



DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF COMMISSION MEETING AND AGENDA  
MARCH 5, 2013 – 4:00 p.m.  
DART MULTIMODAL ROOM, 620 CHERRY STREET

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	PAGE #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF MARCH 5, 2013 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. PUBLIC HEARING ON FY2014 Budget and Tax Levy Rates	2
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13. OTHER – Communications	
A. DART Commission Meeting Time	
14. NEXT MEETING: Regular DART Meeting Tuesday, April 2, 2013 – 4:00 p.m.	
15. ADJOURN	

**6: Public Hearing on Proposed FY2014 DART Budget and Tax Levy**

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

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**Background:**

- Per the 28M Agreement and Section 28M.4 of the Iowa Code, the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget.
- Any written correspondence received prior to the meeting will be available for review.

**Public Hearing Procedures:**

- Any participants wishing to speak on the proposed subject should sign up in advance on the appropriate speakers list.
- If necessary, DART staff will make a brief presentation regarding the subject of the hearing prior to receiving comment.
- Speakers will be asked to state their:
  - Name
  - Address
  - Affiliation (if any)
- Speakers will be asked to limit their remarks to 3 minutes.
- Written comments/emails received to date will be made available to anyone wishing to review them.

## ACTION ITEM



**6A: FY2014 Budget and Tax Levies**

**Action: Certify the Proposed FY2014 DART Budget and the FY2014 Regional Transit Authority Tax Levy As Presented**

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

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### **Background:**

- A copy of the official proposed FY2014 budget to certify with the State of Iowa and is attached.
  - A workshop was held with Commission members on February 8<sup>th</sup> where staff explained the proposed FY2014 Budget in detail.
  - Staff met with the Service and Budget Committee on February 19<sup>th</sup> and shared the same detailed information regarding the FY2014 Budget.

### **Budget:**

- In September 2011, the DART Commission adopted the DART Forward 2035 Plan. The first year of the DART Forward 2035 Plan was implemented in FY 2013 and we look to continue the implementation of the plan in FY 2014.
- The proposed budget:
  - Increases tax rates for all member communities by 8 cents.
  - Increases DART's current level of service by 6.5 percent.
  - Assumes increases in wages for administrative and collective bargaining group employees, fuel costs, health insurance rates, and a full year of DART Central Station Operating Costs.
  - Assumes an additional 4.5 FTE's to assist with the growing number of requirements facing DART.

### **Proposed Tax Levies:**

- Proposed tax rates listed are 8 cents higher than those assessed in FY2013.
- The rates shown below are the **highest** possible for each community and can be lowered at the March 5<sup>th</sup> meeting by the DART Commission if necessary. All rates are shown assuming all 20 member governments remain members of DART, which will occur as no community has provided the required notice ahead of FY2014 of their intent to withdraw.

**ACTION ITEM**  
**6A: FY2014 Budget and Tax Levies**



Jurisdiction	FY2014 DART Levy	FY2014 Annual Cost for \$200K Home	Jurisdiction	FY2014 DART Levy	FY2014 Annual Cost for \$200K Home
<b>Alleman</b>	\$0.460	\$48.64	<b>Johnston</b>	\$0.480	\$50.75
<b>Altoona</b>	\$0.539	\$56.99	<b>Mitchellville</b>	\$0.466	\$49.27
<b>Ankeny</b>	\$0.489	\$51.70	<b>Pleasant Hill</b>	\$0.459	\$48.53
<b>Bondurant</b>	\$0.453	\$47.90	<b>Polk City</b>	\$0.428	\$45.25
<b>Carlisle</b>	\$0.461	\$48.74	<b>Runnells</b>	\$0.384	\$40.60
<b>Clive</b>	\$0.483	\$51.07	<b>Sheldahl</b>	\$0.384	\$40.60
<b>Des Moines</b>	\$0.674**	\$71.26	<b>Unincorporated Polk County</b>	\$0.387	\$40.92
<b>Elkhart</b>	\$0.380	\$40.18	<b>Urbandale</b>	\$0.532	\$56.25
<b>Granger</b>	\$0.454	\$48.00	<b>West Des Moines</b>	\$0.633	\$66.93
<b>Grimes</b>	\$0.452	\$47.79	<b>Windsor Heights</b>	\$0.808	\$85.43

\*\* The City of Des Moines has notified DART of their intention to reduce their computed levy rate to this listed amount by providing DART \$680,000 in accordance with DART’s adopted “Levy Buy-Down” policy.

**Recommendation:**

- Certify the Proposed FY2014 Budget and Regional Transit Authority Tax Levies as presented.

<b>NOTICE OF PUBLIC HEARING – PROPOSED BUDGET</b> Fiscal Year July 1, 2013 - June 30, 2014	<b>REGIONAL TRANSIT DISTRICT NAME:</b>
	<b>Des Moines Regional Transit Authority</b>

The Board of Trustees of the above-named District will conduct a public hearing on the proposed fiscal year budget as follows:

<b>Meeting Date:</b>	<b>Time:</b>	<b>Meeting Location:</b>
<b>3-05-2013</b>	<b>4:00 pm</b>	<b>620 Cherry Street</b>

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the Clerk/Secretary. Copies of the Supplemental Budget Detail (Schedule 644-A) will be furnished upon request.

<b>Clerk/Secretary Telephone Number:</b>	<b>District Clerk/Secretary Name:</b>
<b>(515) 283-8119</b>	<b>Jamie D Schug</b>

PROPOSED BUDGET SUMMARY						
FUND (Use Whole Dollars)	Expenditures			D Estimated Ending Fund Balance June 30, 2014	E Estimated July 1, 2013 Beg. Balance and All Other Receipts	F Estimated Amount (C + D - E) To Be Raised By Taxation
	A FYE 6-30-2012 Actual	B FYE 6-30-2013 Re-estimated	C FYE 6-30-2014 Proposed			
General	21,799,862	25,681,492	26,766,521	5,735,022	20,806,843	11,694,700
<b>TOTAL</b>	21,799,862	25,681,492	26,766,521	5,735,022	20,806,843	11,694,700

Proposed taxation rate per \$1,000 valuation by participant:

Participant	Rate	Participant	Rate
Polk County Rural	0.387	Polk City	0.428
Granger	0.454	Runnells	0.384
Alleman	0.46	Sheldahl	0.384
Altoona	0.539	Urbandale	0.532
Ankeny	0.489	West Des Moines	0.633
Bondurant	0.453	Windsor Heights	0.808
Clive	0.483	Carlisle	0.461
Des Moines	0.674		
Elkhart	0.38		
Grimes	0.452		
Johnston	0.48		
Mitchellville	0.466		
Pleasant Hill	0.459		

**ADOPTED BUDGET AND CERTIFICATE OF TAXES**  
**Fiscal Year July 1, 2013 - June 30, 2014**

**REGIONAL TRANSIT DISTRICT NAME:**  
**Des Moines Regional Transit Authority**

File the Adopted Budget Summary, the Supplemental Detail, the Long Term Debt Schedule (if applicable) and Proof of Publication with the County Auditor immediately following the public hearing and in accordance with the Code of Iowa.

<b>County Name(s):</b> Polk	<b>Date Budget Adopted:</b>
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**ADOPTED BUDGET SUMMARY**

FUND (Use Whole Dollars)	B Expenditures			D Estimated Ending Fund Balance June 30, 2014	E Estimated July 1, 2013 Beg. Balance and All Other Receipts	F Estimated Amount (C + D - E) To Be Raised By Taxation
	A FYE 6-30-2012 Actual	C FYE 6-30-2013 Re-estimated	C FYE 6-30-2014 Proposed			
General	21,799,862	25,681,492	26,766,521	5,735,022	20,806,843	11,694,700
<b>TOTAL</b>	<b>21,799,862</b>	<b>25,681,492</b>	<b>26,766,521</b>	<b>5,735,022</b>	<b>20,806,843</b>	<b>11,694,700</b>

A copy of the Supplemental Detail Schedule 644-A must be attached to this Certificate. The amounts shown in Column C cannot exceed published estimates and represent maximum authorized expenditures. Taxes cannot exceed published amounts for Column F.

**PROPERTY TAX/UTILITY TAX REPLACEMENT EXCISE TAX COMPUTATION**

**This section must be completed in order to compute and populate the budget-year property taxes and utility excise tax estimate:**

PARTICIPANT (Use Whole Dollars)	Record Key	AW Utility Tax Replacement and Property Tax Dollars	BW Taxable Valuation With Gas & Electric Utilities	CW Tax Rate	DW Taxable Valuation Without Gas & Electric Utilities	EW Property Taxes Levied	FW Estimated Utility Tax Replacement Excise Taxes
Polk County Rural	77W077	624,262	1,613,079,346	0.387	1,566,684,271	606,307	17,955
Granger	77W234	22,784	50,185,964	0.454	49,655,160	22,543	241
Alleman	77W712	8,987	19,536,197	0.46	19,138,202	8,804	183
Altoona	77W713	286,711	531,931,332	0.539	521,995,402	281,356	5,355
Ankeny	77W714	1,050,009	2,147,258,042	0.489	2,118,168,166	1,035,784	14,225
Bondurant	77W715	52,900	116,776,848	0.453	114,770,311	51,991	909
Clive	77W716	564,593	1,168,929,510	0.483	1,154,456,966	557,603	6,990
Des Moines	77W717	4,449,544	6,601,697,153	0.674	6,374,585,724	4,296,471	153,073
Elkhart	77W718	6,687	17,596,431	0.38	17,194,871	6,534	153
Grimes	77W719	204,477	452,383,203	0.452	436,502,501	197,299	7,178
Johnston	77W720	528,125	1,100,260,841	0.48	1,061,747,023	509,639	18,486
Mitchellville	77W721	22,307	47,868,876	0.466	46,913,605	21,862	445
Pleasant Hill	77W722	182,767	398,185,828	0.459	314,252,959	144,242	38,525
Polk City	77W723	52,040	121,588,319	0.428	119,060,887	50,958	1,082
Runnells	77W724	4,840	12,603,982	0.384	12,303,988	4,725	115
Sheldahl	77W725	3,035	7,904,575	0.384	7,778,147	2,987	48
Urbandale	77W726	1,256,820	2,362,444,432	0.532	2,300,104,979	1,223,656	33,164
West Des Moines	77W727	2,490,572	3,934,552,491	0.633	3,886,867,747	2,460,387	30,185
Windsor Heights	77W728	157,561	195,001,048	0.808	192,357,223	155,425	2,136
Carlisle	77W870	56,375	122,287,421	0.461	121,749,572	56,127	248
		0				0	0
		0				0	0
		0				0	0
		0				0	0
		0				0	0
		0				0	0
		0				0	0
<b>TOTAL</b>		<b>12,025,396</b>				<b>11,694,700</b>	<b>330,696</b>

To the County Auditor and Board of Supervisors of the above-named County, in the State of Iowa: At a lawful meeting of the Board of Trustees of the above-named District, on the above-named date, the budget for fiscal year stated above was adopted as summarized above and tax levies were voted on all taxable property of this District.

Clerk/Secretary Address: 620 Cherry Street, Des Moines, IA 50309	Clerk/Secretary Telephone Number: (515) 283-8119
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Clerk/Secretary Signature of Certification

**COUNTY AUDITOR'S CERTIFICATION**

- The Notice of Public Hearing and Proposed Budget (Form 644) was lawfully published, verified and filed proof of publication or legal posting.
- The budget hearing notice was published not less than 10 days, nor more than 20 days, prior to the budget hearing.
- Correct valuation amounts were used to calculate the budget.
- Adopted property taxes do not exceed published amounts and do not exceed statutory maximums.
- Adopted expenditure amounts shown in Column C of the Adopted Budget Summary do not exceed published amounts.

County Auditor Signature of Certification

**DISTRICT NAME:**

Des Moines Regional Transit Authority

RESOURCES:				REQUIREMENTS:			
BEGINNING FUND BALANCE and RECEIPTS				EXPENDITURES and ENDING FUND BALANCE			
Line	(A) Actual FYE June 30, 2012	(B) Current FYE June 30, 2013	(C) Budget FYE June 30, 2014	Line	(A) Actual FYE June 30, 2012	(B) Current FYE June 30, 2013	(C) Budget FYE June 30, 2014
<b>1. GENERAL FUND</b>				<b>EXPENDITURES:</b>			
<b>BEGINNING FUND BALANCE:</b>				<b>EXPENDITURES:</b>			
<b>Beginning Fund Balance</b>				<b>Salaries, Wages and Fringes</b>			
1	4,964,154	5,734,082	5,735,022	33	13,190,705	15,300,581	16,378,415
<b>OTHER RECEIPTS (DO NOT Include Credits Against Levied Taxes Here):</b>				<b>Services</b>			
2				34	1,245,792	1,748,888	1,715,717
Delinquent Property Taxes				Building and Grounds Materials			
3				35	79,731	101,000	123,000
Mobile Home Taxes				Office Supplies			
4	198,271	282,000	330,696	35	45,488	59,500	63,000
Utility Tax Replacement Excise Taxes				Fuels and Lubricants			
5				37	2,842,311	3,564,850	3,864,000
Military Service/Mobile Home Replacement				Tires			
6				38	131,422	133,500	141,500
Other (Itemize):				Equipment Repair Parts			
7				39	1,172,448	1,440,050	1,494,500
Operating Revenue				Supplies and Materials			
8	7,623,127	8,161,300	7,613,625	40	262,669	306,350	270,280
Non-Operating Revenue				Utilities			
9	7,933,741	7,536,179	7,127,500	41	238,993	300,300	350,770
				Insurance			
10				42	1,280,895	1,000,000	951,500
				Other			
11				43	1,309,408	1,726,473	1,413,839
12				44			
13				45			
14				46			
15				47			
16				48			
17				49			
18				50			
19				51			
20				52			
21				53			
22				54			
23				55			
24				56			
25				57			
26				58			
27				59			
28				60			
<b>Subtotal Other Receipts</b>				<b>Subtotal Expenditures (Column C) *61</b>			
29	15,755,139	15,979,479	15,071,821	61	21,799,862	25,681,492	26,766,521
<b>BEGINNING FUND BALANCE AND OTHER RECEIPTS (Column E)</b>				<b>ENDING FUND BALANCE:</b>			
30	20,719,293	21,713,561	20,806,843	Fund Bal - Reserved			
<b>PROPERTY TAXES LEVIED (Column F)</b>				Fund Bal - Unreserved/Designated			
<b>(Includes Credits Against Levied Taxes)</b>				Fund Bal - Unreserved/Undesignated			
31	6,814,651	9,702,953	11,694,700	64	5,734,082	5,735,022	5,735,022
<b>TOTAL RESOURCES</b>				<b>Total Ending Fund Balance</b>			
32	27,533,944	31,416,514	32,501,543	65	5,734,082	5,735,022	5,735,022
				<b>TOTAL REQUIREMENTS</b>			
				66	27,533,944	31,416,514	32,501,543

\* Columns A and B for prior years

**LONG TERM DEBT SCHEDULE**

**GENERAL OBLIGATION BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**

Project Name (A)	Amount of Issue (B)	Date Certified To County Auditor (format: XX/XX/XX) (C)	Principal Due 2013/2014 (D)	Interest Due 2013/2014 +(E)	Bond Registration Due 2013/2014 +(F)	Total Obligation Due 2013/2014 =(G)	Paid by Other or Debt Service Fund Balance -(H)
1 GO Bonds Series 2010	3,500,000	06/23/2010	330,000	63,830	250	394,080	394,080
2 Bus Lease - Purchase 16 40ft Gilligs	4,272,370		137,055	8,044		145,099	145,099
3						0	0
4						0	0
5						0	0
6						0	0
7						0	0
8						0	0
9						0	0
10						0	0
11						0	0
12						0	0
13						0	0
14						0	0
15						0	0
16						0	0
17						0	0
18						0	0
19						0	0
20						0	0
<b>TOTALS:</b>			467,055	71,874	250	539,179	539,179

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

**620 Cherry Street – Des Moines, IA 50309  
February 5, 2013**

**ROLL CALL**

Commissioners Present: Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Gaye Johnson (Arrived 4:04pm) , Bob Mahaffey, Steve Van Oort

Commissioner Absent: Christine Hensley

Alternates Present: Larry Hulse (Arrived 4:19pm)

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Jim Tishim, Planning Director; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Greg Schmitt, Training Manager; Kirstin Baer-Harding, Marketing Director; Mike Kaiser, Service Management Manager; Randy McKern, Transportation Manager; Tony Filippini, Transit Planner; Michael Chapman, Maintenance Supervisor; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: Barb Andersen, TMA; Jennifer Roberts, Mobility Manager (Polk County); Jerry Patton, DART Customer; John Halsband, DART Customer

**CALL TO ORDER**

The meeting was called to order by Chair, Steve Van Oort at 4:00pm. 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 February 5, 2013 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Mr. Gayman to approve the February 5, 2013 agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No Comments

## **TRAC**

Rod Van Genderen, the new DART TRAC Chair gave an update to the Commission regarding their first meeting:

- Welcomed 7 new members this year
- Elected officers for this year
- Discussed 2013 goals and will vote on those at the next meeting
- Had presentation from the farebox vendor

Gaye Johnson arrived at 4:04pm.

## **CONSENT ITEMS**

### **7-A – January 8, 2013 Minutes**

### **7-B – Microsoft Dynamics GP Upgrade**

### **7-C – FY 2014 ICAAP Applications**

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

## **ACTION ITEMS**

### **Action Item 8A – December 2012 Financials**

Jamie Schug, Chief Financial Officer gave a presentation to the Commission regarding the December financials.

It was moved by Ms. Connolly and seconded by Mr. Mahaffey that the Commission approve the December 2012 Financials. The motion carried unanimously.

### **Action Item 8B – FY 2014 Budget Public Hearing**

Ms. Schug gave a presentation to the Commission on the FY 2014 Budget. The Commission was asked to set the public hearing date today.

It was moved by Mr. Brody and seconded by Mr. Mahaffey that the Commission approve a Public Hearing on the FY 2014 Budget set for Tuesday, March 5, 2013 at 4:00pm. The motion carried unanimously.

## **DISCUSSION ITEMS**

### **9A – Upcoming Marketing Plans**

Kirstin Baer-Harding, Marketing Director provided a presentation to the Commission on upcoming Marketing Plans. Plans include:

- Building DART’s Brand and promoting “Ride for a Reason”
- RideShare will have a Spring “Reason to Ride” campaign and will be directed to new riders
- Free rides for Route 60 for the month of April, along with expanding the weekend hours on Friday and Saturday nights
- Get Social Campaign with local businesses and coffee shops along Route 60
- Meeting with the local chambers and neighborhood associations
- Promoting Route 52 to West Des Moines, Clive and Windsor Heights
- Promoting Route 98 all day service in Ankeny
- Promoting DART services for the NCAA Wrestling Tournament March 21-23

Larry Hulse arrived at 4:19pm

**9B – Farebox System Replacement**

Ms. Schug gave the Commission an update on the Farebox System Replacement. The project will take 12-18 months to implement. Staff will bring recommendations to the March and April Commission meetings for discussion and will ask to make decisions on the fare policy at that time.

**9C – Quarterly Safety Report**

Greg Schmitt, Training Manager gave an update to the Commission on the 2<sup>nd</sup> Quarter Safety Report for FY 2013. Currently our Operators are due for Smith System Training for defensive driving. This training will occur in March.

**9D – December 2012 Performance Report**

Elizabeth Presutti, General Manager updated that we will probably not get good ridership numbers until March. The recent weather was an issue, along with the holidays and Des Moines Public Schools being off.

**MONTHLY REPORTS**

**Operations Report**

Tom Reynolds, Chief Operating Officer introduced Mike Chapman, DART’s new PM Dispatcher for Operations. Mike was a Paratransit Operator in the late 80’s, and then again most recently came back and is currently in training as a Dispatcher.

**Marketing Report**

No update

**Planning Report**

Jim Tishim, Planning Director is working with Quick Trip at 6<sup>th</sup> and University on their new site plans to coordinate a bus station on the site. This area was part of the Bus Rapid Transit (BRT) Plan for one of the bus stations for the project.

**General Manager**

Elizabeth Presutti, General Manager thanked Mr. Van Oort and Ms. Hensley for attending the IPTA Legislative Breakfast on January 31<sup>st</sup>.

Ms. Presutti and Mr. Van Oort will be traveling to Washington, DC March 9<sup>th</sup> – 12<sup>th</sup> to attend the APTA Legislative Conference.

Staff will look into the possibility of Mr. Skip Conkling attending the Legislative Conference as well.

**FUTURE AGENDA ITEMS**

No update

**COMMISSIONER ITEMS**

Mr. Van Oort thanked staff for messages that were provided on the recent news articles and asked that they be shared with the rest of the Commission.

**OTHER – Communications**

No update

**ADJOURNMENT**

The regular Commission Meeting was adjourned at 4:40pm. It was moved by Ms. Connolly and seconded by Mr. Mahaffey. The motion carried unanimously.

**Next Meeting**

March 5, 2013 at 4:00pm

Future 2013 Meeting Dates

Feb 5, Mar 5, Apr 2, May 7, Jun 4, Jul 2, Aug 6, Sep 3, Oct 1, Nov 5, Dec 3

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

## CONSENT ITEM



**7B: FY2014 Grants**

**Action: Approve applications for FY2014 Federal, State and Local Grants for projects contained within the adopted operating and capital budgets as listed below.**

**Staff Resource:** Debra Meyer, Financial Analyst

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### **Background:**

- This consolidated resolution will summarize all the different types of federal, state, and local grant applications DART staff plans to apply for in order to support capital and operating projects that have been identified in the adopted FY2014 operating and capital budgets.
- The Iowa Department of Transportation's Office of Public Transit requires this resolution in order to be assured that the applying transit system has the necessary local match resources and the capability to implement the projects according to its rules and regulations.
- Additionally, federally-funded capital projects must also be included in the MPO's Transportation Improvement Program (TIP), as well as the state's TIP (STIP).
- Certain federal funding programs also require inclusion of projects in an MPO-adopted Passenger Transportation Plan.
- Most of the federal and state funding DART applies for is granted to the commission via non-discretionary funding formulas. While the funding can only be used by DART, the proposed projects must be referenced in the TIP, STIP, PTP, Unified Planning Work Program (UPWP), and other federal and state-mandated plans.
- DART makes application for grant-funding support for all of its capital projects. No significant capital project will be implemented without some level of grant funding support.

### **FEDERAL GRANTS**

#### **5307 – Urbanized Area Formula Program:**

- DART is the only transit system in the state to receive its 5307 apportionment directly from FTA.
- DART earns approximately \$5.9 million per year in federal formula funds based on a national formula allocating funds to urbanized areas over 200,000 in population. Roughly seventy-five percent (\$4.4 M) of these funds go to offset operating, maintenance and planning costs in FY2014, thereby lowering the DART property tax subsidy requirement.
- The other twenty-five percent of the federal formula funds go to various capital projects as listed below. Additionally, any awarded STP and/or ICAAP (CMAQ) funds are "flexed" over from FHWA to FTA and converted to 5307 funds for DART to use. In FY2014 the program includes \$900,000 from STP sources.

**CONSENT ITEM****7B: FY2014 Grants**

- The activities and funding of the former 5316 Job Access & Reverse Commute (JARC) program were consolidated into the 5307 program under MAP-21 and DART will continue to allocate a portion of the funding towards the operating costs for Night Service.

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total Cost</b>
Revenue Vehicles (incl. STP)	\$2,127,837	494,874	\$2,622,711
Facilities – Admin/Maintenance	\$56,800	14,200	\$71,000
Support Equipment	\$103,596	25,899	\$129,495
Technology	\$22,800	5,700	\$28,500
Associated Transit Improvements	\$57,500	14,375	\$71,875
Planning Projects	\$120,000	30,000	\$150,000
Operating – Preventive Maintenance	\$3,772,000	943,000	\$4,715,000
Operating – ADA Paratransit	\$375,000	93,750	\$468,750
JARC Operating – Night Service	\$165,000	\$165,000	\$330,000
<b>Total</b>	<b>\$6,800,533</b>	<b>\$1,786,798</b>	<b>\$8,587,331</b>

**5309 – Capital Investment Program/New Starts**

- DART will seek capital funding under this program for the proposed University/Ingersoll Bus Rapid Transit project.

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total Cost</b>
University/Ingersoll BRT	\$20,000,000	\$5,000,000	\$25,000,000

**5310 – Federal Operating & Capital:**

- These funds are apportioned based on the percentage of seniors and individuals with disabilities living in the Des Moines region. The funds must be used to support transit services designed to serve these populations with a minimum of 55% of the funding going towards capital purchases.
- DART will be applying for the funds to pay for contracted taxicab services with TransIowa as contracted services are an eligible capital activity under the 5310 program.
- The activities and funding of the former 5317 New Freedom program were consolidated into the 5310 program under MAP-21 and DART will continue to allocate a portion of the funding towards the operating costs for Sunday service.

<b>Project</b>	<b>Federal</b>	<b>Local</b>	<b>Total Cost</b>
Subcontracted Paratransit Operations	\$180,000	\$45,000	\$225,000
Sunday Service Operating	\$135,000	\$135,000	\$270,000
<b>Total</b>	<b>\$315,000</b>	<b>\$180,000</b>	<b>\$495,000</b>

**5339 – Bus and Bus Facility Funds:**

- These capital funds come from the former 5309 discretionary bus and bus facilities program that were formularized as part of MAP-21.

**CONSENT ITEM****7B: FY2014 Grants**

Project	Federal	Local	Total Cost
Shop Equipment – In-Ground Hoists (last 2)	\$206,000	51,500	\$257,500
Fare System Project - Equipment	\$320,000	\$80,000	\$400,000
Concrete Replacement	\$144,000	36,000	\$180,000
<b>Total</b>	<b>\$670,000</b>	<b>\$167,500</b>	<b>\$837,500</b>

**STATE (ALLOCATED) GRANTS****State Transit Assistance Formula Funds (STA):**

- The State provides approximately \$11 million; an amount equivalent to a small portion of the state’s registration fees for new vehicle sales, and allocates these funds to the 35 rural and urban public transit agencies in Iowa.
- The state has estimated the allotment for DART in FY2014 at \$1,013,316, which is up over \$100,000 from the current year.

**Infrastructure Grant (IG) – 2014:**

- DART has been successful in receiving funds to complete a multitude of facility projects through the Public Transit Infrastructure Grant Program (PTIG).
- DART will apply for a State Infrastructure Grant in FY2014 for Phase 1 of the DART Way facility rehabilitation (\$400,000 state and \$100,000 local), assuming the state program continues.

**5311– Federal Rural Formula Program:**

- The state distributes these federal funds based on populations served by DART outside the defined Des Moines Urbanized Area. DART will be applying for the funds to offset operating costs of service in the non-urban portions of Polk County.

Project	Federal	Local	Total Cost
Operations for Rural Services	\$49,912	\$49,912	\$99,824

**5339/5309/ICAAP – Bus Replacements (transfer from CMAQ funding):**

- The Iowa DOT is allocating (flexing) \$3 million in clear air funding to statewide transit to make up for the loss in 5309 funding (earmarks) for much needed bus replacements.
- Iowa buses typically have to average 18 years of age to rank high enough to receive funding, so DART has not fared well in the PTMS selection process.
- DART’s individual ICCAP projects for 2014 were approved by the commission and submitted to the MPO & Iowa DOT last month. The approved projects were for expanded service on Route 91 and two Ticket Vending Machines for DCS.

Project	Federal	Local	Total Cost
8 – 40’ HD Fixed-Route Buses (Rep)	\$2,713,600	678,400	\$3,392,000
1 - 176” WB Paratransit Bus	\$76,800	19,200	\$96,000
<b>Total</b>	<b>\$2,790,400</b>	<b>\$697,600</b>	<b>\$3,488,000</b>



**STP - 2014 (for 2018 budget):**

- DART will apply for STP funds to finance bus replacements.

**LOCAL GRANTS**

**Community Betterment Grant - Prairie Meadows:**

- DART submitted a grant for its reduced fare programs but was not awarded funding in 2013.
- DART will try again for the 2014 funds.

## ACTION ITEM



**8A: January FY2013 Consolidated Financial Report**

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

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

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

#### *Revenue:*

- Fixed Route Operating Revenue year to date comes in near budget at just under 2% of projected levels. This variance has been attributed to the month's holiday and adverse weather experienced.
- Fixed Route Non-Operating Revenue for FY13 is meeting budgetary expectations exactly.
- Paratransit Operating Revenue was less than budgetary expectations by approximately 16%. Polk County Funding, a significant portion of Paratransit Revenue, continues to be the primary reason for the shortfall.
- Rideshare Revenues are approximately 4% under projected totals for the fiscal year to date. Monthly revenue continues to remain steady at the expected budget levels.

#### *Operating Expense:*

- Fixed Route Budget Summary – Fixed Route expenses maintained below budget levels for the month of January and also for the year to date totals. Savings are primarily attributed to Fuels and Lubricants; but also lower than projected Equipment Repairs and Supplies categories.
- Paratransit Budget Summary – Year to date Paratransit expenses were below budget by approximately 5% from projected levels and will continued to be closely monitored for opportunities to increase revenue and reduce expenses.
- Rideshare Expenses year to date are down almost 17% from budgetary expectations. This more than offsets the 4% under budget revenue variance. Continued savings are accounted for in the Fuel and Lubricants categories as well as Equipment Repair Parts, and Salaries.

### **Recommendation:**

- Approve the January FY2013 Consolidated Financial Report.

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

Fixed Route	\$	1,282,365	Reserve For Accidents (See Balance Sheet):
Paratransit	\$	(173,226)	FY2013 \$1,379,747.67
Rideshare	\$	71,673	
Total	\$	1,180,812	

**FY2013 Financials:**

**January 2013**

FIXED ROUTE	January 2013			Year-To-Date-(7) Months Ending 01/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	303,147	387,019	(83,872)	2,633,858	2,709,133	(75,275)
Non-Operating Revenue	1,404,233	1,331,818	72,415	9,664,636	9,662,726	1,910
Subtotal	1,707,380	1,718,837	(11,457)	12,298,494	12,371,859	(73,365)
Operating Expenses	1,642,591	1,748,906	106,315	11,025,327	12,381,057	1,355,730
Gain/(Loss)	64,789	(30,069)	94,858	1,273,167	(9,198)	1,282,365

PARATRANSIT	January 2013			Year-To-Date-(7) Months Ending 01/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	176,609	209,683	(33,074)	1,234,349	1,467,781	(233,432)
Non-Operating Revenue	54,253	63,263	(9,010)	396,311	442,841	(46,530)
Subtotal	230,862	272,946	(42,084)	1,630,660	1,910,622	(279,962)
Operating Expenses	251,291	258,705	7,414	1,707,173	1,813,909	106,736
Gain/(Loss)	(20,429)	14,241	(34,670)	(76,512)	96,713	(173,226)

RIDESHARE	January 2013			Year-To-Date-(7) Months Ending 01/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	81,452	83,333	(1,881)	557,323	583,331	(26,008)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	81,452	83,333	(1,881)	557,323	583,331	(26,008)
Operating Expenses	63,057	83,345	20,288	486,709	584,390	97,681
Gain/(Loss)	18,395	(12)	18,407	70,614	(1,059)	71,673

## DISCUSSION ITEM



<b>9A:</b> DART University/Ingersoll BRT Project Update
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**Staff Resource:** Elizabeth Presutti, General Manager

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- A presentation on DART's DART University/Ingersoll BRT project will be provided at the meeting.



# System Summary Performance Report January 2013

	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012	January 2013	January 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	263,187	524,609	339,496	385,505	337,521	274,548	326,769	339,711	-3.81%	2,451,635	2,480,991	-1.18%
OTT Ridership	18,837	19,910	14,501	19,436	16,885	16,626	17,197	17,665	-2.65%	123,392	132,862	-7.13%
Unlimited Access Ridership	33,373	40,894	34,530	42,682	35,943	26,436	37,527	37,131	1.07%	251,385	253,126	-0.69%
Bike Rack Usage	5,156	5,952	4,168	4,628	3,295	2,053	1,705	1,772	-3.78%	26,957	27,077	-0.44%
Passengers/Revenue Hour	17.77	27.59	24.59	23.80	23.27	19.28	20.94	22.95	-8.76%	19.64	26.20	-25.04%
Avg. Passengers Weekday	11,246	21,668	16,126	15,677	15,520	12,930	13,541	15,023	-9.86%	15,343	15,556	-1.37%
Avg. Passengers Weekend Day	3,001	3,280	3,677	3,116	3,014	2,625	3,609	2,693	34.03%	3,164	3,084	2.59%
Complaints/100,000 Riders	32.68	19.82	25.04	29.83	22.52	34.97	33.66	30.32	11.03%	27.41	29.75	-7.85%
Commendations/100,000 Riders	1.14	5.53	2.65	4.93	1.48	2.91	2.75	3.24	-14.94%	3.34	3.02	10.64%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.01	3.01	2.04	1.34	1.73	2.02	1.67	2.24	-25.13%	1.87	1.69	10.75%
Non-Preventable/100,000 Miles	1.01	1.88	0.51	1.79	0.00	1.51	2.09	1.12	87.17%	0.82	0.44	84.00%
<b>Maintenance:</b>												
Total Miles Operated	197,437	265,668	195,965	223,581	230,630	198,064	238,856	178,827	33.57%	1,550,201	1,420,827	9.11%
Road Calls/100,000 Miles	25.32	21.83	20.92	22.36	19.08	10.60	13.82	29.64	-53.38%	19.16	21.68	-11.62%
Active Vehicles in Fleet	107	107	109	112	125	107	113	113	0.00%	111	124	-10.45%
<b>DART Paratransit</b>												
Total Ridership	11,351	12,528	10,818	12,941	11,554	9,905	12,257	11,792	3.94%	81,354	85,752	-5.13%
Passengers/Revenue Hour	3.08	2.99	2.95	3.02	2.98	2.87	3.01	3.04	-0.99%	2.99	3.09	-3.33%
Average Trip Length	6.46	6.40	6.44	6.32	6.31	6.38	6.01	6.16	-2.47%	6.06	5.63	7.52%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	0.00	1.29	1.50	0.00	1.44	1.68	2.85	1.43	98.90%	1.22	1.24	-1.96%
Non-Preventable/100,000 Miles	1.41	0.00	0.00	1.27	1.44	1.68	0.00	4.30	0.00%	0.81	0.83	-1.96%
<b>Maintenance:</b>												
Total Miles Operated	70,799	77,470	66,697	78,563	69,461	59,434	70,193	69,806	0.55%	492,617	482,944	2.00%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
<b>DART RideShare</b>												
Total Ridership	21,840	23,152	20,142	24,266	20,752	17,352	23,250	24,936	-6.76%	150,754	164,386	-8.29%
Total Vans in Circulation	93	92	93	93	93	93	93	95	-2.11%	93	96	-3.70%
Total RideShare Customers	852	823	825	817	823	815	813	864	-5.90%	824	878	-6.10%
<b>Accident Frequency Rate by Service:</b>												
Preventable	0.00	0.00	0.00	0.00	0.00	0.00	0.61	0.00	0.00%	0.09	0.08	0.00%
Non-Preventable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.36	-100.00%	0.00	0.83	-100.00%
<b>Maintenance:</b>												
Total Miles Operated	162,124	175,048	148,781	177,835	156,349	137,393	165,239	169,212	-2.35%	1,122,769	1,210,539	-7.25%
Active Vehicles in Fleet	100	100	100	100	100	100	100	99	1.01%	100	106	-5.91%



# System Performance Ridership Report January 2013

	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012	January 2013	January 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>263,187</b>	<b>524,609</b>	<b>339,496</b>	<b>385,505</b>	<b>337,521</b>	<b>274,548</b>	<b>326,769</b>	<b>339,711</b>	<b>-3.81%</b>	<b>2,451,635</b>	<b>2,480,991</b>	<b>-1.18%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	13,327	213,812	19,548	22,441	20,842	15,667	19,831	20,342	-2.51%	325,468	332,106	-2.00%
#3 - University	59,404	71,668	74,618	83,627	65,711	36,203	34,718	71,649	-51.54%	425,949	495,581	-14.05%
#4 - Urbandale	24,619	29,278	28,837	33,576	26,822	13,971	16,463	34,299	-52.00%	173,566	220,771	-21.38%
#5 - Clark	13,847	16,532	17,702	19,524	13,460	3,308	4,165	16,891	-75.34%	88,538	112,520	-21.31%
#6 - Douglas	42,059	52,391	54,118	59,848	44,881	18,314	20,851	52,763	-60.48%	292,462	356,040	-17.86%
#7 - Ft. Des Moines	37,477	46,431	46,889	53,848	44,200	27,147	33,713	46,341	-27.25%	289,705	306,632	-5.52%
#8 - South Union	10,009	14,265	15,514	17,439	12,396	4,131	5,336	13,570	-60.68%	79,090	88,122	-10.25%
#11- Ingersoll Ave.	17,890	19,619	19,482	21,358	14,482	1,963	2,400	17,641	-86.40%	97,194	131,802	-26.26%
#13 - SE Park Ave.	584	3,879	7,129	7,717	6,931	4,826	7,272	7,081	2.70%	38,338	37,025	3.55%
#14 - Beaver Ave.	0	0	0	0	5,152	16,854	19,731	0	100.00%	41,737	0	#DIV/0!
#15 - 6th Ave.	0	0	0	0	6,530	19,558	24,305	0	100.00%	50,393	0	#DIV/0!
#16 - Douglas Ave.	0	0	0	0	9,208	30,406	35,999	0	100.00%	75,613	0	#DIV/0!
#17 - Hubbell Ave.	0	0	0	0	4,764	13,795	16,986	0	100.00%	35,545	0	#DIV/0!
#52 - Valley West/Jordan Creek	0	0	0	0	2,154	8,270	8,916	0	100.00%	19,340	0	#DIV/0!
#60 - Ingersoll/University	0	0	0	0	4,428	15,763	19,909	0	100.00%	40,100	0	#DIV/0!
#71 - Ankeny/Delaware**	689	820	641	709	435	0	0	1,008	-100.00%	3,294	6,763	-51.29%
<b>Shuttle Routes:</b>												
Link Shuttle	937	1,173	1,125	1,582	1,478	866	984	1,056	-6.82%	8,145	8,743	-6.84%
Dline	16,363	19,869	17,633	20,912	16,347	14,053	14,601	13,778	5.97%	119,778	111,170	7.74%
DMACC	0	0	0	0	0	0	0	264	-100.00%	0	1,150	-100.00%
Lincoln/McCombs	0	4,644	10,555	11,681	10,367	6,563	9,465	8,749	8.18%	53,275	43,875	21.42%
<b>Express Routes:</b>												
#90 - Airport South Business Park	0	0	0	0	0	0	0	966	-100.00%	0	7,029	-100.00%
#91 - Merle Hay Express	677	849	698	999	1,062	848	1,198	1,467	-18.34%	6,331	10,876	-41.79%
#92 - Hickman Express	2,797	3,079	2,751	3,225	2,698	2,523	3,754	2,909	29.05%	20,827	18,976	9.75%
#93 - NW 86th Express	3,861	4,450	3,493	4,130	3,455	2,847	3,614	5,133	-29.59%	25,850	32,534	-20.54%
#94 - Westown	1,488	1,478	1,281	1,590	1,534	1,425	1,727	1,360	26.99%	10,523	9,198	14.41%
#95 - Vista	2,227	2,479	1,972	2,311	2,032	1,624	2,125	3,107	-31.61%	14,770	20,781	-28.93%
#96 - E.P. True	2,826	3,066	2,768	3,199	2,672	1,862	2,721	3,537	-23.07%	19,114	24,973	-23.46%
#98 - Ankeny	6,458	8,401	7,966	9,372	7,830	6,076	9,018	7,734	16.60%	55,121	50,741	8.63%
#99 - Altoona	1,945	2,276	1,803	2,321	1,894	1,573	2,120	2,570	-17.51%	13,932	16,577	-15.96%
<b>On-Call/Flex Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	172	177	159	212	165	122	146	188	-22.34%	1,153	1,170	-1.45%
On-Call: Des Moines	438	432	302	269	250	231	276	354	-22.03%	2,198	2,506	-12.29%
On-Call: Johnston/Grimes	595	817	448	676	474	380	640	2,166	-70.45%	4,030	0	#DIV/0!
#73 Flex: Urbandale/Windsor Heights	683	855	660	994	887	725	949	1,618	-41.35%	5,753	14,316	-59.81%
#72 Flex: West Des Moines/Clive	1,273	1,627	1,295	1,847	1,858	2,553	2,750	1,070	157.01%	13,203	11,939	10.59%
On-Call: Clive ** (Ran for one week then combined with Flex Rout	0	0	0	0	0	0	0	100	-100.00%	0	5,986	-100.00%
On-Call: REGIONAL	542	242	109	98	122	101	86	0	0.00%	1,300	1,089	19.38%
<b>DART Paratransit Ridership</b>	<b>11,351</b>	<b>12,528</b>	<b>10,818</b>	<b>12,941</b>	<b>11,554</b>	<b>9,905</b>	<b>12,257</b>	<b>11,792</b>	<b>3.94%</b>	<b>81,354</b>	<b>85,752</b>	<b>-5.13%</b>
Bus/Van	10,956	12,112	10,354	12,433	11,004	9,315	11,687	11,336	3.10%	77,861	81,873	-4.90%
Cab	395	416	464	508	550	590	570	456	25.00%	3,493	3,879	-9.95%
<b>DART RideShare Ridership</b>	<b>21,840</b>	<b>23,152</b>	<b>20,142</b>	<b>24,266</b>	<b>20,752</b>	<b>17,352</b>	<b>23,250</b>	<b>24,936</b>	<b>-6.76%</b>	<b>150,754</b>	<b>164,386</b>	<b>-8.29%</b>
<b>TOTAL RIDERSHIP</b>	<b>296,378</b>	<b>560,289</b>	<b>370,456</b>	<b>422,712</b>	<b>369,827</b>	<b>301,805</b>	<b>362,276</b>	<b>376,439</b>	<b>-3.76%</b>	<b>2,683,743</b>	<b>2,731,129</b>	<b>-1.74%</b>

# MONTHLY REPORT

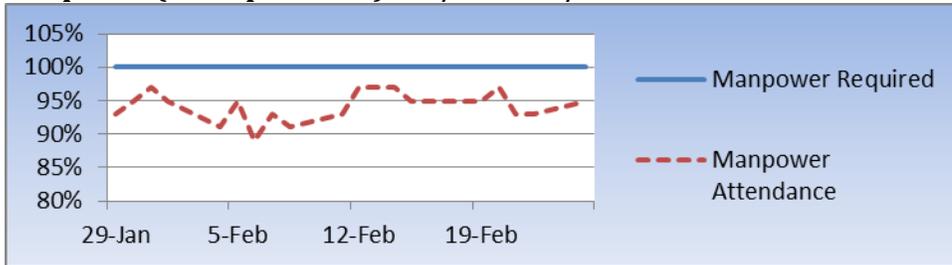


**10A: Operations Department**

**Staff Resources:** Tom Reynolds, Chief Operating Officer

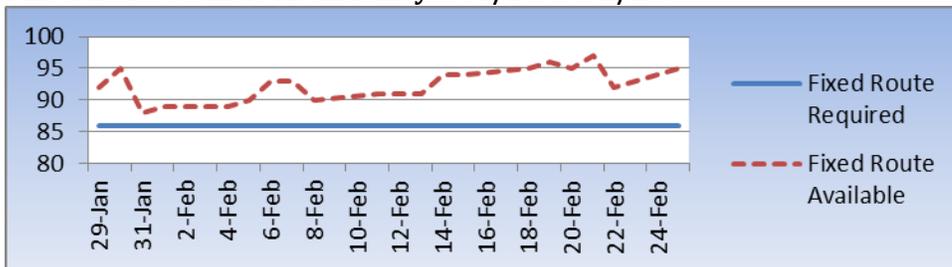
**Operations Performance:**

**Manpower (Transportation) -01/29 to 02/25:**

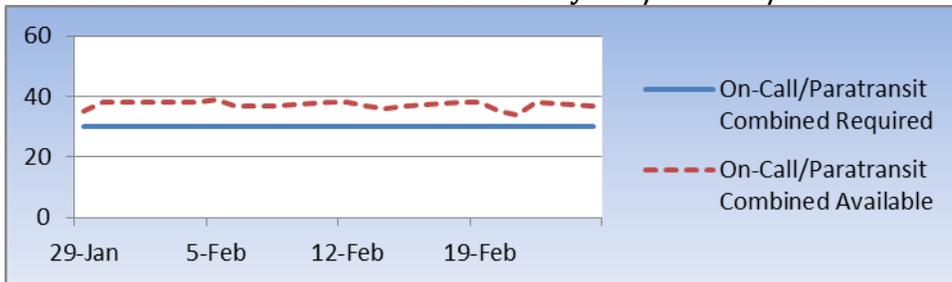


Service needs were meet 100% for AM Pullouts with extra manpower.

**Fixed Route Vehicle Availability - 01/29 to 02/25:**



**Paratransit and On-Call Vehicle Availability - 01/29 to 02/25:**



**Roadcalls/Month (Fleet) - Past 12 Months:**

	2012					2013						
	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.
Fixed Route	37	32	34	69	59	43	58	41	50	40	21	33
Paratransit	9	5	12	16	6	11	13	9	4	4	7	2
On Call	2	0	0	3	2	2	3	0	9	1	4	0
<b>Total</b>	<b>48</b>	<b>37</b>	<b>46</b>	<b>88</b>	<b>67</b>	<b>56</b>	<b>74</b>	<b>50</b>	<b>63</b>	<b>45</b>	<b>32</b>	<b>35</b>

## **MONTHLY REPORT**

### **10A: Operations**



#### **Transportation - Randy McKern, Manager**

- Safe Driver's Awards for January 2013 were presented to nine (9) Operators with Britt Perdue receiving one for twenty-seven (27) years.
- Service Awards were handed out to six (6) Operators last month.
- Transportation had no work-related injuries for January 2013.
- All Operators are required to attend a four (4) hour safe driver refresher course in March.
- Discussed similarities and differences of the hybrid buses with Greg Schmitt, Training Manager, as part of the plan to begin using the new buses.

#### **Maintenance - Scott Reed, Senior Manager**

- All six (6) New Flyer hybrid buses are at DART. They are being prepped for service and license plates are being processed. The new buses will not have AVL installed until April, but DART will put the buses into service for the NCAA Wrestling Tournament.
- Contractors are putting down the new epoxy floor in the Maintenance Shop. The project is expected to be completed in late March.
- Two (2) new Maintenance Technicians started the week of February 25th. Erik Tholund is an experienced mechanic hired from the outside and Madwin Ayala is being promoted from Lead Servicer to Apprentice Technician.
- Interviews are underway to fill the Mr. Ayala's vacated Servicer position. In addition, a Servicer Shift Bid occurred to reallocate shifts within the Service area.

#### **Service Management - Mike Kaiser, Manager**

- Staff is preparing for a busy month of March with a planned service change on March 10th, the NCAA Wrestling Tournament and other special events that are beginning to show up on the calendar.
- The 2/26 snow event caught many off-guard based on original reports. Given the adverse changes in how the snow tracked over the Metro area, Operations staff responded the best they could. Dispatcher Skip Herbold did a great job directing Supervisors and Maintenance staff to the many stuck buses. The Operators themselves did an excellent job weathering the storm and the traffic jams that occurred.

#### **Paratransit - Georgia Parkey, Manager**

- The recent snowfalls (2/21 & 2/26) prompted a large number of trip cancellations.
- Staff is implementing the recently adopted No Show/Late Cancellation policy by sending out warning letters to customers of Bus Plus that have been cited.
- Four (4) Paratransit Operators received Safe Driving Awards with Ivan Thompson getting one with eleven (11) years of safe driving.

#### **Safety - Tom Reynolds, COO**

- The following topics were covered at the January Safety meetings:
  - Kirstin Baer-Harding, Marketing Director, informed Fixed Route Operators about the upcoming NCAA Wrestling Tournament coming to Des Moines March 21-23, 2013.
  - Training covered some aspects of the new hybrid buses currently on the property.
  - Diana Duncan, Human Resources, made presentations to all departments on Material Safety Data Sheets (MSDS), new Random Drug & Alcohol Testing procedures and Bloodborne

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



Pathogen safety. Thank you to Diana for doing an excellent job presenting these important topics.

- All Operations employees were informed of the need to attend the Smith System Defensive Driving Course for refresher training in March.
- The January AFR report:



**Accident Frequency Rate**  
*(Preventable Accidents)*

FY13	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD AFR
<b>Fixed Route</b>													
Accidents	2	9	5	2	3	4	5						30
Mileage	203,354	267,742	197,066	227,675	206,504	200,024	223,002						1,525,367
AFR	101,677	29,749	39,413	113,838	68,835	50,006	44,600	0	0	0	0	0	50,846
Per 100K Miles	0.98	3.36	2.54	0.88	1.45	2.00	2.24	0.00	0.00	0.00	0.00	0.00	1.97
<b>Paratransit</b>													
Accidents	0	1	1	0	1	1	2						6
Mileage	100,080	107,517	93,794	111,021	99,583	87,468	97,826						697,289
AFR	100,080	107,517	93,794	111,021	99,583	87,468	48,913	0	0	0	0	0	116,215
Per 100K Miles	0.00	0.93	1.07	0.00	1.00	1.14	2.04	0.00	0.00	0.00	0.00	0.00	0.86
<b>DART</b>													
Accidents	2	10	6	2	4	5	7	0	0	0	0	0	36
Mileage	303,434	375,259	290,860	338,696	306,087	287,492	320,828	0	0	0	0	0	2,222,656
AFR	151,717	37,526	48,477	169,348	76,522	57,498	45,833	0	0	0	0	0	61,740
Per 100K Miles	0.66	2.66	2.06	0.59	1.31	1.74	2.18	0.00	0.00	0.00	0.00	0.00	1.62

**Training - Greg Schmitt, Manager**

- One (1) Fixed Route Operator graduated from training. Currently one (1) student is in training for the Fixed Route Department. Next group of students will begin in the first half of March.
- The Instructor Team held a roundtable meeting on February 1<sup>st</sup>. During the meeting, Instructors discussed how customer service is taught to Operators in Training. Instructors have a vital opportunity during this phase to influence the new Operator’s customer service skills. Tips and techniques were shared in an effort to increase the level of customer service taught to Operators in Training.
- Four (4) hour Smith System Defensive Driving Refresher courses are underway. Instructors met on Saturday, February 23<sup>rd</sup> to review the lesson plans. These courses are mandatory for all Operations Safety Sensitive employees. Most courses will occur on Saturdays in the month of March and April to minimize the impact on resources needed for service.

**Facilities - Matt Pitstick, Manager**

- The 02/21 snow event allowed the new Manager to get first-hand experience on how DART manages the snow on both properties. The Facilities Team kept pace with the storm at 1100 DART Way. Keith Welch, DCS Building Supervisor, did a great job keeping walkways safe for customers until service ended and the snow crew handled the heavier amounts that accumulated overnight.

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



- 1100 DART Way - the updating of the air handlers in older section of the bus storage facility is complete.
- 1100 DART Way – Managers Matt Pitstick will be starting to work on the Money Room Rehab project to improve vaulting operations that remove cash and tokens off buses.

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

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**Marketing Updates:**

- Staff has finalized all the schedules and other communications for the upcoming March 10, 2013 schedule change. Schedules are currently available online and will be on buses on March 6.
- DART's new system map brochures are ready and being distributed with the schedules for the schedule change. The new system map brochure is the last component of the map redesign and rebranding efforts. Maps will be mailed out with the new schedules and available at DART Central Station.
- Staff is preparing for the NCAA tournament DART services. Information about DART services for the tournament has been sent out to the area hotels and is available on the website. Schedules and flyers will be delivered to area hotels the week of March 11. DART staff has been working with the Iowa Events Center, City of Des Moines and the Convention and Visitors Bureau in preparing for the event.
- Staff has been developing and finalizing route specific marketing materials for Routes 60, 52 and Ankeny. The material and information will be ready for campaigns beginning in April.
- Staff has been working with the RideShare staff in developing marketing material for a Reason to Ride Spring campaign to promote DART's RideShare vanpools services. Marketing efforts will be assist potential new riders in joining a vanpool and along with promoting the vanpools in to rural communities.
- Staff has been working on new marketing material for promoting DART services for our Unlimited Access partners.
- Staff has been finishing up all the last details for the DART Trip Planner. Data is being finalized and double checked. Staff is looking at having a beta site live in April.

**Communication Updates – Gunnar Olson:**

- Staff deployed two major communication pushes in response to the significant snow storms on February 21 and February 26-27. In both cases, staff consistently pushed out two primary messages: 1. That DART operators may slow down for safety in poor road conditions, so delays are likely; and 2. That riders should dress warmly and wait in safe, visible areas. In addition, staff provided regularly updates to riders on how closely to schedule the buses were running during the worst times of the storm. These messages were relayed via press releases, media interviews, the home page of [www.ridedart.com](http://www.ridedart.com), Facebook and Twitter.
- Staff received training on how to prioritize tasks to best utilize resources by defining projects and tasks as being “core” to the mission, “supportive” of the mission, and “enhanced.”
- Staff participated in a webinar on communicating with vulnerable populations.
- Staff responded to the Des Moines Register's “Readers Watchdog” columnist, who has been writing articles about riders and members of the community who are displeased with the major service changes that took effect in 2012. Staff also submitted a guest editorial by DART Commission Chair Steve Van Oort and Commissioner Angela Connolly and Christine Hensley in response to the articles, offering a larger perspective on the service changes. Lastly, as part of DART's ongoing

## MONTHLY REPORT

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



dialogue with the community, DART met with the Executive Director of the Office of Asian & Pacific Islander Affairs and Office on the Status of Women of the Iowa Department of Human Rights. Staff provided the director with a complete comprehensive overview of DART's planning and service initiatives, and answered all of her questions satisfactorily.

- Staff attended Cityview's ceremony for the "Best of Des Moines" awards. DART won "Best of Des Moines – Transportation."
- Staff participated in the first two meetings of a task force recently established at Drake University to explore ways of deepening the institution's partnership with DART.
- DART was featured prominently in a video for the Bravo Annual Gala on Saturday, February 2. The co-chairs of the gala, Kum & Go CEO Kyle Krause and Casey's General Stores CEO Robert Meyers, starred in a short film spoofing the TV show "Undercover Boss." After working undercover in their respective stores, the two bosses end up seated next to each other on the same DART bus. On the night of the actual event, the CEOs arrived at the event on a DART bus.

#### **Legislative Updates - Gunnar Olson:**

- Researched and developed materials related to operator assaults. The reference material is aimed at supporting DART's legislative priority of having penalties steepened against assailants of bus operators.

#### **Advertising Program:**

##### *New February Advertisers*

- American Lung Association
- Berman and Company

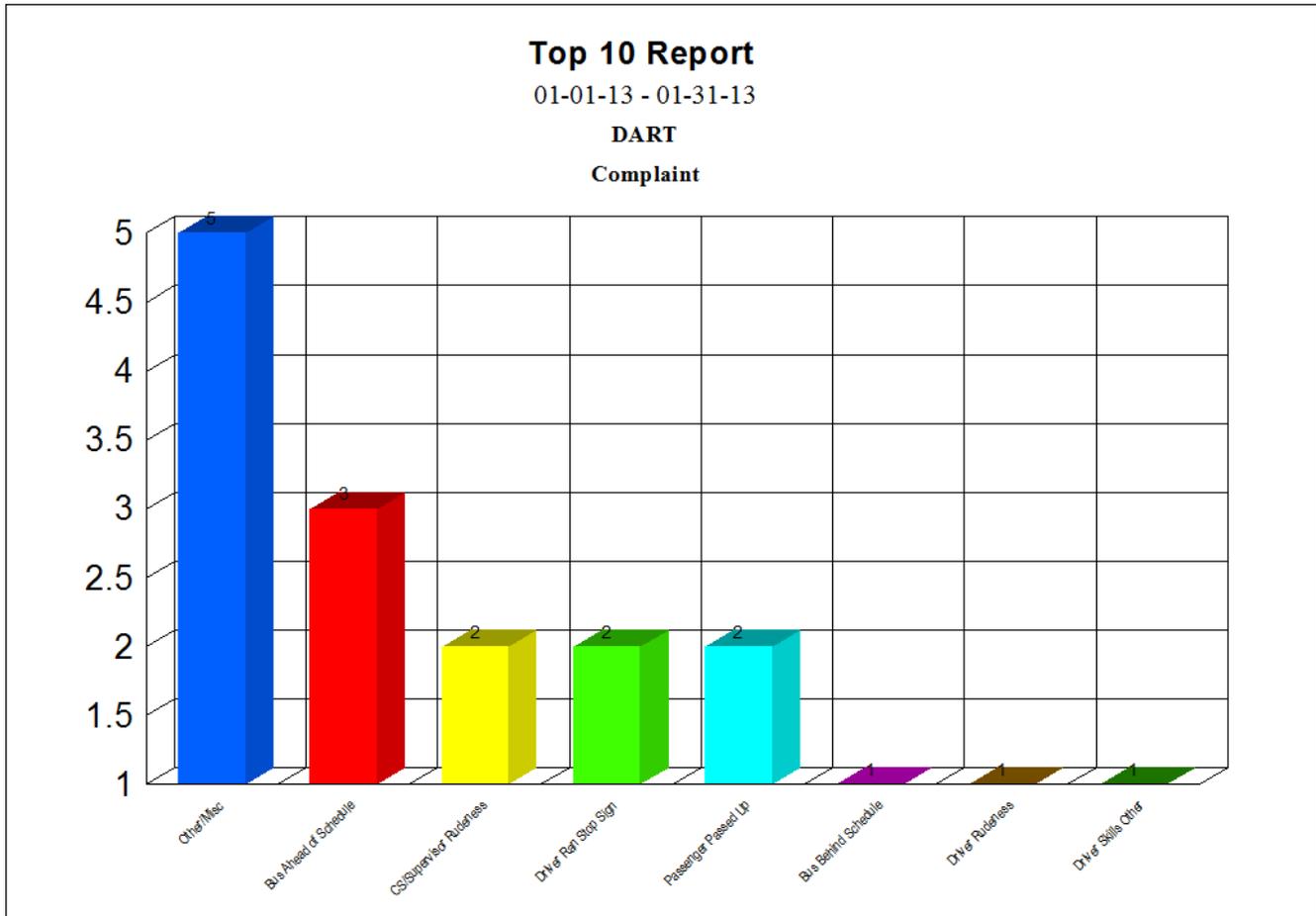
#### **Customer Service Report: PJ Sass**

##### *January Employer and Group Presentations:*

- Principal Orientation – 4 visits
- Refugee Lutheran Services of Iowa
- Probation and Parole

##### *January Customer Service Statistics:*

- 185 emails
  - 15 - Bus Stop/Shelter Requests
  - 66 - Contact/Feedback Forms
  - 79 - Customer Service Requests
  - 25 - Misc. /Other
- 331 voicemails answered 35 required some type of response
- 110 complaints received
- 9 commendations received
- 35 inquiries/suggestions



Comments were up this month. The top five comments for January were: Other Miscellaneous, Bus Ahead of Schedule, CS Supervisor Rudeness, and Driver ran a stop sign and Passenger Passed Up. There were a total of three “Driver ran a stop sign” and out of the three, two comments were founded. The drivers involved have been disciplined and retrained on driving skills.

Out of the 110 comments, 24 are still in the investigation process and 17 were founded which is 19% of the total completed comments for this month.

We received several comments in January regarding the service changes, specifically route #8 and #11 being reduced. Route 11 customers are concerned because they can no longer get to the West Des Moines Library.

**Travel Training:**

Jennifer Roberts and PJ Sass will be presenting the first travel training class at DCS on March 14, 2013. We have several agencies who will be sending clients as well as individuals who will be attending. There will be a bus present for attendee’s to board and learn how to manage to processes on the bus.

**Customer Service Training:**

Transportation and customer service are working on a training program for staff. This would be offered monthly at the safety meeting as well as class for administration staff working directly with the public.

## MONTHLY REPORT

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



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

- RideShare had 20 new riders in the month of January and only 8 terminations. All of the terminations were due to non-preventable things such as retiring or moving.
- Staff started their first round of monthly van inspections.
- Staff is working on getting two new vans on the road. The potential drivers are attending driver training in March and we hope to have both vans on the road by May.

#### **Staff Accommodations:**

- TL Oakley: "I'm writing to offer a compliment the consistent customer service that I've received from your representation Priscilla. Over the past couple of months not only has she been great help with assisting me to navigate the new route but I've also witnessed her doing the same with others. Customer Service can be a challenge position at any time but especially when it is provided face to face. She has demonstrated that she is very knowledgeable about the routes and if she doesn't have the answer she goes above and beyond to find it out. Priscilla is certainly an asset to your organization and she deserves to receive accolades from your department."
- Michael Aasheim: "I have been riding DART for over a year. I just want to say that I am incredibly impressed with your new facility. More than that, I am extremely impressed with your personnel at all levels. From the drivers, to the customer service reps, to the folks who work at the new facility. It runs like clockwork. I decided to start using public transportation to save money and for environmental issues. I am so glad I did."

# MONTHLY REPORT



## 10C: Planning Department

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

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### **AVL/RTIS & Trip Planner Update:**

- INFO-Web/Mobile Trip Planner Program:
  - The new headers and footers are completed and in place.
  - The last item to check is the English in the Mobile program. It needs to be exactly the same as the English in the Info-Web Program. A WebEx with Trapeze is scheduled to finalize any changes.
  - Once approved, the program is completed.
  - We will begin to complete the Spanish version.
- Trapeze Transit Master AVL/RTIS System:
  - The System Acceptance Test (SAT) was completed February 21-25, 2013.
  - The Close-Out Plan was approved pending the staff requirements for each item.
  - A fix has been determined to resolve the problem with the system fallback function to open radio channels when there is a system failure. Currently, Trapeze has it in development. The system update is expected to be completed in March.
  - The Trapeze OPS dispatching program integration issue was resolved.
  - The solution for the DART Central Station sign configuration problem was installed and is being tested.
  - The vehicle-to-vehicle radio communication across channels has been approved.
- Trapeze Back-Office System Move to DART Central Station:
  - DART has been working with Trapeze to move all the Trapeze Back-Office programs to the new servers at DART Central Station.
  - The new system architecture was developed and approved.
  - Currently, we are in the process of finalizing the change order before the programs can be moved.

### **Planning Department Projects**

- 42<sup>nd</sup> Street Streetscape Project:
  - The area on 42<sup>nd</sup> St between I-235 and Crocker St is in the process of being redesigned. This area is part of the new route #60 University/Ingersoll Loop and the proposed DART Bus Rapid Transit (BRT) project.
  - This section is a major stop location for Roosevelt High School and the Shops of Roosevelt business district. This is also the area planned for a major station for the BRT project.
  - Elizabeth and I attended a public meeting at Roosevelt High School on January 9, 2013 to offer our input into the project.

## MONTHLY REPORT

### 10C: Planning Department



- I scheduled a meeting with the design firm Bolton & Menk, Inc. on February 12, 2013 to discuss our needs in more detail.
- NCAA Wrestling Tournament:
  - The Route #52 Valley West/Jordan Creek Crosstown and D-Line service schedules were redesigned to accommodate the NCAA Wrestling Tournament on March 21-23, 2013.
  - Route #52 schedules were expanded to a 10 minute frequency 2 hours prior to each event and to 30 minutes frequency between each event. At the end of the last event at 10:00 p.m. each night the service resumes to a 10 minute frequency, with the last trip leaving at midnight.
  - The D-Line schedule will operate each day to midnight and will operate the current 10 minute frequency between E. 6<sup>th</sup> St & Grand Ave and 17<sup>th</sup> St & Locust St.
  - Special schedules were designed for all routes and will be distributed to area hotels and included in the event packets distributed to ticket holders.
- Downtown Bus Stop Placement & Principal Construction Project:
  - The Planning Department began working with the Des Moines Traffic and Transportation Department to improve accessibility at all the downtown bus stop locations and to determine possible locations for bus shelters.
  - Currently, Grand Ave is being redesigned to include corner bump-outs and a bicycle lane on the south side of the street. Also, Principal is redesigning the 801 Grand Avenue property.
  - This was a great opportunity to begin our focus on the Grand Ave and Locust St. corridors.
  - Preliminary bus stop locations and parking adjustments have been discussed with Traffic and Transportation. We are in the process of completing our final recommendations.
  - Also, we are working through the preliminary design for the bus stop location for Principal at 801 Grand Ave.
- Des Moines Public Schools Additional Service Planning:
  - The Des Moines Public School District requested I evaluate their services for additional options to shift more service to DART for the coming 2013-2014 school year.
  - I reviewed all their Middle and High School routing structures and stop location reports.
  - On January 31, 2013 I presented my preliminary findings to the Des Moines Public School Transportation Department.
  - I will complete my evaluation in the next few weeks.
- FY 2014 Service Development Budget:
  - All DART Forward 2035 service recommendations were developed for the FY 2014 budget.
- Trapeze FX Database Rebuild for November 23, 2012 Service Change:
  - The November 23, 2012 service change required a complete overhaul of the Trapeze FX database. This database feeds directly to the new Trapeze Trip Planner programs and required all new information to allow it to work correctly.
  - Every aspect of the program had to be rebuilt from square one.
  - Currently, we are testing the Trip Planner for any further changes required.

## MONTHLY REPORT



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

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- APTA CEO Seminar – I attended the APTA CEO Seminar from February 9-12, 2013. It was a valuable training opportunity and exchange of ideas between other transit CEO's. The FTA Administrator was able to join us for an afternoon and explained the new Triennial Review process that will be implemented in the coming year as well as the impacts of sequestration on the department. Other training included crisis communications planning and messaging and leadership development. I also had the opportunity to host the new CEO Breakfast with the APTA President.
- Service and Budget Committee Meeting – The service and budget committee meeting was held Tuesday, February 19, 2013. Several city managers and/or City Finance Directors attended the meeting. The main discussion topics besides the FY 2014 Budget were:
  - Paratransit revenues
  - Additional staffing needs
  - Holding the service and budget committee meeting earlier in the process
  - Investment and reserve policies
  - Developing a budget fact sheet to share with City Council members
- IPTA Capitol Hill Visit, Washington, D.C. – On February 20, 2013, the Iowa Public Transit Association met with staff from our Congressional delegation to discuss the IPTA's transit priorities for the upcoming year as well as the impacts of the Map-21 reauthorization.



# FUTURE DART COMMISSION ITEMS

## MARCH 5, 2013

<b>April 2, 2013 - 4:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
- FY 2012 Audit	- Open Records Policy - Records Retention Policy
<b>May 7, 2013 - 4:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
- Open Records Policy - Records Retention Policy - On-call Architecture and Engineering Services Contract - Title VI Program	- Fare Policy
<b>June 4, 2013 - 4:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
	- Fare Policy
<b>July 2, 2013 - 4:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<b>August 6, 2013 - 4:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<b>September 3, 2013 - 4:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
- Farebox System Replacement - Fare Policy	

### Key Meetings/Dates:

- March 9-12, 2013: APTA Legislative Conference, Washington, D.C.
- May 5-8, 2013: APTA Bus & Paratransit Conference, Indianapolis, IN

### Other Future Items: