AGENDA
TRANSPORTATION BENEFIT DISTRICT
Board Meeting
October 8, 2009 - 7:00 p.m.

CALL TO ORDER - Chair Kaplan

ROLL CALL

APPROVAL OF MINUTES

Motion to approve Minutes of July 2, 2009 meeting.

COMMENTS FROM THE PUBLIC

OLD BUSINESS

1. Prioritized list of 2009 TBD Expenditures

NEW BUSINESS

1. Prioritized list of 2010 TBD Expenditures
2. Citizen feedback and status of collections

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.

PRELIMINARY
Regular Meeting Des Moines Transportation Benefit District Board

MINUTES July 2, 2009

The regular meeting of the Transportation Benefit District Board was called to order at 7:01 p.m. by Chair Kaplan, in the Council Chambers, 21630 11th Avenue South, #B.

ROLL CALL - Present: Chair Dave Kaplan, Vice Chair Carmen Scott, Boardmembers Ed Pina, Bob Sheckler, Dan Sherman, and Susan White. Absent: Scott Thomasson (absence excused by unanimous vote).Also in attendance were Executive Director Tony Piasecki, District Attorney Pat Bosmans, Assistant Director of Transportation and Engineering Dan Brewer and Interim Board Clerk Autumn Lingle.

Excused Absence

MOTION was made by Boardmember Sheckler, seconded by Vice Chair Scott and passed unanimously, to excuse Boardmember Thomasson.

APPROVAL OF MINUTES

MOTION was made by Boardmember Pina, seconded by Vice Chair Carmen Scott and passed unanimously, to approve the minutes of March 12, 2009.

At 7:02 p.m., Chair Kaplan announced a 15-minute Executive Session to discuss litigation or potential litigation.

Meeting reconvened at 7:13 p.m.

OLD BOARD BUSINESS

District Attorney Bosmans informed Boardmembers about the DOL contract with TBD and discussion ensued.

MOTION was made by Boardmember Sherman, seconded by Boardmember White, to approve the ILA with the DOL.

AMENDED MOTION was made by Boardmember Pina, seconded by Vice Chair Scott, on a monthly basis DOL shall certify the release of the proceeds to the state treasurer and the state treasurer shall distribute the proceeds to the TBD. Passed unanimously.

It will be number 13 and inserted above number 14 with the following definitions to be renumbered.

VOTE ON MAIN MOTION: Passed unanimously.

NEXT MEETING DATE to be determined.

ADJOURNMENT

At 7:24 p.m., Chair Kaplan declared the meeting adjourned.

Respectfully submitted,

Autumn Lingle
Interim 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 prioritization of authorized TBD expenditures from the City of Des Moines Street Fund for 2010.

Suggested Motion:

Motion: "I move to approve the list of prioritized TBD expenditures for the City of Des Moines Street Fund, based on the proposed 2010 budget, and authorize the payment of invoices from the City for expenditures in these areas in 2010, subject to availability of funds."

Background:

The Des Moines Transportation Benefit District has been constituted in accordance with state law to provide a source of funding for the maintenance and preservation of streets and related infrastructure with 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. Therefore, with a few exceptions, 26% of the expenditures from the City's Street Fund are eligible for TBD funding.

The list of the City's 2010 proposed Street Maintenance expenditures that would be eligible for TBD reimbursement is provided as Attachment 1. The total amount of potential expenditures that were eligible for TBD reimbursement, based upon the draft 2010 Street Fund is up to a maximum of $513,667. However, the City has yet to adopt this budget proposal, and revisions are likely. The number will be finalized when the City adopts its 2010 budget.

As part of the Board's motion approving the list of authorized expenditures for 2009, the Board asked that the City bring back a prioritized list of the authorized expenditures for Board's consideration and approval. City staff has provided prioritized list for 2010 by program subtitle, which is provided as Attachment 2.

Based on the draft 2010 Street Fund Budget, the proposed 2010 expenditures that would be eligible for TBD reimbursement totals $513,667. Given that the 2010 TBD revenue is estimated at $474,500, there will not be sufficient TBD revenues to fund all of the City eligible maintenance activities.

At this time the City of Des Moines is seeking a commitment from the TBD for its 2010 budgeting process. Approving the suggested motion would provide the City reimbursement for actual expenditures in its street fund for up to $513,667, subject to the availability of TBD funds.

Recommendation:

Approve suggested motion

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	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 This roadway section itemizes road and shoulder repairs, such as grading, graveling, and pothole patching.						
542.30.31	Operating Supplies	This accounts for hot mix, cold mix, tack coat, tar, gravel, and pit run.	$ 85,000	$ -	$ -			
		Local Streets $10,000 Arterial Streets $75,000 Subtotal: $85,000				$ 10,000 $ 75,000	**0%** **100%**	**$ -** **$ 75,000**
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	**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	**100%**	**$ 10,000**
		TOTAL ROADWAY	**$ 120,000**	**$ -**	**$ -**	**$ 120,000**		**$ 110,000**

ATTACHMENT 1

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	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.	$ 4,000	$ -	$ -	$ 4,000	**0%**	**$ -**
		Total Sidewalks	**$ 4,000**	**$ -**	**$ -**	**$ 4,000**		**$ -**
		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	**0%**	$ -
		Total Street Lighting	**$ 260,000**	**$ -**	**$ -**	**$ 260,000**		**$ -**

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		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.	$ 40,000	$ -	$ -	$ 40,000	**100%**	**$ 40,000**
542.64.31.18	Sign Change Out Program		$ 20,000	$ -	$ -	$ 20,000	**100%**	**$ 20,000**
542.64.47.01	Electricity	This pays for electricity for traffic control devices.	$ 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.	$ 30,000	$ -	$ -	$ 30,000	**100%**	**$ 30,000**
542.64.48.03	WSDOT Contract	This item funds a contract with Washington State Department of Transportation (WSDOT) for signal maintenance.	$ 85,000	$ -	$ -			
		General ongoing maintenance and inspections $60,000				$ 60,000	**100%**	**$ 60,000**
		Traffic Signal Controller and Cabinet Replacement $25,000				$ 25,000	**100%**	**$ 25,000**
		Subtotal: $85,000						
		Total Traffic Control Devices	**$ 189,000**	**$ -**	**$ -**	**$ 189,000**		**$ 189,000**

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	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, salt, and brine mixture.	$ 10,000	$ -	$ -	$ 10,000	**100%**	**$ 10,000**
		Total Snow and Ice Control	**$ 10,000**	**$ -**	**$ -**	**$ 10,000**		**$ 10,000**
101.600.002.542.71.00.00		**ROADSIDE**						
		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	**26%**	$ 265
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	**26%**	$ 663

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		TRANSPORTATION						
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	**100%**	$ 10,000
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	**26%**	$ 2,600
		TOTAL ROADSIDE	**$ 23,570**	**$ -**	**$ -**	**$ 23,570**		**$ 13,528**
101.700.002.542.75.00.00		**LITTER CLEANUP**						
542.75.47.07	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	**26%**	$ 208
542.75.47.08	Wood Recycling		$ 350	$ -	$ -	$ 350	**26%**	$ 91
		TOTAL LITTER CLEANUP	**$ 1,150**	**$ -**	**$ -**	**$ 1,150**		**$ 299**

