

AGENDA
TRANSPORTATION BENEFIT DISTRICT
Board Meeting
January 15, 2009 - 6:30 p.m.

CALL TO ORDER - Chair Kaplan

ROLL CALL

APPROVAL OF MINUTES

Motion to approve Minutes of December 22, 2008.

COMMENTS FROM THE PUBLIC

OLD BUSINESS

NEW BUSINESS

1. Draft Resolution No. 09-0003.TBD - Draft Rules of Procedures for TBD: Discussion
2. Update on status of DOL discussions
3. Preliminary draft of potential TBD expenditures

NEXT MEETING DATE - February 12, 2009 – 6:30 PM

ADJOURNMENT

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

approved

~~PRELIMINARY~~
SPECIAL MEETING TRANSPORTATION BENEFIT DISTRICT

MINUTES

December 22, 2008

The special meeting of the Des Moines Transportation Benefit District was called to order at 6:30 p.m. by Bob Sheckler in the Council Chambers, 21630 11th Avenue South, #B.

ROLL CALL - Present: Board Members Dave Kaplan, Ed Pina, Carmen Scott, Bob Sheckler, Dan Sherman, Scott Thomasson and Susan White. Also in attendance were City Manager Tony Piasecki, Assistant City Attorney Susan Mahoney, and Transportation Engineer Dan Brewer.

BOARD ORGANIZATION - Selection of Chair and Vice-Chair

Dave Kaplan and Dan Sherman were nominated to serve as Chair, with a unanimous vote Dave Kaplan was elected as Chair.

Dan Sherman, Bob Sheckler and Carmen Scott were nominated to serve as Vice Chair, with Carmen Scott voted to serve as Vice-Chair

NEW BUSINESS

Transportation Benefit District - Implementation Steps

Transportation Engineer Brewer reviewed implementation steps and pointed out that funds raised can only be spent on projects related to congestion, including preservation and maintenance. He also reviewed potential annual TBD administrative expenses, project expenses, budget/funding structure, annual report and material change policy. An implementation timeline noted as follows:

- Tonight - adopt Vehicle license fee ordinance adoption
- December/January 2009 - work with Dept. of Licensing on implementation issues
- January/February 2009 - development of TBD projects and related expenditures that meet the requirements of State statute
- January/March 2009 - recommendation, review and adoption of TBD operational policies and budget
- Throughout 2009 - TBD project expenditures are tracked and monitored, fund transfers are made as needed and information is collected for annual report

Staff hopes to have a draft list of projects for review and the next meeting in January.

Draft Resolution No. 08-0002.TBD Authorizing a Vehicle License Fee

MOTION was made by Board Member White, seconded by Vice-Chair Scott, to adopt Draft Resolution No. 08-0002.TBD authorizing an annual vehicle fee in the amount of \$20.00 consistent with RCW 36.73.065, to be collected by the Washington Department of Licensing on qualifying vehicles, as set forth in RCW 82.80.140 and Chapters 36.73 and 45.16 RCW. Motion passed 4 to 3, with Board Members Sherman and Thomasson and Chair Kaplan opposed.

Suggestions for preparing rules for future meetings included having meetings televised on City's Government Channel 21, held on a regular meeting night (2nd Thursday of each month), time, place, noticing, rules of procedure, and staffing.

City Manager Piasecki gave the opinion that once a budget has been established, the Board can obligate expenditures, even though revenue may not come in until later. A consensus was expressed that for accounting purposes, the City's budgeted expenditures should not show a corresponding expenditure related to the Benefit District until later in the year when we start collecting the revenues.

City Manager stated his feeling is that the revenue that will accrue to the City for the vehicle fee will be within 5% of \$230,000, once all of the receipts come in the first two months of 2010.

NEXT MEETING DATE - January 15, 2009 at 7:00 p.m.

ADJOURNMENT

As there was no further business, Chair Kaplan adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Denis Staab
City Clerk

New Business Item No. 1

January 15, 2009

**Des Moines Transportation Benefit District Board
Rules of Procedure**

TRANSPORATATION BENEFIT BOARD DRAFT RESOLUTION NO. 09-0003.TBD

A RESOLUTION OF THE DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD adopting rules of procedure.

WHEREAS, chapter 36.73 RCW and RCW 35.21.255 authorize the City Council to establish a Transportation Benefit District within the City's jurisdiction for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district, that are consistent with any existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels, and

WHEREAS, the City Council of the City of Des Moines found it to be in the best interests of the City to establish a citywide Transportation Benefit District for the preservation and maintenance of the City's transportation infrastructure consistent with chapter 36.73 RCW, 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, and

WHEREAS, in Ordinance No. 1417, the City Council of the City of Des Moines established a Transportation Benefit District as authorized by RCW 35.21.225 and subject to the provisions of RCW 36.73, and

WHEREAS, the Transportation Benefit District includes the entire City of Des Moines as the boundaries currently exist, and

WHEREAS, pursuant to RCW 36.73.020(3), the members of the City Council, acting *ex officio* and independently, constitute the governing body of the Transportation Benefit District, and

WHEREAS, the Board Meetings, Duties and Privileges of Boardmembers, and Board Procedures shall be outlined in the "Des Moines Transportation Benefit District Board Rules of Procedure"; now therefore,

THE CITY OF DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD
RESOLVES AS FOLLOWS:

Sec. 1. Adoption of Rules of Procedure. Adoption of rules of procedure for the Des Moines Transportation Benefit District Board Meetings, Duties and Privileges of Boardmembers, and Board Procedures as outlined in Attachment A "Des Moines Transportation Benefit District Board Rules of Procedure"

Sec. 2. Severability. Should any section, paragraph, sentence, clause or phrase of this resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this resolution be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this resolution or its application to other persons or circumstances.

Sec. 3. Effective date. This resolution shall take effect and be in full force immediately after its passage, approval, and publication in accordance with law.

ADOPTED BY the Des Moines Transportation Benefit District Board this _____ day of _____, 2009 and signed in authentication thereof this _____ day of _____, 2009.

C H A I R

**DES MOINES TRANSPORTATION BENEFIT DISTRICT
BOARD**

RULES OF PROCEDURE

**DES MOINES TRANSPORTATION BENEFIT DISTRICT
BOARD**

RULES OF PROCEDURE

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**DES MOINES TRANSPORTATION BENEFIT DISTRICT
BOARD**

RULES OF PROCEDURE

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**DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD
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**SECTION I
BOARD MEETING - LOCATION**

RULE 1. All meetings of the Transportation Benefit District (hereafter known as the “TBD”) Board shall be held at 21630 – 11th Avenue South, which is designated as the location of the Des Moines City Hall, except that, when necessary, the TBD Board may hold meetings at other places.

BOARD MEETING - TIME

RULE 2. Meetings of the TBD Board shall be held at 6:30 p.m., on the second Thursday of the month, unless otherwise posted. The TBD Board will meet at a minimum one time per year.

BOARD MEETINGS - OPEN TO THE PUBLIC

RULE 3. All meetings of the TBD Board shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140.

ELECTION OF OFFICERS

RULE 4. Procedures for electing officers are as follows:

(a) Biennially, at the first meeting of the TBD Board, the members thereof shall choose a presiding officer from their number who shall have the title of Chair. In addition to the powers conferred upon him/her as Chair, he/she shall continue to have all the rights, privileges and immunities of a member of the TBD Board. If a permanent vacancy occurs in the Office of Chair, the members of the TBD Board at their next regular meeting shall select a Chair from their number for the unexpired term. Following the election of the Chair, there shall be an election for Vice Chair. The term of the Vice Chair shall run concurrently with that of the Chair.

(b) The election for Chair shall be conducted by the City Clerk. The City Clerk shall call for nominations. Each member of the TBD Board shall be permitted to nominate one (1) person, and nominations shall not require a second. A nominee who wishes to decline the nomination shall so state at this time. Nominations are then closed. The election for Vice Chair shall be conducted by the Chair-elect, and nominations shall be made in the manner previously described for the election of the Chair.

(c) Except when there is only one nominee, election shall be by written ballot. Each ballot shall contain the name of the Boardmember who cast it. The City Clerk shall publicly announce the results of the election by reading each ballot into the record, stating the name of each voting Boardmember and the manner in which the Boardmember voted. Thereafter, the City Clerk shall record in the minutes of the meeting the manner in which each voting member of the Boardmember cast his or her ballot.

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(d) In the event the TBD Board is unable to agree on a Chair by majority vote of members present, the Office of Chair shall be temporarily filled by an Acting Chair. The Acting Chair shall be the Boardmember who just previously served as Chair; or if such person is not a member of the TBD Board the Boardmember who just previously served as Vice Chair; or if such person is not a member of the TBD Board, the Boardmember with the highest seniority as determined by the City Attorney. Ties shall be resolved in a contest by chance. The office of Acting Vice Chair shall be filled by the Boardmember who just previously served as Vice Chair; or if such person is not a member of the TBD Board, by the Boardmember with the next highest seniority. The Acting Chair and Acting Vice Chair shall continue in office and exercise such authority as is described in Chapter 35A.13 RCW until the members of the TBD Board agree on a Chair, at which time the Office of Acting Chair and Acting Vice Chair shall cease and terminate.

PRESIDING OFFICER

RULE 5. The Chair shall preside at meetings of the TBD Board. The Chair shall have no regular administrative or executive duties. In case of the Chair's absence or temporary disability the Vice Chair shall act as Chair during the continuance of the absence. When the Vice Chair acts as Chair by participating in preparation of a TBD Board meeting agenda, or by presiding at a meeting of the TBD Board, the Vice Chair shall have authority only to approve the TBD Board meeting agenda as to form without introducing or deleting items of business, and to preside at the meeting by following the approved agenda as written. In case of the absence or temporary disability of the Chair and the Vice Chair, a Vice Chair selected by members of the TBD Board shall act as Chair during the continuance of the absences or disabilities. The Chair or Vice Chair are referred to as "Presiding Officer" from time to time in these Rules of Procedure.

QUORUM

RULE 6. At all meetings of the TBD Board, four Boardmembers, who are present and eligible to vote, shall constitute a quorum for the transaction of business. A less number may adjourn from time to time, provided that written notice of said adjournment be posted on the exterior Boardroom doors per RCW 42.30.090. TBD Board meetings adjourned under the previous provision shall be considered a regular meeting for all purposes.

SPECIAL TBD BOARD MEETINGS

RULE 7. It is the intent of the TBD Board that the procedures of this Rule are enforceable to the same extent as RCW 42.30.080, as the Board's implementation of the Open Public Meetings Act special meeting requirements set forth at RCW 42.30.080. Procedures for setting a special meeting are as follows:

- (a) A special meeting may be called by the Chair or any four members of the TBD Board.
- (b) Notice of the special meeting shall be prepared in writing by the City Clerk. The notice shall contain the following information about the meeting: time, place, and business to be transacted. The notice shall be reviewed by the City Attorney for proper legal form.
- (c) (1) The notice shall be delivered by mail, by electronic mail to an address designated by the receiver of the email, or personally to each Boardmember, the City Manager, and the business office of each local newspaper and radio and television station which has on file a written request

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for notice of special meetings. The notice must be delivered at least twenty-four (24) hours prior to the meeting. (2) When email notice is given to Boardmembers, the City Clerk shall provide confirming follow up of such email notice by making a personal telephone call directly to each Boardmember who has made a standing written advance request to the City Clerk for such follow up telephone call. The City Clerk shall document the date and time of such follow up telephone call.

