



DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF COMMISSION MEETING AND AGENDA  
JUNE 3, 2014 – 12:00 p.m.  
DART MULTIMODAL ROOM, 620 CHERRY STREET

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JUNE 3, 2014 AGENDA	
5. TRANSIT RIDERS ADVISORY COMMITTEE UPDATE	
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15. NEXT MEETING: Regular DART Meeting Tuesday, July 1, 2014 – 12:00 p.m.	
16. ADJOURN	

**The June 3, 2014 DART Commission Meeting will serve as the DART Commission’s Annual Meeting.**

**Language, visual, hearing and transportation services are available at meetings upon request.  
For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.**

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES**

**620 Cherry Street – Des Moines, Iowa 50309  
May 6, 2014**

**ROLL CALL**

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Peterson and Steve Van Oort

Commissioner Absent:

Alternates Present:

**CALL TO ORDER**

The meeting was called to order by Chair, Steve Van Oort at 12:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Mr. Van Oort called for approval of the May 6, 2014 meeting agenda.

It was moved by Mr. Peterson and seconded by Ms. Johnson to approve the May 6, 2014 Agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No comments

**CONSENT ITEMS**

**6A – Commission Meeting Minutes – April 1, 2014**

**6B – Authorizing Resolution for FTA**

It was moved by Mr. Conkling and seconded by Ms. Muldoon that the consent items be approved. The motion carried unanimously.

**ACTION ITEMS**

**7A – Bus Barn Portals Construction Contract**

Mike Tiedens, Purchasing Manager provided the Commission background regarding the construction contract for 1100 DART Way in the amount of \$575,000. Funding will come from FY12 and FY13 PTIG grants, FTA Formula Funds and the required local match.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the Bus Barn Portals Construction Contract with Edge Commercial Construction. The motion carried unanimously.

**7B – On-Call Technology Services Contracts**

Mr. Tiedens provided gave an update to the Commission regarding the On-Call Technology Services Contracts. The work was divided into 5 different categories for a (3) year term with (2), (1) year options for an amount not to exceed \$2,000,000.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES**

**MAY 6, 2014**

The individual contracts will be with McGladrey LLC., SWC Technology Partners, Tribridge, CH2M Hill and Information Resource Group.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the On-Call Technology Services Contracts.

Vote: Conkling - Yea, Connolly - Yea, Gayman - Yea, Hensley - Yea, Johnson - Yea, Mahaffey - Yea, Muldoon - Yea, Peterson - Yea, Van Oort - Yea.

**7C - FY 2015 Service Improvements**

Jim Tishim, Planning Director presented the final recommendations for the FY2015 Service Improvements to the Commission. Public participation was provided to allow for input into the development of the service recommendations.

It was moved by Mr. Peterson and seconded by Ms. Johnson that the Commission approve the FY 2015 Service Improvements. The motion carried unanimously.

**7D - Title VI Analysis**

Ethan Standard, Transit Planner presented the August 2014 Service Equity Analysis to the Commission. The findings of the Service Equity Analysis is that minority and low-income populations will not experience a disparate impact or disproportionate burden by the implementation of the proposed service improvements.

It was moved by Ms. Connolly and seconded by Mr. Conkling that the Commission approve the Title VI Analysis. The motion carried unanimously.

**7E - March 2014 Financials**

Amber Dakan, Finance Manager provided a presentation on the March 2014 financials to the Commission. Operating expenses are lower than budget for Fixed Route, Paratransit and RideShare.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the March 2014 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

**8A - DART FY 2015 Capital Improvement Program**

Ms. Dakan provided a presentation on the FY 2015 Capital Improvement Plan to the Commission. Commissioners will receive an electronic copy of the CIP plan in mid-June and will come back for approval at the next meeting.

**8B - DART Procurement Manual**

Mr. Tiedens provided the Commission an update on the DART Procurement Policy. The draft policy has gone through two reviews by DART leadership, the DART Commission Procurement Committee and final review will be by DART legal counsel. Due to a previous finding, we have added the FTA's terms and conditions to the Purchase Order process. The draft policy of the manual will be presented at the June meeting and staff will ask for Commission approval at the July meeting.

**8C - Fare Policy Update**

Gunnar Olson, Public Affairs Manager provided the Commission an update on the recommended Fare Policy. The draft policy will come back to the Commission for discussion in June and look for adoption of the draft at the July meeting. Following this, another round of public meetings will be scheduled to gather additional input. Final adoption will be in fall 2014 with implementation of the policy in the following 12-18 months once fare boxes are installed on the buses.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES**

**MAY 6, 2014**

**8D – Open Data Update**

Mr. Olson introduced Todd Struthers, Information Technology Manager. Mr. Struthers provided the Commission an update on Open Data for schedule and Real-Time information. Under staff recommendation, DART's schedule and Real-Time information data would be made available publicly. Staff will begin to work on a policy based on this recommendation. By making the data open to the public, third party developers can access the information to create their own mobile applications for use by the general public.

Commissioners Gayman and Hensley departed the meeting at 1:40pm.

**8E – Real-Time Data Rollout**

Kirstin Baer-Harding, Marketing Director provided a presentation on the roll-out of the Real-Time Data products. The MyDART Trip Planner will be improved this fall to include Real-Time location information. The information will be available by phone call, on mobile devices and on web browsers including a map showing bus locations in real time.

**8F – Quarterly Safety Report**

Mike Kaiser, Lead Supervisor provided an update to the Commission regarding the Quarterly Safety Report for Q3.

**8G – March 2014 Performance Report**

Ms. Presutti updated that fixed route ridership is up 10% over last March. Year to date, fixed route ridership is up over 6 ½%. Preliminary numbers for April are showing a strong trend as they did in March.

**MONTHLY REPORTS**

**11A – Operations Report**

No update

**11B – Marketing Report**

No update

**11C – Planning Report**

No update

**11D – Procurement**

No update

**11E – General Manager**

The APTA Expo will be in Houston in October. If anyone is interested, please let us know so we can begin making accommodations.

**FUTURE AGENDA ITEMS**

**COMMISSIONER ITEMS**

Mr. Van Oort updated that the DC trip is scheduled for tomorrow. The event will be a great way for area leaders to network and ask questions.

**OTHER – Communications**

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES**

**MAY 6, 2014**

**NEXT MEETING**

July 1, 2014 at 12:00pm

**ADJOURNMENT**

A motion by Mr. Peterson and second by Mr. Conkling to adjourn the regular Commission Meeting was made at 1:52pm. The motion carried unanimously.

Future 2014 Meeting Dates

Jun 3, Jul 1, Aug 5, Sep 2,  
Oct 7, Nov 4, Dec 2

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

## ACTION ITEM



**7B: Des Moines Public Schools Contract**

**Action: Approve the Des Moines Public Schools Year 3 Contract Value of \$699,266.29.**

**Staff Resource:** Jim Tishim, Planning Director

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### **Background:**

- DART has been providing Des Moines Public School middle and high school students transportation to and from school since 1993.
- Over 2,500 student trips per day are provided on DART's regular fixed route services as well as 40 additional bus routes that include slight variations off a DART route.
- As part of the contract, DART provides unlimited ridership privileges to eligible students every day of the week throughout the entire year including all break periods (Christmas Break, Spring Break, and Summer Break).
- Unlimited ridership privileges for eligible summer-school students.
- Unlimited free access to all DART transit services for any of the approximately 5,000 Des Moines Public School District employees.
- DMPS compensates DART for the true cost of DART services, not an estimated amount based on student passes issued. The district's payment will be guaranteed and received in 10 equal monthly payments during the school year.
- The DART Commission approved a new 5-year contract with Des Moines Public Schools in May 2012.

### **Revenue:**

- DMPS will pay DART an amount not to exceed \$699,266.29 for Year 3 of the contract subject to the addition or deletion of any existing routes, school days, or major cost escalation (fuel).

### **Recommendation:**

- Approve the Year 3 contract value for the 2014-2015 school year contract value of \$699,266.29.

## CONSENT ITEM



<b>7C:</b>	<b>City of Sheldahl's Participating Community Status</b>
<b>Action:</b>	<b>Approve the withdrawal of the City of Sheldahl as a participating community of DART</b>

**Staff Resource:** Jamie Schug, Chief Financial Officer

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### **Background:**

- DART received a letter from the City of Sheldahl dated November 5, 2012, requesting to withdraw from DART.
- Letters to all of DART's participating communities notifying them of the City of Sheldahl's request as well as a letter to the City of Sheldahl outlining DART's next steps were sent out in December 2012.
- DART's Legal Counsel and Public Financial Management (PFM) determined the financial impact to the City of Sheldahl by withdrawing from DART. The City of Sheldahl's share of outstanding DART liabilities under the Series 2010 Limited Tax General Obligation Bonds amounts to \$913.91.
- The Commission approved the withdrawal of the City of Sheldahl as a participating community of DART at the June 4, 2013 DART Commission meeting with the provision that the City of Sheldahl pay a lump sum of \$913.91 to DART for its share of outstanding DART liabilities. DART has received payment from the City of Sheldahl in the amount of \$913.91.

### **Recommendation:**

- Approve the withdrawal of the City of Sheldahl as a participating community of DART effective July 1, 2014.

## ACTION ITEM



<b>8A:</b>	<b>Farebox and Automated Fare Collection System Contract</b>
<b>Action:</b>	<b>Approve a Contract with LECIP, Inc. for the Farebox and Automated Fare Collection System for the amount not to exceed \$3,565,000.</b>

**Staff Resource:** Mike Tiedens, Procurement Manager

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### **Background:**

DART currently has GFI Cents-a-Bill Fareboxes installed on the revenue vehicles that provide Fixed Route and On Call service and Diamond Drop Box Fareboxes on Paratransit services in the Des Moines metropolitan area and Polk County. These current fareboxes along with the corresponding fare collection system are 20 - 25 years old. The age of the system is causing maintenance problems on vehicles as well as issues at the back office where the data collection system is obsolete.

Objectives of the new Automated Fare Collections System are:

- Provide an enhanced User Experience for customers and operators.
- Reduce human error and fare disputes.
- Deploy technology to remove the need to key in employer codes.
- Determine a fare policy and technology solution to remove transfer cutters from the vehicles.
- Integrate the Smart Media Automated Fare Collection System (AFC) with the Real Time Information System and Automatic Vehicle Location System (RTIS/AVL).
- Synchronize data from the new AFC and the RTIS/AVL.
- Implementation of a system that is user friendly and is of a design that is able to evolve to take advantage of trends in the electronic payments and transit industries.
- Automate and are scalable for recording and processing institutional (employer) passes.
- Eliminate the need for paper transfers and transfer cutters.
- Improve fare collection equipment reliability and data security.
- Encourage the use of fare media over cash.
- Help reduce dwell times.
- Realize operational efficiencies and reduce overall cost of operations.

### **Procurement:**

- DART conducted a Request for Proposal for a Farebox and Automated Fare Collection System. The RFP was published on October 15, 2013 and bids were opened on December 3, 2013.
- 4 Proposals were received:
  - LECIP, Inc.
  - Scheidt & Bachmann

## **ACTION ITEM**

### **8A: Farebox and Automated Fare Collection System Contract**



- SPX Genfare
- Trapeze
- After evaluations were completed, there were two firms deemed to be in the Competitive Range
  - LECIP, Inc.
  - SPX Genfare
- DART asked for a Best and Final Offer (BAFO) from the two firms that were in the Competitive Range.
- After receiving Best and Final Offers from LECIP, Inc. and SPX Genfare, LECIP, Inc. was deemed as having the best value to DART.

#### **Funding:**

- Funding is from a 2013 FTA Bus and Bus Facilities Grant (5339) and the required local match.

#### **Recommendation:**

- The approval of a Contract with LECIP, Inc. for the Farebox and Automated Fare Collection System for the amount not to exceed \$3,565,000. This amount includes the total proposal amount, warranties on hardware and software, and any contingencies.

## ACTION ITEM



<b>8B:</b>	<b>General Legal Counsel Services Contract</b>
<b>Action:</b>	<b>Approve a Contract with Brick Gentry, P.C. for General Legal Counsel Services for five (5) years with three, five year options at the proposed contracted hourly rate.</b>

**Staff Resource:** Mike Tiedens, Procurement Manager

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### **Background:**

DART does not have general legal counsel on staff and is seeking a firm to provide general legal counsel services to support DART staff members and its Board of Directors (DART Commission) in accordance with general legal advice, as well as day-to-day activities.

General legal counsel is responsible for advising the DART Commission with respect to their individual and collective responsibilities as members of the DART Commission and for providing legal guidance to assure that DART is in full compliance with all federal, state, regional and local laws and regulations and agreements. General legal counsel furnishes day-to-day advice to Authority management, attends DART Commission meetings (required) and Committee meetings (as needed), represents DART before governmental agencies, and is responsible for handling all litigation matters or other judicial, administrative or quasi-judicial proceedings.

The selected legal firm must possess detailed knowledge of enabling legislation pertaining to DART and all federal, state laws, regional and local regulations that govern public agencies in areas including public records and conflicts of interest. The firm is responsible for reviewing and/or drafting contracts, agreements, memorandums of understanding, and procedural documents such as personnel and procurement manuals. The firm is also expected to provide practical advice to assist the DART Commission and management to achieve the policy goals and objectives of DART.

### **Procurement:**

- DART conducted a Request for Proposal for General Legal Counsel Services. The RFP was published on April 7, 2014 and proposals were due on May 2, 2014 at 2:00 PM CST.
- The RFP was reviewed and approved by the Commission Executive Committee on March 31, 2014.
- Six firms responded to the RFP with Proposals. The six firms were:
  - Ahlers & Cooney, P.C.
  - Brick Gentry, P.C.
  - Davis Brown Law Firm
  - Grefe & Sidney PLC
  - Hopkins & Huebner, P.C.
  - Munro Law Office, P.C.
- All six firms were deemed responsive and responsible.

## **ACTION ITEM**

### **8B: General Legal Counsel Services Contract**



- Oral presentations and interviews were held with all six proposing firms on May 13 and May 14, 2014.
- After evaluations, Brick Gentry, P.C. scored the highest among the proposals received.

#### **Funding:**

- Various sources, depending on the details of a project (operating and special grant funds).

#### **Recommendation:**

- The approval of a Contract for general legal counsel services with Brick Gentry, P.C. for a five (5) year term with three, five year options at the proposed contracted hourly rate.

## ACTION ITEM



<b>8C:</b>	<b>On-Call Planning and Management Services Contract</b>
<b>Action:</b>	<b>Approve two (2) On-Call Planning and Management Services contracts for a five (5) year term with a Not to Exceed Amount of \$1,650,000. The individual contracts will be with Transportation Management &amp; Design (TMD) for On-Call Planning Services and Transportation Management &amp; Design (TMD) and CH2M Hill for On-Call Management Services.</b>

**Staff Resource:** Mike Tiedens, Procurement Manager

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### **Background:**

DART is seeking a firm to provide planning consulting services to support DART staff members and its Board of Directors (DART Commission) in accordance with general planning activities. These services may require resources exceeding DART's available staff and resources. The activities envisioned may require significant coordination with political jurisdictions and agencies that DART serves and other organizations that involved in transit planning and coordination.

DART intends to award up to two contracts for the following categories:

#### **Category A – Transit Planning Services**

- Short, Mid-term, and Long Range Planning
- Technology Planning and Development
- Capital Project Planning
- Service Performance
- Public Outreach

#### **Category B – Management Planning Services**

- Funding Sources
- Safety and Security
- Governance
- Policy Development

### **Procurement:**

- DART conducted a Request for Proposal for On-Call Planning and Management Services. The RFP was published on April 10, 2014 and proposals were due on May 7, 2014 at 2:00 PM CST.
- Six firms submitted Proposals between the two categories. The six firms were:
  - Category A
    - Olsson Associates
    - SRF Consulting Group

**ACTION ITEM**  
**8C: On-Call Planning and Management Services**



- TMD (Transportation Management and Design)
- Category B
  - CH2M Hill
  - Innis Consulting Group
  - Olsson Associates
  - RLS & Associates
  - TMD (Transportation Management and Design)
- All six firms were deemed responsive and responsible.
- Oral presentations and interviews were held with all six proposing firms, for both Categories on May 20 and May 21, 2014.
- After evaluations, the following firms scored the highest and were deemed as having the best value to DART:
  - Category A – Transportation Management & Design, Inc. (TMD)
  - Category B – Transportation Management & Design, Inc. (TMD) and CH2M Hill

**Funding:**

- Various sources, depending on the details of the type of project (capital, special grant or operating funds).

**Recommendation:**

- Approve two (2) On-Call Planning and Management Services contracts for a five (5) year term with a Not to Exceed Amount of \$1,650,000. The individual contracts will be with Transportation Management & Design (TMD) for On-Call Planning Services and Transportation Management & Design (TMD) and CH2M Hill for On-Call Management Services.

## ACTION ITEM



<b>8D:</b>	<b>Uniform Services Contract</b>
<b>Action:</b>	<b>Approve a Contract with Carpenter Uniform &amp; Promotional Products. The contract will be for two (2) years and three one year options, with a Not to Exceed Amount of \$350,000.</b>

**Staff Resource:** Mike Tiedens, Procurement Manager

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### **Background:**

DART is seeking a Uniform Supplier to provide Uniforms and all related services to DART operators, maintenance, supervisors, and dispatchers.

### **Procurement:**

- DART conducted an Invitation for Bid for Uniform Services on March 21, 2014
- One bid was received – Carpenter Uniform & Promotional Products
- DART chose to not make an award and re-bid the project to garner more competition.
- DART conducted a 2<sup>nd</sup> Invitation for Bid for the Uniform Services Project in April. The IFB was published on April 18, 2014 and bids were opened on May 16, 2014.
- One bid was received:
  - Carpenter Uniform & Promotional Products
- Extensive review has been done to investigate and document the reasons for a lack of competition.
- The findings indicated:
  - DART's amount of business is too small to bid on
  - DART's desire to purchase uniforms rather than rent deterred some vendors
- After the review, Carpenter Uniform's bid was deemed responsive and responsible.

### **Funding:**

- Funding is from the Operations Budget.

### **Recommendation:**

- The approval of a Contract with Carpenter Uniform & Promotional Products for Uniform Services for two (2) Years with three, one year options, with a Not to Exceed Amount of \$350,000.

## ACTION ITEM



<b>8E:</b>	<b>Fuel Distribution Piping Replacement Contract</b>
<b>Action:</b>	<b>Approve a Contract with Unified Contracting Services for the Fuel Distribution Piping Replacement Project for the amount of \$250,000.</b>

**Staff Resource:** Mike Tiedens, Procurement Manager

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### **Background:**

As part of the ongoing rehabilitation to portions of the facilities at 1100 DART Way, DART is replacing the fuel pipeline that distributes fuel from the underground tanks to the dispensers.

The work for this project includes:

- Demolition of equipment and adjacent pavement.
- New fuel distribution equipment, metal bollards, and covers.
- New paving and subgrade at locations where material is installed.

### **Procurement:**

- DART conducted an Invitation for Bid for the Fuel Distribution Piping Replacement Project. The IFB was published on May 9, 2014 and bids were opened on May 23, 2014.
- Two bids were received:
  - Seneca Companies
  - Unified Contracting Services
- Unified Contracting Services submitted the lowest bid at \$222,427.
- After review, Unified Contracting Services' bid was deemed responsive and responsible.

### **Funding:**

- Funding is from a 2013 state PTIG grants, FTA Formula Funds and the required local match.

### **Recommendation:**

- The approval of a Contract with Unified Contracting Services for the Fuel Distribution Piping Replacement Project for the amount of \$250,000. This amount includes the total lump sum for construction, an Alternate Price for fence relocation and any contingencies.

## ACTION ITEM



**8F: FY2015 – FY2024 DART Capital Improvement Plan**

**Action: Adopt the Proposed Capital Improvement Plan**

**Staff Resource:** Amber Dakan, Finance Manager

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### **Background:**

- DART’s capital plan spans 10 years, but is adopted annually within the budget process.
- Staff presented the preliminary FY2015–FY2024 Capital Improvement Plan to the DART commission at the May meeting, in addition to the budget workshop in January.

### **Plan Highlights for FY2015:**

- The projects programmed for the first year of the plan are as follows:
  - Secure a new bus lease for twenty 40-foot heavy-duty vehicles to replace 2000-2002 models
  - Purchase six 60-foot remanufactured heavy-duty vehicles to replace the 2000 models
  - Purchase two 31-foot medium-duty vehicles to replace the 2005 light-duty models
  - Purchase four 27-foot medium-duty vehicles to replace 2010-2011 light-duty models
  - Purchase 18 passenger vans to replace 2010-2011 models
  - Renovate the DART Way Facility front offices – Phase 2
  - Purchase two maintenance trucks to replace 2002 and 2005 models
  - Purchase support equipment
  - Purchase and installation of bus shelters

### **Recommendation:**

- Approve the adoption of the FY2015 Capital Improvement Plan as presented.

## ACTION ITEM



**8G: April FY2014 Consolidated Financial Report**

**Action: Approve the April FY2014 Consolidated Financial Report**

**Staff Resource(s):** Amber Dakan, Finance Manager  
Jamie Schug, Chief Financial Officer

### Year-to-Date Budget Highlights:

#### *Revenue:*

- Fixed Route Operating Revenue comes in at target with a 0.78% higher than budget performance.
- Fixed Route Non-Operating Revenue year to date is also on target with a 0.72% higher than budget level. State operating assistance has come in higher than budget levels resulting in slightly higher revenue than projected.
- Paratransit Operating Revenue is 7.3% lower than budget for the month of April year to date. Cash fares are above target while Polk County Funding continues to be the driver for the below budget performance.
- Rideshare Revenues are 10.8% below budgeted levels year to date. Rideshare expense savings year to date continue to offset the decrease in revenue.

#### *Operating Expense:*

- Fixed Route Budget Summary – Operating expenses for Fixed Route are 6.5% below budget year to date. Savings continue to be seen in multiple categories including Salaries, Wages, and Fringes, Fuel and Lubricants, and Insurance.
- Paratransit Budget Summary – Year to date, Paratransit expenses are 5.98% under projected levels. Fuel and Salaries, Wages, and Fringes are the two categories experiencing savings.
- Rideshare Expenses are below budgetary expectations by 11.16%. Fuel and Equipment Repair Parts are the two main categories contributing to the savings.

### Recommendation:

- Approve the April FY2014 Consolidated Financial Report.

#### **\*\* TOTAL Un-Audited Year-End February FY2014 as Compared to Budget:**

Fixed Route	\$	1,373,762	Reserve For Accidents (See Balance Sheet):	
Paratransit	\$	23,155	FY2014	\$193,874.19
Rideshare	\$	<u>5,838</u>		
Total	\$	1,402,755		

**FY2014 Financials:**

**April 2014**

<b>FIXED ROUTE</b>	<b>April 2014</b>			<b>Year-To-Date-(10) Months Ending 04/30/2014</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	398,724	375,033	23,690	3,779,710	3,750,330	29,380
Non-Operating Revenue	1,869,831	1,526,571	343,260	15,376,161	15,265,710	110,451
Subtotal	2,268,555	1,901,604	366,951	19,155,870	19,016,040	139,830
Operating Expenses	1,713,734	1,876,725	162,991	17,533,315	18,767,246	1,233,931
Gain/(Loss)	554,821	24,880	529,941	1,622,556	248,794	1,373,762

<b>PARATRANSIT</b>	<b>April 2014</b>			<b>Year-To-Date-(10) Months Ending 04/30/2014</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	167,123	173,750	(6,627)	1,610,177	1,737,500	(127,323)
Non-Operating Revenue	64,583	68,833	(4,250)	678,813	688,333	(9,520)
Subtotal	231,707	242,583	(10,877)	2,288,990	2,425,833	(136,844)
Operating Expenses	234,829	267,405	32,576	2,514,049	2,674,048	159,999
Gain/(Loss)	(3,122)	(24,821)	21,699	(225,059)	(248,214)	23,155

<b>RIDESHARE</b>	<b>April 2014</b>			<b>Year-To-Date-(10) Months Ending 04/30/2014</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	74,003	85,685	(11,682)	764,312	856,854.17	(92,543)
Non-Operating Revenue	-	-	-	2,748	-	2,748
Subtotal	74,003	85,685	(11,682)	767,060	856,854	(89,795)
Operating Expenses	77,044	85,685	8,641	761,222	856,854	95,633
Gain/(Loss)	(3,041)	-	(3,041)	5,838	-	5,838

## DISCUSSION ITEM



<b>9A:            FY 2015 DART Marketing and Communication Plan</b>
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**Staff Resource:**     Kirstin Baer-Harding, Marketing Director  
                                 Jennifer Greiner, Marketing Coordinator

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- A presentation on the FY 2015 Marketing and Communication Plan will be presented at the Commission meeting. Topics include audiences and messages, new service promotions, ridership initiatives, and technology launches.

## DISCUSSION ITEM



<b>9B:</b>	<b>Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates</b>
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**Staff Resource:** Elizabeth Presutti, General Manager  
Kyle McCann, DART Legal Counsel

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- A draft Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates will be provided and presented at the Commission meeting.



# System Summary Performance Report

## April 2014

	October 2013	November 2013	December 2013	January 2014	February 2014	March 2014	April 2014	April 2013	Percent Change 2014/2013	FY14 Year To Date	FY13 Year To Date	Percent YTD Change 2014/2013
<b>DART Fixed Route</b>												
Total Ridership	430,464	349,845	316,984	330,804	331,061	345,246	379,676	354,582	7.08%	3,658,093	3,427,958	6.71%
OTT Ridership	19,194	23,121	22,903	23,582	22,830	26,461	25,996	16,501	57.54%	230,927	173,026	33.46%
Unlimited Access Ridership	37,702	32,135	27,739	31,293	31,786	32,555	34,378	33,494	2.64%	335,830	359,310	-6.53%
Bike Rack Usage	6,618	3,804	2,260	1,565	1,031	2,026	3,179	3,549	-10.43%	40,656	34,350	18.36%
Passengers/Revenue Hour	22.70	21.38	18.29	18.46	20.03	19.66	21.16	21.36	-0.97%	21.03	21.57	-2.51%
Avg. Passengers Weekday	17,197	16,467	13,610	13,701	15,100	14,625	15,822	14,990	5.55%	15,730	15,027	4.68%
Avg. Passengers Weekend Day	4,368	3,698	3,465	3,674	3,633	3,813	3,950	3,102	27.36%	3,717	3,095	20.10%
Complaints/100,000 Riders	30.66	23.15	26.50	33.25	33.83	29.54	26.87	27.07	-0.77%	2.99	26.81	-88.84%
Commendations/100,000 Riders	4.41	3.43	4.42	4.23	3.02	6.08	4.48	3.38	32.30%	3.88	3.53	9.97%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	2.97	0.85	2.75	2.65	1.22	2.31	1.86	2.24	-16.64%	1.96	1.85	5.59%
Non-Preventable/100,000 Miles	2.23	2.13	3.93	2.27	4.89	1.16	0.75	1.79	-58.32%	1.56	1.08	44.36%
<b>Maintenance:</b>												
Total Miles Operated	269,550	234,669	254,515	264,090	245,360	259,466	268,240	223,608	19.96%	2,502,926	2,211,293	13.19%
Road Calls/100,000 Miles	18.18	16.19	13.75	23.10	18.75	15.03	14.91	14.76	1.04%	16.46	17.77	-7.38%
Active Vehicles in Fleet	126	126	126	126	126	126	126	117	7.69%	116	113	2.75%
<b>DART Paratransit</b>												
Total Ridership	12,700	10,658	11,307	11,090	10,708	11,487	12,266	12,511	-1.96%	116,050	116,665	-0.53%
Passengers/Revenue Hour	2.99	2.92	2.89	2.93	2.91	2.98	3.05	3.13	-2.56%	2.99	3.01	-0.57%
Average Trip Length	6.16	6.04	6.02	5.94	5.87	5.81	5.69	5.79	-1.70%	5.91	5.99	-1.25%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	2.56	0.00	1.47	3.03	1.59	4.50	1.43	4.14	-65.41%	2.48	1.58	57.33%
Non-Preventable/100,000 Miles	0.00	1.55	5.88	0.00	0.00	1.50	0.00	1.38	-100.00%	1.17	0.86	35.74%
<b>Maintenance:</b>												
Total Miles Operated	78,271	64,422	68,060	65,917	62,857	66,726	69,817	72,441	-3.62%	685,946	698,312	-1.77%
Active Vehicles in Fleet	26	20	20	23	20	20	20	29	-31.03%	23	29	-20.00%
<b>DART RideShare</b>												
Total Ridership	23,660	19,066	18,922	21,658	19,574	20,064	20,590	23,780	-13.41%	206,758	218,156	-5.22%
Total Vans in Circulation	93	93	93	94	93	92	91	93	-2.15%	93	93	-0.22%
Total RideShare Customers	784	758	744	732	739	714	697	882	-20.98%	752	826	-9.01%
<b>Accident Frequency Rate by Service:</b>												
Preventable	1.14	0.00	0.64	0.00	1.32	0.00	0.60	0.00	0.00%	0.68	0.12	446.62%
Non-Preventable	0.57	1.34	0.64	0.60	0.00	0.62	0.60	0.00	0.00%	0.56	0.00	0.00%
<b>Maintenance:</b>												
Total Miles Operated	176,158	148,730	155,563	166,124	151,071	161,329	166,693	174,504	-4.48%	1,621,539	1,611,579	0.62%
Active Vehicles in Fleet	120	93	100	108	100	100	100	100	0.00%	106	100	6.10%



# System Performance Ridership Report April 2014

	October 2013	November 2013	December 2013	January 2013	February 2014	March 2014	April 2014	April 2013	Percent Change 2014/2013	FY14 Year To Date	FY013 Year To Date	Percent YTD Change 2014/2013
<b>DART Fixed Route Ridership</b>	<b>430,464</b>	<b>349,845</b>	<b>316,984</b>	<b>330,804</b>	<b>331,061</b>	<b>345,246</b>	<b>379,676</b>	<b>354,582</b>	<b>7.08%</b>	<b>3,658,093</b>	<b>3,427,958</b>	<b>6.71%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	27,437	21,386	18,126	19,135	20,355	19,836	22,861	21,273	7.46%	410,352	384,467	6.73%
#3 - University	42,962	35,274	32,258	31,503	31,738	34,426	37,117	36,919	0.54%	354,225	526,604	-32.73%
#4 - Urbandale	22,938	18,682	16,787	17,632	16,126	17,405	18,958	17,646	7.44%	178,672	223,211	-19.95%
#5 - Clark	4,906	3,438	3,375	3,269	3,298	2,972	3,549	4,126	-13.98%	32,536	101,757	-68.03%
#6 - Indianola	31,025	24,401	22,622	21,519	20,639	23,453	25,093	22,664	10.72%	237,525	354,729	-33.04%
#7 - Ft. Des Moines	41,626	34,116	31,574	33,777	32,147	32,818	37,896	34,111	11.10%	330,499	387,077	-14.62%
#8 - South Union	6,014	5,288	4,784	4,641	5,174	4,629	5,303	5,601	-5.32%	48,472	94,100	-48.49%
#11 - Ingersoll Ave.	2,545	2,199	2,410	1,788	1,998	1,788	2,146	2,785	-22.94%	23,104	104,445	-77.88%
#13 - SE Park Ave.	7,715	6,154	5,173	6,166	6,244	4,846	6,744	7,761	-13.10%	53,722	58,488	-8.15%
#14 - Beaver Ave.	26,073	21,784	19,383	20,850	22,198	22,182	23,807	20,681	15.12%	213,091	99,592	113.96%
#15 - 6th Ave.	34,102	27,181	24,661	25,594	26,197	26,331	28,231	25,480	10.80%	264,499	121,631	117.46%
#16 - Douglas Ave.	45,586	36,082	32,541	32,752	33,385	36,547	40,382	37,598	7.40%	354,678	180,697	96.28%
#17 - Hubbell Ave.	22,772	18,955	16,831	17,641	17,583	18,935	20,287	16,541	22.65%	182,146	82,897	119.73%
#51 - Merle Hay Crosstown	2,611	1,987	1,904	2,248	2,307	2,506	3,522	0	0.00%	19,655	0	0.00%
#52 - Valley West/Jordan Creek	14,073	12,220	11,228	10,644	10,648	12,580	12,258	10,138	20.91%	117,255	48,711	140.72%
#60 - Ingersoll/University	35,040	28,983	26,354	31,034	31,934	34,152	36,758	32,401	13.45%	301,529	112,886	167.11%
#71 - Ankeny/Delaware**	0	0	0	0	0	0	0	0	0.00%	0	3,294	-100.00%
<b>Shuttle Routes:</b>												
Link Shuttle	857	676	871	1,008	1,037	1,118	1,003	1,023	-1.96%	8,762	11,014	-20.45%
Dline	18,585	14,886	12,612	13,142	12,507	14,423	14,605	18,429	-20.75%	169,788	169,970	-0.11%
Lincoln/McCombs	11,304	9,491	7,295	8,871	9,326	6,961	9,162	8,993	1.88%	77,047	79,092	-2.59%
<b>Express Routes:</b>												
#91 - Merle Hay Express	1,065	859	771	722	794	1,007	1,165	1,113	4.67%	9,220	9,716	-5.10%
#92 - Hickman Express	3,498	3,016	2,905	3,113	3,141	2,983	3,385	3,668	-7.72%	30,971	31,135	-0.53%
#93 - NW 86th Express	3,421	2,584	2,814	2,873	2,766	2,816	3,094	3,551	-12.87%	30,150	36,300	-16.94%
#94 - Westtown	1,338	1,144	1,114	1,064	1,018	1,214	1,139	1,311	-13.12%	11,696	14,276	-18.07%
#95 - Vista	2,089	1,830	1,615	1,930	2,013	2,150	2,202	2,000	10.10%	19,724	20,800	-5.17%
#96 - E.P. True	3,078	2,405	2,634	2,585	2,729	3,068	3,316	3,153	5.17%	27,993	27,731	0.94%
#98 - Ankeny	10,121	8,104	7,369	8,620	7,588	7,729	8,606	8,743	-1.57%	84,514	81,934	3.15%
#99 - Altoona	2,110	1,704	2,263	1,885	1,780	1,719	1,952	1,842	5.97%	18,524	19,664	-5.80%
<b>On-Call/Flex Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	234	167	160	253	181	199	267	204	30.88%	2,166	1,703	27.19%
On-Call: Des Moines	0	0	0	0	0	0	0	291	-100.00%	422	3,054	-86.18%
On-Call: Johnston/Grimes	531	415	417	502	383	334	315	611	-48.45%	4,404	5,971	-26.24%
#73 Flex: Urbandale/Windsor Heights	791	667	598	558	565	620	731	784	-6.76%	6,263	8,054	-22.24%
#72 Flex: West Des Moines/Clive	3,886	3,682	3,451	3,379	3,167	3,391	3,732	3,045	22.56%	33,298	21,345	56.00%
On-Call: REGIONAL	131	85	84	106	95	108	90	96	-6.25%	1,191	1,613	-26.16%
<b>DART Paratransit Ridership</b>	<b>12,700</b>	<b>10,658</b>	<b>11,307</b>	<b>11,090</b>	<b>10,708</b>	<b>11,487</b>	<b>12,266</b>	<b>12,511</b>	<b>-1.96%</b>	<b>116,050</b>	<b>116,665</b>	<b>-0.53%</b>
Bus/Van	11,879	9,888	10,584	10,426	10,103	10,802	11,440	11,863	-3.57%	108,863	111,361	-2.24%
Cab	821	770	723	664	605	685	826	648	27.47%	7,187	5,304	35.50%
<b>DART RideShare Ridership</b>	<b>23,660</b>	<b>19,066</b>	<b>18,922</b>	<b>21,658</b>	<b>19,574</b>	<b>20,064</b>	<b>20,590</b>	<b>23,780</b>	<b>-13.41%</b>	<b>206,758</b>	<b>218,156</b>	<b>-5.22%</b>
<b>TOTAL RIDERSHIP</b>	<b>466,824</b>	<b>379,569</b>	<b>347,213</b>	<b>363,552</b>	<b>361,343</b>	<b>376,797</b>	<b>412,532</b>	<b>390,873</b>	<b>5.54%</b>	<b>3,980,901</b>	<b>3,762,779</b>	<b>5.80%</b>

<b>10A: Operations Department</b>
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**Staff Resources:** Anthony Lafata, Chief Operating Officer

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**Transportation - Randy McKern, Manager**

- Attended APTA Bus and Paratransit Conference in Kansas City, Missouri May 3-7, 2014. The COO and I attended a General Assembly meeting that recognized three Operators for their years of safe driving. Forty-eight, 51 and 52 years of safe driving. Amazing! I also attended the Early Career Program Graduation for Matt Johnson, DART Operations Supervisor. We are all very proud of Matt's achievement.
- Fixed Route Safety Meeting was May 14, 2014. Radoslav Mrkajic was recognized for 15 years of safe driving, and Manuel Flores was recognized his 15 years of service.
- IPTA Professional Driver of the Year (2014): John Bartlett was selected as DART's IPTA Professional Driver of the Year.

**Maintenance - Scott Reed, Manager**

- The Maintenance Safety Meeting was held on May 15<sup>th</sup>, 2014. Main topic of this meeting was general shop safety. Other items covered were mileage updates on work orders and the upcoming DART Roadeo.
- I attended the Maintenance Monday at the APTA Bus and Paratransit Conference in Kansas City Missouri on May 5<sup>th</sup>. It was an excellent opportunity to meet with vendors and develop contacts with other transit agencies.
- The maintenance skills gap analysis is underway. All first shift technicians have completed the analysis and second shift is 50% complete. When all surveys are completed they will be sent to the Transportation Learning Center for analysis and training recommendations will be developed.
- The maintenance department is currently undergoing the process to re-think our preventive maintenance program. We're working on developing a proactive process that will reduce operating costs and road calls.

**Paratransit - Georgia Parkey, Manager**

- At the Paratransit Safety meeting on May 13<sup>th</sup> we talked about pedestrian crossings, distracted driving, and the different markings for bike lanes around the area and what those markings mean.
- Polk County Senior Fest was held on May 21<sup>st</sup> at the State Fair Grounds, Varied Industries Building. We transported seniors from all around the area to the Fairgrounds for a box lunch and activities. Fun was had by all.
- Ken Murphy was chosen as the Paratransit 2014 IPTA Professional Driver of the Year.

**MONTHLY REPORT**  
**10A: Operations Department**



**Training – Mike Kaiser, Interim**

- Fixed Route graduated three operators from training and placed actively in service. There is an additional five operators currently in the cadet phase. Expected graduation date is June 13<sup>th</sup>.
- Paratransit has four operators in process of obtaining their licenses, with the next training group to begin May 27, 2014.
- Preparations for the DART Rodeo are in full swing with a big thank you to Elena Baas, Carl Saxon and Matt Pitstick for helping organize the event. The annual event will be held June 7, 2014 at Southridge Mall.

**Facilities – Matt Pitstick, Manager**

- The Facilities Section is conducting an aggressive spring cleanup. We have landscaping projects at 1100 and mulching planters at DCS. We have pressure washed the platforms at DCS.
- We are painting the main hall at 1100 and have begun prep of the maintenance shop walls. We have procured replacement LED lights for the Paratransit barn and have begun replacement of lights in the old bus barn.
- The money room and barn portal projects are under contract. The fuel distribution project is out to bid. The boiler replacement project at 1100 is in design, projecting August construction.

**Service Management - Mike Kaiser, Manager**

- Service staff has been working to keep ahead of the route changes brought about by the many events being held throughout our service areas.
- Meetings between service Management personnel and customer service agents have been conducted to better communicate Detour changes to our customers in a more timely and understandable format.

## 10B: Marketing, Communications, Customer Service and RideShare Departments

**Staff Resources:** Kirstin Baer-Harding, Marketing Director  
Gunnar Olson, Public Affairs Manager  
PJ Sass, Customer Service and RideShare Manager

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### **Marketing Updates:**

- Staff coordinated with Paratransit and Customer Service and attended the Polk County Senior Expo on Wednesday, May 21. Thanks to Customer Service staff, Alyson Reimer, for assisting at the event. Staff was available for questions and a bus was on hand for assisting everyone with how to ride questions.
- Staff presented the website design at the May TRAC and received positive feedback on the site redesign. Staff is wrapping up the final details and integration of products into the site. The new site is scheduled to launch in second quarter of 2014.
- Staff coordinated with Beth Hicks and the Bike Collective on a Bike, Bus and Car Challenge on Friday, May 30. The event kicked off at 42<sup>nd</sup> & Ingersoll Ave and ended at the Downtown Central Library with refreshments hosted by DART. A special thanks to Commissioner Christine Hensley for participating in the event.
- Final preparations are wrapping up for the upcoming schedule change on June 8. Minor adjustments will be made to 6 routes. Communications have been sent out to customers via hang tags in the buses, emails, and information has been posted to the website along with the new schedules.
- Staff is coordinating with Operations on materials for the DART Rodeo on Saturday, June 7 and the final preparations are being made.
- Staff is coordinating with the Des Moines Symphony on extending the D-Line service until 11:00 p.m. for Yankee Doodle Pops on Thursday, July 3. Materials are being finalized and will be distributed in the next couple of weeks.
- Staff continues working with Trapeze on product development for the upcoming technology deployment which includes MyDART Phones, Real Time Map and MyDART Alerts (TransitNow).
- Staff has been coordinating with Human Resources on developing a hiring marketing campaign for immediate needs and ongoing efforts. Marketing efforts include bus advertising, newspaper ads, radio and mobile advertising.
- Staff continues working on building DART brand with new Ride for a Reason advertising material. Exterior bus boards, interior signage and shelters ads will begin being installed this month.

### **Advertising Program:**

#### *New May Advertiser*

- DMOTC Training Club
- Juneteenth

## MONTHLY REPORT

### 10B: Marketing and Communications, Customer Service and RideShare



#### **Communication Updates – Gunnar Olson:**

- Staff participated in the Greater Des Moines Partnership's annual trip to Washington DC. DART jointly sponsored one of the trip's lunches, and showed a short video that was well received by the audience. Staff supported General Manager Elizabeth Presutti with a presentation and talking points for a discussion on regional priorities with staff members of Iowa's congressional delegation. Staff also joined a group of DART Commissioners on a meeting with FTA staff members.
- Staff has been part of discussions with the Urban Land Institute of Iowa about potentially holding a conference this summer on multimodal transportation.
- Staff organized and led the year's third Transit Riders Advisory Committee meeting. Topics included fare policy, the launch of real-time location information of DART buses, and the opening of DART schedule and real-time location data to third-party app developers.
- Staff joined Customer Service Manager PJ Sass and Chief Financial Officer Jamie Schug in additional meetings with social service providers to discuss fare policy. These meetings have helped inform that draft fare policy being presented to the DART Commission.
- Staff participated in a panel of staff members reviewing requests for proposal from prospective on-call planning consultant firms.

#### **Customer Service Report – PJ Sass:**

##### *April Employer and Group Presentations:*

- Principal Orientation (4 visits)
- VA Hospital Grab & Go Information
- DART How to Ride Training (5 attendees)

##### *April Website Communication and Messages*

Completed/Answered = 32

Bus Stop/Shelter Request = 0

Contact/Feedback Form = 39

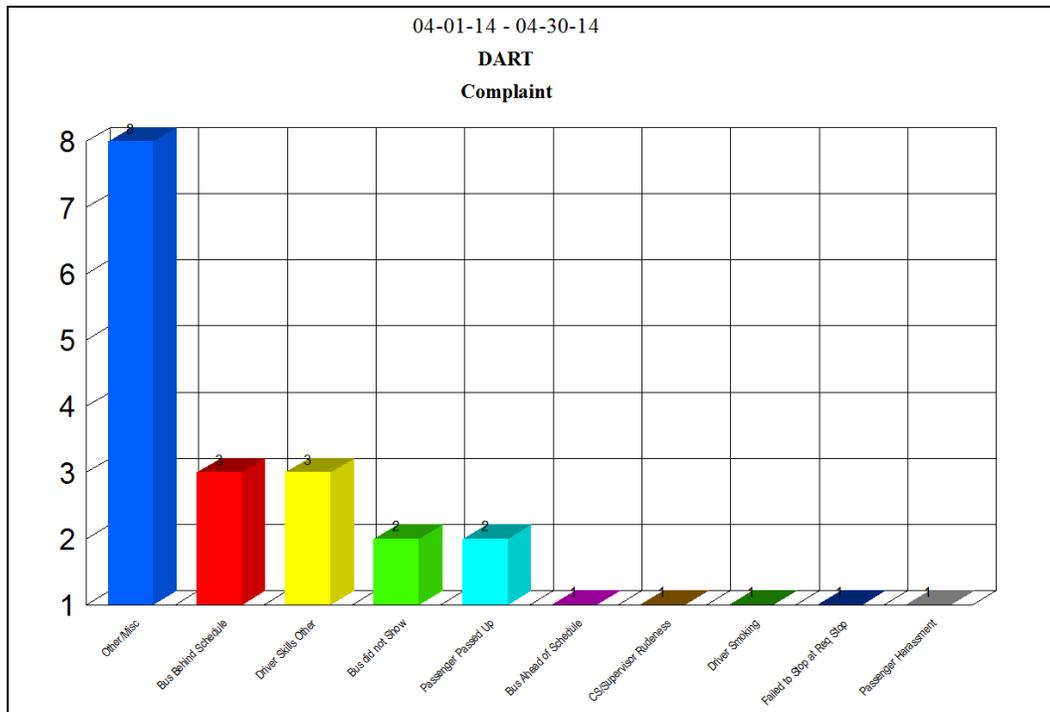
Customer Service Request = 24

Other/Misc. = 11

Voicemails = 60 (19 of which required a response)

##### *Total Calls for April 2014*

- Schedule Information – 11,598
- Spanish Line – 118
- Receptionist – 583
- RideShare – 369



- The top five comments for April were: Other Misc., Bus Behind Schedule, Driver Skills Other, Bus did not Show, Passenger Passed Up.
- In summary we had 102 complaints, 17 commendations and 18 suggestions. Out of the 102 complaints none are still being investigated, 23 complaints were founded which is about 22% of the total completed complaints for the month of April 2014.

*Travel Training*

- Travel Training class on May 15, 2014 was cancelled due to no participation. The next class is June 17<sup>th</sup> currently we have 7 people signed up.

**RideShare - Jennifer Long:**

*April 2014*

- Staff set up a display at the VA Central Iowa Healthcare main entrance on April 10 from 11:00a to 1:00p.
- Staff inspected 86 vans.
- Staff delivered spring special flyers and trial ride coupons to all vanpools.

**Staff Commendations:**

DART had several comments in April recognizing DART staff:

- My name is Andy; I came across your number so I wanted to give you a call first. I just saw something really cool with one of your drivers driving along SE. The bus driver got out of the bus and was helping this proverbial little old lady. He was holding her hand and helping her

## MONTHLY REPORT

### 10B: Marketing and Communications, Customer Service and RideShare



walk, it touches my heart to see. I don't know who the bus driver is, but I was just impressed he would do that. It's a reflection on how well we do.

- I am so glad to get the report (DART Annual Report), and so grateful for the ways DART has been and continues to improve our public transportation experience. I love the new Central Station building and its location, the increase in service on some routes, and the Ingersoll/University loop, to start with. I also really enjoyed the day you invited us to thank the bus drivers and even provided those little cards to print and give out. My rides were early ones that morning, and it was so delightful to see the looks on the drivers' faces as I thanked them for driving DART and handed them the little card. I hope by the end of that day they were really feeling appreciated by many riders. I also want to say how much I have appreciated the public meetings you've held, giving people worried about the changes the chance to ask questions and clarify confusions. In every case, the representatives at the meetings I have attended have done a terrific job of rider-friendly communicating.
- This caller first talked to Mike Chapman who directed him to us but first to verify the driver was Missy... Caller said he got out of his car and went in somewhere. When he got back to his car there was a note with a number for him to call if he was missing something. He dropped his wallet when he got out of the car. Missy stopped the bus, went and picked it up, and left the note. Great job Missy!
- No complaints, just excellent customer skills. 5 Stars for Priscilla Giron. She took time to give customer exact directions and times for her to get where she needed to be. Great Job. Thanks!
- Caller said that we need to give Kudos to the drivers. She said that while all this detours are happening all the drivers are in good spirits. They have been more that courteous and even funny. They are DOING A GREAT JOB AND I COULD NOT HAVE COPE WITH THE CHANGES AS FAST AS THEY DID AND NOT GO CRAZY. SHE AID SHE WANTS THE BIG HONCHOS TO KNOW. APPLAUSE TO THE DRIVER ON MY BEHALF.

<b>10C:</b>	<b>Planning Department</b>
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**Staff Resource:** Jim Tishim – Planning Director

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**Transit Master AVL/RTIS & Trip Planner Update:**

- INFO-IVR System (Integrated Voice Response): Program adjustments were submitted to Trapeze for changes. Staff is currently testing the Schedule Information and all system functions.
- Real-Time Map: Staff has been testing the program. The problem with predicting arrival and departure times accurately through DART Central Station has been fixed. Additional problems have now surfaced regarding route interlining at DART Central Station. Trapeze has forwarded the items to Development.
- TransitMaster Public Announcement (PA) System Updated: Staff has tested the new implementation and found it working properly. The IT Department is in the process of downloading the changes to all the buses.
- Real-Time Implementation: A select group of DART staff started meeting to begin the planning process for the roll-out of Real-Time information.

**Planning Department Projects:**

- Altoona Prairie Crossing Outlet Mall Development: The Planning Department scheduled a meeting on May 27 with the City of Altoona and the development group, Heart of America Group, to discuss incorporating a DART staging area in their design.
- Metropolitan Planning Organization (MPO) Long-Range Transportation Plan 2050: Every five years the MPO updates the regional Long-Range Transportation Plan (LRTP). All members are to submit all their planning projects to the MPO for implementation into the LRTP. This update required planning all the way out to 2050. DART submitted our plans by the May 23, 2014 deadline.
- Ames to Des Moines Transportation Corridor Study: The consultants on the Ames to Des Moines Transportation Corridor Study, Olsson Associates, provided DART with the next installment to the report, Chapter 3 - Concept Evaluation for our review. DART reviewed the document and provided suggested changes.
- June 8, 2014 Service: The Planning Department completed the service changes that will go into effect on June 8. The Bus Operator General Bid of all the work was posted on May 20. The changes include the removal of all Des Moines Public School services for the summer months, minor service adjustments, the addition of Iowa State Fair services and service adjustments for the Yankee Doodle Pops Concert on July 3.
- Iowa State Fair Service Planning: The Planning Department has built the new Iowa State Fair services and the change in route design into the Trapeze FX scheduling program. The service will be implemented for the bus operators to bid their work with the June 8, 2014 service changes.

**MONTHLY REPORT**  
**10C: Planning Department**



- **Des Moines Public School 2014-2015 Contract:** The Des Moines Public Schools service contract was approved by the Des Moines School Board on May 20. The contract included a 2.2% overall cost increase and the provision for the implementation of two-hour late starts at a cost of \$3,000 per occurrence. The Des Moines Public School 2014-2015 Contract will be presented as a Consent Item at the June 3, 2014 DART Commission Meeting.
- **West Des Moines Bus Benches:** DART Transit Planner Ethan Standard, worked with the City of West Des Moines on locations for new bus benches that West Des Moines will purchase and install. Eight locations were approved, mainly based on ridership levels.
- **Bus Rapid Transit (BRT) Project:** The Planning Department is working with the Federal Transit Administration (FTA) and our consultants; HNTB on ridership forecasting, and Substance Architecture on the Architectural Historic Survey, which are required for the FTA New Starts approval process.

HNTB was approved and trained by the FTA on their new ridership forecasting model called STOPS (Simplified Trip-On-Project Software). The model has been tested and is being calibrated for the BRT project. Planning assigned buses with Automatic Passenger Counters (APC) on the #60 University/Ingersoll Loop, #3 University Ave and #11 Valley Junction/Ingersoll routes for the entire month of May to gather ridership data by bus stop. This should provide suitable ridership numbers to place into the STOPS ridership forecasting model.

Substance Architecture completed the Architectural Historic Survey, which was submitted to the FTA on May 28, 2014. As this project proposes the use of federal funding, it is considered a Federal undertaking subject to the National Historic Preservation Act (NHPA) Section 106 review. The Architectural Historic Survey identifies properties that have or may have architectural or historic significance within the Area of Potential Effect (APE) of approximately 100 feet of either side of the BRT route #60 University/Ingersoll Loop. The APE will take into account direct and indirect effects, including visual effects related to the historic properties.

- **On-Call Planning Request for Proposal (RFP):** Interviews for the six companies that submitted proposals for the On-Call Planning RFP were held May 20-22. The evaluation and selection process will be completed by the end of May.

<b>10D:</b>	<b>Procurement Department</b>
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**Staff Resources:** Mike Tiedens, Procurement Manager

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### **Procurements in Process:**

**DART Central Station Floor Epoxy** – *The floor in the lobby at DART Central Station shows wear and damage from foot traffic, winter salt and water drippings. Work will consist of grinding existing floor, applying Tnemec product and applying topcoat.*

- Request for Quotes was sent out on May 20, 2014.
- Lowest bid was by Speck USA in the amount of \$17,589 for main lobby and Security Office.
- Work will proceed week of June 19, 2014.

**DART Applicant Tracking Software** – *Automating the process of prospective employees applying for open positions. System will also allow for easy data retrieval, tracking, and reporting.*

- Request for Proposal (RFP) will be released the week of June 8, 2014.
- Proposals will be due during the week of June 30, 2014 (approximate timeline).

**Boiler Replacement Project** – *Demolition of existing boilers, gas trains and pumps. Installation of new boilers, pumps, gas and heating water piping connections, and associated valving at 1100 DART Way.*

- Invitation For Bid (IFB) will be released on June 2, 2014.
- Bids will be due on June 20, 2014
- Staff intends to present their recommendation to the Commission for approval in July 2014.

### **Contracts and Task Orders Approved in May:**

#### **Substance Architecture, Architecture & Engineering Task Order Contract**

- Route 60 Historical and Environmental Analysis – *Review and Analysis for the Route 60 Project to identify potential environmental constraints and to estimate the potential impact of the proposed project.*
  - Task Order was approved on May 30, 2014 for the amount of \$64,696.

### **Updates and Corrections:**

At the May 2014 DART Commission Meeting, it was announced in error that the winning bid for the Bus Barn Portal Construction Project was \$504,200 by Edge Commercial Construction. The actual submitted bid by Edge Commercial Construction was \$427,000. Edge Commercial Construction was the lowest responsive, responsible bidder and the award was based on their actual bid submitted, not the bid reported erroneously.

**MONTHLY REPORT**  
**10D: Procurement Department**



**Upcoming Procurements:**

- Drug and Alcohol Testing Services
- Taxi Cab Services
- Banking Services
- Advertising Services
- Employee Benefit Broker Services
- Heavy Duty Bus Manufacturer
- Remanufactured Articulated Bus Manufacturer
- Video Surveillance / Cameras for Buses

## MONTHLY REPORT



<b>10E:</b>	<b>General Manager</b>
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**Staff Resource:** Elizabeth Presutti, General Manager

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- **Greater Des Moines Partnership Trip, Washington D.C.** – DART sponsored the Thursday Lunch in Washington DC in conjunction with the Des Moines MPO. A video was prepared for the lunch which was well received by the participants. I presented the BRT project to Congressional Staff during the featured priorities presentation. In addition, several commissioners along with Todd Ashby from the MPO and Federal Advocates met with executive staff from the FTA to discuss current FTA initiatives.
- **2014 United Way Campaign** – I have volunteered to serve as co-chair for the government sector portion of the United Way campaign along with Jeff Fiegenschuh, Windsor Heights City Administrator. I am looking forward to representing DART in this capacity.



# FUTURE DART COMMISSION ITEMS

## JUNE 3, 2014

<b>July 1, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Bus Cameras</li> <li>- Drug and Alcohol Testing</li> <li>- Fare Policy Recommendation</li> <li>- DART Commission Conflict of Interest Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Advertising Policy</li> </ul>
<b>August 5, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<b>September 2, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Taxi Cab Contract</li> <li>- Banking Services</li> <li>- Bus Advertising Contract</li> <li>- FY 2015 State Application &amp; PTIG</li> <li>- Advertising Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Open Records Policy</li> <li>- Records Retention Policy</li> <li>- Financial Policies</li> </ul>
<b>October 7, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- RideShare Van Contract</li> <li>- Remanufactured Articulated Bus Contract</li> <li>- Financial Policies</li> </ul>	<ul style="list-style-type: none"> <li>- FY 2016 Budget</li> </ul>
<b>November 4, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Benefits Administration Services</li> <li>- Insurance Broker Services</li> </ul>	<ul style="list-style-type: none"> <li>- FY 2016 Budget</li> </ul>
<b>December 2, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
	<ul style="list-style-type: none"> <li>- FY 2016 Budget</li> </ul>

### Key Meetings/Dates:

- June 12-13: International Practicum on Innovative Transit Funding & Financing, Montreal, QC
- June 18-21, 2014: Iowa Public Transit Association Annual Meeting and State Bus Roadeo, Davenport, IA
- October 8-10, 2014: American Bus Benchmarking Group Annual Meeting, Austin, TX
- October 12-15, 2014: APTA Annual Meeting & EXPO, Houston, TX

### Other Future Items:

- 5-Year Heavy Duty Bus Contract (February 2015)

## COMMISSIONER ITEM



<b>12A: FY 2015 DART Commission Officer Election</b>
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**Staff Resource:** Elizabeth Presutti, General Manager

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**Rules Governing Commission Officer Elections:**

- The three officers of the Commission are Chair, Vice Chair and Secretary/Treasurer.
- Each officer must be from a different member community.
- Each officer is elected to serve until the next annual meeting or until his or her successor has been duly elected.
- Officers may serve multiple terms if so elected.
- Commission alternates are not eligible to serve as officers.
- The Nominating Committee shall offer nominations for each office at the annual meeting.
- Nominations for each office shall also be accepted from any Commissioner present at the annual meeting.
- All nominees, including those offered by the Nominating Committee, must receive a second in order to be considered a candidate and voted on for office.

**Nominations Received and Seconded:**

- The Nominating Committee, which consisted of Commissioners Conkling, Hensley and Connolly, have nominated the following Commissioners as officers for FY 2015:
  - Chair -- Steve Van Oort
  - Vice Chair -- Steve Peterson
  - Secretary/Treasurer -- Bob Mahaffey
- Nominations shall also be accepted from the Commissioners present at the annual meeting.
- Once all nominations have been received, the Commission Chair will ask for the nominations to be seconded.

**Vote:**

- The Commissioners present at the annual meeting shall vote on each officer position.
- The newly elected officers will assume their roles at the July 2014 Commission meeting.

## CLOSED SESSION



<b>14:</b>	<b>Closed Session – To Discuss Strategy with Counsel</b>
<b>Action:</b>	<b>The Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subparagraph C of the Iowa Code.</b>
	<b>Action may be taken regarding the closed session discussion once the closed session is adjourned.</b>

**Staff Resource:** Elizabeth Presutti, General Manager

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### **Background:**

- In order to adjourn for a closed session, an affirmative vote must be taken of the Commission of either two-thirds of the commission or all of the members present at the meeting.

### **Procedures for Closed Session at Commission Meetings:**

1. The Chairman asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with following language:  
“I move that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session to discuss strategy with council in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
3. Motion is seconded.
4. Roll Call Vote is taken.
5. All visitors leave the room.
6. A special tape must be recorded and kept by the commission clerk for a period of one year of the closed session.
7. No action may be taken in a closed session.
8. The Chair will adjourn the closed session when discussion is over.
9. **The Chair will state for the record that no action was taken during the closed session.**
10. Action may be taken at this time on any discussion made in the closed session.