



DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF COMMISSION MEETING AND AGENDA  
JULY 2, 2013 – 5:00 p.m.  
DART MULTIMODAL ROOM, 620 CHERRY STREET

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
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14. NEXT MEETING: Regular DART Meeting Tuesday, September 3, 2013 – 5:00 p.m.	
15. 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, IA 50309  
June 4, 2013**

**ROLL CALL**

Commissioners Present: Skip Conkling, , Tom Gayman, Christine Hensley, Gaye Johnson; Bob Mahaffey, Steve Van Oort

Commissioner Absent: Steve Brody, Angela Connolly

Alternates Present: David Jones, Steve Peterson

Staff Present: Elizabeth Presutti, General Manager; Gunnar Olson, Public Affairs Manager; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Kirstin Baer-Harding, Marketing Director; Tony Filippini, Transit Planner; Georgia Parkey, Paratransit Operations Manager; Matt Pitstick, Facilities Manager; Randy McKern, Transportation Manager; Matt Johnson, Operations Supervisor; Debra Meyer, Financial Analyst; Greg Schmitt, Training Manager; Jennifer Greiner, Marketing Coordinator; Ethan Standard, Planning Intern; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: John Halsband, DART Customer; Barb Andersen, TMA/DCA; Dan Rogers, Des Moines Resident; Carolyn Rogers, Union Park Neighborhood Association; Rod Van Genderen, TRAC Chair; Jeanne Vanda, Public Financial Management

**CALL TO ORDER**

The meeting was called to order by Chair, Steve Van Oort at 5:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Mr. Van Oort called for approval of the June 4, 2013 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey to approve the June 4, 2013 Agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No Comments

**TRANSIT RIDERS ADVISORY COMMITTEE REPORT**

TRAC Chair, Rod Van Genderen gave an update to the Commission on the last TRAC meeting. Topics that were discussed:

- 2013 Service Improvements

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- RideShare Fare Increase
- DART Detours
- Overall Feedback
  - Appreciation for DART employees, increased value for customers, expanding hours, being able to get to your jobs, concern for the community and the environment.

**CONSENT ITEMS**

**7-A – May 7, 2013 Minutes**

**7-B – FY 2014 Infrastructure Grant Applications**

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

**ACTION ITEMS**

**8-A – Final Acceptance of DART Central Station Construction**

Elizabeth Presutti, General Manager and Todd Garner, Substance Architecture, reported to the Commission on the final acceptance of construction of DART Central Station.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission accept the DART Central Station Construction.

Vote: Conkling-Nay, Gayman-Yea, Hensley-Yea, Johnson-Yea, Jones-Yea, Mahaffey-Yea, Peterson-Yea, Van Oort-Yea.

**8-B – Vendor Lease Agreement**

Ms. Presutti presented the vendor lease agreement with Java Joe’s to the Commission.

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission approve the Vendor Lease Agreement. The motion carried unanimously.

**8-C – April 2013 Financials**

Amber Dakan, Staff Accountant presented to the Commission on the April financials.

It was moved by Mr. Peterson and seconded by Mr. Mahaffey that the Commission approve the April 2013 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

**9A – 2013 State Legislative Summary**

Gunnar Olson, Public Affairs Manager provided a summary on the many effects that the 2013 session had on DART:

- An effort to steepen penalties on assailants of bus operators received more attention this year than in the two previous sessions but did not become law.
- A funding request for bus-rapid transit was included in the draft budgets but did not make it out of conference committee.
- Property tax reform will have short- and long-term effects on DART.
  - DART qualifies for “backfill” for losses stemming from new commercial property rollback.
  - DART Forward 2035 plan is still viable, but potentially tighter

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- Expenses may outpace revenue due to lowered cap on allowable growth
- The full financial effect of reclassification of “multi-residential” is still being examined.

Ms. Hensley asked that the commercial versus residential valuation cap numbers be evaluated. Ms. Presutti responded that those numbers will be brought to next month’s meeting.

**9B – Sheldahl’s Participating Community Status**

Mr. Kyle McCann updated the Commission on Sheldahl’s wish to withdraw. Ms. Jeanne Vanda of Public Financial Management walked the Commission through the financials.

The two options that were presented to the Commission were:

- Allowing them to levy for the debt after they withdraw
- Require that they deposit an amount upon withdrawal

The recommendation of PFM would be to require an upfront payment, and not allow them to extend the levy in the future. Sheldahl’s obligation would be \$913.91 to buy-out. PFM will follow up with staff to confirm this figure.

This item will come back for action at the July meeting.

**9C – April 2013 Performance Report**

Ms. Presutti gave an update on ridership numbers. We are up 2% over last April. We do have concerns over some of the Express Routes and are trying to understand the trend. We will be coming back with a Marketing Plan next month.

**MONTHLY REPORTS**

**Operations Report**

No update

**Marketing Report**

No update

**Planning Report**

No update

**General Manager**

Elizabeth Presutti, General Manager updated that we have been using a recruiter for the Chief Operating Officer position. They had over 20 resumes for the position and have narrowed it down to 9. The hope is to extend an offer by the end of June / early July.

The Commissioners were provided copies of the district maps with an overlay of the system route map.

The DART Rodeo is scheduled for Saturday morning, June 1<sup>st</sup> at the lot on the corner of MLK and 11<sup>th</sup> street.

Ms. Presutti also discussed the letter that was requested to be sent to the City of Des Moines at last month’s Commission meeting regarding the JD Byrider bench ads by Ms. Hensley. After further review of both advertising policies, it was determined that the ad would be allowed by both parties. A letter will be drafted and presented to the Commission for review.

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**FUTURE AGENDA ITEMS**

No update

**COMMISSIONER ITEMS**

**12-A – FY 2014 Commission Officer Election**

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission elects to retain each officer in his current position . The motion carried unanimously.

- Chair – Steve Van Oort
- Vice Chair – Steve Brody
- Secretary/Treasurer – Bob Mahaffey

**OTHER – Communications**

Mr. Van Oort noted that this meeting will serve as the DART Commission’s Annual Meeting.

**Next Meeting**

July 2, 2013 at 5:00pm

**ADJOURNMENT**

The regular Commission Meeting was adjourned at 6:00pm. It was moved by Mr. Peterson and seconded by Mr. Conkling. The motion carried unanimously.

**Future 2013 Meeting Dates**

Jul 2, Aug 6, Sep 3, Oct 1, Nov 5, Dec 3

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

## ACTION ITEM



<b>8A:</b>	<b>Architectural and Engineering Services Contract</b>
<b>Action:</b>	<b>Approve a five-year task order contract with Substance Architecture not to exceed \$3,000,000 for Architecture and Engineering Services.</b>

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

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### **Background:**

- DART's capital program includes several projects that will require technical architectural and engineering assistance to complete. Many of these projects include various renovations at 1100 DART Way as well as bus shelters and Bus Rapid Transit design.
- In May, 2013 DART staff issued a competitive Request for Qualifications seeking interest for up to two task-order contracts to assist DART with Architectural & Engineering Services
- Five proposals were received, and following interviews with five firms, the Substance Architecture team was selected.

### **Substance Architecture Team:**

- Includes a comprehensive team of supporting firms as sub consultants:
  - KJWW Engineering Consultants – Mechanical and Electrical Engineering
  - LT Leon Associates, Inc. – Civil Engineering (DBE)
  - Charles Saul Engineering, Inc. – Structural Engineering
  - HNTB Corporation – Traffic Engineering/Transit
  - Stecker-Harmsen – Cost Estimating
  - Allender Butzke Engineers, Inc. – Environmental/Geotechnical
  - Kuhlmann Leavitt, Inc. – Signage
  - Confluence – Landscape Architecture
  - Clifton Larson Allen, LLP – Economic Market Analysis/Davis Bacon

### **Contract Structure:**

- No total value or number of task orders is guaranteed under the contract.
- No more than \$3,000,000 in total task orders shall be issued.
- DART has negotiated billable rates and overhead costs with each firm so task orders will be negotiated based on defined scopes of works and proposed hours of assistance.
- All funding for these contracts shall be provided through DART's adopted capital program.

**ACTION ITEM**

**8A: Architectural and Engineering Services Contract**



**Recommendation:**

- Approve a five-year task order contract with Substance Architecture not to exceed \$3,000,000 for Architecture and Engineering Services.

## ACTION ITEM



**8B: Audit Services Contract**

**Action: Approve a three-year contract with two one-year optional extensions with Baker Tilly not to exceed \$190,000 for Audit Services.**

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

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### **Background:**

- In May, 2013 DART staff issued a competitive Request for Proposal seeking interest for Audit Services from qualified independent certified public accountants to express an opinion on the fair presentation of basic financial statements in conformity with accounting principles generally accepted in the United States of America (generally accepted accounting principles) based upon the audit of the basic financial statements of DART.
- Five proposals were received, and following evaluation by a team of DART staff, Baker Tilly was selected.

### **Baker Tilly:**

- Baker Tilly has a substantial history of transit and utility auditing, accounting, and consulting, with a utilities team dedicated entirely to serving transit agencies and utilities. The firm has provided audit services to transit agencies for more than 25 years and has specific experience with Federal Transit Administration (FTA), A-133 and National Transit Database (NTD) reporting.

### **Contract Structure:**

- Three-year contract with two one-year optional extensions, not to exceed \$190,000.
- All funding for this contract shall be provided through DART's operating budget.

### **Recommendation:**

- Approve a three-year contract with two one-year optional extensions not to exceed \$190,000 for Auditing Services.

## ACTION ITEM



<b>8C:</b>	<b>August 2013 Service Change Service Equity Analysis</b>
<b>Action:</b>	<b>Approve the August 2013 Service Change Service Equity Analysis</b>

**Staff Resource:** Tony Filippini, Transit Planner  
Jim Tishim, Planning Director

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### **Background:**

- DART's Title VI Program defines a Major Service Change as any change that affects 25% or more riders of a route that is planned for headway reduction, route realignment, or headway improvements.
- The August 2013 service changes were determined to be a Major Service Change, impacting 25% or more of the riders on routes 60 and 99 on weekdays, all routes on Saturdays, and the new Route 51.
- A Service Equity Analysis was prepared to compare the benefits of the added service between non-minority riders and minorities riders; also comparing the benefits between low-income riders and non-low-income riders.
- The finding of the Service Equity Analysis is that minority and low-income populations are expected to benefit from the expansion of service as much as non-minority and non-low-income populations.
- Attached is the Service Equity Analysis for the August 2013 Service Changes.

### **Recommendation:**

- Approve the August 2013 Service Change Service Equity Analysis.

# DART Forward 2035 – Year 2

## August 2013 Service Equity Analysis

PREPARED BY: DART

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## **DART Forward 2035 Year 2 Title VI Analysis**

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## Purpose

Title VI of the Civil Rights Act of 1964 ensures that “no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Des Moines Area Regional Transit Authority (DART) has committed to the Federal Transit Administration (FTA) Title VI objectives set forth in Circular 4702.1, ensuring that FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color or national origin.

This analysis was conducted in compliance with 49 CFR Section 21.5 (b) (7) Appendix C to 49 CFR Part 21 and FTA Circular 4702.1B that was issued on October 1, 2012. As required by these FTA requirements, DART evaluated its service changes to comply with Title VI requirements and to receive financial assistance from the FTA.

## Background

### DART Today

As the largest public transit agency in Iowa, DART has a service area including nineteen cities and unincorporated areas in Polk County. DART utilizes approximately 93 peak vehicles, operates roughly 160,526 annual revenue hours, and 2,151,166 annual vehicle revenue miles.

### DART Forward 2035 Transit Services Plan

#### Overview

Des Moines has recently begun to reinvest in transit, envisioning the development of a robust regional network. Along these lines, DART developed and adopted the *DART Forward 2035 Transit Services Plan*, a blueprint for building better public transit system in Greater Des Moines.

The *DART Forward 2035* recommendations were based on data analysis, stakeholder input, and public participation to create a truly regional transit system. The recommendations aim to both increase the availability of public mobility for customers and build a financial sustainability network for the region by accomplishing the following objectives:

- Create a faster travel experience with less waiting time.
- Introduce new services and invest in successful established services.
- Build a network for non-downtown transfer opportunities.
- Serve more places and more customers.
- Invest in future enhanced transit service.

## Plan Approach and Recommendation Development

The *DART Forward 2035* plan is the result of a collaboration between DART and the community. The combination of data-driven market research and an extensive public outreach campaign drove development of a planning context for the Greater Des Moines region which in turn informed the final *DART Forward 2035* plan.

Development of the *DART Forward 2035* plan included market analysis, evaluation of existing DART service, extensive public outreach, collaborative development of guiding principles and design guidelines, network and route design recommendations, and a corresponding financial plan.

## Data-Driven Plan

In order to assess and evaluate current market conditions and DART's existing services, a wide variety of data was collected about the Greater Des Moines metropolitan area and the DART system. Data and reports reviewed included 2000 census (at the time of data collection, 2010 numbers were not yet available), population and employment projections from Des Moines Area Metropolitan Planning Organization (DMAMPO), travel demand data from Iowa Department of Transportation (IDOT), system-wide ridership counts (collected in Fall 2010), and an on-board survey (conducted in Fall 2010), as well as previous studies provided by DART.

## Market

An assessment of the market for transit in Greater Des Moines provided a market context for the DART system in addition to identifying opportunities for DART to increase system ridership. Understanding of the new regional development paradigm and emerging regional growth patterns will better position DART to capture additional ridership potential for transit service.

## Service

The Service Evaluation provided comprehensive analysis of the DART network prior to February 2011, with separate analyses of fixed-route and on-call services, in order to identify opportunities to increase ridership and revenue for DART, while preparing for expanded service options should new opportunities arise.

## Outreach

Public participation played a key role in the development and review of the *DART Forward 2035* plan. The *DART Forward 2035* plan included two stages of participation to inform and seek input from the public and key stakeholders. DART received comments and suggestions from nearly 1,500 citizens during two rounds of public meetings held throughout the metro area and through an online survey. The first stage of public meetings, in conjunction with the online survey, collected more than 1,300 comments. The second stage of public meetings generated attendance in excess of 200 individuals and collected more than 160 comments. Input from elected officials and business leaders was also incorporated into the recommendations.

## Proposed Service Changes

In August 2013, DART is planning to implement the Year Two service change recommendations outlined in DART Forward 2035 with some modifications following system performance and public participation. The following chart reflects the Year Two service changes.

Route	Proposed Service Changes
Route 1	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 3	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours
Route 4	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 5	No changes.
Route 6	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 7	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 8	No changes.
Route 11	Add an additional trip during the morning and afternoon peak period.
Route 13	No changes.
Route 14	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 15	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 16	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 17	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 51	New crosstown service operating weekdays during the peak and midday service periods. The route will operate between Merle Hay Mall and DART Central Station providing additional local service along Merle Hay Road.
Route 52	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 60	Extend weekday service hours later into the evening with improved midday frequency. Expand Saturday and Sunday hours along with improved frequency.
Route 72	Extend weekday service hours later into the evening. Expand Saturday and Sunday hours.
Route 73	No changes.
Route 91	No changes.
Route 92	No changes.
Route 93	No changes.
Route 94	No changes.

## DART Forward 2035 Year 2 Title VI Analysis

Route 95	No changes.
Route 96	No changes.
Route 98	No changes.
Route 99	Add an additional trip during the morning peak and afternoon peak period.
D-Line	No changes.
LINK	No changes.
Ankeny On-Call	One additional day of service.
Allemen/Bondurant/Mitchelville On-Call	No changes.
Carlisle/Easter Lake On-Call	No changes.
Des Moines On-Call	On-call area will be replaced by Routes 1 and 17.
Granger/Grimes/Polk City On-Call	No changes.
Grimes/NW Johnston On-Call	No changes.

## Definition of a Major Service Changes

Compliance with Title VI regulations requires a comprehensive review of any service reductions or additions considered to be “major service changes.” DART defines a major service change as one affecting 25 percent of a route’s ridership. In addition to a required review of major service changes, Title VI regulations also mandate an analysis of any changes in fares or fare structures.

All recommended *DART Forward 2035 Year 2* service changes were assessed individually by route to determine if they constituted a “Major Service Change”. Ridership impacts were calculated based on alignment changes, frequency reductions, and frequency improvements on an absolute basis.

- **Alignment Changes:** Ridership impacts were assessed on a stop-by-stop basis. Riders were considered to be impacted if the stop was no longer located directly on the route’s alignment as a result of the service change. Alternative service options within walking distance were not considered at this stage of the analysis.
- **Frequency Reductions:** Where a service change would result in a reduction in frequency ridership loss was calculated based on a frequency elasticity which captures the impact of reduced service levels.
- **Frequency Improvements:** Where a service change would result in an improvement in frequency additional ridership was calculated by adding the existing average number of boardings per trip multiplied by the number of additional trips.

## ***DART Forward 2035 Year 2 Title VI Analysis***

- **On Call:** Existing boardings in areas outside the new flex service area were defined as impacted ridership.

Figure 1 outlines the ridership determined to be potentially impacted by service changes categorized by route. This takes into account those affected by alignment changes based on existing ridership by stop, as well as the number of people affected by frequency reductions or improvements based on average route ridership.

Based on DART's 25 percent affected ridership threshold, routes 60, and 99 were classified as major service changes. In addition, all routes operating on Saturday are classified as major service changes which includes routes 1, 3, 4, 6, 7, 14, 15, 16, 17, 52, 60, 72; as is the new Route 51.

Key:

--	Refers to a new route
Discontinued	Refers to a discontinued route
100.00%	Indicates that further Title VI analysis is necessary

DART Ridership Impacts												
	Current route	Proposed route	Weekday			Saturday			Sunday			
			Number of Existing Riders	Number of Riders Impacted	% of Riders Impacted	Number of Existing Riders	Number of Riders Impacted	% of Riders Impacted	Number of Existing Riders	Number of Riders Impacted	% of Riders Impacted	
Local Routes	1		805	138	17%	191	96	50%	103	10	10%	
	3		1279	37	3%	664	323	49%	432	49	11%	
	4		700	23	3%	239	120	50%	126	13	10%	
	5		225	0	0%							
	6		851	21	2%	247	124	50%	191	19	10%	
	7		1306	64	5%	406	203	50%	257	26	10%	
	8		211	0	0%							
	11		109	22	20%							
	13		250	0	0%							
	14		790	33	4%	234	117	50%	148	15	10%	
	15		978	23	2%	343	182	53%	153	18	12%	
	16		1501	35	2%	362	181	50%	219	22	10%	
	17		643	100	15%	216	98	45%	183	17	9%	
	52		413	38	9%	272	136	50%	104	10	10%	
	---											
	60			918	320	35%	235	124	53%	161	17	11%
	91			57	0	0%						
92			160	0	0%							
93			165	0	0%							
94			59	0	0%							
95			100	0	0%							
96			146	0	0%							
98			457	0	0%							
99			94	31	33%							
Ankeny	Ankeny		23	0	0%							
Des Moines East	Des Moines East		13	0	0%							
Grimes/Johnston	Grimes/Johnston		32	0	0%							
72			84	8	9%	84	44	53%	84	9	11%	
73			38	0	0%							
40			47	0	0%							
42			400	0	0%							

## Effects of Major Service Changes on Minority and Low-Income Populations:

### Service Equity Analysis

#### DEFINITIONS

Minority populations were defined by people who are American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, native Hawaiian and other Pacific Islander. Low-income populations were defined as being populations identified as falling below federal poverty thresholds as defined by the U.S. Census 2010.

### Identification of Geographic Concentrations of Minority and Low-Income

Demographic analysis of the service area and individual route assessment is done using 2010 Census data at the Census Tract level. Geographic concentrations of minority and low-income populations were assessed at the modal level, with separate analysis for local service, express service, on-call services, and shuttle services. Census tracts were selected for the analysis if they met any of the following criteria: within a half-mile of local route alignments excluding interstate travel, half-mile of open door service along an express route, or within the one-mile flex/on-call zone.

Results of the analysis are presented on a route-by-route basis below, with any concentrations of minority or low-income populations above the modal network average highlighted. Figure 2 shows the ridership demographic for current routes in the system grouped by mode. Figure 3 shows the ridership demographic for new or changed routes in the system.

In all of the maps, localized rates of poverty and of minority ethnicities at the census tract level were compared to DART's service area averages. The following maps illustrate the census tracts with concentrations of minority and low-income populations above the service area average with an overlay of the system network with service improvements highlighted.

- Figure 4 – Routes identified as a Major Service Change during Weekday with Minority Census Tracts
- Figure 5 – Routes identified as a Major Service Change during Weekday with Low-Income Census Tracts
- Figure 6 – Routes identified as a Major Service Change during Weekends with Minority Census Tracts
- Figure 7 – Routes Identified as a Major Service Change during Weekends with Low-Income Census Tracts
- Figure 8 – Routes with improved schedules with Minority Census Tracts
- Figure 9 – Routes with improved schedules with Low-Income Census Tracts

## Existing Network Demographics

Route	Total Population	Population "In Poverty"	Population "In Poverty" - % of total population	Minority Population	Minority Population - % of total population
<b>Entire System</b>	<b>454,690</b>	<b>43,527</b>	<b>9.6%</b>	<b>86,110</b>	<b>18.9%</b>
<b>Local Network</b>	<b>314,314</b>	<b>38,295</b>	<b>12.2%</b>	<b>74,131</b>	<b>23.6%</b>
1	70,464	10,917	15.5%	18,668	26.5%
3	81,260	14,066	17.3%	26,344	32.4%
4	55,731	11,025	19.8%	18,479	33.2%
5	61,977	12,008	19.4%	21,998	35.5%
6	59,899	10,600	17.7%	18,262	30.5%
7	57,241	9,410	16.4%	15,293	26.7%
8	56,337	7,981	14.2%	12,872	22.8%
11	54,307	7,582	14.0%	11,738	21.6%
13	31,437	4,317	13.7%	9,850	31.3%
14	78,307	13,032	16.6%	24,390	31.1%
15	51,909	12,923	24.9%	22,943	44.2%
16	75,860	12,625	16.6%	24,602	32.4%
17	77,348	14,699	19.0%	26,273	34.0%
51	76,863	11,575	15.1%	22,236	28.9%
52	76,842	11,764	15.3%	23,393	30.4%
60	63,846	12,971	20.3%	23,042	36.1%
<b>Express Network</b>	<b>297,057</b>	<b>22,775</b>	<b>7.7%</b>	<b>47,556</b>	<b>16.0%</b>
91	98,183	13,347	13.6%	26,731	27.2%
92	106,078	12,188	11.5%	25,215	23.8%
93	108,700	14,437	13.3%	29,390	27.0%
94	91,523	14,321	15.6%	27,890	30.5%
95	84,108	13,458	16.0%	25,793	30.7%
96	104,310	14,508	13.9%	28,863	27.7%
98	89,975	11,245	12.5%	20,556	22.8%
99	52,135	6,812	13.1%	9,811	18.8%
<b>Flex/On-Call Network</b>	<b>322,681</b>	<b>20,151</b>	<b>6.2%</b>	<b>40,050</b>	<b>12.4%</b>
Ankeny	73,174	3,108	4.2%	5,253	7.2%
Des Moines East	41,540	6,384	15.4%	9,010	21.7%
Grimes/Johnston	32,832	1,357	4.1%	2,850	8.7%
72	103,236	6,210	6.0%	14,471	14.0%
73	75,469	3,794	5.0%	9,750	12.9%
<b>Shuttle Network</b>	<b>34,951</b>	<b>8,616</b>	<b>24.7%</b>	<b>16,410</b>	<b>47.0%</b>
LINK	19,693	6,361	32.3%	10,530	53.5%
D-Line	28,653	6,729	23.5%	11,943	41.7%

\* Includes census tracts within a half-mile buffer of each route alignment, and in the case of flex and on-call services, this includes tracts within the flex or on-call

## Proposed Network Demographics

		Total Population	Population "In Poverty" - % of total population	Minority Population	Minority Population - % of total population	
Entire System	<b>Entire System</b>	<b>Compare to Existing Network Averages</b>				
	<b>Local Network</b>	<b>Compare to Existing Network Averages</b>				
	1	No Change in Alignment				
	3	No Change in Alignment				
	4	No Change in Alignment				
	5	Service Unchanged				
	6	No Change in Alignment				
	7	No Change in Alignment				
	8	Service Unchanged				
	11	No Change in Alignment				
	13	Service Unchanged				
	14	No Change in Alignment				
	15	No Change in Alignment				
	16	No Change in Alignment				
	17	No Change in Alignment				
	51	76,863	11,575	15.1%	22,236	28.9%
	52	No Change in Alignment				
	60	No Change in Alignment				
	Express Routes	<b>Express Network</b>	<b>Compare to Existing Network Averages</b>			
		91	Service Unchanged			
92		Service Unchanged				
93		Service Unchanged				
94		Service Unchanged				
95		Service Unchanged				
96		Service Unchanged				
98		Service Unchanged				
99		No Change in Alignment				
Flex/On-Call		<b>Flex/On-Call Network</b>	<b>Compare to Existing Network Averages</b>			
	Ankeny	Service Area Unchanged				
	Des Moines East	DISCONTINUED				
	Grimes/Johnston	Service Unchanged				
	72	No Change in Alignment				
Shuttle	73	Service Unchanged				
	<b>Shuttle Network</b>	<b>Compare to Existing Network Averages</b>				
	LINK	Service Unchanged				
	D-Line	Service Unchanged				

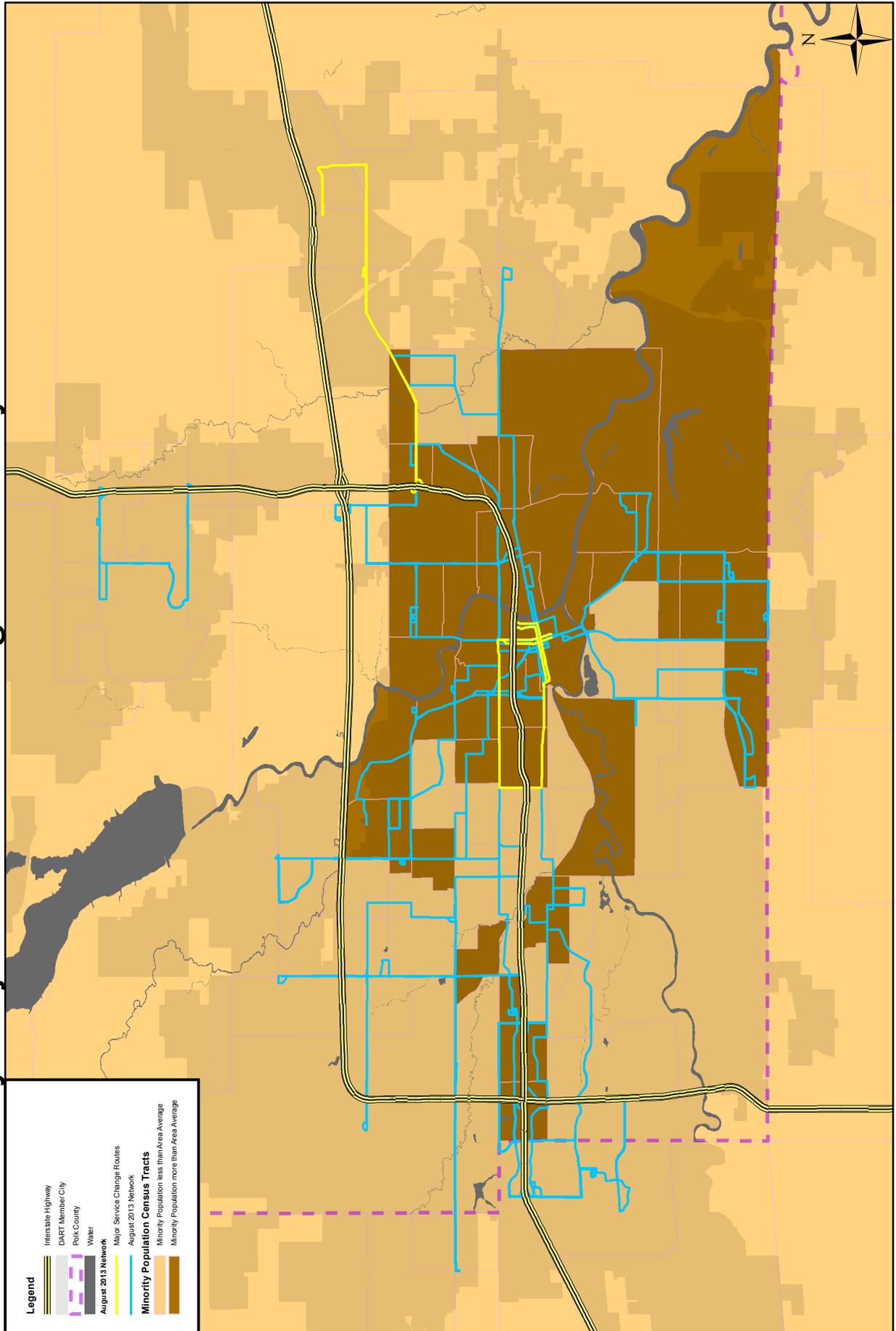
Including census tracts within a 1/2 mile of the route alignment

Including census tracts within a 1/2 mile of an express route excluding closed door service

Including census tracts with any part inside the 1-mile flex or within the on-call zone

\*Includes census tracts within a half-mile buffer of each route alignment, and in the case of flex and on-call services, this includes tracts within the flex or on-call

# Weekday Major Service Change - Minority Census Tracts



**Legend**

- Interstate Highway
- DART Member City
- Polk County
- Water
- August 2013 Network
- Major Service Change Routes
- August 2013 Network

**Minority Population Census Tracts**

- Minority Population less than Area Average
- Minority Population more than Area Average

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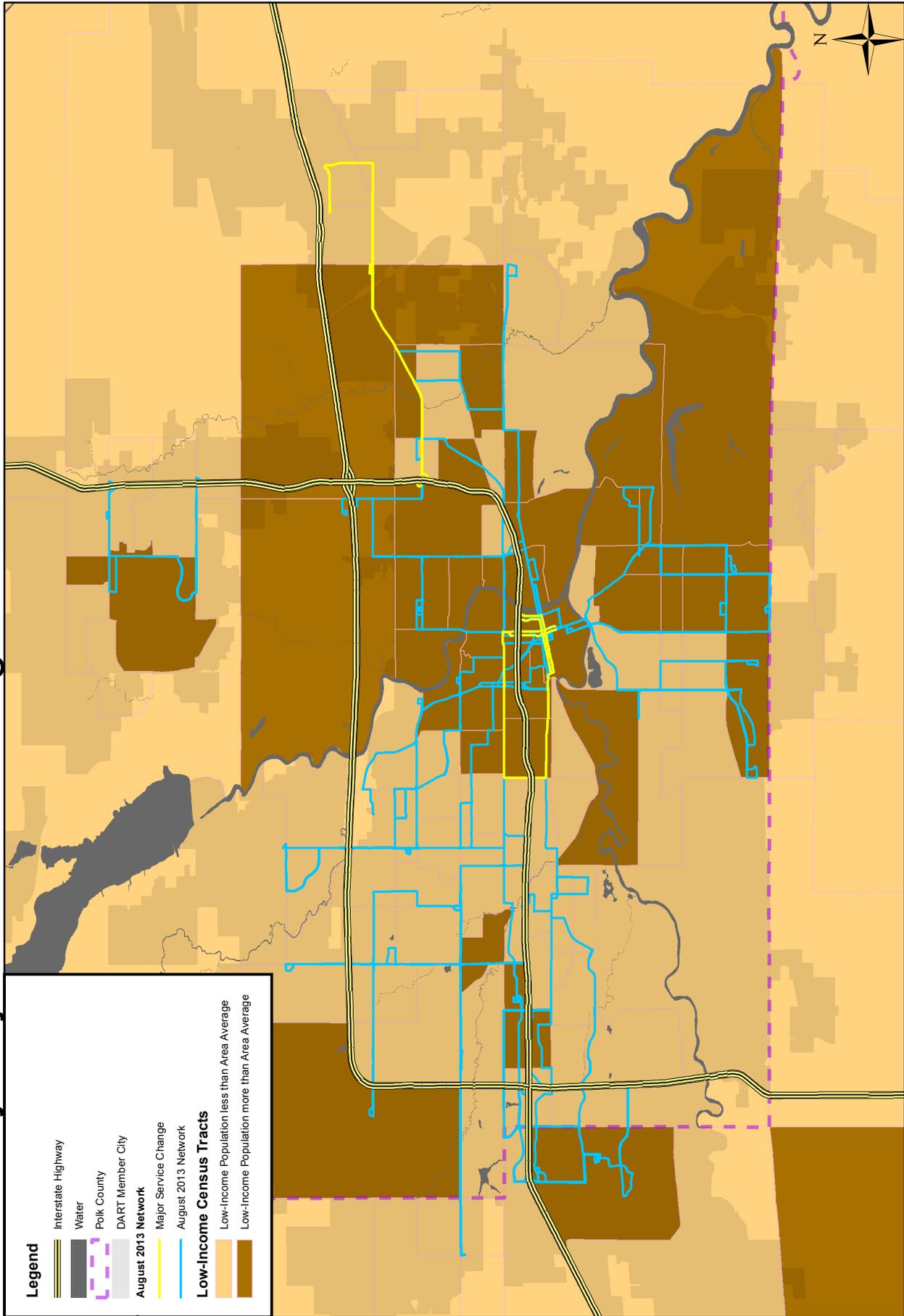
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 Datum: North American 1983  
 Units: Degree

5 Miles  
 2.5  
 1.25  
 0

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# Weekday Major Service Change - Low-Income Census Tracts



**Legend**

- Interstate Highway
  - Water
  - Polk County
  - DART Member City
  - August 2013 Network
  - Major Service Change
  - August 2013 Network
- Low-Income Census Tracts**
- Low-Income Population less than Area Average
  - Low-Income Population more than Area Average

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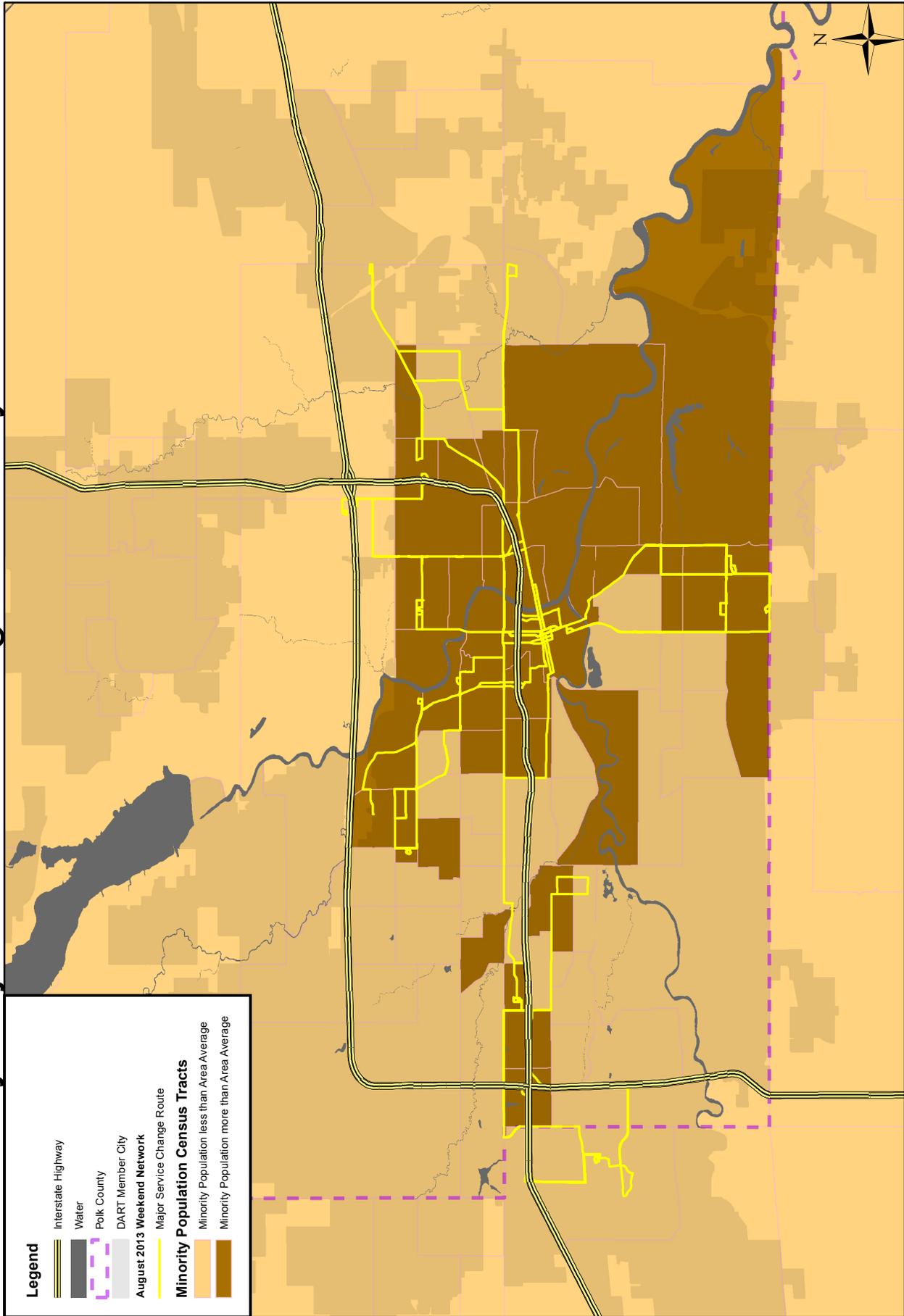
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 Datum: North American 1983  
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# Saturday Major Service Change - Minority Census Tracts



**Legend**

- Interstate Highway
- Water
- Polk County
- DART Member City
- August 2013 Weekend Network
- Major Service Change Route

**Minority Population Census Tracts**

- Minority Population less than Area Average
- Minority Population more than Area Average

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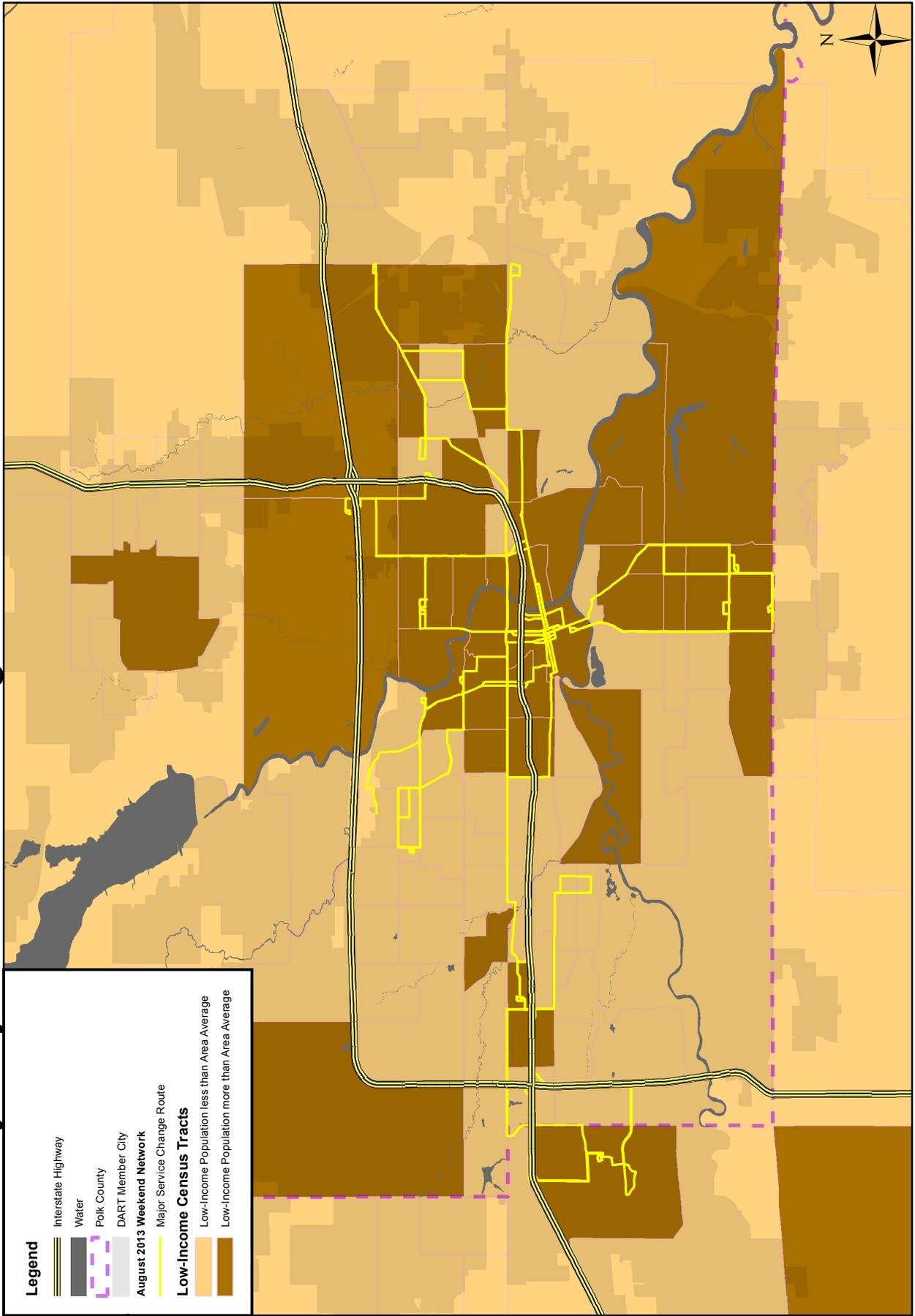
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# Saturday Major Service Change - Low-Income Census Tracts



**Legend**

- Interstate Highway
- Water
- Polk County
- DART Member City
- August 2013 Weekend Network
- Major Service Change Route
- Low-Income Census Tracts**
  - Low-Income Population less than Area Average
  - Low-Income Population more than Area Average

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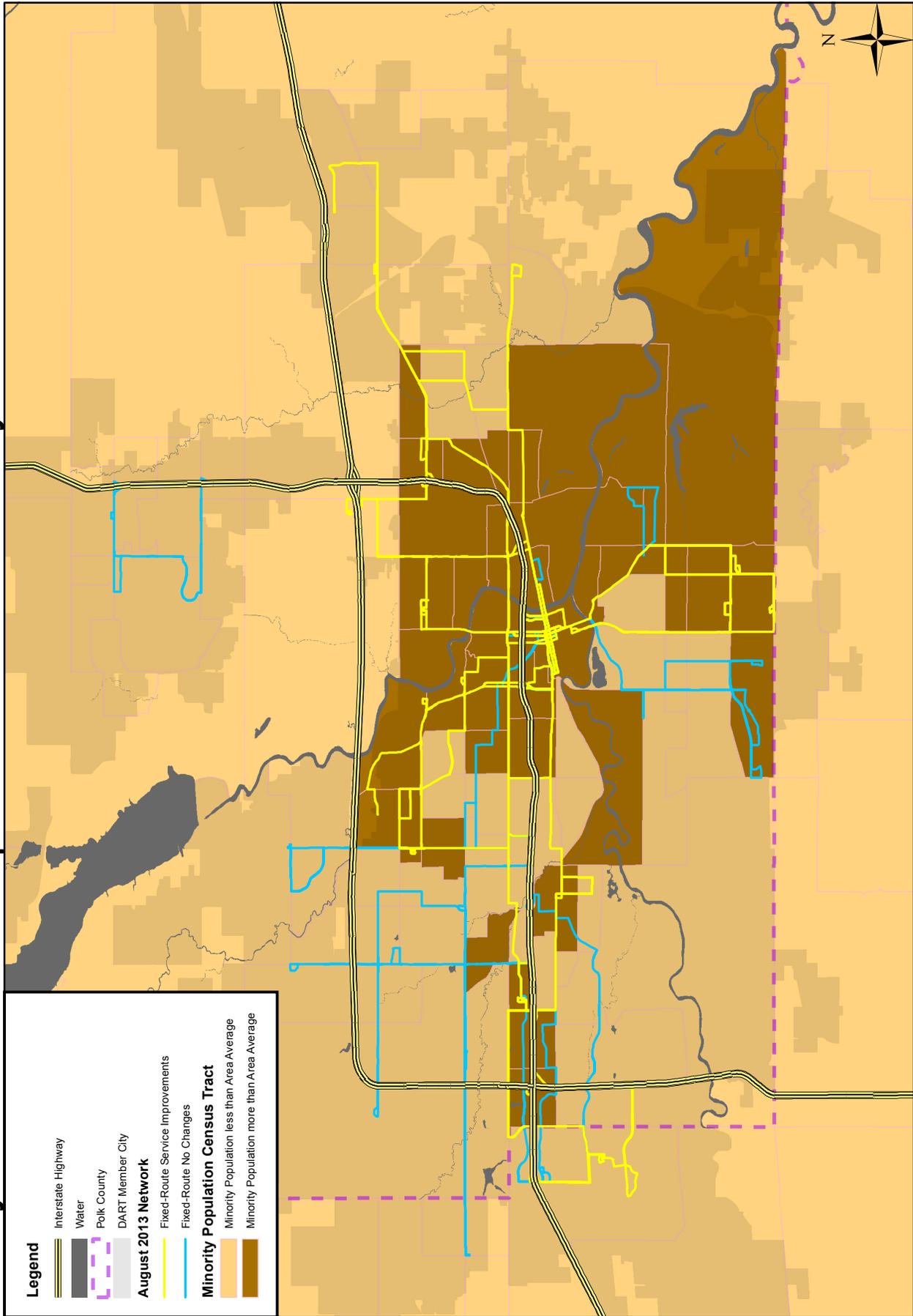
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Units: Degree

5 Miles  
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# System Service Improvements - Minority Census Tracts



**Legend**

- Interstate Highway
- Water
- Polk County
- DART Member City

**August 2013 Network**

- Fixed-Route Service Improvements
- Fixed-Route No Changes

**Minority Population Census Tract**

- Minority Population less than Area Average
- Minority Population more than Area Average

