

## **AGENDA**

### **TRANSPORTATION BENEFIT DISTRICT BOARD MEETING 21630 11<sup>th</sup> Avenue South, Des Moines**

**November 7, 2013 - 6:30 p.m.**

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **COMMENTS FROM THE PUBLIC**

#### **APPROVAL OF MINUTES**

**Motion** is to approve the minutes of the November 8, 2012 and March 14, 2013 Transportation Benefit District meetings.

#### **COMMENTS FROM THE PUBLIC**

#### **NEW BUSINESS**

1. 2014 BUDGET ADOPTION  
Staff Presentation: Transportation Manager Brandon Carver

#### **NEXT MEETING DATE**

To be determined.

#### **ADJOURNMENT**

As allowed by law, the Board may add and take action on items not listed on the agenda.



## MINUTES

CITY OF DESMOINES TRANSPORTATION BENEFIT DISTRICT  
Board Meeting

November 8, 2012, 6:30 p.m.

## CALL TO ORDER

The meeting was called to order by Board Chair Matt Pina.

## ROLL CALL

Board members in attendance were Dave Kaplan, Dan Caldwell, Melissa Musser, Jeanette Burrage(arrived at 6:35 p.m.), and Carment Scott.

Boardmember Musser moved to excuse Boardmember Sheckler; Boardmember Scott, second. The motion passed, 5-0

Staff present were Board President Tony Piasecki, Board Attorney Tim George, and Board Clerk Sandy Paul. Also present were Assistant Director of Transportation and Engineering Dan Brewer and Transportation Manager Brandon Carver.

## APPROVAL OF MINUTES

Boardmember Scott moved to approve the minutes of February 23, 2012 meeting; Boardmember Musser, second. The motion passed, 6-0

## NEW BUSINESS

Transportation Engineer Brandon Carver outlined the 2013 Transportation Benefit District Budget, and the prioritization and authorization of Transportation Benefit District expenditures from the City of Des Moines Street Fund for 2013.

Boardmember Kaplan moved to approve the list of prioritized Transportation Benefit District expenditures for the City of Des Moines Street Fund, based on the City's adopted 2013 Budget, and authorize the payment of invoices from the City for expenditures in these areas in 2013, in an amount up to \$451,847.20 subject to the availability of funds; Boardmember Musser, second. The motion passed, 6-0.

Boardmember Kaplan moved to approve the 2013 Transportation Benefit District Budget; Boardmember Musser, second. The motion passed, 6-0.

## NEXT MEETING

The next meeting date would be determined and announced at a later time.

## ADJOURNMENT

There being no further business to come before the City of Des Moines Transportation Benefit District, the meeting was adjourned at 6:40 p.m.

Respectfully submitted:

Sandy Paul-Lyle, MMC  
Board Clerk

**MINUTES****TRANSPORTATION BENEFIT DISTRICT  
Board Meeting****March 14, 2013, 6:40 p.m.****CALL TO ORDER**

The meeting was called to order by Board Chair Matt Pina at 6:40 p.m.

**ROLL CALL**

Board members in attendance were Board Chair Matt Pina; Boardmembers Dave Kaplan, Melissa Musser, Bob Sheckler and Carmen Scott.

Boardmember Caldwell and Burrage were absent.

Boardmember Scott moved to excuse Boardmember Caldwell and Burrage seconded by Boardmember Kaplan.

The motion passed 5-0.

Staff present were Board President Tony Piasecki, Board Attorney Tim George, Finance Director Paula Henderson, Acting Director of Public Works and Transportation Manager Brandon Carver and Board Clerk Bonnie Wilkins.

**NEW BUSINESS**

1. 2012 ANNUAL REPORT  
Staff Presentation: Finance Director Paula Henderson

**NEXT MEETING DATE**

The next meeting date would be determined and announced at a later date/time.

**ADJOURNMENT**

Boardmember Kaplan moved to adjourn, seconded by Boardmember Sheckler.  
The motion passed 5-0.

The meeting was adjourned at 6:43 p.m.

Respectfully submitted,  
Bonnie Wilkins  
Board Clerk

# A G E N D A I T E M

## BUSINESS OF THE DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD

### NEW BUSINESS ITEM No. 1

#### Purpose:

The purpose of this item is to seek approval of the 2014 Transportation Benefit District Budget, and the prioritization and authorization of Transportation Benefit District expenditures from the City of Des Moines Street Fund for 2014.

#### Suggested Motion

##### Motion 1:

“I move to approve the list of prioritized Transportation Benefit District expenditures for the City of Des Moines Street Fund, based on the City’s adopted 2013 Budget, and authorize the payment of invoices from the City for expenditures in 2014 in an amount up to a total of \$479,150 subject to the availability of funds. This amount includes a one-time transfer of \$60,000 into the Transportation CIP for pavement repairs.”

##### Motion 2:

“I move to approve the 2014 Transportation Benefit District Budget.”

#### Background:

The Des Moines Transportation Benefit District (TBD) has been constituted in accordance with state law to provide a source of funding for the maintenance and preservation of streets and related infrastructure within the City limits of the City of Des Moines. The TBD is required to adopt a list of transportation related expenses for the purpose of preserving and maintaining the City’s transportation infrastructure in order to protect the City’s long-term investments in that infrastructure, to reduce the risk of transportation facility failures and improve safety, to continue optimal performance of the infrastructure over time, and to avoid more expensive infrastructure replacements in the future.

TBD expenditures for preservation and maintenance must be used in a way to address congestion. Congestion within the boundary of the TBD generally occurs on arterial streets. Approximately 26% of the City’s streets are considered to be arterial streets. The City spends about 40% of its resources operating and maintaining its arterial streets. Therefore, with a few exceptions, 40% of the expenditures from the City’s Street Fund are eligible for TBD funding. Some expenditures are eligible for 100% reimbursement (such as traffic signal maintenance for example).

Due to a lack of on-going revenues the City of Des Moines has not funded their Pavement Management Program in recent years. Staff is requesting the TBD Board authorize a one-time transfer of \$60,000 of the beginning fund balance for 2014 to help fund potential emergency spot roadway repairs if needed.

The list of the City's 2014 Street Maintenance expenditures that would be eligible for TBD reimbursement is provided as Attachment 1. The total amount of potential expenditures that would be eligible for TBD reimbursement, based upon the City's 2013 Adopted Street Fund, is \$451,847.20, however, the proposed budget assumes a transfer of \$410,000 to the Street Fund in 2014.

**Recommendation:**

Adopt 2014 TBD Budget (Attachment 2), authorize the list of Prioritized Expenditures, and authorize a transfer of \$60,000 to the City of Des Moines Transportation CIP Pavement Management Program.

FUND: CITY STREETS - 2013  
 DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS

"Maximum"

TBD Priority No.	City Street Fund Account No.	Title	TBD Eligible Expenditure	TBD Prioritized Expenditure	Running Total
1	101.300.002.542.64.00.00	Traffic Control Devices	\$108,800.00	\$108,800.00	\$108,800.00
2	101.100.002.542.30.00.00	Roadway	\$26,000.00	\$26,000.00	\$134,800.00
3	101.400.002.542.66.00.00	Snow and Ice Control	\$7,500.00	\$7,500.00	\$142,300.00
4	101.920.002.543.70.00.00	Road and Street General Administration	\$178,602.20	\$178,602.20	\$320,902.20
5	101.900.002.542.90.00.00	Maintenance Administration and Interfund Changes	\$112,927.00	\$112,927.00	\$433,829.20
6	101.600.002.542.71.00.00	Roadside	\$15,958.00	\$15,958.00	\$449,787.20
7	101.600.002.542.61.31.00	Sidewalks	\$1,600.00	\$1,600.00	\$451,387.20
8	101.700.002.542.75.00.00	Litter Cleanup	\$460.00	\$460.00	\$451,847.20

Expenditure Subtotal: \$451,847.20



**2014 Transportation Benefit District Budget  
2014 Cash Flow  
Fund 920 DM Trans Benefit District**

			Original Bgt
		REVENUES:	
920	344.90	Vehicle License Fees	415,000.00
920	344.90	Vehicle License Fees Refunds	-
920	361.10	LGIP Interest	100.00
		TOTAL REVENUE	415,100.00
		EXPENDITURES:	
920	000	Administrative Costs (1% Adm Fee)	4,150.00
920		Communication	-
920		Insurance	5,000.00
920		Intergovt Professional Services (Tsf to Street Fund)	410,000.00
		Pavement Management Program (Tsf to Trans CIP)	60,000.00
		TOTAL EXPENDITURES	479,150.00
		REVENUES OVER (UNDER)	(64,050.00)
		CUMULATIVE OVER (UNDER)	(64,050.00)
		BEGINNING FUND BALANCE	72,000.00
		ENDING FUND BALANCE	7,950.00

