



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
APRIL 24, 2012 – 5:00 p.m.
DART MULTI-PURPOSE ROOM, 1100 DART Way**

	PAGE #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF MARCH 27, 2012 MINUTES	2
5. PUBLIC COMMENT (Limit 3 minutes)	
6. CONSENT ITEMS	
A. March 2012 Financial Reports	7
7. ACTION ITEM	
A. Iowa Purchasing Card Consortium	9
B. Transportation Planning Memorandum of Understanding	10
C. DART Central Station Public Art Contract	11
D. DART Central Station Change Order and Project Update	12
8. DISCUSSION ITEMS	
A. State Legislative Update	18
B. Quarterly Safety Report	19
C. March 2012 Performance Reports	21
9. DEPARTMENTAL MONTHLY REPORTS (By Exception)	
A. Operations	23
B. Marketing	27
C. Planning	30
D. General Manager	32
10. FUTURE AGENDA ITEMS	33
11. COMMISSIONER ITEMS	
12. OTHER – Communications	
13. NEXT MEETING: Regular DART Meeting Tuesday, May 22, 2012 – 5:00 p.m.	
14. ADJOURN	

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

**1100 DART Way – Des Moines, IA 50309
March 27, 2012**

ROLL CALL

Commissioners Present: Steve Brody, Ted Boesen, Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson

Commissioners Absent: Bob Mahaffey, Steve Van Oort

Alternates Present:

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Claire Celsi, Director of Marketing and Community Partnerships; Chet Bor, Paratransit Director; Randy Ross, HR Director; Debra Meyer, Capital Grants Manager; Kirstin Baer-Harding, Advertising Manager; Jim Tishim, Planning Director; Teresa Cashman, Scheduling Manager; Mike Kaiser, Service Management Manager; P.J. Sass, Customer Service Manager; Gunnar Olson, Public Information Officer; Randy McKern, Transportation Manger; Ivan Thompson, Paratransit Operator; Neil Hampton, Transportation Supervisor; Georgia Parkey, Paratransit Operations Manager; Paula Covington, RideShare; Kyle McCann, Legal Counsel;

Others Present: Nathan Goldberg, MPO; Mark Trost, TDS, LLC; Todd Garner, Substance; Greg Boeschen, TRAC; Mandi Holcomb, Denman & Co; Jerry Heinzler, Denman & Co; Alexander Grgurich, TRAC; John Halsband

EMPLOYEE RECOGNITION

The commission recognized Paratransit Operator Ivan Thompson. Ivan was scheduled to pick up a regular customer. When the customer wasn't ready, Ivan went to the door to inquire if she was going. That's when Ivan noticed that the customer was in a diabetic coma and needed immediate assistance. Ivan instructed the customer's grandson to call 911. The customer is very grateful to Ivan and believes that his quick thinking saved her life. The commission congratulated Ivan for his outstanding service.

CALL TO ORDER

The meeting was called to order by Chair Angela Connolly at 3:23 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Chair Connolly called for corrections to the February 28, 2012 meeting minutes.

There being no comments on the minutes, it was moved by Ms. Hensley and seconded by Mr. Brody that the minutes be approved. The minutes were approved as written.

PUBLIC COMMENT

None

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

TRAC Chair Alexander Grgurich updated the commission on TRAC's most recent meeting. Topics included a photo and video tour of DART Central Station progress, 2012 service changes, and Paratransit services.

CONSENT ITEMS

8-A - Trapeze ITS AVL Contract

8-B - February 2012 Financial Reports

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

ACTION ITEMS

Action Item 9A - FY 2011 Audit

Mandi Holcomb from Denman & Co presented the commission an overview of the FY 2011 audit report. Ms. Holcomb directed the commissioners to the independent auditor's report and explained that Denman issued a clean, unqualified opinion again this year on the financial statements.

Ms. Holcomb highlighted a few of the items that were discussed with the audit committee previously. Total assets remained relatively consistent from year to year, decreasing approximately \$117,000. Two important items were pointed out in the liabilities, accrued self-insurance claims decreased about a million dollars over the prior year, primarily due to the settlement of some large claims, and decreased activity overall in the claims during the year. There was no new long-term debt issue during the year. Only payments made on the capital leases and the general obligation to bond, so those are decreasing. Invested in capital assets, net of related debt increased by approximately \$354,000 due to two items, additions in net assets, in capital assets, and then payments on the capital leases related to those assets. Total unrestricted net assets increased about \$990,000, primarily due to total revenues, which does include any federal and state grant revenues exceeding total expenses for the year.

Ms. Holcomb discussed the statement of revenues, expenses and changes in net assets. Overall operating revenues were down about \$850,000 this year, primarily resulting from a couple of different items, decreased ridership overall and decreased fares due to some of the service line reductions that had been put into place at the end of FY 2010. FY 2011 reflects an entire year of those service line reductions. In the Other Revenues section, approximately \$434,000 was recorded as

income during the year, and that was related to the acquisition of the abandoned railroad right-of-way.

Capital grant revenue from federal and state grants decreased approximately \$4.5 million, primarily due to the fact last year DART received a large sum of stimulus money, which was a one-time payment.

Denman noted one internal control deficiency, which is similar to the one noted last year related to reconciliation of certain accounts to the general ledger. This did result in a slight delay in the audit process because those reconciliations were needed to complete testing. Since that process, procedures have been put in place by management to have those reconciliations performed and reviewed on a monthly basis. Therefore, the deficiency has already been remediated. Any adjustments that Denman suggested during the year were reviewed and were booked by management, so there were no unrecorded errors or misstatements to report. There were no changes in any of DART's accounting policies during 2011.

It was moved by Ms. Hensley and seconded by Mr. Boesen that the Commission receive and file the audit report. The motion carried unanimously.

Action Item 9B – DART Forward Year One Service Changes

Public Information Officer Gunnar Olson presented on the DART Forward Year One Service Changes. Mr. Olson reviewed the timeline and outlined the changes that were made since hearing public feedback during the February public meetings.

Timeline

- **February 2012** – Present proposed changes at public meetings and collect feedback.
- **March 2012** – Finalize schedules and routes of proposed changes, based on public feedback.
- **May 2012** – Hold open houses to share maps and schedules for Express, Flex and Shuttles.
- **June 2012** – Implement changes to Express, Flex and Shuttles.
- **September/October 2012** – Hold open houses to share maps and schedules for local routes.
- **November 2012** – Implement changes to local routes, coinciding with DART Central Station opening.

Notable Changes

- **Route 8 (Route 90)** – Planning staff has proposed to extend a peak-only spur off of the new Route 8 on the south side of Des Moines. The spur would branch off Fleur and run into the Airport Business Park near Army Post Road. It would provide service to customers currently riding on Route 90, which will be discontinued in June. These customers include employees of Katecho, The Des Moines Register, and Hewlett-Packard, as well as customers using the Park and Ride at Gannett Avenue and SW 42nd Street. Restoring service to this area was one of the most requested adjustments to the 2012 service changes.
- **Route 16 (Routes 4 and 91)** – Planning staff has proposed to extend a peak-only spur off of the new Route 16 (currently Route 6) on the northwest side of Des Moines. The spur would branch off of Douglas Avenue and run along Lower Beaver Road. This would serve customers currently riding on Route 91, which will no longer run on Lower Beaver Road after it is realigned onto Merle Hay Road in June. In addition, the spur would extend to 50th Street and

Meredith Drive. There is a pocket of customers in this area who would otherwise lose service. Restoring service to these areas was one of the most requested adjustments to the 2012 service changes.

- **Route 96** – Planning staff has proposed a modest realignment Route 96 on the east side of West Des Moines. The realigned portion of the route would utilize 13th Street, Ashworth Road, 11th Street, and Office Park Road to 8th Street -- rather than run straight through on Grand Avenue to 8th Street. This would provide better access for a pocket of more than 30 customers from apartment complexes in this area. Also, it provides better access to DART customers in this area who have sight impairments.
- **Other Route Changes** – Minor routing changes were made on Route 11 – Ingersoll Avenue/Valley Junction, Route 98 – Ankeny Express, Route 72 – West Des Moines Flex Route and the Route 73 – Urbandale Flex Route.

Next Steps

- Complete schedules and maps.
- Post general bid for operators.
- Reschedule regular On Call customers in West Des Moines and Urbandale to the new “flex” shuttle services.
- Schedule open houses for the week of May 21st.
- Develop bus hangtags and other materials to raise awareness of the changes.

Commission members thanked staff for all their hard work thus far. It was moved by Mr. Boesen and seconded by Mr. Brody that the Commission approve the DART Forward Year One Service Changes. The motion carried unanimously.

Action Item 9C – DART Central Station Public Art

Todd Garner from Substance Architecture made a presentation outlining two of the pieces of artwork to be included in the construction of DART Central Station.

It was moved by Mr. Brody and seconded by Ms. Johnson that the Commission approve the contract with Troy Corliss not to exceed \$60,000 and the contract with Lynn Basa not to exceed \$60,000. The motion carried unanimously.

DISCUSSION ITEMS

10A – DART Central Station Update

Mark Trost presented an update on the status of the project. Work on the upper canopy is scheduled to begin in mid-April. The zinc roofing will start going up as well. Mr. Trost updated the commission on the solar film issue. Two products are currently under evaluation by the architects, electrical engineer, the contractor and the electrical subcontractor. Mr. Trost expects a solution to be reached in the next few weeks.

10B – February 2012 Performance Reports

The General Manager informed the commission that ridership is up 13 percent over last year at this time. RideShare is up over 5 percent over last year.

MONTHLY REPORTS

Marketing

Claire Celsi, Director of Marketing and Community Partnerships informed the commission regarding plans for a customer satisfaction survey. This effort is to try to establish a benchmark for customer satisfaction prior to implementing all of the changes that are going to occur in the next year with technology, the new facility and the enhanced services and try and get a perception from the public prior to the improvements, and then we'll do one a year after the improvements are in place, and then we would look to do this on a biannual basis.

General Manager

The General Manager informed the commission about the upcoming triennial review by the Federal Transit Administration (FTA). DART's response to requested information is due back in mid-April and FTA representatives will be on site in May.

COMMISSIONER ITEMS

None

ADJOURNMENT

The meeting was adjourned at 3:56 p.m.

Next Meeting Date:

April 24, 2012

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, no meeting in August

Sep 25, Oct 23, Nov 27, Dec 18

Chair

Secretary/Treasurer

Date

CONSENT ITEM



6A: March FY2012 Consolidated Financial Report

Action: Approve the March FY2012 Consolidated Financial Report

Staff Resource: Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue for the first nine months of FY2012 is greater than budgeted by \$310,366. It is anticipated that fixed route operating revenue will end the year near budgeted levels.
- Fixed Route Non-Operating Revenue is slightly better than budget for through nine months of FY2012. State Transit Assistance (STA) is 5% greater than budget year to date. State fellowship reimbursements related to travel are also up year to date.
- Paratransit Operating Revenue is approximately 25% below budgetary expectations through nine months of the fiscal year. Paratransit ridership year to date is considerably less than last fiscal year. With fewer trips, Medicaid reimbursements are below budgeted levels.
- Rideshare Revenues are 4.5% above budgetary expectations through nine months of the fiscal year due to fare increases effective with the October invoices.

Operating Expense:

- Fixed Route Budget Summary – Through nine months, actual expenses are within budgeted levels, with total Fixed Route expenses 4.8% below budget. The majority of the savings are in the area of fuels and lubricants.
- Paratransit Budget Summary – Through nine months of the fiscal year, the Paratransit program has expenses lower than budgeted. The lower than budgeted operating expenses have not been able to make up for the decrease in operating revenue. Year to date, the Paratransit program is showing a deficit of \$239,429.
- Rideshare Expenses are approximately 12% below budgetary expectations through the first nine months of the fiscal year. The savings are primarily in equipment repair parts and fuels and lubricants, which are 63% and 8% below budget respectively.

**** TOTAL Un-Audited Year-End March FY2012 as Compared to Budget:**

Fixed Route	\$ 1,319,338	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ -239,429	FY2012 - \$1,276,462
Rideshare	\$ 141,828	
Total	\$ 1,221,737	

FY2012 Financials:

March 2012

FIXED ROUTE	March 2012			Year-To-Date-(9) Months Ending 03/31/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	356,969	344,706	12,263	3,412,720	3,102,354	310,366
Non-Operating Revenue	1,398,832	1,135,760	263,072	10,561,006	10,221,840	339,166
Subtotal	1,755,801	1,480,466	275,335	13,973,726	13,324,194	649,532
Operating Expenses	1,407,894	1,509,839	101,945	13,004,292	13,674,098	669,806
Gain/(Loss)	347,907	(29,373)	377,280	969,434	(349,904)	1,319,338

PARATRANSIT	March 2012			Year-To-Date-(9) Months Ending 03/31/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	191,711	252,895	(61,184)	1,702,267	2,276,055	(573,788)
Non-Operating Revenue	58,130	64,982	(6,852)	585,270	584,838	432
Subtotal	249,841	317,877	(68,036)	2,287,536	2,860,893	(573,357)
Operating Expenses	263,452	316,190	52,738	2,511,782	2,845,710	333,928
Gain/(Loss)	(13,611)	1,687	(15,298)	(224,246)	15,183	(239,429)

RIDESHARE	March 2012			Year-To-Date-(9) Months Ending 03/31/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	83,229	79,166	4,063	745,246	712,494	32,752
Non-Operating Revenue	-	-	-	15	-	15
Subtotal	83,229	79,166	4,063	745,261	712,494	32,767
Operating Expenses	85,698	99,399	13,701	785,530	894,591	109,061
Gain/(Loss)	(2,469)	(20,233)	17,764	(40,270)	(182,097)	141,828

ACTION ITEM



7A:	Iowa Purchasing Card Consortium
Action:	Approve DART's application to the Iowa P-Card Consortium

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

DART currently has three credit cards with Banker's Trust. Staff recommends switching to a purchasing card program. The cards would be issued with the DART logo and tax exempt status on the face of the card. Only the individual whose name is listed on the card would be allowed to make charges to the card.

Overview of the Program:

The U.S. Bank Iowa Card Consortium is a publicly bid and awarded consortium contract for payment card services, open to all political subdivisions in the State of Iowa. It provides a standard contract to secure commercial card services and competitive rebates without conducting a costly and time-consuming RFP and review process.

The University of Iowa issued a request for proposal (RFP) on behalf of the Regent Institutions. An evaluation committee, made up of members from each institution, performed a thorough competitive analysis of the nation's leading card providers and awarded the contract to U.S. Bank. This Regents' joint agreement is now being extended to all Iowa political subdivisions. The State of Iowa recently accessed this agreement and has successfully implemented the U.S. Bank program.

Benefits to DART:

- No cost for the program
- Simplified purchasing and payment process
- Increased management information on purchasing histories
- Reduced paperwork
- The ability to set and control purchasing dollar limits
- The ability to control purchases to specific merchant categories and vendors
- Receipt of rebates from the bank based upon dollar volume of total purchases

ACTION ITEM



7B:	Transportation Planning Memorandum of Understanding
Action:	Approve an update to the Memorandum of Understanding between the Des Moines Area Metropolitan Planning Organization (MPO) and the Des Moines Area Regional Transit Authority (DART) for Transportation Planning for the Greater Des Moines Metropolitan Planning Area

Staff Resource: Elizabeth Presutti, General Manager

Background:

- An MPO is designated for each urbanized area with a population of 50,000 or more individuals to carry out the metropolitan transportation planning process.
- The planning regulations require that the MPO and the public transportation operators cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.
- These responsibilities shall be clearly identified in written agreements among the MPO and the public transportation operator serving the metropolitan planning area.
- The current agreement between DART's predecessor (MTA) and the MPO is dated December 21, 2000 and needs to be updated.
- Updating the agreement was a recommendation of the Federal Transit Administration and Federal Highway Administration.
- The proposed MOU is provided as an attachment.

Staff Recommendation:

- Approve an update to the Memorandum of Understanding between the Des Moines Area Metropolitan Planning Organization (MPO) and the Des Moines Area Regional Transit Authority (DART) for Transportation Planning for the Greater Des Moines Metropolitan Planning Area.

