



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
SEPTEMBER 29, 2015 – 12:00 PM

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2.	ROLL CALL AND ESTABLISHMENT OF QUORUM	
3.	NOTICE OF MEETING	
4.	APPROVAL OF SEPTEMBER 29, 2015 AGENDA	
5.	PUBLIC COMMENT (Limit 3 minutes)	
6.	TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE	
7.	10 th ANNIVERSARY OF BIKE & RIDE	
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14.	NEXT MEETING: Regular DART Meeting Tuesday, November 3, 2015 – 12:00 p.m.	
15.	ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
620 CHERRY STREET – DES MOINES, IOWA 50309
SEPTEMBER 1, 12:00 P.M.**



ROLL CALL

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson (12:01), Joann Muldoon, Steve Peterson and Steve Van Oort
Commissioner Absent: Bob Mahaffey
Alternates Present: Ben Champ

CALL TO ORDER

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

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Peterson, the Commission Chair, called for a motion to approve the September 1, 2015 agenda.

It was moved by Mr. Conkling and seconded by Ms. Muldoon to approve the September 1, 2015 agenda. The motion carried unanimously.

PUBLIC COMMENT

No Public Comment.

EMPLOYEE RECOGNITION

Fixed Route Operator, Kevin Mears was recognized for his service and excellent response during a bus fire on August 8th. Kevin made sure all his customers were removed safely off his bus and assisted in maintaining a very safe environment given a very difficult situation. Thank you Kevin for your dedicated service.

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

Jay Peterson provided the Commission an update on the July 8, 2015 meeting. Topics included:

- 2015 TRAC Goal Updates
- Farebox Implementation Plan
- Installation of New Shelters
- DART FY2015 Marketing Plan

Additionally, Michele Meadors, TRAC Committee Member, was recognized for representing Iowa on the National Board of Transportation. Ms. Meadors said she would be meeting with various representatives from Washington D.C. to discuss ADA matters and was proud to be representing Iowa at the National level.

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CONSENT ITEM

- 8A – Commission Meeting Minutes – July 7, 2015
- 8B – RideShare Van Purchase
- 8C – FY2017 ICAAP Grant

It was moved by Ms. Hensley and seconded by Ms. Muldoon to approve the consent items. The motion carried unanimously.

ACTION ITEMS

- 9A – Federal Lobbying Services Contract

It was moved by Ms. Hensley and seconded by Ms. Connolly to approve a three (3) year contract with two (2), one (1) year options with Federal Advocates, Inc. for Federal Lobbying Services for the amount NOT to Exceed \$174,000.00. The motion carried unanimously.

- 9B – DART Drug and Alcohol Policy

It was moved by Mr. Conkling and seconded by Ms. Johnson to approve the updated DART Drug and Alcohol Policy. The motion carried unanimously.

- 9C – Iowa Public Agency Investment Trust (IPAIT)

It was moved by Ms. Hensley and seconded by Ms. Johnson to approve the reinstatement of DART's IPAIT membership and approve DART's engagement of Miles Capital to provide services relative to IPAIT investment vehicles and public entity separately managed accounts.

The motion carried unanimously.

- 9D – June 2015 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the June FY 2015 Financials. Fixed Route revenues performed 8.65% below budget projections as of June year to date. Operating expenses are 2.43% below budget projections year to date.

Paratransit revenue is 9.4% lower than budget expectations. Operating expenses are currently 12.88% under forecasted levels.

Rideshare revenues are 18.69% below budgeted levels at year to date. Operating expenses are below budgetary expectations by 24.41%.

It was moved by Ms. Connolly and seconded by Mr. Gayman that the Commission approve the June FY 2015 Consolidated Financials as presented. The motion carried unanimously.

- 9E – July 2015 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the July FY 2015 Financials. Fixed Route revenues performed 30.82% below budget projections as of July year to date. This is largely a timing issue with contracted and school revenue. Operating expenses are 26.71% below budget projections year to date due to several line items seeing a savings for the first month of the year.

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Paratransit revenue is 7.85% lower than budget expectations. Operating expenses are currently 29.41% under forecasted levels.

Rideshare revenues are 12.96% below budgeted levels at year to date. Operating expenses are below budgetary expectations by 19.23%.

It was moved by Mr. Conkling and seconded by Ms. Connolly that the Commission approve the July FY 2015 Consolidated Financials as presented. The motion carried unanimously.

DISCUSSION ITEMS

10A – Reasonable Modification Policy

Jim Tishim presented the Commission with an overview of the DART Reasonable Modification Policy. Additionally, the presentation focused on the overall ADA regulations, basic criteria's, grounds for denying the modification request and DART's current departmental policy and procedures.

Commissioner Hensley requested to have Commissioners be provided with copies of the reasonable modification request report for their review. Ms. Presutti, General Manager stated the report would be made available to the Commission on an annual basis.

10B – DART DBE Program

Mike Tiedens presented the Commission with an overview of DART's DBE Program and how the program is facilitated. The areas included: DART DBE Program Purpose and Objectives, Administrative Requirements, DBE Certification, Participation Goals, DBE Participation, Monitoring and Enforcement and Reporting Requirements.

10C – June 2015 and July 2015 Performance Reports

Ms. Elizabeth Presutti, General Manager, reviewed the System Performance Ridership Report for June 2015 and July 2015. Overall, ridership for June has seen an increase of nearly 2% year to date system wide. For Fixed Route services year to date, there has been an increase of about 2.5%. July 2015 performance started light compared to last year. State Fair ridership increased 9% from last year with just shy of 250,000 total rides.

MONTHLY REPORTS

11A – Operations Report

No update.

11B – Marketing Report

No update.

11C – Planning Report

No update.

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11D – Procurement

No update.

11E – General Manager

Ms. Presutti reminded the Commissioners of the Leaders in Motion Luncheon on September 17, 2015 from 12-1:30 PM. Commissioners should expect to receive their Invitations. Congressman Boswell and Congressman Latham will be in attendance with representatives from Senator Harkin's office also expected to attend.

Ms. Presutti stated she is continuing to work with Iowa Medicaid Enterprise (IME) to obtain a better understanding of the need to providing personal identification information for the General Manager and DART Commission members. Several questions have been posed regarding the request by IME regarding the need for this type of information. Response is pending from IME.

Ms. Presutti, informed the Commission that the State Lobbying RFP was out for bid. Any questions regarding the RFP should be directed to Mike Tiedens, Procurement Manager. Bids are due September 14, 2015.

FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

OTHER – Communications

No Update

NEXT MEETING

September 29, 2015 at 12:00 pm

ADJOURNMENT

A motion by Ms. Hensley and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 1:16pm. The motion carried unanimously.

Future 2015 Meeting Dates

Sept 29, Nov 3, Dec 1

Chair

Clerk

Date



CONSENT ITEM



8B: Medium Duty Bus Purchase

Action: Approve the purchase of six (6) Medium Duty Buses for the amount of \$769,306.92.

Staff Resource: Mike Tiedens, Procurement Manager

Background:

- The six (6) buses are replacements for a combination of Paratransit and Flex/On Call vehicles that have met their useful life and are due for replacement.
- Paratransit Service Buses:
 - One (1) 27' Champion Defender, model year 2016
 - \$117,746 per bus
 - Two (2) 31' Champion Defenders, model year 2016
 - \$123,242.66 per bus (\$246,485.32 total)
- Flex/On Call Service Buses:
 - Three (3) 27' Champion Defenders, model year 2016
 - \$122,813.98 per bus (\$368,441.94 total)
- Useful life of the vehicles is seven (7) years.

Procurement:

- DART will be utilizing the State of Iowa, Department of Transportation (DOT) contract for the purchase of the six (6) medium duty buses.
- DART has reviewed the state's purchasing documentation and determined that the solicitation meets DART's procurement policies and Hogleund Bus Company is a responsive and responsible bidder.
- In March 2015, the DART Commission approved a purchase of six (6) Medium Duty Buses from the existing Iowa DOT Contract. The previous purchase amount was \$809,424.00.

Funding:

- Funding will come from budgeted capital funds and the corresponding DART match.

Recommendation:

- Approval of the purchase of six (6) 2016 model year Medium Duty Buses from Hogleund Bus Company. The total purchase cost is \$769,306.92. This includes 5% contingency.



ACTION ITEM



9A:	State Lobbying Services Contract
Action:	Approve a three (3) year contract with two (2), one (1) year options for State Lobbying Services.

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART is seeking a qualified firm to provide them necessary representation at the State level. Services include (but not limited to):
 - Communicate and coordinate with other transit agencies and with other organizations that interact with the transit industry.
 - Advocate for DART and increase awareness and public support for public transportation.
 - Assist in prioritizing legislative goals and maximizing opportunities to advance DART's legislative agenda.
 - Update DART General Manager, Commission, and staff through regular progress reports.
- DART was previously contracted with Wasker, Dorr, Wimmer & Marcouiller P.C. to represent them on State transit related issues.

Procurement:

- DART conducted a Request for Proposals (RFP) the project. The RFP was published on August 28, 2015 and proposals were due at 2:00 PM CDT on September 16, 2015.
- Four (4) proposals were received, and all proposals were deemed responsive:
 - Advocacy Strategies, LLC
 - Campbell/Patterson Consulting LLP
 - Cornerstone Government Affairs
 - PolicyWorks
- Interviews with all four proposers are being held on September 25, 2015.

Funding:

- Funding will come from budgeted operating funds.

Recommendation:

- Pending the outcome of the evaluation process and the interviews, DART staff will have a recommended contract award at the September 29, 2015 Commission Meeting. Anticipated term will be three (3) years with two (2), one (1) year options.



ACTION ITEM



9B:	Bus Financing Lease Agreement
Action:	Approve an Equipment Lease-Purchase Agreement with Bank of America for a 12 year term at a 3.445% interest rate for the purchase of twenty (20) heavy duty fixed route buses.

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART is seeking a 12 year lease term for the financing of twenty (20) heavy duty, fixed route buses and add-on equipment.
- The total lease value will be approximately \$9,050,000.00
- DART previously had a 12 year lease for the purchase of 16 buses that ended in November 2014.
- In December 2014, DART conducted a Lease vs. Purchase Analysis as is required by FTA. The result of the Lease vs. Purchase Analysis showed the cost benefit for leasing.

Procurement:

- DART conducted a Request for Proposals (RFP) the lease. The RFP was published on July 17, 2015 and proposals were due at 2:00 PM CDT on August 7, 2015.
- Four proposals were received and all were deemed responsive.
- The scoring is as follows on a 5 point scale:
 1. Bank of America = 4.685
 2. US Bancorp = 3.996
 3. New Flyer Leasing = 2.808
 4. Bankers Trust = 1.985
- After evaluating all proposals, Bank of America scored the highest and was deemed to have the best value to DART.

Funding:

- Funding will come from DART's budgeted capital funds and the corresponding local match.

Recommendation:

- Approval of an Equipment-Lease Purchase Agreement with Bank of America for a 12 Year term at a 3.445% interest rate for the purchase of twenty (20) heavy duty fixed route buses.



ACTION ITEM



9C:	DART Forward 2035 Transit Service Plan Update
Action:	Approve the task order with Transportation Management & Design, Inc. for the completion of the DART Forward 2035 Transit Service Plan Update with a Not to Exceed Amount of \$300,000

Staff Resource: *Jim Tishim, Planning Director, Mike Tiedens, Procurement Manager and Amanda Wanke, Chief Engagement & Communications Officer*

Background:

- The DART Commission approved the contact with Transportation Management & Design, Inc. to complete the original DART Forward 2035 Transit Service Plan at the August 2010 Commission Meeting.
- The DART Commission approved the adoption of the original DART Forward 2035 Transit Service Plan at the September 2011 Commission Meeting.
- DART is beginning our fifth year of the DART Forward 2035 Transit Service Plan, since its adoption.
- The DART Forward 2035 Transit Service Plan recommends a review of the long-term and 2035 recommendations every five years to ensure continued consistency with evolving regional planning context.
- A contract with Transportation Management & Design, Inc. (TMD) was approved by the DART Commission for our On-Call Planning and Management Services at the June 2014 Commission Meeting.
- DART staff collaborated with TMD to complete the Statement of Work for the DART Forward 2035 Transit Service Plan Update. The nine major tasks that the study will complete include:
 - Task 1 - Project Management and Data Assembly: Assemble relevant data to analyze market conditions and service performance.
 - Task 2 - Market Analysis: Provide a complete review of market conditions within the DART service area. Determine how development and population patterns have changed since the original DART Forward 2035 Transit Service Plan and identify any unmet needs for transit in the service area.
 - Task 3 - Service Evaluation: Complete an historical trend analysis and evaluation of exiting service performance. Review capital investment corridor recommendations.
 - Task 4 - DART Forward Update: Develop service recommendations, update the 20-year financial model, review the Title VI Policy and complete a draft and final report.
 - Task 5 - Facilities Review: Evaluate the need for a new operational and maintenance facility, Park & Ride location review, Bus Stop and Amenity Design Guideline review, and evaluate transit station alternatives.
 - Task 6 - Public Participation and Outreach: A comprehensive structured public outreach plan to provide stakeholders, riders, members of the general public and the DART Commission the opportunity to contribute to DART's success. Method may include, but are not limited to, the following: An on-line engagement tool and project website, surveys, interviews, open houses, public meetings and stakeholder workshops.



ACTION ITEM

9C: DART Forward 2035 Transit Service Plan Update

- Task 7 - Downtown Operating Plan for Two-Way Streets: The City of Des Moines is looking at options to turn downtown streets from one-way to two-way streets. This task provides for the development of a downtown operating plan in case these changes take place.
 - Task 8 - Transfer Analysis: Conduct a transfer analysis on the entire system to provide a more detailed understanding of how riders are using the system.
 - Task 9 - Title VI for First Year Changes (Optional): Conduct a Title VI Analysis based on the recommendations for the first year of the updated DART Forward 2035 Transit Service Plan.
- The study will begin with Task 1 - Project Management and Data Assembly in October 2015 with an anticipated total project completion date of September 2016.

Funding:

- Funding will come from DART's budgeted planning funds and corresponding local match.

Recommendation:

- Approve the task order with Transportation Management & Design, Inc. to complete the DART Forward 2035 Transit Service Plan Update with a Not to Exceed Amount of \$300,000.



ACTION ITEM



9D:	DART Fare Collection System
Action:	Approval to terminate the Contract with LECIP Inc. for the DART Fare Collection System.

Staff Resource: Mike Tiedens, Procurement Manager

Background:

DART currently has GFI Cents-a-Bill Fareboxes installed on the revenue vehicles that provide Fixed Route and On Call service and Diamond Drop Box Fareboxes on Paratransit services in the Des Moines metropolitan area and Polk County. These current fareboxes along with the corresponding fare collection system are 20 - 25 years old. The age of the farebox system is causing maintenance problems on vehicles as well as issues at the back office where the data collection system is obsolete.

Procurement:

DART conducted a Request for Proposal for a Farebox and Automated Fare Collection System.

- The RFP was published on October 15, 2013 and bids were opened on December 3, 2013.
- 4 Proposals were received:
 - LECIP, Inc.
 - Scheidt & Bachmann
 - SPX Genfare
 - Trapeze
- After evaluations were completed, there were two firms deemed to be in the Competitive Range
 - LECIP, Inc.
 - SPX Genfare
- DART asked for a Best and Final Offer (BAFO) from the two firms that were in the Competitive Range.
- After receiving Best and Final Offers from LECIP, Inc. and SPX Genfare, LECIP, Inc. was deemed as having the best value to DART.

The Commission approved a contract with LECIP, Inc. for the Farebox and Automated Fare Collection System for the amount not to exceed \$3,565,000 on June 3, 2014. This amount includes the total proposal amount, warranties on hardware and software, and any contingencies. Funding for the project is from a 2013 FTA Bus and Bus Facilities Grant (5339) and the required local match.



ACTION ITEM

9D: DART Fare Collection System

Notice of Default / Material Breach:

DART sent LECIP notice of material breach on July 30, 2015. In the notice DART outlined LECIP's failure to fulfill its contract obligations, and, specifically, LECIP's failure to:

- 1) Abide by the timeline set forth in the Master Project Schedule
- 2) Provide the agreed upon staffing levels that are necessary to complete the project in a timely manner
- 3) Subcontract with Trapeze or demonstrate in Conceptual Design Review how that interface will work
- 4) Supply a Ticket Vending Machine that complies with the specification
- 5) Provide satisfactory Retail Service Terminals ("RSTs") and Customer Service Terminals ("CSTs")

LECIP responded to the notice of material breach in writing on August 28, 2015 and requested a face to face meeting to explain the response. The face to face meeting took place on September 23, 2015 at DART Central Station. LECIP has failed to demonstrate substantial progress towards addressing DART's concerns outlined in the notice of material breach.

Contractual Obligations:

- Written notice of termination specifying the nature, extent, and effective date of termination must be delivered thirty (30) calendar days' prior by the other part.
 - Required either for Termination for Convenience or Default.
- DART shall make an equitable adjustment in the Contract Price but shall allow no anticipated profit on unperformed services.

Recommendation:

- Approval to terminate the Contract with LECIP Inc. for the DART Fare Collection System.



ACTION ITEM



9E: August FY2016 Consolidated Financial Report

Action: Approve the August FY2016 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue is 2.20% below budget projections. A timing difference with School Funding and Other Contracted Services are the two largest drivers of the difference.
- Fixed Route Non-Operating Revenue is currently 4.68% under projections. This is also a timing issue largely related to the Municipal Operating Assistance.
- Paratransit Operating Revenue is 10.61% lower than budget expectations. Contracted trips were just slightly below budgeted levels.
- Rideshare Revenues were 14.26% below budgeted levels year to date.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 8.13% below budget projections. There are several line items experiencing a savings, the top three being Fuel and Lubricants, Services, and Insurance Expense.
- Paratransit Budget Summary – Operating expenses are 12.01% below forecasted levels. Fuel and Lubricants, Equipment Repair Parts, and Insurance Expense were the largest drivers of savings.
- Rideshare Budget Summary – Rideshare Expenses are below budgetary expectations by 12.90%. Fuel and Lubricants, Equipment Repair Parts, and Tires are the top three categories showing the most savings.

Recommendation:

- Approve the August FY2016 Consolidated Financial Report.

**** TOTAL Un-Audited Year-End August FY2016 as Compared to Budget:**

Fixed Route	\$	169,344	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	28,665	FY2016
Rideshare	\$	<u>(2,438)</u>	\$26,642.33
Total	\$	195,572	

FY2016 Financials:

August 2015

FIXED ROUTE	August 2015			Year-To-Date-(2) Months Ending 08/31/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	543,881	423,250	120,631	827,858	846,500	(18,642)
Non-Operating Revenue	1,703,179	1,729,248	(26,069)	3,296,479	3,458,497	(162,018)
Subtotal	2,247,060	2,152,498	94,562	4,124,337	4,304,997	(180,659)
Operating Expenses	1,946,987	2,152,498	205,512	3,954,993	4,304,997	350,004
Gain/(Loss)	300,074	-	300,074	169,344	-	169,344

PARATRANSIT	August 2015			Year-To-Date-(2) Months Ending 08/31/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	146,538	169,083	(22,546)	302,282	338,167	(35,885)
Non-Operating Revenue	107,481	108,564	(1,083)	214,962	217,128	(2,167)
Subtotal	254,018	277,648	(23,629)	517,244	555,295	(38,051)
Operating Expenses	238,730	277,648	38,917	488,578	555,295	66,717
Gain/(Loss)	15,288	-	15,288	28,665	-	28,665

RIDESHARE	August 2015			Year-To-Date-(2) Months Ending 08/31/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	64,553	76,250	(11,697)	130,749	152,500	(21,751)
Non-Operating Revenue	-	208	(208)	-	416.67	(417)
Subtotal	64,553	76,458	(11,906)	130,749	152,917	(22,168)
Operating Expenses	60,310	76,458	16,149	133,186	152,917	19,730
Gain/(Loss)	4,243	-	4,243	(2,438)	-	(2,438)



DISCUSSION ITEM



10A: Try Transit Week and RideShare Anniversary

Staff Resource: Kirstin Baer-Harding, Marketing Director

- A presentation on Try Transit Week and RideShare's 20th Anniversary event will be provided at the meeting.



DISCUSSION ITEM



10B: Quarterly Safety Report

Staff Resource: Mike Kaiser, Lead Supervisor

Analysis of accidents for the 4th Quarter of FY2015:

ACCIDENTS BY ROUTE:	4 th QTR	4 th QTR	YTD	YTD
	<u>FY15</u>	<u>FY14</u>	<u>FY15</u>	<u>FY14</u>
#1 –FAIRGROUNDS	1	2	8	4
#3 –UNIVERSITY	1	2	7	8
#4 –14TH	2	0	5	4
#5 –FRANKLIN AVE	0	0	0	0
#6 –INDIANOLA AVE	1	0	4	6
#7 –SW 9 th ST	0	0	1	6
#8 –FLEUR DR	0	0	1	1
#9 - EXPRESSES	3	2	15	12
#11 –INGERSOLL/VALLEY JCT	0	0	1	4
#12 - ON PROPERTY	0	5	9	11
#13 – PARK AVE	0	0	2	1
#14 - BEAVER AVE	0	0	4	2
#15 – 6 th AVE	1	1	8	11
#16 – DOUGLAS AVE	2	5	4	19
#17 – HUBBELL AVE/ALTOONA	0	4	6	10
#51 – MERLE HAY/CROSSTOWN	0	0	2	1
#52 – VALLEY WEST/JORDAN CR	2	2	5	7
#60 – INGERSOLL/UNIVERSITY	2	2	8	9
#40 - LINK	0	0	0	0
#42 STATE CAPITAL/D-LINE	3	3	8	10
#SS - SCHOOL ROUTES	1	0	5	4
#20 - PARATRANSIT	5	2	46	26
#R - RIDESHARE	5	6	14	20
#A - ADMIN	0	0	2	1
#M – MAINTENANCE	0	0	0	1
SF- STATE FAIR	3	0	3	0
Training	0	1	1	2
TOTALS	32	37	169	180



DISCUSSION ITEM

10B: Quarterly Safety Report

ACCIDENTS BY TYPE:	4 th QTR	4 th QTR	YTD	YTD
	<u>FY15</u>	<u>FY 14</u>	<u>FY15</u>	<u>FY 14</u>
BUS INTO FIXED OBJECT	9	19	43	66
PERSONAL INJURY	0	2	21	4
BUS INTO VEHICLE	6	3	29	21
VEHICLE INTO BUS	9	9	60	75
OTHER	7	3	15	11
MAINTENANCE	0	0	0	0
VANDALISM	1	1	1	3
TOTALS	32	37	169	180

ACCIDENTS BY CHARGEABILITY

CODE:	4 th QTR	4 th QTR	YTD	YTD
	<u>FY15</u>	<u>FY14</u>	<u>FY15</u>	<u>FY14</u>
NON PREVENTABLE	15	10	92	79
PREVENTABLE	17	17	72	77
NOT GRADED	0	10	5	24
TOTALS	32	37	169	180



System Summary Performance Report August 2015

	February 2015	March 2015	April 2015	May 2014	June 2015	July 2015	August 2015	August 2014	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
DART Fixed Route												
Total Ridership	333,946	362,393	382,661	354,258	305,947	297,601	559,274	549,220	1.83%	856,875	854,743	0.25%
OTT Ridership	19,922	27,316	26,899	25,703	24,193	23,667	22,799	24,611	-7.36%	46,466	49,275	
Unlimited Access Ridership	28,528	31,141	32,008	28,892	28,741	28,628	29,871	31,895	-6.35%	58,499	63,434	-7.78%
Bike Rack Usage	1,287	3,366	4,359	4,873	5,591	6,162	6,421	5,440	18.03%	12,583	11,076	13.61%
Passengers/Revenue Hour	19.52	19.41	20.55	20.17	16.83	16.34	25.98	25.51	1.83%	21.56	21.88	-1.45%
Avg. Passengers Weekday	15,112	14,748	15,892	15,600	12,360	12,296	19,380	19,220	0.83%	15,756	15,767	-0.07%
Avg. Passengers Weekend Day	3,963	4,216	4,130	4,226	4,253	3,386	15,230	14,560	4.60%	9,966	9,820	1.48%
Complaints/100,000 Riders	30.84	21.52	18.82	21.74	27.46	29.57	19.67	28.04	-29.86%	23.11	31.94	-27.65%
Commendations/100,000 Riders	3.29	2.21	1.57	1.69	1.96	3.02	4.47	3.10	44.42%	3.97	3.28	21.13%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	2.28	1.75	1.04	0.37	0.36	0.36	0.91	1.85	-50.62%	0.66	1.71	-61.20%
Non-Preventable/100,000 Miles	4.18	1.05	0.70	1.12	2.54	2.18	1.52	1.85	-17.71%	1.28	0.94	37.16%
Maintenance:												
Total Miles Operated	263,213	285,783	287,329	269,011	275,103	274,858	328,484	324,379	1.27%	603,342	585,253	3.09%
Road Calls/100,000 Miles	21.28	15.75	14.27	14.50	19.99	17.10	18.87	21.58	-12.54%	18.07	23.92	-24.48%
Active Vehicles in Fleet	126	126	126	126	126	126	126	126	0.00%	126	126	0.00%
DART Paratransit												
Total Ridership	10,416	11,579	11,598	10,315	11,763	10,988	10,656	11,372	-6.30%	21,644	23,805	-9.08%
Passengers/Revenue Hour	2.80	2.88	2.89	2.79	2.98	2.52	2.66	2.78	-4.32%	2.59	2.85	-9.12%
Average Trip Length	6.05	5.96	5.99	6.02	5.58	6.08	5.60	5.56	0.65%	5.84	5.41	7.98%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	4.76	2.90	1.44	4.83	0.00	8.97	0.00	0.00	0.00%	4.74	0.78	511.13%
Non-Preventable/100,000 Miles	1.59	0.00	1.44	3.22	0.00	1.50	0.00	4.75	-100.00%	0.79	3.10	-74.54%
Maintenance:												
Total Miles Operated	63,003	68,993	69,454	62,122	65,610	66,858	59,624	63,221	-5.69%	126,482	128,829	-1.82%
Active Vehicles in Fleet	21	21	21	21	21	21	21	20	5.00%	21	20	5.00%
DART RideShare												
Total Ridership	19,033	20,500	20,138	16,976	18,573	17,527	17,056	17,564	-2.89%	34,583	36,182	-4.42%
Total Vans in Circulation	94	93	93	92	89	88	88	90	-2.22%	88	90	-2.22%
Total RideShare Customers	708	689	684	670	645	643	636	667	-4.65%	640	669	-4.34%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.60	0.00	1.36	1.29	0.00	0.00	0.00%	0.66	0.32	106.00%
Non-Preventable	0.00	0.00	0.00	0.00	0.68	0.65	0.00	0.65	-100.00%	0.33	0.64	-48.50%
Maintenance:												
Total Miles Operated	152,187	169,704	167,405	146,899	146,935	154,604	150,020	152,736	-1.78%	304,624	313,767	-2.91%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	100	0.00%



System Performance Ridership Report August 2015

	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015	August 2014	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
DART Fixed Route Ridership	333,946	362,393	382,661	354,258	305,947	297,601	559,274	549,220	1.83%	856,875	854,556	0.27%
Local Routes:												
# 1 - Fairgrounds	19,876	22,258	23,604	21,378	16,671	15,328	261,876	242,186	8.13%	277,204	259,609	6.78%
#3 - University	30,612	34,631	34,493	33,363	33,348	33,786	34,821	36,283	-4.03%	68,607	70,140	-2.19%
#4 - E. 14th	16,319	18,059	19,428	19,182	17,004	16,752	16,740	16,144	3.69%	33,492	31,956	4.81%
#5 - Franklin Ave	3,274	3,285	3,586	3,441	1,356	1,323	2,666	2,233	19.39%	3,989	3,453	15.52%
#6 - Indianola Ave.	23,623	27,216	28,778	27,424	24,574	24,480	25,269	24,128	4.73%	49,749	47,367	5.03%
#7 - SW 9th St.	32,454	34,745	37,020	34,074	25,602	25,669	27,354	31,122	-12.11%	53,023	58,913	-10.00%
#8 - Fleur Dr.	3,974	3,687	4,635	4,202	1,970	1,966	2,597	3,000	-13.43%	4,563	5,313	-14.12%
#11 - Ingersoll Ave.	2,102	2,192	2,226	2,129	2,142	2,023	2,026	2,506	-19.15%	4,049	4,960	-18.37%
#13 - Evergreen/SE Park Ave.	7,119	5,516	7,211	6,382	743	634	2,045	3,138	-34.83%	2,679	3,646	-26.52%
#14 - Beaver Ave.	23,828	22,720	24,875	22,493	16,364	15,180	16,511	20,235	-18.40%	31,691	37,937	-16.46%
#15 - 6th Ave.	24,456	25,805	27,178	24,752	20,707	20,686	22,023	22,196	-0.78%	42,709	42,763	-0.13%
#16 - Douglas Ave.	34,795	38,431	41,037	37,045	31,777	30,476	32,192	34,421	-6.48%	62,668	66,162	-5.28%
#17 - Hubbell Ave.	18,059	21,835	23,269	21,927	22,358	21,924	21,870	20,059	9.03%	43,794	39,809	10.01%
#51 - Merle Hay Crosstown	2,550	2,902	2,997	2,896	2,971	2,611	2,983	2,178	36.96%	5,594	4,787	16.86%
#52 - Valley West/Jordan Creek	13,502	14,603	14,114	13,396	14,229	14,895	14,896	15,769	-5.54%	29,791	31,137	-4.32%
#60 - Ingersoll/University	31,064	34,049	35,878	32,270	29,467	27,745	29,436	28,921	1.78%	57,181	56,302	1.56%
Shuttle Routes:												
Link Shuttle	862	879	805	774	1,011	898	1,185	742	59.70%	2,083	1,426	46.07%
Dline	11,256	14,743	13,636	13,969	15,261	14,660	13,374	14,101	-5.16%	28,034	31,665	-11.47%
Lincoln/McCombs	8,784	8,015	10,299	9,442	469	0	0	4,084	-100.00%	0	4,084	-100.00%
Express Routes:												
#91 - Merle Hay Express	842	872	966	802	1,017	1,058	1,061	804	31.97%	2,119	1,691	25.31%
#92 - Hickman Express	2,719	2,915	2,959	2,766	2,925	2,854	2,763	2,835	-2.54%	5,617	5,909	-4.94%
#93 - NW 86th Express	2,627	2,919	2,964	2,371	3,040	2,935	5,124	2,927	75.06%	8,059	6,102	32.07%
#94 - Westtown	855	936	831	882	1,147	955	855	938	-8.85%	1,810	1,898	-4.64%
#95 - Vista	1,906	1,940	2,113	1,885	2,211	2,175	2,142	1,647	30.05%	4,317	3,390	27.35%
#96 - E.P. True	2,665	2,715	2,733	2,388	3,088	3,047	3,032	2,440	24.26%	6,079	5,291	14.89%
#98 - Ankeny	7,392	7,552	7,919	6,606	7,680	6,952	7,452	7,217	3.26%	14,404	14,516	-0.77%
#99 - Altoona	1,686	1,472	1,603	1,389	1,432	1,373	1,462	1,668	-12.35%	2,835	3,461	-18.09%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	179	211	255	233	269	292	230	207	11.11%	522	426	22.54%
On-Call: Johnston/Grimes	272	315	338	238	223	169	185	281	-34.16%	354	551	-35.75%
#73 Flex: Urbandale/Windsor Heights	307	330	414	378	386	355	371	527	-29.60%	726	1,247	-41.78%
#72 Flex: West Des Moines/Clive	3,377	3,917	3,737	3,227	3,774	3,595	3,821	3,952	-3.31%	7,416	7,960	-6.83%
#74 Flex: NW Urbandale	556	641	629	475	400	487	542	187	100.00%	1,029	187	100.00%
On-Call: REGIONAL	54	87	131	79	331	318	370	144	156.94%	688	685	0.44%
DART Paratransit Ridership	10,416	11,579	11,598	10,315	11,763	10,988	10,656	11,372	-6.30%	21,644	23,805	-9.08%
Bus/Van	9,819	10,948	10,954	9,650	11,064	10,192	9,860	10,475	-5.87%	20,052	21,932	-8.57%
Cab	597	631	644	665	699	796	796	897	-11.26%	1,592	1,873	-15.00%
DART RideShare Ridership	19,033	20,500	20,138	16,976	18,573	17,527	17,056	17,564	-2.89%	34,583	36,182	-4.42%
TOTAL RIDERSHIP	363,395	394,472	414,397	381,549	336,283	326,116	586,986	578,156	1.53%	913,102	914,543	-0.16%



Customer Engagement Report August 2015

	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015	FY16 Year To Date	FY15 Year To Date
Total System Monthly Ridership	473,960	360,688	364,557	372,440	363,514	394,598	414,501	381,481	336,215	325,964	586,855	913,102	914,543
Total Fixed Route Ridership	439,025	332,964	334,381	341,476	333,946	362,393	382,661	354,258	305,947	297,601	559,274	856,875	854,556
Website													
Unique Visitors	41,187	34,366	32,230	36,111	35,168	32,641	32,344	32,640	33,355	31,579	42,312	73,891	90,798
Social Media													
Facebook Page Likes	757	778	778	837	864	857	903	1,047	1,066	1,100	1,185		
Twitter Followers	1,275	1,302	1,361	1,398	1,418	1,420	1,443	1,476	1,509	1,522	1,560		
Email													
Subscribers	NA	3,027	3,039	3,073	3,091	3,161	2,947	2,963	2,972	2,984	3,009		
MYDART Trip Planner													
Trip Plans	21,582	16,142	14,229	16,577	16,418	13,590	11,620	11,734	12,166	11,181	16,312	27,493	33,149
Next Bus	2,990	1,301	2,938	5,689	4,626	3,405	2,686	2,415	2,508	2,370	2,630	5,000	1,811
Schedules	4,077	2,769	2,818	3,580	3,097	2,855	2,574	1,964	2,468	2,391	3,284	5,675	13,958
Real-Time Tools													
On-Time App sessions	NA	NA	NA	NA	1,274	3,520	4,216	5,074	9,907	11,514	13,581	25,095	-
SMS Text Messaging	NA	NA	NA	NA	15,743	27,072	32,448	39,252	47,862	51,697	47,434	99,131	-
IVR - Automated Phone Information	NA	NA	NA	1,497	5,440	5,952	6,307	6,531	7,467	7,797	9,065	16,862	-



MONTHLY REPORT



11A: Operations Department

Staff Resources: Elizabeth Presutti, General Manager

Transportation - Randy McKern, Manager

- Along with the General Manager and Facilities Manager, we met with officials at the State Capitol on Friday, September 11, 2015 for a post State Fair meeting. State Fair officials were pleased with DART's overall service and contribution to the many visitors to the Capital. The collective parties, plan to do a post walk through (TBD) in preparation for the 2016 Iowa State Fair. Additionally, DART and State Capitol Officials will conduct a pre-walk through of the Capital grounds to ensure all are in agreement with regards to proper locations of signage, portable toilets, and ticket booth prior to the first day of the 2016 Fair.

Maintenance - Scott Reed, Manager

- I have met with the Champion representative from Hogle Bus to finalize the specifications and pricing of our next medium duty bus order. Specifications are complete and pricing should be finalized prior to the Commission meeting.
- The refurbished articulated buses have all been thru the make ready process and have been placed in revenue service.
- The Maintenance Managers and Supervisors attended a SMART goals workshop and began development of department and personal goals that align with DART's strategic priorities. Goals should be finalized in October.

Paratransit - Matt Johnson, Manager

- Paratransit Safety Meetings were conducted on Tuesday, September 8th at DART Central Station. Topics covered included ongoing Mobile Data Terminal computer use and training, emergency bus evacuation procedures, as well as various customer service topics.
- DART Paratransit transported a number of passengers to the Polk County Volunteer Event at Veteran's Memorial on September 10th.

Training - Mike Kaiser, Interim

- Fixed Route has graduated three (3) Fixed Route Operators and placed in active service. There are currently two (2) Fixed Route Operators and one (1) Paratransit Operator in cadet training. Additionally, one (2) Fixed Route Operators and two (2) Paratransit Operators currently in CDL Training.

Facilities - Matt Pitstick, Manager

- Construction at 1100 DARTway continues to progress, expecting substantial completion mid October for the Operations Admin Remodel.
- Summer concrete replacement is complete. Service lane improvements are nearly complete, walk through door replacement remains.



MONTHLY REPORT
10A: Operations

- DART Central Station completed exterior LED lamp replacement. Switching from florescent to LED will show significant energy savings.

Service Management - Mike Kaiser, Lead Supervisor

- Road construction, Fall Block Parties, various community races and events have kept the staff busy planning, implementing and maintaining detours and an acceptable on street presence.
- The team is continuing to work with all departments answering customer comments and attempting to resolve customer issues.



MONTHLY REPORT



11B: Engagement

Staff Resources: Amanda Wanke, Chief Engagement and Communications Officer

Customer Service - John Clark, Customer Service Manager

August 2015 Employer and Group Presentations:

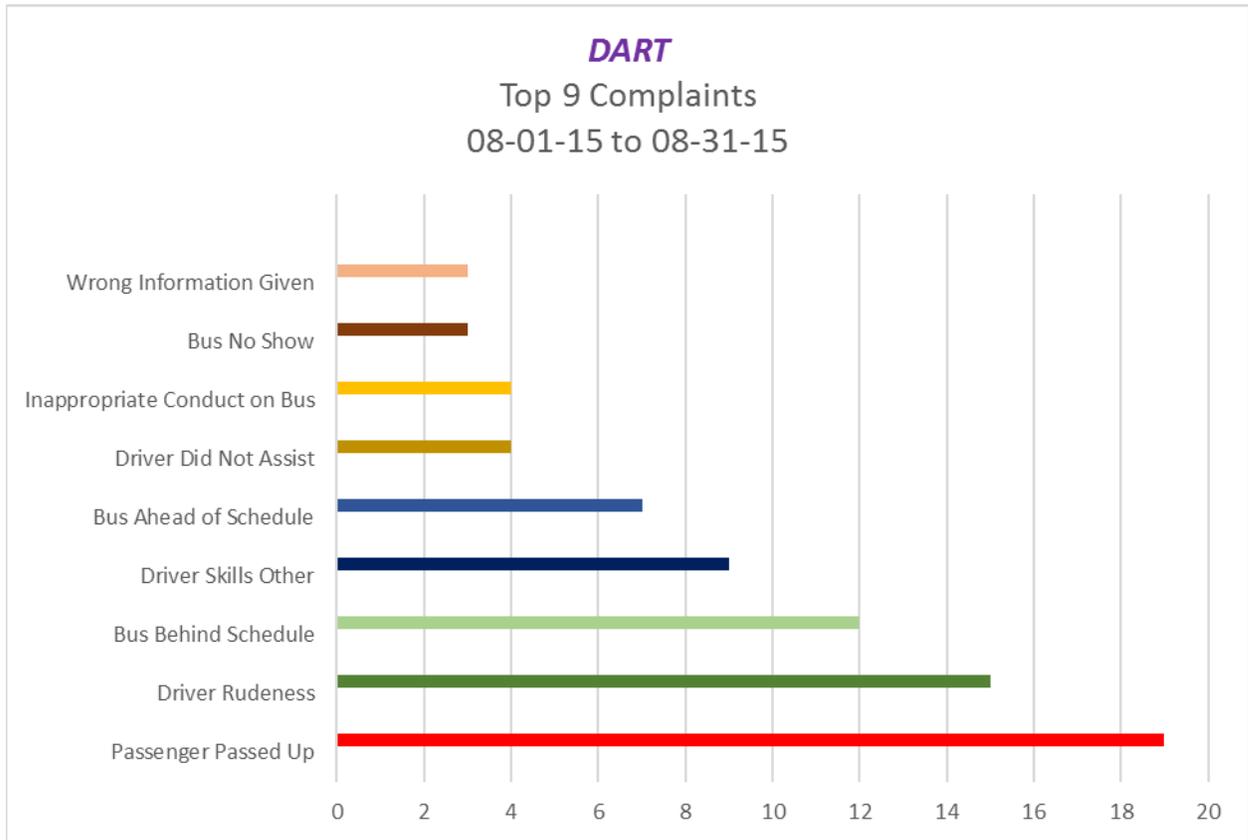
- Principal Orientation (4 visits)
- Train The Trainer
- Smart Steps (2)
- Community Engagement: Unlimited Access (6 visits)

August 2015 Website Communication and Messages:

- Completed Answered emails – 0
- Bus Stop/Shelter Requests – 0
- Contact/Feedback Forms – 77
- Customer Service Requests – 0
- Other/Misc. – 7
- Voicemails – 105, voicemails requiring response – 25 (24%)

Total Calls for August 2015:

- Schedule Information – 8955
- Spanish Line – 53
- Receptionist – 596
- RideShare – 320



- The top five comments for August 2015 were: Passenger Passed Up, Driver Rudeness, Bus Behind Schedule, Driver Skills Other and Bus Ahead of Schedule.
- In summary, in August 2015 we had 110 complaints, 25 commendations and 19 inquiries/suggestions. All have been investigated and closed.

Staff Commendations:

DART had several comments in August 2015 recognizing DART staff:

- Customer named Jackie came up to the customer service window and stated she wanted to give a compliment to the On-Call Carlisle Bus Driver named Steve. "He was incredibly polite, kind, careful and safe. I really enjoyed my trip with him."
- Received feedback via Facebook stating: Ellye is doing a great job with the folks from Plymouth Place (Ten Toes Express). She is a very friendly person who has really connected with our group.
- Customer named Bryce came up to the customer service window and stated he wanted to commend Rhonda who drove Route 99 on 8/12/2015. "She is exceptional. She greets you in a positive, professional manner each morning and wishes you a good day when you leave her bus. Most importantly, she understands the value of the rider's experience. So many drivers accelerate excessively and hit the brakes way too hard and way too late. Rhonda understands that the bus ride should not be a challenge. I greatly appreciate her approach to driving and wish the rest of your drivers would adopt the same approach. I hope when it

MONTHLY REPORT 11B: Engagement



comes time for her review that she is recognized as one of your very best. Please reward her. She deserves it!"

Marketing and Communications - *Kirstin Baer-Harding, Marketing Director*

- Staff attended the September 9 TRAC meeting and provided an update on the upcoming Try Transit Week events and the RideShare 20th Anniversary.
- Staff attended the Southwest 9th Street DSMove event on September 13. The event was well attended. A special thanks to the following staff who assisted in the event: Ethan Standard, Madi Linkenmeyer, Lyle Mayberry and Marlon Paiz.
- Staff assisted with the Leaders in Motion event on September 17, held at DART Central Station.
- Staff has been assisting in developing and coordinating a week-long social media contest in celebration of the 10th Anniversary for the Bike & Ride Program. The contest is September 21 – 25 and includes daily prizes and a weekly grand prize for daily interaction.
- Staff is coordinating with RideShare and finalizing the materials for the upcoming 20th Anniversary along with the fall ridership promotion. The 20th Anniversary event will be held at the Temple of Performing Arts from 11:30 a.m. – 1 p.m. on October 14. The fall promotion will offer new riders who join a DART RideShare vanpool in October 2015 a 20 percent discount on the first month's fare. Existing riders will also receive a 20 percent discount as a thank you for their commitment to RideShare.
- Staff is coordinating with Human Resources on the integration of the new online application software into the current website. The new system will provide a streamlined process for applicants and hiring managers.
- Staff is assisting with the material for the upcoming safety banquet on Saturday, October 17, 2015.
- Staff will have a booth at the Saturday, October 3 downtown Farmers Market to kick off the beginning of Try Transit Week. Staff will be promoting the weekly events, demonstrating the RideTime app and available to answer schedule information questions.
- Staff has deployed communications for the upcoming Try Transit Week, Oct. 4-10. DART will give free rides on all Local, Express, Flex and On Call services during the week. DART will also hold events throughout Greater Des Moines to provide convenient, fun opportunities to "Try Transit."

Events Planned All Week

- **Mon 10/5: Kickoff at DART Central Station**
Share why or where you ride DART to enter daily and grand prize drawings. Get your "I rode DART today" button and other giveaways. DART staff will be available all day to answer questions and help you "Try Transit!"
- **Tues 10/6: Coffee with DART along the D-Line**
Get a free 16-ounce coffee when you ride the D-Line to Sidebar in Capital Square, Mars Café in the East Village or Ritual Café in the Western Gateway between 7:30 - 9:30 a.m. DART staff will give you a free coffee voucher as you exit the bus.



MONTHLY REPORT

11B: Engagement

- **Wed 10/7: Walk with DART – Healthiest State Initiative**
Meet near the DART bus shelter at Cowles Commons by 11:45 a.m. We will walk west on Locust to the downtown public library before taking the D-Line back to Cowles Commons for light refreshments. Join our walk here: <http://bit.ly/1QlrjA>.
- **Thurs 10/8: Try Transit Tailgate: Ankeny**
Ankeny residents are invited to the Mercy North Park & Ride to commute together to downtown Des Moines. On the afternoon return trip (from 3:30 – 6:30 p.m.), enjoy tailgate-style snacks, be entered to win prizes and get all your public transit questions answered.
- **Fri 10/9: Happy Hour on Route 60**
Enjoy free appetizers when you ride Route 60 to Exile Brewing in the Western Gateway, Star Bar on Ingersoll or Louie's Wine Dive on University & 41st from 3:30–6 p.m. DART staff will give you a free appetizers voucher as you exit the bus.
- **Try Transit from your City! (Tuesday – Friday)**
Buddy up and commute to downtown Des Moines with your neighbor, friend, coworker or anyone from your city! DART staff will be at each of the Park & Ride locations below to greet you, answers any questions you may have and help you “Try Transit!”
 - **Tuesday:** Altoona Walmart Park & Ride from 6 – 7:30 a.m. ([Route 99 Altoona](#))
 - **Wednesday:** Price Chopper Johnston Park & Ride from 6 – 8 a.m. ([Route 93 NW 86th](#))
 - **Thursday:** Ankeny Mercy North Park & Ride from 6 – 8 a.m. ([Route 98 Ankeny](#))
 - **Friday:** Valley West Park & Ride from 6 – 8 a.m. (Local Routes [3 University](#), [52 Valley West / Jordan Creek Crosstown](#), Flex Routes [72 West Des Moines / Clive](#), [74 NW Urbandale](#), Express Route [94 Westown](#))

The events will be promoted throughout the week on DART and community websites, bus flyers and audio messaging, panel cards, DART Central Station signage, email and social media.

Planning - James Tishim, Planning Director

Projects and Meetings:

- DART Forward 2035 Transit Service Plan Update: We have been working with our consultant Transportation Management and Design (TMD) on the Statement of Work (SOW) for the DART Forward Transit Service Plan Update. DART and TMD have completed the SOW. A presentation of the SOW and budget will be presented at the Commission Meeting.
- TRAC September Meeting: The fifth TRAC meeting for 2015 was held on September 9, 2015. Discussion items included:
 - DART Reasonable Modification Policy – Jim Tishim, Planning Director
 - DART Employee Management – Steve Hansen, Human Resources Manager
 - Upcoming Events & Promotions - Kirstin Baer-Harding, Marketing Director
 - Rideshare Program Update – Jennifer Long, Rideshare Program Coordinator

In addition, the TRAC Committee completed nominations for the 2015 TRAC Leadership elections.

MONTHLY REPORT
11B: Engagement



Service Planning:

- *Altoona Prairie Crossing Development:* Planning staff held a meeting with Heart of America Group, New England Development and Snyder & Associates to discuss locations for a DART staging area to provide service to the new Altoona Prairie Crossing Development.
- *Post August 23, 2015 Service Changes:* The Planning Department is evaluating all trips associated with the Des Moines Public School District for load factors, additional stops requested and schedule adjustments. Currently, ridership and scheduling data are being collected on all trips. Special attention will be placed on the major changes to four south side schools; McCombs, Brody and Weeks Middle Schools and Lincoln High School that took effect when school started on Wednesday, August 26, 2015.

RideShare - Jennifer Long, RideShare Program Coordinator

August 2015

- Staff attended Grab and Go's at Principal Financial, Ruan Transportation, Nationwide Insurance and EMC Insurance.
- Staff continued the 20 Week Countdown to 20th Anniversary emails to all riders. These include spotlight on riders who have been with the program for the entire 20 years, contests and fun facts.
- Staff affixed magnets to the side of several vans which show the origination and destination of the vanpool route. Staff received several calls from potential riders after seeing the magnets on the road.



MONTHLY REPORT



11C: Procurement

Staff Resource: Mike Tiedens, Procurement Manager

Procurements in Process:

Housekeeping Services – DART is seeking a contractor to provide Housekeeping Services at DART Central Station. The Housekeeping Services will ensure the cleanliness and safety of the interior and exterior of DART Central Station.

- RFP Published on August 28, 2015
- Proposals were due on September 25, 2015

Security Services – DART is seeking a contractor to provide on-site Security Services at DART Central Station.

- RFP Published on September 23, 2015
- Proposals are due on October 21, 2015

Compensation Study – DART is seeking a contractor to perform a Compensation Study

- RFP Published on September 23, 2015
- Proposals are due on October 14, 2015

Contracts and Task Orders Approved Recently:

Service Lane Resurfacing (1100 DART Way)

- This is an upgrade to the Service Lane where buses are fueled and washed. The work calls for the removal of the existing coatings on the walls and ceiling, cleaning surfaces and re-coating all surfaces with a high performance coating.
 - 4 quotes were received for the project
 - Wes Jarnagin Painting submitted the lowest responsible bid at \$31,220.00
 - Funding is from the State of Iowa, Department of Transportation PTIG Grant
 - Work is currently under way

Facilities and Maintenance Trucks

- DART's capital plan calls for the replacement of two (2) pickup trucks to be used by the Facilities Department and the Maintenance Department. The Maintenance truck will be used primarily for assistance during road calls and the Facilities truck will be used primarily for bus stop sign maintenance.
 - 2 quotes were received for the trucks:
 - Karl Chevrolet
 - Deery Brothers Chevrolet



MONTHLY REPORT
11C: Procurement

- Karl Chevrolet submitted the lowest responsible bid at \$76,450.18 for both trucks

Power Washing (DART Central Station)

- DART contracts to have all concrete surfaces at DART Central Station power washed on an annual basis to remove dirt, stains and other debris.
 - 4 quotes were received for the bid
 - X-Stream submitted the lowest responsible bid at \$3,400.00
 - Work will begin in late September or early October 2015

Upcoming Procurements:

- Taxi Cab Services
- Armored Car / Courier Services
- Heavy Duty Bus Manufacturer
- RideShare Minivans
- Schedule Printing Services
- Benefits Administration Services
- Occupational Medical Services



MONTHLY REPORT



11D: General Manager

Staff Resource: Elizabeth Presutti, General Manager

- **DART Strategic Planning Process** - The DART management team has continued working on DART's Strategic Plan. Insight Strategies was on-site on September 8-11. Staff spent the time working on organizational and departmental goals. Staff will continue over the next five weeks to refine the goals in order to present them to the DART Commission in November.
- **Grand Rapids Trip** - Commissioner Van Oort, Amanda Wanke and I went to Grand Rapids, Michigan with the Greater Des Moines Partnership to learn more about their transit system on September 23-24. It was a great experience and we learned a lot about what has helped to make them successful with their millage increases and bus rapid transit project. A larger group will be traveling to Kansas City at the end of October to learn about their transit system.
- **Leaders in Motion** - The DART Commission honored former Iowa Congressman Leonard Boswell, Congressman Tom Latham and Senator Tom Harkin with the Leaders in Motion award on September 17, 2015. The Leaders in Motion award was established by the DART Commission to honor those who have been champions for a vibrant and sustainable public transit system. Thank you to all of the Commissioners that were able to attend. It was a great event!
- **DART's New Chief Operating Officer** - DART's new Chief Operating Officer is Timothy Sanderson and his first day will be October 5th. Tim is currently the Director of Transportation Services for the city of Brandon which is located in Manitoba, Canada. Prior to his tenure in Brandon he worked in a variety of leadership positions (Director of Operations, Director of Planning and Director of Administration) at the Nashville MTA, and early on in his career as a bus operator and transit inspector in Winnipeg, Canada. We are looking forward to having Tim onboard!



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

November 3, 2015 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Heavy Duty Bus Purchase 	<ul style="list-style-type: none"> Quarterly Safety Report FY 2017 Budget
December 1, 2015 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Taxi Cab Contract 	<ul style="list-style-type: none"> FY 2017 Budget
January 5, 2015 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Benefits Administration Services RideShare Mini-Vans 	<ul style="list-style-type: none"> FY 2017 Budget

Key Meetings/Dates:

- September 30 – October 2: American Bus Benchmarking Group Annual Meeting - Stockton, CA
- October 4 – October 7: APTA Annual Meeting, San Francisco, CA