

**AGENDA**  
**TRANSPORTATION BENEFIT DISTRICT**  
Board Meeting  
November 13, 2014 - 6:40 p.m.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

Item 1: Motion is to approve the minutes from the February 13, 2014 Transportation Benefit District meeting.

**COMMENTS FROM THE PUBLIC**

**OLD BUSINESS**

**NEW BUSINESS**

Item 1: 2015 BUDGET ADOPTION  
Staff Presentation                      Engineering Services Manager Brandon Carver

**NEXT MEETING DATE**

To be determined

**ADJOURNMENT**

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

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## MINUTES

### TRANSPORTATION BENEFIT DISTRICT Board Meeting

February 13, 2014, 6:30 p.m.

#### CALL TO ORDER

The meeting was called to order by Boardmember Pina at 6:32 p.m.

#### ROLL CALL

Boardmembers present: Boardmembers Dave Kaplan, Jeremy Nutting, Melissa Musser, Matt Pina, Jeanette Burrage, Bob Sheckler and Vic Pennington.

Staff present: Board President Tony Piasecki; Board Attorney Tim George; Finance Director Paula Henderson; Engineering Services Manager Brandon Carver; Board Clerk Bonnie Wilkins.

#### ELECTION OF CHAIR

Boardmember Kaplan nominated Boardmember Pina as Transportation Benefit District Chair. No other nominations were made. The motion passed unanimously.

#### ELECTION OF VICE CHAIR

Chair Pina called for nominations for Vice Chair. Boardmember Musser nominated Boardmember Nutting as Vice Chair. Boardmember Kaplan nominated Boardmember Burrage as Vice Chair. Boardmember Nutting won the vote 4-3.  
**For Boardmember Nutting:** Chair Pina; Boardmembers Musser, Sheckler and Pennington.  
**For Boardmember Burrage:** Boardmember Kaplan, Nutting and Burrage.

#### APPROVAL OF MINUTES

##### Action/Direction

**Motion** made by Vice Chair Nutting to approve the minutes of the November 7, 2013 Transportation Benefit District meeting; seconded by Boardmember Kaplan. The motion passed 7-0.

#### NEW BUSINESS

Item 1: 2013 ANNUAL REPORT  
 Staff Presentation: Finance Director Paula Henderson

Finance Director Henderson gave a brief presentation to the Board on the 2013 Annual Report.

Item 2: KING COUNTY WIDE TBD UPDATE  
 Staff Presentation: Engineering Services Manager  
 Brandon Carver

Engineering Services Manager Carver gave a brief power point presentation to the Board on the King County Wide Transportation Benefit District Update.

**Action/Direction**

**Motion** made by Boardmember Kaplan that the Transportation Benefit District Board will support the proposal if the Des Moines City Council holds a Public Hearing to support the King County Transportation Benefit District; seconded by Vice Chair Nutting.  
The motion passed 7-0.

**NEXT MEETING DATE**

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

**ADJOURNMENT**

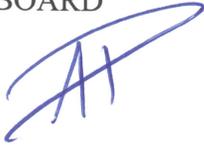
**Motion** made by Vice Chair Nutting to adjourn; seconded by Boardmember Kaplan.  
The motion passed 7-0.

The meeting was adjourned at 6:47 p.m.

Respectfully submitted,  
Bonnie Wilkins  
Board Clerk

**A G E N D A   I T E M**

BUSINESS OF THE DES MOINES TRANSPORTATION BENEFIT DISTRICT BOARD



**NEW BUSINESS ITEM No. 1**

**Purpose:**

The purpose of this item is to seek approval of the 2015 Transportation Benefit District Budget, and the authorization of Transportation Benefit District expenditures from the City of Des Moines Street Fund for 2015.

**Suggested Motion**

**Motion 1:**

“I move to approve the list of potential Transportation Benefit District expenditures for the City of Des Moines Street Fund, based on the City’s Street Fund’s Preliminary 2015 Budget, and authorize the payment of invoices from the City for expenditures in 2015 in an amount up to a total of \$422,700 subject to the availability of funds.”

**Motion 2:**

“I move to approve the 2015 Transportation Benefit District Budget.”

**Background:**

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

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

The list of the City's 2015 Street Maintenance expenditures that would be eligible for TBD reimbursement is provided in Attachment 1. The total amount of potential expenditures that would be eligible for TBD reimbursement, based upon the City's 2015 Preliminary Budget for the Street Fund is \$662,068; however the proposed budget assumes a transfer of \$415,000 to the Street Fund in 2015.

**Recommendation:**

Adopt 2015 TBD Budget (Attachment 1), authorize the list of potential expenditures.

2015 BUDGET - TRANSPORTATION BENEFIT DISTRICT

			Prelim Bgt
REVENUES:			
920	317.60	Vehicle License Fees	420,000.00
920	361.10	LGIP Interest	50.00
TOTAL REVENUE			420,050.00
EXPENDITURES:			
920	000	Administrative Costs (1% Adm Fee)	4,200.00
920		State Audit	1,000.00
920		Insurance	2,500.00
920		Intergovt Professional Services (Tsf to Street Fund)	415,000.00
920		Intergovt Professional Services (Tsf to CIP Fund)	-
TOTAL EXPENDITURES			422,700.00
REVENUES OVER (UNDER)			(2,650.00)
CUMULATIVE OVER (UNDER)			(2,650.00)
BEGINNING FUND BALANCE			7,386.00
ENDING FUND BALANCE			4,736.00

Transferred \$60,000 in 2014

Maintenance Costs:			Street Fund 2015 Bgt
<b>101</b>	<b>100</b>	<b>Roadway</b>	
		Operating Supplies (30%) (\$6,000/\$20,000)	20,000.00
		Repair & Maintenance (100%)	10,000.00
		Bridge Repair & Maintenance (100%)	-
<b>101</b>	<b>200</b>	<b>Traffic and Pedestrian Service</b>	
		Operating Supplies (40.0%) for Sidewalks	8,000.00
<b>101</b>	<b>300</b>	<b>Traffic Control Devices</b>	
		Operating Supplies/Small Tools/Eqp (100%)	30,000.00
		Sign Change Out Program (100%)	5,600.00
		Small Tools & Equipment (100%)	500.00
		Electricity (100%)	17,750.00
		Repair & Maintenance (100%)	20,000.00
		WSDOT Contract (100%)	70,000.00
<b>101</b>	<b>400</b>	<b>Snow and Ice Control</b>	
		Operating Supplies (100%)	7,500.00
<b>101</b>	<b>600</b>	<b>Roadside</b>	
		Supplies (40%)	1,500.00
		Small Tools & Eqp (100%)	1,600.00
		Repair & Maintenance (40%)	10,000.00
		Median Maintenance (100%)	15,000.00
<b>101</b>	<b>700</b>	<b>Litter Cleanup</b>	
		Dumping Fees (40%)	800.00
		Wood Recycling (40%)	300.00
<b>101</b>	<b>900</b>	<b>Maintenance Administration</b>	
		Salaries & Wages (40%)	26,495.00
		Personnel Benefits (40%)	8,639.00
		Uniforms (100%)	500.00
		Office and Operating Supplies (100%)	1,400.00
		Fuel (.40%)	2,257.00
		Small Tools & Eqp (100%)	500.00
		Other Services & Charges (100%)	8,060.00
		Interfund Charges (40%)	17,408.00
<b>101</b>	<b>920</b>	<b>Road &amp; Streets Maintenance</b>	
		Salaries & Wages (40%)	237,684.00
		Overtime (40%)	7,500.00
		Personnel Benefits (40%)	109,076.00
		Uniforms (100%)	1,255.00
		Operating Supplies (100%)	4,000.00
		Fuel (.40%)	17,038.00
		Small Tools & Eqp (100%)	2,660.00
		Small Eqp > \$1,000 < \$5,000 (100%)	3,000.00
		Other Services & Charges (100%)	8,175.00
		Interfund Charges (100%)	237,226.00

## 2015 BUDGET - TRANSPORTATION BENEFIT DISTRICT

			Prelim Bgt	
101	930	<b>Road &amp; Streets Management</b>		
		Salaries & Wages (40%)	21,885.00	54,713.00
		Personnel Benefits (40%)	8,332.00	20,829.00
		Operating Supplies (100%)	200.00	200.00
		Other Services & Charges (100%)	1,200.00	1,200.00
		Interfund Charges (100%)	2,006.00	2,006.00
		Tsf-Out /Fund 220 Energy Savings Loan	-	657.00
		Tsf-Out /Fund 220 Copier Capital Lease	-	345.00
101	930	<b>Maintenance of Building</b>		
		Operating Supplies-PW/Parks Svc Center	-	2,625.00
		Other Services & Charges	-	24,070.00
		Interfund Charges	-	3,931.00
		<b>Total Project Costs</b>	<b>662,068.00</b>	<b>1,021,999.00</b>
		Street Lighting not included above		312,000.00
		<b>TOTAL STREET FUND</b>		<b>1,333,999.00</b>