ACTION ITEM



7C:	DART Central Station Public Art Contract
Action:	Approve contracts for the final design and fabrication of public art with David Dahlquist (RDG IA Inc. dba RDG Dahlquist Art Studio), not to exceed \$210,000.

Staff Resource: Elizabeth Presutti, General Manager

Background:

- Over 250 applications by artists were submitted for the DART Central Station public art program.
- A selection committee was established to review the applications and make a recommendation on an artist team. Three selection passes took place and the three artists chosen are:
 - Lynn Basa
 - David Dahlquist
 - Troy Corliss
- In November 2011, the artists met with staff, the design team and members of the selection committee to present their concept designs.
- At the March Commission, the DART Commission approved art contracts for both Troy Corliss and Lynn Basa in the amount of \$60,000 each.
- A presentation will be provided at the April Commission meeting outlining the screen wall that will be fabricated by David Dahlquist.
- There is an option to upgrade the lighting to LED for \$81,000. DART will consider this option along with the cost payback of the upgrade should the contingency budget allow closer to actual fabrication of the wall. Acceptance of this option will require an amendment to the contract and increase the contract value to \$291,000.

Recommendation:

- Approve a contract with David Dahlquist (RDG IA Inc. dba RDG Dahlquist Art Studio) to not exceed \$210,000 for the fabrication of a screen wall at DART Central Station.

ACTION ITEM



7D:	DART Central Station Construction Change Order and Project Update
Action:	Approve Change Order #3 with The Weitz Company for the construction of DART Central Station in the amount of \$78,262.

Staff Resource: Elizabeth Presutti, General Manager

Background:

- The DART Commission approved a contract with The Weitz Company not to exceed \$16,395,500.
- The original contract with The Weitz Company is in the amount of \$15,137,960 (which is inclusive of the base bid and selected alternates). To date DART has approved two change orders equaling \$454,094, bringing the current contract value to \$15,592,054 with \$803,446 remaining in contingency.

Change Order #3:

- Approval of Change Order #3 will bring the contract value up to \$15,670,136 with \$725,184 remaining in contingency.
- The table on the following page outlines all of the various elements included in change order #3.

Project Update:

- The March monthly report submitted to the Federal Transit Administration is attached, highlighting the project status.
- Both Mark Trost, DART's Owner's Representative, and Todd Garner from Substance Architecture will be at the meeting to answer any questions.

Recommendation:

- Approve Change Order #3 with The Weitz Company for the construction of DART Central Station in the amount of \$78,262.

ACTION ITEM**7D: DART Central Station Construction Change Order and Project Update**

ITEM		AMOUNT
CLI 033	Canopy Column Piers	\$6,827.00
CLI 034	Electrical Vault Foundation Drain Tile	\$2,001.00
CLI 035	Sump Pump conflict with SP-2	\$5,151.00
CLI 037	Basement Waste Vent Piping	\$5,904.00
CLI 038	Storm Drainage at Generator	\$6,784.00
CLI 039	Sand Interceptor Vent	\$1,666.00
CLI 041	Gas Pipe Curtainwall Penetration	\$1,849.00
CLI 052	Slotted Hole Detail per RFI RFI 078R	\$2,404.00
CLI 061	Add Roller Shade (Motorized & and tied into building automation system) to room 116 - customer service	\$2,405.00
CLI 065	Revise elevation of Utility Building	\$4,442.00
CLI 068	Add Steel channel to support glass at site retaining wall	\$1,355.00
CLI 069	Install Pressure reducing valve to reduce water pressure at water service connection to building	\$2,784.00
CLI 74	Interior joist re work at Elevator Shaft	\$801.00
CLI 077	Basement Stair Nosing change	-\$356.00
CLI 078	Customer Service Window Steel Lintel bearing modification	\$1,676.00
CLI 079	Door and Frame clarification	\$245.00
CLI 080	Vent line re routing	\$2,954.00
CLI 084	Glass at entrance canopy change	\$2,284.00
CLI 089	Glass Handrail detail modification	\$1,773.00
CLI 091	Entrance Floor mat revisions	\$4,247.00
CLI 097	Canopy structure modifications (weld plates)	\$17,119.00
CLI 102	Added storage under west stair	\$3,504.00
CLI 110	Replace Batt insulation in south wall with spray foam	\$8,689.00
CLI 111	R-19 spray foam insulation in north wall in lieu of overall thickness of 6"	-\$8,246.00
TOTAL		\$78,262.00



PROJECT OVERVIEW

The DART Central Station will serve as the spine of the transit system throughout Greater Des Moines. The facility is designed to gather public transportation services (local bus, express bus, bikes, future passenger rail and taxi service) into one location. The DART Central Station will offer:

- a climate-controlled building
- 15 saw-tooth bays with covered walkways
- public waiting areas and restrooms
- a customer service center
- bike storage and changing room
- vendor space
- employee restrooms and showers
- management and administrative offices
- public art

The DART Central Station will be a unique facility that embodies the local commitment to public transit and exhibits DART's concern for the environment through its efficient design.

In addition, it is being designed to meet at least LEED Certified Gold requirements and will be an example of energy conservation and storm water management for the region.

Project Webcam: <https://mds.multivista.com/webcam/18744/index.html>

CONSTRUCTION (WEITZ COMPANY CONSTRUCTION CONTRACT)

Construction Work and Submittals:

- 1) The following **construction activities have been completed or were in process** during the month of **March 2012**.
 - Installation of new site utilities including the storm sewer, cistern, and drain tile.
 - Installation North Canopy footings
 - Steel erection at the canopies is complete except for the final central canopy which ties them all together and to the building
 - Floor slab pours are complete except for the vendor space
 - Underground electrical installation
 - Curtain wall installation is in process
 - Framing of interior walls is in process
 - HVAC, Plumbing and Electrical rough-ins



- Heat Pump installation.
- 2) The following **construction work is anticipated** during the month of **April 2012**:
- On-going installation of new site utilities including sanitary, water and storm.
 - Steel erection at central canopy.
 - Curtain wall installation will continue.
 - Framing of interior walls will be substantially complete.
 - HVAC, Plumbing and Electrical rough-ins will continue
 - Heat Pump installation will be substantially complete
 - Installation of the roof panels will begin
- 3) The following **shop drawings/submittals were approved** in the month of **March 2012**:
- Colored concrete phasing plan
 - GFRC samples
 - Steel joist manufacturers product certificates
 - Handrail bracket finish sample
 - Steel framing Sequences and shop drawings (on-going)
 - On-going LEED-Documentation
 - Misc. product data
 - Revolving door shop drawings
 - Curtain wall test report resubmittal
 - Skylight photovoltaic glass samples
 - Gasket samples
 - Glazing samples
 - Ceiling samples
- 4) The following **shop drawings/submittals are anticipated (or under continued review)** in the month of **April 2012**:
- Roller Window Shades
 - Telecommunications
 - Misc. electrical
 - Fire Alarm system
 - Structural sealant at curtain walls

Safety:

There were no safety incidents during the past month.



Construction Schedule:

To date, the project is scheduled for a late September to early October 2012 substantial completion. It is anticipated that the schedule will improve as delivery dates are solidified. The Team continues to review ways to improve the schedule.

Payment Applications:

Pay application # 7 was submitted and approved in the amount of \$1,393,720 (after retainage).

Change Orders:

1) No change orders were approved during the month of **March 2012**:

TOTAL \$0.00

DART COMMISSION AUTHORIZATION	\$16,395,500.00
WEITZ BASE BID WITH ALTERNATES	\$15,137,960.00
<i>Weitz Base Bid</i>	\$14,682,000.00
<i>Alternates and Geothermal Wells</i>	\$455,960.00
CONTINGENCY	\$1,257,540.00
Approved Change Orders Prior Months	\$77,752.00
Approved Change Orders This Month	\$376,342.00
TOTAL CHANGE ORDERS TO DATE	\$454,094.00
REMAINING CONTINGENCY	\$803,446.00

Current Weitz Contract Value = \$15,592,054

2) The following are **potential change orders** during the month of **April 2012**:

- A Change Order will be issued in April consolidating a number of CLI’s totaling approximately \$78,503.

Davis Bacon:

Davis-Bacon interviews continue. Davis-Bacon training was conducted with the site subs during the site pull session.

Project Issues:

No new unforeseen conditions were uncovered in February. Unusually warm and dry weather has allowed for a steady pace of construction. A key supplier of the photovoltaic film has filed for bankruptcy and the team is reviewing the options to work around this issue.



OTHER PROJECT ACTIVITIES

Public Art:

The Public Art Selection Committee has selected 3 artists to work with on the DART Central Station. The artists are:

- Lynn Basa
- David Dahlquist
- Troy Corliss

The final design and fabrication contracts for Lynn Basa and Troy Corliss were approved by the DART Commission on March 27, 2012. David Dahlquist will be presenting his art piece to the DART Commission at their April 2012 meeting; staff will also be seeking approval for his final design and fabrication contract at that time.

Joint Development:

The Brokers continue to pursue potential tenants. Interest in the space is growing.

ATTACHMENTS

- OAC Meeting Minutes 03/13/12, including a 6-week look ahead schedule.
- OAC Meeting Minutes 03/22/12, including a 6-week look ahead schedule.

DISCUSSION ITEM



8A:	State Legislative Update
------------	---------------------------------

Staff Resource: Elizabeth Presutti, General Manager

Bill Wimmer of Wasker, Dorr, Wimmer & Marcouiller, DART's state lobbyist will provide a status report on state legislative activities, including:

- Funding for DART's Bus Rapid Transit Project on Ingersoll and University Avenues.
- Commercial property tax reform.
- Bus operator assaults.

Mr. Wimmer will also update the Commission on other legislative items that may affect DART activities.

DISCUSSION ITEM



8B: Quarterly Safety Report

Staff Resource: Mike Kaiser, Service Management Manager

Analysis of accidents for the 3rd Quarter of FY2012:

<i>ACCIDENTS BY TYPE:</i>	3rd QTR <u>FY12</u>	3rd QTR <u>FY11</u>	YTD <u>FY12</u>	YTD <u>FY11</u>
BUS INTO FIXED OBJECT	3	5	21	25
PERSONAL INJURY	0	2	1	2
BUS INTO VEHICLE	7	3	16	12
VEHICLE INTO BUS	11	12	29	40
OTHER	2	1	6	7
MAINTENANCE	0	0	0	0
VANDALISM	0	1	0	1
TOTALS	23	24	73	87

<i>ACCIDENTS BY ROUTE:</i>	3rd QTR <u>FY12</u>	3rd QTR <u>FY11</u>	YTD <u>FY12</u>	YTD <u>FY11</u>
#1 - WDM/FAIRGROUNDS	2	0	3	1
#3 - UNIV/HIGH OAK PARK	5	3	14	14
#4 - URBANDALE/E 14TH	0	3	1	6
#5 - CLARK/E 6TH & 9TH	0	0	0	2
#6 - DOUG/IND HEIGHTS	2	2	6	6
#7 - FORT DSM/WALKER	1	1	4	2
#8 - HAVENS/S UNION	1	1	2	1
#9 - EXPRESSES	0	2	4	6
#10 - PLEASANT HILL	0	0	0	0
#11 - JORDAN CREEK	1	0	1	3
#12 - CHRTR/ON PROPERTY	1	1	4	3
#40 - LINK	0	0	2	4
#42 STATE CAPITAL/D-LINE	1	2	1	3
#SS - SCHOOL ROUTES	1	1	4	3
#20 - PARATRANSIT	6	3	14	14
#R - RIDESHARE	1	4	9	14
#A- ADMIN	1	0	2	2
SF- STATE FAIR	0	0	1	1
Training	0	1	1	2
TOTALS	23	24	73	87

DISCUSSION ITEM
8B: Quarterly Safety Report



ACCIDENTS BY CHARGEABILITY
CODE:

	3rd QTR	3rd QTR	YTD	YTD
	<u>FY12</u>	<u>FY11</u>	<u>FY12</u>	<u>FY11</u>
NON PREVENTABLE	11	11	27	40
PREVENTABLE	11	6	37	30
NOT GRADED	1	7	9	17
TOTALS	23	24	73	87



System Summary Performance Report

March 2012

	September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012	March 2011	Percent Change 2012/2011	FY12 Year To Date	FY11 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route												
Total Ridership	356,835	367,460	336,186	312,636	339,711	342,715	338,268	322,732	4.81%	3,161,974	2,819,191	12.16%
OTT Ridership	20,533	20,793	15,987	18,218	17,665	17,696	18,642	20,463	-8.90%	169,200	157,918	7.14%
Unlimited Access Ridership	39,324	37,998	34,747	31,882	37,131	37,518	38,210	49,278	-22.46%	328,854	398,541	-17.49%
Bike Rack Usage	4,898	4,777	2,858	2,034	1,772	1,799	3,160	2,252	40.32%	32,036	24,101	32.92%
Passengers/Revenue Hour	24.35	24.47	23.70	21.09	22.95	23.34	21.88	20.09	8.90%	23.02	16.31	41.13%
Avg. Passengers Weekday	15,742	15,884	15,548	13,665	15,023	15,181	14,074	13,049	7.86%	15,343	13,537	13.34%
Avg. Passengers Weekend Day	3,281	3,390	2,804	2,851	2,693	2,989	3,182	2,826	12.61%	3,086	3,217	-4.10%
Complaints/100,000 Riders	43.16	25.85	27.66	23.35	30.32	23.93	21.58	23.86	-9.55%	28.24	27.84	1.43%
Commendations/100,000 Riders	2.52	4.90	1.78	1.60	3.24	2.92	2.66	0.93	186.22%	2.97	2.59	14.81%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.79	1.77	1.85	2.06	1.68	1.02	1.98	1.90	0.00%	1.70	1.17	45.37%
Non-Preventable/100,000 Miles	0.00	0.88	0.46	1.03	1.12	0.51	1.48	0.48	0.00%	0.47	1.06	-55.42%
Maintenance:												
Total Miles Operated	223,473	226,339	215,644	194,536	178,827	195,210	202,318	210,140	-3.72%	1,818,355	1,790,711	1.54%
Road Calls/100,000 Miles	17.45	12.81	18.09	14.91	22.37	18.95	26.20	13.80	89.82%	19,650.41	21.33	92015.71%
Active Vehicles in Fleet	129	129	129	113	113	114	114	130	-12.31%	122	123	-0.54%
DART Paratransit												
Total Ridership	13,130	12,392	11,680	11,609	11,792	11,530	12,339	13,660	-9.67%	109,621	114,097	-3.92%
Passengers/Revenue Hour	3.19	3.04	3.10	3.03	3.04	3.03	3.08	3.17	-2.84%	3.08	3.10	-0.64%
Average Trip Length	5.54	5.94	6.01	6.09	6.16	6.09	5.98	5.71	4.59%	5.67	5.59	1.46%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	2.84	0.00	1.47	1.43	1.48	0.00	0.00	#DIV/0!	1.13	0.78	43.62%
Non-Preventable/100,000 Miles	0.00	1.42	0.00	0.00	4.30	1.48	0.00	0.00	0.00%	1.30	0.63	107.22%
Maintenance:												
Total Miles Operated	69,414	70,326	67,176	68,040	69,806	67,403	70,854	74,316	-4.66%	621,201	637,246	-2.52%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
DART RideShare												
Total Ridership	23,098	23,592	22,784	22,218	24,936	24,826	25,232	29,000	-12.99%	214,444	208,240	2.98%
Total Vans in Circulation	97	96	96	95	95	95	95	94	1.06%	96	93	2.85%
Total RidesShare Customers	867	877	884	868	864	857	865	842	2.73%	874	822	6.37%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.61	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.07	0.00%
Non-Preventable	1.70	0.00	0.00	0.00	2.36	0.00	0.00	0.53	-100.00%	0.00	0.46	-100.00%
Maintenance:												
Total Miles Operated	176,100	173,981	165,274	168,921	169,212	169,495	177,716	187,862	-5.40%	1,557,750	1,536,223	1.40%
Active Vehicles in Fleet	116	99	99	99	99	99	99	116	-14.66%	105	114	-8.28%



System Performance Ridership Report March 2012

	September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012	March 2011	Percent Change 2012/2011	FY12 Year To Date	FY011 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route Ridership	356,835	367,460	336,186	312,636	339,711	342,715	338,268	322,732	4.81%	3,161,974	2,819,191	12.16%
Local Routes:												
#1 - Fairgrounds	21,105	20,943	19,212	17,074	20,342	19,808	20,007	16,955	18.00%	371,921	304,833	76.00%
#3 - University	76,380	78,670	72,406	69,258	71,649	70,793	69,812	63,564	9.83%	636,186	550,295	15.61%
#4 - Urbandale	34,910	35,605	32,526	31,058	34,299	33,823	33,744	30,673	10.01%	288,338	256,776	12.29%
#5 - Clark	17,467	18,443	17,217	15,300	16,891	17,842	17,495	17,352	0.82%	147,857	136,982	7.94%
#6 - Douglas	56,636	59,458	52,601	49,032	52,763	53,800	53,437	47,365	12.82%	463,277	392,623	18.00%
#7 - Ft. Des Moines	47,645	49,792	44,768	43,138	46,341	45,838	46,284	44,957	2.95%	398,754	340,549	17.09%
#8 - South Union	14,206	15,505	14,355	11,153	13,570	13,715	13,301	9,389	41.67%	115,138	74,883	53.76%
#11 - Ingersoll/WDM	18,535	21,458	19,269	18,508	17,641	18,095	19,711	24,274	-18.80%	169,608	192,984	-12.11%
#13 - SE Park Ave.	7,812	7,195	6,537	5,162	7,081	6,846	5,122	5,760	-11.08%	48,993	49,951	-1.92%
#71 - Ankeny/Delaware**	967	1,029	911	951	1,008	984	1,060	1,079	-1.76%	8,807	8,013	9.91%
Shuttle Routes:												
Link Shuttle	1,239	1,276	1,193	1,098	1,056	1,159	1,098	1,444	-23.96%	11,000	13,872	-20.70%
Dline	16,824	15,854	14,936	14,861	13,778	15,672	16,785	15,651	7.25%	143,627	147,114	-2.37%
DMACC	237	164	164	77	264	262	213	101	110.89%	1,625	1,327	22.46%
Lincoln/McCombs	9,753	8,166	8,397	6,314	8,749	8,410	6,208	6,585	0.00%	58,493	58,653	-0.27%
Express Routes:												
#90 - Airport South Business Park	977	1,123	992	1,032	966	1,047	834	849	-1.77%	8,910	8,556	4.14%
#91 - Northwest	1,587	1,735	1,646	1,356	1,467	1,748	1,628	1,770	-8.02%	14,252	12,739	11.88%
#92 - Urbandale	2,700	2,924	2,687	2,560	2,909	3,037	2,794	3,168	-11.81%	24,807	27,448	-9.62%
#93 - NW 86th Express	4,592	4,984	4,455	4,237	5,133	5,594	4,519	4,637	-2.54%	42,647	33,229	28.34%
#94 - Westown	1,209	1,311	1,256	1,413	1,360	1,286	1,386	1,607	-13.75%	11,870	13,483	-11.96%
#95 - Vista	2,984	3,134	3,035	2,729	3,107	3,176	3,132	3,566	-12.17%	27,089	28,225	-4.02%
#96 - E.P. True	3,585	3,614	3,351	3,372	3,537	3,737	3,620	3,829	-5.46%	32,330	32,718	-1.19%
#98 - Ankeny	7,328	7,367	7,146	6,194	7,734	7,635	7,587	8,784	-13.63%	65,963	65,522	0.67%
#99 - Altoona	2,604	2,468	2,089	1,926	2,570	2,700	2,804	3,266	-14.15%	22,081	20,950	5.40%
On-Call Routes (Operated by Paratransit):												
On-Call: Ankeny	193	134	171	142	188	183	162	146	10.96%	1,515	1,465	3.41%
On-Call: Des Moines	424	288	355	351	354	394	479	368	30.16%	3,379	2,528	33.66%
On-Call: Urbandale	2,225	2,028	1,895	1,682	2,166	2,219	2,246	2,927	-23.27%	18,781	22,372	-16.05%
On-Call: West Des Moines	1,757	1,894	1,618	1,663	1,618	1,553	1,537	1,801	-14.66%	15,029	14,337	4.83%
On-Call: Clive	817	786	873	906	1,070	1,252	1,130	680	66.18%	8,368	4,893	71.02%
On-Call: REGIONAL	137	112	125	89	100	107	133	185	-28.11%	1,329	1,871	-28.97%
DART Paratransit Ridership	13,130	13,130	11,680	11,609	11,792	11,530	12,339	13,660	-9.67%	109,621	114,097	-3.92%
Bus/Van	12,521	11,833	11,176	11,173	11,336	11,065	11,856	13,006	-8.84%	104,794	106,615	-1.71%
Cab	609	559	504	436	456	465	483	654	-26.15%	4,827	7,482	-35.49%
DART RideShare Ridership	23,098	23,592	22,784	22,218	24,936	24,826	25,232	29,000	-14.39%	214,444	157,550	36%
TOTAL RIDERSHIP	393,063	404,182	370,650	346,463	376,439	379,071	375,839	365,392	2.86%	3,486,039	3,090,838	12.79%

MONTHLY REPORT

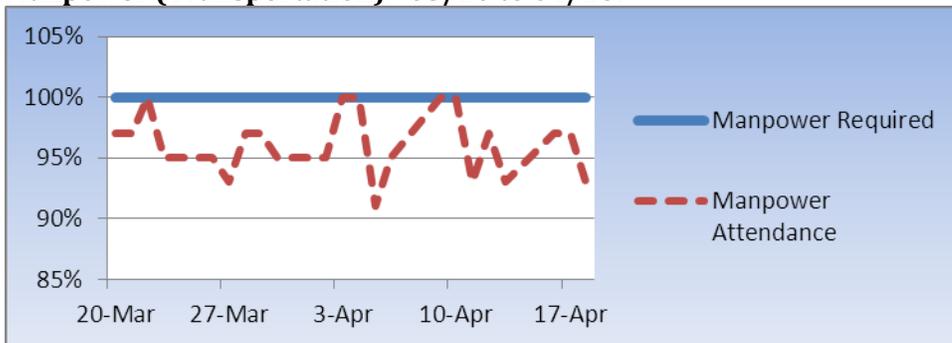


9A: Operations Department

Staff Resources: Tom Reynolds, Chief Operating Officer

Operations Performance

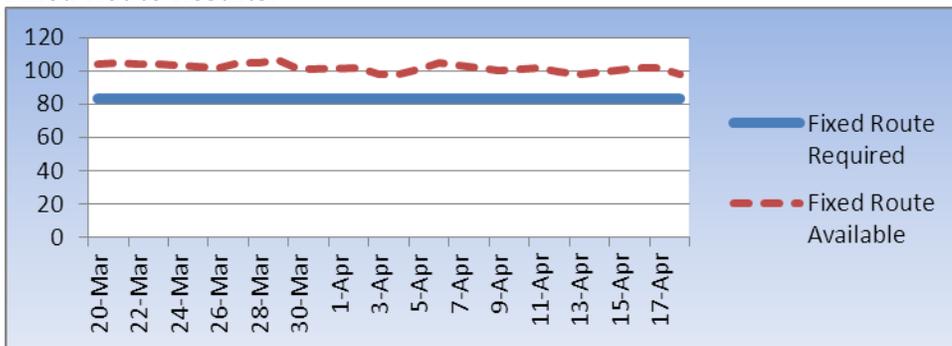
Manpower (Transportation) - 03/20 to 04/18:



Service needs were met 100% for AM Pullouts. Manpower levels are lower than expected, resulting in additional overtime (expenses are still within budget).

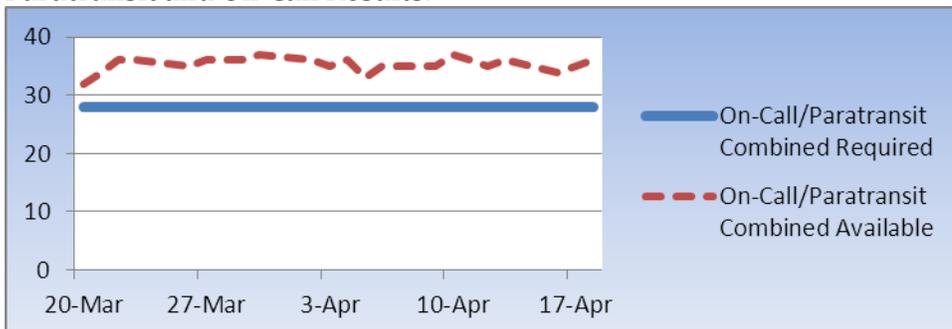
Vehicle Availability - 03/20 to 04/18

Fixed Route Results:

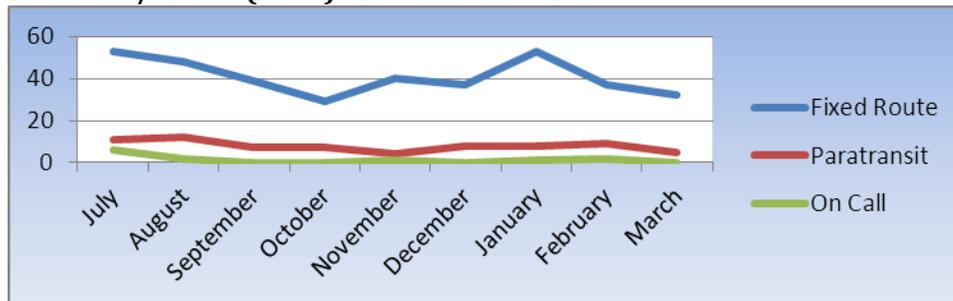


Vehicle Availability - 03/20 to 04/18

Paratransit and On-Call Results:



Roadcalls/Month (Fleet) - Fiscal Year-to-Date



Vehicle Availability and Roadcall numbers were favorable. The mild Spring weather combined with good maintenance is always welcomed.

Transportation - Randy McKern, Manager

- The Des Moines PD Tactical Unit requested DART's assistance to provide a transit bus in their drills.
- The 63rd Street Bridge closure is coming up on April 23, 2012. Transportation Manager Randy McKern worked with Planning to implement a detour plan that minimizes the impact to our customers. The #11 Route will detour around the construction site via I-235 between 42nd Street and 63rd Street. A "plug" bus will serve customers between the bridge site to 42nd and then downtown. Kudos to Supervisor Brad Deaton and Training Manager Greg Schmitt for helping develop the plan. This closure is expected to last several months.
- Eight (8) Fixed Route Operators achieved Safe Driving Awards (Operator, Savu Criligel received an award for 18 years of safe driving).

Maintenance - Scott Reed, Senior Manager

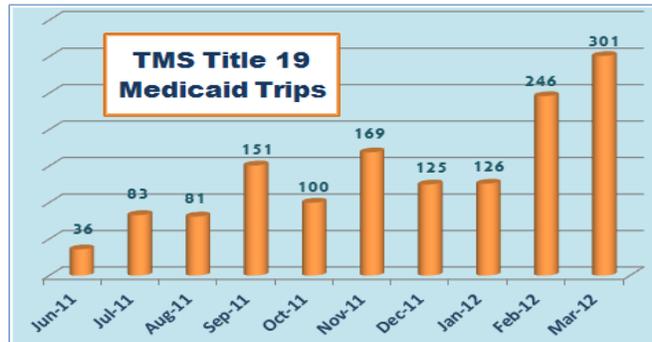
- The epoxy floor project is still on hold. The contractor's work on a previous project is a concern and needs to be resolved before moving on this project, as well as concrete work within DART's yard.
- In early March, Facilities had a contractor pump out the excess fuel from an old underground fuel storage tank. The contractor mistakenly dumped the diesel fuel into the tank used for storing motor oil for the fleet. On April 12th, Sr. Maintenance Manager Scott Reed found out about this mistake and took immediate action to minimize the impact on DART's fleet. Oil changes were suspended and samples taken for analysis. A temporary supply was received and the spoiled product was removed shortly afterwards. Scott determined which vehicles had received an oil change with the tainted product. As of April 18th, over forty (40) of the seventy (70) buses impacted by this had new oil in them.

Service Management - Mike Kaiser, Manager

- DART welcomes a new Operations Supervisor: Mr. Justin Hazebroek. Justin has been with DART as an Operator for almost five (5) years. He received a Safe Driving Award for four (4) of those years. Justin is a graduate of Johnston High School and attended Northwestern University. He is well-liked by Operators and Management staff. He brings a keen interest in the new Automated Vehicle Location system DART is implementing.

Paratransit - Chet Bor, Director

- Four (4) Paratransit Operators advanced to the next level of their accident-free Safe Driving Award.
- Since June of 2011, DART has been a service provider to the statewide Medicaid brokerage operated by TMS Management Group. DART has seen a steady increase in monthly trips (see the enclosed graph). Many of these trips were previously funded by Polk County or were Bus Plus trips.
- In April, Paratransit Director Chet Bor made a presentation to the MPO Transit Advisory Group on DART's Paratransit operations, including On Call and Flex service.
- Director Chet Bor, along with On Call Supervisor Ted Parry and Operations Supervisor Neil Hampton have been working with Planning to finalize the schedules and stop locations for the new Flex service. Efforts to increase communication to DART customers about this new service are underway.
- In March, DART conducted follow-up outreach with residents at Valley West Apartments and Fair Meadows Village Apartments in West Des Moines. These residents will have expanded ADA Bus Plus service available to them as part of service changes. Supervisor Neil Hampton met with eighty-four (84) persons and to date, twenty-five (25) eligible residents have applied for Bus Plus service. Bus Plus provides another transportation option to customers not able to utilize the new Flex service.



Safety - Chet Bor, Director, Paratransit

- DART's 2012 Bus Roadeo is scheduled for June 2nd. This is a great event for the Operators to show off their skills. DART is looking for people to help judge the competition.
- The April safety meetings for all three (3) operating divisions included presentations on:
 - Muscularskeletal exercises for operating personnel.
 - Safety procedures for railroad crossings.
 - Pulling into the garage off DART Way.
 - New Fixed Route Accident Packages with the required paperwork/forms for vehicle accidents (Thanks to Training Manager Greg Schmitt for his effort).
- The Paratransit Operators earned their 12th Safety Award for completing another ninety (90) consecutive days injury-free. The department will celebrate this achievement with a safety barbeque on April 25th. The target dates for the other areas are: Fixed Route - 4/26 and Maintenance - 5/17.
- Below is the Accident Frequency Report through the end of March:

MONTHLY REPORT
9A: Operations



FY12	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD AFR
Fixed Route													
Accidents	6	1	4	2	5	2	4	1	4				29
Mileage	181,686	244,447	201,391	206,524	194,306	201,411	203,723	200,042	208,510				1,842,039
AFR	30,281	244,447	50,348	103,262	38,861	100,706	50,931	200,042	52,128	0	0	0	63,519
Per 100K Miles	3.30	0.41	1.99	0.97	2.57	0.99	1.96	0.50	1.92	0.00	0.00	0.00	1.57
Paratransit													
Accidents	1	4	0	2	0	1	1	1	0				10
Mileage	90,343	103,611	97,291	98,029	94,220	95,242	97,775	96,381	100,907				873,799
AFR	90,343	25,903	97,291	49,015	94,220	95,242	97,775	96,381	100,907	0	0	0	87,380
Per 100K Miles	1.11	3.86	0.00	2.04	0.00	1.05	1.02	1.04	0.00	0.00	0.00	0.00	1.14
DART													
Accidents	7	5	4	4	5	3	5	2	4	0	0	0	39
Mileage	272,029	348,058	298,682	304,553	288,526	296,653	301,498	296,423	309,417	0	0	0	2,715,838
AFR	38,861	69,612	74,670	76,138	57,705	98,884	60,300	148,212	77,354	0	0	0	69,637
Per 100K Miles	2.57	1.44	1.34	1.31	1.73	1.01	1.66	0.67	1.29	0.00	0.00	0.00	1.44

Training - Greg Schmitt, Manager

- One (1) Paratransit and two (2) Fixed Route Operators graduated from training. Currently four (4) students are in training and no others will be added before the end of the month.
- The initial training for Operations staff on the Automated Vehicle Location (AVL) System began in early April. The training focused on “Train-the Trainer” classes for Operators and Instructors, as well as classes for Supervisors and Dispatchers. Additional training for Supervisors and Dispatch will continue in early May. Kudos to Service Management Manager Mike Kaiser for balancing the need to keep Operations going and getting personnel trained.
- Manager Greg Schmitt will be moving forward with additional AVL System training with select Operators working on the following routes: #3, #6, #7 & #98. These are the test routes for the next phase of the project.

Buildings & Grounds - Jim Garrett, Manager

- As everyone knows, spring has hit us early and Facilities is moving ahead on its outdoor work. Repairs to fencing and lawnwork are ongoing, while landscaping will commence in early May.
- A Buildings & Grounds Person is out on medical leave. The Human Resources Department is assisting in filling the temporary void to help Facilities keep pace.

9B:	Marketing and Communications, Customer Service and RideShare Departments
------------	---

Staff Resource: Claire Celsi, Director of Marketing and Community Partnerships

Marketing Planning: Claire Celsi

- The marketing team is finalizing the customer-service satisfaction survey instruments and will deploy the survey on all route types. An additional RideShare survey will also be done during the same timeframe. Several weeks later, a DART transit marketing survey will be sent out to a non-rider audience.
- The marketing team is in the process of recording a video for the Greater Des Moines Partnership Trip to Washington D.C. The video will be shown during the first luncheon on the trip.
- A vendor for the DART brand refresh has been identified and a kickoff meeting was held April 20, 2012.

Community Outreach: Claire Celsi and Team

The following groups and organizations have been in communication with DART in regard to community outreach opportunities:

- 80/35 Music Festival D-Line service has been approved and DART is working with 80/35 to co-market the service to festival-goers.
- DART attended a kickoff meeting and signed a letter of support for a “One-call one-click” veterans’ transportation support service. The Iowa DOT is applying for a federal grant and seeking local partners.
- The marketing and planning team are working together to identify and sign up as many Park and Rides as possible before the June 10 service changes take place.
- Marketing staff is preparing to participate in Bike-to-Work Month and will appear at the Downtown Farmer’s Market on May 5. DART will also be participating in the Congressional Bike-to-Work event.
- DART is helping DART supporter Frank Strong celebrate his accomplishment of riding every public transit system in Iowa. Frank will ride DART into his downtown office on April 24 and DART is throwing him a party at the CICIL office.
- Staff is planning for 10 public open houses around the metro to publicize the June 10 service changes and pass out new schedules.

Bus Rapid Transit Update:

The Bus Rapid Transit project continues and more company visits have taken place including Iowa Health System, Wells Fargo Bank and Ruan Companies. Staff is ready to send out requests for Letters of Support for the project when we’re certain that the grant application has the local match identified.

MONTHLY REPORT

9B: Marketing and Communications, Customer Service and RideShare Departments



Customer Service Report: PJ Sass

March Employer and Group Presentations:

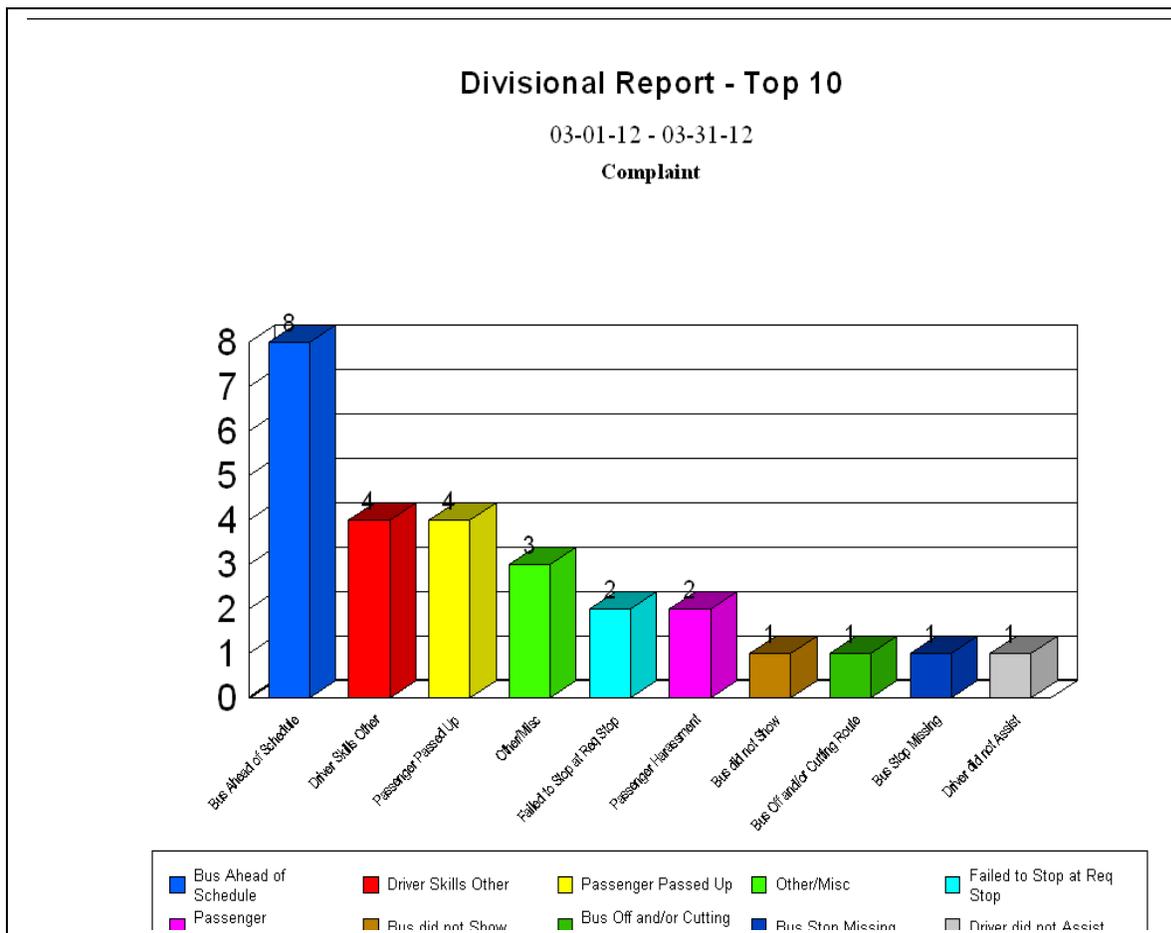
- Principal (3 visits)
- Visiting Nurses Services DART Train the Trainer completes two class trained 35 people

In May, we will be visiting all of the Unlimited Access Companies to distribute the new schedules for the June 10 service changes.

March Customer Service Statistics:

- 107 email replies were provided
- 73 complaints were received
- 9 commendations were received
- 4 inquiry/suggestions

Comments declined in March and the top five comments were: Driver ahead of schedule, driver skills, passenger passed up, driver failed to stop at requested stop and "other misc." Out of the 73 comments investigated, 10 are still in the investigation process and 27 were founded which is 36 percent of the total comments.



MONTHLY REPORT

9B: Marketing and Communications, Customer Service and RideShare Departments



Customer Service Enhancements: Info-AGENT (the trip-planner software used by DART customer-service representatives) is still in testing. Customer-service representatives are still gathering and reporting schedule anomalies to the planning department to correct any final errors before Trip Planner is rolled out to the public system. This will include all new voice prompts for the system and service change notification.

Public Information and Communications: Gunnar Olson

- Staff assisted The Des Moines Register on an article on the funding campaign for bus-rapid transit. The article was published Tuesday, April 10, as the front-page centerpiece. It drew a great deal of attention to the project at a critical time in the capital campaign, as legislators debate state funding for the project at the statehouse. Two subsequent follow-up pieces were published on the subject, as well.
- Staff worked with the Des Moines Business Record on a feature giving an overview of the bus-rapid transit project. The article was published Friday, April 28.
- Staff assisted with the development of a video to be shown in Washington DC next month as part of the Greater Des Moines Partnership's annual trip to the nation's capital.
- Staff continues to prepare for the upcoming service changes. In particular, staff is preparing for the series of open houses to be held in May. In addition, staff is building a webpage that outlines all of the service changes.

RideShare: Paula Covington

- DART signed up 16 new riders in the month of March, with 22 already signed up in April. We have 5 pending contracts and several more in the works for April.
- RideShare is venturing out of the office April to visit companies in Des Moines to promote RideShare and bus service changes. We will also be going to Indianola for the Sustainability Fair.
- Continued working with the accounting department to upgrade the cosmetic look of our invoices on EZPay. The invoices will display DART's logo, due dates and postal zip codes, currently missing from invoices.

DART Advertising Program: Kirstin Baer-Harding

New March Advertisers

- Mercy College

Other Marketing Items:

- Staff is finalizing the design of the new Bus Stop ID signs. These signs will tie into the new technology of the trip planner, IVR and AVL/GPS.
- Staff is working with Articulate (map vendor) to design and print new DART system maps.
- State of Iowa Department of the Blind and CICIL have been assisting staff with testing of the new Trip Planner software, web and mobile version, and providing feedback to the development team.

MONTHLY REPORT



9C: Planning Department

Staff Resource: Jim Tishim – Planning Director

AVL/RTIS & Trip Planner Update:

- The TransitNOW Operational Review was completed on March 8, 2012. Trapeze has moved the program to the development phase.
- INFO-Web /Mobile round one modifications were completed and submitted to Trapeze for further development. When Trapeze completes their changes, they will resubmit the programs to DART for further testing and round two modifications.
- The Trapeze AVL Yard Map program designed to manage the placement of buses on DART property will not be sufficient to use AVL/GPS tracking of the vehicles inside the bus garage for exact placement. This process has not yet been perfected in the industry.
 - An option was developed to improve the tracking. Trapeze would create a program that would require the bus operator to verify the bus placement on their Mobile Data Terminal (MDT) when they park the vehicle. The program would connect the MDT to the Dispatchers Yard Management Tool in the Trapeze OPS Program and automatically place the bus into the system.
 - This option would increase DART's costs extensively and would only improve the placement accuracy and would not be an accurate alternative.
 - Another alternative would be to formalize the current Trapeze OPS Yard Management Tool to track bus placement without the use of the TransitMaster AVL System.
 - Worked with Transportation and Maintenance Departments to develop the program and test it for a preferred alternative.
 - We were able to put the program into place and successfully test the option without any additional costs to the AVL project.
 - DART will receive a credit for the Trapeze AVL Yard Map program we will no longer need.
- Plan Development and Approvals:
 - Vehicle Acceptance Test Plan – Required for Mini-Fleet instillation approval. The plan was developed and approved.
 - Mini-Fleet/Automatic Passenger Counters (APC) Test Plans – Required for Mini-Fleet and APC testing. The plans were developed and approved.
 - AVL Training Development Plan – Required to begin AVL training. The plan was developed and approved.
- Mini-Fleet Instillation began on March 12 and was completed March 23, 2012.
- Mini-Fleet Route Surveys:
 - The Mini-Fleet route survey of the “Golden Routes” was scheduled for March 5-9, 2012.
 - A route survey measures the distance between every bus stop on every pattern type along a bus route. The route survey measurement calculations are used for vehicle tracking, on-

MONTHLY REPORT

9C: Planning Department



time performance, bus stop announcements, and real-time estimates of arrival and departure times.

- The Golden Routes #3, #6, #7 and #98 were selected to be part of the AVL Mini-Fleet test. These routes span the entire DART system to provide a more comprehensive test of the AVL system.
- The route surveys were suspended after day one due to equipment problems.
- Parts were ordered to correct the problems and the route surveys were rescheduled for March 19-23, 2012 and completed successfully.
- Installation of 801 Grand equipment and frequency licensing:
 - Spring Valley Wireless discovered when gaining approval from Principle and Racom for the use of the 5.8 GHz frequency on their building at 801 Grand that the all the 5 GHz frequency bands were already secured by a previous contract with Principle.
 - DART and Spring Valley Wireless worked together to secure the approval of the available 2.4 GHz frequency. The 2.4 GHz frequency is an open license which will allow other companies access to the same frequency. As more companies apply to use the frequency the possibility of interference with our signal will increase.
 - The 2.4 GHz frequency was available immediately at no cost to DART and would not hold up the AVL project.
 - DART also began the approval process and the license acquisition of the 3.5 GHz frequency which is a secure channel. The licensing and approval process will take several months.
 - DART is working with Spring Valley Wireless to secure the 3.5 GHz frequency for future use, if problems occur with 2.4 GHz.
 - Installation of all equipment on 801 Grand began on March 15, 2012.

ArcGIS Training:

- Transit Planner Steve Swan attended ArchGIS Desk Top II – Tools and Functionality training February 29-March 2, 2012 in St. Charles, MO.

Service Proposals:

- DART held a preliminary Des Moines Public School 2012-2013 Contract meeting on March 7, 2012.
- A service plan and cost proposal was developed for an Iowa Event Center Shuttle. The shuttle proposal would provide service to the Iowa Events Center during specified conventions.
- Planning developed a system and cost proposal to extend the D-Line service hours for the 80/35 Concert to be held on July 6-7, 2012.
- DART began its Iowa State Fair Kick-Off with a meeting with DART staff on March 15, 2012.
 - DART also held our initial meeting with the Iowa State Fair Operations Manager Tony Biancalana on Thursday, April 5, 2012.

MONTHLY REPORT



9D:	General Manager
------------	------------------------

Staff Resource: Elizabeth Presutti, General Manager

DART Triennial Review: DART's staff submitted our Triennial Review pre-site visit packet to the Federal Transit Administration on April 18, 2012. The onsite review, will occur May 15-17, 2012.

Meetings and Presentations:

- Altoona City Council – On April 9, 2012, Gunnar and I went to the City of Altoona Council Workshop to provide an update on the DART Forward 2035 plan and other projects as well as answer questions regarding DART. The Mayor of Altoona and DART Commissioner Skip Conkling presided over the meeting.
- Pleasant Hill City Council – DART Commissioner Bob Mahaffey and I provided an update on the DART Forward Plan and other initiatives at DART to the Pleasant Hill City Council on April 10, 2012. In addition, I also answered questions regarding the DART redistricting plan.
- Federal Transit Administration – Region 7 – Staff and I went to Kansas City, MO to meet with Region 7 staff regarding the Bus Rapid Transit Project and entering the Very Small Starts program. DART's next steps will be to submit the Alternatives Analysis Final Report, begin the environmental assessment as well as submit the various required project templates to FTA.
- BRT Capital Campaign – This month we had four BRT presentations with companies; including Des Moines University, Iowa Health, Wells Fargo, and Ruan Companies.



Future DART Commission Items April 24, 2012

May 22, 2012 - 5:00 P.M.	
Action Items	Information Items
- Des Moines Public Schools Contract	- DART Central Station Update - Transit Riders Advisory Committee Update - AVL System Update
June 26, 2012 - 5:00 P.M.	
Action Items	Information Items
- Appointment of FY 2013 Officers	- DART Central Station Update - June 2012 Service Change Update
July 31, 2012 - 5:00 P.M.	
Action Items	Information Items
	- DART Central Station Update
September 25, 2012 - 5:00 P.M.	
Action Items	Information Items
	- DART Central Station Update
October 30, 2012 - 5:00 P.M.	
Action Items	Information Items
	- DART Central Station Update

Key Meetings/Dates:

- May 6-10, 2012 – APTA Bus & Paratransit Conference and Mobility Management Conference, Long Beach, CA
- May 9-11, 2012 – Greater Des Moines Partnership Trip Washington, DC
- June 2, 2012 – DART Bus Roadeo
- June 20-23, 2012 – IPTA Annual Meeting and State Bus Roadeo Waterloo, IA
- September 27-28, 2012 – Annual Mid-Sized Bus Performance Benchmarking Meeting Vancouver, WA
- September 30 – October 3, 2012 – APTA Annual Meeting Seattle, WA

Other Future Items: