



**NOTICE OF COMMISSION MEETING AND AGENDA**  
**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**  
**DART MULTIMODAL ROOM, 620 CHERRY STREET**  
**MAY 2, 2017 – 12:00 PM**

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	Page #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF MAY 2, 2017 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. CONSENT ITEMS	
A. Commission Meeting Minutes – April 4, 2017	2
7. ACTION ITEMS	
A. Bus Shelter Installation Services Award	6
B. Custodial Contracting	8
C. FY 2018 – 2027 DART Capital Plan	10
D. Adobe Sign for Accounts Payable	56
E. March 2017 Financials	57
8. DISCUSSION ITEMS	
A. Quarterly Investment Report	59
B. Records Retention Policy	60
C. Quarterly Safety Report	61
D. Performance Report – March 2017	63
9. DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)	
A. Operations	65
B. Engagement	66
C. Procurement	69
D. Chief Executive Officer	70
10. FUTURE AGENDA ITEMS	71
11. COMMISSIONER ITEMS	
12. NEXT MEETING: Regular and Annual DART Meeting <b>Tuesday, June 6, 2017 – 12:00</b>	
13. ADJOURN	

*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  
APRIL 4, 2017**



**ROLL CALL**

Commissioners Present: Tom Gayman, Chris Hensley, Gaye Johnson, Gary Lorenz, Skip Moore, Joann Muldoon and Steve Peterson

Commissioners Absent: Angela Connolly and Skip Conkling

Alternates Present: Jon Woods and Mark Wandro

**CALL TO ORDER**

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

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Chair, Tom Gayman requested a motion to approve the agenda as presented.

It was moved by Mr. Peterson and seconded by Mr. Woods to approve the April 4, 2017 Agenda as presented. The motion carried unanimously.

**TRANSIT RIDERS ADVISORY COMMITTEE UPDATE**

Mark Hutchens, Vice Chair of the Transit Riders Advisory Committee, gave an update from the TRAC Meeting on March 4, 2017.

**PUBLIC COMMENT**

No comments.

**CONSENT ITEMS**

7A – Commission Meeting Minutes – March 7, 2017

7B – FY2018 State Grant Application

It was moved by Ms. Hensley and seconded by Mr. Peterson to approve the consent items as presented. The motion carried unanimously.



**ACTION ITEMS**

8A – Rideshare Minivan Purchase

Mike Tiedens, Purchasing Manager, presented the Rideshare Minivan Purchase to the Commission. The DART Commission approved a contract to purchase eight Toyota Sienna Minivans. The vans will replace eight vans currently in the fleet but older than their useful life. The vans will help meet the needs of new RideShare business contracts.

It was moved by Mr. Peterson and seconded by Mr. Wandro to approve the Rideshare Minivan Purchase. The motion carried unanimously.

8B – February 2017 Financials

Amber Dakan, Finance Manager, gave a presentation on the February FY 2017 Financials. Fixed Route Operating Revenue is 1.28 % above budget levels. Contracted Services and Unlimited Access are both contributing to the higher performance levels. Fixed Route Expenses are 4.81 below budget projections year to date. Fixed Route Non-Operating Revenue is 0.68% above budget levels. Paratransit Operating Revenue is 20.59% lower than budget expectations. Contracted trips continue to be below budget levels. Paratransit Expenses are currently showing 18.6% budget savings. Many categories are continuing to show savings including Fuel & Lubricants, Salaries, Wages & Fringes, and Equipment Repair Parts. Paratransit Non-Operating Revenue is 0.45% above budget. Rideshare Revenue is below budget by 23.52%. The revenue for Rideshare continues to cover expenses. Rideshare Expenses are below budget by 24.60%. Many categories are showing budget saving within this division and in alignment with the lower levels of revenue received versus budget.

It was moved by Mr. Peterson and seconded by Mr. Woods to approve the February 2017 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

9A – DART BCycle Partnership

Amanda Wanke, Chief Engagement and Communications Officer at DART, and Jeremy Lewis and Carl Voss of the Des Moines Bicycle Collective, shared details on a new partnership and grant that will create six additional BCycle stations in Des Moines. Four stations will include DART bus shelters and all will be funded through a Transportation Alternatives Program Grant through the Des Moines Area MPO. DART will be purchasing the stations as part of the grant. DART has partnered with the Des Moines Bicycle Collective in the past for a BCycle station at DART Central Station, to train people on DART's Bike & Ride program and to promote Bike Month.

9B – Safety Management System (SMS) Requirements

Tim Sanderson, Chief Operating Officer, reviewed the Safety Management System (SMS) Requirements with the Commission. DART has begun implementing its Safety Management System (SMS). SMS is a formal, top-down, organizational, data-driven approach to manage safety risk and assure the effectiveness of safety mitigations through the implementation of four main components:

- o Safety management policy
- o Safety risk management

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – APRIL 4, 2017**



- o Safety assurance
- o Safety promotion

DART staff is already incorporating SMS into the workplace by establishing an agency-wide staff safety committee and conducting regular safety meetings for operations staff.

9C – Performance Report – February 2017

Elizabeth Presutti, Chief Executive Officer, reviewed the Performance Report for February 2017. Ridership was down from last year at this time, as there was one less day in February from last year. Currently DART is down three percent overall. The use of bike racks on buses is up 10%, and DART is seeing a reduction in customer complaints for FY2017.

**MONTHLY REPORTS**

11A – Operations

Tim Sanderson, Chief Operating Officer, gave several updates in the operations area, including an update on the paratransit software implementation. This process went live two weeks ago and is going very well. Tim also gave an update on a 13 (c) challenge from the Amalgamated Transit Union as a result of the changes to the collective bargaining. Staff is continuing to work through the issue.

11B – Engagement

No update.

11C – Procurement

Mike Tiedens, Purchasing Manager, gave an update on Adobe E-Signature implementation. DART currently has the software, so there is no added cost for this. DART will save one-to-two days in processing internal signatures and five-to-ten days for external signatures. This will save \$1,000 annually on printing and postage.

11D - Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer, gave an update on the DART Governance Task Force meetings that occurred on March 24 and 31, 2017. The next meeting is scheduled for April 21, 2017. A presentation on the recommendations will be given to the Commission in early May.

**FUTURE AGENDA ITEMS**

No update.

**COMMISSIONER ITEMS**

There was discussion about the upcoming Greater Des Moines Partnership DC trip. Elizabeth will get dates to the Commissioners when the meetings are scheduled during this trip.

**OTHER – COMMUNICATIONS**

None.

DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – APRIL 4, 2017



**FUTURE 2017 MEETING DATES:**

May 2, June 6, July 11, August 1, September 1, October 3, November 7 and December 5.

A motion by Mr. Peterson and second by Ms. Muldoon to adjourn the regular Commission Meeting was made at 1:15 pm. The motion carried unanimously.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**\*\*\*OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

The next regular DART monthly Commission Meeting has been scheduled for May 2, 2017 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



## ACTION ITEM



**7A: Bus Shelter Installation Services Contract**

**Action:** Approve two (2) On-Call Installation Services Contracts for a two years and three (3) one (1) year options with a Not to Exceed Amount of \$600,000 across all contractors. The individual contracts will be with A & B Contracting and Woodruff Construction.

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

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### Background:

- DART is preparing to install up to 50 (fifty) new bus shelters over the next five years. All new shelters will be replacements of old ones that have met their useful life or are new shelters at newly identified locations.
- The purchase and installation of bus shelters are accounted and budgeted for in DART's Capital Plan.
- Installation typically includes pouring a cement pad, erecting the shelter, and connecting power.
- Shelters will have AC power where available and solar power as an alternative.
- Shelters will potentially have a variety of the following features:
  - Advertising panels
  - Local artwork
  - B-Cycle Bikeshare stations
- Project concept is to award multiple contractors to expedite the process of installation (and demo if needed).

### Procurement:

- DART conducted a Request for Proposals for the Bus Shelter Installation Services project. The RFP was published on March 22, 2017 and proposals were due on April 14, 2017.
- Two proposals were received and both proposers were deemed responsive. The proposers were:
  - A&B Contracting, LLC.
    - Based out of Des Moines, IA and has 42 years of concrete construction and project management experience
    - Previous transit construction experience with DART
  - Woodruff Construction, LLC.
    - Based out of Ames, IA and have been in business for 61 years
    - Previous transit construction experience with DART and CyRide
- Average cost to install 1 shelter = \$12,600.00
- Other optional services include additional sidewalk, right of way restoration, etc.



## **ACTION ITEM**

### **7A: Bus Shelter Installation Services Contract**

#### **Scoring:**

- The scoring is as follows (on a 5 Point Scale)
  - Woodruff Construction, LLC = 3.2875
  - A & B Contracting = 2.875
  - Both proposers are deemed responsible

#### **Funding:**

- Budgeted capital funds and the corresponding DART local match.

#### **Recommendation:**

- Approval of a contract with A&B Contracting LLC and Woodruff Construction LLC for Bus Shelter Installation Services. Each contract will be for 2 years with 3 X 1 year options and the total Not to Exceed will be \$600,000.



## ACTION ITEM



**7B: Custodial Contracting**

**Action: Approve the Custodial Contracting Plan for 1100 DART Way**

**Staff Resource:** *Tim Sanderson, Chief Operating Officer*

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### Background:

- As part of the overall FTA Voluntary Safety Review completed in late 2016, recommendations were made to increase staffing capacity in three areas.
  - Safety and Training Specialist
  - Facilities Maintenance Personnel
  - Additional Planning Staff
- In order to address these recommendations, an organizational review was completed in order to identify possible opportunities for the reallocation of resources.
- A reallocation of resources opportunity was identified in the area of custodial services
- Custodial services at 1100 DART Way are performed by DART employees while custodial services at DART Central Station are contracted out.
- Direct custodial staff at 1100 DART Way:
  - 2 FTE
  - Represented by ATU
- Recommendation is to shift from directly employing to contracting out for all locations.
- Our current agreement with ATU does not prohibit this practice and although Legal Counsel has advised that a direct lay off is permissible, DART believes that the custodial staff can be reallocated to comparable vacant positions.
- From an organizational perspective, we believe that as custodial work is not a core DART function, this change can occur with minimal impact.
- To meet the FTA Voluntary Safety Review Recommendation #1 as well as the additional safety requirements being prescribed by FTA, one of the FTE's could be reallocated to the Safety department.
  - **Recommendation #1:** Consider creating an additional position within Safety and Training to help address all the safety and training needs that an organization the size of DART encounters. This new position could serve as a safety and training specialist that would support work on a variety of safety initiatives, including implementing SMS. This position would also allow for redundancy in operations training and on-board operator performance monitoring and route follow-up after training is completed and operators are placed into revenue service. In addition, this position could



**ACTION ITEM**

**7B: Custodial Contracting**

support needs that were identified by the review team regarding supervisory training and operations and training documentation (See Section 1.6 Training).

- o Other staffing recommendations in Planning and Building and Grounds were made as part of the Voluntary Safety Review but are not being requested as part of this proposal.
- The cost savings from this shift will cover the majority of the cost of the new position. The remaining cost can be absorbed in the DART Operating Budget.

Item	Savings	Expenditure
Removal of Custodial Staff from Payroll	\$91,500	
Savings from Maintenance Management restructuring	\$9,100	
Savings from cleaning supplies	\$2,500	
Estimated cost for contracted custodial service		\$47,000
Implementation of Safety Position		\$60,000
Total	\$103,100	\$107,000
<b>Net Cost Safety Position</b>		<b>\$3,900</b>

- Staff has had preliminary conversations with the ATU at our April Labor Management meeting that we are considering the contracting out of custodial services.
- If approved, notice will be given shortly after to the ATU, with the position reallocation occurring in September 2017.

**Action:**

- Approve the resource reallocation plan of custodial services at 1100 DART Way as per the above plan.



## ACTION ITEM



**7C:** FY2018 – FY2027 DART Capital Improvement Plan

**Action:** Adopt the Proposed Capital Improvement Plan for FY2018-FY2027.

**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.

### Plan Highlights for FY2018:

- The projects programmed for the first year of the plan are as follows:
  - Continue the bus lease for twenty 40-foot heavy-duty vehicles from FY2015.
  - Purchase seven 40-foot heavy-duty vehicles to replace 2002/2003 models.
  - Purchase 19 passenger vans to replace 2010 ADA and 2014 non-ADA models.
  - Renovate the DART Way Facility parts area.
  - Replace the air handler in the transmission shop
  - Replace the maintenance building controls.
  - Replace five gate motors at DART Way.
  - Replace deteriorating concrete at the DART Way Facility.
  - Purchase a lubrication system for the shop.
  - Purchase shop and support equipment.
  - Purchase one administrative vehicle to replace a 2009 model.
  - Purchase computer equipment and software.
  - Replace the call center/phone system.
  - Purchase and install bus shelters.

### Recommendation:

- Approve the adoption of the FY2018 – FY2027 Capital Improvement Plan as presented.



**Des Moines Area Regional Transit Authority**  
**FY2018 - 2027**  
**Capital Improvement Plan**

**April 2017**



The Des Moines Area Regional Transit Authority's Capital Improvement Program (CIP) is a 10-year



framework that provides direction and guidance for the agency to satisfy regional transportation demands through capital investments. DART's capital projects vary in terms of size, cost, and benefits. Some of the projects maintain existing transportation systems, while others support the expansion of services outlined in the DART Forward Plan. Annual revisions of the CIP consider

new projects and reflect changes in strategic priorities. The underlying strategy of the CIP is to support DART's mission of enriching lives, connecting communities, and expanding opportunities for all Central Iowa residents.



TABLE OF CONTENTS:

*Capital Planning Process*..... 3

*Capital Funding Priorities* ..... 4

*Project Classifications* ..... 5

*Funding Sources* ..... 6

*Ten-Year Costs and Funding Summary* ..... 7-9

*Project Details* ..... 11

*Rolling Stock (Fleet)*..... 12

*Heavy-Duty Vehicles* ..... 13-16

*Medium & Light-Duty Vehicles* ..... 17-20

*Passenger Vans* ..... 21-22

*Facilities* ..... 23-24

*Support Equipment* ..... 25-26

*Technology* ..... 27

*Passenger Amenities* ..... 28

*Development* ..... 29

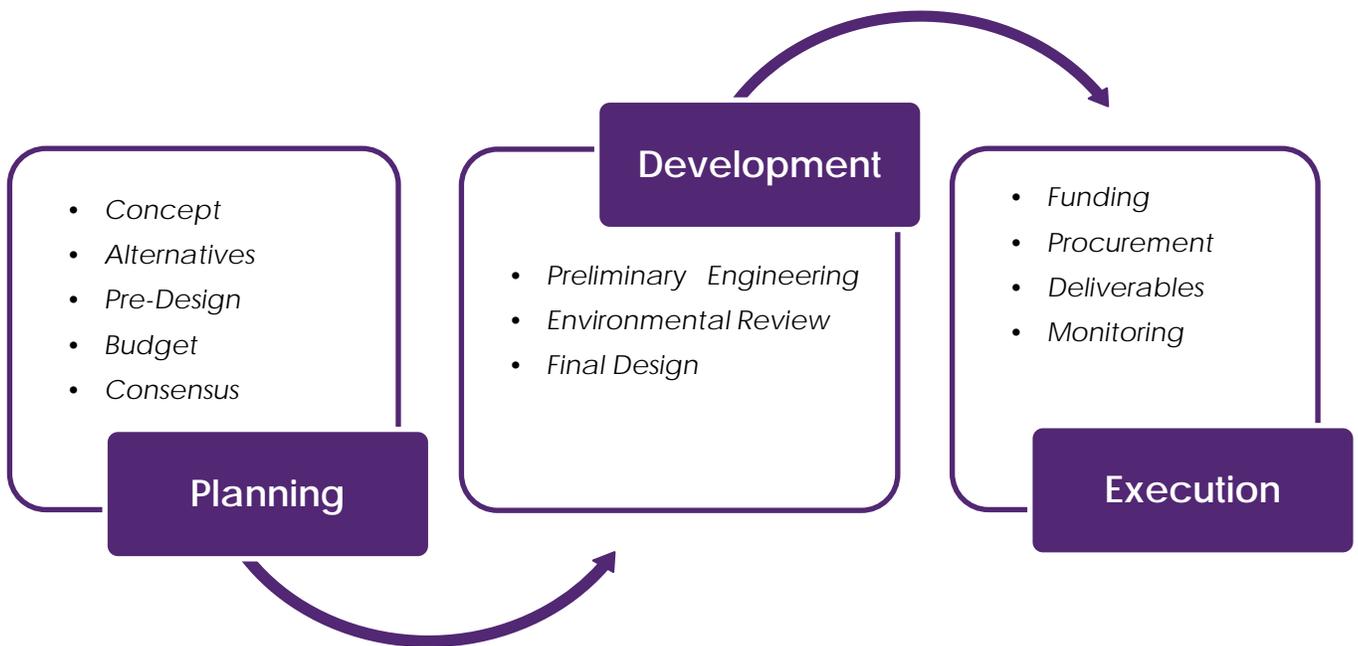
*Operations* ..... 30-31

*Appendix* ..... 33



### CAPITAL PLANNING PROCESS

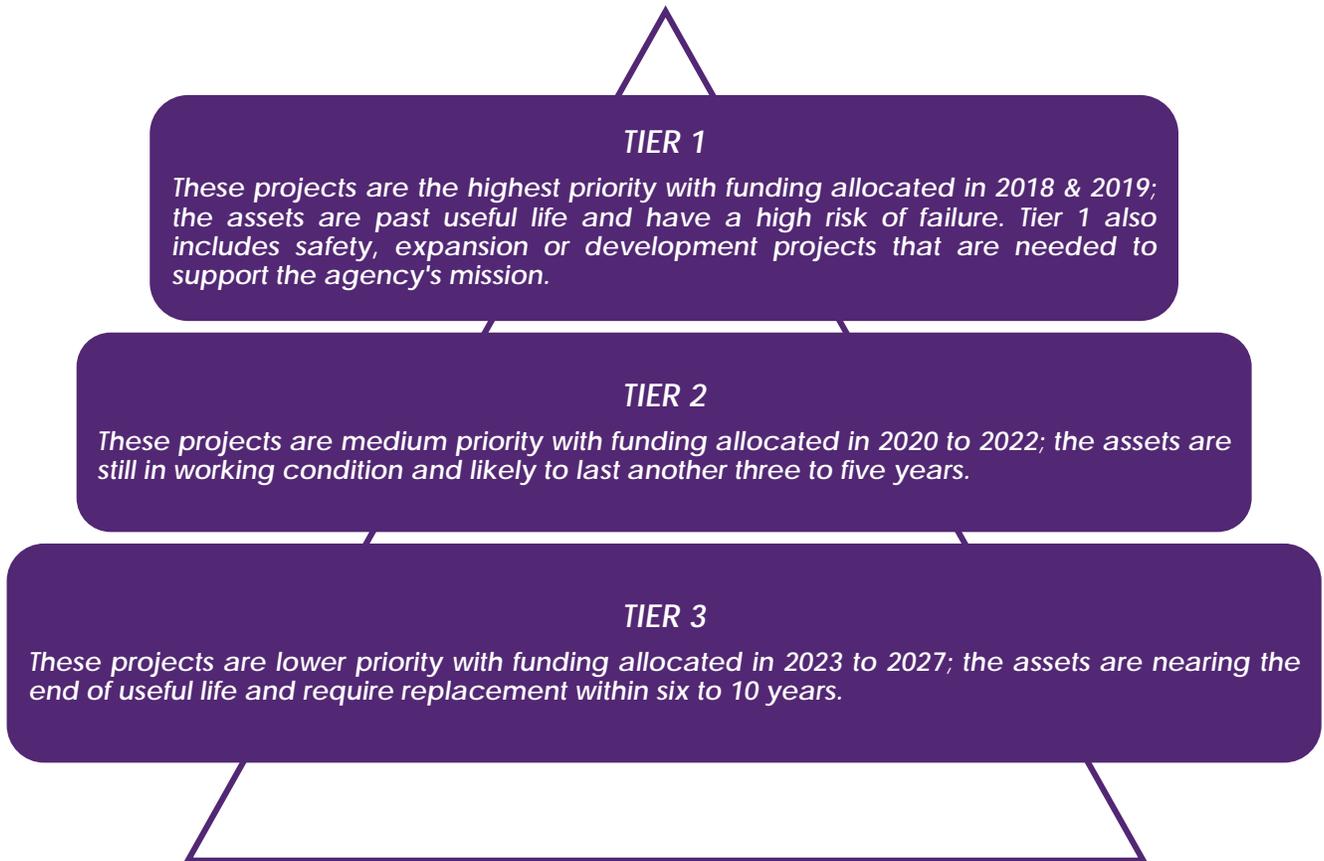
The capital process involves three major phases leading to project implementation: planning, development and execution. DART's capital plan accomplishes the first stage by identifying the need, comparing alternatives, developing a budget, and gathering consensus for the project.





### CAPITAL FUNDING PRIORITIES

DART completed a cursory assessment of both existing and anticipated future assets needed to fulfill the objectives outlined in the organizational mission. The projects were ranked in order of importance and assigned a tier based on anticipated funding levels. The projects selected for the plan optimize DART's limited resources and align with the agency's immediate and long-term goals.





## PROJECT CLASSIFICATIONS

DART capital projects are organized into six categories, which relate to the financial-reporting system and the department ultimately responsible for implementation and management of the asset. Urbanized agencies can use formula capital funding in limited circumstances to offset operating expenses. The operations category shows the amount of capital funds dedicated towards this purpose, which reduces the funding available for capital projects.

<b>Fleet</b>	<ul style="list-style-type: none"> <li>The replacement or expansion of vehicles used in revenue service by DART's four modes (Fixed-Route, On-Call/Flex, Paratransit, and Rideshare).</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>The design, purchase, installation, construction, and rehabilitation of the DART Way and DART Central Station facilities.</li> </ul>
<b>Support Equipment</b>	<ul style="list-style-type: none"> <li>The acquisition and installation of equipment that supports the delivery of transit services, including maintenance equipment and service vehicles.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>The acquisition, implementation, and enhancement of technology infrastructure and communications equipment.</li> </ul>
<b>Passenger Amenities</b>	<ul style="list-style-type: none"> <li>The acquisition and installation of bus shelters, bus signage, pedestrian access, bicycle access, and functional landscaping/streetscaping improvements; FTA requires that agencies report annually on associated transit improvements, formerly called enhancements.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>The construction of large-scale, one-time capital projects.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>The use of capital funds for operating expenditures, including preventive maintenance, ADA Paratransit (Bus Plus), third-party contracted services, and transit planning.</li> </ul>



### FUNDING SOURCES

Implementation of DART's capital plan is dependent upon the availability of federal, state, and local funding. Federal funding accounts for the majority of all capital purchases, and as a result is imperative to the success of the plan.

<b>FTA 5307 Funds</b>	<ul style="list-style-type: none"> <li>The Urbanized Area Formula funds are apportioned based on area population, area population density, system revenue mileage, and a ratio of average trip length, ridership, and operating expenses.</li> </ul>
<b>FTA 5309 Funds</b>	<ul style="list-style-type: none"> <li>The Capital Investment Program provides grants for new and expanded rail, bus rapid transit, and ferry systems that reflect local priorities to improve transportation options in key corridors.</li> </ul>
<b>FTA 5310 Funds</b>	<ul style="list-style-type: none"> <li>The Enhanced Mobility of Seniors and Individuals with Disabilities program provides funding for projects that serve the special needs of these populations, beyond traditional public transportation and ADA complementary paratransit services.</li> </ul>
<b>FTA 5339 Funds</b>	<ul style="list-style-type: none"> <li>The Bus and Bus Facilities program provides funding to replace, rehabilitate and purchase buses and related equipment, or to construct bus-related facilities.</li> </ul>
<b>FHWA STBG Funds</b>	<ul style="list-style-type: none"> <li>The Des Moines Area Metropolitan Planning Organization (MPO) allocates federal Surface Transportation Block Grant funds (STBG) to cities and agencies through a competitive application process.</li> </ul>
<b>FHWA CMAQ Funds</b>	<ul style="list-style-type: none"> <li>The Iowa Department of Transportation (Iowa DOT) allocates Congestion Mitigation and Air Quality (CMAQ) funds respectively to cities and agencies through a competitive application process; locally the CMAQ program is called the Iowa Clean Air Attainment Program or ICAAP.</li> </ul>
<b>State Funds</b>	<ul style="list-style-type: none"> <li>The Iowa Legislature established the Public Transit Infrastructure Grant program to address the vertical infrastructure needs of Iowa's transit systems. DART is working to have the program expanded to include system infrastructure, such as mobility hubs.</li> </ul>
<b>DART Local and Public/Private Commitments</b>	<ul style="list-style-type: none"> <li>DART mostly funds the 15% to 20% local match required for federal and state grants through the annual operating budget. However, any non-federal funds qualify as local match, such as the private and public commitments DART is seeking for enhanced corridor services.</li> </ul>



### 10-YEAR COST & FUNDING SUMMARY

Table 1: 10-Year Costs

Projects	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023-27	10-Year Total	Percentage
<b>Fleet</b>	<b>\$ 5,223,270</b>	<b>\$ 5,616,472</b>	<b>\$ 6,912,339</b>	<b>\$ 6,576,634</b>	<b>\$ 6,179,722</b>	<b>\$ 33,068,763</b>	<b>\$ 63,577,200</b>	<b>47.0%</b>
Bus Lease - 20 Fixed-Route Buses	\$ 888,063	\$ 888,063	\$ 888,063	\$ 888,063	\$ 888,063	\$ 3,728,378	\$ 8,168,693	6.0%
Heavy-Duty Bus Replacements	\$ 3,845,378	\$ 4,110,080	\$ 4,424,243	\$ 4,026,061	\$ 3,588,946	\$ 19,363,659	\$ 39,358,368	29.1%
Medium-Duty Bus Replacements	\$ -	\$ -	\$ 884,749	\$ 977,826	\$ 961,624	\$ 5,647,361	\$ 8,471,560	6.3%
Rideshare Van Replacements	\$ 489,829	\$ 618,329	\$ 715,284	\$ 684,683	\$ 741,089	\$ 4,329,365	\$ 7,578,579	5.6%
<b>Facilities</b>	<b>\$ 808,219</b>	<b>\$ 1,456,149</b>	<b>\$ 333,437</b>	<b>\$ 382,871</b>	<b>\$ 899,332</b>	<b>\$ 5,517,296</b>	<b>\$ 9,397,304</b>	<b>6.9%</b>
Facility A&E	\$ 100,000	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 525,000	\$ 1,050,000	0.8%
Facility Renovations	\$ 200,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	0.5%
Facility HVAC, Electric, Plumbing, & Tanks	\$ 163,199	\$ 831,149	\$ 122,987	\$ 61,494	\$ 729,660	\$ 3,073,547	\$ 4,982,036	3.7%
Facility Doors, Gates, & Fences	\$ 45,020	\$ -	\$ 110,450	\$ 36,896	\$ 69,672	\$ 176,185	\$ 438,224	0.3%
Concrete Replacement	\$ 300,000	\$ -	\$ -	\$ 184,481	\$ -	\$ 1,742,564	\$ 2,227,045	1.6%
<b>Support Equipment</b>	<b>\$ 364,665</b>	<b>\$ 187,445</b>	<b>\$ 74,525</b>	<b>\$ 236,619</b>	<b>\$ 513,042</b>	<b>\$ 1,741,698</b>	<b>\$ 3,117,993</b>	<b>2.3%</b>
Shop Equipment	\$ 172,203	\$ 132,157	\$ -	\$ 34,436	\$ 107,675	\$ 853,238	\$ 1,299,710	1.0%
Facility Equipment	\$ 163,199	\$ 55,287	\$ 35,822	\$ 30,000	\$ 221,685	\$ 451,858	\$ 957,851	0.7%
Furniture & Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Support Vehicles	\$ 29,263	\$ -	\$ 38,704	\$ 172,182	\$ 183,682	\$ 436,602	\$ 860,433	0.6%
<b>Technology</b>	<b>\$ 358,270</b>	<b>\$ 59,943</b>	<b>\$ 34,838</b>	<b>\$ 35,994</b>	<b>\$ 77,576</b>	<b>\$ 197,884</b>	<b>\$ 764,505</b>	<b>0.6%</b>
Computer and Technology Equipment	\$ 156,167	\$ 59,943	\$ 34,838	\$ 35,994	\$ 77,576	\$ 197,884	\$ 562,402	0.4%
Computer Software	\$ 202,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,103	0.1%
<b>Passenger Amenities</b>	<b>\$ 81,250</b>	<b>\$ 82,500</b>	<b>\$ 96,750</b>	<b>\$ 86,813</b>	<b>\$ 87,500</b>	<b>\$ 454,438</b>	<b>\$ 889,250</b>	<b>0.7%</b>
Bus Shelters	\$ 81,250	\$ 67,500	\$ 96,750	\$ 71,813	\$ 87,500	\$ 424,438	\$ 829,250	0.6%
Pedestrian Access	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 30,000	\$ 60,000	0.0%
<b>Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000,000</b>	<b>18.5%</b>
Enhanced Corridors	\$ -	\$ -	\$ 25,000,000	\$ -	\$ -	\$ -	\$ 25,000,000	18.5%
<b>Operations</b>	<b>\$ 3,145,000</b>	<b>\$ 3,150,000</b>	<b>\$ 3,155,400</b>	<b>\$ 3,565,962</b>	<b>\$ 3,166,691</b>	<b>\$ 16,395,586</b>	<b>\$ 32,578,639</b>	<b>24.1%</b>
Preventive Maintenance	\$ 2,595,000	\$ 2,595,000	\$ 2,595,000	\$ 2,595,000	\$ 2,595,000	\$ 12,975,000	\$ 25,950,000	19.2%
ADA Paratransit	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 1,875,000	\$ 3,750,000	2.8%
Planning	\$ -	\$ -	\$ -	\$ 405,000	\$ -	\$ 470,000	\$ 875,000	0.6%
Purchased Transportation	\$ 175,000	\$ 180,000	\$ 185,400	\$ 190,962	\$ 196,691	\$ 1,075,586	\$ 2,003,639	1.5%
<b>Total Costs</b>	<b>\$ 9,980,674</b>	<b>\$ 10,552,509</b>	<b>\$ 35,607,289</b>	<b>\$ 10,884,892</b>	<b>\$ 10,923,862</b>	<b>\$ 57,375,664</b>	<b>\$ 135,324,890</b>	<b>100%</b>

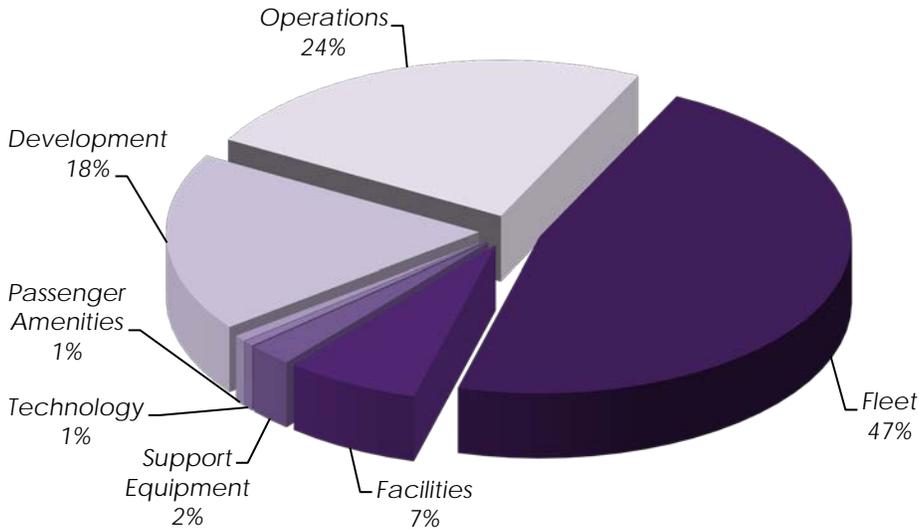


Table 2: 10-Year Funding Plan

Funding Plan	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023-27	10-Year Total	Percentage
<b>Federal</b>	\$ 8,339,000	\$ 8,796,261	\$ 29,297,986	\$ 9,502,800	\$ 9,510,706	\$ 49,869,174	\$ 115,315,927	85.2%
Section 5307/5340 Funds	\$ 6,500,000	\$ 6,630,000	\$ 6,762,600	\$ 6,897,852	\$ 7,001,320	\$ 36,613,758	\$ 70,405,530	52.0%
Section 5309 Capital Investment Funds	\$ -	\$ -	\$ 20,000,000	\$ -	\$ -	\$ -	\$ 20,000,000	14.8%
Section 5310 Funds	\$ 175,000	\$ 180,000	\$ 485,400	\$ 490,962	\$ 356,691	\$ 1,885,586	\$ 3,573,639	2.6%
Section 5339 Funds	\$ 664,000	\$ 686,261	\$ 699,986	\$ 713,986	\$ 724,696	\$ 3,789,833	\$ 7,278,761	5.4%
Surface Transportation Funds	\$ 1,000,000	\$ 1,300,000	\$ 1,350,000	\$ 1,400,000	\$ 1,428,000	\$ 7,579,997	\$ 14,057,997	10.4%
CMAQ Capital Funds (aka ICAAP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>State</b>	\$ 160,000	\$ 400,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,560,000	1.9%
Public Transit Infrastructure Grant	\$ 160,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 560,000	0.4%
State Funding (Earmark)	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	1.5%
<b>Local</b>	\$ 1,481,674	\$ 1,356,248	\$ 4,309,303	\$ 1,382,092	\$ 1,413,156	\$ 7,506,490	\$ 17,448,962	12.9%
DART Capital Local	\$ 1,279,571	\$ 1,356,248	\$ 1,309,303	\$ 1,301,092	\$ 1,413,156	\$ 7,412,490	\$ 14,071,859	10.4%
DART Planning Local	\$ -	\$ -	\$ -	\$ 81,000	\$ -	\$ 94,000	\$ 175,000	0.1%
DART Operating Local	\$ 202,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,103	0.1%
Public/Private Commitments	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,000,000	2.2%
<b>Total Funding</b>	\$ 9,980,674	\$ 10,552,509	\$ 35,607,289	\$ 10,884,892	\$ 10,923,862	\$ 57,375,664	\$ 135,324,890	100%
<b>Annual Shortfall</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



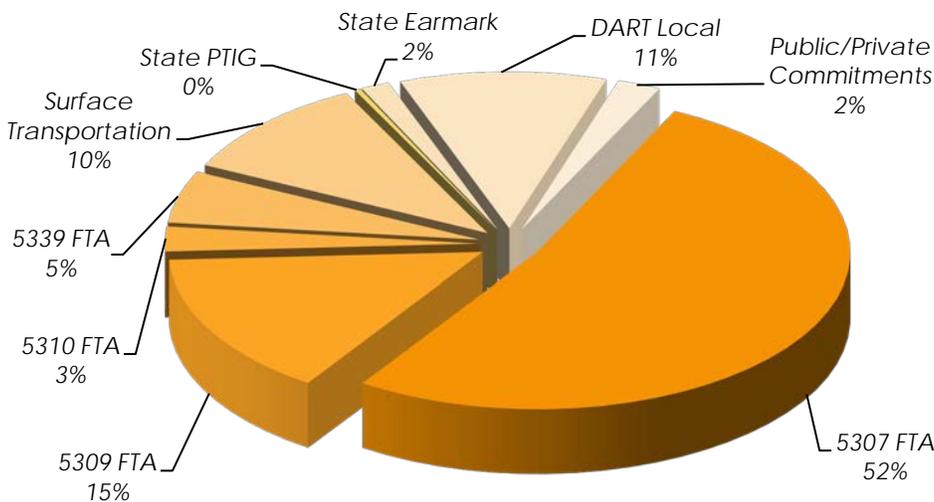
### 10-Year Costs by Project Class



#### Cost Assumptions

- 4% annual increase in the cost of revenue vehicles
- 3% annual increase for all other project categories
- The amount of capital funds being used for operating projects is frozen at 2017 levels
- No vehicle expansions are programmed over the next ten years

### 10-Year Funding by Source



#### Revenue Assumptions

- 2% annual increase in formula 5307 & 5339 funding through 2021, 1.5% for the remaining years
- 1.5% annual increase in 5310 funding
- 2% annual increase in STBG funding for the outer years (funds have been awarded through 2021)
- Preventive Maintenance and ADA Paratransit reimbursements are frozen at 2017 levels



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## ***PROJECT DETAILS***



## **ROLLING STOCK**

Annual fleet purchases are shown by class and size. The total cost listed includes the price of the vehicle and necessarily make-ready expenses. Make-ready costs include items such as surveillance systems, AVL equipment, annunciation systems, radios, signage, fare boxes (starting in 2020), and factory inspections (required by FTA). Large systems must certify to FTA that they will spend 1% of their apportionment on safety and security items; the surveillance systems on the buses count towards this requirement.

Average fleet-age charts are shown following the purchase tables and are segmented by vehicle class and size. The average age of the fleet should be half of the useful-life benchmark (ULB), which assumes consistent purchases were made over the life of the plan. Generally DART's ULB is one year longer than FTA's useful-life guidance. The budget year is shown for funding purposes, but delivery of the vehicles occurs in the subsequent year.



Heavy-Duty (HD) Vehicles

Table 3: 2018 Heavy-Duty Vehicles

Vehicle Size	Quantity	FTA Useful Life Guidance	DART's Useful Life Benchmark
60' HD Diesel Buses - New	0	12 Years or 500,000 Miles	13 Years
60' HD Diesel Buses – Refurb.	6	6 Years or 250,000 Miles	10 Years
40' HD Diesel Buses	96	12 Years or 500,000 Miles	13 Years
40' HD Hybrid Buses	4	12 Years or 500,000 Miles	13 Years
35' HD Hybrid Buses	4	12 Years or 500,000 Miles	13 Years
33' HD Diesel Trolleys	0	10 Years or 350,000 Miles	10 Years
30' HD Diesel Buses	2	10 Years or 350,000 Miles	11 Years
Total	112		

Heavy-Duty Fleet Stats

Peak hour needs – 86 Buses  
 August State Fair – Peak needs increase a net 18 buses  
 Total heavy-duty buses – 112 (plus the four trolley replacements from FY2017)  
 Spare ratio – 30.2%, 7.7% in August  
 Vehicles over ULB – 14 (includes 3 buses being replaced with FY2017 funding)

Key Projects

Continue twenty-bus lease from FY2015  
 Purchase 61 buses outright over the next 10 years

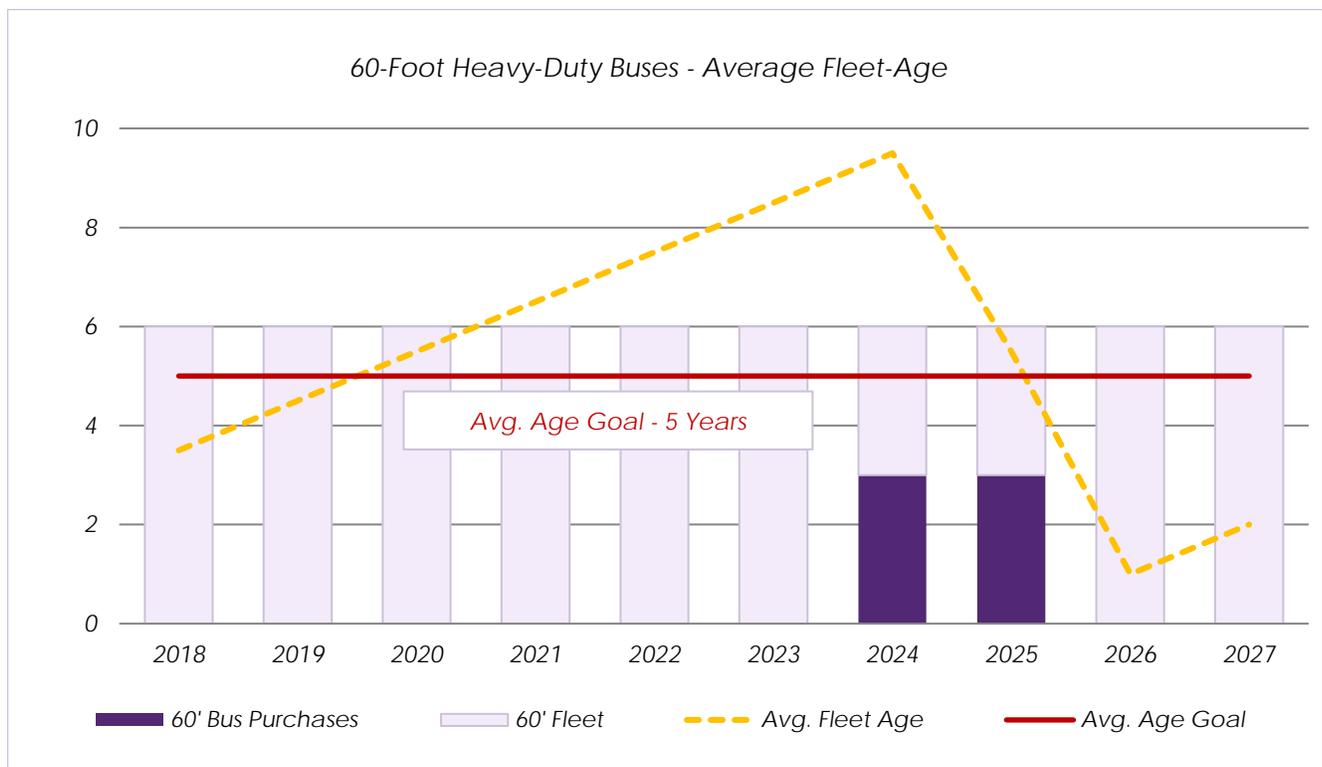


### 60-Foot Heavy-Duty Vehicles

The articulated buses are used primarily on express routes and during the Iowa State Fair; the vehicles seat 66 passengers. The plan outlines new vehicles in FY2024 and FY2025 to replace the refurbished models purchased in FY2015. However, this may change as we near replacement and is contingent upon our experience operating and maintaining the remanufactured buses over the next few years.

Table 4: 60-Foot Articulated Heavy-Duty Vehicle Purchases

Funding Year	Original Vehicle	Model Year	Age	Quantity	Total Cost
FY2024 - 2025	60-Foot	2000/2015	9 - 10 Years	6	\$ 7,066,094
10-Year Total				6	\$ 7,066,094



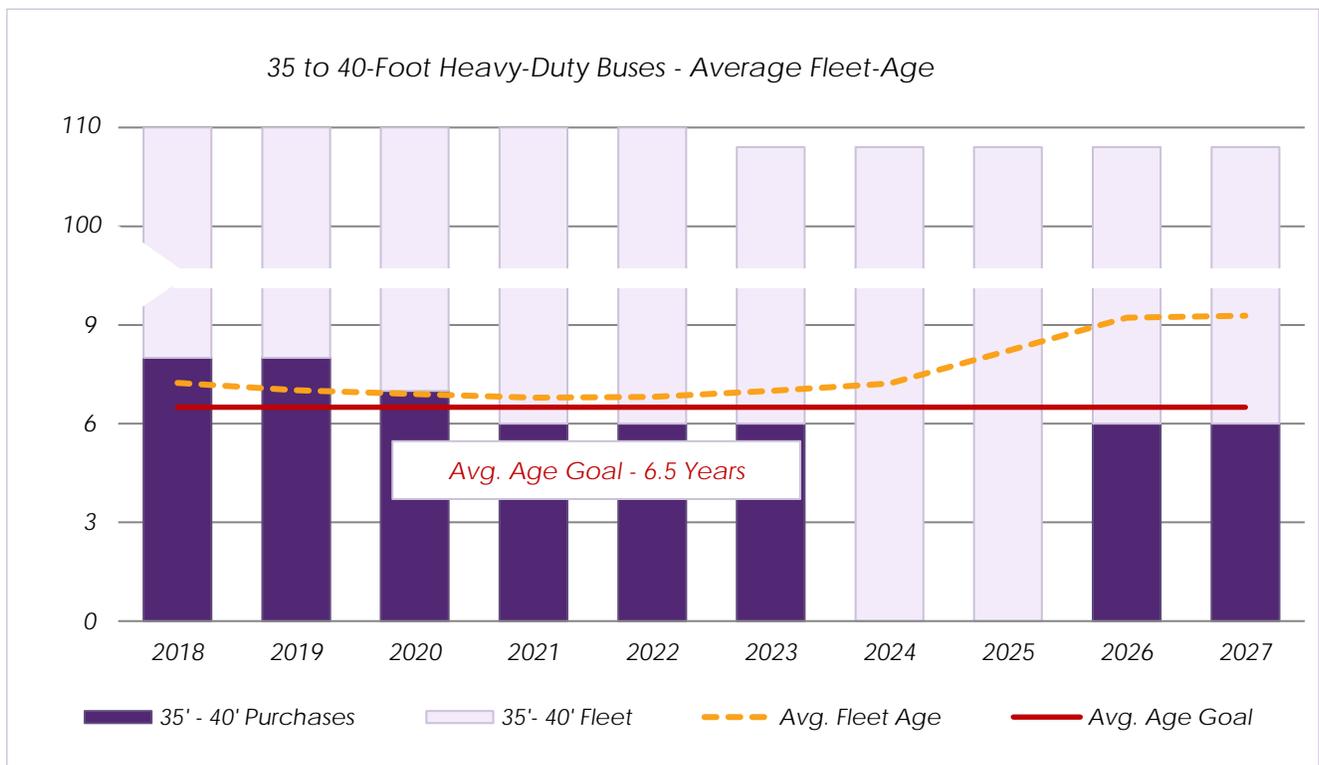


35 to 40-Foot Heavy-Duty Vehicles

The standard 35 to 40-foot buses are used throughout the fixed-route system; the vehicles seat between 35 and 40 passengers.

Table 5: 35 to 40-Foot Heavy-Duty Vehicle Purchases

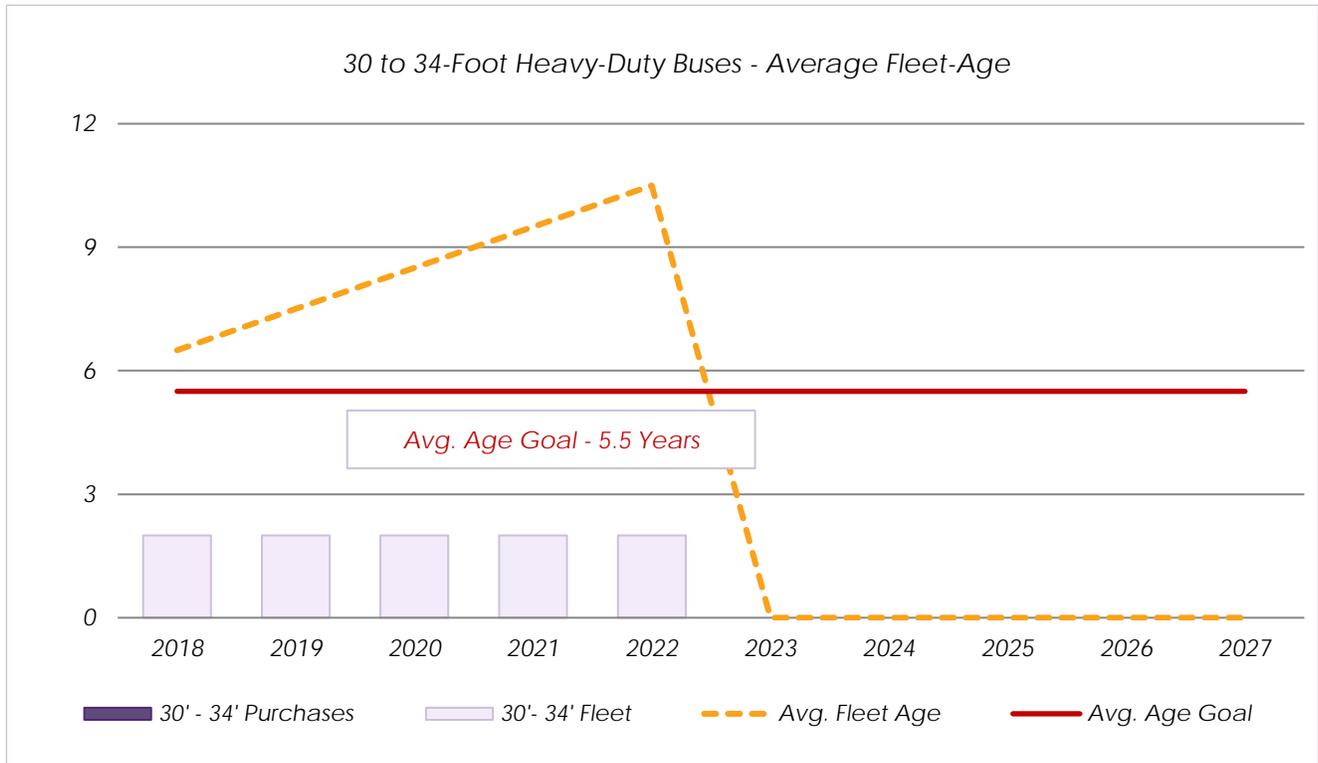
Funding Year	Original Vehicle	Model Year	Age	Quantity	Total Cost
FY2018 - 2026	2015 - Bus Lease - 20 Vehicles				\$ 8,168,693
FY2018	40-Foot	2002/03	15 – 16 Years	8	\$ 3,845,378
FY2019	40-Foot	2003/06	13 – 16 Years	8	\$ 4,110,080
FY2020	40-Foot	2006	14 Years	8	\$ 4,424,243
FY2021	40-Foot	2006	15 Years	7	\$ 4,026,061
FY2022	40-Foot	2008	14 Years	6	\$ 3,588,946
FY2023 - 2027	40-Foot	2008 – 2010	13 – 17 Years	18	\$ 12,297,566
10-Year Total				55	\$ 40,460,967





### 30 to 34-Foot Heavy-Duty Vehicles

The last of the remaining 30 to 34-foot buses are used exclusively on Paratransit service; the vehicles seat 25 passengers. These buses will be replaced with medium-duty models starting in 2022, leaving no smaller heavy-duty buses in the fleet.





Medium-Duty (MD) and Light-Duty (LD) Vehicles

Table 6: 2018 Medium-Duty Vehicles

Vehicle Size	Quantity	FTA Useful Life Guidance	DART's Useful Life Benchmark
31' MD Diesel Buses	5	7 Years or 200,000 Miles	8 Years
27' MD Diesel Buses	17	7 Years or 200,000 Miles	8 Years
Total	22		

Table 7: 2017 Light-Duty Vehicles

Vehicle Size	Quantity	FTA Useful Life Guidance	DART's Useful Life Benchmark
25' LD Gasoline Buses	12	5 Years or 150,000 Miles	5 Years
Total	12		

Medium-Duty Fleet Stats

Peak hour needs – 27 Buses  
 Total medium-duty buses – 22  
 Total light-duty buses – 12  
 Spare ratio – 25.9%  
 Vehicles over ULB – 7 (includes 6 buses being replaced with FY2016 funding)

Key Projects

Continue migration to medium-duty vehicles for all Paratransit and Flex/On-Call services  
 Make consistent annual purchases to meet average fleet-age goal  
 No expansion vehicles are planned in the next 10 years

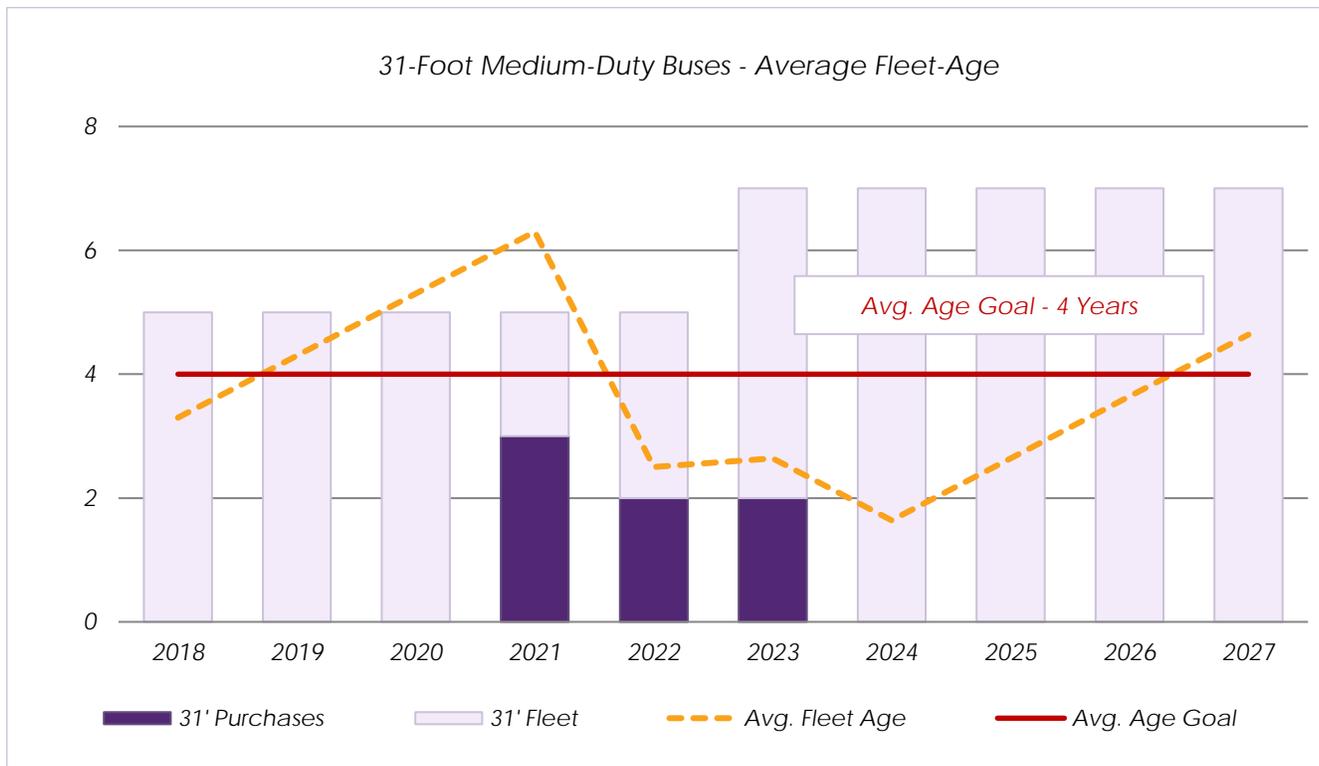


### 31-Foot Medium-Duty Vehicles

The larger medium-duty buses are used on Paratransit routes that serve group trips, such as meal-sites and weekly shopping; the vehicles seat 27 passengers.

Table 8: 31-Foot Medium-Duty Vehicle Purchases

Funding Year	Original Vehicle	Model Year	Age	Quantity	Total Cost
FY2021	31-Foot	2014	7 Years	3	\$ 566,931
FY2022	30-Foot HD	2012	10 Years	2	\$ 393,073
FY2023	31-foot	2017	6 Years	2	\$ 408,795
10-Year Total				7	\$ 1,368,799



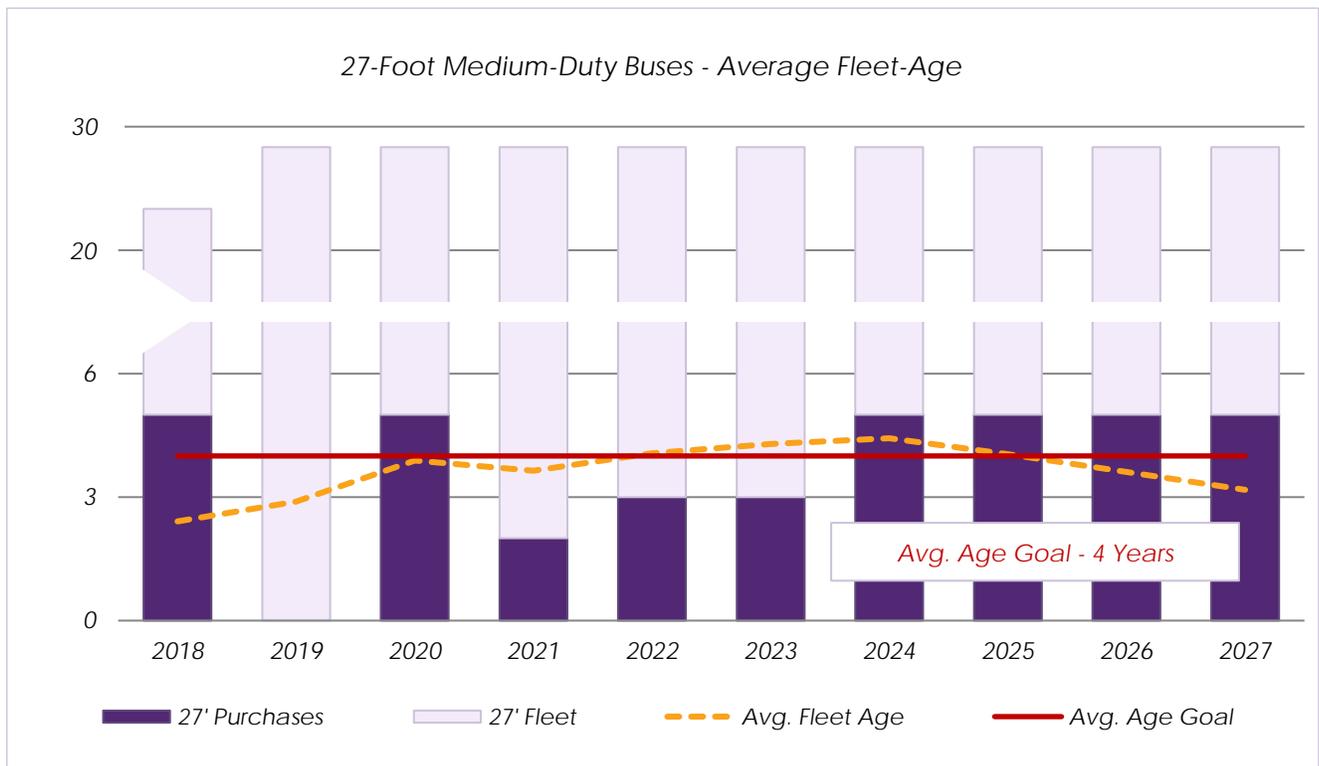


27-Foot Medium-Duty Vehicles

The standard 27-foot medium-duty buses are used on most of DART's Paratransit and On-Call/Flex services; the vehicles seat 19 passengers.

Table 9: 27-Foot Medium-Duty Vehicle Purchases

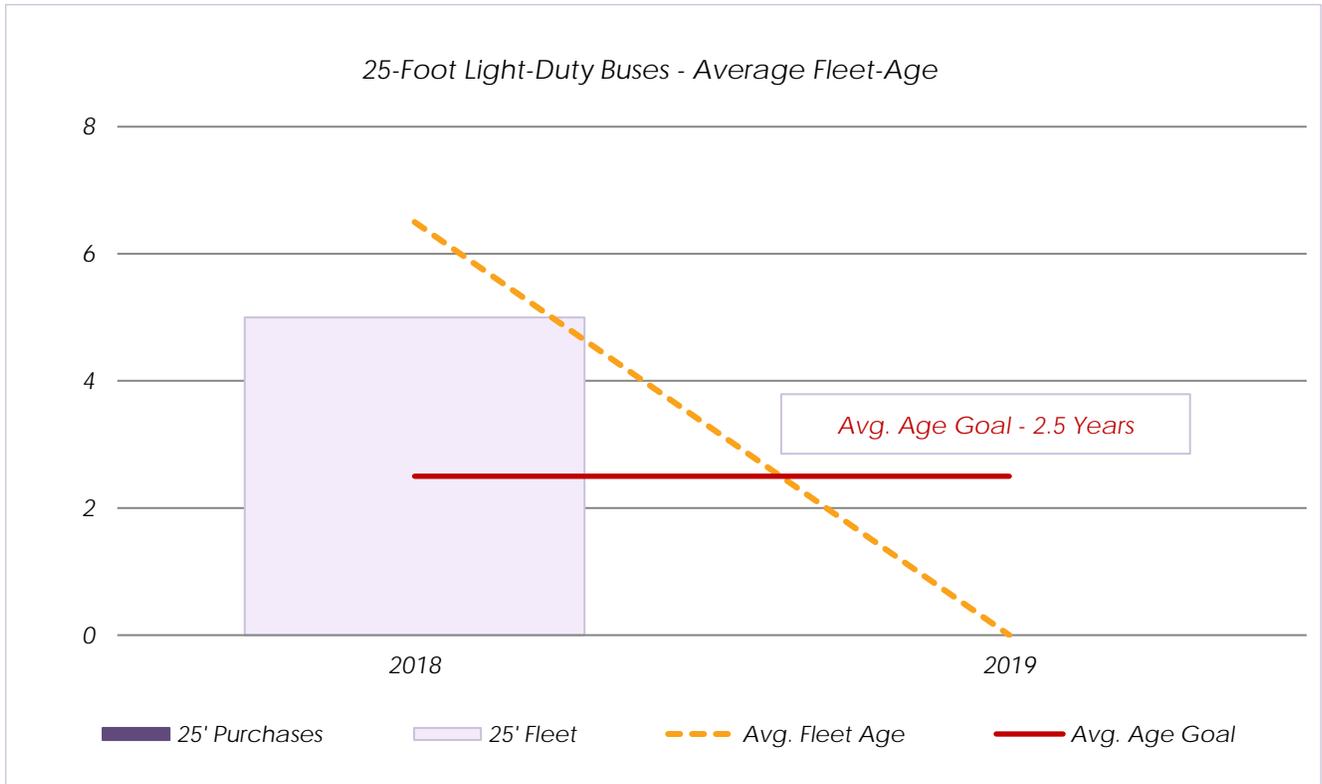
Funding Year	Original Vehicle	Model Year	Age	Quantity	Total Cost
FY2020	27-Foot	2014	6 Years	5	\$ 884,749
FY2021	27-Foot	2014	7 Years	2	\$ 410,895
FY2022	27-Foot	2016	6 Years	3	\$ 568,551
FY2023 - 2027	27-Foot	2016 - 2020	6 - 8 Years	23	\$ 5,238,566
10-Year Total				33	\$ 7,102,761





### 25-Foot Light-Duty Vehicles

The light-duty buses are being replaced with medium-duty models, which have a longer lifespan and are more cost effective overall. No light-duty purchases are planned in the 10-year capital plan.





Passenger Vans

Table 10: 2018 Passenger Vans

Vehicle Size	Quantity	FTA Useful Life Guidance	DART's Useful Life Benchmark
15-Passenger Maxi Van	15	4 Years or 100,000 Miles	5 Years and 100,000 Miles
11-12-Passenger Maxi Van	56	4 Years or 100,000 Miles	5 Years and 100,000 Miles
12-Passenger Mid-Sized Van	1	4 Years or 100,000 Miles	5 Years and 100,000 Miles
7-Passenger Minivan	34	4 Years or 100,000 Miles	5 Years and 100,000 Miles
6-Passenger Minivan ADA	2	4 Years or 100,000 Miles	5 Years and 100,000 Miles
<b>Total</b>	<b>108</b>		

<u>Rideshare Fleet Stats</u>	<u>Key Projects</u>
Vanpools – 101	Increase vanpools to 104 by the start of FY2019
Total Rideshare Vans – 108	Make consistent annual purchases to meet average fleet-age goal
Spare ratio – 6.9%	
Vehicles over ULB – 3 (includes 1 van being replaced with FY2016 funding)	

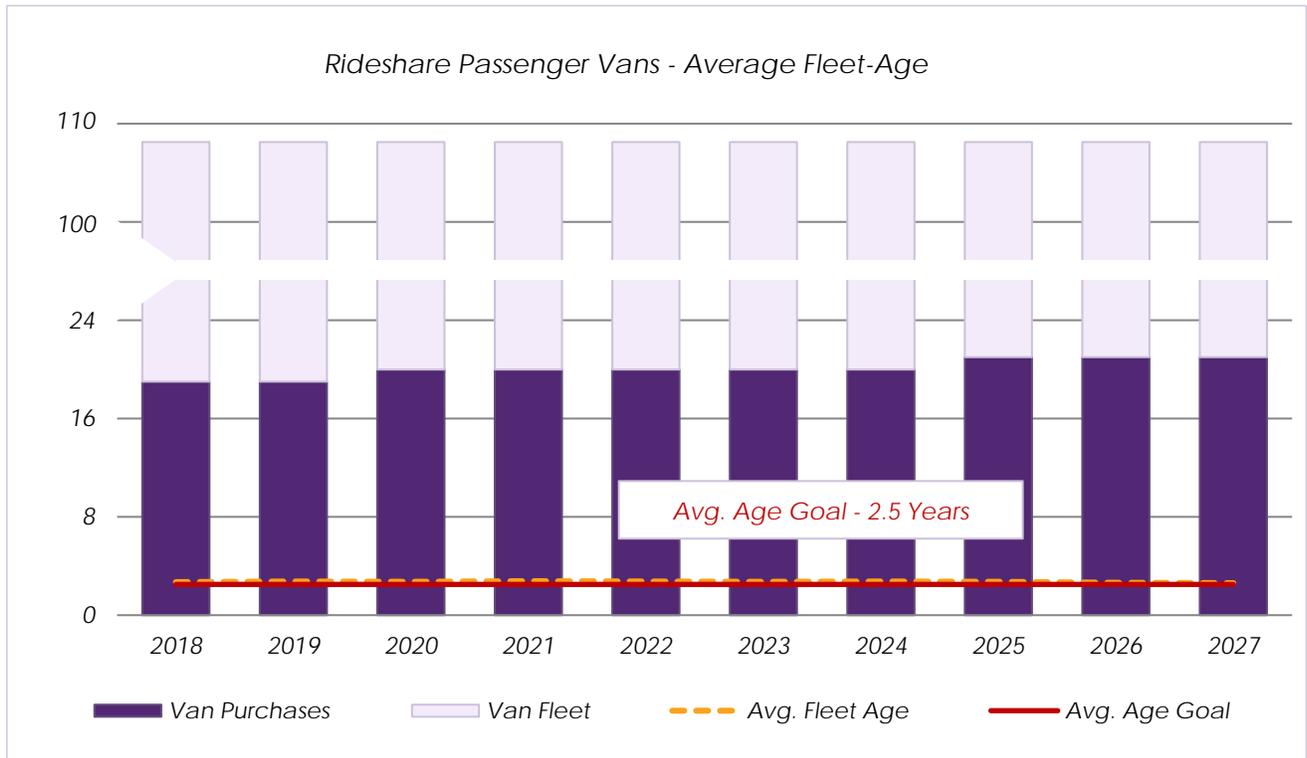


Rideshare Vehicles

DART’s vanpool program has a fleet of passenger vans for use by groups commuting to and from work. Currently the program serves riders located in 18 counties and 53 communities throughout central Iowa.

Table 11: Rideshare Vehicle Purchases

Funding Year	Original Vehicle	Model Year	Age	Quantity	Total Cost
FY2018	Van	2010 - 2014	4 - 8 Years	19	\$ 489,829
FY2019	Van	2014 - 2015	4 - 5 Years	19	\$ 618,329
FY2020	Van	2015 - 2016	4 - 5 Years	20	\$ 715,284
FY2021	Van	2016 – 2017	4 - 5 Years	20	\$ 684,683
FY2022	Van	2017 – 2018	4 - 5 Years	20	\$ 741,089
FY2023 - 2027	Van	2018 – 2023	4 - 8 Years	103	\$ 4,329,365
10-Year Total				201	\$ 7,578,579





## FACILITIES

The facilities category includes purchases to repair, replace, or expand portions of DART’s buildings and grounds. These procurements support the efficient operation of services, and include items that improve facility safety and effectiveness.

<u>Facility Stats</u>	<u>Key Projects</u>
DART Way Dispatch Remodel - 2016	Systems controls and heat pump replacements, multiple - DCS
DART Way Front Offices Remodel - 2015	HVAC systems replacement, multiple - DW
DART Central Station – 2012	Electrical Infrastructure improvements - DW
DART Way Bus Barn addition – 2011	Underground tanks replacement – DW
DART Way Paratransit Barn/Wellness Center – 2001	Concrete replacement – DW
DART Way Main Facility – 1977	

Table 12: Facility Projects - DART Way

Funding Year	Year of Original	Facility Project	Useful Life	Total Cost
FY2018 – 2027	N/A	Architecture & Engineering	N/A	\$ 942,105
FY2018	1993	Air Handler - Transmission Shop	25 Years	\$ 112,551
FY2018	N/A	Building Controls - Maintenance	10 Years	\$ 50,648
FY2018	1993	Parts Office/Room Renovation	20 Years	\$ 200,000
FY2018	1993	Deteriorating Concrete	15 Years	\$ 300,000
FY2018	2006	Gate Motors (3 -7)	10 Years	\$ 45,020
FY2019	2009	Building Controls – Old & PT Barns	10 Years	\$ 81,149
FY2019	1993	Main Service Panels	25 Years	\$ 500,000
FY2019	2002	Emergency Generator	15 Years	\$ 250,000
FY2019	N/A	Electrical Storage Room	25 Years	\$ 500,000
FY2020	2009	Fire Alarm Panels - Old & PT Barns	10 Years	\$ 122,987
FY2020	2006	Overhead Doors – Shop	15 Years	\$ 62,688
FY2020	2001	Facility Doors	20 Years	\$ 47,762
FY2021	2011	Fire Alarm Panels – New Barn	10 Years	\$ 61,494



Table 12: Facility Projects - DART Way Continued

Funding Year	Year of Original	Facility Project	Useful Life	Total Cost
FY2021	2006	Fence Replacement	15 Years	\$ 36,896
FY2021	2006	Concrete Replacement	15 Years	\$ 184,481
FY2022	1997	HVAC Condensers 1 & 2	20 Years	\$ 253,354
FY2022	2002	HVAC Prism 5	20 Years	\$ 126,677
FY2023 – 2027	1993-2013	HVAC Projects	10 – 25 Years	\$ 1,632,868
FY2023 – 2027	1993-2016	Electrical Projects	10 – 25 Years	\$ 264,821
FY2023 – 2027	1993-2016	Fire Suppression System & Panel	10 – 30 Years	\$ 338,292
FY2023 – 2027	1995	Tanks and Pumps	10 – 30 Years	\$ 537,567
FY2023 – 2027	2011	Overhead Doors	15 Years	\$ 67,827
FY2023 – 2027	2008-2012	Concrete Replacement	15 Years	\$ 1,742,564
FY2023 – 2027	2006-2011	Gate and Fence Replacements	10 - 20 Years	\$ 108,358
10-Year Total				\$ 8,570,109

Table 13: Facility Projects – DART Central Station

Funding Year	Year of Original	Facility Project	Useful Life	Total Cost
FY2022 – 2027	N/A	Architecture & Engineering	N/A	\$ 107,895
FY2022	2012	Building Controls	10 Years	\$ 38,003
FY2022	2012	Well-Loop System	10 Years	\$ 31,669
FY2022	2012	Cistern	10 Years	\$ 50,671
FY2022	2012	Snow Melt System	10 Years	\$ 25,335
FY2022	2012	Fire Alarm Panel	10 Years	\$ 10,134
FY2022	2012	Control System - Lighting	10 Years	\$ 126,677
FY2022	2012	Control System - Shades	10 Years	\$ 67,139
FY2022	2012	Revolving Doors	10 Years	\$ 69,672
FY2023 – 2027	2012	Heat Pumps - 10	15 Years	\$ 300,000
10-Year Total				\$ 827,195



**SUPPORT EQUIPMENT**

This category includes equipment needed to support the daily operation of DART services, and includes items such as shop and facility equipment, support vehicles, furnishings, and miscellaneous equipment.

<u>Equipment Stats</u>	<u>Key Projects</u>
Maintenance Trucks - 5	Portable hoists/lifts replacement
Supervisory Vehicles – 7	Equipment and support vehicle replacements
Administration Vehicles - 4	
In-ground hoists - 6	Safety and security improvements
Portable hoists - 6	
Scrubber/Sweepers – 3 drive and 2 walk-behind	

Table 14: Support Equipment Projects

Funding Year	Year of Original	Support Equipment Project	Useful Life	Total Cost
FY2018	2008	Portable Lifts - 2 Sets	10 Years	\$ 90,041
FY2018	N/A	Lubrication System	20 Years	\$ 73,158
FY2018	2008	Freon Recovery	10 Years	\$ 9,004
FY2018	2008	Scissor Lift	10 Years	\$ 50,647
FY2018	2008	Drive Scrubber	10 Years	\$ 45,020
FY2018	2003	Fork Lift	15 Years	\$ 45,022
FY2018	2008	Steam Cleaner	10 Years	\$ 22,510
FY2018	2009	Administrative Vehicle - 1	7 Years	\$ 29,263
FY2019	2009	Portable Lifts - 2 Sets	10 Years	\$ 92,742
FY2019	1990	Lathe	15 Years	\$ 39,415
FY2019	2009	Carpet Scrubber	10 Years	\$ 5,796
FY2019	2014	UPS System	5 Years	\$ 14,491
FY2019	2009 - 2014	Safety & Security Equipment	5 - 10 Years	\$ 35,000
FY2020	2010	Skid Loader	10 Years	\$ 35,822
FY2020	2013	Admin/Operations Vehicle - 1	7 Years	\$ 38,704
FY2021	2006	Aqueous Parts Washer	15 Years	\$ 24,447



Table 14: Support Equipment Projects – Continued

Funding Year	Year of Original	Support Equipment Project	Useful Life	Total Cost
FY2021	2011	Freon Recovery	10 Years	\$ 9,989
FY2021	2011 - 2016	Safety & Security Equipment	5 - 10 Years	\$ 30,000
FY2021	2014	Supervisory Vehicles - 4	7 Years	\$ 172,182
FY2022	2012	Portable Lifts - 2 Sets	10 Years	\$ 101,341
FY2022	2012	Welder	10 Years	\$ 6,334
FY2022	2012	Drive Scrubber - DW	10 Years	\$ 79,807
FY2022	2012	Drive Scrubber - DCS	10 Years	\$ 96,275
FY2022	2012	Walk-Behind Scrubber - DW	10 Years	\$ 16,468
FY2022	2012	Walk-Behind Scrubber - DCS	10 Years	\$ 16,468
FY2022	2002	ATV	20 Years	\$ 12,668
FY2022	2015	Maintenance Trucks - 2	7 Years	\$ 183,682
FY2023 – 2027	1993 - 2017	Shop Equipment Projects	10 - 20 Years	\$ 853,238
FY2023 – 2027	2011 - 2019	Facility Equipment Projects	5 - 15 Years	\$ 168,594
FY2023 – 2027	2013 - 2020	Safety & Security Improvements	5 - 10 Years	\$ 283,264
FY2023 – 2027	2016 - 2020	Support Vehicles	7 Years	\$ 436,602
10-Year Total				\$ 3,117,993



## TECHNOLOGY

Technology projects account for a small percentage of the capital plan as most projects are now funded through the operating budget. Workstations are viewed as supplies and software licenses are typically only good for one year.

<u>Technology Stats</u>	<u>Key Projects</u>
Servers - 18	Paratransit scheduling software – additional modules
Audio visual systems – 5 Projectors/12 Monitors/9 PC's	Call-center/Phone system replacement
Workstations – 44 PC's, 77 Monitors, 136 Laptops	Servers and storage replacements
Printers – 8 Printers, 6 Copiers, 1 Plotter	Audio visual system replacement

Table 15: Technology Projects

Funding Year	Year of Original	Technology Project	Useful Life	Total Cost
FY2018	2015	Hardware – Servers or Storage	3 Years	\$ 32,167
FY2018	N/A	PT Scheduling Software Modules	5 Years	\$ 202,103
FY2018	2012	Call Center/Phone System	5 Years	\$ 124,000
FY2019	2016	Hardware – Servers or Storage	3 Years	\$ 33,943
FY2019	2012	POS System	5 Years	\$ 26,000
FY2020	2017	Hardware – Servers or Storage	3 Years	\$ 34,838
FY2021	2018	Hardware – Servers or Storage	3 Years	\$ 35,994
FY2022	2019	Hardware – Servers or Storage	3 Years	\$ 36,999
FY2022	2015	AV Equipment	7 Years	\$ 40,577
FY2023 – 2027	2020 - 2024	Hardware – Servers or Storage	3 Years	\$ 197,884
10-Year Total				\$ 764,505



**PASSENGER AMENITIES**

FTA requires that transit agencies report annually on federally funded amenity projects, which are called associated transit improvements. Associated transit improvement projects are designed to enhance public transportation service or use and are physically or functionally related to transit facilities. Eligible projects are historic preservation, functional landscaping (including lighting, benches, and trashcans), pedestrian access and walkways, passenger shelters, bicycle access and equipment, signage, and enhanced access to public transportation for persons with disabilities.

<u>Amenity Stats</u>	<u>Key Projects</u>
Existing Shelters - 29	Installation of pedestrian walkways at park-and-ride locations
Shelters approved for install - 8	Installation of landing pads at stops without access
Bus Stops – 1,533	Installation of 5 shelters annually at major boarding locations

Table 16: Amenity Projects

Funding Year	Year of Original	Amenity Project	Useful Life	Total Cost
FY2018	N/A	Shelters & Install	10 Years	\$ 81,250
FY2019	N/A	Shelters & Install	10 Years	\$ 67,500
FY2019	N/A	Pedestrian Access	10 Years	\$ 15,000
FY2020	N/A	Shelters & Install	10 Years	\$ 96,750
FY2021	N/A	Shelters & Install	10 Years	\$ 71,813
FY2021	N/A	Pedestrian Access	10 Years	\$ 15,000
FY2022	N/A	Shelters & Install	10 Years	\$ 87,500
FY2023 – 2027	N/A	Shelters & Install	10 Years	\$ 424,438
FY2023 – 2027	N/A	Pedestrian Access	10 Years	\$ 30,000
10-Year Total				\$ 889,250



**DEVELOPMENT**

DART is exploring the development of enhanced corridors as part of the DART Forward Plan.

Table 17: Development Projects

Funding Year	Development Project	Useful Life	Total Cost
FY2020	Enhanced Corridors - Infrastructure & Vehicles	10 - 20 Years	\$ 25,000,000
10-Year Total			\$ 25,000,000



## OPERATIONS

FTA allows large agencies to program capital funding for specified operating activities such as preventive maintenance and ADA Paratransit. In an effort to reduce our dependence on capital dollars to fund the operating budget, DART is freezing both the preventive maintenance and ADA Paratransit reimbursements at the 2017 levels. This is a change from last year’s plan when the reimbursements for preventive maintenance were being phased out completely.

<u>Key Activities</u>	
Preventive Maintenance - Direct costs associated with the maintenance department such as salaries and parts	Purchased Transportation – Third party contracted Paratransit services (taxi)
ADA Paratransit - DART’s Bus-Plus service, which is complementary to the fixed-route system	Planning Studies – Planning consultants hired to update the DART Forward 2035 Plan and other planning activities

Table 18: Capital Funded Operating Projects

Funding Year	Operating Project	Eligible Costs	Federal Reimbursement
FY2018	Preventive Maintenance	\$ 3,243,750	\$ 2,595,000
FY2018	ADA Paratransit – Bus Plus Service	\$ 468,750	\$ 375,000
FY2019	Preventive Maintenance	\$ 3,243,750	\$ 2,595,000
FY2019	ADA Paratransit – Bus Plus Service	\$ 468,750	\$ 375,000
FY2020	Preventive Maintenance	\$ 3,243,750	\$ 2,595,000
FY2020	ADA Paratransit – Bus Plus Service	\$ 468,750	\$ 375,000
FY2021	Preventive Maintenance	\$ 3,243,750	\$ 2,595,000
FY2021	ADA Paratransit – Bus Plus Service	\$ 468,750	\$ 375,000
FY2021	Planning – DART Forward Plan Update	\$ 405,000	\$ 324,000
FY2022	Preventive Maintenance	\$ 3,243,750	\$ 2,595,000
FY2022	ADA Paratransit – Bus Plus Service	\$ 468,750	\$ 375,000
FY2023 – 2027	Preventive Maintenance	\$ 16,218,750	\$ 12,975,000
FY2023 – 2027	ADA Paratransit – Bus Plus Service	\$ 2,343,750	\$ 1,875,000
FY2023 – 2027	Planning – DART Forward Plan Update	\$ 470,000	\$ 376,000
10-Year Total		\$ 38,000,000	\$ 30,400,000



Table 19: Capital Funded Third-Party Contracted Services

<i>Funding Year</i>	<i>Operating Project</i>	<i>Eligible Costs</i>	<i>Federal Reimbursement</i>
<i>FY2018</i>	<i>Purchased Transportation - Paratransit</i>	<i>\$ 218,750</i>	<i>\$ 175,000</i>
<i>FY2019</i>	<i>Purchased Transportation - Paratransit</i>	<i>\$ 225,000</i>	<i>\$ 180,000</i>
<i>FY2020</i>	<i>Purchased Transportation - Paratransit</i>	<i>\$ 231,750</i>	<i>\$ 185,400</i>
<i>FY2021</i>	<i>Purchased Transportation - Paratransit</i>	<i>\$ 238,703</i>	<i>\$ 190,962</i>
<i>FY2022</i>	<i>Purchased Transportation - Paratransit</i>	<i>\$ 245,864</i>	<i>\$ 196,691</i>
<i>FY2023 – 2027</i>	<i>Purchased Transportation - Paratransit</i>	<i>\$ 1,344,482</i>	<i>\$ 1,075,586</i>
<i>10-Year Total</i>		<i>\$ 2,504,549</i>	<i>\$ 2,003,639</i>



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## APPENDIX

Budget Year	Tier	Quantity	Series Replacement	Unit Cost	Total Cost
<b>Capital Lease for 20 Forty-Foot Heavy-Duty Buses</b>					
Continue the lease of twenty 40' heavy-duty buses from FY2015. The lease payments will be made using formula 5307 funding.					
FY2018 - 2026	Tier 1	20	2000 - 2002 Gilligs	\$ 888,063	\$ 8,168,693
<b>Bus Replacements - Articulated 60-Foot Heavy-Duty Buses</b>					
The purchase of six heavy-duty 60' buses to replace refurbished models from 2015. The buses will be secured using formula 5307, 5339 and STP funding.					
FY2024	Tier 3	3	2000/2015 New Flyers	\$ 1,154,591	\$ 3,463,772
FY2025	Tier 3	3	2000/2015 New Flyers	\$ 1,200,774	\$ 3,602,322
<b>Bus Replacements - 40-Foot Heavy-Duty Buses</b>					
The purchase of 55 new 40-foot heavy-duty buses over 10 years to replace aging models from 2002 to 2011. The buses will be secured using formula 5307, 5339, and STP funding.					
FY2018	Tier 1	8	2002 & 2003 Gilligs	\$ 494,000	\$ 3,845,378
Using local funds from early disposition of trolleys for \$106,622 towards the 2018 buses					
FY2019	Tier 1	8	2003 Gilligs, 2006 Orions	\$ 513,760	\$ 4,110,080
FY2020	Tier 2	8	2006 Orions	\$ 553,030	\$ 4,424,243
FY2021	Tier 2	7	2006 & 2008 Orions	\$ 575,152	\$ 4,026,061
FY2022	Tier 2	6	2008 - 2010 Orions	\$ 598,158	\$ 3,588,946
FY2023	Tier 3	6	2010 Orions	\$ 622,084	\$ 3,732,504
FY2026	Tier 3	6	2010 Orions	\$ 699,760	\$ 4,198,559
FY2027	Tier 3	6	2010 & 2011 Orions	\$ 727,750	\$ 4,366,502
<b>Bus Replacements - 31-Foot Medium-Duty Buses</b>					
The purchase of 7 new 31-foot medium-duty buses over 10 years to replace aging models from 2014 to 2017. The buses will be secured using formula 5307 and 5310 funding.					
FY2021	Tier 2	3	2014 Champions	\$ 188,977	\$ 566,931
FY2022	Tier 2	2	2012 Gilligs	\$ 196,536	\$ 393,072
FY2023	Tier 3	2	2017 Champions	\$ 204,398	\$ 408,795
<b>Bus Replacements - 27-Foot Medium-Duty Buses</b>					
The purchase of 33 new 27-foot medium-duty buses over 10 years to replace aging models from 2014 to 2021. The buses will be secured using formula 5307 and 5310 funding.					
FY2020	Tier 2	5	2014 Champions	\$ 176,950	\$ 884,749
FY2021	Tier 2	2	2014 Champions	\$ 205,447	\$ 410,895
FY2022	Tier 2	3	2016 Champions	\$ 189,517	\$ 568,551
FY2023	Tier 3	3	2016 Champions	\$ 222,212	\$ 666,636
FY2024	Tier 3	5	2017 & 2018 Champions	\$ 220,653	\$ 1,103,265
FY2025	Tier 3	5	2018 Champions	\$ 224,046	\$ 1,120,232
FY2026	Tier 3	5	2019 Replacements	\$ 227,358	\$ 1,136,791
FY2027	Tier 3	5	2020 Replacements	\$ 242,329	\$ 1,211,643

Vehicle Replacements - Passenger Vans					
The purchase of 199 passenger vans over 10 years to replace aging models from 2010 to 2023. The vehicles will be secured using formula 5307 funding.					
FY2018	Tier 1	17	2013 & 2014 Chevy Expresses, 2014 Dodge Caravans	\$ 31,465	\$ 384,913
Using prior years auction proceeds of \$150,000 towards the 2018 vans					
FY2018 - ADA	Tier 1	2	2010 Dodge Caravans	\$ 52,458	\$ 104,916
FY2019	Tier 1	19	2014 & 2015 Chevy Expresses, 2014 & 2015 Dodge Caravans	\$ 32,544	\$ 618,329
FY2020	Tier 2	20	2015 & 2016 Chevy Expresses	\$ 35,764	\$ 715,284
FY2021	Tier 2	20	2016 & 2017 Chevy Expresses, 2017 Toyota Sienna's	\$ 34,234	\$ 684,683
FY2022	Tier 2	20	2017 & 2018 Chevy Expresses, 2017 & 2018 Toyota Sienna's	\$ 37,054	\$ 741,089
FY2023	Tier 3	20	2018 Maxi Vans & 2019 Minivans	\$ 38,406	\$ 768,125
FY2024	Tier 3	20	2019 & 2020 Maxi Vans, 2020 Minivans	\$ 40,312	\$ 806,244
FY2025	Tier 3	21	2020 & 2021 Maxi Vans	\$ 41,695	\$ 875,586
FY2026	Tier 3	19	2021 & 2022 Maxi Vans, 2022 Minivans	\$ 41,037	\$ 779,706
FY2026 - ADA	Tier 3	2	2019 Minivans	\$ 67,243	\$ 134,486
FY2027	Tier 3	21	2022 & 2023 Maxi Vans, 2023 Minivans	\$ 45,963	\$ 965,218

Budget Year	Tier	Project	Total Cost
<b>DART Way Facility</b>			
<i>Improvements at the DART Way Operations/Maintenance Facility to keep the buildings functional and in a state of good repair. The buildings range in age from 40 years old for the original structures down to six years for the latest barn addition. Many of the systems, components, and infrastructure will need to be updated over the next ten years. Projects include updating the HVAC systems, building controls, fire panels and suppression systems, replacing overhead and facility doors, concrete drives and lots, electrical infrastructure, fences and gates, underground tanks, and fuel pumps. The improvements have a useful life of 10 to 30 years and will be secured using formula 5307, 5339, and state PTIG funding.</i>			
FY2018 - 2027	Tiers 1 - 3	Architecture & Engineering	\$ 942,105
FY2018	Tier 1	Air Handler - Transmission Shop	\$ 112,551
FY2018	Tier 1	Building Controls - Maintenance	\$ 50,648
FY2018	Tier 1	Parts Office Renovation	\$ 200,000
FY2018	Tier 1	Deteriorating Concrete	\$ 300,000
FY2018	Tier 1	Gate Motors (3 -7)	\$ 45,020
FY2019	Tier 1	Building Controls - Old & PT Barns	\$ 81,149
FY2019	Tier 1	Main Service Panels	\$ 500,000
FY2019	Tier 1	Emergency Generator	\$ 250,000
FY2019	Tier 1	Electrical Storage Room	\$ 500,000
FY2020	Tier 2	Fire Alarm Panels - Old & PT Barn	\$ 122,987
FY2020	Tier 2	Overhead Doors - Shop	\$ 62,688
FY2020	Tier 2	Facility Doors	\$ 47,762
FY2021	Tier 2	Fire Alarm Panel - New Barn	\$ 61,494
FY2021	Tier 2	Fence Replacement - Employee Lot	\$ 36,896
FY2021	Tier 2	Deteriorating Concrete	\$ 184,481
FY2022	Tier 2	HVAC Condensers 1 & 2	\$ 253,354
FY2022	Tier 2	HVAC Prism 5	\$ 126,677
FY2023	Tier 3	MAU (2w & 3e)	\$ 521,909
FY2023	Tier 3	HVAC Exhaust - Boiler Room	\$ 52,191
FY2023	Tier 3	Water Heater	\$ 13,048
FY2023	Tier 3	Transformer - Main Service	\$ 91,334
FY2023	Tier 3	Fire Suppression - Maintenance	\$ 195,716
FY2023	Tier 3	Deteriorating Concrete	\$ 195,716
FY2024	Tier 3	UST Tanks - 1 thru 3	\$ 403,175
FY2024	Tier 3	Tanks - New & Used Oil	\$ 80,635
FY2024	Tier 3	Fuel Pumps	\$ 53,757
FY2024	Tier 3	Building Controls - New Barn	\$ 47,037
FY2024	Tier 3	Deteriorating Concrete	\$ 739,154
FY2025	Tier 3	Exhaust - Bus Barn 1 thru 6	\$ 415,270
FY2025	Tier 3	Exhaust - Service Lane & Paint Prep	\$ 159,187
FY2025	Tier 3	Exhaust - Paint Booth & Body Shop	\$ 276,847
FY2025	Tier 3	Exhaust/HVAC - Paratransit Barn	\$ 173,029
FY2025	Tier 3	Building Controls - Operations	\$ 62,291
FY2025	Tier 3	Overhead Doors - New Barn	\$ 67,827

<i>DART Way Facility Continued</i>			
<i>FY2026</i>	<i>Tier 3</i>	<i>Server Room HVAC</i>	<i>\$ 21,386</i>
<i>FY2026</i>	<i>Tier 3</i>	<i>Building Controls - Dispatch</i>	<i>\$ 64,159</i>
<i>FY2026</i>	<i>Tier 3</i>	<i>Fire Alarm Panel - Operations</i>	<i>\$ 142,576</i>
<i>FY2026</i>	<i>Tier 3</i>	<i>Gate and Fence Replacements</i>	<i>\$ 108,358</i>
<i>FY2027</i>	<i>Tier 3</i>	<i>Deteriorating Concrete</i>	<i>\$ 807,694</i>

*DART Central Station Facility*  
 Improvements at DART Central Station to keep the facility in a state of good repair. Projects include updates to the building controls, fire panel, well-loop and cistern, snow-melt system, light and shade controls, revolving doors, and heat pumps. The improvements have a useful life of 10 to 15 years and will be secured using formula 5307 funding.

<i>FY2022 - 2027</i>	<i>Tiers 1 - 3</i>	<i>Architecture &amp; Engineering</i>	<i>\$ 107,895</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Building Controls</i>	<i>\$ 38,003</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Well-Loop System</i>	<i>\$ 31,669</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Cistern</i>	<i>\$ 50,671</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Snow Melt System</i>	<i>\$ 25,335</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Fire Alarm Panel</i>	<i>\$ 10,134</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Control System - Lighting</i>	<i>\$ 126,677</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Control System - Shades</i>	<i>\$ 67,139</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Revolving Doors</i>	<i>\$ 69,672</i>
<i>FY2027</i>	<i>Tier 3</i>	<i>Heat Pumps - 10</i>	<i>\$ 300,000</i>

Budget Year	Tier	Project	Total Cost
<b>Shop Equipment</b>			
Purchase of equipment to repair and maintain the fleet. Projects include replacing the following equipment, which dates from 1990 to 2017: Portable hoists, lube system, lathe, parts washer, hotsy, freon recovery units, welders, band saw, parts bins, parts lift, bead blaster, metal brake and metal shear. The equipment has a useful life of 10 to 20 years. The equipment will be secured using formula 5307 funding.			
FY2018	Tier 1	Portable Lifts - 2 Sets	\$ 90,041
FY2018	Tier 1	Lubrication System - Shop	\$ 73,158
FY2018	Tier 1	Freon Recovery	\$ 9,004
FY2019	Tier 1	Portable Lifts - 2 Sets	\$ 92,742
FY2019	Tier 1	Lathe	\$ 39,415
FY2021	Tier 2	Aqueous Parts Washer	\$ 24,447
FY2021	Tier 2	Freon Recovery	\$ 9,989
FY2022	Tier 2	Portable Lifts - 2 Sets	\$ 101,341
FY2022	Tier 2	Welder	\$ 6,334
FY2023	Tier 3	Shop Presses - 55 & 100 Ton	\$ 14,352
FY2023	Tier 3	Metal Brake & Shear	\$ 13,048
FY2023	Tier 3	Band Saw	\$ 9,133
FY2023	Tier 3	Hotsy - Service Bay	\$ 13,047
FY2025	Tier 3	Parts Lift	\$ 69,212
FY2025	Tier 3	Parts Bins	\$ 55,369
FY2026	Tier 3	Bead Blaster	\$ 14,258
FY2026	Tier 3	Hotsy - Maintenance	\$ 14,258
FY2027	Tier 3	Bus Wash Replacement	\$ 624,127
FY2027	Tier 3	Freon Recovery	\$ 11,748
FY2027	Tier 3	Welders - 2	\$ 14,686
<b>Facility Equipment</b>			
Purchase of equipment needed to keep the facility in a state of good repair. Projects include replacing the following equipment, which dates from 2002 to 2019: Scissor lift, scrubbers, steam cleaner, fork-lift, skid loaders, ATV, tractor, floor buffer, ejector pump, lawn tractor, and UPS system. The equipment has a useful life of five to 20 years. The equipment will be secured using formula 5307 funding.			
FY2018	Tier 1	Scissor Lift	\$ 50,647
FY2018	Tier 1	Drive Scrubber - shop	\$ 45,020
FY2018	Tier 1	Fork Lift	\$ 45,022
FY2018	Tier 1	Steam Cleaner	\$ 22,510
FY2019	Tier 1	Carpet Scrubber	\$ 5,796
FY2019	Tier 1	UPS System	\$ 14,491
FY2020	Tier 2	Skid Loader	\$ 35,822
FY2022	Tier 2	Walk-Behind Scrubber - DW	\$ 16,468
FY2022	Tier 2	Walk-Behind Scrubber - DCS	\$ 16,468
FY2022	Tier 2	ATV	\$ 12,668

Facility Equipment Continued			
FY2022	Tier 2	Drive Scrubber - DW	\$ 79,807
FY2022	Tier 2	Drive Scrubber - DCS	\$ 96,275
FY2024	Tier 3	Lawn Tractor	\$ 24,190
FY2024	Tier 3	High Speed Floor Buffer	\$ 6,720
FY2024	Tier 3	UPS System	\$ 18,143
FY2025	Tier 3	Skid Loader	\$ 69,212
FY2026	Tier 3	Ejector Pump - New Barn	\$ 35,644
FY2027	Tier 3	Man Lift	\$ 14,685
Facility Safety & Security Equipment			
Purchase of equipment needed to keep the facility secure. Projects include security system and key card access improvements, which date from 2009 to 2020. The equipment has a useful life of five to 10 years. The equipment will be secured using formula 5307 funding.			
FY2019	Tier 1	Safety & Security Equipment	\$ 35,000
FY2021	Tier 2	Safety & Security Equipment	\$ 30,000
FY2023	Tier 3	Safety & Security Equipment	\$ 22,200
FY2025	Tier 3	Safety & Security Equipment	\$ 27,200
FY2026	Tier 3	DCS Security System	\$ 213,864
FY2027	Tier 3	Safety & Security Equipment	\$ 20,000
Support Vehicles			
Purchase of vehicles used to support operations, including maintenance, facilities services, supervisory, and administrative functions. The vehicles date from 2009 to 2020 and have a useful life of seven years. The vehicles will be secured using formula 5307 funding.			
FY2018	Tier 1	Administrative Vehicle - 1	\$ 29,263
FY2020	Tier 2	Operations Vehicle - 1	\$ 38,704
FY2021	Tier 2	Supervisory Vehicles - 4	\$ 172,182
FY2022	Tier 2	Maintenance Trucks - 2	\$ 183,682
FY2023	Tier 3	Supervisory Vehicles - 1	\$ 45,667
FY2023	Tier 3	Maintenance Trucks - 1	\$ 45,667
FY2024	Tier 3	Administrative Vehicle - 1	\$ 35,278
FY2024	Tier 3	Supervisory Vehicles - 2	\$ 94,074
FY2024	Tier 3	Maintenance Trucks - 2	\$ 134,392
FY2025	Tier 3	Administrative Vehicle - 1	\$ 34,631
FY2027	Tier 3	Operations Vehicle - 1	\$ 46,893

Budget Year	Tier	Project	Total Cost
<b>Computer Hardware &amp; Equipment</b>			
<i>Purchase and installation of servers and related equipment that support core data processing functions. The hardware equipment has a useful life of three to five years. The equipment will be secured using formula 5307 funding.</i>			
FY2018	Tier 1	Computer Hardware	\$ 32,167
FY2018	Tier 1	Phone System/Call Center	\$ 124,000
FY2019	Tier 1	Computer Hardware	\$ 33,943
FY2019	Tier 1	POS System	\$ 26,000
FY2020	Tier 2	Computer Hardware	\$ 34,838
FY2021	Tier 2	Computer Hardware	\$ 35,994
FY2022	Tier 2	Computer Hardware	\$ 36,999
FY2022	Tier 2	AV equipment	\$ 40,577
FY2023	Tier 3	Computer Hardware	\$ 37,978
FY2024	Tier 3	Computer Hardware	\$ 38,577
FY2025	Tier 3	Computer Hardware	\$ 39,993
FY2026	Tier 3	Computer Hardware	\$ 40,316
FY2027	Tier 3	Computer Hardware	\$ 41,020
<b>Computer Software</b>			
<i>Purchase and installation of software systems to improve efficiencies. The equipment has a useful life of five years. The software will be secured using local funding.</i>			
FY2018	Tier 1	Scheduling Software - Additional Modules	\$ 202,103

Budget Year	Tier	Project	Total Cost
<b>Bus Shelters</b>			
<i>Purchase and installation of bus shelters along heavy-traveled routes. The shelters have a useful life of 10 years and will be secured using formula 5307 funding.</i>			
FY2018	Tier 1	Shelters	\$ 81,250
FY2019	Tier 1	Shelters	\$ 67,500
FY2020	Tier 2	Shelters	\$ 96,750
FY2021	Tier 2	Shelters	\$ 71,813
FY2022	Tier 2	Shelters	\$ 87,500
FY2023	Tier 3	Shelters	\$ 73,750
FY2024	Tier 3	Shelters	\$ 88,188
FY2025	Tier 3	Shelters	\$ 76,250
FY2026	Tier 3	Shelters	\$ 92,500
FY2027	Tier 3	Shelters	\$ 93,750
<b>Pedestrian Access</b>			
<i>Purchase and installation of landing pads and access paths at select boarding locations throughout the region. The improvements have a useful life of 10 to 15 years and will be secured using formula 5307 funding.</i>			
FY2019	Tier 1	Pedestrian Access	\$ 15,000
FY2021	Tier 2	Pedestrian Access	\$ 15,000
FY2023	Tier 3	Pedestrian Access	\$ 15,000
FY2025	Tier 3	Pedestrian Access	\$ 15,000
Budget Year	Tier	Project	Total Cost
<b>Enhanced Corridors</b>			
<i>Vehicles, equipment, and infrastructure improvements needed to enhance corridor service. The project will move forward when 5309 capital investment funding is secured.</i>			
FY2020	Tier 2	Bus Rapid Transit	\$ 25,000,000

Budget Year	Tier	Project	Total Cost
<b>Preventive Maintenance</b>			
<i>The maintenance of DART assets to keep those assets in a state of good repair. These funds offset DART's maintenance budget and are secured from formula 5307 funding.</i>			
FY2018	Tier 1	Preventive Maintenance	\$ 2,595,000
FY2019	Tier 1	Preventive Maintenance	\$ 2,595,000
FY2020	Tier 2	Preventive Maintenance	\$ 2,595,000
FY2021	Tier 2	Preventive Maintenance	\$ 2,595,000
FY2022	Tier 2	Preventive Maintenance	\$ 2,595,000
FY2023	Tier 3	Preventive Maintenance	\$ 2,595,000
FY2024	Tier 3	Preventive Maintenance	\$ 2,595,000
FY2025	Tier 3	Preventive Maintenance	\$ 2,595,000
FY2026	Tier 3	Preventive Maintenance	\$ 2,595,000
FY2027	Tier 3	Preventive Maintenance	\$ 2,595,000
<b>ADA Paratransit</b>			
<i>The operation of DART's required American with Disabilities Act complimentary paratransit service (Bus-Plus). These funds offset DART's operating budget and are secured from formula 5307 funding.</i>			
FY2018	Tier 1	ADA Paratransit	\$ 375,000
FY2019	Tier 2	ADA Paratransit	\$ 375,000
FY2020	Tier 2	ADA Paratransit	\$ 375,000
FY2021	Tier 2	ADA Paratransit	\$ 375,000
FY2022	Tier 2	ADA Paratransit	\$ 375,000
FY2023	Tier 3	ADA Paratransit	\$ 375,000
FY2024	Tier 3	ADA Paratransit	\$ 375,000
FY2025	Tier 3	ADA Paratransit	\$ 375,000
FY2026	Tier 3	ADA Paratransit	\$ 375,000
FY2027	Tier 3	ADA Paratransit	\$ 375,000
<b>Planning</b>			
<i>The purchase of planning consulting services to update the DART Forward planning study. These funds offset DART's planning department budget and are secured from formula 5307 funding.</i>			
FY2021	Tier 2	Planning	\$ 405,000
FY2026	Tier 3	Planning	\$ 470,000

*Purchased Transportation*

*The purchase of third party contracted paratransit services. These funds offset DART's Paratransit operating budget and are secured from 5310 funding.*

<i>FY2018</i>	<i>Tier 1</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>175,000</i>
<i>FY2019</i>	<i>Tier 1</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>180,000</i>
<i>FY2020</i>	<i>Tier 2</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>185,400</i>
<i>FY2021</i>	<i>Tier 2</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>190,962</i>
<i>FY2022</i>	<i>Tier 2</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>196,691</i>
<i>FY2023</i>	<i>Tier 3</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>202,592</i>
<i>FY2024</i>	<i>Tier 3</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>208,669</i>
<i>FY2025</i>	<i>Tier 3</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>214,929</i>
<i>FY2026</i>	<i>Tier 3</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>221,377</i>
<i>FY2027</i>	<i>Tier 3</i>	<i>Contracted Paratransit Service</i>	<i>\$</i>	<i>228,019</i>

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## ACTION ITEM



**7D: Adobe Sign for Accounts Payable**

**Action: Approve the use of Adobe Sign e-signatures for Accounts Payable documents.**

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

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### **Background:**

- In February, the Information Technology Department began to roll out the Adobe Sign functionality included in DART's Adobe software subscription.
- Adobe Sign is cloud based signature service that allows you to replace paper and ink signature processes with fully automated electronic signature workflows that allows an individual to easily send, sign, track and manage the signature process in a web browser or mobile device.
- Adobe Sign brings time savings, greater efficiency, and more audit capability to the approval process.
- Prior to implementation, the legality of using e-signatures was reviewed and approved by DART's legal counsel, Brick Gentry P.C.
- Currently, DART staff is using Adobe Sign to process contracts, internal documents for approval, and continuing to explore other avenues to utilize the more efficient process.
- DART's Finance Team has identified the approval of high dollar Accounts Payable payments (\$50,000 and higher) by the Commission Treasurer as a process that would benefit from use of the new software. The current process involves documents being scanned and emailed from our Accounts Payable department to the Commission Treasurer. Commission Treasurer then prints out, physically signs, scans them back into electronic format, and emails them back to Accounts Payable. Accounts Payable completes the process by printing signed documents off to be attached to the vendor invoice packet. This process can occur as frequently as each week with multiple vendors.
- This proposal has specifically been approved by legal counsel by stating: "So long as it is clear that both DART and the Commission agree to conduct the invoice approval process by electronic means (in this case, Adobe Sign), then your proposed method of having the Commission Treasurer sign invoices electronically should be acceptable."

### **Recommendation:**

- Approve the use of Adobe Sign e-signatures for Accounts Payable document approval by Commission Treasurer.



## ACTION ITEM



**7E: March FY2017 Consolidated Financial Report**

**Action: Approve the March FY2017 Consolidated Financial Report**

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

### Year-to-Date Budget Highlights:

#### Revenue:

- Fixed Route Operating revenue is on target. Other Contracted Services is out performing budget while Cash Fares are behind budget.
- Fixed Route Non-Operating revenue is also on track with 0.93 % above budget levels year to date.
- Paratransit Operating revenue is 20.57% lower than budget expectations. Contracted trips are showing below budgeted levels.
- Paratransit Non-Operating revenue is 0.54% above budget.
- Rideshare revenues were 22.92% below budgeted levels for March. Rideshare revenue continues to cover expenses.

#### Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 4.88% below budget projections year to date. Fuel & Lubricants, Salaries, Wages & Fringes, and Insurance Expense are seeing the most savings year to date.
- Paratransit Budget Summary – Operating expenses are currently showing 19.24% budget savings. Many categories are continuing to show savings including Fuel & Lubricants, Salaries, Wages & Fringes, and Equipment Repair Parts.
- Rideshare Budget Summary – Rideshare expenses are below budgetary expectations by 24.32%. Many categories are also showing savings within this division and in alignment with the lower levels of revenue received versus budget.

#### Recommendation:

- Approve the March FY2017 Consolidated Financial Report.

#### **\*\* TOTAL Un-Audited Performance of March FY2017 Year to Date as Compared to Budget:**

Fixed Route	\$	1,115,189
Paratransit	\$	178,599
Rideshare	\$	<u>9,466</u>
Total	\$	1,303,254

Reserve for Accidents (See Balance Sheet): \$381,056.94

**FY2017 Financials:**

**March 2017**

FIXED ROUTE	March 2017			Year-To-Date-(9) Months Ending 03/31/2017		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	389,015	423,250	(34,235)	3,802,570	3,809,250	(6,680)
Non-Operating Revenue	1,842,111	1,789,594	52,518	16,256,245	16,106,342	149,903
Subtotal	2,231,126	2,212,844	18,283	20,058,815	19,915,592	143,223
Operating Expenses	2,059,866	2,212,844	152,978	18,943,626	19,915,592	971,966
Gain/(Loss)	171,261	-	171,261	1,115,189	-	1,115,189

PARATRANSIT	March 2017			Year-To-Date-(9) Months Ending 03/31/2017		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	139,257	169,083	(29,826)	1,208,690	1,521,750	(313,060)
Non-Operating Revenue	113,161	111,722	1,439	1,010,917	1,005,496	5,421
Subtotal	252,418	280,805	(28,387)	2,219,607	2,527,246	(307,639)
Operating Expenses	237,670	280,805	43,135	2,041,008	2,527,246	486,238
Gain/(Loss)	14,748	-	14,748	178,599	-	178,599

RIDESHARE	March 2017			Year-To-Date-(9) Months Ending 03/31/2017		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	61,515	75,000	(13,485)	520,310	675,000	(154,690)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	61,515	75,000	(13,485)	520,310	675,000	(154,690)
Operating Expenses	58,075	75,000	16,925	510,844	675,000	164,156
Gain/(Loss)	3,440	-	3,440	9,466	-	9,466



## DISCUSSION ITEM



8A: Quarterly Investment Review

*Staff Resource: Amber Dakan, Finance Manager*

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- A presentation regarding the investment performance from January 1, 2017- March 31, 2017 will be given by Amy Mitchell, Director with Miles Capital.



## DISCUSSION ITEM



8B:                      Records Retention Policy

*Staff Resource: Dan Clark, Contracts Administrator*

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- A presentation regarding DART's DRAFT Records Retention Policy will be given at the meeting.



# DISCUSSION ITEM



**8C: Quarterly Safety Report**

*Staff Resource: Patrick Daly, Operations Manager - Safety*

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**Analysis of accidents for the 3<sup>rd</sup> Quarter of FY2017:**

<b>ACCIDENTS BY ROUTE:</b>	<u>3<sup>rd</sup> QTR</u>	<u>3<sup>rd</sup> QTR</u>	<u>YTD</u>	<u>YTD</u>
	<u>FY17</u>	<u>FY16</u>	<u>FY17</u>	<u>FY16</u>
#1 – FAIRGROUNDS	1	2	6	5
#3 – UNIVERSITY	1	3	6	6
#4 – 14TH	0	2	0	3
#5 – FRANKLIN AVE	2	0	3	0
#6 – INDIANOLA AVE	1	4	2	4
#7 – SW 9 <sup>th</sup> ST	3	1	7	3
#8 – FLEUR DR	1	0	2	0
#9 - EXPRESSES	4	3	13	8
#10 – EAST UNIVERSITY	1	0	1	0
#11 – INGERSOLL/VALLEY JCT	0	0	0	0
#12 - ON PROPERTY	4	1	11	10
#13 – PARK AVE	1	1	1	2
#14 - BEAVER AVE	3	1	9	3
#15 – 6 <sup>th</sup> AVE	2	3	5	8
#16 – DOUGLAS AVE	4	4	6	9
#17 – HUBBELL AVE/ALTOONA	2	4	4	8
#52 – VALLEY WEST/JORDAN CR	2	1	4	2
#60 – INGERSOLL/UNIVERSITY	3	1	7	6
#72 – WDM/CLIVE FLEX	0	0	0	0
#73 – URBAN DALE/WHTS FLEX	0	0	1	0
#74 – NW URBAN DALE FLEX	0	0	0	0
#40 - LINK	1	0	2	0
#42 - STATE CAPITAL/D-LINE	0	0	2	5
#SS - SCHOOL ROUTES	0	1	1	3
#20 - PARATRANSIT	7	9	23	28
#R - RIDESHARE	0	4	3	13
#A - ADMIN	1	1	1	1
#M – MAINTENANCE	0	0	1	0
SF- STATE FAIR	0	0	2	2
Training	1	0	1	1
<b>TOTALS</b>	<b>45</b>	<b>46</b>	<b>124</b>	<b>130</b>



DISCUSSION ITEM:  
8C: Quarterly Safety Report

<b>ACCIDENTS BY TYPE:</b>	3 <sup>rd</sup> QTR	3 <sup>rd</sup> QTR	YTD	YTD
	<u>FY17</u>	<u>FY16</u>	<u>FY17</u>	<u>FY16</u>
BUS INTO FIXED OBJECT	19	13	51	39
PERSONAL INJURY	2	1	2	7
BUS INTO VEHICLE	15	9	27	29
VEHICLE INTO BUS	6	23	39	49
OTHER	3	0	4	6
MAINTENANCE	0	0	0	0
STRUCK ANIMAL	0	0	1	0
VANDALISM	0	0	0	0
<b>TOTALS</b>	<b>45</b>	<b>46</b>	<b>124</b>	<b>130</b>

<b>ACCIDENTS BY CHARGEABILITY</b>	3 <sup>rd</sup> QTR	3 <sup>rd</sup> QTR	YTD	YTD
<b>CODE:</b>	<u>FY17</u>	<u>FY16</u>	<u>FY17</u>	<u>FY16</u>
NON PREVENTABLE	23	22	64	58
PREVENTABLE - OPERATOR	15	20	53	68
PREVENTABLE - SYSTEM	2	0	2	0
ON PROPERTY	4	4	4	4
NOT GRADED/UNDETERMINED	1	0	1	0
<b>TOTALS</b>	<b>45</b>	<b>46</b>	<b>124</b>	<b>130</b>



# System Summary Performance Report

March 2017

	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	March 2016	March % Change FY17	FY17 March YTD	FY16 March YTD	YTD % Change FY17
<b>Fixed Route</b>												
Passengers	378,099	394,537	351,537	315,266	334,782	343,089	349,952	359,079	(2.54%)	3,289,827	3,386,642	(2.86%)
OTT Ridership	20,428	15,190	21,021	20,199	18,465	19,042	19,122	22,674	(15.67%)	174,626	195,027	(10.46%)
Unlimited Access Ridership	32,547	28,019	28,121	25,087	25,620	26,911	28,451	29,684	(4.15%)	249,849	350,265	(28.67%)
Bike Rack Usage	6,237	6,064	4,758	2,647	2,121	3,154	3,740	3,492	7.10%	40,936	37,453	9.30%
Passengers Per Revenue Hour	21.4	21.7	19.9	17.0	18.1	20.4	18.6	18.9	(1.96%)	19.8	20.5	(3.45%)
Average Passenger Trip Length	4.25	4.25	4.25	4.27	4.29	4.27	4.29	3.99	7.47%	3.98	4.37	(8.83%)
Complaints Per 100,000 Passengers	11.64	8.62	6.83	10.47	9.56	11.95	13.14	14.76	(10.94%)	10.82	20.61	(47.50%)
Commendations Per 100,000 Passengers	1.32	1.01	1.42	1.27	1.19	2.62	4.29	1.67	156.53%	1.85	2.07	(10.29%)
On-Time Performance	81.31%	82.25%	83.20%	83.21%	84.39%	82.95%	84.59%	85.28%	(0.81%)	83.10%	83.04%	0.07%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	2.94	1.43	1.09	0.00	1.74	1.15	1.72	1.02	67.66%	1.33	1.47	(9.40%)
Non-Preventable/100,000 Miles	2.94	2.85	2.18	2.09	3.83	2.30	2.75	1.71	60.95%	2.54	1.75	45.65%
<b>Maintenance:</b>												
Total Service Miles	272,492.7	280,699.5	274,854.9	286,819.5	287,141.7	261,064.9	291,154.5	292,885.3	(0.59%)	2,556,058.3	2,520,040.7	1.43%
Roadcalls/100,000 Miles	37.07	35.98	31.65	33.82	35.87	37.54	40.53	30.05	34.89%	36.74	21.71	69.24%
Active Vehicles In Fleet	123	126	129	127	127	127	127	123	3.25%	126	123	2.53%
<b>Paratransit</b>												
Passengers	8,625	9,212	8,812	9,302	9,272	8,981	9,920	10,783	(8.00%)	83,161	90,889	(8.50%)
Passengers Per Revenue Hour	2.7	2.6	2.4	2.5	2.5	2.6	2.5	2.7	(6.55%)	2.6	2.7	(4.83%)
Average Passenger Trip Length	8.97	8.96	8.96	8.97	8.97	8.96	8.97	8.85	1.38%	8.97	8.86	1.24%
Complaints Per 100,000 Passengers	57.97	43.42	22.70	75.25	21.57	11.13	90.73	46.37	95.66%	44.49	70.42	(36.82%)
Commendations Per 100,000 Passengers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	14.30	(100.00%)
On-Time Performance	91.33%	92.70%	93.56%	92.92%	91.63%	0.00%	0.00%	92.45%	(100.00%)	92.66%	92.53%	0.14%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	3.09	1.38	2.79	1.37	2.77	1.48	2.63	3.69	(28.79%)	2.18	2.26	(3.48%)
Non-Preventable/100,000 Miles	4.63	0.00	0.00	0.00	1.38	0.00	1.31	0.00	0.00%	1.40	0.90	55.12%
<b>Maintenance:</b>												
Total Service Miles	64,769.9	72,367.7	71,706.1	72,968.4	72,234.2	67,641.1	76,152.9	81,344.5	(6.38%)	642,869.9	664,835.8	(3.30%)
Roadcalls/100,000 Miles	9.26	9.67	11.16	8.22	12.46	4.44	10.51	2.46	327.27%	9.64	4.36	121.10%
Active Vehicles In Fleet	22	22	22	22	22	22	22	24	(8.33%)	22	21	3.65%
<b>Rideshare</b>												
Passengers	15,512	15,471	14,948	13,862	16,110	15,643	18,108	19,162	(5.50%)	141,499	157,456	(10.13%)
Passengers Per Revenue Hour	5.1	5.1	5.3	4.9	5.4	5.5	5.4	5.4	(1.07%)	5.2	5.6	(7.28%)
Rideshare Customers	561	561	548	560	560	600	564	616	(8.44%)	564	628	(10.17%)
Rideshare Vans In Circulation	84	83	83	84	84	86	86	89	(3.37%)	84	88	(4.41%)
Average Passenger Trip Length	39.91	39.98	40.31	40.01	39.93	39.82	39.22	40.07	(2.12%)	39.95	40.66	(1.75%)
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	0.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.17	0.39	(57.50%)
Non-Preventable/100,000 Miles	0.73	0.00	0.80	0.00	0.00	0.00	0.00	0.00	0.00%	0.17	0.54	(69.64%)
<b>Maintenance:</b>												
Total Service Miles	136,772.9	134,065.6	125,359.0	126,431.8	133,410.3	129,841.0	150,797.1	158,485.0	(4.85%)	1,210,480.8	1,286,209.2	(5.89%)
Roadcalls/100,000 Miles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Active Vehicles In Fleet	108	108	108	108	108	105	108	103	4.85%	108	99	8.88%
<b>System Total</b>												
Farebox Recovery Ratio	23.75%	25.69%	19.59%	19.83%	18.60%	20.90%	23.19%	20.65%	12.33%	21.08%	21.05%	0.15%



# System Performance Ridership Report

March 2017

	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	March 2016	March % Change FY17	FY17 March YTD	FY16 March YTD	YTD % Change FY17
<b>Fixed Route</b>	378,099	394,537	351,537	315,266	334,782	343,089	349,952	359,079	(2.54%)	3,289,827	3,386,642	(2.86%)
<b>1. Local:</b>												
#1 - Fairgrounds	20,982	22,043	18,829	15,834	17,748	17,689	17,221	20,040	(14.07%)	394,959	425,834	(7.25%)
#3 - University	37,041	37,790	33,318	29,250	29,144	30,386	31,905	33,785	(5.56%)	295,398	303,499	(2.67%)
#4 - E. 14th	17,211	18,929	16,521	15,652	16,637	17,072	17,468	16,887	3.44%	150,086	158,331	(5.21%)
#5 - Franklin Ave	10,008	9,329	8,216	7,675	7,916	7,971	8,393	7,948	5.60%	71,620	64,162	11.62%
#6 - Indianola Ave	34,198	36,086	30,706	26,793	27,996	28,524	28,873	30,336	(4.82%)	262,992	264,770	(0.67%)
#7 - SW 9th St	36,835	38,889	34,438	31,235	34,437	35,391	35,745	35,617	0.36%	299,872	305,581	(1.87%)
#8 - Fleur Dr	5,836	5,364	5,275	4,324	5,030	5,193	5,176	4,655	11.19%	40,719	39,427	3.28%
#10 - East University	0	0	794	2,455	2,744	2,889	3,201	0	0.00%	12,083	0	0.00%
#11 - Ingersoll Ave	2,445	2,161	1,894	1,820	2,117	1,824	2,133	2,418	(11.79%)	19,109	18,894	1.14%
#13 - Evergreen/SE Park Ave	8,284	8,157	7,632	6,211	7,161	7,291	5,931	6,464	(8.25%)	53,750	54,580	(1.52%)
#14 - Beaver Ave	22,767	24,042	21,100	18,636	20,474	20,595	21,265	20,295	4.78%	177,636	187,081	(5.05%)
#15 - 6th Ave	26,775	28,550	25,890	22,731	23,357	23,826	23,466	25,799	(9.04%)	213,291	226,658	(5.90%)
#16 - Douglas Ave	38,581	41,755	37,647	33,443	35,312	37,262	37,931	37,693	0.63%	319,478	329,191	(2.95%)
#17 - Hubbell Ave	24,383	27,748	24,001	21,450	21,498	22,509	21,914	23,480	(6.67%)	206,784	203,436	1.65%
#52 - Valley West/Jordan Creek	14,250	15,275	14,351	14,177	13,049	12,927	14,322	15,226	(5.94%)	127,184	133,461	(4.70%)
#60 - Ingersoll/University	37,127	37,047	32,785	28,368	29,926	31,610	31,869	33,935	(6.09%)	284,622	295,558	(3.70%)
<b>2. Shuttle:</b>												
Dline	14,421	13,942	12,590	11,615	13,996	13,871	14,823	13,891	6.71%	123,525	119,591	3.29%
Link Shuttle	992	1,005	918	879	993	966	904	1,634	(44.68%)	8,777	13,648	(35.69%)
<b>3. Express:</b>												
#91 - Merle Hay Express	1,058	1,083	1,014	951	908	1,210	1,250	1,070	16.82%	9,262	9,338	(0.81%)
#92 - Hickman Express	2,536	2,557	2,386	2,290	2,664	2,413	2,596	2,892	(10.24%)	22,720	24,498	(7.26%)
#93 - NW 86th Express	3,468	3,777	3,363	2,941	3,234	3,189	3,229	3,594	(10.16%)	29,951	26,233	14.17%
#94 - Westtown	1,380	1,208	988	875	1,008	1,182	1,262	804	56.97%	10,533	8,018	31.37%
#95 - Vista	1,455	1,344	1,190	1,084	1,249	1,327	1,603	1,870	(14.28%)	12,472	17,350	(28.12%)
#96 - E.P. True	2,200	2,384	2,303	1,954	2,207	2,257	2,552	2,878	(11.33%)	20,250	25,075	(19.24%)
#98 - Ankeny	7,225	7,108	6,452	6,206	7,490	7,061	8,066	8,197	(1.60%)	62,585	69,347	(9.75%)
#99 - Altoona	1,690	1,862	1,785	1,654	1,888	1,757	1,776	1,538	15.47%	15,345	13,392	14.58%
<b>4. Flex:</b>												
#72 Flex: West Des Moines/Clive	3,635	3,828	3,640	3,390	3,439	3,610	3,818	4,452	(14.24%)	32,603	35,313	(7.67%)
#73 Flex: Urbandale/Windsor Heights	233	226	179	192	201	213	188	266	(29.32%)	1,906	2,812	(32.22%)
#74 Flex: NW Urbandale	436	482	703	575	386	508	613	653	(6.13%)	4,709	5,150	(8.56%)
<b>5. On Call:</b>												
On-Call: Ankeny	251	161	226	209	215	185	231	289	(20.07%)	1,931	2,344	(17.62%)
On-Call: Johnston/Grimes	271	276	247	215	208	196	107	232	(53.88%)	2,005	1,735	15.56%
On-Call: Regional	125	129	156	182	150	185	121	241	(49.79%)	1,670	2,335	(28.48%)
<b>Paratransit</b>	8,625	9,212	8,812	9,302	9,272	8,981	9,920	10,783	(8.00%)	83,161	90,889	(8.50%)
Cab	977	998	884	897	895	842	888	935	(5.03%)	7,991	8,029	(0.47%)
Bus/Van	7,648	8,214	7,928	8,405	8,377	8,139	9,032	9,848	(8.29%)	75,170	82,860	(9.28%)
<b>Rideshare</b>	15,512	15,471	14,948	13,862	16,110	15,643	18,108	19,162	(5.50%)	141,499	157,456	(10.13%)
<b>Total Ridership</b>	402,236	419,220	375,297	338,430	360,164	367,713	377,980	389,024	(2.84%)	3,514,487	3,634,987	(3.32%)



## MONTHLY REPORT



9A: Operations

*Staff Resources: Tim Sanderson, Chief Operating Officer*

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- A verbal update on progress to date regarding DART's 13C challenge will be provided at the meeting.
- Pass Software has been operational for over a month and overall the software is working as designed. There have been slight hiccups as staff becomes familiar with the system and the changes in process that have resulted, but overall the transition has been smooth and we are enjoying the enhanced data and possibilities that the software provides,
- On May 6, 2017 DART will be holding its annual Bus Operator Rodeo at the DMAC parking lot located between 7<sup>th</sup> St and 8<sup>th</sup> St and University. Competition begins at 10AM with the fixed route class, followed by small bus. We would love to see you there to cheer on our Operators.



## MONTHLY REPORT



9B: Engagement

*Staff Resources: Amanda Wanke, Chief Engagement and Communications Officer*

### Engagement

- **Farmers Market Service:** The Farmers Market and DART are teaming up to provide additional D-Line service on Saturday mornings during the Farmers Market. Starting May 6 through the end of October, the D-Line will now run from 7 a.m.-5 p.m. The Farmers Market is partnering to help fund and market the additional service.
- **Greater Des Moines Partnership DC Trip:** Staff is preparing for DART's participation in the Greater Des Moines Partnership trip to Washington, DC, including sponsorship of a luncheon to raise awareness of DART with participants. DART Chair Tom Gayman will be addressing participants, and the presentation will include a photo slideshow of DART riders.
- **Key Stakeholder Survey:** Approximately 30 key stakeholders including Unlimited Access partners, key community contacts and others, have been participating in a quantitative and qualitative survey to give feedback on DART's relationships and communication. The information will be used to establish a baseline of relationship strength with key stakeholders and determine areas for improvement.

### Marketing and Communications – Erin Hockman, Marketing and Communications Manager

- **ABBG Customer Satisfaction Survey:** This annual survey went live on Monday, April 24, and will close on Sunday, May 21. This survey is being shared with current riders via several communication channels.
- **Marketing and Public Affairs RFP:** DART is currently soliciting proposals for a marketing and/or public affairs firm or firms to assist DART in its efforts in these areas over the next several years. The selected firm(s)' contracts are expected to be brought to the Commission in July for approval.
- **Bike Month:** Anyone who boards with a bike in May will ride for free. Staff is planning the promotion of Bike Month, focusing on men and women in Greater Des Moines who are bike enthusiasts and live an active lifestyle. DART has partnered with the Des Moines Bicycle Collective to reach its audiences and increase outreach of the promotion. DART is also sponsoring Iowa Public Radio for 4 weeks in May, in addition to owned marketing, including social media, email, DART Central Station signage and news media outreach. Lastly, DART Central Station will be the starting and ending location for the Downtown Chamber's Economic Bike Tour, which is a guided tour of downtown development projects.
- **Summer Events:** The team is finalizing a community events calendar for summer 2017 and is planning for marketing for Yankee Doodle Pops, 80/35 and the Iowa State Fair service.
- **DART Social Media:** In March 2017, we gained 24 Facebook fans, 15 Twitter followers and 22 Instagram followers.



**Marketing Analytics Report**

Metric	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	Mar. 2017	Mar. 2016	% Change Year Prior
Website Unique Visitors	28,971	29,136	31,719	28,686	32,881	33,884	-18.12%
Facebook Likes	2,598	2,645	2,673	2,689	2,712	1,637	39.12%
Twitter Followers	1,820	1,831	1,845	1,848	1,866	1,700	8.01%
Email Subscribers	4,160	4,220	4,630	4,570	4,660	4,020	12.04%
Trip Plans	8,313	7,905	9,348	6,994	8,724	10,547	-50.80%
Next Bus	3,057	2,889	3,884	3,677	3,282	2,437	33.72%
Schedules	1,429	1,475	2,026	1,156	1,690	2,149	-85.90%
RideTime App	30,384	30,395	32,669	34,107	36,145	28,238	17.21%
SMS Text Messaging	62,974	56,641	64,183	66,960	68,687	54,261	18.97%
IVR	8,680	7,889	7,585	7,186	8,178	7,622	-6.07%

**Community and Customer Relations – John Clark, Community and Customer Relations Manager**  
**March 2017 Website Communication and Messages:**

- Contact/Feedback Form – 41
- Bus Stop/Shelter Requests - 0
- Voicemails – 98, voicemails requiring response – 4 (4%)

**Total Calls for March 2017:**

- Schedule Information – 6,599
- Spanish Line – 32
- Receptionist – 811
- RideShare – 240

**Mobility Coordination Events**

**March 2017 Activities:**

- How to Ride Fresh Start Women’s Facility **(4)**
- How to Ride Johnston High School 2 special needs classes **(12)** total
- How to Ride Fort Des Moines **(66)** men total for 4 weeks
- DART How to Ride **(2)**
- How to Ride House of Mercy **(7)**
- How to Ride AHEPA Apartments Housing, Johnston **(5)**
- Coordinated bike donation to the Fort Des Moines Facility
- How to Ride National Federation of the Blind
- ICVS Site Visit for Public Ally program



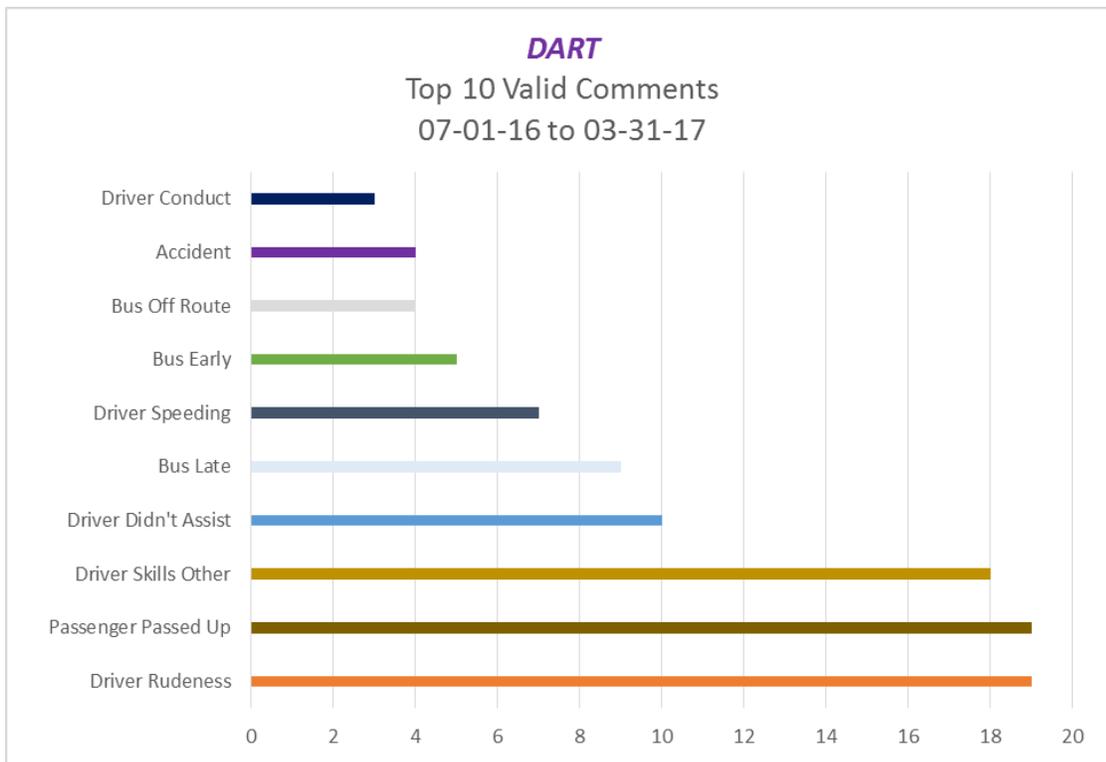
RideShare / Business Development

March 2017

- Researching and preparing potential business products and options to increase ridership. Further details will be brought to the commission when recommendations are finalized.
- Launched two more RideShare Vans for TPI in Newton, Iowa. Plan is to be to 18 vans in summer 2017.
- Conducted Drivers Training Program for new RideShare drivers.

Community Relations

Top 10 Valid Complaints (per 100,000 passengers) as of March 31, 2017



Planning

- **June Service Change:** Staff is preparing for the June service change, which will conclude school service for the 2016-17 school year. Other changes will include a route modification to Route 6 in order to serve the corridor along Principal Park.
- **August Service Change:** Staff is researching and gathering public input on several changes for the August service change, which could include adjustments in service along the Routes 91/5 in Johnston, additional service along the new MLK/Vandalia corridor in Southeast Des Moines, and service to the new outlet mall in Altoona. As the budget for FY18 does not include additional service, any of these adjustments or additions will either need to be done in a cost neutral fashion or be funded through public-private partnerships.



# MONTHLY REPORT



9C:	Procurement
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*Staff Resource: Mike Tiedens, Procurement Manager*

**Upcoming Procurements:**

**Haymarket Mall Pavement Repair** – DART is seeking a Contractor to remove and replace a section of asphalt located at the DART bus stop at Haymarket Mall. Options provided for depth and square foot dimensions.

- Request for Quotes published in April 2017

**Air Conditioner Replacement (Wellness Center, 1100 DART Way)** – DART is seeking a Contractor to furnish and install a new air conditioner unit for the Wellness Center at 1100 DART Way. Services include demo and recycling/removal of the old unit. Install new controls, piping, insulation and all other ancillary items needed for the new unit.

- Request for Quotes published in April 2017

**Contracts and Task Orders Approved Recently:**

**Shop Drain Scoping** – DART solicited quotes for a Contractor to provide drain scoping (and jetting if necessary) to investigate actual existing conditions of the floor drains, tunnel sump pump and oil separator network below the maintenance shop.

- The winning bid was \$142.50/hour with Not to Exceed of \$8,000 and the winning bidder is Smith’s Sewer Service, Inc.

**Future Procurements:**

- |                            |                                  |
|----------------------------|----------------------------------|
| • Taxi Cab Services        | • Employment Services            |
| • Bus Wash                 | • Armored Car / Courier Services |
| • Mystery Shopper Services | • Printing Services              |
| • Bus Shelters             |                                  |



## MONTHLY REPORT



9D: Chief Executive Officer

*Staff Resource: Elizabeth Presutti, Chief Executive Officer*

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- **DART Governance Task Force:** The fourth and fifth meetings of the DART Governance Task Force were held in April. Both meetings focused on the governance recommendations of the Task Force. At the fifth meeting of the Task Force on April 28<sup>th</sup>, the group voted unanimously on the proposed governance recommendations. The recommendations will be presented by the Task Force to the DART Commission at a workshop on May 3, 2017.



## FUTURE DART COMMISSION ITEMS



### FUTURE AGENDA ITEMS:

June 6, 2017 – 12:00 P.M. – ANNUAL MEETING	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Fare Policy Update</li> <li>• Farebox and Automated Fare Collection System Contract Award</li> <li>• DART Governance Task Force Recommendations</li> <li>• Polk County/Metro Area Mutual Aid Agreement</li> </ul>	
July 11, 2017 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Marketing and Public Affairs Award</li> <li>• Des Moines Public Schools Contract</li> <li>• Occupational Medical Services Award</li> </ul>	<ul style="list-style-type: none"> <li>• DART Cyber Security Program</li> </ul>
August 1, 2017 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Taxi Services Award</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Safety Report - Pat</li> <li>• Quarterly Investment Report – Amber</li> </ul>