



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
APRIL 5, 2016 – 12:00 PM

	PAGE #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF APRIL 5, 2016 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. TRANSIT RIDERS ADVISORY COMMITTEE UPDATE	
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13. OTHER – Communications	
14. CLOSED SESSION	28
15. NEXT MEETING: Regular DART Meeting Tuesday, May 3, 2016 – 12:00 p.m.	
16. 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
MARCH 1, 2016**



ROLL CALL

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Chris Hensley, Bob Mahaffey, Joann Muldoon, Steve Peterson and Steve Van Oort

Commissioner Absent: Gaye Johnson

Alternates Present:

CALL TO ORDER

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

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Chair, Steve Peterson requested a motion to approve the agenda as presented. It was moved by Ms. Connolly and seconded by Ms. Hensley to approve the March 1, 2016 Agenda as presented. The motion carried unanimously.

PUBLIC COMMENT

No comments.

PUBLIC HEARING ON FY 2017 BUDGET AND TAX LEVY RATES

Chair, Steve Peterson requested a motion to announce that a public hearing to discuss the DART FY 2017 budget and tax levy rates was convened and asked for comments from the floor. It was moved by Ms. Connolly and seconded by Ms. Hensley to open the Public Hearing on the FY 2017 Budget and Tax Levy Rates. The motion carried unanimously.

No public comment was heard regarding the FY 2017 Budget and Tax Levey Rates.

Chair, Steve Peterson requested a motion to close the public hearing of the FY 2017 Budget and Tax Levey Rates. It was moved by Mr. Conkling and seconded by Ms. Connolly to close the public hearing on the FY 2017 Budget and Tax Levy Rates. The motion carried unanimously.

ACTION ITEM 6A: APPROVE FY 2017 BUDGET AND TAX LEVY RATES

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the FY 2017 budget and tax levy rates as presented.

Roll Call: Conkling – Nay, Connolly – Yea, Gayman – Yea, Hensley – Yea, Johnson – Absent, Mahaffey – Yea, Muldoon – Yea, Peterson – Yea, Van Oort – Yea. Motion carries.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – MARCH 1, 2016**



CONSENT ITEMS

7A – Commission Meeting Minutes – February 2, 2016

7B – DART Depository Resolution

7C – Transit Shelter Purchase

It was moved by Ms. Connolly and seconded by Ms. Hensley that the consent items be approved. The motion carried unanimously.

ACTION ITEMS

8A – Heavy Duty Bus Purchases

It was moved by Mr. Conkling and seconded by Mr. Gayman that the Commission approve the purchase of seven (7) heavy duty buses from New Flyer of America at a cost Not to Exceed \$3,307,500. The motion carried unanimously.

8B – Benefits Administration Services

It was moved by Mr. Conkling and seconded by Ms. Connolly that the Commission approve a three (3) year contract with two (2), one (1) year options with Frank Berlin & Associates for Benefits Administration Services for the amount Not to Exceed \$206,000. The motion carried unanimously.

8C – Iowa Medicaid Modernization Transportation Broker Contracts

It was moved by Ms. Connolly and seconded by Ms. Hensley to approve DART staff to initiate contracts with new Medicaid-funded Transportation Brokers and/or Managed Care Organizations; Logisticare Solutions, LLC., Medical Transportation Management, Inc., AmeriHealth Carita Iowa, Inc. The motion carried unanimously.

Ms. Connolly Departed the meeting at 12:47 pm.

8D – January 2016 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the January FY 2016 Financials. Fixed Route revenues performed 6.60% below budget projections as of January year to date. Operating expenses are 7.71% below budget projections year to date.

Paratransit revenue is 15.3% lower than budget expectations. Operating expenses are currently 15.91% below forecasted levels.

Rideshare revenues are 16.9% below budgeted levels year to date. Operating expenses are below budgetary expectations by 18.28%.

It was moved by Mr. Mahaffey and seconded by Ms. Hensley that the Commission approve the January FY 2016 Consolidated Financials as presented. The motion carried unanimously.



DISCUSSION ITEMS

9A – January 2016 Performance Report

Ms. Elizabeth Presutti provided an update on the January Performance. Ridership is holding steady, down less than .05% year to date on Fixed Route. As mentioned over the past couple of months, other transit systems have seen a significant decrease in overall ridership of 10% to 30%. DART is doing very well in comparison to other transit systems. Ms. Presutti cited January had one less day in the month contributing to the decrease and anticipates ridership to even itself out in February. Additionally DART has seen a significant reduction in road calls. In January DART experienced a 30% reduction over last year and 10% year to date.

MONTHLY REPORTS

10A – Operations Report

No update.

10B – Engagement

No update.

10C – Procurement

No update.

10D – General Manager

Ms. Presutti, General Manager along with Mr. Joseph Jones from the Greater Des Moines Partnership attended the Kinetic event in Kansas City, Mo., on February 17, 2016 which focused on the future of transportation. The event articulated how technology is going to transform the transportation system of the future.

DART Leadership met with Uber to discuss partnership options and how Uber might be able to compliment DART services in the region. DART will continue conversations with Uber on opportunities to partner as DART looks to the future.

State Legislative meetings were held with State Representative Byrnes and Representative Best, chair and vice-chair respectively of the Kapucian Transportation Committee. At a separate meeting, Ms. Presutti also met with Senator Kapucian, ranking member of the Senate Transportation Committee. Each meeting provided an opportunity to introduce the legislators to DART and discuss current initiatives as well as DART's long-term financial outlook.

Ms. Presutti and Ms. Jamie Schug, DART Chief Financial Officer and Commissioner Bob Mahaffey presented to the Pleasant Hill City Council on the DART Forward 2035 Plan Update. At their request, DART will be working with City of Pleasant Hill staff to see if more Park & Rides can be established for Route 1 service going into Pleasant Hill.

Ms. Presutti was asked by the Greater Des Moines Leadership Institute to be a mentor for the Community Connect Program. The program kicked off February 22, 2016 and concludes at a graduation on March 2, 2016.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – MARCH 1, 2016**



Ms. Presutti announced that Bev Thomas, IPTA's Executive Director retired in January. To assist in the association, DART will be providing support in coordinating their upcoming meetings and assist with the posting and collection of resumes for Executive Director position. DART will assist in performing these duties until a new executive Director is hired.

FUTURE AGENDA ITEMS

No update.

COMMISSIONER ITEMS

No Update.

OTHER COMMUNICATIONS

No update.

NEXT MEETING

April 5, 2016 at 12:00 pm

ADJOURNMENT

A motion by Mr. Conkling and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 1:00 pm. The motion carried unanimously.

FUTURE 2016 MEETING DATES

May 3, June 7, July 12

Chair

Clerk

Date



CONSENT ITEM



7B: FY2017 State Grant Application

Action: Approve the FY2017 consolidated state transit funding application

Staff Resource: Debra Meyer, Financial Analyst

Background:

This consolidated resolution will summarize the individual grant programs included in the annual Iowa Consolidated Transit Funding Application. The Iowa Department of Transportation's Office of Public Transit requires this resolution to be assured that the applying transit system has the necessary local-match resources and the ability to implement the projects according to its rules and regulations. All of the projects in the application support capital and operating projects identified in the FY2017 budgets.

Operating:

State Transit Assistance Formula Funds (STA):

- The State of Iowa allocates approximately \$14.4 million of the registration fees on new vehicle sales to transit; the funds are distributed annually to the 35 rural and urban public transit agencies in Iowa.
- The state estimates the allotment for DART in FY2017 will be \$1.55 million, an increase of over \$110,000 from the current year. DART will be applying for the funds to offset operating costs.

5311– Federal Rural Formula Program:

- The state distributes these federal funds annually based on populations served by DART outside the defined Des Moines Urbanized Area.
- The state lists DART's portion for FY2017 at \$17,449, a 4% decrease from the current year. DART will be applying for the funds to offset paratransit operating costs in the non-urban portions of Polk County.

Capital:

Iowa State Public Transit Infrastructure Grants (PTIG):

- The PTIG program funds vertical infrastructure projects for Iowa transit agencies. The state budget for FY2017 is estimated at \$1.25 million, with no more than 40% of the total going to an individual agency in a single year.
- DART was successful in obtaining prior year grants to renovate the offices of the 1100 DART Way Operations and Maintenance facility. The next two projects are shop drains with an oil-water separator and renovation of the parts office, but located in the maintenance garage.
- DART will request \$172,000 in state funding, which requires a \$43,000 local match.



ACTION ITEM

7B: FY2017 State Grant Application

5339– PTMS Bus Replacements:

- DART buses are eligible to compete for replacement through the state's Public Transit Equipment and Facilities Management System (PTMS), which is funded with clean air or discretionary 5339 funding. Iowa buses typically have to average over 18 years of age to rank high enough to receive funding, so DART does not score well in the PTMS selection process.
- DART will be applying for \$2,632,000 in capital funding to replace seven 2002 model buses; if selected for funding, the project requires a \$658,000 local match.

Recommendation:

- Approve the FY2017 consolidated state transit funding application.



ACTION ITEM



8A:	Advertising Sales, Production, and Installation Services Contracts
Action:	<ol style="list-style-type: none"> 1) Approve a five (5) year contract with three (3), one (1) year options with Advertising Vehicles to provide Print Advertising Sales, Production and Installation Services. 2) Approve a five (5) year contract with three (3), one (1) year options with Commuter Advertising to provide Audio Advertising Services.

Staff Resource: *Amanda Wanke, Chief Engagement and Communications Officer*
Mike Tiedens, Procurement Manager

Background:

- In August/September of 2014, after a RFP process, DART contracted with Houck Transit Advertising to provide advertising production and installation services on the vehicles. At that time, DART staff managed the sale of the advertising.
- Due to changes in staffing and a thorough review of the best way to maximize advertising funding, DART entered into a short-term agreement with Houck Transit Advertising to provide advertising sales services, in addition to the production and installation services, while a competitive proposal was developed for a longer term contract.
- The intent of the RFP is to have all services with one contractor and to maximize revenue opportunities for DART.
- In coordination with awarding the competitive RFP to contract for advertising sales, DART would also terminate the current contract with Houck for the production and installation services.
- In researching advertising opportunities, DART staff discovered the possibility of also adding audio advertising on the vehicles to create an extra source for revenue.
 - Audio ads would be at a specific volume and interval to have impact for advertisers yet provide minimal distraction to the operators.
 - Audio ads would also have the lowest audio priority in relation to stop requests, emergencies, and other announcements.
- The ensuing RFP would have up to two contracts: one for the print advertising sales, production, and installation and another for the audio advertising.
- The advertisers would have the authority to adjust advertising rates.

Procurement:

- DART conducted a Request for Proposals (RFP) the project. The RFP was published on January 6, 2016 and proposals were due at 2:00 PM CDT on February 5, 2016.
- Three (3) proposals were received, and all proposals were deemed responsive:
 - Advertising Vehicles (Print)



ACTION ITEM

8A: Advertising Sales, Production, and Installation Services Contracts

- o Houck Transit Advertising (Print)
- o Commuter Advertising (Audio)
- Interviews with all three proposers were held on March 10, 2016.
- Advertising Vehicles scored the highest for the print advertising services (on a 5 point scale)
 - o Advertising Vehicles = 4.4
 - o Houck Transit Advertising = 3.5
- Commuter Advertising was the only proposer for the audio advertising and their score was 3.2 out of 5

Funding:

- There will be no expense for DART for the contracts. They are revenue contracts.

Revenue Projections:

Print Advertising - Advertising Vehicles

Year	Projected Gross Sales	Projected DART Revenue	DART %	Minimum Guarantee
Year 1	\$425,565	\$242,572	57%	\$200,000
Year 2	\$519,189	\$295,937	57%	\$215,000
Year 3	\$565,916	\$322,572	57%	\$230,000
Year 4	\$611,189	\$348,378	57%	\$245,000
Year 5	\$653,972	\$372,764	57%	\$260,000
Total Years 1 - 5	\$2,775,833	\$1,158,224		\$1,150,500

Audio Advertising - Commuter Advertising

Year	Projected Gross Sales	Projected DART Revenue	DART %	Minimum Guarantee
Year 1	\$35,000	\$12,250	35%	\$5,000
Year 2	\$50,000	\$17,500	35%	\$5,000
Year 3	\$55,000	\$19,250	35%	\$7,500
Year 4	\$60,000	\$22,800	38%	\$7,500
Year 5	\$75,000	\$26,500	38%	\$7,500
Total Years 1 - 5	\$275,000	\$100,300		\$32,500

Recommendation:

- Approval of a contract with two firms for advertising services:
 - o Five (5) year contract with three (3), one (1) year options with Advertising Vehicles for print advertising sales, production, installation, and removal
 - o Five (5) year contract with three (3), one (1) year options with Commuter Advertising for audio advertising sales and installation



ACTION ITEM



8B: February FY2016 Consolidated Financial Report

Action: Approve the February FY2016 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue is at 7.55% below budget levels. Advertising Revenue and Cash Fares are currently trending under budget.
- Fixed Route Non-Operating Revenue is currently 1.9% below budget levels.
- Paratransit Operating Revenue is 15.79% lower than budget expectations. Contracted trips were below budgeted levels while cash fares are outpacing budget expectations.
- Paratransit Non-Operating Revenue is currently 0.4% higher than budget.
- Rideshare Revenues are 15.95% below budgeted levels year to date. Rideshare revenue continues to cover expenses.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 6.25% below budget projections. Fuel and Lubricants, Salaries, Wages, and Fringes, and Insurance Expense are the top three drivers of savings.
- Paratransit Budget Summary – Operating expenses are 15.28% below forecasted levels. Fuel and Lubricants, Salaries, Wages, & Fringes, and Equipment Repair Parts were the largest drivers of savings.
- Rideshare Budget Summary – Rideshare Expenses are below budgetary expectations by 18.03%. Fuel and Lubricants, Equipment Repair Parts, and Salaries, Wages and Fringes are the top three categories showing the most savings.

Recommendation:

- Approve the February FY2016 Consolidated Financial Report.

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

Fixed Route	\$	558,229	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	129,221	FY2016
Rideshare	\$	<u>11,288</u>	\$20,202.14
Total	\$	698,739	

FY2016 Financials: February 2016

FIXED ROUTE	February 2016			Year-To-Date-(8) Months Ending 02/29/2016		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	347,086	423,250	(76,164)	3,130,304	3,386,000	(255,696)
Non-Operating Revenue	1,718,772	1,729,248	(10,476)	13,571,211	13,833,987	(262,775)
Subtotal	2,065,858	2,152,498	(86,640)	16,701,515	17,219,987	(518,472)
Operating Expenses	1,969,237	2,152,498	183,262	16,143,286	17,219,987	1,076,701
Gain/(Loss)	96,622	-	96,622	558,229	-	558,229

PARATRANSIT	February 2016			Year-To-Date-(8) Months Ending 02/29/2016		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	136,627	169,083	(32,456)	1,139,052	1,352,667	(213,614)
Non-Operating Revenue	108,814	108,564	250	871,979	868,513	3,465
Subtotal	245,441	277,648	(32,206)	2,011,031	2,221,180	(210,149)
Operating Expenses	220,285	277,648	57,363	1,881,810	2,221,180	339,370
Gain/(Loss)	25,157	-	25,157	129,221	-	129,221

RIDESHARE	February 2016			Year-To-Date-(8) Months Ending 02/29/2016		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	66,771	76,250	(9,479)	512,683	610,000	(97,317)
Non-Operating Revenue	-	208	(208)	-	1,042	(1,042)
Subtotal	66,771	76,458	(9,687)	512,683	611,042	(98,359)
Operating Expenses	62,680	76,458	13,778	501,394	611,667	110,272
Gain/(Loss)	4,091	-	4,091	11,288	-	11,913



DISCUSSION ITEM



9A: RideShark Software Partnership

Staff Resource: Jamie Schug, Chief Financial Officer

-
- A presentation regarding the statewide partnership for online ride matching services will be provided at the meeting.



DISCUSSION ITEM



9B: 1100 DART Way Renovation – Phase 3 Update

Staff Resource: Tim Sanderson, Chief Operating Officer

- A presentation on the plans for the third phase of the 1100 DART Way Renovation will be provided at the meeting.