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		TRANSPORTATION						
101.900.002.542.90.00.00		**MAINTENANCE ADMINISTRATION**						
		Supervisory operations, also includes general services and supplies for maintenance.						
542.90.10	Salaries & Wages	0.05 FTE PBPW Director **(New for 2010)**	$ 6,420	$ -	$ -	$ 6,420	**26%**	$ 1,669
		0.10 FTE PBPW Administrative Assistant II **(New for 2010)**	$ 5,694	$ -	$ -	$ 5,694	26%	$ 1,480
		0.10 FTE PBPW Assistant Director **(New for 2010)**	$ 11,092	$ -	$ -	$ 11,092	26%	$ 2,884
		0.15 FTE PBPW Assosiate Transportation Engineer **(new for 2010)**	$ 15,385	$ -	$ -	$ 15,385	**26%**	$ 4,000
		0.25 FTE PW & Parks Maint Superintendent **(Reduced from 0.4 in 2009)**	$ 16,671	$ -	$ -	$ 16,671	26%	$ 4,334
542.90.20	Personnel Benefits	Benefits for Maintenance Administration	$ 19,179	$ -	$ -	$ 19,179	**26%**	$ 4,987
542.90.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	$ (474)	$ -	$ -	$ (474)	**26%**	$ (123)
542.90.21	Uniforms	Provides for uniforms for the Maintenance Superintendent.	$ 250	$ -	$ -	$ 250	**26%**	$ 65
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.	$ 10,000	$ -	$ -	$ 10,000	**26%**	$ 2,600
542.90.32	Fuel	Provides for fuel for all Public Works vehicles.	$ 13,030	$ -	$ -	$ 13,030	**26%**	$ 3,388

Propane from Marina	$ 500	
Unleaded Fuel	$ 8,335	$ -
Diesel Fuel	$ 3,700	$ -
Outside Fuel Sales	$ 495	
	$13,030	

BUDGET NARRATIVE

2010

26%

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DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		TRANSPORTATION						
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	**26%**	$ 718
542.90.35.90	Small Eqp>$1,000<$5000		$ 5,000	$ -	$ -	$ 5,000	**26%**	$ 1,300
542.90.41	Professional Services	Department of Transportation physical exams, required every two years for employees with CDL endorsement on their driver's license. Also covers IMSA, ITE, and other required certifications.	$ 5,500	$ -	$ -	$ 5,500	**100%**	**$ 5,500**
542.90.41.02	Janitorial Services	Streets portion of janitorial services for Public Works/Parks Service Center (35%) and Public Works Engineering Building (20%).	$ 3,700	$ -	$ -	$ 3,700	**26%**	$ 962
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 $ 4,450	$ 4,450	$ -	$ -	$ 4,450	**26%**	$ 1,157
542.90.43	Travel Expenses	Travel expenses for conferences, schools, and seminars.	$ 100	$ -	$ -	$ 100	**26%**	$ 26
542.90.44	Advertising	Provides for job advertisements and bid notices.	$ 1,000	$ -	$ -	$ 1,000	**26%**	$ 260
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	**26%**	$ 780

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		TRANSPORTATION						
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 $ 9,730 Water $ 710 Sewer $ 336 SWM $ 4,814 Natural Gas $ 810 $16,400	$ 16,400	$ -	$ -	$ 16,400	**26%**	$ 4,264
542.90.48	Repair & Maint	Provides for contracted maintenance work.	$ -	$ -	$ -	$ -	**26%**	$ -
542.90.49	Miscellaneous	Miscellaneous items that cannot be assigned to other categories in maintenance administration.	$ 1,000	$ -	$ -	$ 1,000	**26%**	$ 260
542.90.49.02	Laundry	Provides for laundry of uniforms for the Maintenance Superintendent.	$ 250	$ -	$ -	$ 250	**26%**	$ 65
		TOTAL MAINTENANCE ADMINISTRATION	**$ 140,407**	**$ -**	**$ -**	**$ 140,407**		**$ 40,576**
		INTERFUND CHARGES						
542.90.99.01	Computer Maint	Fund for maintenance of Maintenance Superintendent's computer.	$ 6,405	$ -	$ -	$ 6,405	**26%**	$ 1,665
542.90.99.02	Computer	Fund for replacement of Maintenance Superintendent's computer.	$ 2,229	$ -	$ -	$ 2,229	**26%**	$ 580
542.90.99.03	Equipment Maint	Equipment rental fund charges for vehicle maintenance.	$ 66,690	$ -	$ -	$ 66,690	**26%**	$ 17,339
542.90.99.04	Equipment	Equipment rental fund charges for vehicle replacement.	$ 100,975	$ -	$ -	$ 100,975	**26%**	$ 26,254
542.90.99.05	Insurance	Provides for liability coverage for the department.	$ 4,124	$ -	$ -	$ 4,124	**26%**	$ 1,072
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	**26%**	$ 1,022
		TOTAL INTERFUND CHARGES	**$ 184,354**	**$ -**	**$ -**	**$ 184,354**		**$ 47,932**

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		TRANSPORTATION						
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 1.00 Traffic Control Specialist 2.00 Maintenance Workers 4.00 FTE's	$ 218,502	$ -	$ -	$ 218,502	**26%**	$ 56,811
543.00.10.01	Part Time Salaries	Hours Seasonal [2x3 mos + 4x4 mos] **(New for 2010)** (2 in April, Sept., and Oct. and 4 in May, June, July, & Aug.) 3824 hours at Range 2	$ 42,859	$ -	$ -	$ 42,859	**26%**	$ 11,143
543.00.11	Overtime	Overtime includes for beeper pay @ $1.00 per hour or at 5% of hourly rate whichever is higher.	$ 7,500	$ -	$ -	$ 7,500	**26%**	$ 1,950
543.70.20	Personnel Benefits	Covers payroll related benefits for all Street Maintenance personnel.	$ 87,694	$ -	$ -	$ 87,694	**26%**	$ 22,800
543.70.20.90	Employee Med. Contribution	Employees' share of benefits for spouse and/or dependents.	$ (2,093)	$ -	$ -	$ (2,093)	**26%**	$ (544)
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	**26%**	$ 780
543.70.22	Personnel Benefits - Seasonal	Hours Seasonal [2x3 mos + 4x4 mos] (2 in April, Sept., and Oct. and 4 in May, June, July, & Aug.) 3,168 hours at Grade 4A	$ 5,942			$ 5,942	**26%**	$ 1,545
543.70.43	Travel Expenses	Courses or classes for Public Works employees, using their private vehicles.	$ 500	$ -	$ -	$ 500	**26%**	$ 130
543.70.48	Repairs & Maintenance	Provides contracted repairs and maintenance. Includes share of Department of Corrections (DOC) maintenance services.	$ 7,500	$ -	$ -	$ 7,500	**26%**	$ 1,950
543.70.49.01	Dues, School, and Conferences	Provides for dues, school tuition, and conferences.	$ 1,000	$ -	$ -	$ 1,000	**26%**	$ 260
543.70.49.02	Laundry	Provides for laundry of uniforms.	$ 3,500	$ -	$ -	$ 3,500	**26%**	$ 910
543.70.99.05	Interfund Insurance		$ 17,680	$ -	$ -	$ 17,680	**26%**	$ 4,597
		TOTAL ROAD & STREET GENERAL ADMIN.	**$ 393,584**	**$ -**	**$ -**	**$ 393,584**		**$ 102,332**

BUDGET NARRATIVE

2010

26%

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

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted	2010 Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		TRANSPORTATION						
101.900.002.594.42.60.00		**CAPITAL OUTLAY**						
		This accounts for capital equipment purchased for the Street Department's general use.						
594.42.64	Equipment	Boom Mower Replacement	$ 37,000	$ -	$ -	$ 37,000		
		Total Cost of replacement is $98,000. $53,000 will come				$ -		
		from replacement reserves, and $8,000 from salvage value).				$ -		
101.980.002.508.80.00.00		**TOTAL CAPITAL OUTLAY**	**$ 37,000**	**$ -**	**$ -**	**$ 37,000**		
		TOTAL STREETS BUDGET REQUESTS	**$ 1,363,065**	**$ -**	**$ -**	**$ 1,363,065**		**$ 513,667**
101.970.002		**RECLASSIFICATION & COST ALLOCATIONS**						
597.00.07.00	Transfer Out/Fund 102	**EXEC AMEND: In 2009, defer transfer.**	$ -	$ -	$ -	$ -		
		ESTIMATED ENDING FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ -**		
		TOTAL STREET FUND	**$ 1,363,065**	**$ -**	**$ -**	**$ 1,363,065**		**$ 513,667**

A G E N D A I T E M

BUSINESS OF THE DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD

NEW BUSINESS ITEM No. 2

Purpose:

The purpose of this item is to brief the Transportation Benefit District on public feedback received thus far from the renewal notices and the September City Currents article. An update on the status of collections will also be provided.