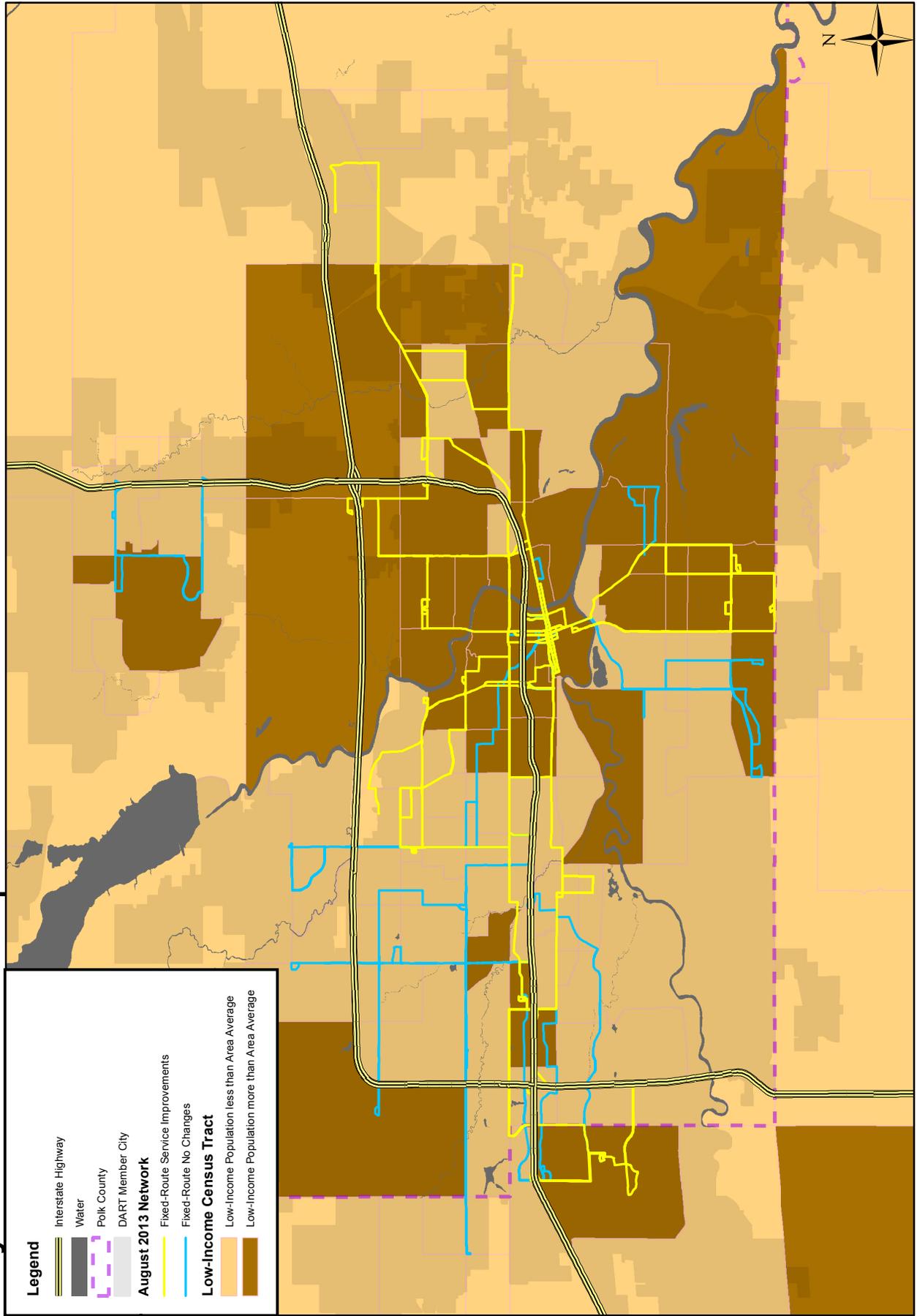


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# System Service Improvements - Low-Income Census Tracts



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## Demographic Comparisons

The proposed August 2013 service changes only consist of service additions in terms of longer service hours on weekdays and on weekends. One route, 60, will increase frequency during the midday on weekdays in addition to longer service hours. There is a proposal for a new route 51 Merle Hay Crosstown. This route would run on weekdays during morning peak, midday, and evening peak to help supplement Route 91 Merle Hay Express and provide additional connection opportunities along Merle Hay Road and DART Central Station during the day. The Des Moines On-Call is replaced by Route 1 and Route 17. Both of these routes are proposed to extend into the evening, thus providing fixed-route and routine service to the area now covered by the Des Moines On-Call.

Since there are no proposed realignments or reductions, there are no disproportionate burdens or disparate impacts.

Since only service improvements are proposed, a comparison of minorities and non-minorities on the routes with a major service changes are needed. In figure 10, the data shows that the “major change” routes serve minorities at a higher percentage than the system-wide total.

<b>DART Ridership by Ethnicity</b>					
<b>Current Route</b>	<b>Proposed Route</b>	<b>White/Caucasian</b>	<b>Minority Total</b>	<b>Overall % of Minorities</b>	<b>Overall Totals</b>
1	1	51,796	18,668	26.5%	70,464
3	3	54,916	26,344	32.4%	81,260
4	4	37,252	18,479	33.2%	55,731
6	6	41,637	18,262	30.5%	59,899
7	7	41,948	15,293	26.7%	57,241
14	14	53,917	24,390	31.1%	78,307
15	15	28,966	22,943	44.2%	51,909
16	16	51,258	24,602	32.4%	75,860
17	17	51,075	26,273	34.0%	77,348
-	51	54,627	22,236	28.9%	76,863
52	52	53,449	23,393	30.4%	76,842
60	60	40,804	23,042	36.1%	63,846
99	99	42,324	9,811	18.8%	52,135
72	72	88,765	14,471	14.0%	103,236
Des Moines On Call	Replaced with 1, 17	32,530	9,010	21.7%	41,540
<b>"Major Change" Totals</b>		<b>256,132</b>	<b>75,762</b>	<b>22.8%</b>	<b>331,894</b>
<b>Non "Major Change" Totals</b>		<b>284,642</b>	<b>65,597</b>	<b>18.7%</b>	<b>350,239</b>
<b>System-Wide Totals</b>		<b>368,580</b>	<b>86,110</b>	<b>18.9%</b>	<b>454,690</b>

Figure 10 DART Ridership by Ethnicity

## DART Forward 2035 Year 2 Title VI Analysis

A comparison of low-income and non-low-income populations on the routes with a major service adjustment shows that the “major change” routes serve low-income populations at a higher percentage than the system-wide total.

<b>DART Ridership by Income</b>					
<i>Current Route</i>	<i>Proposed Route</i>	<i>Not Low-Income</i>	<i>Low-Income Total</i>	<i>Overall % Low-Income</i>	<i>Overall Totals</i>
1	1	59,547	10,917	15.5%	70,464
3	3	67,194	14,066	17.3%	81,260
4	4	44,706	11,025	19.8%	55,731
6	6	49,299	10,600	17.7%	59,899
7	7	47,831	9,410	16.4%	57,241
14	14	65,275	13,032	16.6%	78,307
15	15	38,986	12,923	24.9%	51,909
16	16	63,235	12,625	16.6%	75,860
17	17	62,649	14,699	19.0%	77,348
-	51	65,288	11,575	15.1%	76,863
52	52	65,078	11,764	15.3%	76,842
60	60	50,875	12,971	20.3%	63,846
99	99	45,323	6,812	13.1%	52,135
72	72	97,026	6,210	6.0%	103,236
Des Moines On Call	Replaced with 1, 17	35,156	6,384	15.4%	41,540
"Major Change" Totals		292,776	39,118	11.8%	331,894
Non "Major Change" Totals		319,248	30,991	8.8%	350,239
System-Wide Totals		411,163	43,527	9.6%	454,690

Figure 11 DART Ridership by Income

## Local Mode Discussion

### ROUTE 11

Route 11 is a peak period service connecting Valley Junction in West Des Moines and Downtown Des Moines by way of Grand Avenue in West Des Moines and Ingersoll Avenue in Des Moines. One additional trip in both the morning peak period and the afternoon peak period is proposed to create additional direct trips between these two major districts.

### ROUTE 51

Route 51 is a new all-day, bi-directional crosstown service along Merle Hay Road and I-235 between DART Central Station and Merle Hay Mall. The new service will provide access along Merle Hay Road during the midday with a faster connection into the central business district. The new service will decrease travel time over current service options, improves frequency along the route served by Route 91 Merle Hay Express, expand opportunities for reverse commutes, and offer greater network connectivity.

## *DART Forward 2035 Year 2 Title VI Analysis*

### **ROUTE 60**

Increased midday frequency on weekdays and weekends is proposed on Route 60 University/Ingersoll Loop. The route was introduced into the network in late November of 2012 creating a high frequency bi-directional loop route connecting the central business district, Ingersoll Avenue, University Avenue, and 42<sup>nd</sup> Street. Route 60 will also have extended weekday and weekend service hours as discussed in the following paragraphs.

### **WEEKDAY SERVICE HOUR EXPANSION**

Adding evening service is proposed on Routes 1 and 17. The following routes will operate an additional hour later than their current hours of operation during the weekday: 3, 4, 6, 7, 14, 15, 16, 52, 60, and 72.

### **SATURDAY SERVICE HOUR EXPANSION**

Longer service hours on routes 1, 3, 4, 6, 7, 14, 15, 16, 17, 52, 60, and 72 by adding one additional hour in the morning and adding four additional hours in the evening on Saturday.

### **SUNDAY SERVICE HOUR EXPANSION**

Longer service hours on route 1, 3, 4, 6, 7, 14, 15, 16, 17, 52, 60, and 72 by adding one additional hour in the evening on Sunday.

## **Express Mode Discussion**

### **Route 99: Altoona Express**

Based on strong existing ridership Route 99 will operate an additional peak trip in both the morning peak and evening peak periods. The additional trips on Route 99 will create additional travel flexibility to/from downtown from Altoona.

## **On Call Discussion**

### **ANKENY ON-CALL**

The Ankeny On-Call service currently operates two days during the week. Year 2 of the Forward 2035 Plan identifies the institution of an Ankeny Flex Route. Due to lower than anticipated ridership, this improvement is proposed to be postponed and instead added an additional day of On-Call service to the area to continue to develop ridership in anticipation for a local flex route in the future.

### **DES MOINES ON-CALL**

The Des Moines On-Call service is replaced by Routes 1 and 17. The Des Moines On-Call provided trips to the service area of Route 1 and 17 in the evening once these routes stopped running. The expanded fixed-route hours will provide service to this area, bringing more predictable frequencies, and regular service.

## **Assessment of Service Improvements**

These system changes improve service throughout the network adding service hours on all days and improving frequencies along major corridors within the system. DART Forward 2035 represents an overall increase in investment in DART's network. Based on the data and analysis, DART concludes that minority and low-income populations are expected to benefit from the expansion of service as much as non-minority and non-low-income populations.

## ACTION ITEM



<b>8D:</b>	<b>City of Sheldahl's Participating Community Status</b>
<b>Action:</b>	<b>Approve the withdrawal of the City of Sheldahl as a participating community of DART with the provision that the City of Sheldahl pay a lump sum of \$913.91 to DART for its share of outstanding DART liabilities.</b>

**Staff Resource:** Kyle McCann, DART Legal Counsel  
Elizabeth Presutti, General Manager

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### **Background:**

- DART received a letter from the City of Sheldahl dated November 5, 2012, requesting to withdraw from DART.
- Letters to all of DART's participating communities notifying them of the City of Sheldahl's request as well as a letter to the City of Sheldahl outlining DART's next steps were sent out in December 2012.
- DART's Legal Counsel and Public Financial Management (PFM) have worked to determine the financial impact to the City of Sheldahl by withdrawing from DART.
- Based upon the terms of DART's 28E Agreement, DART's Legal Counsel and PFM outlined the withdrawal proposal at the June 4, 2013 DART Commission meeting. The memorandum that PFM prepared and provided at the June 4, 2013 meeting is attached.
- PFM has concluded that the City of Sheldahl's share of outstanding DART liabilities under the Series 2010 Limited Tax General Obligation Bonds amounts to \$913.91.

### **Recommendation:**

- Approve the withdrawal of the City of Sheldahl as a participating community of DART with the provision that the City of Sheldahl pay a lump sum of \$913.91 to DART for its share of outstanding DART liabilities.



May 23, 2013

## Memorandum

**To:** Chairperson Steve Van Oort and Commissioners, Des Moines Area Regional Transportation Authority (“DART”)  
**From:** Jon Burmeister, Managing Director, PFM  
Jeanne Vanda, Managing Director, PFM  
**CC:** General Manager Presutti, Chief Financial Officer Schug  
**Re:** City of Sheldahl Financial Liability for DART Debt

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### Introduction

This memorandum responds to the request of General Manager Presutti and Chief Financial Officer Schug for PFM’s review of the financial implications for debt repayment of the City of Sheldahl’s request to withdraw from DART. Debt related provisions for a participating city’s withdrawal from DART are specified in Article XVI of the Amended and Restated Agreement for the Des Moines Regional Transit Authority.

### Commission Authority to Determine Debt Payment Obligation

Section 2 of Article XVI delineates two alternatives for withdrawing cities to meet their financial obligation for any DART debt outstanding and provides the Commission the sole authority to determine the debt repayment terms. First, the Commission can require that the Participating Community seeking to withdrawal in effect pre-pay its share of any debt obligations outstanding in an amount determined by the Commission that is sufficient to fully fund the obligation. Second, the Commission can agree to allow the Participating Community to continue annual levies for its share of the debt obligation. With this alternative the Participating Community would also be required to continue the Base Transit Levy Rate as long as debt is outstanding.

### PFM Recommendation

PFM recommends that the Commission require upfront payment of Sheldahl’s share of the remaining debt service due on the Series 2010 Limited Tax General Obligation Bonds, dated June 23, 2010. The upfront payment provides a definitive resolution of the city’s debt obligation and avoids any future uncertainty that could arise regarding the imposition of ongoing levy obligations post withdrawal. As shown in the attached Exhibit One, Sheldahl represents .0376% of the Transit Authority’s taxable valuation as of the upcoming FY 2013-14. Assuming a July 1, 2014 withdrawal, debt service for principal and interest payments due December 1, 2014 through June 1, 2020 will total \$2,430,620.00. Sheldahl’s prorata share of the remaining debt payments is \$913.91. DART would hold this money in the bond sinking fund, allocating the appropriate portion to the annual debt payment.

**Exhibit One**  
**DES MOINES REGIONAL TRANSIT AUTHORITY**  
 PFM Memo Dated May 23, 2013

	<u>1/1/2012</u>	<u>Per Cent of</u> <u>Total</u>
Alleman \$	19,536,197	0.0929%
Altoona	531,931,332	2.5303%
Ankeny	2,147,258,042	10.2143%
Bondurant	116,776,848	0.5555%
Carlisle	122,287,421	0.5817%
Clive	1,168,929,510	5.5605%
Des Moines	6,601,697,153	31.4036%
Elkhart	17,596,431	0.0837%
Granger	50,185,964	0.2387%
Grimes	452,383,203	2.1519%
Johnston	1,100,260,841	5.2338%
Mitchellville	47,868,876	0.2277%
Pleasant Hill	398,185,828	1.8941%
Polk City	121,588,319	0.5784%
Polk County - Rural	1,613,079,346	7.6733%
Runnels	12,603,982	0.0600%
Sheldahl	7,904,575	0.0376%
Urbandale	2,362,444,432	11.2379%
West Des Moines	3,934,552,491	18.7163%
Windsor Heights	<u>195,001,048</u>	<u>0.9276%</u>
<b>TOTAL ACTUAL</b>	<b>\$ 21,022,071,839</b>	<b>100.0000%</b>

Debt Service due December 1, 2014 through June 1, 2020	\$ 2,430,620.00
Sheldahl Prorata of Debt Service	\$ 913.91

## ACTION ITEM



**8E: May FY2013 Consolidated Financial Report**

**Action: Approve the May FY2013 Consolidated Financial Report**

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

### **Year-to-Date Budget Highlights:**

#### *Revenue:*

- Fixed Route Operating Revenue year to date comes in at 3.7% under projected levels; a slight decrease from last month.
- Fixed Route Non-Operating Revenue year to date is 3% lower than budget; netting out the timing matter from April.
- Paratransit Operating Revenue continues to operate approximately 17% below budgetary expectations. Polk County Funding, a significant portion of Paratransit Revenue, continues to be the primary reason for the shortfall. FY14 Budget projections have been adjusted for the change in revenue levels.
- Rideshare Revenues remain consistent with a 5% under budget expectation fiscal year to date. Monthly revenue continues to remain steady at this level, with May seeing a small uptick after the Spring Special.

#### *Operating Expense:*

- Fixed Route Budget Summary – Fixed Route is showing a 7.6% below budget level for year to date. Savings continue to be attributed to Fuels and Lubricants and within and Equipment Repairs.
- Paratransit Budget Summary – Year to date, Paratransit expenses were below budget by approximately 7% from projected levels and will continued to be closely monitored for opportunities to increase revenue and reduce expenses through the completion of FY2013.
- Rideshare Expenses year to date are below budgetary expectations by approximately 10%. As in prior months, this continues to offset the 5% revenue shortfall. Continued savings are accounted for in the Fuel and Lubricants categories as well as Equipment Repair Parts, and Salaries.

### **Recommendation:**

- Approve the May FY2013 Consolidated Financial Report.

#### **\*\* TOTAL Un-Audited Year-End May FY2013 as Compared to Budget:**

Fixed Route	\$	868,345	Reserve For Accidents	(See Balance Sheet):
Paratransit	\$	(249,948)		FY2013 \$1,410,502.23
Rideshare	\$	52,232		
Total	\$	670,629		

**FY2013 Financials:**

**May 2013**

FIXED ROUTE	May 2013			Year-To-Date-(11) Months Ending 05/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	329,155	387,019	(57,864)	4,099,696	4,257,209	(157,513)
Non-Operating Revenue	1,280,047	612,234	667,813	15,227,836	15,709,591	(481,755)
Subtotal	1,609,201	999,253	609,948	19,327,532	19,966,800	(639,268)
Operating Expenses	1,983,135	1,767,765	(215,370)	18,131,975	19,639,589	1,507,614
Gain/(Loss)	(373,933)	(768,512)	394,578	1,195,557	327,211	868,345

PARATRANSIT	May 2013			Year-To-Date-(11) Months Ending 05/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	180,022	209,683	(29,661)	1,919,661	2,306,513	(386,852)
Non-Operating Revenue	58,879	63,262	(4,383)	631,642	695,882	(64,240)
Subtotal	238,901	272,945	(34,044)	2,551,303	3,002,395	(451,092)
Operating Expenses	221,376	258,163	36,787	2,648,126	2,849,271	201,145
Gain/(Loss)	17,525	14,782	2,743	(96,823)	153,124	(249,948)

RIDESHARE	May 2013			Year-To-Date-(11) Months Ending 05/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	82,515	83,333	(818)	875,412	916,663	(41,251)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	82,515	83,333	(818)	875,412	916,663	(41,251)
Operating Expenses	90,012	83,303	(6,709)	824,326	917,808	93,482
Gain/(Loss)	(7,497)	30	(7,527)	51,087	(1,145)	52,232

## DISCUSSION ITEM



<b>9A:            FY 2014 DART Marketing and Communication Plan</b>
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**Staff Resource:**     Kirstin Baer-Harding, Marketing Director;  
                         Gunnar Olson, Public Affairs Manager;  
                         Jennifer Greiner, Marketing Coordinator.

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Just as the “new DART” was introduced last year as part of the FY 2013 Marketing and Communication Plan, the ongoing improvements to DART will be the focus of the FY 2014 Marketing and Communication Plan.

Staff will provide an overview of the plan and how it builds on the momentum of the past year. Topics include audiences and messages, new service promotions, ridership initiatives, and technology launches.

## DISCUSSION ITEM WITH OPTION TO TAKE ACTION



**9B: Federal Lobbying Services**

**Optional Action: Approve a memorandum of understanding with Polk County not to exceed \$30,000 annually to add regional transit issues to Polk County's Federal Lobbying agenda.**

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

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### **Background:**

- DART staff believes there is value in seeking representation in Washington D.C. to advocate for transit issues important to DART and the region. These would include Federal Transit Administration policy, Surface Transportation Reauthorization and DART projects (for example, Bus Rapid Transit).
- Polk County utilizes Federal Advocates' lobbying services. The firm is experienced in transportation and transit issues and successfully secured \$850 million for clients in the last reauthorization bill.
- DART staff and Commissioner Van Oort had the opportunity to meet with Federal Advocates in Washington D.C, to discuss DART's BRT project and other transit federal policy. Federal Advocates were well versed in the issues facing DART and was able to provide good insight on those issues.
- This is an opportunity to enhance intergovernmental cooperation in the region as promoted by the Greater Des Moines Partnership Capital Crossroads initiative.
- Polk County has negotiated with Federal Advocates to provide lobbying services for DART, if DART so chooses. Partnering with Polk County would represent significant cost savings compared to what it would cost DART to procure the services independently. .
- If DART decides to pursue the opportunity with Federal Advocates, DART would work directly with Federal Advocates to develop DART's Federal legislative agenda.



# System Summary Performance Report May 2013

	November 2012	December 2012	January 2012	February 2012	March 2012	April 2013	May 2013	May 2012	Percent Change 2013/2012	FY13 Year To Date	FY12 Year To Date	Percent YTD Change 2013/2012
<b>DART Fixed Route</b>												
Total Ridership	337,521	274,548	326,769	306,426	315,315	354,582	349,345	361,450	-3.35%	3,777,303	3,869,828	-2.39%
OTT Ridership	16,885	16,626	17,197	15,976	17,157	16,501	19,283	20,696	-6.83%	192,309	208,786	-7.89%
Unlimited Access Ridership	35,943	26,436	37,527	37,164	37,267	33,494	37,174	36,213	2.65%	396,484	401,013	-1.13%
Bike Rack Usage	3,295	2,053	1,705	1,738	2,106	3,549	5,095	4,574	11.39%	39,445	40,511	-2.63%
Passengers/Revenue Hour	21.93	18.25	19.69	20.14	19.40	21.36	21.05	23.68	-11.13%	21.52	23.11	-6.86%
Avg. Passengers Weekday	15,520	12,930	13,541	14,145	13,688	14,990	14,783	15,267	-3.17%	15,004	15,329	-2.13%
Avg. Passengers Weekend Day	3,014	2,625	3,609	2,941	2,786	3,102	3,016	3,197	-5.65%	3,088	13,034	-76.31%
Complaints/100,000 Riders	22.52	34.97	33.66	15.34	32.98	27.07	25.19	24.90	1.17%	26.66	26.25	1.54%
Commendations/100,000 Riders	1.48	2.91	2.75	2.94	5.71	3.38	3.72	1.94	92.15%	3.55	2.66	33.28%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.73	2.02	1.67	1.83	1.37	2.24	1.34	0.49	173.08%	1.81	1.58	14.61%
Non-Preventable/100,000 Miles	0.00	1.51	2.09	5.03	0.91	1.79	0.45	0.98	-54.49%	1.01	0.45	123.05%
<b>Maintenance:</b>												
Total Miles Operated	230,630	198,064	238,856	218,565	218,919	223,608	224,466	204,321	9.86%	2,435,759	2,220,568	9.69%
Road Calls/100,000 Miles	19.08	10.60	13.82	17.39	11.42	14.76	17.37	33.77	-48.55%	17.74	21.62	-17.95%
Active Vehicles in Fleet	125	107	113	111	118	117	117	113	3.54%	113	120	-6.19%
<b>DART Paratransit</b>												
Total Ridership	11,554	9,905	12,257	10,740	12,060	12,511	12,180	11,820	3.05%	128,845	132,477	-2.74%
Passengers/Revenue Hour	2.98	2.87	3.01	2.95	3.10	3.13	3.06	2.90	5.52%	3.01	3.05	-1.22%
Average Trip Length	6.31	6.38	6.01	6.31	6.02	6.11	6.13	6.33	-3.08%	5.97	5.72	4.24%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.44	1.68	2.85	3.11	0.00	4.14	0.00	1.43	-100.00%	1.43	1.05	35.62%
Non-Preventable/100,000 Miles	1.44	1.68	0.00	1.55	0.00	1.38	0.00	1.43	0.00%	0.78	0.92	-15.46%
<b>Maintenance:</b>												
Total Miles Operated	69,461	59,434	70,193	64,396	68,858	72,441	70,514	70,036	0.68%	768,826	758,313	1.39%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
<b>DART RideShare</b>												
Total Ridership	20,752	17,352	23,250	21,076	22,546	23,780	22,514	24,380	-7.65%	240,670	263,066	-8.51%
Total Vans in Circulation	93	93	93	93	94	93	93	95	-2.11%	93	96	-3.13%
Total Rideshare Customers	823	815	813	805	805	882	807	865	-6.71%	824	874	-5.66%
<b>Accident Frequency Rate by Service:</b>												
Preventable	0.00	0.00	0.61	0.66	0.00	0.00	0.00	0.00	0.00%	0.11	0.05	0.00%
Non-Preventable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.15	-100.00%	0.00	0.74	-100.00%
<b>Maintenance:</b>												
Total Miles Operated	156,349	137,393	165,239	150,437	163,869	174,504	172,387	174,358	-1.13%	1,783,966	1,902,729	-6.24%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	104	-3.68%



# System Performance Ridership Report May 2013

	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	May 2012	Percent Change 2012/2011	FY13 Year To Date	FY012 Year To Date	Percent YTD Change 2013/2012
<b>DART Fixed Route Ridership</b>	<b>337,521</b>	<b>274,548</b>	<b>326,769</b>	<b>306,426</b>	<b>315,315</b>	<b>354,582</b>	<b>349,345</b>	<b>361,450</b>	<b>-3.35%</b>	<b>3,777,303</b>	<b>3,869,828</b>	<b>-2.39%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	20,842	15,667	19,831	19,351	18,375	21,273	21,557	21,441	0.54%	406,024	414,353	-2.01%
#3 - University	65,711	36,203	34,718	31,410	32,326	36,919	38,353	74,507	-48.52%	564,957	781,445	-27.70%
#4 - Urbandale	26,822	13,971	16,463	15,468	16,531	17,646	17,411	35,042	-50.31%	240,622	355,893	-32.39%
#5 - Clark	13,460	3,308	4,165	4,368	4,725	4,126	4,103	18,564	-77.90%	105,860	184,931	-42.76%
#6 - Douglas	44,881	18,314	20,851	19,545	20,058	22,664	22,309	57,031	-60.88%	377,038	575,351	-34.47%
#7 - Ft. Des Moines	44,200	27,147	33,713	32,513	30,748	34,111	33,621	50,315	-33.18%	420,698	497,160	-15.38%
#8 - South Union	12,396	4,131	5,336	4,982	4,427	5,601	5,711	15,390	-62.89%	99,811	145,233	-31.28%
#11- Ingersoll Ave.	14,482	1,963	2,400	2,175	2,291	2,785	2,861	20,572	-86.09%	107,306	209,208	-48.71%
#13 - SE Park Ave.	6,931	4,826	7,272	7,134	5,255	7,761	7,246	7,182	0.89%	65,734	62,883	4.53%
#14 - Beaver Ave.	5,152	16,854	19,731	18,676	18,498	20,681	20,815	0	100.00%	120,407	0	#DIV/0!
#15 - 6th Ave.	6,530	19,558	24,305	22,739	23,019	25,480	25,215	0	100.00%	146,846	0	#DIV/0!
#16 - Douglas Ave.	9,208	30,406	35,999	33,064	34,422	37,598	37,263	0	100.00%	217,960	0	#DIV/0!
#17 - Hubbell Ave.	4,764	13,795	16,986	15,301	15,510	16,541	16,800	0	100.00%	99,697	0	#DIV/0!
#52 - Valley West/Jordan Creek	2,154	8,270	8,916	8,689	10,544	10,138	10,027	0	100.00%	58,738	0	#DIV/0!
#60 - Ingersoll/University	4,428	15,763	19,909	19,124	21,261	32,401	26,620	0	100.00%	139,506	0	#DIV/0!
#71 - Ankeny/Delaware**	435	0	0	0	0	0	0	995	-100.00%	3,294	10,726	-69.29%
<b>Shuttle Routes:</b>												
Link Shuttle	1,478	866	984	865	981	1,023	944	941	0.32%	11,958	12,881	-7.17%
Dline	16,347	14,053	14,601	14,431	17,332	18,429	20,446	18,545	10.25%	190,416	179,006	6.37%
DMACC	0	0	0	0	0	0	0	135	-100.00%	0	1,963	-100.00%
Lincoln/McCombs	10,367	6,563	9,465	8,416	8,408	8,993	8,943	8,842	1.14%	88,035	75,782	16.17%
<b>Express Routes:</b>												
#90 - Airport South Business Park	0	0	0	0	0	0	0	869	-100.00%	0	10,659	-100.00%
#91 - Merle Hay Express	1,062	848	1,198	1,085	1,187	1,113	1,035	1,511	-31.50%	10,751	17,352	-38.04%
#92 - Hickman Express	2,698	2,523	3,754	3,284	3,356	3,668	3,408	2,824	20.68%	34,543	30,450	13.44%
#93 - NW 86th Express	3,455	2,847	3,614	3,441	3,458	3,551	3,531	4,533	-22.10%	39,831	51,645	-22.88%
#94 - Westown	1,534	1,425	1,727	1,212	1,230	1,311	1,294	1,471	-12.03%	15,570	14,753	5.54%
#95 - Vista	2,032	1,624	2,125	1,940	2,090	2,000	2,011	2,614	-23.07%	22,811	32,561	-29.94%
#96 - E.P. True	2,672	1,862	2,721	2,399	3,065	3,153	3,260	3,221	1.21%	30,991	38,923	-20.38%
#98 - Ankeny	7,830	6,076	9,018	8,465	9,605	8,743	8,268	6,801	21.57%	90,202	80,016	12.73%
#99 - Altoona	1,894	1,573	2,120	1,914	1,976	1,842	1,816	2,649	-31.45%	21,480	27,364	-21.50%
<b>On-Call/Flex Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	165	122	146	161	185	204	203	165	23.03%	1,906	1,856	2.69%
On-Call: Des Moines	250	231	276	294	271	291	263	461	-42.95%	3,317	4,312	-23.08%
On-Call: Johnston/Grimes	474	380	640	668	662	611	687	0	#DIV/0!	6,658	0	#DIV/0!
#73 Flex: Urbandale/Windsor Heights	887	725	949	725	792	784	683	2,285	-70.11%	8,737	23,259	-62.44%
#72 Flex: West Des Moines/Clive	1,858	2,553	2,750	2,492	2,605	3,045	2,563	1,485	72.59%	23,908	17,973	33.02%
On-Call: Clive ** (Ran for one week then combined with Flex Rout	0	0	0	0	0	0	0	911	-100.00%	0	10,274	-100.00%
On-Call: REGIONAL	122	101	86	95	122	96	78	148	-47.30%	1,691	1,616	4.64%
<b>DART Paratransit Ridership</b>	<b>11,554</b>	<b>9,905</b>	<b>12,257</b>	<b>10,740</b>	<b>12,060</b>	<b>12,511</b>	<b>12,180</b>	<b>11,588</b>	<b>5.11%</b>	<b>128,845</b>	<b>132,245</b>	<b>-2.57%</b>
Bus/Van	11,004	9,315	11,687	10,206	11,431	11,863	11,500	11,070	3.88%	122,861	126,454	-2.84%
Cab	550	590	570	534	629	648	680	518	31.27%	5,984	5,791	3.33%
<b>DART RideShare Ridership</b>	<b>20,752</b>	<b>17,352</b>	<b>23,250</b>	<b>21,076</b>	<b>22,546</b>	<b>23,780</b>	<b>22,514</b>	<b>24,380</b>	<b>-7.65%</b>	<b>240,670</b>	<b>263,066</b>	<b>-8.51%</b>
<b>TOTAL RIDERSHIP</b>	<b>369,827</b>	<b>301,805</b>	<b>362,276</b>	<b>338,242</b>	<b>349,921</b>	<b>390,873</b>	<b>384,039</b>	<b>397,418</b>	<b>-3.37%</b>	<b>4,146,818</b>	<b>4,265,139</b>	<b>-2.77%</b>

<b>10A: Operations Department</b>
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**Staff Resources:** Elizabeth Presutti, General Manager

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**Transportation - Randy McKern, Manager**

- Skip Herbold, AM Dispatcher, received a phone call from Polk County Emergency Services to send buses to the Court Avenue District to assist with a possible evacuation due to an explosion underground on June 12, 2013. The three Operators who came in to assist were Vicky Bundy, Kevin Mears and Anastase Libonande. Many thanks to Vicky, Kevin and Anastase for coming in really early to assist.
- Extra Operators and buses were used for the DAM to DAM Race on June 1, 2013, to minimize service disruptions. There were many road closures downtown due to the race that effected DART routes and customers.
- Many thanks to staff and volunteers who worked the DART Roadeo on June 8, 2013. Thanks also to all DART Operators who participated in the Roadeo and made it another successful year.
- Attended a FHWA Traffic Incident Management Workshop in West Des Moines with Carmella Comito, DART Risk Manager, on June 18, 2013.
- Attended an IPTA Conference on Creating a Customer Service Culture in Ames with other DART administrative staff members on June 20, 2013.

**Maintenance - Scott Reed, Manager**

- Scott Reed and Jose Alvizures attended the Career Pathways and Ladders meeting in Silver Springs, Maryland. They brought back many ideas to assist in developing a working Apprenticeship Program. Several viable contacts were made with other industry professionals who have already developed their own programs and have offered to assist DART in this project.

**Paratransit - Georgia Parkey, Manager**

- At the Paratransit Safety meeting a representative from Mercy Hospital, Sarah Clark, gave a presentation on the Health screening that DART was providing for all employees. Operations Supervisor Neil Hampton gave a presentation on Wheelchair Securement in the buses and also covered the use of shoulder harness securement for the passengers using wheelchairs.
- Three Operators received safety certificates with Mark Graeve receiving his for 10 years of safe driving.

**Training - Greg Schmitt, Manager**

- Currently there are three Operators in training for the Fixed Route Department and one Operator in training for the Paratransit Department. New employees are planned to begin July 1<sup>st</sup> for the Fixed Route Department, July 8<sup>th</sup> for the Paratransit Department and additional dates are anticipated later in July for more new employees.
- Advertising for two part-time Operations Instructors positions began in mid-June.

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



- With the assistance of Operations Supervisor Matt Johnson, Training Manager Greg Schmitt designed and constructed the course for the local DART Roadeo event that took place on June 8th.
- Training Manager Greg Schmitt attended the last day of the IPTA Conference and served as a judge at the State Roadeo Competition June 21 – 22.

**Facilities – Matt Pitstick, Manager**

- The Facilities Department completed several grounds projects. Staff tilled several areas and replanted grass. Staff contracted the planting of two trees and several perennials in front of the 1100 DART Way location.
- Staff has received the new energy efficient fixtures for the shop. DART will receive a rebate of 14 dollars per fixture from Mid-American. The fixtures will be installed in the next several weeks.
- The concrete replacement project is progressing well. A&B construction is just over 60% on project status and is moving to the west side of the compound to finish up.
- Staff implemented a new work order request and tracking system. To date, more than 150 requests for services at both locations have been processed. The system is also tracking the preventive maintenance of our in floor hoists.

**Service Management - Mike Kaiser, Manager**

- Michael Vanderlinden came on board with DART Service Management Team as the newest Supervisor. Michael bring several years of experience in the Motor Freight Transportation field working many aspects from driving to supervision to dispatching and establishing new routes.
- Supervisors Tess Davidson and Russ Pamulak attended the one-week Transportation Safety Institute (TSI) training in Transit Supervision. Both returned with great reports of knowledge and information to pass along to the Service Management Staff. Russ Pamulak also attended the one-week TSI training in Transit Security bringing back Ideas and innovations to assist in our program.
- Supervisor Matt Johnson was selected by APTA to participate in the Transit Early Career Program and recently returned from the Philadelphia kick-off session. Matt shared many highlights and information with the General Manager and Service Management Manager.

# MONTHLY REPORT



<b>10B: Marketing, Communications, Customer Service and RideShare Departments</b>
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**Staff Resources:** Kirstin Baer-Harding, Marketing Director

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**Marketing Updates:**

- DART participated in the 23rd Annual Iowa Juneteenth Observance on June 15. PJ Sass and a DART operators were available during the event to answer questions. A bus was on site for event goers to hop on and check out. A free ride pass was distributed to assist riders getting to and from the event.
- DART participated in the National Dump the Pump Day on Thursday, June 20, by offering free rides passes for all express routes. The event was promoted with on the bus flyers, website information, email and social media pushes. DART had great media coverage from WHO TV.
- Staff met with EMC and UnityPoint on strategies for improving distribution of DART information.
- Staff has been promoting the D-Line service extensions for the upcoming events: Yankee Doodle Pops on July 3 and the 80/35 Music Festival on July 5 and 6.
- Staff is working on the upcoming routing and marketing material for the downtown Des Moines RAGBRAI events on July 23. D-Line services will be expanded to assist with transporting customers around downtown and to the RAGBRAI camp site.
- Staff is working on schedules and marketing materials for upcoming service changes on August 18.
- Staff has been working on two hiring campaigns in preparation for the August service expansion. One campaign highlighting the DART Job Fair on June 10 and the second campaign featuring DART operators and the August service expansion.
- Staff continues working with Trapeze on product development (Info-Web/Mobile, TransitNow, IVR, Real-Time maps). Trapeze was onsite the week of June 17 and worked with staff on each of the product on finalizing the data and functionality.

**Communication Updates – Gunnar Olson:**

- Joined staff at training and informational sessions at the Iowa Public Transportation Association meeting in Ames.
- Staff publicized DART’s promotion on National Dump the Pump Day. Staff worked with WHO TV on a live broadcast from a DART bus on the morning of the event.
- Staff responded to the scene of a shooting incident involving a DART bus. No injuries resulted. Media coverage ended up being minimal.
- Staff provided a presentation and tour of DART Central Station to the Downtown Neighborhood Association.

## MONTHLY REPORT

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



#### **Advertising Program:**

##### *New June Advertisers*

- Vision Media
- Kuster LTD

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

##### *May Employer and Group Presentations:*

- Principal Orientation (3 visits)
- City of Des Moines, marketing meeting
- Johnston High School, how to ride training (2 classes)
- EMC, Grab & Go
- Central Iowa Shelter Services CISS, how to ride training
- Senior Fest
- Charter School, tour for 21 middle school students
- St. Vincent de Paul, DART service
- Travel Training, 24 attendees

##### *May Customer Service Statistics:*

- Bus Stop/Shelter Requests – 2
- Customer Service Requests – 75
- Feedback – 27
- Other/Misc – 33
- Voicemails – 185 (apprx 10% needing callbacks)

##### *Total Calls for May 2013*

- Schedule Information – 9,448
- Spanish Line – 48
- Receptionist – 548

## MONTHLY REPORT

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

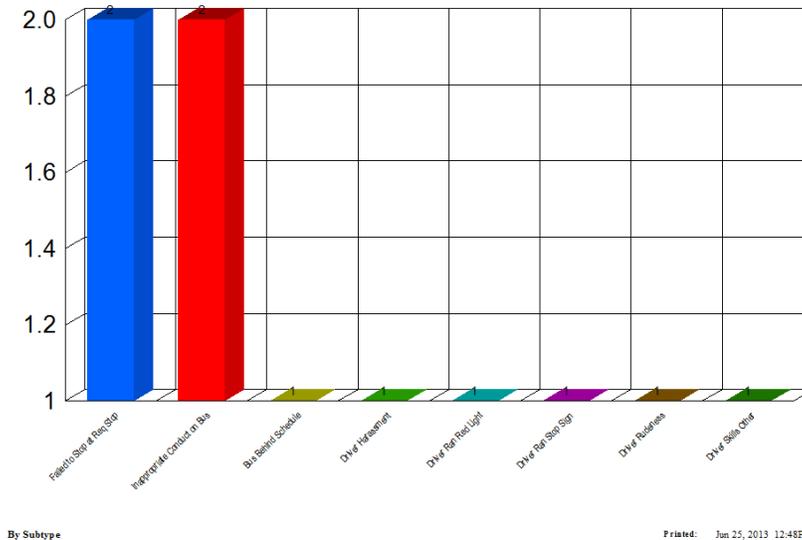


#### Top 10 Report

05-01-13 - 05-31-13

DART

Complaint



- Comments were significantly down this month. The top five comments for May were: failure to stop for a request, inappropriate conduct on bus, bus behind schedule, driver harassment and driver ran a red light. We had a total of 65 complaints, one is still being investigated and 10 were founded which is 0.15% of the total completed comments for this month.

#### **Travel Training:**

Jennifer Roberts and Bobbi Fellenz held the third travel training class at DART Central Station on May 30 for 24 attendees. They completed a detailed training on how to read the schedules and utilize the DART system. After touring DCS, attendees boarded a bus and discussed fares, proper etiquette for bus riding and securing mobility devices. Attendee's practiced taking the bike on and off the bike rack. The next training will be held June 26, 2013.

#### **RideShare - Jennifer Long:**

- Installed new software for online submission of monthly log sheets. This should make our NTD reporting easier and more accurate.
- RideShare signed up 23 new riders to join vanpools.
- Staff renumbered the vanpools so that the vehicle number is separate from the vanpool number. Staff also reorganized the filing system to reflect the change in numbering.

#### **Staff Accommodations:**

- I just wanted to let whoever it may concern, know that on Watrous around 1:15pm on May 1, one of your drivers had gotten out to help an elderly woman off of the bus, extended his arm to her, carried her purse, and walked her to her door. I was beyond IMPRESSED and happy to see that they're still good hearted people in this world and people that go above and beyond their job duties. I'm upset I didn't catch the bus number but did catch a picture of the driver and lady. So hats off to him and you guys have a wonderful employee at your company!
- 2092 caller said that her driver was stellar and outstanding in every way. Customer service skills were excellent. Caller said that the service she got from this driver exceeded expectations.

## MONTHLY REPORT

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



Caller said that we could not have found a better driver even thou we have excellent drivers all ready.

- On the extreme upside, I would like to commend and sincerely thank a certain Ms. Alyson in customer service who graciously delivered a stack of system route maps to the Hy-Vee on south Fleur this evening. When I stopped by this afternoon to ask for one, Hy-Vee only had one on hand and made it clear they weren't giving it up. The generous gifts of Allison's time and effort are among the best parts of DART, Des Moines, and the Iowa experience in general.

## MONTHLY REPORT



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

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

- The Engine Control Module & Left Turn Signal Alarm fixes were completed.
- Trip Planner Back Office Systems Final Review Campaign June 17-21.
  - Trapeze was at DART on June 17-21 to complete a final review of all the open action items on the remaining Trip Planner programs: INFO-Web/Mobile, INFO-IVR, TransitNOW and the Real-Time Map.
  - Each program was reviewed thoroughly and changes were made directly to the program, when possible.
  - There are only a few open items that need additional work by both Trapeze and DART.
  - Currently, staff is testing the changes and working on open items for final resolution in the next couple weeks.
- Trapeze Transit Master AVL/RTIS System Training:
  - Administrative II training was completed June 10-14, 2013. The training was primarily for the Planning and IT Departments. The training was a continuation of the AVL/RTIS Transit Master Administrative I training that was completed May 6-10, 2013.
  - Eventide Digital Recorder training was completed June 19, 2013. The training was primarily for the Transportation and IT Departments. The Digital Recorder is a program that records radio transmissions and telephone calls.
  - INFO-Web/Mobile training was completed June 20, 2013. The training was primarily for the Planning and IT Departments
  - These were the final training sessions required for the AVL/RTIS Transit Master and Trip Planner Back Office Systems.

**New Planning Intern – Ethan Standard:**

- Ethan Standard has been working for the DART Planning Department for the past year removing and installing bus stop signs for the recent service changes. During that time he was completing his senior year at Iowa State University with a major in Transportation Planning.
- Ethan graduated in May and has continued with the Planning Department as a Planning Intern.

**Planning Department Projects:**

- Transit Planner Tony Filippini worked with the Drake University GIS Class and the Des Moines City GIS Department on a DRAKE student GIS finals project. The Drake GIS class wanted to use GIS capabilities to map each bus stop and evaluate the ADA accessibilities along the new #60 University / Ingersoll Loop route. The information will be added to our Trapeze FX Scheduling program and used for future planning.

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



- I attended a seminar at the IPTA Conference in Ames on June 19 on “Creating a Customer Service Culture.”
- I participated in the Architectural & Engineering Request for Proposal (RFP) Interviews on June 13-14, 2013
- The June 9, 2013, service changes were completed. All addition services tied to the Des Moines Public Schools were removed for the summer and schedule adjustments were made throughout the system.
- The Planning Department is working on several special event service plans for July and August:
  - Yankee Doodle Pops Concert – July 3, 2013
  - 80/35 Concert – July 5-6, 2013
  - Iowa State Fair – August 8-18, 2013

Service plans from last year were evaluated for possible service adjustments. Beginning this year, each service was built in the Trapeze FX Scheduling program and downloaded to the Trapeze OPS dispatching program to improve our tracking of each vehicle using our AVL/RTIS Transit Master system.

- RAGBRAI will be coming to Des Moines on Tuesday, July 23, 2013. DART will provide expanded D-Line service for the event. As many as 7,000 RAGBRAI cyclists are expected to camp at the Water Works Park Campground by the Isaac Walton League at George Flagg Pkwy and SW Park Ave. The D-Line route will be extended to the campgrounds. The main events will take place directly off the D-Line route from 2<sup>nd</sup> Ave between Locust St and Court Ave and to the east side of the Des Moines River. DART will begin expanded service at around 11:00 a.m. and will end around 12:00 midnight.

## MONTHLY REPORT



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

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- **Executive Search for a Chief Operating Officer** – KL Executive Search, LLC narrowed down the applicants to nine recommended candidates. Of the nine recommended candidates, staff conducted eight phone interviews and narrowed down the candidate pool to three for onsite interviews. The onsite all-day interviews for the three candidates occurred June 24 -26<sup>th</sup>. Commissioner Van Oort also had the opportunity to visit with each of the candidates during their visits.
- **Iowa Public Transit Association Meeting** – Several staff members joined me in attending the IPTA Annual meeting in Ames. The meeting offered updates from the IDOT, FTA and APTA along with a training session on creating a Customer Service Culture.



# FUTURE DART COMMISSION ITEMS

## JULY 2, 2013

July 2, 2013 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>- On-call Architecture and Engineering Services Contract</li> <li>- Audit Services Contract</li> </ul>	<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>
August 6, 2013 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>- On-call Planning Services Contract</li> </ul>	<ul style="list-style-type: none"> <li>- Open Records Policy</li> <li>- Records Retention Policy</li> </ul>
September 3, 2013 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>
October 1, 2013 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>- Farebox System Replacement</li> </ul>	<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>
November 5, 2013 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>
December 3, 2013 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Fare Policy</li> </ul>

<u>Key Meetings/Dates:</u>
<ul style="list-style-type: none"> <li>- June 8, 2013 – DART Bus Rodeo</li> </ul>
<ul style="list-style-type: none"> <li>- June 19-22, 2013 – IPTA Annual Meeting and State Bus Rodeo - Ames, IA</li> </ul>
<ul style="list-style-type: none"> <li>- July 20-23, 2013 - Transit Board Members Seminar &amp; Board Support Employee Development Workshop – Austin, TX</li> </ul>
<ul style="list-style-type: none"> <li>- August 4-7, 2013 – Midwest Transit Conference Kansas City, MO</li> </ul>
<ul style="list-style-type: none"> <li>- September 16-18, 2013 – Annual Mid-Sized Bus Performance Benchmarking Meeting – St. Petersburg, FL</li> </ul>
<ul style="list-style-type: none"> <li>- September 29–October 2, 2013 – APTA Annual Meeting Chicago, IL</li> </ul>