Process/Timeline for establishing a Transportation Benefit District

Step 1: The City Council must hold a public hearing and invite comment from citizens within the proposed boundaries of the TBD (city limits) regarding the formation of the district.

Step 2: Following the public hearing process the City Council, if it determines it's in the public interest to adopt a TBD, will consider an ordinance specifying the functions and transportation improvements to be exercised or funded and establish the boundaries of the district.

Step 3: If a TBD is formed, the City Council shall act as the Transportation Benefit District Board of Directors, and will consider a prioritized list for projects to be funded by the district. The board will also determine a preferred revenue source to fund the projects. If the revenue source requires voter approval, the board must approve a resolution outlining the wording of a ballot measure to be filed with the Whatcom County Auditor's Office.

Step 4: If a voter-approved revenue source is decided upon by the board, and they forward a ballot measure to the Auditor's Office, voters will decided whether they approve of the revenue source, and the TBD must include in the ballot measure information including a specific description of the transportation improvements proposed by the district.

Other issues that must be addressed:

- The district must issue an annual report indicating the status of transportation improvement costs, improvement expenditures, revenues and construction schedules to the public and to the newspaper of record within the district (the Ferndale Record).
- The TBD Board of Directors is required to develop a material change policy to address major plan changes that affect project delivery or the ability to finance the improvement plan. If a project exceeds its original estimated costs by more than 20 percent as identified in the district's original finance plan, the TBD Board of Directors must hold a public hearing to solicit comment from the public regarding how the cost change should be resolved.