Background:

Beginning September 1st, 2009 the Department of Licensing (DOL) started included the $20 renewal fee for the Des Moines TBD. The City also printed an article in the September issue of the City Currents highlighting the $20 fee. On both the DOL renewal notice and the City Currents article (see Attachment 1), a phone number was listed for further information as well as the web site address for the Des Moines TBD.

Recommendation:

none

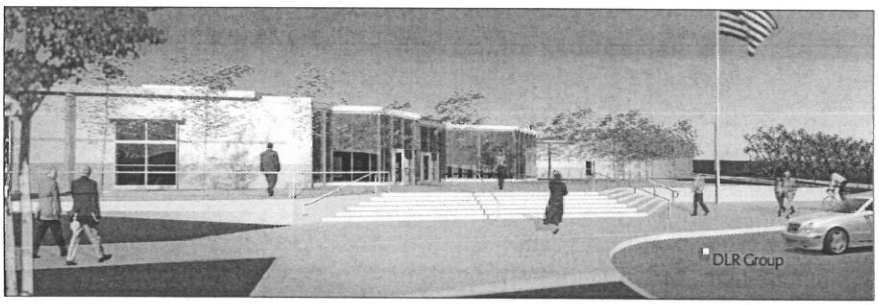
Des Moines
CITY CURRENTS

VOLUME NO. 20, NO. 3 SEPTEMBER 2009

SCORE Breaks Ground

In 2000, King County notified all cities that they would no longer provide misdemeanor jail beds by 2012. A few years after this notification, SCORE, an acronym for the South Correctional Entity, was formed by the cities of Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac and Tukwila. SCORE is a Public Development Authority, an autonomous public agency, whose objective is to address additional jail space needs which includes ownership, construction, and operation of a misdemeanor jail to serve the collective needs of the owner cities.

In August, SCORE began site development on the 830 misdemeanant jail facility on vacant property located in the general vicinity of S. 208th Street and 15th Avenue S. This groundbreaking followed months of environmental and land use reviews which commenced in April of 2009 with the submittal of the required land use and environmental permits. In June of 2009, as part of the SEPA review, the City of Des Moines and SCORE entered into an Environmental Mitigation Agreement to address environmental impacts associated with the project. Following a public hearing, SCORE's unclassified use permit for the construction and operation of the proposed facility was approved by the Des Moines City Council on July 9, 2009. Currently the City is reviewing the building permit applications, which are expected to be approved by this November. Construction of the facility is expected to last until the middle of 2011.



Artist's rendition of the new jail facility to be built in north Des Moines.

Transportation Benefit District Created

In November 2008, the Des Moines City Council established the "Des Moines Transportation Benefit District" (TBD). City Council members concurrently serve as Board members of this newly formed district. The TBD initially met on December 22, 2008, in order to establish a fee, which will be collected with the annual vehicle license renewal fee, otherwise known as "car tab fee". Beginning with September renewals, the Department of Licensing will add a $20 fee per registered vehicle within the Des Moines city limits. State law (RCW 46.16.0621) outlines the applicable vehicles subject to the fee.

This revenue will initially go towards maintenance activities on existing City arterials, which include but are not limited to: roadway striping, traffic signal maintenance, pothole repair, bridge repairs, snow and ice control, and vegetation removal for safety. For more information, please check the City's website at www.desmoineswa.gov/tbd or leave a message at 206-870-7586.

City Budget Status

As reported in the last edition of *City Currents*, the economic slowdown we are experiencing is affecting City revenues and thus necessitating expenditure reductions. The City reduced expenses by cutting over ten positions, negotiating several "give backs" from employees, closing City Hall and all non-essential operations on five days, and keeping a lid on all expenditures so the only money spent is for materials, supplies, and services that we really need. Most revenue is coming in as we anticipated when we reduced our projections last spring. The one exception is base building permit revenue. Permitting activity has continued to decline. Thus, another inspector position was cut from the Building Department as of August 1st.

Late this spring the State Department of Corrections (DOC) informed us that they were canceling their contract with us. The contract provided inmates to do street, park, and other facility maintenance under DOC supervision, including litter collection, street/park landscape maintenance, building clean-up, etc. The number of maintenance hours we received from DOC under this contract was the equivalent of three full-time employees. When combined with staff cuts the City made in the street and parks maintenance area over the last year, this represents a 55% reduction in these types of services since July of 2008. The City will continue to perform safety-related roads, parks, and building maintenance and will work towards keeping our facilities in a minimally acceptable manner.

The City continues to keep a close eye on revenues and will adjust the budget in the event we see another downturn.

We appreciate our residents' patience and understanding and ask that you contact City Hall at 206-878-4595 if you have any questions.

ATTACHMENT 1

FUND: **CITY STREETS - 2010**

DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

TBD Priority No.	City Street Fund Account No.	Title	"Mamimum" TBD Eligible Expenditure	TBD Prioritized Expenditure	Running Total
1	101.100.002.542.30.00.00	Road and Street Maintenance	$110,000.00	$110,000.00	$110,000.00
2	101.300.002.542.64.00.00	Traffic Control Devices	$189,000.00	$189,000.00	$299,000.00
3	101.400.002.542.66.00.00	Snow and Ice Control	$10,000.00	$10,000.00	$309,000.00
4	101.600.002.542.71.00.00	Roadside	$13,528.20	$13,528.20	$322,528.20
5	101.700.002.542.75.00.00	Litter Cleanup	$299.00	$299.00	$322,827.20
6	101.900.002.542.90.00.00	Maintenance Administration	$88,507.86	$88,507.86	$411,335.06
7	101.920.002.543.70.00.00	Road and Street General Administration	$102,331.84	$102,331.84	$513,666.90
		Subtotal:	**$513,666.90**		

Total Estimated TBD Revenue: $474,500.00

ATTACHMENT 2

A G E N D A I T E M

BUSINESS OF THE DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD

OLD BUSINESS ITEM No. 1

Purpose:

The purpose of this item is to seek approval of the prioritization of authorized TBD expenditures from the City of Des Moines Street Fund for 2009.

Suggested Motion:

Motion: "I move to approve the prioritization of authorized TBD expenditures from the City of Des Moines Street Fund for 2009, and authorize the payment of invoices from the City for expenditures in these areas, subject to availability of funds."

Background:

The Des Moines Transportation Benefit District has been constituted in accordance with state law to provide a source of funding for the maintenance and preservation of streets and related infrastructure with 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. Therefore, with a few exceptions, 26% of the expenditures from the City's Street Fund are eligible for TBD funding.

A list of authorized expenditures was discussed and approved by the TBD Board on March 12, 2009. The list of the previously authorized expenditures is provided as Attachment 1. The total amount of potential expenditures that were eligible for TBD reimbursement at that time was up to a maximum of $307,271. However, since that time the City has proposed additional budget cuts within the Street Fund, which in turn will reduce the maximum allowable TBD reimbursement. The exact reduction is not yet known but is estimated to be around $12,000. The number will be finalized when the City adopts its budget amendment.

As part of the Board's motion approving the list of authorized expenditures last March, the Board asked that the City bring back a prioritized list of the authorized expenditures for Board's consideration and approval. A prioritized list by program subtitle is provided as Attachment 2.

Given that the 2009 TBD revenue is estimated at $150,000, TBD expenditures for 2009 would be applied to the operation and maintenance of the Traffic Control Devices and Roadway subcategories only. There will not be sufficient TBD revenues to fund all of the City eligible maintenance activities.

Recommendation:

Approve suggested motion

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
101.100.002.542.30.00.00	**ROAD AND STREET MAINTENANCE**				
	ROADWAY				
542.30.31	Operating Supplies	This accounts for hot mix, cold mix, tack coat, tar, gravel, and pit run.	$ 16,000	26%	$ 4,160
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	**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	**100%**	**$ 10,000**
		TOTAL ROADWAY	**$ 51,000**		**$ 39,160**

ATTACHMENT 1

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
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	**0%**	**$ -**
		Total Sidewalks	**$ 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	**0%**	$ -
		Total Street Lighting	**$ 260,000**		**$ -**

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
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	**100%**	**$ 20,000**
542.64.31.18	Sign Change Out Program		$ 12,000	**100%**	$ 12,000
542.64.47.01	Electricity	This pays for electricity for traffic control devices.	$ 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	**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	**100%**	**$ 60,000**
		Total Traffic Control Devices	**$ 122,000**		**$ 122,000**

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
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	**100%**	**$ 2,600**
		Total Snow and Ice Control	**$ 2,600**		**$ 2,600**
101.600.002.542.71.00.00		**ROADSIDE**			
		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	**26%**	$ 265
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	**26%**	$ 663
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	**26%**	$ 2,600

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
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	**26%**	$ 2,600
		TOTAL ROADSIDE	**$ 23,570**		**$ 6,128**
101.700.002.542.75.00.00		**LITTER CLEANUP**			
542.75.47.07	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	**26%**	$ 208
542.75.47.08	Wood Recycling		$ 350	**26%**	$ 91
		TOTAL LITTER CLEANUP	**$ 1,150**		**$ 299**
101.900.002.542.90.00.00		**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	**26%**	$ 8,428
542.90.20	Personnel Benefits	Benefits for Maintenance Administration	$ 11,955	**26%**	$ 3,108

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
542.90.20.90	Employee Med Contribution	Employee's share of health insurance premium cost for spouse and/or dependent/s.	$ (253)	**26%**	$ (66)
542.90.21	Uniforms	Provides for uniforms for the Maintenance Superintendent.	$ 250	**26%**	$ 65
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	**26%**	$ 1,820
542.90.32	Fuel	Provides for fuel for all Public Works vehicles. Propane from Marina $ 350 Unleaded Fuel ~~$ 10,832~~ $ 8,332 Diesel Fuel ~~$ 4,539~~ $ 3,687 Outside Fuel Sales $ 495 $ 12,864	$ 12,864	**26%**	$ 3,345
542.90.35	Small Tools	This provides for the purchase of hand tools such as power drills. saws. etc. saws, etc.	$ 2,760	**26%**	$ 718
542.90.35.90	Small Eqp>$1,000<$5000		$ 4,000	**26%**	$ 1,040
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	**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	**26%**	$ 850

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
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 $ 4,450	$ 4,450	**26%**	$ 1,157
542.90.43	Travel Expenses	Travel expenses for conferences, schools, and seminars.	$ 52	**26%**	$ 14
542.90.44	Advertising	Provides for job advertisements and bid notices.	$ 1,000	**26%**	$ 260
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	**26%**	$ 780
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 $ 13,955	$ 13,955	**26%**	$ 3,628
542.90.48	Repair & Maint	Provides for contracted maintenance work.	$ -	**26%**	$ -
542.90.49	Miscellaneous	Miscellaneous items that cannot be assigned to other categories in maintenance administration.	$ 1,000	**26%**	$ 260
542.90.49.02	Laundry	Provides for laundry of uniforms for the Maintenance Superintendent.	$ 250	**26%**	$ 65
		TOTAL MAINTENANCE ADMINISTRATION	**$ 98,467**		**$ 25,971**