(d) The notices provided in this section may be dispensed with in the circumstances provided by RCW 42.30.080; that is: (1) As to any member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice, (2) As to any member who was actually present at the meeting at the time it convenes, and (3) In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

TBD BOARD MEETING AGENDA

RULE 8. This rule specifies the method of preparation of a TBD Board meeting agenda for meetings. The Presiding Officer, three (3) Boardmembers, or the City Manager may introduce a new item to the preliminary agenda. The Presiding Officer shall have the option of deleting any item, other than those items introduced by three (3) Boardmembers, from the preliminary agenda until the next regular TBD Board meeting when the full TBD Board shall vote on whether to introduce the item on the agenda for a subsequent TBD Board meeting. The City Clerk, under the direction of the City Manager, shall arrange a list of such matters according to the order of business and prepare a preliminary agenda for the TBD Board. After the preliminary agenda has been approved by the Presiding Officer, a copy of the agenda and supporting materials shall be prepared for Boardmembers, the City Manager, and the press seventy-two (72) hours before a regular Board meeting.

*TBD Dir
Ex Director*
*shall be
designated
as Ex. Director*

CITY MANAGER

RULE 9. The City Manager, as the chief executive officer and head of the administrative branch of City government or his/her designee, shall attend all meetings of the TBD Board, unless excused by the Presiding Officer or TBD Board. The City Manager shall be responsible to the Board for the proper administration of all affairs of the City as related to the Transportation Benefit District. The City Manager shall recommend for adoption by the TBD Board such measures as he/she may deem necessary or expedient; prepare and submit to the TBD Board such reports as may be required by that body or as the City Manager deem it advisable to submit; keep the TBD Board fully advised as to the business of the Board; and shall take part in the TBD Board's discussion on all matters concerning the welfare of the Board. In the event that both the City Manager and Assistant City Manager are unable to attend a TBD Board meeting, the City Manager or Assistant City Manager shall appoint a key staff member to attend the meeting as the representative of City Administration.

*of the
City of
Des Moines*

CLERK

RULE 10. The City Clerk shall be ex-officio Clerk of the TBD Board and shall keep minutes as required by the Revised Code of Washington and Robert's Rules of Order, and including a specific action item section, and shall perform such other and further duties in the meeting as may be required by the TBD Board, Presiding Officer, or City Manager. In the absence of the City Clerk, the City Manager shall appoint a replacement to act as Clerk of the TBD Board.

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TREASURER

RULE 11. The City of Des Moines Finance Director or his/her designee shall be named as the TBD Treasurer.

CITY ATTORNEY

RULE 12. The City of Des Moines City Attorney or his/her designee shall be named as the TBD Attorney, and shall serve in that capacity to the extent that no issues before the Board establish a conflict or appearance of a conflict between the City Attorney's role as counsel to the City of Des Moines and counsel to the TBD Board.

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**SECTION II
DUTIES AND PRIVILEGES OF BOARD MEMBERS**

FORMS OF ADDRESS

RULE 13. The Chair shall be addressed as "Chairman (surname)". The Vice Chair shall be addressed as "Vice Chairman (surname)". Members of the TBD Board shall be addressed as "Boardmember (surname)".

SEATING ARRANGEMENT

RULE 14. Boardmembers shall occupy the respective seats in the TBD Boardroom assigned to them by the Chair.

DISSENTS AND PROTESTS

RULE 15. Any Boardmember shall have the right to express dissent from or protest against any resolution of the Transportation Benefit District and have the reason therefore entered in the minutes.

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**SECTION III
BOARD PROCEDURES**

RULES OF ORDER

RULE 16. Rules of order not specified by statute or resolution shall be governed by The Scott, Foresman Robert's Rules of Order Newly Revised, 10th Edition, as published by Da Capo Press.

MOTIONS

RULE 17 All items of business placed before the TBD Board that require the expenditure of Transportation Benefit District and/or administration resources, shall be in the form of an affirmative motion.

ORDER OF BUSINESS

RULE 18. The business of all regular meetings of the TBD Board shall be transacted as follows; provided, however that the Presiding Officer may, during a TBD Board meeting, rearrange items on the agenda to conduct the business before the TBD Board more expeditiously. Any ruling by the Presiding Officer relative to rearrangement of items on the agenda may be overruled by a vote of a majority of members present.

- (a) Call to order by the Presiding Officer.
- (b) Roll call.
- (c) Approval of Minutes of previous meeting
- (d) Correspondence not previously received by the TBD Board.
- (e) Comments from the public (non-public hearing topics). Public comments are encouraged and appreciated. The information and advice received from citizens helps the TBD Board make the best possible decisions.

(1) Procedure.

- a. Citizens are encouraged to supplement verbal comments through written submittals.
- b. All citizens desiring to address the TBD Board during the Public Comment period shall first fill out a sign-in sheet and submit the form to the City Clerk prior to the start of Public Comments.

(2) Scope of Comments.

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a. Subjects not on the current agenda. Any member of the public may request time to address the TBD Board after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officer deems necessary. Following such comments the Presiding Officer may place the matter on the current agenda or a future agenda, or refer the matter to administration.

b. Subjects on the current agenda. Any member of the public who wishes to address the TBD Board on an item on the current agenda shall make such request to the Presiding Officer at the time when comments from the public are requested. The Presiding Officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings (.e.) proponents, opponents, adjacent owners, vested interests, etc.).

c. Subjects of a Public Hearing. Comments made during the Public Comment period on a topic set for a public hearing by the TBD Board shall be out of order. To ensure a fair hearing to applicants or matters that are subject to a public hearing before the TBD Board, the presiding officer may rule public comments made outside the scope of a public hearing record to be out of order.

d. Any ruling by the Presiding Officer relative to the preceding two subsections may be overruled by a vote of a majority of members present.

(3) Rules of Conduct. A minimum number of basic rules are established to ensure that all individuals wishing to address the TBD Board are fairly heard.

a. Each person addressing the TBD Board shall step up to the indicated speakers table, give his or her name and address for the record, and shall limit comments to three (3) minutes. Groups may be allotted five (5) minutes by the presiding officer.

b. Except where permission is granted by the Presiding Officer, all remarks shall be made only from the designated speaking table and addressed to the TBD Board as a body and not to individual members, the audience or the television cameras.

c. The presiding officer or designee shall notify the individual when the allotted time has expired and the speaker shall promptly conclude

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his or her remarks. All speakers are encouraged to submit supplemental or detailed written remarks for TBD Board consideration.

d. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the TBD Board, may be ordered to leave the meeting. The presiding officer has the authority and duty to preserve order at all meetings of the TBD Board, to cause the removal of any person from any meeting for disorderly conduct and to enforce these rules.

e. The presiding officer may rule "out of order" any comment made with respect to a quasi-judicial matter pending before the TBD Board. Such comments should be made only at the hearing on a specific matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.

f. Any person whose comments have been ruled out of order by the presiding officer shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from personal, inappropriate, slanderous or otherwise disruptive remarks after being ruled out of order by the presiding officer may subject the individual to removal from the TBD Boardroom.

- (f) Public Hearings (see Rule 19 for procedural details)
- (g) Old Business.
- (h) New Business.
- (i) Next meeting date announced by Presiding Officer.
- (j) Adjournment. No meeting shall be permitted to continue beyond 7:25 PM.

ACTIONS FOR A PUBLIC HEARING

RULE 19. The procedures for a public hearing are as follows:

(a) Prior to the start of the "Comments from the Public" portion of the public hearing, the Presiding Officer may require that all persons wishing to be heard shall sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing all persons who have signed in and wish to be heard shall be heard. However, the Presiding Officer shall be authorized to establish speaker time limits and

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otherwise control presentations to avoid repetition. In public hearings that are not of a quasi-judicial nature, the Presiding Officer, subject to concurrence of the majority of the TBD Board, may establish time limits and otherwise control presentations. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, vested interests, etc.).

(b) The Presiding Officer introduces the agenda item, opens the public hearing, and provides a summary of the following Rules of Order and/or advises the public that they may have a copy of such rules, which shall be available with other agenda materials regularly made available to the public at each TBD Board meeting.

- (1) "All comments by proponents, opponents, or the public shall be made from the speaker's rostrum and any individual making comments shall first give their name and address. This is required because an official recorded transcript of the public hearing is being made. If there is any appeal to King County Superior Court, the court must make its decision on the basis of what was said here."
- (2) "It is not necessary to be a proponent or opponent in order to speak. If you consider yourself neither a proponent nor opponent, please speak during the proponent portion and identify yourself as neither a proponent nor an opponent."
- (3) "No comments shall be made from any other location, and anyone making "out of order" comments shall be subject to removal from the meeting."
- (4) "There will be no demonstrations during or at the conclusion of anyone's presentation."
- (5) "These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising their right of free speech."

(c) (1) When the TBD Board conducts a hearing to which the Appearance of Fairness Doctrine, (Rule 16) applies, the Presiding Officer, or in the case of a potential Rule 16 violation by that individual, the Vice Chair, will ask if any Boardmember knows of any reason which would require such member to excuse themselves pursuant to Rule 16. The suggested form of the announcement is as follows:

"All Boardmembers should now give consideration as to whether they have: (1) a demonstrated bias or prejudice for or against any party to the proceedings; (2) a direct or indirect monetary interest in the

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outcome of the proceedings; (3) a prejudgment of the issue prior to hearing the facts on the record; or (4) ex parte contact with any individual, excluding Administrative staff, with regard to an issue prior to the hearing. If any Boardmember should answer in the affirmative, then the Boardmember should state the reason for their answer at this time so that the Chair may inquire of Administration as to whether a violation of the Appearance of Fairness Doctrine exists."

(d) The Presiding Officer calls upon Administration to describe the matter under consideration.

(e) The proponents or speakers now speak. (Note: If the City of Des Moines is the proponent, a member or members of the administration shall be designated to give proponent and rebuttal testimony).

(f) The Presiding Officer calls for additional proponents or speakers three times.

(g) In non-quasi-judicial proceedings refer to Rules 22(1), otherwise the Presiding Officer calls for opponents by announcing the following:

"At this time the opponents will have an opportunity to speak. Should any opponent have questions to ask of the proponents, ask the questions during your presentation. The proponents shall note the question asked, and answer such questions when the proponent speaks in rebuttal. The proponent shall be required to answer any reasonable question, provided that the Presiding Officer reserves the right to rule any question out of order."

(h) Opponents speak.

(i) The Presiding Officer calls for additional opponents three times.

(j) The Presiding Officer calls for proponents to speak in rebuttal. A proponent speaking in rebuttal shall not introduce new material. If the proponent does, or is allowed to do so, the opponents shall also be allowed to rebut the new elements.

(k) The Presiding Officer announces the following:

"At this time I will inquire of the administration as to whether there have been any mis-statements of fact or whether the administration wishes to introduce any material as to subjects raised by the proponents or opponents or alter in any regard its initial recommendations."

(l) The Presiding Officer inquires as to whether any Boardmembers have any questions to ask the proponents, opponents, speakers, or administration. If any Boardmember has questions, the appropriate individual will be recalled to the podium.

(m) The Presiding Officer closes the public hearing.

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- (n) The Presiding Officer inquires if there is a motion by any Boardmembers. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Boardmembers. The Presiding Officer may call on individual Boardmembers in the discussion.
- (o) The Presiding Officer inquires if there is any further discussion by the Boardmembers.
- (p) The Presiding Officer inquires if there are any final comments or recommendations from administration.
- (q) The Presiding Officer inquires of the Boardmembers as to whether they are ready for the question.
- (r) The Clerk shall conduct a roll call vote.
- (s) The Presiding Officer directs administration to prepare findings consistent with the action.

VOTING

RULE 20. The votes during all meetings of the TBD Board shall be transacted as follows:

- (a) Unless otherwise provided for by statute or resolution, all votes shall be taken by voice, except that at the request of any Boardmember, a roll call vote shall be taken by the Clerk. The order of the roll call vote shall be determined by the Presiding Officer.
- (b) In case of a tie in votes on any proposal, the proposal shall be considered lost.
- (c) Every member who was in the Boardroom when the question was put, shall give their vote unless the TBD Board, for special reasons, shall excuse the member by motion or unless the Boardmember is excused. If any Boardmember refuses to vote "aye" or "nay", their vote shall be counted as a "nay" vote.
- (d) The passage of any resolution for the payment of money, any approval of warrants, or budgets shall require the affirmative vote of at least a majority of the whole membership of the TBD Board.

RESOLUTIONS

RULE 21. A resolution may be put to its final passage on the same day on which it was introduced. The title of each resolution shall in all cases be read prior to its passage; provided, should a Boardmember request that the entire resolution or certain of its sections be read, such requests shall be granted. Printed copies shall be made available upon request to any person attending a TBD Board meeting.

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PERMISSION REQUIRED TO ADDRESS THE TBD BOARD

RULE 22. Persons other than Boardmembers and administration shall be permitted to address the TBD Board upon introduction by the Presiding Officer.

RECONSIDERATION

RULE 23. Any action of the TBD Board, but excluding a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline; shall be subject to a motion to reconsider. Such motions can only be made by a member of the prevailing side on the original action. A motion to reconsider must be made no later than the next succeeding regular TBD Board meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular TBD Board meeting for any action the TBD Board deems advisable.

**LEGISLATIVE PROCESS, PREPARATION, INTRODUCTION AND
FLOW OF ORDINANCES AND RESOLUTIONS AND MOTIONS**

RULE 24. Resolutions shall be prepared, introduced, and proceed in the manner described on the flow chart attached hereto as Exhibit "A", and by this reference incorporated herein. Prior to final passage of all resolutions or motions, such documents or proposals shall be designated as DRAFTS as follows:

- (a) PROPOSED DRAFTS shall contain the name of the group, organization, committee or individual originating, initiating or sponsoring the proposal prior to the first presentation to the TBD Board where a vote is taken directing some official action or further consideration.
- (b) TBD BOARD DRAFTS shall be documents or proposals which have been presented in open session and voted on by the TBD Board when the resultant TBD Board action was other than passage or a vote to cease further consideration.

COMPLAINTS AND SUGGESTIONS TO TBD BOARD

RULE 25. When citizen complaints or suggestions are brought before the TBD Board not on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

- (a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the TBD Board finds such complaint suggests a change to an ordinance or resolution of the City, the TBD Board may refer the matter to Administration or the Des Moines City Council of the whole for study and recommendation.
- (b) If administrative and a complaint regarding administrative staff performance, administrative execution of legislative policy or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City Manager for his/her review if said complaint has not been so reviewed. The TBD Board may direct that the City Manager brief or report to the TBD Board when his/her response is made.

**DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD
RULES OF PROCEDURE**

**ADMINISTRATIVE COMPLAINTS MADE DIRECTLY TO INDIVIDUAL TBD
BOARDMEMBERS**

RULE 26. When administrative policy or administrative performance complaints are made directly to individual Boardmembers, the Boardmember may then refer the matter directly to the City Manager for his/her view and/or action. The individual Boardmember may request to be informed of the action or response made to the complaint.

**PHOTOGRAPHS, MOTION PICTURES, VIDEO TAPE --
PERMISSION REQUIRED FOR ARTIFICIAL ILLUMINATION**

RULE 27. No photographs, motion pictures, or video tapes that require the use of flash bulbs, electronic flashes, flood lights, or similar artificial illumination shall be made at TBD Board Meetings without the consent of the Presiding Officer or a majority of the TBD Board.

AUDIO RECORDINGS OF MEETINGS

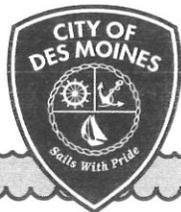
RULE 28. All meetings of the TBD Board held in the Des Moines City Council Chambers at 21630 11th Avenue South shall be recorded by the City Clerk on an audio recording device.

VIDEO RECORDING AND BROADCAST

RULE 29. All regular meetings of the TBD Board held in the Des Moines City Council Chambers at 21630 11th Avenue South are recorded on video tape and such tapes are cablecast within the City.

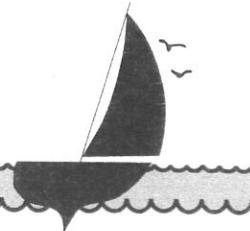
Status of Department of Licensing (DOL) TBD discussions

- Conference call with DOL and 4 other cities took place on Dec. 22nd 2008. DOL is planning to use the Washington State sales tax codes from the Department of Revenue which should correspond to the City boundaries. For example, the City of Des Moines has the sales tax code 1709. The ability to use these codes will reduce the implementation timeline and costs. There will not be any up front costs to the TBD cities to implement the fee collection.
- DOL is currently targeting the September 2009 renewals for collection of the \$20 fees
- Des Moines has provided DOL with the appropriate staff contacts in order to expedite the implementation of the fee collection.



City of Des Moines

ADMINISTRATION
21630 11TH AVENUE SOUTH, SUITE A
DES MOINES, WASHINGTON 98198-6398
(206) 878-4595 T.D.D.: (206) 824-6024 FAX: (206) 870-6540



January 15, 2009

Glenn E. Ball, Administrator
Title and Registration Services
Department of Licensing
PO Box 2957
Olympia, WA 98504-2957

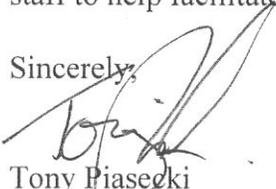
Re: Transportation Benefit District Establishment and Fee Collection

Dear Mr. Ball:

This letter serves to inform you of the expectation from the City of Des Moines regarding anticipated fee collections beginning with the June 2009 renewal notices. Attached is the official City of Des Moines Ordinance 1447 adopted on November 20, 2008, establishing a Transportation Benefit District within the city limits and a fee of \$20 to be collected on qualifying vehicles. Also attached is the resolution adopted on December 22, 2008, authorizing a vehicle license fee of \$20 to be collected for the City of Des Moines Transportation Benefit District which establishes the fee per RCW 36.73.065. My understanding of RCW 82.80.140 is that the Department of Licensing (DOL) shall administer and collect the fee, remit proceeds less 1% for administration to the State Treasurer for distribution beginning six months after the approval date of November 20, 2008.

Beginning in early December 2008, Des Moines City staff notified the DOL via e-mail of the City Council's action and necessary steps being taken. My staff has also explained to me that the DOL is anticipating using the sales tax codes from the Department of Revenue in order to implement the fee into the renewal notices. Please continue to work with City of Des Moines staff to help facilitate the fee implementation in accordance with our expectations.

Sincerely,


Tony Piasecki
City Manager

Attachments (2)

c: Grant Fredricks, Planning, Building & Public Works Director
Paula Henderson, Finance Director
Dan Brewer, Transportation Engineer
Brandon Carver, Associate Transportation Engineer

New Business Item No. 3

January 15, 2009

Preliminary List of Potential 2009 Transportation Benefit District Expenditures

Priority	Description	Expenditure
1	City of Des Moines Street Fund	\$287,308 ①
2	City Administration ②	\$46,000 ③
	Total:	\$333,308 ④

- ① See Attachment 1 for itemized detail
- ② 10% of total annual TBD revenue (currently estimated at \$460,000).
- ③ See Attachment 2 for breakdown
- ④ This exceeds the estimated 2009 revenue of \$230,000. The first \$230,000 shall be dedicated to the City of Des Moines Street Fund.

Preliminary Estimate of Potential 2010 Transportation Benefit District Expenditures

Priority	Description	Expenditure
1	City of Des Moines Street Fund	\$414,000
2	City Administration	\$46,000
	Total:	\$460,000

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
TRANSPORTATION								
101.100.002.542.30.00.00	ROAD AND STREET MAINTENANCE	This is for ongoing maintenance of roads and streets.						
ROADWAY								
542.30.31	Operating Supplies	This accounts for hot mix, cold mix, tack coat, tar, gravel, and pit run.	\$ 16,000	\$ 9,000	\$ 16,000	\$ 16,000	20%	\$ 3,200
542.30.48	Repair and Maintenance Contract Services	This funds larger patches and maintenance of city streets that are too large for the city's crews to do. Many areas on city streets need repair patching because of emergencies such as flooding, slides, and sinkholes.	\$ 25,000	\$	\$ 25,000	\$ 25,000	100%	\$ 25,000
	Bridge Repairs and Maintenance	These funds are used for general repairs and routine maintenance needs that are identified as part of the required WSDOT bridge inspection program.	\$ 10,000	-	\$ 10,000	\$ 10,000	100%	\$ 10,000
TOTAL ROADWAY			\$ 51,000	\$ 9,000	\$ 51,000	\$ 51,000		\$ 38,200

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
TRANSPORTATION								
101.200.002.542.60.00.00	TRAFFIC AND PEDESTRIAN SERVICE							
		This is for the cost of operation and maintenance of roadway facilities and services thereto.						
		Sidewalks						
542.61.31	Operating Supplies	This provides for materials for general repair and maintenance of existing sidewalks and walkways, including concrete, form building materials, etc.	\$ 2,000		\$ 2,000	2,000	0%	\$ -
		Total Sidewalks	\$ 2,000	-	\$ 2,000	2,000		\$ -
		Street Lighting						
		This pays for electricity for all street lights in the city and additional lights that may be installed.						
542.63.47.01	Street Lighting	Operation and maintenance costs for street lights	\$ 260,000		\$ 260,000	260,000	10%	\$ 26,000
		Total Street Lighting	\$ 260,000	-	\$ 260,000	260,000		\$ 26,000

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
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TRANSPORTATION

101.300.002.542.64.00.00 Traffic Control Devices

This is for the cost of replacing street signs, painting crosswalks, guardrails, stop light maintenance, etc.

542.64.31	Office and Operating Supplies	This provides for road paint, divider buttons, regulatory signs, and general repair and maintenance of traffic control devices.	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	100%	\$ 20,000
542.64.31.18	Sign Change Out Program		\$ 12,000	\$ -	\$ 12,000	\$ -	0%	\$ -
542.64.47.01	Electricity	This pays for electricity for traffic control devices.	\$ 14,000	\$ -	\$ 14,000	\$ 14,000	100%	\$ 14,000
542.64.48.00	Repair and Maintenance	This provides for hiring contractors to install buttons, complete annual striping, etc., on portions of roadway that are too large for City crews to reasonably complete. It also includes striping and installation of thermal plastic arrows, stop bars, and crosswalks on State routes.	\$ 16,000	\$ 9,000	\$ 16,000	\$ 16,000	100%	\$ 16,000

542.64.48.03	WSDOT Contract	This item funds a contract with Washington State Department of Transportation (WSDOT) for signal maintenance.	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	100%	\$ 60,000
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Total Traffic Control Devices

			\$ 122,000	\$ 19,000	\$ 122,000	\$ 122,000		\$ 110,000
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BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
TRANSPORTATION								
101.400.002.542.66.00.00	Snow and Ice Control							
		Contingency account for snow and ice removal and sanding of streets.						
542.66.31	Office and Operating Supplies	Provides for purchase of sand and salt.	\$ 2,600	\$ 1,400	\$ 2,600	2,600	100%	\$ 2,600
		Total Snow and Ice Control	\$ 2,600	\$ 1,400	\$ 2,600	2,600		\$ 2,600
ROADSIDE								
101.600.002.542.71.00.00								
		Cost of maintaining the portion of right-of-way beyond the outside edge of the curb when no shoulder exists, also includes temporary signs and traffic control during maintenance.						
542.71.31	Operating Supplies	Provides for purchase of soil sterilizer and other miscellaneous materials to be used to reduce vegetation growth on shoulders.	\$ 1,020		\$ 1,020	1,020	20%	\$ 204
542.71.35	Small Tools and Equipment	Mower blades, saws, pruners, and other small hand tools. Purchase of string trimmers to replace old worn out units.	\$ 2,550		\$ 2,550	2,550	20%	\$ 510
542.71.48	Repair and Maintenance	Provides for pruning and removal of trees too large for city crews to remove, also includes repairs and maintenance for weed eaters, chainsaws and pruners. Additional funds have been requested to remove dead elm trees on DMMD. The trees have created a safety hazard for private property adjacent to the road.	\$ 10,000	\$ 10,000	\$ 10,000	10,000	20%	\$ 2,000

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
TRANSPORTATION								
542.71.48.05	Median Maintenance	These funds are used for general maintenance of specific landscaped areas within the city. Provides for irrigation and vegetation maintenance, utility costs associated with irrigation system, fertilizers and weed control, and plant replacement. These funds also cover cost of traffic control required for work within medians. The maintenance services will be provided by City staff and DOC. Additional staff is required to support streetscape maintenance activities.	\$ 10,000		\$ 10,000	\$ 10,000	20%	\$ 2,000
TOTAL ROADSIDE			\$ 23,570	\$ 10,000	\$ 23,570	\$ 23,570		\$ 4,714
LITTER CLEANUP								
101.700.002.542.75.00.00	Dumping Fees	Provides funds for dumping litter and trash at county transfer station and Cedar Hills Landfill, and for dumping asphalt debris and other construction-related debris items at recycling locations.	\$ 800		\$ 800	\$ 800	20%	\$ 160
542.75.47.08	Wood Recycling		\$ 350		\$ 350	\$ 350	20%	\$ 70
TOTAL LITTER CLEANUP			\$ 1,150	\$ -	\$ 1,150	\$ 1,150		\$ 230
MAINTENANCE ADMINISTRATION								
Supervisory operations, also includes general services and supplies for maintenance.								
542.90.10	Salaries & Wages	0.40 FTE PW & Parks Maint Superintendent	\$ 32,414	4,344	\$ 32,414	\$ 32,414	20%	\$ 6,483
542.90.20	Personnel Benefits	Benefits for Maintenance Administration	\$ 11,955	\$ 661	\$ 11,955	\$ 11,955	20%	\$ 2,391

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
TRANSPORTATION								
542.90.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	\$ (253)	\$ -	\$ (253)	\$ (253)	20%	\$ (51)
542.90.21	Uniforms	Provides for uniforms for the Maintenance Superintendent.	\$ 250		\$ 250	\$ 250	20%	\$ 50
542.90.31	Operating Supplies	Provides for general office supplies, forms, paper, etc. It also includes general safety supplies such as barricades, warning signs, vests, hardhats, and other supplies of general maintenance administration nature that are not budgeted elsewhere.	\$ 7,000		\$ 7,000	\$ 7,000	20%	\$ 1,400
542.90.32	Fuel	Provides for fuel for all Public Works vehicles. Propane from Marina \$ 350 Unleaded Fuel \$ 10,832 Diesel Fuel \$ 4,539 Outside Fuel Sales \$ 495 <u>\$ 12,864</u>	\$ 16,216	\$ -	\$ 12,864	\$ 12,864	20%	\$ 2,573
542.90.35	Small Tools	This provides for the purchase of hand tools such as power drills, saws, etc. saws, etc.	\$ 2,760		\$ 2,760	\$ 2,760	20%	\$ 552
542.90.35.90	Small Eqp>\$1,000<\$5000		\$ 4,000	\$ 1,000	\$ 4,000	\$ 4,000	20%	\$ 800
542.90.41	Professional Services	Department of Transportation physical exams, required every two years for employees with CDL endorsement on their driver's license.	\$ 500		\$ 500	\$ 500	100%	\$ 500
542.90.41.02	Janitorial Services	Streets portion of janitorial services for Public Works/Parks Service Center (35%) and Public Works Engineering Building (20%).	\$ 3,270		\$ 3,270	\$ 3,270	20%	\$ 654

BUDGET NARRATIVE

2009

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

20%

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
TRANSPORTATION								
542.90.42	Communications	Public Works portion of telephone service. Also, includes annual fees for underground locations center printer. Telephone Lines \$ 2,210 Long Distance \$ 50 Cell Phones/Pagers \$ 450 Underground Locator Line Ser. \$ 1,740 <u>\$ 4,450</u>	\$ 4,450	\$	\$ 4,450	4,450	20%	\$ 890
542.90.43	Travel Expenses	Travel expenses for conferences, schools, and seminars.	\$ 100	\$	\$ 52	52	20%	\$ 10
542.90.44	Advertising	Provides for job advertisements and bid notices.	\$ 1,000	\$	\$ 1,000	1,000	20%	\$ 200
542.90.45	Operating Leases and Rentals	This provides for equipment needed for emergencies and to replace equipment that is down for repair or that the city does not own.	\$ 3,000	\$	\$ 3,000	3,000	20%	\$ 600
542.90.47	Utility Services	Provides for the Public Works portion of utilities for the Public Works Service Center(35%) and Public Works Bldg(20%) Electricity \$ 8,280 Water \$ 603 Sewer \$ 286 SWM \$ 4,096 Natural Gas \$ 690 <u>\$ 13,955</u>	\$ 13,955	\$	\$ 13,955	13,955	20%	\$ 2,791
542.90.48	Repair & Maint	Provides for contracted maintenance work.	\$ -	\$	\$ -	-	20%	\$ -
542.90.49	Miscellaneous	Miscellaneous items that cannot be assigned to other categories in maintenance administration.	\$ 1,000	\$ 500	\$ 1,000	1,000	20%	\$ 200
542.90.49.02	Laundry	Provides for laundry of uniforms for the Maintenance Superintendent.	\$ 250	\$	\$ 250	250	20%	\$ 50
TOTAL MAINTENANCE ADMINISTRATION			\$ 101,867	\$ 6,505	\$ 98,467	\$ 98,467		\$ 20,093

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
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TRANSPORTATION

INTERFUND CHARGES

542.90.99.01	Computer Maint	Fund for maintenance of Maintenance Superintendent's computer.	\$ 6,630		\$ 6,630	6,630	20%	\$ 1,326
542.90.99.02	Computer	Fund for replacement of Maintenance Superintendent's computer.	\$ 2,966		\$ -	-	20%	\$ -
542.90.99.03	Equipment Maint	Equipment rental fund charges for vehicle maintenance.	\$ 66,690		\$ 66,690	66,690	20%	\$ 13,338
542.90.99.04	Equipment	Equipment rental fund charges for vehicle replacement.	\$ 100,975		\$ -	-	20%	\$ -
542.90.99.05	Insurance	Provides for liability coverage for the department.	\$ 3,743		\$ 3,633	3,633	20%	\$ 727
542.90.99.06	Facility Repair and Replacement	Provides for major improvements to City buildings. Fee is charged on an occupied square foot basis.	\$ 3,931		\$ 3,931	3,931	20%	\$ 786
TOTAL INTERFUND CHARGES			\$ 184,935	\$ -	\$ 80,884	\$ 80,884	\$	\$ 16,177

101.920.002.543.70.00.00

ROAD AND STREET GENERAL ADMINISTRATION

Work of the Street Department of a general executive direction not associated with a specific maintenance function or project.

543.00.10	Salaries & Wages	Provides for salaries for the following positions: 1.00 Senior Maintenance Worker 3.00 Maintenance Workers <u>4.00 FTE</u>	\$ 219,483		\$ 219,483	219,483	20%	\$ 43,897
543.00.11	Overtime	Overtime includes for beeper pay @ \$1.00 per hour or at 5% of hourly rate whichever is higher.	\$ 7,450		\$ 7,450	7,450	20%	\$ 1,490
543.00.12	Salaries & Wages- Seasonal			\$ -				
543.70.20	Personnel Benefits	Covers payroll related benefits for all Street Maintenance personnel.	\$ 86,407		\$ 86,407	86,407	20%	\$ 17,281
543.70.20.90	Employee Med. Contribution	Employees' share of benefits for spouse and/or dependents.	\$ (2,125)		\$ (2,125)	(2,125)	20%	\$ (425)
543.70.21	Uniforms	Benefits including uniforms and steel toed boots. Also covers replacement of worn shirts, rain gear, rain boots, hats and city logo embroidery.	\$ 3,000		\$ 3,000	3,000	20%	\$ 600

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted	TBD Eligible Percentage	TBD Eligible Expenditure
TRANSPORTATION								
543.70.43	Travel Expenses	Courses or classes for Public Works employees, using their private vehicles.	\$ 500		\$ 262	\$ 262	20%	\$ 52
543.70.48	Repairs & Maintenance	Provides contracted repairs and maintenance. Includes share of Department of Corrections (DOC) maintenance services.	\$ 13,500		\$ 13,500	\$ 13,500	20%	\$ 2,700
543.70.49.01	Dues, School, and Conferences	Provides for dues, school tuition, and conferences.	\$ 1,000		\$ 777	\$ 777	20%	\$ 155
543.70.49.02	Laundry	Provides for laundry of uniforms.	\$ 3,500		\$ 3,500	\$ 3,500	20%	\$ 700
543.70.99.05	Interfund Insurance		\$ 14,646		\$ 14,216	\$ 14,216	20%	\$ 2,843
TOTAL ROAD & STREET GENERAL ADMIN.			\$ 347,361	\$ -	\$ 346,470	\$ 346,470		\$ 69,294

BUDGET NARRATIVE

2009

20%

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

Account No.	Title	Narrative	Departmental Request	New Request	Executive Amendment	Adopted
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TBD Eligible Percentage
 TBD Eligible Expenditure

TRANSPORTATION

CAPITAL OUTLAY

This accounts for capital equipment purchased for the Street Department's general use.

594.42.64	Equipment	Arrow Board Replacement	\$ -	\$ 7,000	\$ -	\$ -
594.42.64	Equipment	Changeable Message Sign	\$ -	\$ 7,850	\$ -	\$ -
	Equipment	Asset Management Sign Inventory	\$ -	\$ 8,500	\$ -	\$ -
101.980.002.508.80.00.00		TOTAL CAPITAL OUTLAY	\$ -	\$ 23,350	\$ -	\$ -

\$ 1,096,483 **\$ 69,255** **\$ 988,141** **\$ 988,141** **\$ 287,308**

TOTAL STREETS BUDGET REQUESTS

RECLASSIFICATION & COST ALLOCATIONS

597.00.07.00 Transfer Out/Fund 102

\$ 170,800 \$ - \$ - \$ - \$ -

ESTIMATED ENDING FUND BALANCE

\$ - **\$ -** **\$ -** **\$ -** **\$ -**

TOTAL STREET FUND

\$ 1,267,283 **\$ 69,255** **\$ 988,141** **\$ 988,141** **\$ 287,308**

\$ 1,336,538

January 15, 2009

Breakdown of City Costs to Administer the Des Moines TBD

Department/Division	Expenditure
City of Des Moines Finance and Administration ①	\$23,000
City of Des Moines Engineering Services ②	\$15,000
City of Des Moines City Attorney ③	\$8,000
Total:	\$46,000

- ① Finance Director, Finance Analyst, City Clerk, Senior Secretary
- ② Assistant Director, Traffic Engineer, Traffic Engineering Technician
- ③ City Attorney, ???