public records procedures for consistency with the Act; NOW, THEREFORE,

THE MEMBERS OF THE BOARD OF THE TRANSPORTATION BENEFIT DISTRICT OF THE CITY OF EDMONDS, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Establishing Records Officer. The TBD Public Records Officer shall be designated as follows:

A. The City of Edmonds city clerk is hereby designated as the public records officer of the TBD, subject to the City Council providing a similar designation in chapter 3.65 of the Edmonds City Code. Contact information for the city clerk is to be made available to the public in a manner reasonably calculated to provide notice of whom to request public records from, such as posting such contact information at City Hall or on the city’s internet website.

B. All persons desiring to inspect or receive a copy of any public record of the TBD must make their request to the city clerk on forms specified by the city clerk.

Section 2. Responses or Denial of a Request. The TBD shall adhere to the following procedures when responding to a public record request under RCW 42.56:

A. Responses to requests for public records shall be made promptly and pursuant to guidelines established in chapter 42.56 RCW. Within five business days of receiving a written public record request, the TBD must respond by either:

1. Providing the record;
2. Acknowledging that the TBD has received the request and providing a reasonable estimate of the time the TBD will require to respond to the request; or
3. Deny the public record request. Denials must be accompanied by a written statement of specific reasons therefor.

B. Public records may be made available on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for public inspection or disclosure. Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information request, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. The TBD may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the TBD need not respond to it.

Section 3. Certain personnel and other records exempt. The TBD adopts by reference the exemptions from public disclosure contained in chapter 42.56 RCW, including any future amendments thereto or recodification thereof, along with any other exemption provided by law, including but not limited to those exemptions set forth in “Public Records Act for Washington Cities and Counties,” Municipal Research and Services Center, Report No. 61, Revised November 2009, a copy of which shall be maintained in the office of the City Clerk.

Section 4. Copying fees. The following copying fees shall be assessed by the TBD when responding to requests for public records:

A. No fee shall be charged for the inspection of public records. Any person who requests a copy of any public record from the city clerk shall pay to the city clerk or a designee of the city clerk a photocopying charge. The charges for copying shall be 0.15 cents per page.

B. The city clerk may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request. If public records are made available on a partial or installment basis, the applicable fees shall be due and payable for each part of the request as it

is provided. If an installment of a records request is not claimed or reviewed, the TBD shall not be obligated to fulfill the balance of the request.

RESOLVED this _____ day of February, 2012

EDMONDS TRANSPORTATION BENEFIT DISTRICT

BOARD PRESIDENT, STROM PETERSON

4848-1434-0622, v. 1

Transportation Benefit District Board**Date:** 02/07/2012**Time:** 10 Minutes**Submitted For:** Phil Williams, Public Works Director **Submitted By:** Sandy Chase**Department:** Public Works**Type:** Information**Information****Subject Title****Edmonds Transportation Benefit District - Annual Report for Year 2011.****Recommendation**

Accept Report

Previous TBD Action

October 21, 2008 - The Edmonds City Council approved Resolution 1181 setting a public hearing on November 18, 2008 regarding the potential establishment of a Transportation Benefit District (TBD).

November 3, 2008 – The Edmonds City Council conducted a first reading of Ordinance 3707 amending the Edmonds City Code to enact a new Chapter 3.65, Edmonds Transportation Benefit District (TBD), establishing a TBD, specifying the boundaries for the TBD, and specifying the TBD’s purpose to maintain, preserve, construct and reconstruct existing street transportation infrastructure and other City street improvements.

November 18, 2008 - The Edmonds City Council conducted a public hearing on City of Edmonds, Washington Ordinance 3707 amending the Edmonds City Code to enact a new Chapter 3.65, Edmonds Transportation Benefit District (TBD), establishing a TBD, specifying the boundaries for the TBD, specifying the maintenance and preservation of existing transportation improvements, and fixing a time when the same shall become effective. Following public comments and deliberation, the Edmonds City Council approved Ordinance 3707. The governing board of the Transportation Benefit District is the Edmonds City Council acting in an ex officio and independent capacity per RCW 36.73.020(3).

NOTE: The boundary of the Transportation Benefit District is coextensive with the boundary of the City of Edmonds.

February 3, 2009 – The Edmonds Transportation Benefit District Board conducted its first public meeting during which it adopted the City of Edmonds TBD Charter and Bylaws.

NOTE: A charter is a document incorporating an institution and specifying its rights while bylaws are essentially rules made by a local authority to regulate its own affairs.

February 17, 2009 - The Edmonds Transportation Benefit Board adopted Ordinance 1 authorizing an annual \$20 vehicle license fee, and fixing a time when the same shall become effective.

February 17, 2009 – The Edmonds Transportation Benefit District reviewed and discussed a draft Interlocal Agreement between the City of Edmonds, Washington, and the Edmonds Transportation Benefit District (TBD). See June 2, 2009 for additional information.

June 2, 2009 – The Edmonds Transportation Benefit District approved an Interlocal Agreement (first reviewed on February 17, 2009) between the City of Edmonds, Washington, and the Edmonds Transportation Benefit District. The agreement serves to help coordinate efforts to pursue individual, joint and mutual rights and obligations to maintain and preserve streets and related transportation infrastructure within the City of Edmonds. Sections 1 and 2 of the Agreement define the obligations of the Edmonds TBD and undertakings of the City. The Agreement also contains sections related to ownership, indemnification, termination, and effective date of the Agreement

June 2, 2009 - The Edmonds Transportation Benefit District approved Appendix 79-09 to Interlocal Agreement Creating Washington Cities Insurance Authority. The interlocal contains an indemnity from the city to the TBD for liability arising from the services provided by city employees and that liability is covered by the city's underlying pool agreement.

June 2, 2009 - The Edmonds Transportation Benefit District approved an Interlocal Agreement between the Washington State

Department of Licensing (DOL) and Edmonds Transportation Benefit District. The Interlocal Agreement provides terms and conditions under which the Washington State Department of Licensing shall administer and collect fees, on behalf of the Edmonds Transportation Benefit District, as provided by contract according to RCW 82.80.140, RCW 36.73.065, RCW 46.12, WAC 308-10, Chapter 18 USC Sec. 2721 -2725 Driver Privacy Protection Act (DPPA), and Executive Order 97-01, as currently written or hereafter amended, and according to the Vehicle/Vessel Disclosure Agreement Application submitted by the TBD.

June 23, 2009 – The Edmonds City Council approved an Interlocal Agreement between the City of Edmonds, Washington, and the Edmonds Transportation Benefit District. This is the same agreement approved by the Edmonds TBD Board on June 2, 2009. The agreement serves to help coordinate efforts to pursue individual, joint and mutual rights and obligations to maintain and preserve streets and related transportation infrastructure within the City of Edmonds. Sections 1 and 2 of the Agreement define the obligations of the Edmonds TBD and undertakings of the City. The Agreement also contains sections related to ownership, indemnification, termination, and effective date of the Agreement.

March 23, 2010 – The Transportation Benefit District Board conducted a meeting at which the following items and actions were discussed and taken:

- Edmonds Transportation Benefit District Board selected officers of the Transportation Benefit District.
- City staff also presented the Annual Transportation Benefit District Report for year 2009.
- Edmonds Transportation Benefit District Board reviewed transportation capital funding options.

May 4, 2010 – The Transportation Benefit District Board conducted a meeting at which the following items were discussed:

- City staff provided an update regarding a list of project priorities which served as scenarios in assisting the TBD Board in understanding the different TBD projects and funding options.
- The Transportation Benefit District Board discussed a public vote on possible TBD assessments in excess of the currently collected \$20 TBD vehicle license fee. No action taken on this item.
- The Transportation Benefit District Board discussed the possibility of participating in a Countywide TBD effort. No action was taken on this item.
- The Transportation Benefit District Board appointed the City's Finance Director as Board Treasurer and Washington Cities Insurance Authority representative.

June 22, 2010 – The Transportation Benefit District Board conducted a meeting at which the following item was discussed:

- The Transportation Benefit District Board discussed placing a TBD transportation package on the November, 2010 ballot. Possible TBD assessments in excess of the currently collected \$20 TBD fee, and a list of potential transportation projects, were also discussed. No action taken on this item.

July 13, 2010 – The Transportation Benefit District Board conducted a meeting at which the following item was discussed:

- The Transportation Benefit District Board continued its discussion about placing a TBD transportation package on the November, 2010 ballot. Possible TBD assessments in excess of the currently collected \$20 TBD fee, and a list of potential transportation projects, were also discussed. No action was taken on this item.

July 20, 2010 – The Transportation Benefit District Board approved placing a measure on the November, 2010 ballot that would increase the Transportation Benefit District vehicle license fee by an additional \$40 to pay for various transportation and walkway projects (see project list).

August 3, 2010 - The Transportation Benefit District Board approved Ordinance #2 which expanded the authority of the ETBD to allow placing of an item on the November ballot for consideration of all Edmonds voters that would increase the existing \$20/vehicle local license fee to \$60/vehicle and to use the additional revenue, if approved by the voters, to pursue a list of 37 transportation capital projects.

Narrative

RCW 36.73.160 requires each established Transportation Benefit District to issue an annual report which details the District's revenues and expenditures for the year and discusses project schedules for on-going projects.

The Edmonds Transportation Benefit District (ETBD) met on two separate dates in 2011.

The ETBD raised a total of \$639,180 from the existing \$20/vehicle local license fee during 2011. Qualifying expenses of the TBD, as limited by ETBD Ordinance #1, were \$580,188. Since revenue exceeded qualifying expenses the balance \$58,992 was transferred to the Street Fund.

Attachments

TBD Revenue & Expenditure Report 2011

Form Review

Inbox	Reviewed By	Date
Mayor	Dave Earling	02/03/2012 09:21 AM
Final Approval	Sandy Chase	02/03/2012 09:22 AM
Form Started By: Sandy Chase		Started On: 02/03/2012
Final Approval Date: 02/03/2012		

**Schedule of Revenues, Expenditures and
Changes in Fund Balance
Transportation Benefit District
For the Period Ended December 31, 2011**

(Unaudited)

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REVENUES	
Annual Vehicle Fee	639,180
Total Revenues	639,180
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EXPENDITURES	
Professional Services	120
Insurance	5,000
Road Maintenance (includes repairs, patching, crack sealing)	
Labor & Benefits	102,219
Supplies	49,717
Traffic Control	
Labor & Benefits	192,930
Supplies	97,307
Vehicle Charges	132,895
Excess Transferred to Street Fund	58,992
Total Expenditures	639,180
<hr/>	
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(0)
<hr/>	
OTHER FINANCING SOURCES (USES)	
Total other financing sources (uses)	0
<hr/>	
Net changes in fund balances	(0)
Fund balances - beginning	0
FUND BALANCES - ENDING	(0)
<hr/>	

Revenue Detail Report

revdetl.rpt
02/01/2012 1:05PM
Periods: 1 through 1

City of Edmonds
01/01/2012 through 01/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
631	600,000.00	0.00	0.00	600,000.00	0.00
631.000.000.344.900.000.00	49,935.60	49,935.60	49,935.60	550,064.40	8.32
1/31/2012	600,000.00	49,935.60	49,935.60	550,064.40	8.32
631.000.000.344.900.000.00	600,000.00	49,935.60	49,935.60	550,064.40	8.32
Total	600,000.00	49,935.60	49,935.60	550,064.40	8.32
Grand Total	600,000.00	49,935.60	49,935.60	550,064.40	8.32

TRANSPORTATION BENEFIT L
ANNUAL VEHICLE FEE (TBD)
GJ 120004
ANNUAL VEHICLE FEE (TBD)
TRANSPORTATION BENEFIT DISTRICT

Revenue Detail Report

City of Edmonds
01/01/2011 through 12/31/2011

revdttl.rpt
02/01/2012 1:05PM
Periods: 0 through 13

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
631	600,000.00	0.00	0.00	600,000.00	0.00
TRANSPORTATION BENEFIT FEE (TBD)					
631.000.000.344.900.000.00					
1/1/2011		44,807.40			
1/31/2011		44,807.40			
2/25/2011		47,698.20			
3/31/2011		42,154.20			
4/29/2011		60,152.40			
5/31/2011		51,618.60			
6/30/2011		56,844.15			
7/29/2011		75,834.00			
8/31/2011		48,232.80			
9/30/2011		64,072.80			
10/31/2011		50,806.80			
11/30/2011		49,420.80			
12/30/2011		42,409.60			
631.000.000.344.900.000.00	600,000.00	589,244.35	589,244.35	10,755.65	98.21
Total	600,000.00	589,244.35	589,244.35	10,755.65	98.21

589,244.35 +
49,935.6 +
639,179.95*

Grand Total

Expenditure Detail Report
 City of Edmonds
 01/01/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
631 TRANSPORTATION BENEFIT DISTRICT						
542.310.410.00 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
12/31/2011 invoices IN 11-3248		120.00				
Line Description: 04/26 and 08/02 Transportation						
Vendor: 064531 DINES, JEANNIE						
542.310.410.00 PROFESSIONAL SERVICES	Check # 129910	120.00	120.00	0.00	-120.00	0.00
542.310.460.00 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
1/10/2011 invoices IN 1033		5,000.00				
Line Description: 2011 TBD Liability Assessment						
Vendor: 026510 WCIA	Check # 123518					
7/22/2011 bud_adj BA BJ001	5,000.00					
Line Description: July Budget Amendment						
542.310.460.00 INSURANCE	5,000.00	5,000.00	5,000.00	0.00	0.00	100.00
542.310.510.00 INTERGOVTL SERVICES	600,000.00	-44,807.40	0.00	0.00	600,000.00	0.00
1/1/2011 je GJ CAFR 25-R						
Line Description: Accrue TBD Transfer (1 mo)						
1/31/2011 je GJ 110014		39,807.40				
Line Description: TBD Monthly Remittance						
2/25/2011 je GJ 110026		47,698.20				
Line Description: TBD Monthly Remittance						
3/31/2011 je GJ 110041		42,154.20				
Line Description: TBD Monthly Remittance						
4/29/2011 je GJ 110059		60,152.40				
Line Description: TBD Monthly Remittance						
5/31/2011 je GJ 110069		51,618.60				
Line Description: TBD Monthly Remittance						
6/30/2011 je GJ 110093		56,844.15				
Line Description: TBD Monthly Remittance						
7/22/2011 bud_adj BA BJ001	-5,000.00					
Line Description: July Budget Amendment						
7/29/2011 je GJ 110114		75,834.00				
Line Description: TBD Monthly Remittance						
8/31/2011 je GJ AJ 110138		48,232.80				
Line Description: TBD Monthly Remittance						

Expenditure Detail Report

City of Edmonds

01/01/2011 through 12/31/2011

expdetl.rpt
02/01/2012 1:06PM
Periods: 0 through 13

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
(Continued)						
542.310.510.00 INTERGOVTL SERVICES						
9/30/2011 je GJ 110155		64,072.80				
Line Description: TBD Monthly Remittance						
10/31/2011 je GJ 110176		50,806.80				
Line Description: TBD Monthly Remittance						
11/30/2011 je GJ 110199		49,420.80				
Line Description: TBD Monthly Remittance						
12/30/2011 je GJ 110221		42,409.60				
Line Description: TBD Monthly Remittance						
12/31/2011 je GJ 110228		-120.00				
Line Description: Correct TBD #31261						
542.310.510.00 INTERGOVTL SERVICES	595,000.00	584,124.35	584,124.35	0.00	10,875.65	98.17
Total	600,000.00	589,244.35	589,244.35	0.00	10,755.65	98.21
TRANSPORTATION BENEFIT DISTRICT						
Grand Total	600,000.00	589,244.35	589,244.35	0.00	10,755.65	98.21

Project Expense Transaction Summary Report

City of Edmonds

1/1/2011 through 12/31/2011

Street Maintenance

Project # sm00

Phase #	Task #	rm	Labor	Benefits	Materials	Other
	Task # 090	73,890.73+	999.17	368.03	0.00	0.00
	Task # 137	28,327.81+	42,831.51	17,774.68	0.00	0.00
	Task # 139	102,218.54*	345.42	190.43	0.00	0.00
	Task # 140		4,156.74	1,376.74	0.00	0.00
	Task # 141		7,501.21	2,905.25	0.00	0.00
	Task # 142	43,666.41+	17,898.00	5,684.39	0.00	0.00
	Task # 153	6,050.99+	158.68	28.29	0.00	0.00
	Task # 738		0.00	0.00	43,666.41	6,050.99
	Phase Total: rm	49,717.4*	73,890.73	28,327.81	43,666.41	6,050.99

Phase # tb Transportation Benefit I

Task # trf Transfer to General Fun

Task # veh Vehicle Charges

Phase Total: tb Transportation Bei

Task # trf	0.00	0.00	0.00	0.00	0.00	-629,051.75
Task # veh	0.00	0.00	0.00	0.00	0.00	132,894.89
Phase Total: tb	0.00	0.00	0.00	0.00	0.00	-496,156.86

Phase # tc Traffic Control

Task # 090 Training

Task # 143 New/Revise Sign

Task # 144 Vandalism

Task # 145 Replace Sign GM

Task # 146 Curb/CI Paint GM

Task # 147 Curb/CL Buttons

Task # 148 Xwalk/Arr Paint

Task # 149 Xwalk/Arr Therm

Task # 150 Signal/Sch. Lts.

Task # 225 Retro Reflectivity

Task # 738 SUPPLIES

Phase Total: tc Traffic Control

Task # 090	2,748.80	829.97	0.00	0.00	0.00	0.00
Task # 143	6,401.48	2,876.78	0.00	0.00	0.00	0.00
Task # 144	1,819.72	551.72	0.00	0.00	0.00	0.00
Task # 145	52,624.17	20,563.01	0.00	0.00	0.00	0.00
Task # 146	31,877.82	12,258.95	0.00	0.00	0.00	0.00
Task # 147	68.98	13.04	0.00	0.00	0.00	0.00
Task # 148	1,466.71	612.70	0.00	0.00	0.00	0.00
Task # 149	13,515.61	4,367.37	0.00	0.00	0.00	0.00
Task # 150	14,759.41	6,412.03	0.00	0.00	0.00	0.00
Task # 225	12,745.17	6,416.89	0.00	12,810.83	0.00	2,117.26
Task # 738	0.00	0.00	0.00	73,020.91	0.00	9,358.24
Phase Total: tc	138,027.87	54,902.46	0.00	85,831.74	0.00	11,475.50

Project Total: sm00 Street Maintenan

Project Total: sm00	211,918.60	83,230.27	129,498.15	129,498.15	-478,630.37	-478,630.37
GRAND TOTAL:	211,918.60	83,230.27	129,498.15	129,498.15	-478,630.37	-478,630.37