System Summary Performance Report February 2016

	August 2015	September 2015	October 2015	November 2015	December 2015	January 2015	February 2016	February 2015	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
DART Fixed Route												
Total Ridership	556,686	387,870	419,434	343,988	334,455	336,977	349,696	333,946	4.72%	3,026,671	3,023,877	0.09%
OTT Ridership	22,799	22,819	19,161	21,680	21,542	20,444	20,376	19,922	2.28%	172,488	184,459	-6.49%
Unlimited Access Ridership	29,871	32,277	29,027	27,997	26,905	27,634	29,486	28,528	3.36%	231,825	251,046	-7.66%
Bike Rack Usage	6,421	6,163	5,670	3,345	2,685	1,599	1,917	1,287	48.95%	33,962	33,603	1.07%
Passengers/Revenue Hour	21.81	22.00	22.54	20.72	18.36	19.46	19.77	19.52	1.27%	20.20	20.76	-2.69%
Avg. Passengers Weekday	19,257	16,679	17,043	16,160	13,711	14,946	15,058	15,112	-0.36%	15,618	15,776	-1.00%
Avg. Passengers Weekend Day	15,230	4,701	4,944	3,695	4,102	3,806	4,184	3,963	5.59%	5,673	5,407	4.92%
Complaints/100,000 Riders	19.76	36.61	21.93	22.09	21.83	17.21	19.16	30.84	-37.88%	23.33	30.19	-22.74%
Commendations/100,000 Riders	4.49	2.84	1.19	1.16	1.49	1.78	2.86	3.29	-13.19%	2.48	2.65	-6.34%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.91	2.20	1.04	1.82	1.43	0.75	2.19	2.28	-3.90%	1.33	1.62	-17.94%
Non-Preventable/100,000 Miles	1.52	2.57	2.09	1.09	1.43	3.37	1.83	4.18	-56.32%	1.49	1.32	12.40%
Maintenance:												
Total Service Miles	328,484	272,499	287,281	274,056	280,461	267,239	273,888	263,213	4.06%	2,258,766	2,224,197	1.55%
Road Calls/100,000 Miles	18.87	19.08	16.36	17.51	17.47	17.96	22.27	21.28	4.68%	18.33	20.01	-8.39%
Active Vehicles in Fleet	126	126	126	126	126	123	123	126	-2.38%	125	126	-0.60%
DART Paratransit												
Total Ridership	10,656	10,459	10,694	9,194	9,904	9,561	9,706	10,416	-6.82%	81,162	89,770	-9.59%
Passengers/Revenue Hour	2.66	2.77	2.69	2.67	2.57	2.57	2.73	2.80	-2.50%	2.66	2.84	-6.51%
Average Trip Length	5.21	5.36	5.36	5.45	5.60	5.48	5.56	6.05	-8.12%	5.46	5.59	-2.35%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	5.35	3.49	3.99	0.00	3.82	0.00	4.76	-100.00%	3.39	1.20	183.18%
Non-Preventable/100,000 Miles	0.00	1.78	0.00	3.99	1.80	0.00	5.56	1.59	250.38%	1.81	1.79	0.69%
Maintenance:												
Total Miles Operated	55,472	56,040	57,367	50,082	55,451	52,360	53,944	63,003	-14.38%	443,076	501,875	-11.72%
Active Vehicles in Fleet	21	21	21	21	21	21	21	21	0.00%	21	20	3.70%
DART RideShare												
Total Ridership	17,056	17,550	18,578	16,133	16,349	17,515	17,703	19,033	-6.99%	138,411	154,922	-10.66%
Total Vans in Circulation	88	88	88	87	87	90	89	94	-5.32%	88	93	-5.50%
Total RideShare Customers	636	639	635	615	623	625	621	708	-12.29%	630	705	-10.64%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.00	0.00	1.36	0.68	0.67	0.00	100.00%	0.50	0.24	113.74%
Non-Preventable	0.00	0.66	0.63	0.74	0.68	0.00	0.00	0.00	0.00%	0.42	0.55	-23.67%
Maintenance:												
Total Miles Operated	150,020	152,501	157,836	135,958	147,129	147,378	149,086	152,187	-2.04%	1,194,512	1,276,562	-6.43%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	100	0.00%



System Performance Ridership Report February 2016

	August 2015	September 2015	October 2015	November 2015	December 2015	January 2015	February 2016	February 2015	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
DART Fixed Route Ridership	556,686	387,870	419,434	343,988	334,455	336,977	349,696	333,946	4.72%	3,026,671	3,023,877	0.09%
Local Routes:												
#1 - Fairgrounds	261,876	23,465	24,959	20,178	19,214	19,896	20,883	19,876	5.07%	405,799	383,886	5.71%
#3 - University	34,821	35,213	40,265	32,363	32,108	29,804	31,324	30,612	2.33%	269,684	275,717	-2.19%
#4 - E. 14th	16,740	18,970	20,510	16,744	17,322	17,237	17,173	16,319	5.23%	141,448	141,799	-0.25%
#5 - Franklin Ave	2,666	8,551	8,260	7,026	7,303	7,526	8,092	3,274	147.16%	50,747	24,235	109.40%
#6 - Indianola Ave.	25,292	34,057	36,688	29,826	28,347	27,177	28,567	23,623	20.93%	234,434	201,672	16.25%
#7 - SW 9th St.	27,391	36,949	41,193	35,179	33,131	34,936	35,501	32,454	9.39%	269,949	268,611	0.50%
#8 - Fleur Dr.	2,597	5,920	5,973	4,247	4,305	4,626	5,142	3,974	29.39%	34,776	31,941	8.88%
#11 - Ingersoll Ave.	2,026	2,420	2,066	1,709	1,960	1,962	2,306	2,102	9.71%	16,472	18,266	-9.82%
#13 - Evergreen/SE Park Ave.	2,045	8,627	8,735	7,298	6,301	7,195	7,282	7,119	2.29%	48,117	45,003	6.92%
#14 - Beaver Ave.	16,511	24,389	26,183	21,990	20,388	21,273	20,862	23,828	-12.45%	166,789	189,241	-11.86%
#15 - 6th Ave.	22,023	28,035	30,391	24,829	23,492	25,044	26,359	24,456	7.78%	200,859	198,603	1.14%
#16 - Douglas Ave.	32,031	41,788	44,778	36,082	35,501	34,431	36,412	34,795	4.65%	291,499	301,452	-3.30%
#17 - Hubbell Ave.	21,870	24,207	26,582	21,647	20,744	21,155	21,836	18,059	20.91%	179,965	163,500	10.07%
#51 - Merle Hay Crosstown	2,983	0	0	0	0	0	0	2,550	-100.00%	5,465	20,062	-72.76%
#52 - Valley West/Jordan Creek	14,896	14,428	17,308	14,382	15,397	13,154	13,776	13,502	2.03%	118,236	125,488	-5.78%
#60 - Ingersoll/University	29,436	37,174	39,859	32,220	30,718	31,768	32,697	31,064	5.26%	261,617	246,670	6.06%
Shuttle Routes:												
Link Shuttle	1,185	1,331	1,557	1,372	1,371	2,036	2,264	862	162.65%	12,014	6,746	78.09%
Dline	13,374	14,457	14,551	12,194	12,335	12,051	11,937	11,256	6.05%	105,695	107,951	-2.09%
Lincoln/McCombs	0	0	0	0	0	0	0	8,784	-100.00%	0	57,477	-100.00%
Express Routes:												
#91 - Merle Hay Express	1,061	1,123	1,177	965	920	954	1,008	842	19.71%	8,266	6,742	22.60%
#92 - Hickman Express	2,763	3,015	2,888	2,356	2,294	2,610	2,831	2,719	4.12%	21,611	22,952	-5.84%
#93 - NW 86th Express	2,691	3,053	3,104	2,487	2,498	2,784	3,086	2,627	17.47%	22,638	23,913	-5.33%
#94 - Westtown	855	761	1,008	828	951	940	905	855	5.85%	7,203	7,472	-3.60%
#95 - Vista	2,142	1,975	2,219	1,644	1,771	1,766	1,775	1,906	-6.87%	15,480	14,588	6.11%
#96 - E.P. True	3,032	3,171	3,188	2,489	2,409	2,377	2,483	2,665	-6.83%	22,196	21,898	1.36%
#98 - Ankeny	7,466	8,137	8,508	7,485	6,924	7,508	8,174	7,392	10.58%	61,154	61,619	-0.75%
#99 - Altoona	1,462	1,441	1,616	1,474	1,495	1,470	1,524	1,686	-9.61%	11,855	12,840	-7.67%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	230	285	274	218	263	280	180	179	0.56%	2,022	1,734	16.61%
On-Call: Johnston/Grimes	185	202	219	168	134	182	244	272	-10.29%	1,503	2,319	-35.19%
#73 Flex: Urbandale/Windsor Heights	347	299	354	301	307	378	326	307	6.19%	2,655	3,281	-19.08%
#72 Flex: West Des Moines/Clive	3,777	3,725	4,309	3,737	3,901	3,793	4,083	3,377	20.91%	30,863	31,718	-2.70%
#74 Flex: NW Urbandale	542	633	610	463	569	605	590	556	6.12%	4,499	3,271	37.54%
On-Call: REGIONAL	370	69	102	87	82	59	74	54	37.04%	1,161	1,210	-4.05%
DART Paratransit Ridership	10,656	10,459	10,694	9,194	9,904	9,561	9,706	10,416	-6.82%	81,162	89,770	-9.59%
Bus/Van	9,860	9,502	9,743	8,409	8,936	8,572	8,784	9,819	-10.54%	73,998	83,171	-11.03%
Cab	796	957	951	785	968	989	922	597	54.44%	7,164	6,599	8.56%
DART RideShare Ridership	17,056	17,550	18,578	16,133	16,349	17,515	17,703	19,033	-6.99%	138,411	154,922	-10.66%
TOTAL RIDERSHIP	584,398	415,879	448,706	369,315	360,708	364,053	377,105	363,395	3.77%	3,246,244	3,268,569	-0.68%



MONTHLY REPORT



10A: Operations

Staff Resource: *Tim Sanderson, Chief Operating Officer*

- On March 22 and 23, Tim Sanderson (COO) and Matt Johnson (Paratransit Manager) attended the ABBG Benchmarking Conference in Spokane, WA. This was an extremely valuable session that provided a great deal of information on industry best practices as well as methods to increase the efficiency and effectiveness of DART's Paratransit system.
- On March 30 and April 1 DART was honored to assist in the funeral services for DMPD Officers Susan Farrell and Carlos Puento Morales. DART contributed four articulated buses which were part of the procession for both services. Additionally, these vehicles were used to shuttle mourners to and from the services to satellite parking facilities.
- On April 1, DART Paratransit experienced the conversion to the revamped Medicaid system with very few issues. Anticipating that there was a potential for service disruption and related issues, DART Paratransit staff made contact with affected individuals in order to reassure them that DART would assist them with their transportation needs. Although it is still early in the transition, initial signs are encouraging that DART can enter this new era with minimal disruption.



10B:	Engagement
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Staff Resources: Amanda Wanke, Chief Engagement and Communications Officer

Engagement – Amanda Wanke, Chief Engagement and Communications Officer

- **DART Forward 2035 Transit Service Plan Update:** TMD was on site in Des Moines February 29 to March 3. During this time TMD participated in meetings with the following groups:
 - DART Commission
 - Transit Future Working Group
 - Project Advisory Committee
 - Transit Riders Authority Committee
 - Des Moines Public Schools
 - MPO Technical Committee
 - Polk County Supervisors
 - Downtown Walkability Study
 - Principal Financial Group

The purpose of these meetings was to gather input from key stakeholders on the types of service improvements they would like to see to an update of the DART Forward 2035 plan as well as share the guiding principles to be used for the development of service recommendations.

While on site, TMD also participated in the following public meetings to share key findings and engage current riders as well as members of the general public:

- DART Central Station (public meeting)
- DART Central Station (pop-up meeting)
- Jordan Creek Town Center (pop-up meeting)
- DMACC Southridge Campus (public meeting)
- Ankeny City Hall (public meeting)
- North Side Public Library (public meeting)
- Pleasant Hill Public Library (public meeting)
- Urbandale Public Library (public meeting)
- Altoona HyVee (public meeting)
- Johnston Public Library (public meeting)

Since the on-site visit, TMD has been working on finalizing the *Market Analysis* and *Service Evaluation* deliverables and has begun to brainstorm recommendations for updates to the DART Forward 2035 Transit Services Plan.

**MONTHLY REPORT
10B: Engagement**



Community and Customer Relations – John Clark, Community and Customer Relations Manager

February 2016 Website Communication and Messages:

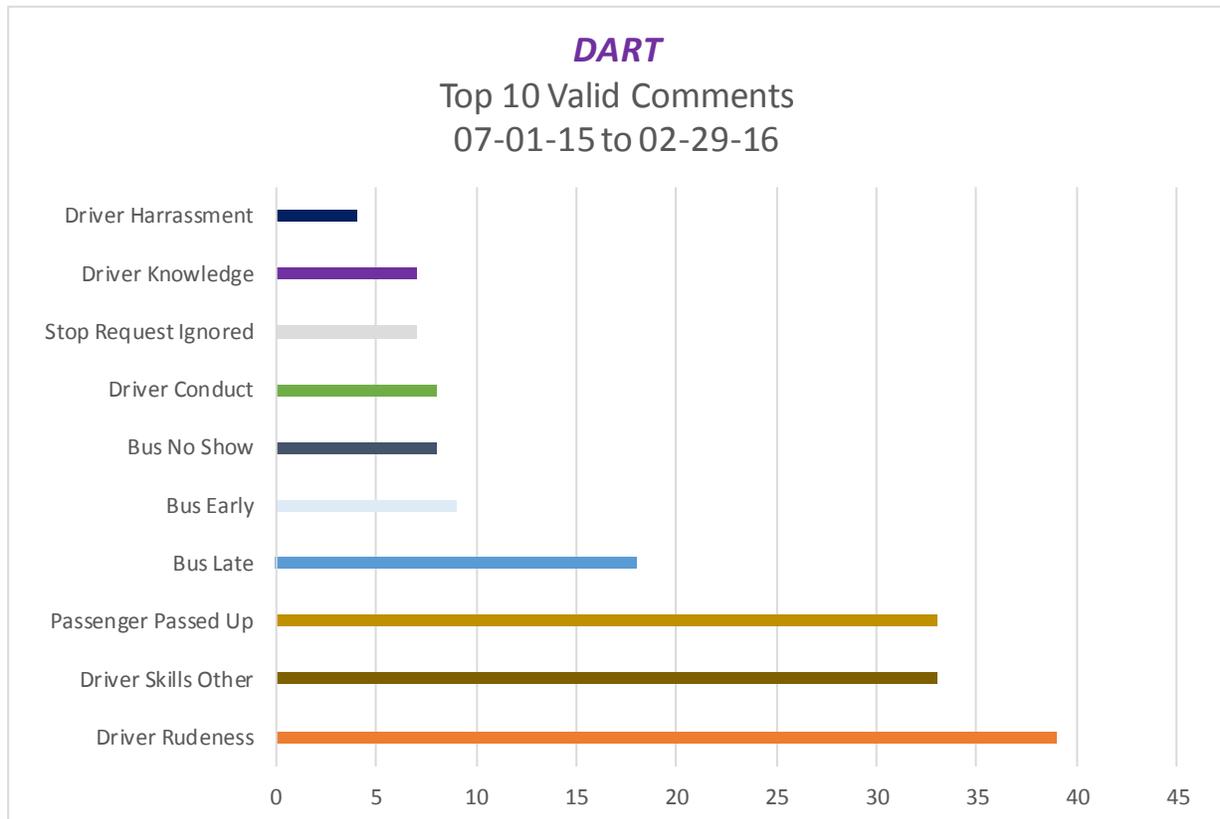
- Contact/Feedback Form – 42
- Other/Misc. – 9
- Voicemails – 93, voicemails requiring response – 15 (16%)

Total Calls for February 2016:

- Schedule Information – 8322
- Spanish Line – 79
- Receptionist – 616
- RideShare – 321

Total of Community Events Performed for February 2016:

- DART How to Ride Training Sessions – 1
- Grab & Go – 1
- Mobility Coordination Functions– 4
- Smart Steps Training – 1
- Unlimited Access Meetings – 3
- Community Speaking (DART Forward)- 3





Marketing and Communications

- **St. Patrick's Day and NCAA:** The marketing team promoted taking public transit to the St. Patrick's Day parade and NCAA tournament through several marketing channels.
- **Third Public Art Bus:** Staff are working with the Public Art Foundation on the third art bus wrap done in partnership with the Public Art Foundation was unveiled on March 17. The bus was in the St. Patty's day parade and was reported on in the *Des Moines Register*.
- **Bike Month:** DART will offer free rides for all riders who board with a bike during the month of May. The team is also working with Bike Month organizer to promoting riding and biking during the month.
- **Drake Relays:** The marketing team is working with the Drake Relays to promote alternative transportation options to get to the Drake Relays.

Planning - James Tishim, Planning Manager

- **Title VI Program and Limited English Proficiency Plan (LEP) updates:** The Planning Department is working with other DART departments to complete our required three year update of the DART Title VI Program. The LEP Plan is one of the DART programs Included in the comprehensive Title VI Program. The finalized DART Title VI Program and the LEP Plan will be submitted to the DART Commission for approval at the May 3, 2016 Commission Meeting. Once approved, it will be submitted to the FTA.
- **Goodwill Industries of Central Iowa Move:** The Planning Department worked with Goodwill Industries to coordinate their move from 4900 NE 22nd St in Des Moines on the 4 E. 14th St route to their new building at 5355 NW 86th St in Johnston on the 93 NW 86th St Express route.



MONTHLY REPORT



10C: Procurement

Staff Resource: Mike Tiedens, Procurement Manager

Upcoming Procurements:

1100 DART Way Administration Remodel, Phase III – DART is seeking a contractor to perform demolition and construction for the second phase of renovation at 1100 DART Way. The renovation will be in the front operations office areas, dispatch, and driver's and mechanic's lounges.

- Invitation for Bid to be published in May 2016

Mobile Ticketing System – DART is seeking a vendor to provide a mobile ticketing system to provide an alternative electronic method to the current DART pass. The mobile ticketing system is anticipated to include an account based back office application that will form the basis for a smart card ticketing system to be deployed in a second phase along with new farebox technology to manage all of DART's fare products and fare policy.

- RFP to be published in April 2016

Mobile Ticket Booth – Two person mobile ticket booth to be located at a remote passenger location for use during the Iowa State Fair and other events as needed. The booth will potentially have air conditioning and be towable for ease of movement.

- Currently receiving quotes

Contracts and Task Orders Approved Recently:

Transportation Management & Design, Inc. (TMD), On-Call Planning Services Contract

- Strategic Planning Support, Tasks 3 and 4 – *Consulting Support for leadership and management staff to develop and integrate performance management policies and the Commission Workshop.*
 - Task order was approved for the Amount Not to Exceed \$21,546.

Updates:

At the March 2016 DART Commission Meeting, the DART Commission approved DART staff to move forward with contracting with the appropriate Managed Care Organizations and their selected transportation brokers for the management of transportation services for the State of Iowa Medicaid modernization initiative. Since the motion passed, United Healthcare Plan of the River Valley, Inc. (United Healthcare) has determined that they will manage all waiver funded transportation services directly rather than their selected broker, Medical Transportation Management, Inc. (MTM). DART has initiated the contractual process with United Healthcare under the same assumptions as were previously approved.

MONTHLY REPORT
10C: Procurement



Upcoming Procurements:

- Fareboxes and AFC System
- Taxi Cab Services
- Occupational Medical Services
- Mystery Shopper Services
- Employment Services
- Armored Car / Courier Services
- Printing Services
- Bus Shelters



MONTHLY REPORT



10D: General Manager

Staff Resource: Elizabeth Presutti, General Manager

- **State Legislative Meetings:** We had five meetings with our State Lobbying team and members of the State Legislature in March. At all of the meetings we introduced the legislators to DART and discussed our current initiatives as well as our long-term financial outlook. The members of the State Legislature that we met with are:
 - Representative Ako Abdul-Samad
 - Representative Tom Sands, House Ways and Means (Chair)
 - Senator Joe Bolkcom, Senate Ways and Means Committee (Chair)
 - Senator Michael Breitbach, Senate Transportation Committee Member
 - Senator Randy Feenstra, Senate Transportation Committee and Senate Ways and Means Committee (Ranking Member)
- **DART Forward 2035 Plan Update Presentations:**
 - **City of Johnston** attended by Elizabeth Presutti and Amanda Wanke
 - **City of Bondurant** attended by Commissioner Conkling, Elizabeth Presutti and Amanda Wanke
 - **City of Clive** attended by Commissioner Peterson, Elizabeth Presutti and Amanda Wanke
- **Iowa Public Transit Association (IPTA) Federal Legislative Meeting in Washington DC:** I travelled with several other IPTA members to meet with Congressional staff members on March 11, 2016. We had a good meeting with the Congressional staff members and both APTA and CTAA provided additional Legislative updates. During this trip I was able to stay through the weekend in DC to attend an APTA Board Meeting and APTA Committee Meetings occurring before the APTA Legislative Conference (which I didn't attend due to needing to be back in Des Moines on March 14th for a presentation).
- **Greater Des Moines Committee Presentation:** Amanda and I had the opportunity to present on the DART Forward 2035 Plan Update to the Greater Des Moines Committee at their lunch meeting on March 14, 2016. The presentation was very well received and the group had lots of good questions.
- **Strategic Planning Update:** DART's Leadership and Management Team spent most of the week of March 28th working with Teri Fisher from Insight Strategies on the next steps of our Strategic Planning Process which included establishing organizational values, leadership and managerial competencies and a rewards and recognition strategy. An update on DART's progress implementing the Strategic Plan was provided to the DART Commission at a workshop on March 31st.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

May 3, 2016 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • Health Insurance • FTA Title VI Plan Update • Paratransit Software Options 	<ul style="list-style-type: none"> • Quarterly Safety Report • DART Forward 2035 Plan Update • Fare Collection System Project Update
June 7, 2016 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • 1100 DART Way Admin Remodel, Phase III <ul style="list-style-type: none"> ○ Construction Contract ○ Furniture Purchase • Taxi Services • Mobile Ticketing • Occupational Medical Services 	
July 12, 2016 – 12:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> • Quarterly Safety Report • Quarterly Investment Report

Future Meetings and Conferences:

- Greater Des Moines Partnership Legislative Trip to Washington, DC – May 11-13, 2016



COMMISSIONER ITEM



12A:	DART Chief Executive Officer/General Manager Position Description
Action:	Approve the updated Chief Executive Officer/General Manager Position Description

Staff Resource: Elizabeth Presutti, General Manager

Background:

- As part of an effort to update all position descriptions for DART staff members, the DART General Manager position description needed to be addressed.
- The DART Executive Committee worked with the DART General Manager to create and update an official position description. The full DART Commission reviewed the description at its workshop on March 31, 2016.
- As part of the position update a review of the General Manager title was evaluated. It is being recommended by the Executive Committee to change the official title of the position to Chief Executive Officer/General Manager. The General Manager reference is being maintained in the official position title due to references in the DART 28E agreement. For everyday business related purposes, the position will be referred to as the Chief Executive Officer (CEO).
- The proposed position description is included as an attachment.



POSITION DESCRIPTION



<u>Title:</u> Chief Executive Officer/General Manager	<u>Department:</u> Administration
<u>FLSA Status:</u> Exempt	<u>Supervisor:</u> DART Board of Commissioners
<u>Pay Grade/Code:</u>	<u>Established:</u>
<u>Salary Range:</u>	<u>Safety Sensitive:</u>
<u>Approved Date:</u>	<u>Approved By:</u>

POSITION SUMMARY:

The Chief Executive Officer/General Manager (CEO), under the policy guidance of the nine member, appointed DART Commission, is responsible for every aspect of DART's operation, including the planning, development and implementation of the DART's mission, goals and policies. This position requires business knowledge, leadership ability and a technical understanding of public transit programs and services.

POSITION RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Develops and maintains close working relationships with Members of the Board of Commissioners in order to identify, promote, and implement policies, goals, and programs to meet established and forecasted community and District needs, in regard to both funding and service.
- Works with the Board of Commissioners to develop both short and long range plans and annual budgets. Maintains a leadership role in the development of DART's budget, and directs budget expenditures in response to the established objectives.
- Assures compliance with federal, state, and municipal laws.
- Make recommendations to the Board of Directors regarding matters affecting DART management, services, and operations.
- Develops and implements strategies to ensure sustainability and quality of service to riders. Protects, advocates and ensures the best interests of DART.
- Direct and coordinate the formulation of financial programs to provide funding for new and continuing operations to maximize returns and increase productivity.
- Confer with legislative liaison individuals and/or committees to develop recommendations for change in legislation and administrative procedures. Maintain official and informal associations with various federal, state, and local professionals and officials to facilitate funding and promote DART objectives.
- Represents and markets DART to community groups, service organizations, civic communities, DART member governments, and technical industry organizations.
- Reviews the efficiency of DART's organizational structure and evaluates the performance and effectiveness of Executive Staff. Works to strengthen the organization by improving morale and implementing programs to develop and train employees.
- Provides leadership and coordinates the activities of Executive and their departments. Confers with professional staff at all levels of the organization.



POSITION DESCRIPTION:
Chief Executive Officer/General Manager

- Confers and negotiates with Union representatives, elected and appointed government officials, public representatives, and the media; serving as the primary representative of DART.
- Fosters collaborative and productive relationships internally with unions and staff and externally with local, state and federal governments and regional funding partners.
- Represents DART at national, state, and local meetings/conferences to promote and explain DART objectives.
- Consult with other government agencies, business community, and private organizations to resolve problems.
- Performs related duties as required or at the direction of the Board.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree with a major in Business, Transportation, or Public Administration and five years of job related managerial or comparable administrative experience preferably with public transit experience. A Master's degree in a related field is also preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Transportation trends, needs, and requirements within a diverse (multi-cultural) community
- Local, state and Federal laws, rules, and regulations as they relate to the transportation industry and the business environment
- Business, organizational and management practices as applied to a transit organization
- Principles and practices of budgeting, procurement, and public funding
- The principles of negotiation, union bargaining strategies, policy development, and organizational change
- Personal computers and current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Skills or Ability to:

- Demonstrate unquestioned ethics and integrity,
- Exercise sound and exceptional ingenuity, judgment, and analysis regarding specialized and complex management problems;
- Work closely and effectively with the Board of Commissioners;
- Exercise strong fiscal oversight and develop and implement budgetary and operational programs to further DART's short and long-range objectives within budgetary constraints and shifting public priorities;
- Identify new funding options to supplement existing revenues;
- Quickly assess large and complex amounts of technical, financial, and administrative data and information to foresee potential obstacles and adopt effective courses of action;
- Develop an understanding of the local political environment;
- Evaluate performance based on established guidelines and ensure accountability from others within the organization;



POSITION DESCRIPTION:
Chief Executive Officer/General Manager

- Communicate effectively both orally and in writing;
- Provide leadership, motivation and work direction; confer and negotiate effectively with elected and appointed government officials, funding partners, as well as officials and staff from Unions, transit industry organizations, service organizations, and community groups.

SUPERVISORY RESPONSIBILITY:

Work requires managing and monitoring work performance of all department executives including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work.

PHYSICAL DEMANDS:

Must maintain the physical condition necessary to:

- Perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and
- Possess physical mobility in order to travel, and attend off-site functions such as conferences and meetings.

WORK ENVIRONMENT:

Work is performed in a general office environment.

DISCLAIMER:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the DART Commission reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (e.g., emergencies, staff shortages, work load changes, rush jobs, or technological developments).

Employment is contingent upon a post offer employment physical, drug screen and a criminal background check.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

EMPLOYEE'S SIGNATURE

DATE



CLOSED SESSION



14: Closed Session – To Discuss Strategy with Counsel

Action: The Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subparagraph I of the Iowa Code.

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- In order to adjourn for a closed session, an affirmative vote must be taken of the Commission of either two-thirds of the commission or all of the members present at the meeting.

Procedures for Closed Session at Commission Meetings:

1. The Chairman asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with following language:
"I move that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session to discuss strategy with council in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
3. Motion is seconded.
4. Roll Call Vote is taken.
5. All visitors leave the room.
6. A special tape must be recorded and kept by the commission clerk for a period of one year of the closed session.
7. No action may be taken in a closed session.
8. The Chair will adjourn the closed session when discussion is over.
9. **The Chair will state for the record that no action was taken during the closed session.**
10. Action may be taken at this time on any discussion made in the closed session.