



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
JULY 31, 2012 – 5:00 p.m.
DART MULTI-PURPOSE ROOM, 1100 DART Way**

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JULY 31, 2012 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
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15. NEXT MEETING: Regular DART Meeting Tuesday, August 28, 2012 – 5:00 p.m.	
16. ADJOURN	

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

**1100 DART Way – Des Moines, IA 50309
June 26, 2012**

ROLL CALL

Commissioners Present: Ted Boesen (5:07pm), Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson (5:01pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent:

Alternates Present:

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Kirstin Baer-Harding, Advertising Manager; Mike Kaiser, Service Management Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Paula Covington, RideShare; Greg Schmitt, Training Manager; Claire Celsi, Marketing & Community Partnerships Director; Deb Meyer, Capital Grants Manager; Jim Tishim, Planning Director; Randy McKern, Transportation Manager; Georgia Parkey, Paratransit Operations Manager; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Mark Trost, TDS, LLC; Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; John Halsband, Customer; Greg Sparks, City of West Des Moines

CALL TO ORDER

The meeting was called to order by Angela Connolly at 4:59pm p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Ms. Connolly called for corrections to the May 22, 2012 meeting minutes.

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

PUBLIC COMMENT

No public comments.

CONSENT ITEMS

6-A – Disadvantaged Business Enterprise (DBE) Program Update

6-B – May 2012 Financial Reports

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

ACTION ITEMS

Action Item 7A – DART Central Station Change Order and Project Update

Mr. Trost gave a brief update on the change orders and the project to date:

- No new safety issues
- Curtain wall installation is done
- Zink panels, HVAC, plumbing and electrical are all in progress
- Bus bay slabs are started
- Concrete benches have arrived
- Drywall is close to completion, and have started painting
- Concrete inside is pretty well done
- HVAC changes by the city have slowed progress down

Change order #4 is a collection of many small items that have come through.

The Clerk was asked to set up a meeting with Mr. Mahaffey, Ms. Hensley, Mr. Trost, Mr. Garner, the City Manager and Mr. Phil Delafield with the City of Des Moines.

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve the DART Central Station Change Order. 8 Yes, Conkling - No. The motion carried.

DISCUSSION ITEMS

8A – Paratransit Budget

Jamie Schug, Chief Financial Officer gave an update to the Commission on the Paratransit Budget to date.

8B – June 2012 Service Change Update

Gunnar Olson, Public Information Officer gave a presentation to the Commission regarding the preliminary outcome of the June Service Change. The Public Open Houses for the November Service Change will be set for the week of November 12th and 16th. The November Service Change dates have been set as follows: Friday, November 23rd has been set for a soft opening for routes 52 and 60, and Sunday, November 25th for all other routes.

8C – May 2012 Performance Reports

Elizabeth Presutti, General Manager gave an update to the Commission on the May Performance Reports. We still have a 12% ridership increase over last year.

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer gave an update to the Commission regarding the IPTA State Roadeo.

Marketing Report

Claire Celsi, Marketing and Community Partnerships Director gave an update to the Commission:

- Food Ride on June 22nd which is part of Yankee Doodle Pops
- Governor's News Conference at the State Capitol
- Iowa Health Des Moines has signed on as a new Unlimited Access Partner, and will be looking to add on additional contract employees
- Brand refresh with new tag line will be finalized in the next few weeks
- Survey to Rider's and Non-riders will be going out tomorrow

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated the Commission in regards to the route 7 and 8 meeting that was requested by the public who attended the last Commission Meeting. Commissioners were invited to attend the meeting scheduled at Noon on June 28th.

RECEIVE AND FILE

10-A Federal Transit Administration 2012 Triennial Review

10-B Federal Transit Administration Drug and Alcohol Audit

10-C OSHA Report

It was moved by Mr. Conkling and seconded by Ms. Hensley that the Commission receive and file 10A, B and C for the record. The motion carried unanimously.

FUTURE AGENDA ITEMS

No discussion

COMMISSIONER ITEMS

12-A – FY 2012 Commission Officer Election

It was moved by Mr. Boesen and seconded by Mr. Conkling that the Commission approve the recommendations of the Nominating Committee: Mr. Van Oort as Chair, Mr. Brody as Vice Chair and Mr. Mahaffey as Secretary and Treasurer. The motion carried unanimously.

Mr. Ted Boesen was recognized for his service dated October 2003 through June 2012 on the DART Commission.

Ms. Angela Connolly was recognized for her service as Chair for the 2012 fiscal year on the DART Commission.

OTHER – Communications

Next Meeting

July 31, 2012 at 5:00pm

ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

2012 Meeting Dates

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

Sep 25, Oct 23, Nov 27, Dec 18

Chair

Clerk

Date

CONSENT ITEM



8B: Make-up Air Units, Heaters and Air Quality Sensors

Action: Approve contract with The Waldinger Corporation for \$120,101.

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- DART identified the need to replace two existing make-up air units and temperature controls located on the roof of the existing bus barn.
- A make-up air system replaces the air that is expelled by a building's exhaust system, maintaining the proper balance between inside and outside air pressures while also providing many other benefits:
 - greatly reduces infiltration of cold outdoor air and drafts through opened doors
 - promotes proper operation of exhaust systems
 - improves indoor air quality
 - eliminates suction pressure at exterior doors

Procurement:

- DART obtained bids for the make-up air units, heaters and sensors. The lowest bidder to be both responsive and responsible was The Waldinger Corporation.
- The Iowa Department of Transportation has concurred on all parts of this project.

Funding:

- Iowa Department of Transportation State Infrastructure Grant: STA-IG-194-FY12 Contract # 13417 and DART's capital plan.

Recommendation:

- Approve a contract with The Waldinger Corporation for a fixed price of \$120,101 for the make-up air units, heaters and sensors.

CONSENT ITEM



8C:	IT Server and Storage Equipment for DART Central Station
Action:	Approve contract with McGladrey & Pullen for IT Services and equipment for the fixed price of \$192,350.

Staff Resource: Todd Struthers, IT Manager

Background:

- DART identified the need to offer redundant IT services at a location away from the river and potential of failure and natural disaster. These services being added to DART Central Station will also increase network throughput and server efficiency by over 400%.
- A proper network design allows for redundancy of all the current infrastructure, with the primary datacenter being in a secure location with proper cooling, security, and backbone. The project will add the following efficiencies:
 - Greater uptime for all network and data services.
 - More secured server environment and infrastructure.
 - Vastly superior compute power and network bandwidth throughput of all data services.
 - Long term solution eliminates need for tech refresh of primary site for 4-6 years.

Procurement:

- DART obtained bids for the servers and SAN Storage solution. The lowest bidder to be both responsive and responsible was McGladrey & Pullen

Funding:

- DART Central Station Capital Project Funds.

Recommendation:

- Approve a contract with McGladrey & Pullen for the fixed price of \$192,350 for servers and SAN storage including implementation.

CONSENT ITEM



8D: IT Network Equipment for DART Central Station

Action: Approve a contract with a vendor to provide network equipment for wired and wireless networks not to exceed \$129,993.14.

Staff Resource: Todd Struthers, IT Manager

Background:

- DART identified the need to offer redundant IT services at a location away from the river and potential of failure and natural disaster. These services being added to DART Central Station (DCS) will also increase network throughput and server efficiency by over 400%.
- A proper network design allows for redundancy of all the current infrastructure, with the primary datacenter being in a secure location with proper cooling, security, and backbone. The project will add the following efficiencies:
 - Provide network and telephone access to equipment at DART Central Station.
 - Increase compute power and bandwidth efficiency for higher throughput at DCS.
 - Provides wireless service to our riders at DCS.
 - Provides wired and wireless access to security, customer service, and local employees working out of DCS.

Procurement:

- DART obtained bids for the wireless and wired network portion of the DART Central Station implementation.

Funding:

- DART Central Station Capital Project Funds.

Recommendation:

- Approve a contract with a vendor not to exceed \$129,993.14 for wired and wireless network equipment including implementation.

CONSENT ITEM



8E: Polk County Paratransit Contract

Action: Approve a three-year Polk County Paratransit contract for paratransit services in Polk County, Grimes-Johnston and Opportunities Through Transit (OTT) bus passes

Staff Resource: Chet Bor, Paratransit Director

Background:

- DART provides paratransit services to Polk County Department of Community, Family & Youth Services and Polk County Health Services.
- In FY2012, DART Paratransit provided more than 58,600 trips for Polk County clients.
- DART fixed route provides trips through the Opportunities Through Transit (OTT) program. Polk County funds a portion of the cost of OTT passes.

Costs:

- Polk County will pay DART an amount not to exceed \$886,402 in the first year of this agreement with new rates/costs to be negotiated annually.
- DART's paratransit costs include a 3% increase over the previous contract year.
- The Polk County Board of Supervisors approved this contract on July 17, 2012.

Recommendation:

- Approve this three-year contract through June 30, 2015.

**POLK COUNTY DEPARTMENT OF COMMUNITY, FAMILY, & YOUTH SERVICES
(CFYS)
1548 Hull Avenue
DES MOINES, IOWA 50316**

AGREEMENT

PROVIDER: (legal name, address):
Des Moines Regional Transit Authority
1100 DART Way
Des Moines, Iowa 50309

NAME OF CONTRACT:
Paratransit

CONTRACT PERIOD:
July 1, 2012 - June 30, 2015

PROVIDER, PROJECT DIRECTOR:
Elizabeth Presutti, General Manager
Des Moines Regional Transit Authority
Chet Bor, Director
Paratransit Division
1100 DART Way
Des Moines, Iowa 50309

COUNTY CONTRACT MANAGER
Brian Boyer
286-3644

New Agreement
 Agreement Amendment

COUNTY FUND AND ACCOUNT
NUMBER
General Basic
01-023-5311-74600 through 74690
-
MH/MR/DD Services
010-044-4030-84031
010-044-4130-84131
010-044-4230-84231
010-044-4330-84331

PROJECT DESCRIPTION:

Paratransit provides service through lift equipped mini-buses, vans and cabs, in addition to fixed route bus service via Opportunities Through Transit (OTT), to low-income elderly and disabled residents of Polk County.

THIS AGREEMENT is made and entered into as of the 1st day of July, 2012 by and between Polk County, a governmental subdivision of the State of Iowa ("County"), and the entity identified above as the "Provider", for the purpose of setting out terms and conditions agreed on by the parties for the conduct of the Project described above.

THIS AGREEMENT consists of two parts in addition to this Agreement and Signature Page: Part 1. "Terms and Conditions", describes services to be provided by the Provider to the County or, on behalf of the County, to persons herein called "clients"; the manner in which the services will be provided and requirements that the Provider will comply with in order to be entitled to receive compensation. Part 2. "Cost Summary", describes the payment the County will make if the Provider complies with this Agreement and any limitations on payment not described elsewhere in this Agreement.

IN WITNESS WHEREOF this Agreement has been executed to be effective on the date stated above.

PROVIDER

POLK COUNTY, IOWA

By _____
Elizabeth Presutti
General Manager/Date

By _____
Angela Connolly, Chairperson
Board of Supervisors/Date

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Part 1. Terms and Conditions

ARTICLE I - DEFINITIONS

As used in this Agreement:

<u>County</u>	Refers to Polk County, Iowa and the administrative entity responsible for this Purchase of Service Agreement, the Department of Community, Family, & Youth Services (hereinafter "CFYS").
<u>Opportunities Through Transit</u>	Refers to a Program funded by Polk County, the City of Des Moines, the Provider, and customer fees that provides discounted bus passes and tokens for low-income residents of Des Moines (hereinafter "OTT").
<u>Polk County Health Services</u>	Refers to Polk County's Mental Health and Developmental Disabilities Regional Planning Council and Central Point of Coordination designated by the Polk County Board of Supervisors (hereinafter "PCHS").

ARTICLE II – SERVICES

- A. The Provider shall supply transportation services, either on the Provider's fixed route bus system via OTT or through a Paratransit program utilizing contracted services, taxicabs, vans, and lift equipped mini-buses, to clients designated by the County. The Provider shall also supply Grimes and Johnston senior transportation as described below. All services shall be provided and charged to the County according to the rates as specified in Part 2, Cost Summary.

- B. The Provider shall supply transportation service to County-designated OTT clients by honoring, on the Provider's fixed route bus system, OTT program tokens and passes issued to those clients. The OTT program is operated by the Provider. Tokens and passes will be distributed by various agencies under the auspices of the Provider.

- C. The Provider shall supply Paratransit services utilizing mini-buses, taxi service, vans, or contracted services, Monday through Friday from 6:00 a.m. to 6:00 p.m., and, when approved for the individual client by the Polk County CFYS contract manager or PCHS-designated case management agencies, evenings and weekends, except Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Independence Day, and Labor Day. On those holidays, and on days when the Des Moines Independent Community Schools close due to inclement weather, the Provider shall supply Paratransit service only to employment and medical appointments reasonably believed by the Provider to be critical to the requesting client. For inclement weather on those days when the Des Moines schools are not open due to vacation, the Provider may suspend Paratransit service, other than employment and critical medical trips, but the Provider shall notify the contact designated by the County by 6:30 a.m. of the day of suspension or as soon as possible thereafter.

- D . The following definitions apply to Paratransit services:
1. Group - One person, one way, to or from County-designated congregate meal sites and from a meal site to a grocery store.
 2. Individual - One person, one way, non-group.
- E. Paratransit service shall be provided to individuals previously designated by the County who request such service by telephone call to the Provider made no later than noon of the weekday prior to the day the service is desired. The Provider shall inquire as to the identity and destination of the person requesting service and the purpose of the trip. The Provider shall be responsible for scheduling taxicabs, other contracted services, and its own personnel and equipment in the most cost efficient manner reasonably feasible.
1. Transportation for escort persons in addition to the client shall be provided only for clients specially designated by the County to receive this service.
 2. The Provider shall comply with any restrictions specified by the County on stated purposes for which certain clients may obtain service.
 3. The Provider shall supply only those trips and services specified in Polk County's Policy on Paratransit Trips, as in effect and supplied to the Provider from time to time in writing, and only to the extent approved for the individual client by the Polk County CFYS contract manager or CFYS staff members designated by the CFYS Director.
 4. The contract manager, designated CFYS staff members, or PCHS may authorize exceptions to the limits set out in the Policy referred to in Subparagraph 3, above, with respect to any client.
 5. The Director of CFYS or the Director's designee may authorize the Provider to provide new or different transportation service to new or current clients. If the new or different services fall outside the scope of the Paratransit budget the Provider will develop a cost proposal for review by the County. If accepted in writing by the County the cost proposal will modify this Agreement and the Paratransit budget.

6. The Provider shall endeavor to meet all client trip requests but may either reschedule trips or refuse service when system capacity has been reached. The County shall supply the Provider with a list of trip priorities, reflecting client characteristics and trip purposes. The Provider shall utilize this list at times when trip requests must be refused or cancelled.
 7. The Provider will be responsible for the determination of persons to be transported via taxicabs unless notified by the County of the requirement for a taxi to meet a specific client need. The County will be billed at the unit cost rate.
- F. The Provider shall provide one lift-equipped mini-bus twice each month to transport each resident of the cities of Grimes and Johnston, Iowa, who asserts that he or she is sixty years of age or older and who requests this service, together with the resident's spouse, if requested, to and from Merle Hay Mall or Valley West Mall (alternate trips) and a grocery store located near the respective mall, on a schedule approved by the County Contract Manager. Substantive changes in the schedule must be approved by the County Contract Manager.
- G. The Provider shall be compensated for Grimes/Johnston service at the hourly rate specified in Part 2 of this Agreement, calculated to the nearest quarter hour, for travel a) from the bus garage or other vehicle location to the first pick-up point (not to exceed one-half hour), b) from the first pick-up point to the Destination, c) from the bus garage or other vehicle location to the Destination (not to exceed one-half hour) for the return trip, and d) for return trip travel from the Destination to the final drop-off point.
- H. The Provider shall be the employer of, and shall be solely responsible for the designation and supervision of, personnel fulfilling Provider's duties hereunder,

and for the employment of subcontractors, if any. The Provider shall hire, train, assign, schedule, supervise, and evaluate drivers and other personnel and shall have the sole right to control the performance of all such workers. The Provider shall comply with all workers' compensation, employer's liability, payroll tax and withholding and other Federal, State and local laws, ordinances, rules and regulations applicable to an employer providing services as herein contemplated. A portion of the Provider's duties hereunder may be subcontracted to qualified organizations upon prior notice to and consultation with the County, but the Provider shall be fully responsible for the performance and actions of any such subcontractor.

ARTICLE III - LICENSES AND COMPLIANCE

The Provider shall apply for, and maintain, all necessary and applicable licenses, certifications, and inspections relevant to current health, fire, safety, vehicle and professional standards. Any deficiencies or violations must be corrected immediately or immediate action taken to seek variances. All relevant reports, citations, complaints, corrective actions, or variances applied for, rejected, or granted, must be documented. The Provider shall ensure that its employees have all licenses and certifications necessary for the performance of their duties.

ARTICLE IV - INDEMNIFICATION AND INSURANCE

- A. The Provider shall defend, indemnify, save, and hold harmless the County and its officers, agents, and employees from and against any and all claims, demands, actions or causes of action of whatever character or nature, arising out of or by reason of property damage, personal injury, bodily injury, or any other damage or injury, resulting directly or indirectly from any act or omission of the Provider, its agents, officers, employees, assigns, volunteers, clients, or other persons acting on behalf of or under the direction or control of the Provider in its performance pursuant to this Agreement. The Provider further agrees to pay the cost of any litigation, including attorney fees, arising out of the aforementioned claims,

demands, actions, or causes of action, regardless of their merit or lack thereof.

- B. The Provider shall acquire and retain throughout the term of this Agreement suitable and sufficient insurance, and where applicable, fidelity bonding, so as to protect the Provider, its entire staff, including contract employees, its volunteers, clients, the County, and the general public against any loss, injury, damage, or other liability arising from any negligent act or omission in connection with responsibilities assumed by the Provider under the terms of this Agreement. This insurance shall cover all space owned, leased, rented, or used gratis; all vehicles, both moving and standing; and all employees and volunteers of the Provider; and shall be in such amount and with such carrier as shall be approved by the County, except that a self-insurance program acceptable to the County may be substituted for coverage required by this paragraph.

ARTICLE V - NON-DISCRIMINATION

- A. The Provider shall not deny, restrict access to, or provide inferior services to any client or potential client, or deny or restrict employment opportunities, including promotional opportunities, to any applicant or current employee, solely upon the basis of race, color, creed, gender, age, physical or mental disability, religion, or national origin.
- B. The Provider shall establish, maintain, and periodically update an Equal Employment Opportunity Plan for recruitment, hiring, training, education, and promotion of members of the protected classes.
- C. The Provider shall establish a formal grievance procedure for both staff and clients and shall endeavor to make its contents known to staff and clients.

ARTICLE VI - RECORD KEEPING AND DOCUMENTATION

- A. The Provider shall keep, and make available to the County, such client, financial, statistical, administrative, and personnel records as are necessary for the County to monitor the Provider's compliance with the terms of this Agreement and to evaluate the overall effectiveness of the Provider's program, including cost effectiveness. The Provider shall permit such on-site service monitoring by County representatives as the County may reasonably request. When documents are generated by either the Provider or the County for distribution to any third party, other than to PCHS pursuant to Paragraph XII. B, below, individual client names shall not be used, or if used, shall be removed prior to distribution.

- B. The Provider shall keep all financial, administrative, and client records relative to this Agreement, with the exception of client Notices of Decision, for at least three (3) years after such records are last closed or become outdated. Only the most recent Notice of Decision for each client or prospective client needs to be retained by the Provider. Storage and disposal of such records shall be accomplished in such a way as to ensure the continuous confidentiality of all client information.

- C. From time to time it will be necessary, for administrative or planning purposes, for either or both parties to request unscheduled reports or documentation from the other. Both parties shall be expected to cooperate in the preparation of such reports in a reasonable and timely manner given the constraints of any third party demands.

- D. If the Provider supplies similar services to persons other than clients referred by CFYS, then the Provider shall establish, maintain, and update, as necessary, written criteria of eligibility for and admission to its program and shall make the criteria available to the County and the general public.

ARTICLE VII - CONFIDENTIALITY

The Provider, the County, and PCHS shall treat all information about individuals receiving services pursuant to this Agreement as confidential in accordance with applicable state and federal statutes, laws and regulations. The Provider, the County and PCHS shall use appropriate safeguards to maintain the security and privacy of any Protected Health Information, as defined by the U.S. Department of Health and Human Services in its final regulations pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and shall establish policies and procedures for ensuring the rights granted to consumers by HIPAA. The Provider shall report to PCHS any unauthorized use or disclosures of Protected Health Information within five (5) days from the date the Provider becomes aware of the violation, as well as any sanctions or remedial actions taken with regard to the unauthorized use or disclosure. The parties agree to cooperate with each other in mitigating any harmful effects of such use or disclosure.

ARTICLE VIII - ELIGIBILITY

- A. The County shall determine the eligibility of each of its clients referred to the Provider for County funding. The County shall designate only eligible clients to receive paratransit services hereunder and will reimburse the Provider only for services provided to those designated clients. Designation notification shall be by means of a written Notice of Decision identifying the client to the Provider, except that a nonrenewable verbal designation valid for up to ninety-six (96) hours may be made in specific instances.
- B. Certain clients may be eligible for Medicaid-funded transportation. In such instances, the Provider will bill the state's Medicaid fiscal agent and not bill the County directly for services provided to the clients funded by Medicaid.
- C.. In the event that subsequent information is discovered indicating that a client previously referred and accepted is not, in fact, eligible for County funding, the County shall be responsible for the cost incurred only up to the point at which the

County notifies the Provider that such client is no longer eligible for services covered by this Agreement.

ARTICLE IX - ALLOCATIONS AND UNITS AVAILABLE

The existence of this Agreement does not obligate the County to purchase any minimum amount of service, either in terms of monies or of units of service, nor to refer any specific number of clients to the Provider. Any dollar amounts, or units of service available, referred to by the County as assigned to the Provider, are solely for the purpose of budget and service planning, are not to be considered as a guarantee of any set amount due to the Provider and may be modified by the County, in its sole discretion, without prior notice. Total payments to the Provider are subject to the maximum limit specified in Part 2.

ARTICLE X - INTERIM UNIT RATES, BILLING AND ANNUAL ADJUSTMENTS

- A. The Provider shall submit to the County sufficient and suitable financial and statistical information to allow the County to determine fair, reasonable, and accurate unit rates and costs for the services covered under the terms of this Agreement. Unless the parties mutually agree in writing on different rates, the Provider's monthly compensation payments shall be at the per unit rates specified in Part 2, Cost Summary. At any time, either party may suggest opening this Agreement to other means of determining monthly cost reimbursement, however modifications to this Agreement shall be made only by mutual consent evidenced by a written amendment.

- B. The Provider shall submit to the County all claims for services within ten (10) working days after the end of the month in which such service was provided. All such claims shall be itemized and shall be on approved forms which the County shall provide. All claims shall conform to the standard County format. All approved Provider claims shall be paid within thirty (30) days of receipt by the County.

- C. Neither the County nor the Provider will be held responsible or liable for delays in claim submission or claim payments caused by factors beyond its control. Such factors may include, but not be limited to, equipment failure, legal holidays, unanticipated staff shortage or workloads. The County shall not be responsible for delays resulting from failure of the Provider to exercise reasonable cooperation with the County, and the Provider shall not be responsible for delays resulting from failure of the County to exercise reasonable cooperation with the Provider.

- D. The Provider may submit supplemental claims for individual service not previously claimed within ninety (90) days of the last day of the month in which the service was provided.

- E. The Provider may accept cash contributions from the clients, who shall be advised by poster or handbill of the opportunity to contribute, without specification of dollar amounts. No oral requests for contributions shall be made. Contributions thus acquired shall be recorded and deducted once each calendar quarter from claims submitted to the County. In addition, the Provider shall record the contributions received on the statistical report submitted monthly to the County.

- F. On an annual basis, the billing for the first full service month following the date of the accountant's report on the Provider's annual audit or fiscal review shall be adjusted by the Provider so as to allow recovery by either the Provider or the County of any variance between aggregate service costs per unit billed for the previous fiscal year and the actual cost to the Provider of supplying the services billed for, as shown on cost determination reports submitted to, and accepted as accurate by, the County. In the event client contributions plus amounts previously paid by the County exceed the Provider's actual costs, then the Provider shall reduce its billing for the first service month following the

accountant's report by the amount of the surplus. In the event client contributions plus the amounts paid by the County for the previous fiscal year are less than the actual costs, then the County shall reimburse the Provider for such deficit. No costs attributed to service for or at the request of another government or agency shall be used to calculate a deficit or surplus under this paragraph.

- G. The annual payment ceiling set out in Part 2 of this Agreement applies to the total of payments as adjusted pursuant to this Article unless the County notifies the Provider, in writing and prior to the calendar month during which services which cause the annual payment ceiling to be exceeded are supplied, that a higher annual payment ceiling amount will apply. The Provider will immediately notify the County, and may terminate services hereunder at any time, if provision of further services will cause the then-current annual payment ceiling to be exceeded.

ARTICLE XI - CONFLICT RESOLUTION

In the event that the County, in its monitoring of the Provider's performance under this Agreement, alleges a deficiency in direct services, or a violation of the terms of this Agreement, the County shall notify the Provider in writing of the alleged deficiency or violation and of County's recommended corrective action. If the Provider does not agree with the recommendation, the County and the Provider shall meet within five (5) working days following issuance of such notice. At such meeting, it shall be determined whether appropriate corrective action can be negotiated, or whether there is cause for the County to give notice to the Provider of termination of this Agreement.

ARTICLE XII - POLK COUNTY HEALTH SERVICES

- A. The Provider acknowledges that PCHS, will be involved in negotiations between the County and the Provider preparatory to the opening of new agreements, renewal of existing agreements, amendments of existing agreements, and terminations of existing agreements.

- B. The Provider shall immediately forward to PCHS copies of all correspondence relevant to Article XI of this Agreement, Conflict Resolution. The Provider acknowledges that copies of all similar correspondence originated by the County may also be forwarded to PCHS and that all reports, documents, memoranda, and similar materials which the County generates and which may in some way be related to the Provider may be forwarded or otherwise made available to PCHS.

ARTICLE XIII – FEDERAL CONTRACT COMPLIANCE

Services to be provided pursuant to this Agreement will be funded in part by federal and state grants pursuant to Title III of the Older American Act, as amended, 42 U.S.C. Subchapter III. This Agreement shall be deemed to include all relevant provisions of the contracts whereby the County receives such funding, and their requirements, as if set forth in full herein. The Title III Contract is located in the CFYS Central File, 2309 Euclid, Des Moines, Iowa. Provider acknowledges that copies of said contract have been received by or made available to it.

ARTICLE XIV - TERM AND TERMINATION

This Agreement shall be effective for the period July 1, 2012 through June 30, 2015, but may be earlier terminated at any time by either party upon ninety (90) days prior written notice. Such notice, or any other notice required or permitted to be given hereunder, shall be addressed, if to the Provider, to its General Manager or designee and to the Provider's Board Chairperson at the current local business address of the Provider or its most recent registered address in the State of Iowa, or if to the County, to the Director or Assistant Director at the current principal office of CFYS. Notices shall be deemed given when deposited with the U.S. Postal Service, registered or certified, addressed as specified.

ARTICLE XV - EVALUATION PLAN

The Provider shall conduct an annual evaluation of the program contracted for through this Agreement. The completed annual program evaluation report shall be forwarded to the County within ninety (90) days after the end of the Provider's fiscal year.

ARTICLE XVI - PUBLIC RELATIONS

The Provider will include the following statement in all printed material of a public information nature relating to the services covered by this Agreement; including fliers, brochures, and press releases to radio, T.V., and newspapers: "This service or program is funded in part with Polk County funds."

**PURCHASE OF SERVICE AGREEMENT
PARATRANSIT**

Part 2. Cost Summary

Effective as of July 1, 2012

<u>Services</u>	<u>Unit</u>	<u>Per Unit</u>
Paratransit Group	one (1) way trip	\$11.86
Paratransit Individual	one (1) way trip	\$24.29
OTT Passes	pass	\$ 2.50
OTT Tokens	pack of tokens	\$.85
Grimes/Johnston Service	hour of service	\$65.76
General Basic Fund		\$ 719,092
MH/MR/DD Services Fund		<u>\$ 167,310</u>
TOTAL AMOUNT NOT TO EXCEED		\$ 886,402

The Provider shall not bill for, nor be entitled to be paid, more than a total of \$886,402 per fiscal year (July 1 through June 30), for all services provided pursuant to this Agreement, regardless of the amount of services actually provided. The Provider shall not be obligated to supply more than a total of \$886,402 worth of services per fiscal year at the rates set out above to all clients designated by the County, including those clients identified in Article VIII, during the term of this Agreement. This amount includes federal and state payments on behalf of those clients identified in Article VIII, and charges for the OTT passes and tokens.

CONSENT ITEM



8F: June FY2012 Consolidated Financial Report

Action: Approve the June FY2012 Consolidated Financial Report

Staff Resource: Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

The financials presented are un-audited and do not include year-end adjusting journal entries and are subject to change.

Revenue:

- Fixed Route Operating Revenue for FY2012 is greater than budgeted by \$254,766. It is anticipated that fixed route operating revenue will end the year slightly higher than budgeted levels due to increased passenger fare revenue.
- Fixed Route Non-Operating Revenue is 4% better than budget for FY2012. State Transit Assistance (STA) finished the year at 5.4% greater than budget. State fellowship reimbursements related to travel are also up for the year.
- Paratransit Operating Revenue is approximately 26% below budgetary expectations for 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 for the fiscal year due to fare increases effective with the October 2011 invoices.

Operating Expense:

- Fixed Route Budget Summary – Actual expenses are within budgeted levels, with total Fixed Route expenses 4.4% below budget. The majority of the savings are in the area of fuels and lubricants.
- Paratransit Budget Summary – Paratransit ended the fiscal year with actual expenses 13% lower than budgeted. The lower than budgeted operating expenses have not been able to make up for the decrease in operating revenue. The Paratransit program is showing a deficit of \$359,872.
- Rideshare Expenses are approximately 11.7% below budgetary expectations for the fiscal year. The savings are primarily in equipment repair parts and fuels and lubricants, which are 63.2% and 7.1% below budget respectively.

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

Fixed Route	\$ 1,606,969	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ -359,872	FY2012 - \$1,343,858
Rideshare	\$ 182,776	
Total	\$ 1,429,873	

FY2012 Financials:

June 2012

FIXED ROUTE	June 2012			Year-To-Date-(12) Months Ending 06/30/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	276,109	344,725	(68,616)	4,391,257	4,136,491	254,766
Non-Operating Revenue	1,630,220	1,135,760	494,460	14,175,902	13,629,168	546,734
Subtotal	1,906,329	1,480,485	425,844	18,567,159	17,765,659	801,500
Operating Expenses	1,630,392	1,549,329	(81,063)	17,437,636	18,243,105	805,469
Gain/(Loss)	275,938	(68,844)	344,782	1,129,523	(477,446)	1,606,969

PARATRANSIT	June 2012			Year-To-Date-(12) Months Ending 06/30/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	177,667	252,909	(75,242)	2,235,270	3,034,754	(799,484)
Non-Operating Revenue	40,287	65,011	(24,724)	717,795	779,813	(62,018)
Subtotal	217,955	317,920	(99,965)	2,953,065	3,814,567	(861,502)
Operating Expenses	261,774	316,378	54,604	3,292,838	3,794,468	501,630
Gain/(Loss)	(43,819)	1,542	(45,361)	(339,773)	20,099	(359,872)

RIDESHARE	June 2012			Year-To-Date-(12) Months Ending 06/30/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	82,947	79,174	3,773	993,434	950,000	43,434
Non-Operating Revenue	25	-	25	40	-	40
Subtotal	82,972	79,174	3,798	993,474	950,000	43,474
Operating Expenses	89,049	99,513	10,464	1,053,600	1,192,902	139,302
Gain/(Loss)	(6,078)	(20,339)	14,261	(60,126)	(242,902)	182,776

ACTION ITEM



9A:	DART Central Station Construction Change Order and Project Update
Action:	Approve Change Order #5 with The Weitz Company for the construction of DART Central Station in the amount of \$34,608.

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 four change orders equaling \$906,652, bringing the current contract value to \$16,044,612 with \$350,888 remaining in contingency.

Change Order #5:

- Approval of Change Order #5 will bring the contract value up to \$16,079,220 with \$316,280 remaining in contingency.
- The table on the following page outlines all of the various items included in change order #5.

Project Update:

- The June monthly report submitted to the Federal Transit Administration is attached, highlighting the project status.
- The design team has estimated the remaining change orders to be valued between \$195,000 and \$266,000. That would leave an estimated \$50,280 in contingency.
- 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 #5 with The Weitz Company for the construction of DART Central Station in the amount of \$34,608.

ACTION ITEM**9A: DART Central Station Construction Change Order and Project Update**

ITEM		AMOUNT
CLI 120	Metal Column Wrap in main lobby	\$14,217.00
CLI 156	Miscellaneous architectural revisions	-\$3,617.00
CLI 162	Knee wall in Room 102 (Bike Storage Room)	\$1,317.00
CLI 167	Column Covers at High Canopy Columns	\$5,205.00
CLI 168	Counter Tops in 119 and 209 (lower section at sink to meet ADA req.)	\$1,344.00
CLI 173	East / West Wing Wall detail revision	\$2,127.00
CLI 174	Misc. Steel deduct for art screen wall	-\$955.00
CLI 186	Closet shelving and coat rod revisions	\$2,356.00
CLI 187	Added Millwork in 120A and 132	\$8,614.00
CLI 188	Conduit re route for revolving doors	\$1,710.00
CLI 189	Fiber Optic install for City	\$7,998.00
CLI 192	Snow Melt Pump Accessories	\$5,869.00
CLI 196	Downspout transition plate	\$986.00
CLI 197	Polymeric Sand	\$1,389.00
CLI 198	Icemaker Drain room 209 (change drain to meet City Inspector Approval)	\$831.00
CLI 199	Icemaker Drain driver dayroom	\$831.00
CLI 200	North and south high roof overhang detail change	\$12,528.00
CLI 201	Bulkhead revisions at first floor lobby	\$1,121.00
CLI 203	PV revisions	-\$82,847.00
CLI 204	Replace display case fabric panels with steel plate	\$1,905.00
CLI 205	Power and DATA to AVL Closet	\$948.00
CLI 206	Final Heat Pump Access Issues	\$20,469.00
CLI 207	Shaft wall termination at roof to meet city req.	\$5,837.00
CLI 208	Elevator inspection issues	\$3,588.00
CLI 214	Glass windscreens	\$16,290.00
CLI 222	Attic stock for glass windscreens	\$4,547.00
TOTAL		\$34,608.00



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/index.cfm?fuseaction=webcampub.page&wcpp=5a0bad47-0f7b-4696-a4c8-389224eac05f>

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 **June 2012**.
 - Steel erection at the canopies is complete except for detailing at the final North canopy.
 - Underground electrical installation is complete at the canopy bays.
 - HVAC, plumbing and electrical rough-ins are nearing completion.
 - HVAC ductwork is substantially complete.
 - Installation of gyp board is in process.
 - Installation of zinc wall panels is substantially complete



- Installation of the zinc roofing is in process
 - Bus bay concrete pours in process.
- 2) The following **construction work is anticipated** during the month of **July 2012**:
- Steel detailing at North canopy.
 - Zinc roofing installation.
 - Installation of the zinc panels is in process.
 - HVAC, Plumbing and Electrical rough-ins will be substantially complete.
 - Installation of the roof panels will continue.
 - Bus bay slab pours will continue.
 - Bus platform pours will start.
- 3) The following **shop drawings/submittals were approved** in the month of **June 2012**:
- Steel framing Sequences and shop drawings (on-going)
 - On-going LEED-Documentation
 - Misc. product data
 - Joint sealants
 - Hanging artwork steel shops
 - AVL steel support shop drawings
 - High canopy column covers
 - EPDM roofing
 - Remaining door hardware
 - Revised fire protection shops
 - Interior storefront glass
- 4) The following **shop drawings/submittals are anticipated (or under continued review)** in the month of **July 2012**:
- Indoor air quality management plan
 - Photovoltaic submittals
 - Telecommunications (ongoing)
 - Misc. electrical
 - Fire Alarm system (ongoing)

Safety:

There was a minor safety incident during the past month resulting in 4 stitches.



Construction Schedule:

To date, the project is scheduled for an 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. One of the issues noted in the “Project Issues” section does have the potential to create a delay.

Payment Applications:

Pay application # 10 was submitted and approved in the amount of \$862,966 (after retainage). The architect and owners representative were in agreement on the approval.

Change Orders:

1) A change orders was approved during the month of **June 2012:**

TOTAL \$374,296.00

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	\$532,356.00
Approved Change Orders This Month	\$374,296.00
TOTAL CHANGE ORDERS TO DATE	\$906,652.00
REMAINING CONTINGENCY	\$350,888.00

Current Weitz Contract Value = \$16,044,612.00

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

- A Change Order will likely be issued in July or August consolidating a number of CLI's.

Davis Bacon:

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

DBE:

DBE participation under the A&E contract is \$8,822.40 to date.

DBE participation under the A&E Construction Administration is \$10,865.00 to date.

DBE participation committed under the General Construction Contract is \$51,885 for steel and \$1,448 to date for barricades and \$800 for paving joint layout within general requirements.



Project Issues:

No new significant issues.

Otherwise, good weather has allowed for a steady pace of construction. A key supplier of the photovoltaic film has filed for bankruptcy and the team is continuing review the options to work around this issue. A potential solution has been identified and final engineering of the option is underway.

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 – terrazo floor inset
- David Dahlquist – south fence wall
- Troy Corliss – recycled glass tapestry

Installation of the terrazzo floor art piece is scheduled late in the month of July. The other artists are finalizing installation dates.

Joint Development:

The Brokers continue to pursue potential tenants. Interest in the space is growing. Potential tenants reviewing the space have included deli, coffee, yogurt, and convenience. An open house is being scheduled in July to try and attract more interest.

ATTACHMENTS

- OAC Meeting Minutes 06/05/12, including a 6-week look ahead schedule.
- OAC Meeting Minutes 06/19/12, including a 6-week look ahead schedule.
- Safety Incident report

ACTION ITEM



9B: Bus Plus Service Area Map

Action: Approve the revised Bus Plus service area map as part of the DART Forward 2035 service changes.

Staff Resource: Chet Bor, Paratransit Director

Background:

- The DART Forward 2035 plan expands DART services and as such, the Bus Plus service area must also be updated.
- Bus Plus is the local name for complementary paratransit service for persons unable to use the fixed route system as required by the Americans with Disabilities Act of 1990 (ADA).
- The Federal Transit Administration defines the requirements of the ADA for transit providers to include "complementary" paratransit service (49 CFR 37.131).
- ADA complementary paratransit service must complement the fixed route service. By statute, complementary paratransit must provide a level of service that is comparable to that provided by the fixed route system.
- In general, ADA complementary paratransit service must be provided within 3/4 of a mile radius of any bus route, at the same hours and days that fixed route operates.
- Commuter (express) bus service (service predominantly in one direction during peak periods with limited stops) are not required to provide comparable paratransit services.
- Bus Plus trips accounted for 12% of all Paratransit trips in FY2012.
- The current Bus Plus service area map was based on a strict interpretation of the ADA service area requirements and includes different zones based on the operating hours and service days of specific routes.

Reason for Change:

- The current Bus Plus service area map is out of date and must be updated to reflect changes in the fixed route structure.
- To simplify the Bus Plus service area map that eliminates all zones. The current map can be confusing to riders and service agencies that DART serves under the Bus Plus program.
- To include all communities that are served by DART fixed route services.

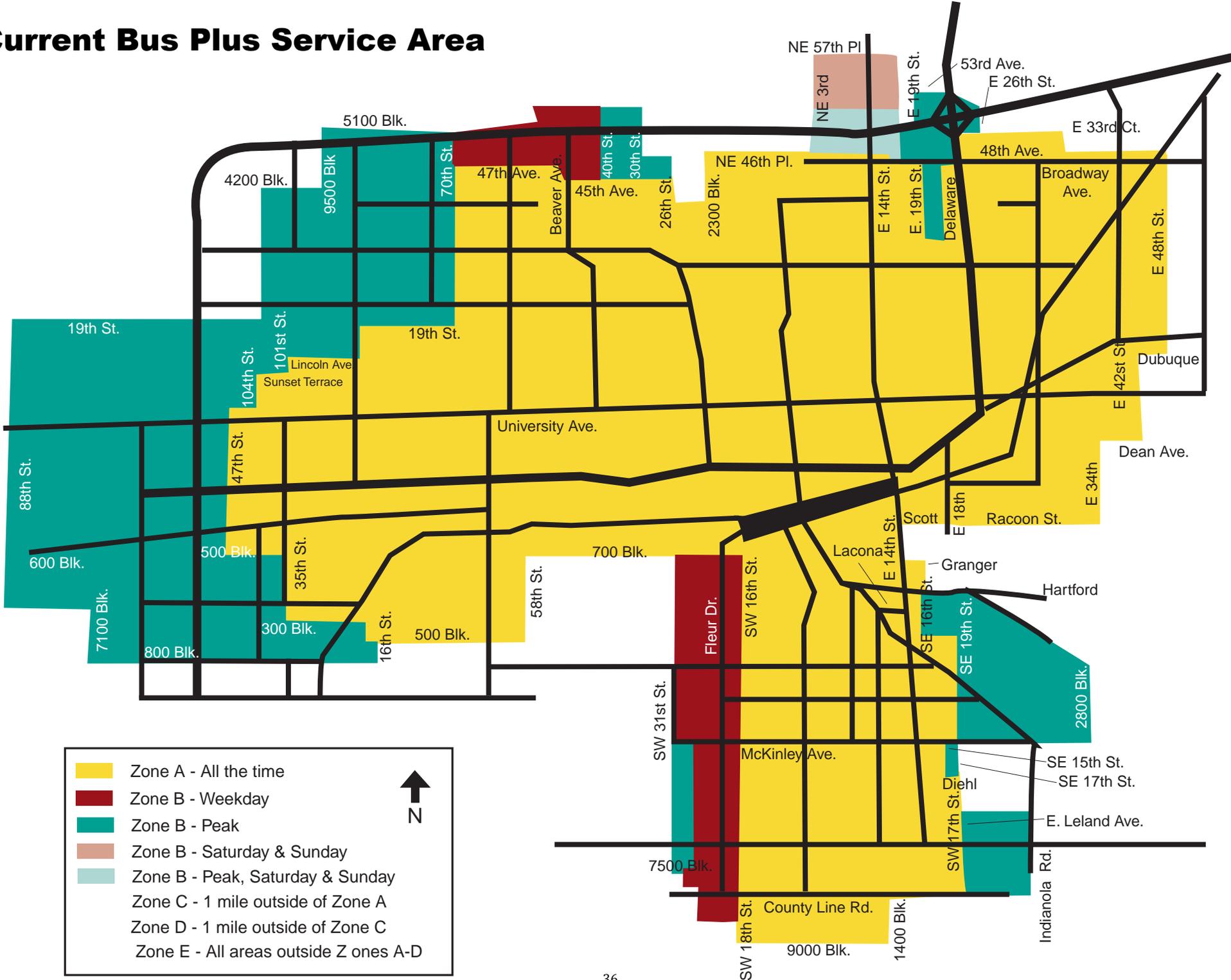
Recommendation:

- Approve the updated Bus Plus service area map that includes:
 - One zone with clearly defined boundaries.
 - Bus Plus service available from 5:30 AM to 10:45 PM, Monday thru Friday and from 7:00 AM to 6 PM, Saturday and Sunday.
 - Encompasses the upcoming November service changes.

Attachments:

- Current Bus Plus service area map.
- Proposed Bus Plus service area map.

Current Bus Plus Service Area

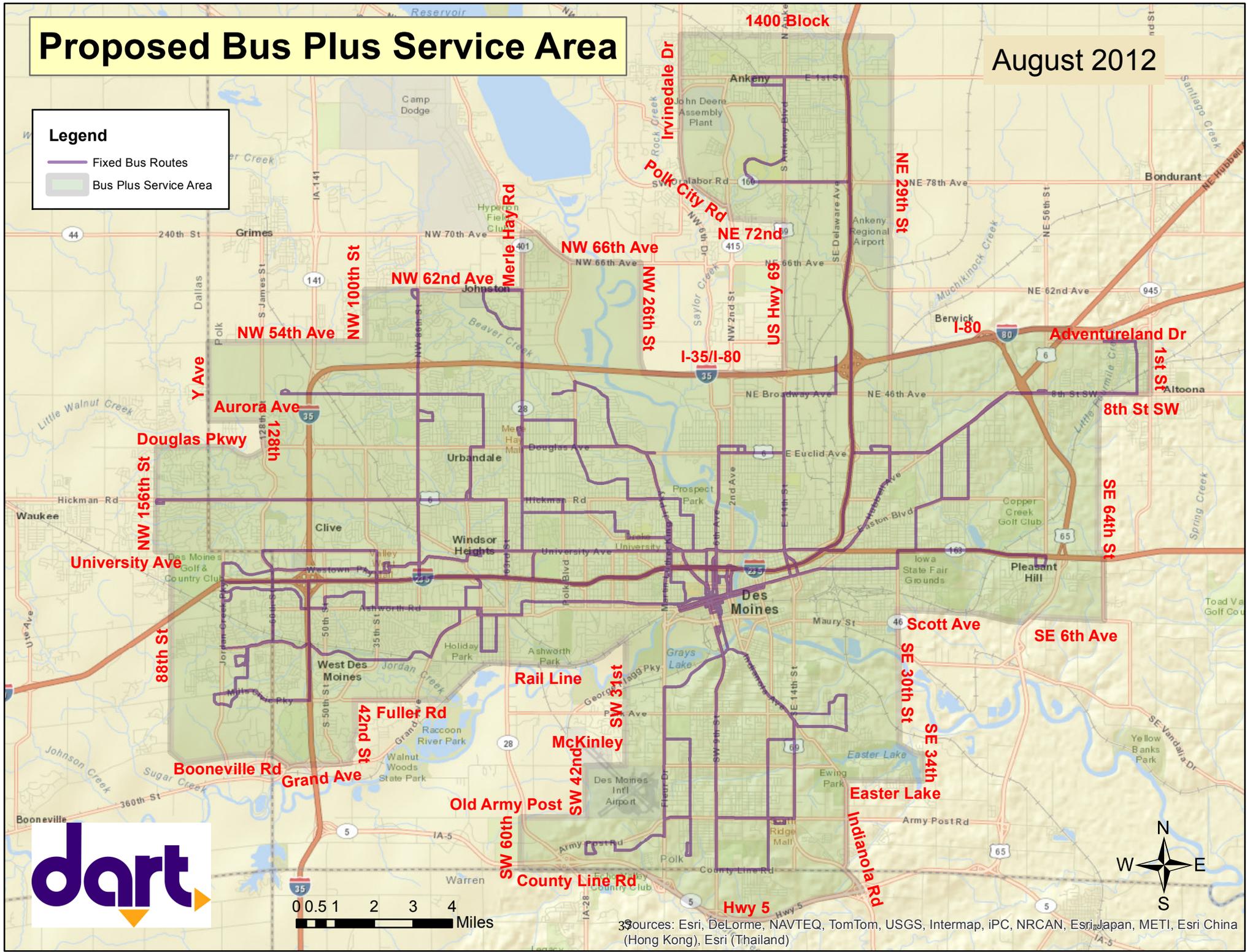


Proposed Bus Plus Service Area

August 2012

Legend

- Fixed Bus Routes
- Bus Plus Service Area



Sources: Esri, DeLorme, NAVTEQ, TomTom, USGS, Intermap, iPC, NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand)

DISCUSSION ITEM



10A:	November Service Change - Review of Route 7 and Route 8
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Staff Resource: Jim Tishim, Planning Director
Gunnar Olson, Public Information Officer

- A presentation outlining the staff recommendation will be provided at the DART Commission Meeting. Copies of the Staff Memo outlining the recommendation will be available at the meeting.

DISCUSSION ITEM



10B: FY 2013 DART Marketing and Communications Plan

Staff Resource: Kirstin Baer-Harding, Marketing and Advertising Manager;
 Gunnar Olson, Public Information Officer.

The fiscal year that began July 1, 2012, will see some of the biggest changes to Greater Des Moines' public transit system in decades. Effectively communicating these changes and marketing the services will be as important as ever. Moreover, the scope and scale of the changes presents DART with both a huge challenge and a great opportunity to "reintroduce" itself to the region.

With this in mind, staff developed the FY 2013 DART Marketing and Communications Plan. The purpose is to provide a clear vision of DART's messages, audiences, and avenues of delivering the appropriate message to each audience. The plan also outlines action plans for specific areas events and focuses. Most importantly, the plan aims to provide consistent, accurate and relevant information to the customers, public, ambassadors and stakeholders whom DART serves.

Topics:

- Overarching theme of the year
- Matching message to audience
- Action plans
- Brand refresh
 - New slogan
 - Updated maps and schedules
- Calendar of activities

DISCUSSION ITEM



10C:	MAP-21 Impacts to DART
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Staff Resource: Jamie Schug, Chief Financial Officer

- A presentation on the new surface transportation bill – “MAP-21” – and the impact to DART will be provided at the meeting.

DISCUSSION ITEM



10D: Quarterly Safety Report

Staff Resource: Mike Kaiser, Service Management Manager

Analysis of accidents for the 4th Quarter of FY2012:

ACCIDENTS BY TYPE:	4 th QTR <u>FY12</u>	4 th QTR <u>FY11</u>	YTD <u>FY12</u>	YTD <u>FY11</u>
BUS INTO FIXED OBJECT	11	10	32	35
PERSONAL INJURY	0	1	1	2
BUS INTO VEHICLE	4	0	20	12
VEHICLE INTO BUS	11	5	40	45
OTHER	0	0	6	7
MAINTENANCE	0	0	0	0
VANDALISM	1	0	1	1
TOTALS	27	16	100	103

ACCIDENTS BY ROUTE:	4 th QTR <u>FY12</u>	4 th QTR <u>FY11</u>	YTD <u>FY12</u>	YTD <u>FY11</u>
#1 - WDM/FAIRGROUNDS	0	0	3	1
#3 - UNIV/HIGH OAK PARK	3	0	17	14
#4 - URBANDALE/E 14TH	0	0	1	6
#5 - CLARK/E 6TH & 9TH	0	3	0	5
#6 - DOUG/IND HEIGHTS	0	0	6	6
#7 - FORT DSM/WALKER	2	1	6	3
#8 - HAVENS/S UNION	0	0	2	1
#9 - EXPRESSES	1	1	5	7
#10 - PLEASANT HILL	0	0	0	0
#11 - JORDAN CREEK	0	0	1	3
#12 - CHRTR/ON PROPERTY	1	4	5	7
#40 - LINK	0	0	2	4
#42 STATE CAPITAL/D-LINE	0	0	1	3
#SS - SCHOOL ROUTES	2	1	6	4
#20 - PARATRANSIT	6	4	20	18
#R - RIDESHARE	8	2	17	16
#A- ADMIN	1	0	3	2
SF- STATE FAIR	0	0	1	1
Training	0	0	1	2
TOTALS	27	16	100	103

DISCUSSION ITEM
10D: Quarterly Safety Report



ACCIDENTS BY CHARGEABILITY
CODE:

	4 th QTR	4 th QTR	YTD	YTD
	<u>FY12</u>	<u>FY11</u>	<u>FY12</u>	<u>FY11</u>
NON PREVENTABLE	10	6	28	46
PREVENTABLE	10	8	47	38
NOT GRADED	7	2	16	19
TOTALS	27	16	100	103



System Summary Performance Report June 2012

	December 2011	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	June 2011	Percent Change 2012/2011	FY12 Year To Date	FY11 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route												
Total Ridership	312,636	339,711	342,715	338,268	346,404	361,450	278,515	282,469	-1.40%	4,148,343	3,744,743	10.78%
OTT Ridership	18,218	17,665	17,696	18,642	18,890	20,696	19,333	19,147	0.97%	228,119	214,567	6.32%
Unlimited Access Ridership	31,882	37,131	37,518	38,210	35,946	36,213	31,206	36,119	-13.60%	432,219	511,561	-15.51%
Bike Rack Usage	2,034	1,772	1,799	3,160	3,901	4,574	4,781	4,646	2.91%	45,292	35,706	26.85%
Passengers/Revenue Hour	21.09	22.95	23.34	21.88	23.34	23.68	18.57	18.67	-0.51%	22.73	17.14	32.65%
Avg. Passengers Weekday	13,665	15,023	15,181	14,074	15,274	15,267	11,900	11,815	0.72%	15,046	13,477	11.64%
Avg. Passengers Weekend Day	2,851	2,693	2,989	3,182	2,851	3,197	3,179	2,817	12.85%	3,082	3,132	-1.61%
Complaints/100,000 Riders	23.35	30.32	23.93	21.58	9.53	24.90	36.62	33.63	8.89%	26.95	28.36	-4.97%
Commendations/100,000 Riders	1.60	3.24	2.92	2.66	0.58	1.94	3.59	3.19	12.69%	2.72	2.64	3.04%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	2.06	1.68	1.02	1.98	1.01	2.45	1.54	0.52	197.83%	1.62	1.18	37.30%
Non-Preventable/100,000 Miles	1.03	1.12	0.51	1.48	1.01	0.98	0.51	2.07	-75.18%	0.48	0.96	-49.85%
Maintenance:												
Total Miles Operated	194,536	178,827	195,210	202,318	197,892	204,321	194,227	192,820	0.73%	2,414,795	2,380,347	1.45%
Road Calls/100,000 Miles	19.02	29.64	18.95	15.82	17.18	33.77	30.38	20.23	50.19%	22.32	21.17	5.42%
Active Vehicles in Fleet	113	113	114	114	113	113	109	130	-16.15%	120	125	-4.08%
DART Paratransit												
Total Ridership	11,609	11,792	11,530	12,339	11,036	11,820	11,124	12,593	-11.67%	143,601	152,736	-5.98%
Passengers/Revenue Hour	3.03	3.04	3.03	3.08	2.92	2.90	3.01	3.10	-2.90%	3.05	3.13	-2.64%
Average Trip Length	6.09	6.16	6.09	5.98	6.33	6.33	6.46	6.09	6.02%	5.76	5.57	3.46%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.47	1.43	1.48	0.00	0.00	1.43	4.38	1.35	223.36%	1.09	0.71	54.20%
Non-Preventable/100,000 Miles	0.00	4.30	1.48	0.00	1.49	1.43	0.00	1.35	-100.00%	0.85	0.59	43.92%
Maintenance:												
Total Miles Operated	68,040	69,806	67,403	70,854	67,076	70,036	68,512	73,847	-7.22%	826,825	849,997	-2.73%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
DART RideShare												
Total Ridership	22,218	24,936	24,826	25,232	24,242	24,380	22,846	25,331	-9.81%	285,912	282,513	1.20%
Total Vans in Circulation	95	95	95	95	96	95	94	96	-2.08%	96	94	2.22%
Total Rideshare Customers	868	864	857	865	881	865	854	885	-3.50%	872	834	4.57%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.00	0.00	0.00	0.00	1.82	0.00	0.00%	0.23	0.19	0.00%
Non-Preventable	0.00	2.36	0.00	0.00	1.17	1.15	0.00	0.00	#DIV/0!	0.68	0.34	99.64%
Maintenance:												
Total Miles Operated	168,921	169,212	169,495	177,716	170,621	174,358	165,175	181,923	-9.21%	2,067,904	2,064,232	0.18%
Active Vehicles in Fleet	99	99	99	99	100	100	100	116	-13.79%	104	115	-9.67%



System Performance Ridership Report June 2012

	December 2011	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	June 2011	Percent Change 2012/2011	FY12 Year To Date	FY011 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route Ridership	312,636	339,711	342,715	338,268	346,404	361,450	278,515	282,469	-1.40%	4,148,343	3,744,743	10.78%
Local Routes:												
#1 - Fairgrounds	17,074	20,342	19,808	20,007	20,991	21,441	14,814	13,325	11.17%	429,167	352,267	76.00%
#3 - University	69,258	71,649	70,793	69,812	70,752	74,507	64,156	62,434	2.76%	845,601	736,275	14.85%
#4 - Urbandale	31,058	34,299	33,823	33,744	32,513	35,042	26,061	25,816	0.95%	381,954	342,056	11.66%
#5 - Clark	15,300	16,891	17,842	17,495	18,510	18,564	13,987	13,488	3.70%	198,918	183,666	8.30%
#6 - Douglas	49,032	52,763	53,800	53,437	55,043	57,031	44,460	43,747	1.63%	619,811	534,298	16.00%
#7 - Ft. Des Moines	43,138	46,341	45,838	46,284	48,091	50,315	40,914	37,616	8.77%	538,074	469,275	14.66%
#8 - South Union	11,153	13,570	13,715	13,301	14,705	15,390	9,323	8,277	12.64%	154,556	104,779	47.51%
#11 - Ingersoll/WDM	18,508	17,641	18,095	19,711	19,028	20,572	18,482	19,829	-6.79%	227,690	259,417	-12.23%
#13 - SE Park Ave.	5,162	7,081	6,846	5,122	6,708	7,182	628	1,446	-56.57%	63,511	64,779	-1.96%
#71 - Ankeny/Delaware**	951	1,008	984	1,060	924	995	806	884	-8.82%	11,532	10,712	7.65%
Shuttle Routes:												
Link Shuttle	1,098	1,056	1,159	1,098	940	941	636	1,401	-54.60%	13,517	18,336	-26.28%
Dline	14,861	13,778	15,672	16,785	16,834	18,545	16,900	18,274	-7.52%	195,906	196,195	-0.15%
DMACC	77	264	262	213	203	135	18	148	-87.84%	1,981	1,708	15.98%
Lincoln/McCombs	6,314	8,749	8,410	6,208	8,447	8,842	76	1,156	-93.43%	75,858	77,565	-2.20%
Express Routes:												
#90 - Airport South Business Park	1,032	966	1,047	834	880	869	174	816	-78.68%	10,833	10,801	0.30%
#91 - Northwest	1,356	1,467	1,748	1,628	1,589	1,511	1,021	1,534	-33.44%	18,373	17,249	6.52%
#92 - Urbandale	2,560	2,909	3,037	2,794	2,819	2,824	2,785	2,702	3.07%	33,235	35,281	-5.80%
#93 - NW 86th Express	4,237	5,133	5,594	4,519	4,465	4,533	4,247	4,775	-11.06%	55,892	47,021	18.87%
#94 - Westown	1,413	1,360	1,286	1,386	1,412	1,471	1,383	1,408	-1.78%	16,136	18,378	-12.20%
#95 - Vista	2,729	3,107	3,176	3,132	2,858	2,614	2,318	3,172	-26.92%	34,879	37,100	-5.99%
#96 - E.P. True	3,372	3,537	3,737	3,620	3,372	3,221	2,837	3,729	-23.92%	41,760	43,581	-4.18%
#98 - Ankeny	6,194	7,734	7,635	7,587	7,252	6,801	6,524	8,053	-18.99%	86,540	89,666	-3.49%
#99 - Altoona	1,926	2,570	2,700	2,804	2,634	2,649	2,165	2,716	-20.29%	29,529	29,527	0.01%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	142	188	183	162	176	165	175	124	41.13%	2,031	1,914	6.11%
On-Call: Des Moines	351	354	394	479	472	461	392	279	40.50%	4,704	3,433	37.02%
Flex: Urbandale/Windsor Heights	1,682	2,166	2,219	2,246	2,193	2,285	1,426	2,322	-38.59%	24,685	29,726	-16.96%
Flex: West Des Moines/Clive	1,663	1,618	1,553	1,537	1,459	1,485	1,234	1,863	-33.76%	19,207	20,121	-4.54%
On-Call: Clive ** (Ran for one week then combined with Flex Rou	906	1,070	1,252	1,130	995	911	0	795	-100.00%	10,274	7,164	43.41%
On-Call: REGIONAL	89	100	107	133	139	148	573	340	68.53%	2,189	2,453	-10.76%
DART Paratransit Ridership	11,609	11,792	11,530	12,339	11,036	11,588	11,116	12,593	-11.73%	143,361	152,736	-6.14%
Bus/Van	11,173	11,336	11,065	11,856	10,590	11,070	10,606	12,120	-12.49%	137,060	143,718	-4.63%
Cab	436	456	465	483	446	518	510	473	7.82%	6,301	9,018	-30.13%
DART RideShare Ridership	22,218	24,936	24,826	25,232	24,242	24,380	22,846	25,331	-3.75%	285,912	282,513	1.20%
TOTAL RIDERSHIP	346,463	376,439	379,071	375,839	381,682	397,418	312,477	320,393	-2.47%	4,577,616	4,179,992	9.51%

MONTHLY REPORT

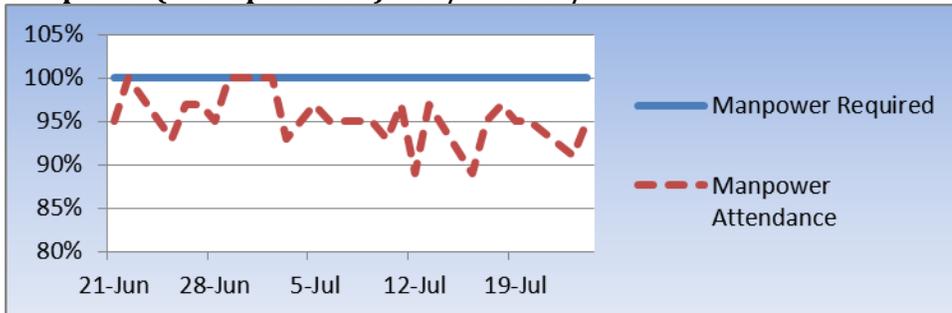


11A: Operations Department

Staff Resources: Tom Reynolds, Chief Operating Officer

Operations Performance:

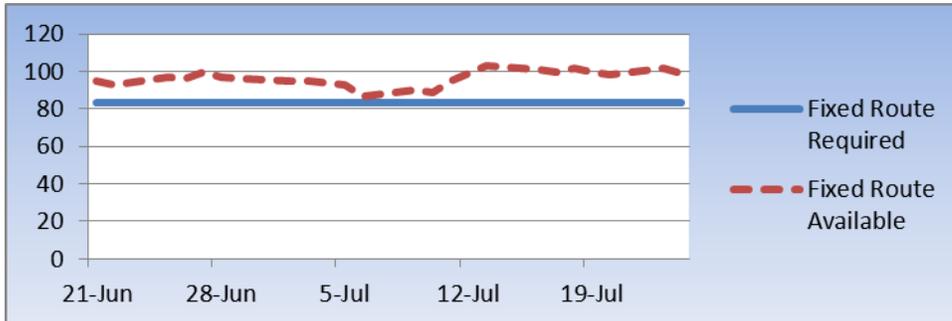
Manpower (Transportation) - 06/21 to 07/24:



Service needs were met 100% for AM Pullouts with the Extra Board.

Vehicle Availability - 06/21 to 07/24:

Fixed Route Results:



Fixed Route AM fleet needs were met 100%.

Vehicle Availability - 06/21 to 07/24:

Paratransit and On-Call Results:

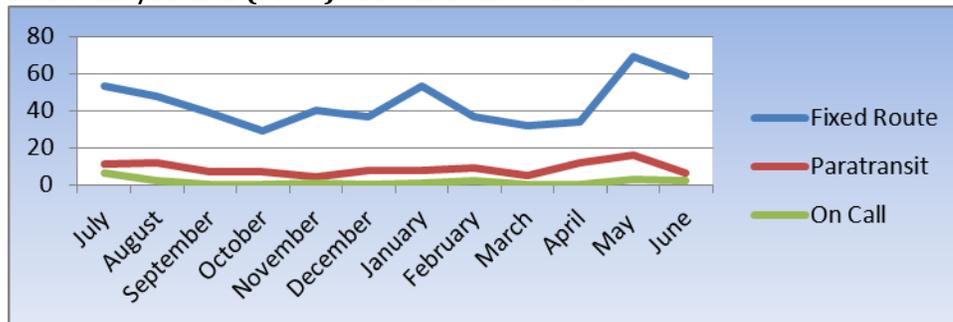


Paratransit/On-Call AM fleet needs were met 100%.

MONTHLY REPORT
11A: Operations



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



Transportation - Randy McKern, Manager

- This month nine (9) Operators received Safe Driving Awards. Two (2) of these, Tim Moroney/Randy Archer, received 14 and 13 year awards respectively.
- Extra Service provided by DART in July was:
 - The Yankee Doodle Pops Concert,
 - 80/35 Music Festival (two days),
 - The Urbandale Parade,
 - Iowa's Veterans Parade (Operator Dave Nagle volunteered for this event),
 - Jazz in July (Urbandale) and,
 - The Ankeny Parade.
- Many of the July extra service efforts require the assistance of support staff. Thanks to the Supervisors and other personnel who make adjustments to their schedules to make the extra service run smoothly.

Maintenance - Scott Reed, Senior Manager

- It is not a surprise to anyone that July was an atrociously hot month weatherwise. Sr. Manager Reed is happy that his Technicians have done an outstanding job of keeping the fleet numbers up and the buses cool for customers.
- The Automatic Vehicle Location system install has been completed for 98% of the fleet. The remaining buses are ones that have recently arrived and require some additional prep work.
- Five (5) new cutaways have been received on the property and are in the process of being made ready for service.
- The Maintenance Shop is becoming compliant with safety requirements for (bus) rooftop work. A safety gantry will prevent falls when Technicians are working on rooftop components.

Service Management - Mike Kaiser, Manager

- The new AVL system is being used on a daily basis to keep the D-Line running as smoothly as possible.

MONTHLY REPORT
11A: Operations



Paratransit - Chet Bor, Director

- DART is working as partner with the Polk County Health Department to provide emergency transportation to the overnight cooling centers. DART provides these trips as a public service and with the unprecedented heat, considerably more trips are being provided.
- Paratransit has again has been busy providing outreach:
 - Southside Senior Center - 112 staff and residents,
 - Ankeny Senior Expo – 215 seniors,
 - Jacobs Place – 37 staff and residents and,
 - Mainstream Living - Staff.
- This month one (1) staff received a Service Award and three (3) operators earned Safety Awards.

Safety – Chet Bor, Director, Paratransit

- DART hosted a week-long USDOT Transit Safety Institute training course. The course was the paratransit/transit instructor certification course. Twelve (12) staff from DART and five (5) from other transit agencies attended.
- June Safety meetings covered the following topics:
 - Paratransit and Fixed Route covered ADA requirements for service animals.
 - Paratransit covered disability awareness.
 - Fixed route covered operational procedures for the Iowa State Fair service.
 - Maintenance covered MSDS/Hazardous Communications and AVL training.
- Below is the Final Accident Frequency Report for FY2012:

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	2	1	3	35
Mileage	181,686	244,447	201,391	206,524	194,306	201,411	203,723	200,042	208,510	205,019	208,106	203,851	2,459,016
AFR	30,281	244,447	50,348	103,262	38,861	100,706	50,931	200,042	52,128	102,510	208,106	67,950	70,258
Per 100K Miles	3.30	0.41	1.99	0.97	2.57	0.99	1.96	0.50	1.92	0.98	0.48	1.47	1.42
Paratransit													
Accidents	1	4	0	2	0	1	1	1	0	0	1	3	14
Mileage	90,343	103,611	97,291	98,029	94,220	95,242	97,775	96,381	100,907	96,776	100,077	96,477	1,167,129
AFR	90,343	25,903	97,291	49,015	94,220	95,242	97,775	96,381	100,907	96,776	100,077	32,159	83,366
Per 100K Miles	1.11	3.86	0.00	2.04	0.00	1.05	1.02	1.04	0.00	0.00	1.00	3.11	1.20
DART													
Accidents	7	5	4	4	5	3	5	2	4	2	2	6	49
Mileage	272,029	348,058	298,682	304,553	288,526	296,653	301,498	296,423	309,417	301,795	308,183	300,328	3,626,145
AFR	38,861	69,612	74,670	76,138	57,705	98,884	60,300	148,212	77,354	150,898	154,092	50,055	74,003
Per 100K Miles	2.57	1.44	1.34	1.31	1.73	1.01	1.66	0.67	1.29	0.66	0.65	2.00	1.35

MONTHLY REPORT
11A: Operations



Training - Greg Schmitt, Manager

- One (1) Paratransit and four (4) Fixed Route Operators graduated from training. Currently, six (6) students are in training and a new class will begin before the end of the month.
- Mobile Data Terminal (MDT) training for AVL is wrapping up for the Paratransit department. All Fixed Route Operators are using the system.
- Manager Greg Schmitt participated in the Transportation Safety Institute's Transit System Security course in Boston, MA. The course provided Greg with the skills and information to develop DART's new System Security Program Plan.

Buildings & Grounds - Jim Garrett, Manager

- The department has filled a long time vacant Buildings & Grounds Person position. Mr. Ernst (Ernie) Foster has been hired. He was filling in as a temporary for a number of months. Mr. Foster brings a good deal of experience and is helping make the facility run better.
- Problems with the Bus Washer pumping system have occurred and staff is working on it. In a way, we are conserving water, but we expect to have the repairs done to keep a clean looking fleet.
- Manager J. Garrett is readying a contract to update the employee restrooms/lockers.

11B: Marketing and Communications, Customer Service and RideShare Departments
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Staffing

Several staffing changes have occurred in these departments since June. Former Director of Marketing and Community Partnerships Claire Celsi has resigned, and her responsibilities have been divvied up among existing staff. In addition, new staff members have been brought on to help carry the workload:

John Clark has been hired as a Customer Service Supervisor. John comes to DART with a long history of customer service in a call center environment. He starts on August 6th. The position is part of the staffing plan for DART Central Station.

Katie Dale has been brought on as a temporary administrative assistant. Her background is in non-profits, where she routinely fulfilled multiple roles on a small team of staff. She will assist in the myriad projects being undertaken at DART through November.

Paul Tarbox has been brought on as a temporary graphic designer. He has a wide range of experience in the field and spent 12 years at the Iowa Department of Economic Development. He will produce much of the literature and printed materials needed for the service changes and opening of DART Central Station.

Community Outreach: Team

- Staff is in talks with the organizers of TEDx Des Moines about participating in an upcoming TEDx event with the theme “City 2.0.”
- Staff will be participating in the “future fair” being put on by the organizers of The Tomorrow Plan. The event will showcase the results of the interactive “Design My DSM” online tool that was used to collect public input into the region’s future.
- Staff will be meeting with a citizens committee in Indianola regarding the steps required for the city to join DART. The session is informational only; the committee is not officially affiliated with the municipal government there.
- Staff held the July meeting of the Transit Riders Advisory Committee. Topics included RideShare, an update on the 2012 Service Changes, and an overview of marketing events.
- Staff held informational sessions in Sheldahl about the DART services available there.
- DART participated in the Urbandale July 4th parade and the Jazz in July event. We had a very large crowd and lots of cheers for DART.
- DART will be representative at the Metro Arts Jazz in July final event Saturday July 28th at Jordan Creek Town Center. We will be promoting all West Des Moines services including the new service coming in November 2012.

Marketing Planning: Kirstin Baer-Harding, Advertising and Marketing Manager

- “Summer Fun on the Bus,” the summer marketing campaign, continued with DART’s participation in the Urbandale 4th of July parade. Staff used the bus wrapped with the image of DART Central Station. Staff handed out brochures about Express and Flex services, FREE Ride Passes, and candy.

MONTHLY REPORT

11B: Marketing and Communications, Customer Service and RideShare Departments



- DART was a sponsor for the Urbandale Jazz in July event. Staff handout out schedules and assisted with route questions. Event-goers had the opportunity to check out a DART bus.
- Also part of “Summer Fun on the Bus,” staff participated in the Ankeny Summerfest parade handing out Ankeny Route Information, Free Ride Passes and candy.
- Staff worked on marketing materials and information for the D-Line extension/detours during the 80/35 Music Festival on July 6 and 7.
- The creative phase of the brand refresh marketing is being finalized and will be incorporated in print materials in time for the November service changes.
- DART staff is preparing marketing and service materials for the Iowa State Fair service, which will run August 9-19.
- Staff continues to work on the new bus maps and schedules for the November schedule changes.
- Marketing and Planning departments continue to work together on the final stages of development for the Online Trip Planner.

Customer Service Report: PJ Sass

June Employer and Group Presentations:

- Principal Orientation – 4 visits
- Advanced Therapy Solutions
- Principal Earth Fair
- Drake University New student orientation
- Iowa Health Des Moines Grab & Go

June Customer Service Statistics:

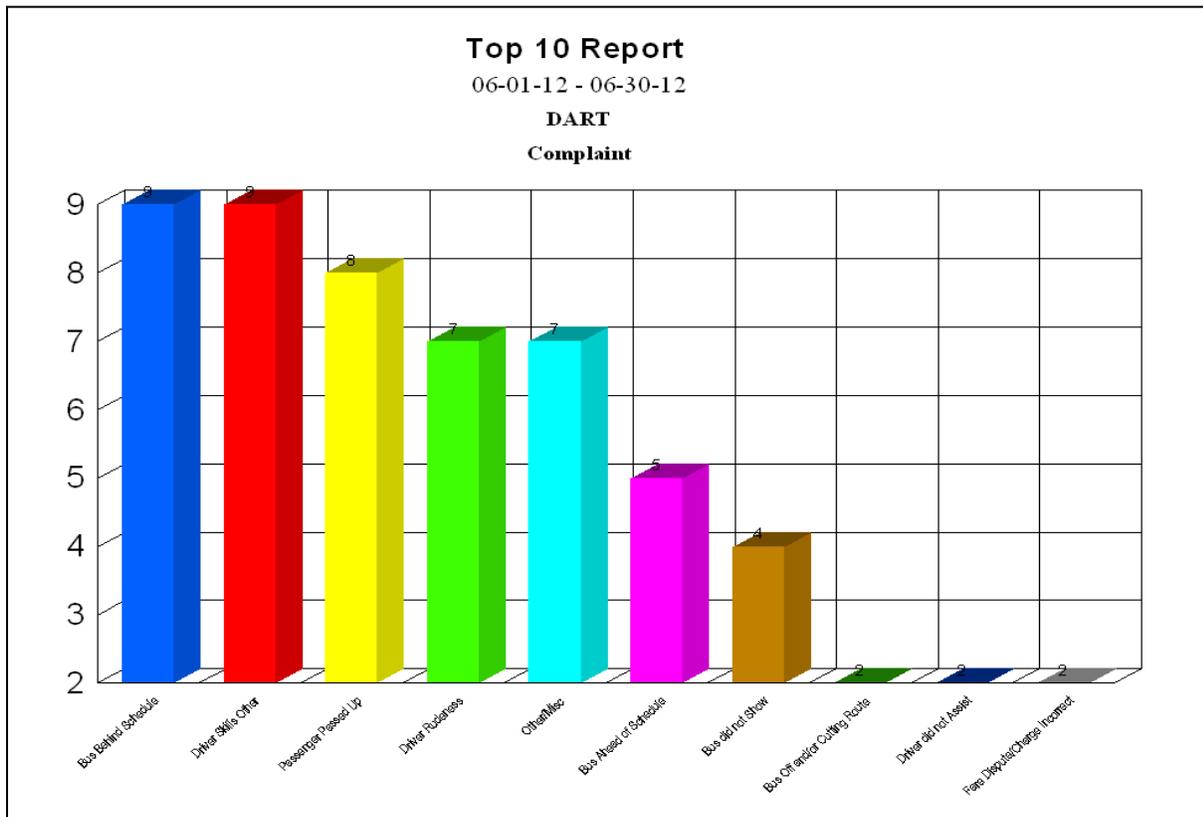
- 223 emails
- 118 voicemails answered
- 112 complaints were received
- 10 commendations were received
- 56 inquiry/suggestions

Comments were up this month driven mostly by the service changes, riders and drivers getting use to the new service. The top five comments were for June: Bus behind schedule, Driver Skills/other, Other Misc., Passenger Passed Up and Bus did not show. Out of the 112 comments, 23 are still in the investigation process and 34 were founded which is 30% of the total comments being investigated for this month. We had one “On Board Injuries,” the video was pulled and it was determined to be unfounded.

We had 56 inquiries and suggestions that were driven primarily by the June service change and some questions regarding the service change in November.

MONTHLY REPORT

11B: Marketing and Communications, Customer Service and RideShare Departments



Customer Service Enhancements: Info-AGENT (the trip-planner software used by DART customer-service representatives) still in testing stage.

Integrated Voice Response (IVR) will be functional when Trapeze completes the initial data download. Once changes are complete we will review and determine the final changes before going live in late June.

Point of Sale machine (POS) was installed at DART's current location on Friday June 29th, 2012. Staff has utilized POS for all sales and accounting is generating reports verifying sales. **DART now is accepting all major credit and debit cards.**

Public Information and Communications: Gunnar Olson

- Staff publicized the "food ride" that DART held – thanks to staff in Operations – in partnership with the Yankee Doodle Drive Against Hunger. A press release was issued, and the event was covered by the Des Moines Register and WHO-TV.
- Staff publicized the extended service hours of the Downtown D-Line Shuttle for the Des Moines Symphony's Yankee Doodle Pops concert on July 3.
- Staff publicized the extended service hours of the Downtown D-Line Shuttle for the 80/35 Music Festival on July 6 and 7.

MONTHLY REPORT

11B: Marketing and Communications, Customer Service and RideShare Departments



- Staff coordinated with the office of Congressman Leonard Boswell on publicizing the announcement of a more than \$3 million grant for new fare boxes. The news was picked up by the Des Moines Register, the Des Moines Business Record, and ABC 5.
- Staff is working with reporters with Downtown Living magazine and CityView on upcoming pieces about DART Central Station and the changes being made to the bus system.
- Staff is finalizing an article to be submitted to the August issue of the Iowa Public Transportation Association's newsletter.

DART Advertising Program: Kirstin Baer-Harding

New June Advertisers

- Hawthorne
- ABATE

11C: Planning Department

Staff Resource: Jim Tishim – Planning Director

AVL/RTIS & Trip Planner Update

- Vehicle instillation started on May 29, 2012. A total of 148 vehicles will have the AVL system installed. Currently, 134 vehicles have been completed.
 - Radio modifications were required on 31 of the 2002 and 2003 Gillig buses. These buses have an older style radio that would not allow the AVL system to function properly. The buses were installed and placed into service, but the system was placed into fallback mode. This allowed the buses to be used in service without AVL functionality. The radio modifications were completed on July 16, 2012. All 31 vehicles were returned to data mode and are operational.
 - As the installations progressed, we discovered that 10 more vehicles have another slight variation in the radio that will also require a fix to make them functional. A radio was sent to Trapeze for evaluation. It was determined that the radios will require the same modification as the older version radios to function properly. The modified test radio was returned to DART and tested on the AVL system. It is working properly and we scheduled Spring Valley Wireless to be back at DART to modify the remaining 9 radios.
- INFO-Web/Mobile Trip Planner Program:
 - The 2nd round of changes sent to Trapeze for development and tested was completed. The updated program was downloaded to our servers. Staff is currently doing further testing and evaluation of the program for any additional changes.
- INFO-IVR Trip Planner Program:
 - The 1st draft of the call flow chart was submitted to Trapeze on May 11, 2012 for development.
 - Trapeze completed the development and testing of the program and installed the updated version on our servers on July 20, 2012.
 - Staff has begun testing the program for any 2nd round of changes required.

Service Planning and Other Projects

- November 2012 service changes to the #7 SW 9th St and east leg of the #8 South Union routes:
 - Gunner Olsen and I attended a Fort Des Moines Neighborhood Association Meeting on June 7, 2012 to present the November 2012 service changes to these routes and answered any questions or concerns.
 - Paratransit Operations Manager, Georgia Parkey and I held a meeting on June 28, 2012 for those who voiced a concern regarding the changes planned for routes #7 and #8 at the May 22, 2012 Commission meeting. All those in attendance at the May commission meeting were invited. There were 7 individual who attended our June 28 meeting.

MONTHLY REPORT
11C: Planning Department



- Paratransit staff held meetings with the Southside Senior Center at South Union St. & Payton Ave. and Mainstream Independent Living Coordinator, Lindsay Madsen.
- DART is working with the NCAA Wrestling Tournament Committee for transportation needs when the NCAA Wrestling Tournament comes to the Des Moines Wells Fargo Area on March 21-23, 2013.
- Special event planning to utilize the D-Line Shuttle for the following events:
 - Des Moines Art's Festival June 22-24
 - Yankee Doodle Pops Concert July 3
 - 80/35 Music Festival July 6-7
- DART has been working with our consultants on the DART Forward 2035 Transit Service Plan, Transportation Management and Design (TMD) to complete the required Title VI evaluation and reports for the June and November 2012 service changes. The report was finalized on June 13, 2012 and sent on to the FTA.
- DART is working with the Des Moines Traffic and Transportation Department on the SW 14th Street Quiet Street Bike Route Project. Preliminary planning meeting were held in May. Public meetings were held on June 18-20. Additional follow-up planning meetings were scheduled to evaluate the public meeting findings and to define alternatives for the project.
- The June 10, 2012 Service Changes to all Express, On-Call, Flex and the D-Line routes were implemented successfully. The Planning Department is currently evaluating those service changes to make any adjustments for the August 19, 2012 service change. We are able to use the new AVL system to provide up-to-date actual real-time data.

MONTHLY REPORT



11D:	General Manager
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Staff Resource: Elizabeth Presutti, General Manager

FTA Triennial Review: Staff is working to resolve the findings that were raised by the FTA. The status on the two findings is as follows:

- 1) Satisfactory Continuing Control
 - Staff has been working with legal counsel and the FTA to determine the necessary steps to close out the finding regarding oversight of the Center Street Park and Ride.
 - Commissioner Van Oort, Commissioner Hensley, Commissioner Mahaffey and I along with our legal counsel (Nolden Gentry and Margaret McCann) met with the City Manager and members of the City staff to discuss the FTA requirement that DART must show continuing control of the Center Street Park and Ride. Legal counsel for DART and the City of Des Moines were charged with the responsibility of drafting an agreement listing the functions to be performed by DART. Said agreement will be provided to the Dart Commission and the City and then sent to FTA for approval.

- 2) Procurement
 - DART is working to develop procurement processes and procedures to satisfy the deficiencies found during the triennial review.
 - DART's Purchasing Manager resigned at the end of June. Until a replacement can be found, we have a veteran transit procurement expert assisting us with purchasing and the development of the necessary processes and procedures.

National Transit Database Report: Every year DART is required to submit our operating statistics to the National Transit Database (NTD). This year we have received notice that no deficiencies were found with our data, compared numerous deficiencies found in last several years. Jamie Schug, DART Chief Financial Officer, and Deb Meyer, DART Financial Analyst, introduced new verification procedures to verify the data prior to submitting the report. Kudos to both Jamie and Deb, for a great effort in making sure our submitted data is accurate. DART's reviewer told Jamie that "this is the best DART's data has ever looked".

State of Good Repair Grant: DART has been awarded a \$3,077,800 FTA State of Good Repair discretionary grant to replace its farebox system that is nearly 30 years old. This has been a priority project for DART for the last few years. The new fareboxes will let DART operate smart cards, onto which riders can deposit as much or as little money as they require for their travel demands. In addition, the new fareboxes will allow DART to expand its partnerships within the business community.

For the past two months staff and our technology consulting team have been working on a needs assessment for the project and this will be complete in the next few weeks. Next steps will be to develop the specifications for the project and request for proposal. This will occur during the fall and winter. Staff hopes to have a vendor under contract by late winter/early spring. The implementation period will likely be 12 to 18 months.



FUTURE DART COMMISSION ITEMS JULY 31, 2012

August 28, 2012 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Uniform Contract - Copier Systems Contract 	<ul style="list-style-type: none"> - DART Central Station Update - Customer Satisfaction Survey Results - DART Central Station Rules of Conduct
September 25, 2012 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - DART Central Station Services Contracts - DART Central Station Rules of Conduct 	<ul style="list-style-type: none"> - DART Central Station Update - TRAC Update
October 23, 2012 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Electronic Document Management System - STP Application Consent 	<ul style="list-style-type: none"> - DART Central Station Update - Quarterly Safety Report
November 27, 2012 - 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Legislative Priorities - STP Application Consent 	<ul style="list-style-type: none"> - DART Central Station Update - TRAC Update - Establish Records Retention Committee - November Service Change update - FY 2014 Budget
December 18, 2012 - 5:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> - DART Central Station Update - Records Retention Policy - November Service Change update - FY 2014 Budget

Key Meetings/Dates:

- 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: