

AGENDA
TRANSPORTATION BENEFIT DISTRICT
Board Meeting
November 18th 2010 - 7:00 p.m.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Motion to approve Minutes of February 11th , 2010 meeting.

COMMENTS FROM THE PUBLIC

OLD BUSINESS

None

NEW BUSINESS

1. Status of Collections and renewals
2. 2011 TBD Budget Adoption

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.

SPECIAL MEETING
TRANSPORTATION BENEFIT DISTRICT
MINUTES
February 11, 2010

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

ROLL CALL - Present: Board Members Dave Kaplan, Matt Pina, Carmen Scott, Bob Sheckler, Dan Sherman, Scott Thomasson and Melissa Musser. Also in attendance were Executive Director Tony Piasecki, Assistant City Attorney Susan Mahoney, Finance Director Paula Henderson, Transportation Engineer Dan Brewer and Associate Transportation Engineer Brandon Carver.

BOARD ORGANIZATION - Selection of Chair and Vice-Chair

Scott Thomasson and Dave Kaplan were nominated to serve as Chair. Dave Kaplan declined the nomination. With a unanimous vote, Scott Thomasson was elected as Chair.

Matt Pina and Melissa Musser were nominated to serve as Vice-Chair. Melissa Musser declined the nomination. With a unanimous vote, Matt Pina was elected to serve as Vice-Chair.

APPROVAL OF MINUTES

MOTION was made by Boardmember Sherman, seconded by Boardmember Kaplan, and passed 6 to 1, to approve the minutes of October 8, 2009. Boardmember Pina abstained because he was not present at that meeting.

NEW BUSINESS

2009 Financial Report

Finance Director Henderson gave a PowerPoint presentation of 2009 Financial Report.

Status of Collections and Renewals

Associate Transportation Engineer Carver presented a report on the status of revenue collections.

2010 TBD Budget Adoption

Transportation Engineer Brewer provided a presentation of the 2010 TBD Budget.

MOTION was made by Boardmember Sherman, seconded by Boardmember Musser, to approve the 2010 Transportation Benefit District Budget as noted in attachment 2 page 21 in packet. Passed unanimously.

MOTION was made by Boardmember Sherman, seconded by Boardmember Kaplan, to approve Transportation Benefit District 2010 authorized expenditures as shown on the

attached budget worksheet page 22 of packet, subject to available funds. Passed unanimously.

NEXT MEETING DATE – To be determined and noticed, approximately in 2 months to report on revenues and administrative costs.

ADJOURNMENT

MOTION was made by Boardmember Sherman, seconded by Boardmember Kaplan, and passed unanimously to adjourn. Chair Thomasson adjourned the meeting at 7:09 p.m.

Respectfully submitted,

Sandy Paul-Lyle CMC
City 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 brief the Transportation Benefit District on actions taken by the Department of Licensing (DOL) to improve the collections process for Transportation Benefit Districts as well as provide the Des Moines TBD with a recently updated eligible vehicle count as of July 2010.

Background:

Beginning September 1st, 2009 the DOL started including the \$20 renewal fee for the Des Moines TBD. The TBD contacts for Des Moines were notified in November that the fee collected from internet renewals was not being distributed correctly. This has been corrected and proper distributions have been made.

As of the September 2010 renewals, the DOL has completed the programming upgrades that were planned and no longer has to make manual adjustments to the vehicle records in order to populate the vehicle records with the jurisdiction location code. For Des Moines this code is 1709. Populating the location code is currently done on a monthly basis for upcoming renewals or anytime a transaction is done to change or update an address.

In July, 2010 the Des Moines TBD was also made aware of a revised "data count" of the number of vehicles within the City limits subject to the TBD fee. This number is 19,870 vehicles. The previous estimate of the number of vehicles was 22,705 which accounted for an assumed budget of almost \$460,000 for 2010. This revised number is a more accurate reflection since the TBD has been collecting fees for over a year now. Due to residents who move into and out of the City, residents who purchase new vehicles, and other factors, the number of vehicles in the City will constantly change.

Discussion:

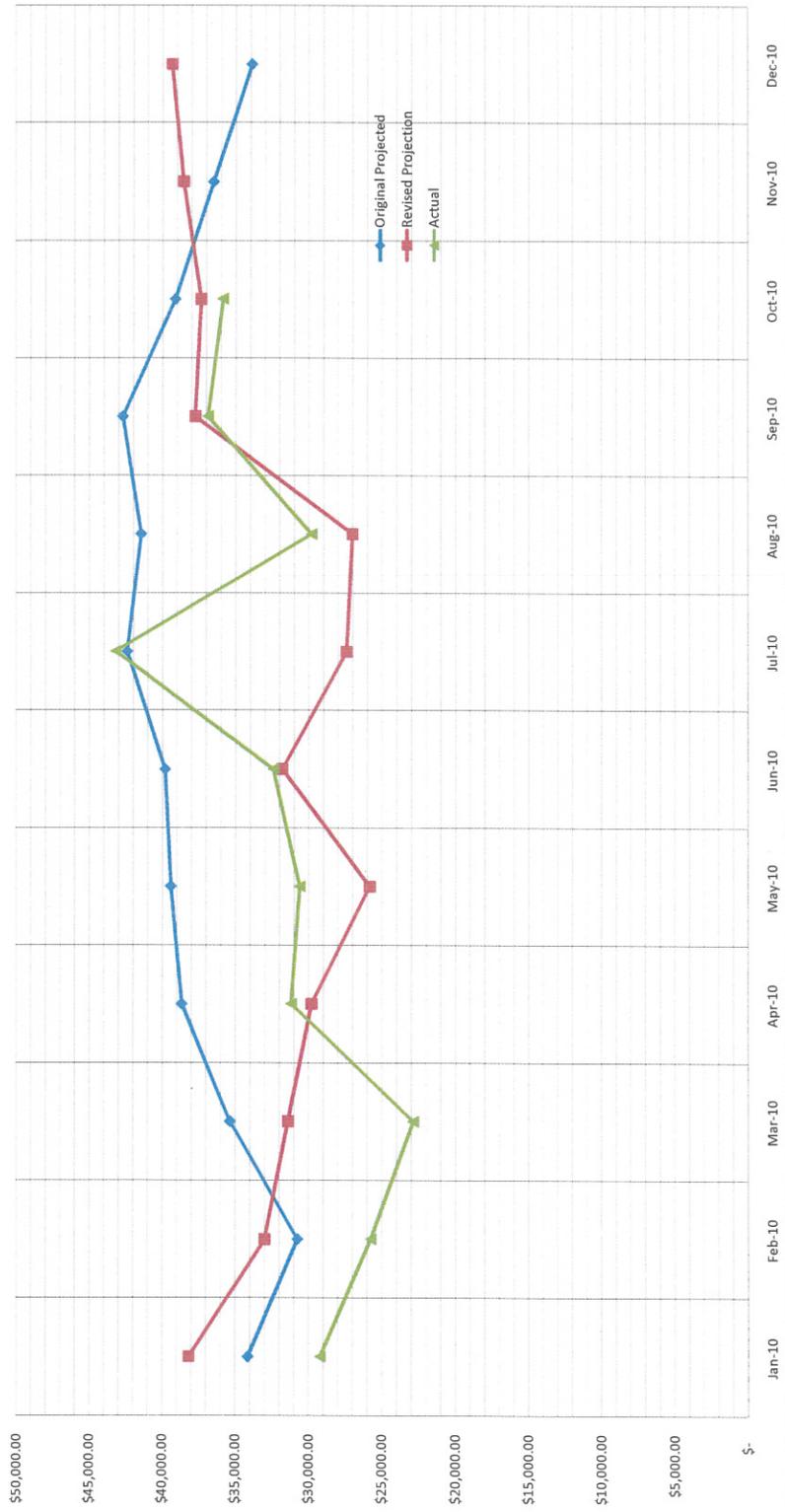
The actual collections for 2010 are on pace for a total of about \$380,000 depending on how the November and December collections come in (see Attachment 1). This would amount to roughly 96% of the revised projection. The DOL's 1% administration fee is collected prior to the TBD receiving its distribution each month. The remaining 3-4% gap is within a reasonable error range on the renewal data and the difficult task of tracking a constantly moving renewal group to some extent.

Recommendation:

none

	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Total	# of vehicles
Original Projected	\$ 34,120.00	\$ 30,730.00	\$ 35,343.00	\$ 38,650.00	\$ 39,402.00	\$ 39,798.00	\$ 42,392.00	\$ 41,460.00	\$ 42,708.00	\$ 99,100.00	\$ 36,500.00	\$ 33,900.00	\$ 454,103.00	22,705
Revised Projection	\$ 38,150.40	\$ 32,984.20	\$ 31,394.60	\$ 29,805.00	\$ 25,831.00	\$ 31,792.00	\$ 27,023.20	\$ 27,023.20	\$ 37,753.00	\$ 37,355.60	\$ 38,547.80	\$ 39,342.60	\$ 397,400.00	19,870
Actual	\$ 29,205.00	\$ 25,743.27	\$ 22,849.20	\$ 31,185.00	\$ 30,610.80	\$ 32,405.40	\$ 43,183.80	\$ 29,802.27	\$ 36,887.40	\$ 35,857.80		\$	\$ 317,729.94	

2010 Des Moines TBD Revenue



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 seek approval of the prioritization of authorized TBD expenditures from the City of Des Moines Street Fund for 2011.

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 2011 budget, and authorize the payment of invoices from the City for expenditures in these areas in 2011, 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 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. 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 2011 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 2011 Street Fund is up to a maximum of \$458,238.94. However, the City has yet to adopt this budget proposal, and revisions are likely. The number will be finalized when the City adopts its 2011 budget.

Based on the draft 2011 Street Fund Budget, the proposed 2011 expenditures that would be eligible for TBD reimbursement totals \$458,238.94. Given that the 2011 TBD revenue is estimated at \$380,000, 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 2011 budgeting process. Approving the suggested motion would provide the City reimbursement for actual expenditures in its street fund for up to \$458,238.94, subject to the availability of TBD funds.

Recommendation:

Approve suggested motion

FUND: CITY STREETS - 2011
 DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS

"Mamimum"

TBD Priority No.	City Street Fund Account No.	Title	TBD Eligible Expenditure	TBD Prioritized Expenditure	Running Total
1	101.100.002.542.30.00.00	Road and Street Maintenance	\$50,000.00	\$50,000.00	\$50,000.00
2	101.300.002.542.64.00.00	Traffic Control Devices	\$182,000.00	\$182,000.00	\$232,000.00
3	101.400.002.542.66.00.00	Snow and Ice Control	\$22,000.00	\$22,000.00	\$254,000.00
4	101.600.002.542.71.00.00	Roadside	\$20,213.00	\$20,213.00	\$274,213.00
5	101.700.002.542.75.00.00	Litter Cleanup	\$1,150.00	\$1,150.00	\$275,363.00
6	101.900.002.542.90.00.00	Maintenance Administration	\$84,324.50	\$84,324.50	\$359,687.50
7	101.920.002.543.70.00.00	Road and Street General Administration	\$98,551.44	\$98,551.44	\$458,238.94
Subtotal:			\$458,238.94		

Total Estimated TBD Revenue: \$380,000.00