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
		INTERFUND CHARGES			
542.90.99.01	Computer Maint	Fund for maintenance of Maintenance Superintendent's computer.	$ 6,630	**26%**	$ 1,724
542.90.99.02	Computer	Fund for replacement of Maintenance Superintendent's computer.	$ -	**26%**	$ -
542.90.99.03	Equipment Maint	Equipment rental fund charges for vehicle maintenance.	$ 66,690	**26%**	$ 17,339
542.90.99.04	Equipment	Equipment rental fund charges for vehicle replacement.	$ -	**26%**	$ -
542.90.99.05	Insurance	Provides for liability coverage for the department.	$ 3,633	**26%**	$ 945
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	**26%**	$ 1,022
		TOTAL INTERFUND CHARGES	**$ 80,884**		**$ 21,030**
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 4.00 FTE	$ 219,483	**26%**	$ 57,066
543.00.11	Overtime	Overtime includes for beeper pay @ $1.00 per hour or at 5% of hourly rate whichever is higher.	$ 7,450	**26%**	$ 1,937
543.00.12	Salaries & Wages-Seasonal				
543.70.20	Personnel Benefits	Covers payroll related benefits for all Street Maintenance personnel.	$ 86,407	**26%**	$ 22,466
543.70.20.90	Employee Med. Contribution	Employees' share of benefits for spouse and/or dependents.	$ (2,125)	**26%**	$ (553)
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	**26%**	$ 780

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
543.70.43	Travel Expenses	Courses or classes for Public Works employees, using their private vehicles.	$ 262	**26%**	$ 68
543.70.48	Repairs & Maintenance	Provides contracted repairs and maintenance. Includes share of Department of Corrections (DOC) maintenance services.	$ 13,500	**26%**	$ 3,510
543.70.49.01	Dues, School, and Conferences	Provides for dues, school tuition, and conferences.	$ 777	**26%**	$ 202
543.70.49.02	Laundry	Provides for laundry of uniforms.	$ 3,500	**26%**	$ 910
543.70.99.05	Interfund Insurance		$ 14,216	**26%**	$ 3,696
		TOTAL ROAD & STREET GENERAL ADMIN.	**$ 346,470**		**$ 90,082**

BUDGET NARRATIVE

2009

26%

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

Account No.	Title	Narrative	2009 Adopted Budget	TBD Eligible Percentage	TBD Eligible Expenditure
101.900.002.594.42.60.00		**CAPITAL OUTLAY**			
		This accounts for capital equipment purchased for the Street Department's general use.			
594.42.64	Equipment	Arrow Board Replacement	$ -		
594.42.64	Equipment	Changeable Message Sign	$ -		
	Equipment	Asset Management Sign Inventory	$ -		
101.980.002.508.80.00.00		**TOTAL CAPITAL OUTLAY**	**$ -**		
		TOTAL STREETS BUDGET REQUESTS	**$ 988,141**		**$ 307,271**
101.970.002		**RECLASSIFICATION & COST ALLOCATIONS**			
597.00.07.00	Transfer Out/Fund 102		**$ -**		
		ESTIMATED ENDING FUND BALANCE	**$ -**		
		TOTAL STREET FUND	**$ 988,141**		**$ 307,271**

FUND: **CITY STREETS - 2009**

DEPARTMENT: **PLANNING, BUILDING AND PUBLIC WORKS**

TBD Priority No.	City Street Fund Account No.	Title	"Mamimum" TBD Eligible Expenditure	TBD Prioritized Expenditure	Running Total
1	101.300.002.542.64.00.00	Traffic Control Devices	$122,000.00	$122,000.00	$122,000.00
2	101.100.002.542.30.00.00	Roadway	$39,160.00	$28,000.00	$150,000.00
3	101.400.002.542.66.00.00	Snow and Ice Control	$2,600.00	$0.00	
4	101.600.002.542.71.00.00	Roadside	$6,128.20	$0.00	
5	101.700.002.542.75.00.00	Litter Cleanup	$299.00	$0.00	
6	101.920.002.543.70.00.00	Road and Street General Administration	$90,082.20	$0.00	
7	101.900.002.542.90.00.00	Maintenance Administration and Interfund Chanrges	$47,001.26	$0.00	
		Subtotal:	**$307,270.66**		
		Total Estimated TBD Revenue:	$150,000.00		

ATTACHMENT 2