



**NOTICE OF COMMISSION MEETING AND AGENDA**  
**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**  
**DART MULTIMODAL ROOM, 620 CHERRY STREET**  
**JUNE 15, 2016 – 12:00 PM**

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The June 15, 2016 DART Commission Meeting will serve as the DART Commission's Annual Meeting.

	Page #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JUNE 15, 2016 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. TRANSIT RIDERS ADVISORY COMMITTEE UPDATE	
7. RETIREMENT RECOGNITIONS	
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16. NEXT MEETING: Regular DART Meeting <b>Tuesday, July 12, 2016 – 12:00 p.m.</b>	
17. 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  
MAY 3, 2016**



**ROLL CALL**

Commissioners Present: Angela Connolly, Tom Gayman, Chris Hensley, Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Peterson and Steve Van

Oort Commissioner Absent: Skip Conkling

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. Hensley and seconded by Mr. Mahaffey to approve the May 3, 2016 Agenda as presented. The motion carried unanimously.

**PUBLIC COMMENT**

No comments.

**CONSENT ITEMS**

6A – Commission Meeting Minutes – April 5, 2016

It was moved by Ms. Connolly and seconded by Mr. Gayman to approve the consent items as presented. The motion carried unanimously.

**ACTION ITEMS**

7A – DART Annual Health Insurance Renewal

It was moved by Mr. Mahaffey and seconded by Ms. Muldoon that the Commission approve a one (1) year renewal of DART's Health Insurance Coverage through Aetna (formerly Coventry Health Care of Iowa) Not to Exceed \$1.5 million dollars. The motion carried unanimously.

7B – FTA Title VI Plan Update

It was moved by Mr. Van Oort and seconded by Ms. Johnson that the Commission approve the updated Language Assistance Implementation Plan and Title VI Program with staff authorization to make minor revisions if recommended by the FTA. The motion carried unanimously.



7C – Paratransit Software Options

It was moved by Ms. Johnson and seconded by Mr. Mahaffey that the Commission approve a Purchase order with Trapeze Software Group for two (2) Paratransit Software Options; Workforce Management Interface and IVR/Web Function. The total amount for Purchase Order will Not Exceed \$212,205. The motion carried unanimously.

7B – March 2016 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the March FY 2016 Financials. Fixed Route revenues performed 8.31% below budget projections as March year to date. Operating expenses are 5.32% below budget projections year to date.

Paratransit revenue is 15.54% lower than budget expectations. Operating expenses are currently 15.08% below forecasted levels.

Rideshare revenues are 16.20% below budgeted levels year to date. Operating expenses are below budgetary expectations by 20.48%.

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

**DISCUSSION ITEMS**

8A – Fare Collection System Project Update

Ms. Jamie Schug provided an update on the Fare Collection System Project. DART is restarting this project. DART issued a Request for Information to look at technology changes in the market since the previous RFP was issued. Staff has a revised project approach enables DART to use a more robust backend software from a Mobile Ticketing install as the central building block for all Fare Collection System Components. The goal is to issue the Mobile ticketing first and then the remainder of Fare Collection System at a later date. Mobile Ticketing allows passengers to buy and display tickets on their smartphones. The ticket is visually validated by an Operator or validated by a piece hardware that reads the 2D bar code. Timing of this project is to issue a Mobile Ticketing RFP within the next few weeks. A subsequent procurement for the fare boxes will come back to the Commission for approval in the fall.

8B – Quarterly Safety Report

Mr. Pat Daly provided an update on the Quarterly Safety Report. Third quarter looked good compared to last year. Down about 16 incidents. Majority of this came from a reduction in personal incidents. While the for the year we are still running a little ahead on preventable accidents, for the quarter we are down 10 preventable accidents over last year.

8C – March 2016 Performance Report

Ms. Elizabeth Presutti provided an update on the March Performance Report. Ridership is still holding strong for the year. We did see a little decrease in March but that typically happens with Spring Break. Overall we are less than 0.2 percent YTD in terms of ridership loss. For Fixed Route overall it's less than 1%.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – MAY 3, 2016**



**MONTHLY REPORTS**

9A – Operations

Mr. Tim Sanderson provided an update on Operations.

On April 29 and April 30, 2016, DART was pleased to offer an extension to the D-Line in order to facilitate with crowd management of the doubleheader Garth Brooks Concerts on these days.

Valley West Mall has agreed to extend our service at the mall until June 5 which is our regular service change. They will start construction on a sidewalk located from 31<sup>st</sup> St to the door at JC Penney which will improve accessibility. Valley West Mall has committed to paying for the sidewalk.

9B – Engagement

Ms. Amanda Wanke provided an Engagement update.

Bike month is the month of May. We are promoting bike month by allowing anyone with a bike to ride for free.

DART has partnered with Uber and the Des Moines Bicycle Collective to promote alternative transportation options to summer events, starting with the Drake Relays and Garth Brooks concerts the last weekend in April.

We are getting ready for the DC Partnership trip. To celebrate 10 years at DART we are sponsoring the luncheon and a kick-off video. A clip of the video was shown at the meeting.

9C – Procurement

No update.

9D – General Manager

We have been continuing our meetings with our member cities. We met with Ankeny, West Des Moines, Grimes and Altoona in the month of April. We also did several community presentations to educate people on DART and our planning process we have under way.

We did receive the grant funding that the commission approved us to submit an application for with the partnership with B-cycle and our excited to start our conversations with them.

We also met with the City of Des Moines staff to work with them to assist with transportation for City Council and Board Meetings while City Hall is under construction.

**FUTURE AGENDA ITEMS**

No update.

**COMMISSIONER ITEMS**

TMD Workshop – May 4, 2016 12:00pm-1:30pm, DART Central Station

DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – MAY 3, 2016



OTHER – Communications

No update

FUTURE 2016 MEETING DATES:

June 15, July 12, August 2, September 6, October 4, November 1 and December 6.

A motion by Ms. Hensley and second by Ms. Muldoon to adjourn the regular Commission Meeting was made at 1:08 pm. The motion carried unanimously.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

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OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:

The next regular DART monthly Commission Meeting has been scheduled for June 15, 2016 at 12:00 p.m. in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



## CONSENT ITEM



**8B: FY 2017 Des Moines Public Schools Contract Pricing**

**Action: Approve the Des Moines Public Schools Contract Value of \$728,768.52 for the 2016-2017 School Year.**

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

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**Background:**

- DART has been providing Des Moines Public School middle and high school students transportation to and from school since 1993.
- Over 2,500 student trips per day are provided on DART’s regular fixed route services as well as additional trippers that include slight variations off a DART route.
- As part of the contract, DART provides unlimited ridership privileges to eligible students every day of the week throughout the entire year including all break periods (Christmas Break, Spring Break, and Summer Break).
- Unlimited ridership privileges for eligible summer-school students.
- Unlimited free access to all DART transit services for any of the approximately 5,000 Des Moines Public School District employees.
- DMPS compensates DART for the true cost of DART services, not an estimated amount based on student passes issued. The district’s payment will be guaranteed and received in 10 equal monthly payments during the school year.
- The DART Commission approved a new 5-year contract with Des Moines Public Schools in May 2012.

**Costs:**

- DMPS will pay DART an amount not to exceed \$728,768.52 for 2016-2017 school year subject to the addition or deletion of any existing routes, school days, or major cost escalation.

**Recommendation:**

- Approve the 2016-2017 school year contract value of \$728,768.52.



## ACTION ITEM



<b>9A:</b>	<b>1100 DARTWAY Renovation Phase III Construction Contract</b>
<b>Action:</b>	<b>Approve a contract with Munro Construction Company for the Operations Facility Renovation Phase III Project in the amount Not to Exceed \$860,000.</b>

**Staff Resource:** *Mike Tiedens, Procurement Manager*

### Background:

- As part of the ongoing rehabilitation and updates to the facilities at 1100 DART Way, the following areas will be undergoing a renovation: drivers' and mechanics' lounge, dispatch area, and the administration area (approximately 6,000 square feet).
- The work for this project includes:
  - Demolition of existing space
  - Removal of the elevated floor (to be compliant with ADA)
  - New walls, windows, door frames and hardware
  - New interior finishes and casework
  - Associated mechanical and electrical work

### Procurement:

- DART conducted an Invitation For Bid for the project. The IFB was published on May 9, 2016 and bids were opened on May 27, 2016 at 2:00 PM Central.
- The Planholders List included 14 construction firms, of which 6 submitted bids.

### Bid Results:

BIDDER	RANK (Lowest to Highest Bid)	BID PRICE
MUNRO CONSTRUCTION	1	\$818,000
EDGE COMMERCIAL	2	\$829,150
WOODRUFF CONSTRUCTION	3	\$863,700
BREIHOLZ CONSTRUCTION	4	\$889,000
LANSINK CONSTRUCTION	5	\$915,000
HANSEN COMPANY	6	\$935,300



**ACTION ITEM**

**9A: DART Operations Facility Renovation Phase III Construction Contract**

**Munro Construction Company**

- Munro Construction submitted the lowest responsive, responsible bid at \$818,000.
- Munro Construction is a General Contractor Firm located in Johnston and has been in business locally for 28 years.
- Clients include City of Ankeny, Warren County, Drake University, and the Des Moines Airport.

**Funding:**

- Funding will come from a combination of state and federal capital funds: DART's budgeted capital funds and the State of Iowa, Department of Transportation PTIG Grant, along with the corresponding local match for each.

**Recommendation:**

- Approval of a contract with Munro Construction for the DART Operations Facility Renovation Phase III Project for the amount Not to Exceed \$860,000. This amount includes the total lump sum for demolition, construction, and 5% for any contingencies.



## ACTION ITEM



**9B:** FY2017 – FY2026 DART Capital Improvement Plan

**Action:** Adopt the Proposed Capital Improvement Plan for FY2017-FY2026.

**Staff Resource:** *Amber Dakan, Finance Manager*

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### Background:

- DART's capital plan spans 10 years, but is adopted annually within the budget process.

### Plan Highlights for FY2017:

- The projects programmed for the first year of the plan are as follows:
  - Continue the bus lease for twenty 40-foot heavy-duty vehicles from FY2015.
  - Purchase two 40-foot heavy-duty vehicles to replace 2002 models.
  - Purchase four 35-foot heavy-duty vehicles to replace the 2008 trolleys.
  - Purchase five 27-foot medium-duty vehicles to replace 2012 light-duty models.
  - Purchase 19 passenger vans to replace 2013 models.
  - Renovate the DART Way Facility parts office.
  - Install a new drain system with oil-water separator in the maintenance shop.
  - Replace deteriorating concrete at the DART Way Facility.
  - Replace the dispatch building controls from 2002.
  - Replace the 2002 bus wash.
  - Purchase two supervisory vehicles to replace 2009 models.
  - Purchase one administrative vehicle to replace a 2006 model.
  - Purchase support equipment.
  - Purchase computer equipment.
  - Purchase and install bus shelters.

### Recommendation:

- Approve the adoption of the FY2017 – FY2026 Capital Improvement Plan as presented.



# FY2017 - 2026 Capital Improvement Plan

June 2016



## Des Moines Area Regional Transit Authority FY 2017 – 2026 CAPITAL IMPROVEMENT PLAN



The Des Moines Area Regional Transit Authority's Capital Improvement Program (CIP) is a 10-year framework that provides



direction and guidance for the agency to satisfy regional transportation demands through capital investments. DART's capital projects vary in terms of size, cost, and benefit. Some of the projects maintain existing transportation systems, while others support the expansion of services outlined in the DART Forward Plan. Annual revisions of the CIP consider new projects and reflect changes in strategic priorities. The underlying strategy of the CIP is to support DART's mission of enriching lives, connecting communities, and expanding opportunities for all Central Iowa residents.



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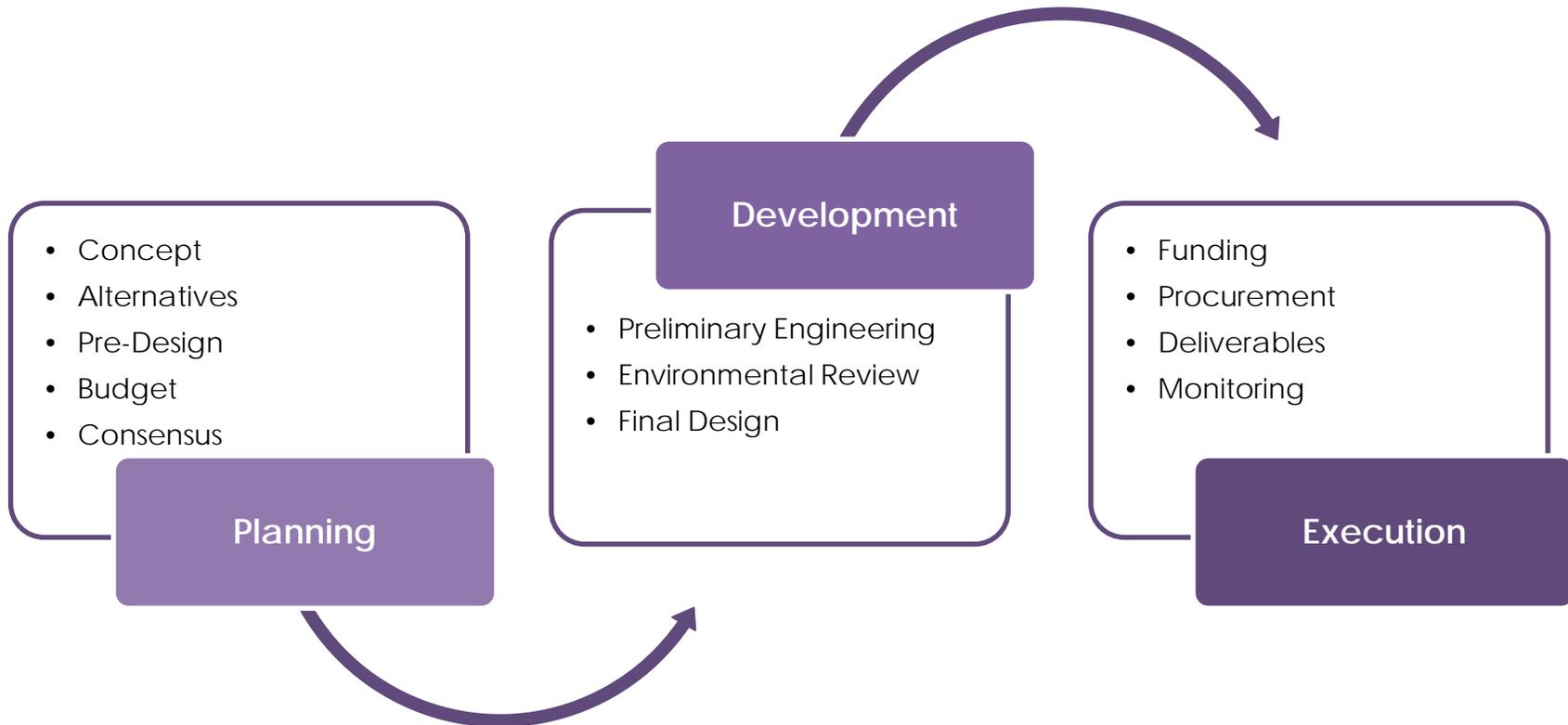
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## CAPITAL PLANNING PROCESS

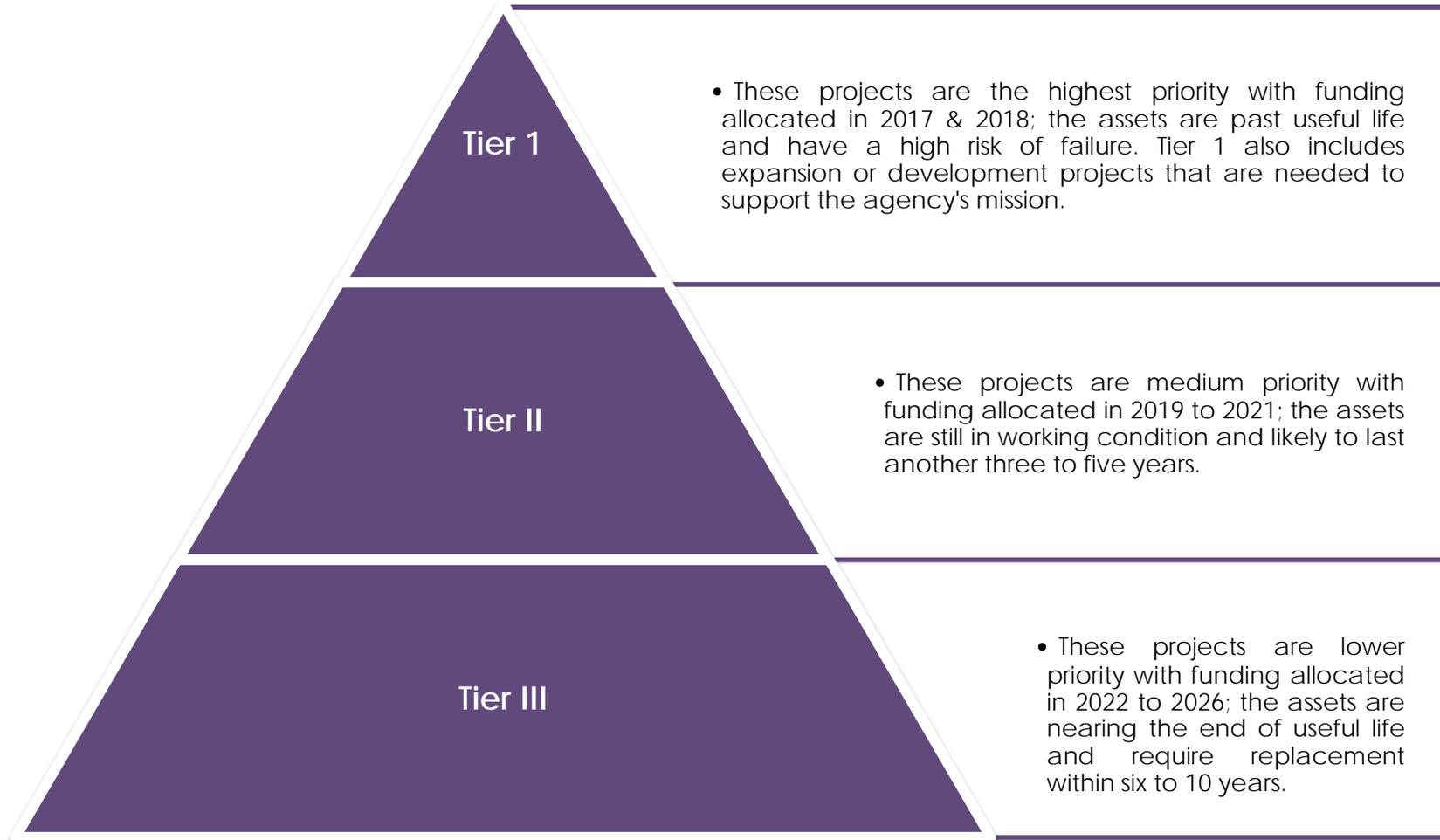
The capital process involves three major phases leading to project implementation: planning, development and execution. DART's capital plan accomplishes the first stage by identifying the concept, comparing alternatives, developing a budget, and gathering consensus for the project.





## CAPITAL FUNDING PRIORITIES

DART completed a cursory assessment of both existing and anticipated future assets needed to fulfill the objectives outlined in the organizational mission. The projects were ranked in order of importance and assigned a tier based on anticipated funding levels. The projects selected for the plan optimize DART's limited resources and align with the agency's immediate and long-term goals.





## PROJECT CLASSIFICATIONS

DART capital projects are organized into six categories, which relate to the financial-reporting system and the department ultimately responsible for implementation and management of the asset. Urbanized agencies can use formula capital funding in limited circumstances to offset operating expenses. The operations category shows the amount of capital funds dedicated towards this purpose, which reduces the funding available for capital projects.

<p><b>Fleet</b></p>	<ul style="list-style-type: none"> <li>• The replacement or expansion of vehicles used in revenue service by DART’s four modes (Fixed-Route, On-Call/Flex, Paratransit, and Rideshare).</li> </ul>
<p><b>Facilities</b></p>	<ul style="list-style-type: none"> <li>• The design, purchase, installation, construction, and rehabilitation of the DART Way and DART Central Station facilities.</li> </ul>
<p><b>Support Equipment</b></p>	<ul style="list-style-type: none"> <li>• The acquisition and installation of equipment that supports the delivery of transit services, including maintenance equipment and service vehicles.</li> </ul>
<p><b>Technology</b></p>	<ul style="list-style-type: none"> <li>• The acquisition, implementation, and enhancement of technology infrastructure and communications equipment.</li> </ul>
<p><b>Passenger Amenities</b></p>	<ul style="list-style-type: none"> <li>• The acquisition and installation of bus shelters, bus signage, pedestrian access, bicycle access, and functional landscaping/streetscaping improvements; FTA requires that agencies report annually on associated transit improvements, formerly called enhancements.</li> </ul>
<p><b>Development</b></p>	<ul style="list-style-type: none"> <li>• The construction of large-scale, one-time capital projects.</li> </ul>
<p><b>Operations</b></p>	<ul style="list-style-type: none"> <li>• The use of capital funds for allowable operating projects, including preventive maintenance, ADA Paratransit (Bus Plus), contracted services, and transit planning.</li> </ul>



## FUNDING SOURCES

Implementation of DART’s capital plan is dependent upon the availability of federal, state, and local funding. Federal funding accounts for the majority of all capital purchases, and as a result is imperative to the success of the plan.

<b>FTA 5307 Funds</b>	<ul style="list-style-type: none"> <li>• The Urbanized Area Formula funds are apportioned based on area population, area population density, system revenue mileage, and a ratio of average trip length, ridership, and operating expenses.</li> </ul>
<b>FTA 5309 Funds</b>	<ul style="list-style-type: none"> <li>• The Capital Investment Program provides grants for new and expanded rail, bus rapid transit, and ferry systems that reflect local priorities to improve transportation options in key corridors.</li> </ul>
<b>FTA 5310 Funds</b>	<ul style="list-style-type: none"> <li>• The Enhanced Mobility of Seniors and Individuals with Disabilities program provides funding for projects that serve the special needs of these populations, beyond traditional public transportation and ADA complementary paratransit services.</li> </ul>
<b>FTA 5339 Funds</b>	<ul style="list-style-type: none"> <li>• The Bus and Bus Facilities program provides funding to replace, rehabilitate and purchase buses and related equipment, or to construct bus-related facilities.</li> </ul>
<b>FHWA STP and CMAQ Funds</b>	<ul style="list-style-type: none"> <li>• The Metropolitan Planning Organization (MPO) and the Iowa Department of Transportation (IDOT) allocate federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) funds respectively to cities and agencies through a competitive application process; locally the CMAQ program is called the Iowa Clean Air Attainment Program or ICAAP.</li> </ul>
<b>State Funds</b>	<ul style="list-style-type: none"> <li>• The Iowa Legislature established the Public Transit Infrastructure Grant to address the vertical infrastructure needs of Iowa’s transit systems. The program funds land acquisition, construction, and repairs of transit-related buildings. DART is working to have the program expanded to include system infrastructure, such as Bus Rapid Transit (BRT).</li> </ul>
<b>DART Local and Private/Public Commitments</b>	<ul style="list-style-type: none"> <li>• DART mostly funds the 15% to 20% local match required for federal and state grants through the annual operating budget. However, any non-federal funds qualify as local match, such as the private and public commitments DART is seeking for a Bus Rapid Transit (BRT) line.</li> </ul>



### 10-YEAR COST AND FUNDING SUMMARY

Table 1: 10-Year Costs

Projects	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022-26	10-Year Total	Percentage
<b>Fleet</b>	<b>\$ 5,367,876</b>	<b>\$ 5,812,954</b>	<b>\$ 6,553,867</b>	<b>\$ 8,405,029</b>	<b>\$ 8,571,049</b>	<b>\$ 47,124,260</b>	<b>\$ 81,806,027</b>	<b>60.05%</b>
Bus Lease - 20 Fixed-Route Buses	\$ 925,000	\$ 925,000	\$ 925,000	\$ 925,000	\$ 925,000	\$ 4,875,000	\$ 9,500,000	6.97%
Heavy-Duty Bus Replacements	\$ 2,990,136	\$ 4,174,055	\$ 4,883,645	\$ 5,643,323	\$ 5,869,056	\$ 31,965,244	\$ 55,525,459	40.74%
Medium-Duty Bus Replacements	\$ 802,980	\$ -	\$ -	\$ 937,407	\$ 952,532	\$ 5,372,786	\$ 8,065,705	5.92%
Rideshare Van Replacements	\$ 649,760	\$ 713,898	\$ 745,222	\$ 899,300	\$ 824,891	\$ 4,911,230	\$ 8,714,863	6.42%
<b>Facilities</b>	<b>\$ 467,982</b>	<b>\$ 651,499</b>	<b>\$ 1,375,000</b>	<b>\$ 356,124</b>	<b>\$ 435,756</b>	<b>\$ 5,739,746</b>	<b>\$ 9,026,107</b>	<b>6.61%</b>
Facility A&E	\$ 100,000	\$ 100,000	\$ 125,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 1,025,000	0.75%
Facility Renovations	\$ 65,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 65,000	0.41%
Facility HVAC, Electric, Plumbing, & Tanks	\$ 193,709	\$ 45,020	\$ 750,000	\$ 191,048	\$ 245,975	\$ 3,169,279	\$ 4,595,031	3.37%
Facility Doors, Gates, & Fences	\$ -	\$ 112,551	\$ -	\$ 65,076	\$ 89,781	\$ 185,159	\$ 452,567	0.33%
Concrete Replacement	\$ 109,273	\$ 393,928	\$ -	\$ -	\$ -	\$ 1,868,958	\$ 2,388,509	1.74%
<b>Support Equipment</b>	<b>\$ 587,013</b>	<b>\$ 362,591</b>	<b>\$ 227,382</b>	<b>\$ 101,890</b>	<b>\$ 119,097</b>	<b>\$ 1,505,616</b>	<b>\$ 2,878,589</b>	<b>2.13%</b>
Shop Equipment	\$ 448,018	\$ 161,511	\$ 92,742	\$ 46,568	\$ 24,597	\$ 328,348	\$ 1,101,784	0.81%
Facility Equipment	\$ 25,000	\$ 180,080	\$ 105,658	\$ 35,822	\$ 75,000	\$ 433,793	\$ 827,053	0.61%
Furniture & Office Equipment	\$ 16,742	\$ 21,000	\$ -	\$ 19,500	\$ 19,500	\$ 33,200	\$ 114,742	0.08%
Support Vehicles	\$ 97,253	\$ -	\$ 28,982	\$ -	\$ -	\$ 708,775	\$ 835,009	0.61%
<b>Technology</b>	<b>\$ 307,630</b>	<b>\$ 234,601</b>	<b>\$ 33,715</b>	<b>\$ 34,950</b>	<b>\$ 35,950</b>	<b>\$ 236,918</b>	<b>\$ 880,974</b>	<b>0.65%</b>
Computer and Technology Equipment	\$ 31,748	\$ 32,498	\$ 33,715	\$ 34,950	\$ 35,950	\$ 236,918	\$ 402,989	0.30%
Computer Software	\$ 275,882	\$ 202,103	\$ -	\$ -	\$ -	\$ -	\$ 477,985	0.35%
<b>Passenger Amenities</b>	<b>\$ 80,000</b>	<b>\$ 81,250</b>	<b>\$ 82,500</b>	<b>\$ 110,083</b>	<b>\$ 181,600</b>	<b>\$ 463,105</b>	<b>\$ 1,037,918</b>	<b>0.73%</b>
Bus Shelters	\$ 80,000	\$ 81,250	\$ 82,500	\$ 85,083	\$ 156,600	\$ 463,105	\$ 987,918	0.70%
Pedestrian Access	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 50,000	0.04%
<b>Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000,000</b>	<b>18.34%</b>
Bus Rapid Transit	\$ -	\$ -	\$ 25,000,000	\$ -	\$ -	\$ -	\$ 25,000,000	18.34%
<b>Operations</b>	<b>\$ 3,140,000</b>	<b>\$ 2,712,000</b>	<b>\$ 2,285,000</b>	<b>\$ 1,857,900</b>	<b>\$ 1,835,962</b>	<b>\$ 3,822,258</b>	<b>\$ 15,653,120</b>	<b>11.49%</b>
Preventive Maintenance	\$ 2,595,000	\$ 2,162,000	\$ 1,730,000	\$ 1,297,500	\$ 865,000	\$ 433,000	\$ 9,082,500	6.66%
ADA Paratransit	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 1,875,000	\$ 3,750,000	2.75%
Purchased Transportation	\$ 170,000	\$ 175,000	\$ 180,000	\$ 185,400	\$ 190,962	\$ 1,044,258	\$ 1,945,620	1.43%
Planning	\$ -	\$ -	\$ -	\$ -	\$ 405,000	\$ 470,000	\$ 875,000	0.64%
<b>Total Costs</b>	<b>\$ 9,950,500</b>	<b>\$ 9,854,894</b>	<b>\$ 35,557,464</b>	<b>\$ 10,865,975</b>	<b>\$ 11,179,844</b>	<b>\$ 58,874,055</b>	<b>\$ 136,282,733</b>	<b>100.00%</b>



**Des Moines Area Regional Transit Authority  
FY 2017 – 2026 CAPITAL IMPROVEMENT PLAN**

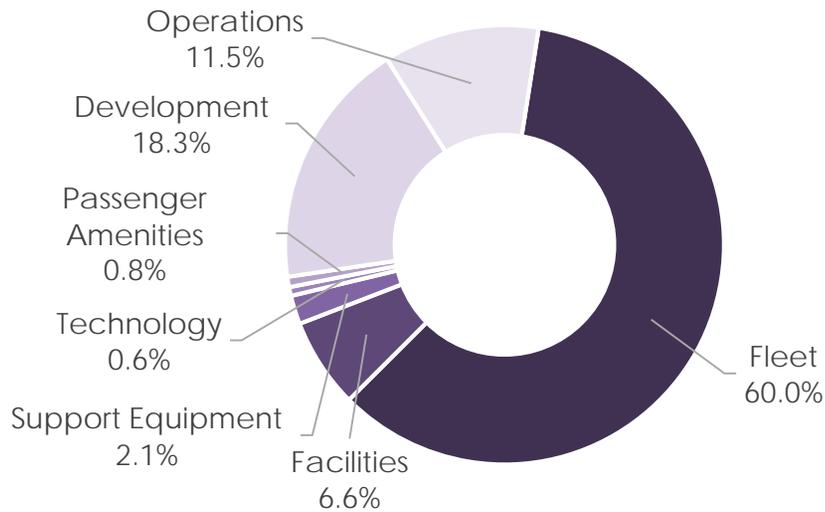


Table 2: 10-Year Funding Plan

Funding Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022-26	10-Year Total	Percentage
<b>Federal</b>	<b>\$ 8,329,100</b>	<b>\$ 8,416,082</b>	<b>\$ 28,865,904</b>	<b>\$ 9,309,022</b>	<b>\$ 9,485,506</b>	<b>\$ 49,195,458</b>	<b>\$ 113,601,072</b>	<b>83.36%</b>
Section 5307/5340 Funds	\$ 6,439,487	\$ 6,568,277	\$ 6,699,643	\$ 6,833,636	\$ 6,970,308	\$ 36,451,582	\$ 69,962,934	51.34%
Section 5309 Capital Investment Funds	\$ -	\$ -	\$ 20,000,000	\$ -	\$ -	\$ -	\$ 20,000,000	14.68%
Section 5310 Funds	\$ 330,000	\$ 175,000	\$ 180,000	\$ 425,400	\$ 430,962	\$ 1,844,258	\$ 3,385,620	2.48%
Section 5339 Funds	\$ 659,613	\$ 672,805	\$ 686,261	\$ 699,986	\$ 713,986	\$ 3,733,825	\$ 7,166,476	5.26%
Surface Transportation Funds	\$ 900,000	\$ 1,000,000	\$ 1,300,000	\$ 1,350,000	\$ 1,370,250	\$ 7,165,792	\$ 13,086,042	9.60%
CMAQ Capital Funds (aka ICAAP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>State</b>	<b>\$ 172,000</b>	<b>\$ -</b>	<b>\$ 2,200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,372,000</b>	<b>1.74%</b>
Public Transit Infrastructure Grant	\$ 172,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 372,000	0.27%
State Funding for BRT	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	1.47%
<b>Local</b>	<b>\$ 1,449,400</b>	<b>\$ 1,438,813</b>	<b>\$ 4,491,561</b>	<b>\$ 1,556,954</b>	<b>\$ 1,694,338</b>	<b>\$ 9,678,596</b>	<b>\$ 20,309,660</b>	<b>14.90%</b>
DART Capital Local	\$ 1,170,971	\$ 1,236,710	\$ 1,491,561	\$ 1,556,954	\$ 1,613,338	\$ 9,584,596	\$ 16,656,675	12.22%
DART Planning Local	\$ -	\$ -	\$ -	\$ -	\$ 81,000	\$ 94,000	\$ 175,000	0.13%
DART Operating Local	\$ 128,429	\$ 202,103	\$ -	\$ -	\$ -	\$ -	\$ 327,985	0.24%
Public/Private Commitments	\$ 150,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,150,000	2.31%
<b>Total Funding</b>	<b>\$ 9,950,500</b>	<b>\$ 9,854,894</b>	<b>\$ 35,557,464</b>	<b>\$ 10,865,975</b>	<b>\$ 11,179,844</b>	<b>\$ 58,874,055</b>	<b>\$ 136,282,733</b>	<b>100.00%</b>
<b>Annual Shortfall</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



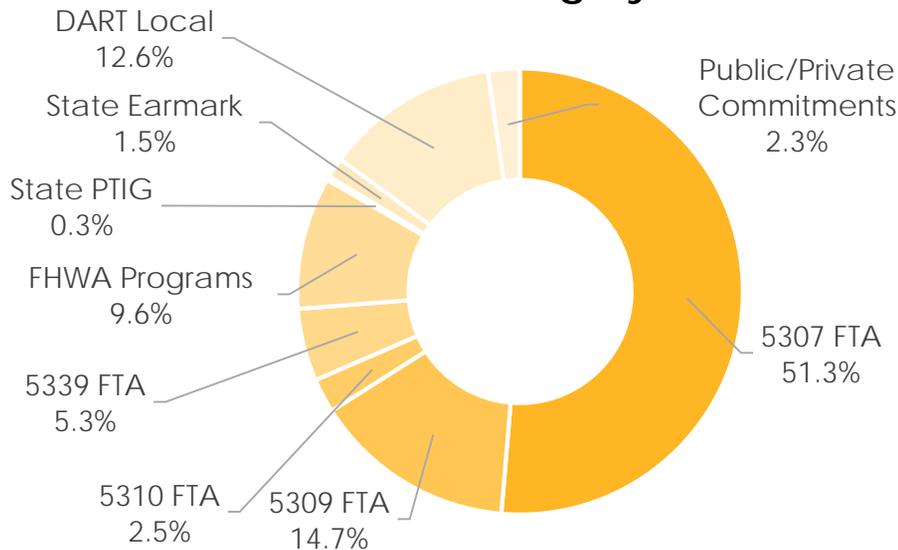
### 10-Year Costs by Project Class



### Cost Assumptions

- 4% annual increase in the cost of revenue vehicles
- 3% annual increase for all other project categories
- ADA Paratransit operating allocation stays flat at \$375,000
- 10% annual reduction in the amount of capital funds being used for operating projects

### 10-Year Funding by Source



### Revenue Assumptions

- 2% increase in formula 5307 and 5339 funding through 2021, then 1.5% for remaining years
- 1.5% increase in 5310 funding through the life of the plan
- 1.5% increase in STP funding for the outer years (funds have been awarded through 2020)
- Preventive Maintenance reimbursement is reduced annually and eliminated after 2022

# PROJECT DETAILS



**FLEET**

Annual fleet purchases are shown by class and size. The total cost includes both the price of the vehicle and necessarily make-ready costs. Make-ready costs include surveillance systems, AVL equipment, annunciation systems, radios, signage, fareboxes (after 2018), and factory inspections (required by FTA). Large systems must certify to FTA that they will spend 1% of their apportionment on safety and security items; the surveillance systems on the buses count towards this requirement.

Average fleet-age charts are shown below the purchase tables and are also segmented by vehicle class and size. The average age of the fleet should be half of the useful-life guidance, which assumes consistent purchases were made over the life of the plan. The budget year is shown for funding purposes, but delivery of the vehicles occurs in the subsequent year.

**Heavy-Duty Vehicles**

*Table 3: 2017 Heavy-Duty Fleet*

Vehicle Style	Quantity	FTA Service Life	DART Service Life Goal
60' Heavy-Duty Diesel Bus	1	12 years or 500,000 miles	13 years
60' Heavy-Duty Diesel Buses-Refurbished	6	6 years or 250,000 miles	10 years
40' Heavy-Duty Diesel Buses	92	12 years or 500,000 miles	13 years
40' Heavy-Duty Hybrid Buses	4	12 years or 500,000 miles	13 years
35' Heavy-Duty Hybrid Buses	4	12 years or 500,000 miles	13 years
33' Heavy-Duty Diesel Trolleys	4	10 years or 350,000 miles	11 years
30' Heavy-Duty Diesel Buses	3	10 years or 350,000 miles	11 years
<b>Total</b>	<b>114</b>		

**Current Fleet Stats**

- Peak hour needs – 88 Buses
- August State Fair – Peak needs increase a net 21 buses
- Total heavy-duty buses – 114
- Spare ratio – 29.5%, 4.6% in August
- Vehicles over useful life – 39 (includes 26 buses being replaced with FY2015/2016 funding)

**Key Projects**

- Delivery of the twenty lease buses outlined in 2015
- Purchase 87 buses outright over the next ten years

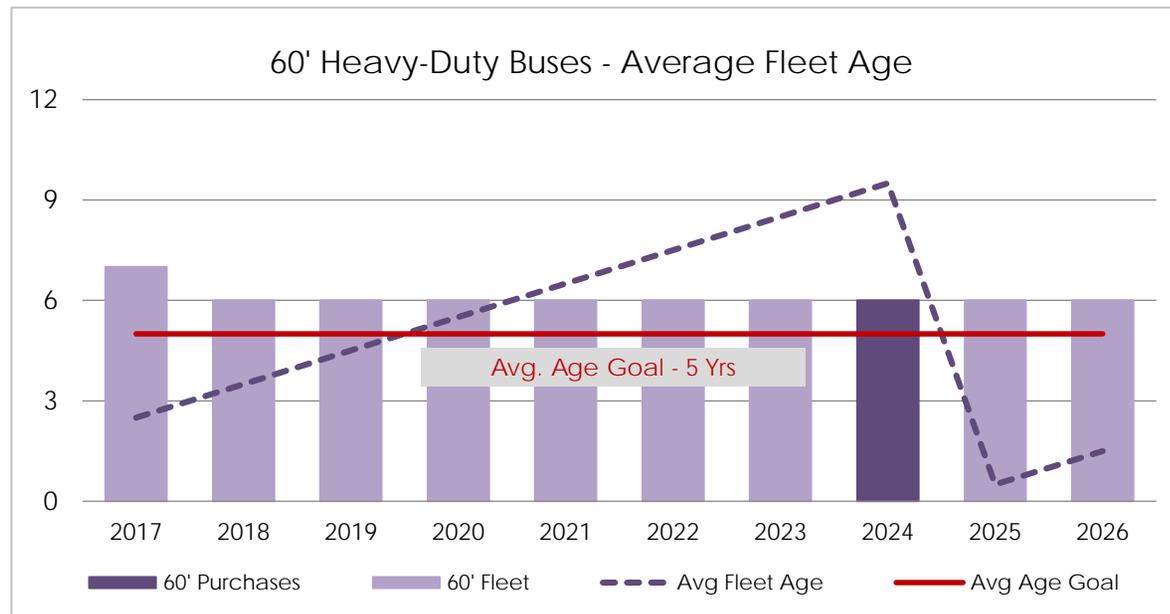


**Sixty-Foot Heavy-Duty Vehicles**

The articulated buses are used primarily on express routes and during the Iowa State Fair; the vehicles seat 66 passengers. The plan outlines new vehicles in FY2024 to replace the refurbished models purchased in FY2015. However, this may change as we near replacement and is contingent upon our experience operating and maintaining the remanufactured buses over the next decade.

Table 4: 60-Foot Articulated Heavy-Duty Vehicle Purchases

Fiscal Year	Vehicle Type	Model Year Original Vehicle	Age	Quantity	Total Cost
FY2024	60-Foot Heavy-Duty Diesel Buses - New	2015	9 Years	7	\$ 6,927,543
<b>10-Year Total</b>				<b>6</b>	<b>\$ 6,927,543</b>



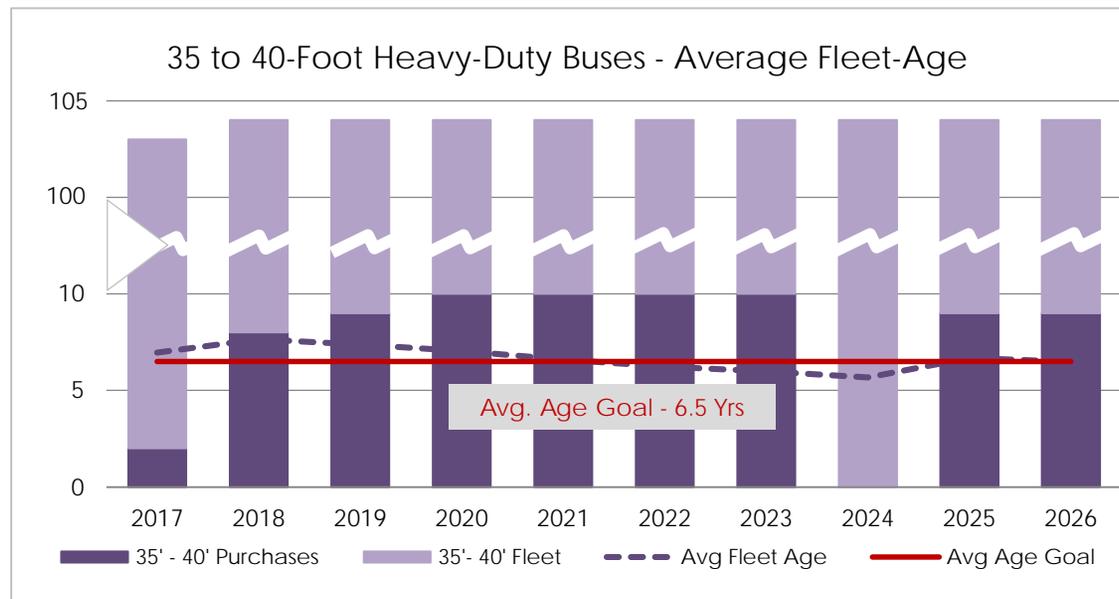


**Thirty-Five to Forty-Foot Heavy-Duty Vehicles**

The standard thirty-five to forty-foot buses are used throughout the fixed-route system; the vehicles seat between 38 and 40 passengers.

Table 5: 35 to 40-Foot Heavy-Duty Vehicle Purchases

Fiscal Year	Vehicle Type	Model Year Original Vehicle	Age	Quantity	Total Cost
FY2017 - 2026	2015 Bus Lease	---	---	---	\$ 9,500,000
FY2017	40' Heavy-Duty Bus	2002	15 Years	2	\$ 1,003,379
FY2018	40' Heavy-Duty Bus	2002 - 2003	15 - 16 Years	8	\$ 4,174,055
FY2019	40' Heavy-Duty Bus	2003 - 2006	13 - 16 Years	9	\$ 4,883,645
FY2020	40' Heavy-Duty Bus	2006	14 Years	10	\$ 5,643,323
FY2021	40' Heavy-Duty Bus	2006 - 2009	12 - 15 Years	10	\$ 5,869,056
FY2022 - 2026	35' – 40' Heavy-Duty Bus	2010 - 2014	12 - 14 Years	38	\$ 25,037,701
<b>10-Year Total</b>				<b>77</b>	<b>\$ 56,111,159</b>



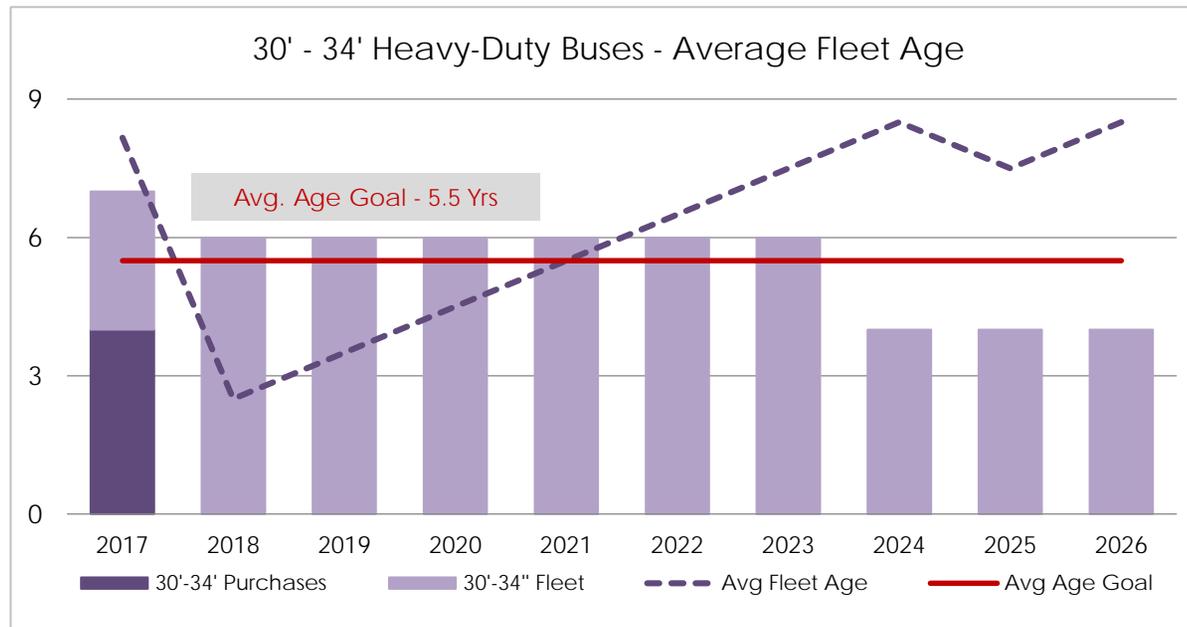


*Thirty to Thirty-Four-Foot Heavy-Duty Vehicles*

The thirty to thirty-four-foot buses are used on specialty (D-Line) and lower-ridership routes (Paratransit); the vehicles seat between 22 and 27 passengers.

Table 6: 30 to 34-Foot Heavy-Duty Vehicle Purchases

Fiscal Year	Vehicle Type	Model Year Original Vehicle	Age	Quantity	Total Cost
FY2017	30-34-Foot Heavy-Duty Diesel Buses	2008	9 Years	4	\$ 1,986,757
<b>10-Year Total</b>				<b>4</b>	<b>\$ 1,986,757</b>





Medium-Duty and Light-Duty Vehicles

Table 7: 2017 Medium-Duty Fleet

Vehicle Style	Quantity	FTA Service Life	DART Service Life Goal
31-Foot Medium-Duty Diesel Buses	3	7 years or 200,000 miles	8 years
27-Foot Medium-Duty Diesel Buses	13	7 years or 200,000 miles	8 years
Total	16		

Table 8: 2017 Light-Duty Fleet

Vehicle Style	Quantity	FTA Service Life	DART Service Life Goal
25-Foot Light-Duty Gasoline Buses	17	5 years or 150,000 miles	5 years
Total	17		

**Current Fleet Stats**

- Peak hour needs – 24 Buses
- Total medium-duty buses – 16
- Total light-duty buses - 16
- Spare ratio – 37.5%
- Vehicles over useful life – 13 (includes 12 buses being replaced with FY2015 and FY2016 funding)

**Key Projects**

- Migrate to medium-duty vehicles for all Paratransit and Flex/On-Call services
- Make consistent annual purchases to meet average fleet-age goal
- No expansion vehicles are planned in the next 10 years

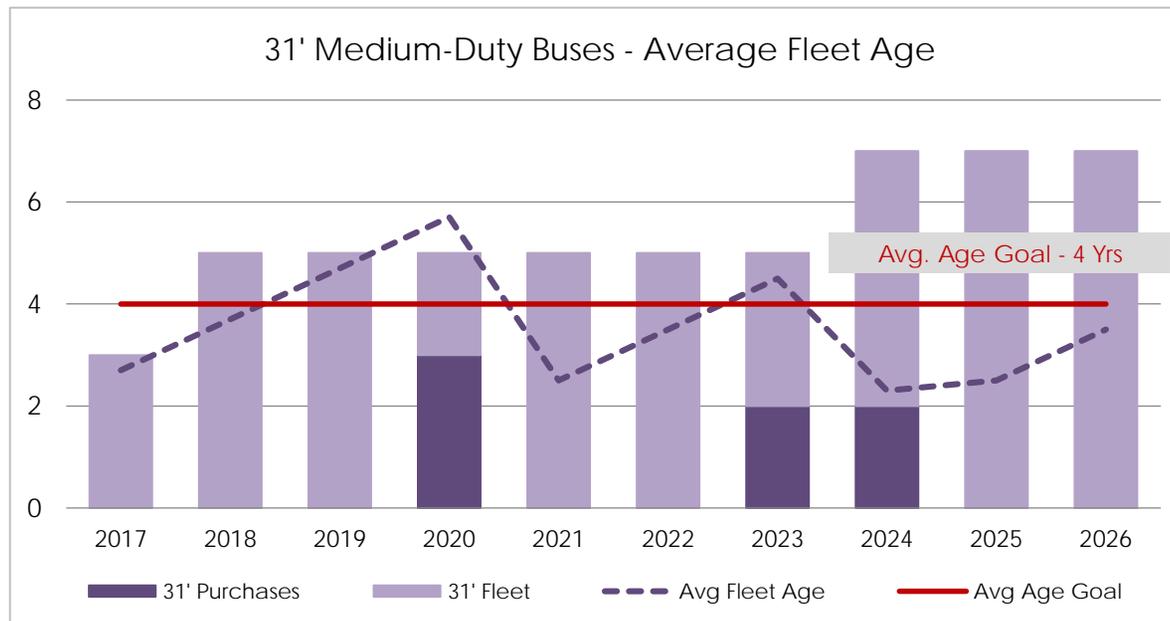


**Thirty-One-Foot Medium-Duty Vehicles**

The larger medium-duty buses are used on Paratransit routes that serve group trips, such as meal-sites and weekly shopping; the vehicles seat 27 passengers.

Table 9: 31-Foot Medium-Duty Vehicle Purchases

Fiscal Year	Vehicle Type	Model Year Original Vehicle	Age	Quantity	Total Cost
FY2020	31-Foot Medium-Duty Diesel Buses	2014	6 Years	3	\$ 572,314
FY2022 - 2025	31-Foot Medium-Duty Diesel Buses	2012 - 2017	7 - 12 Years (HD)	4	\$ 875,534
<b>10-Year Total</b>				<b>7</b>	<b>\$ 1,447,848</b>



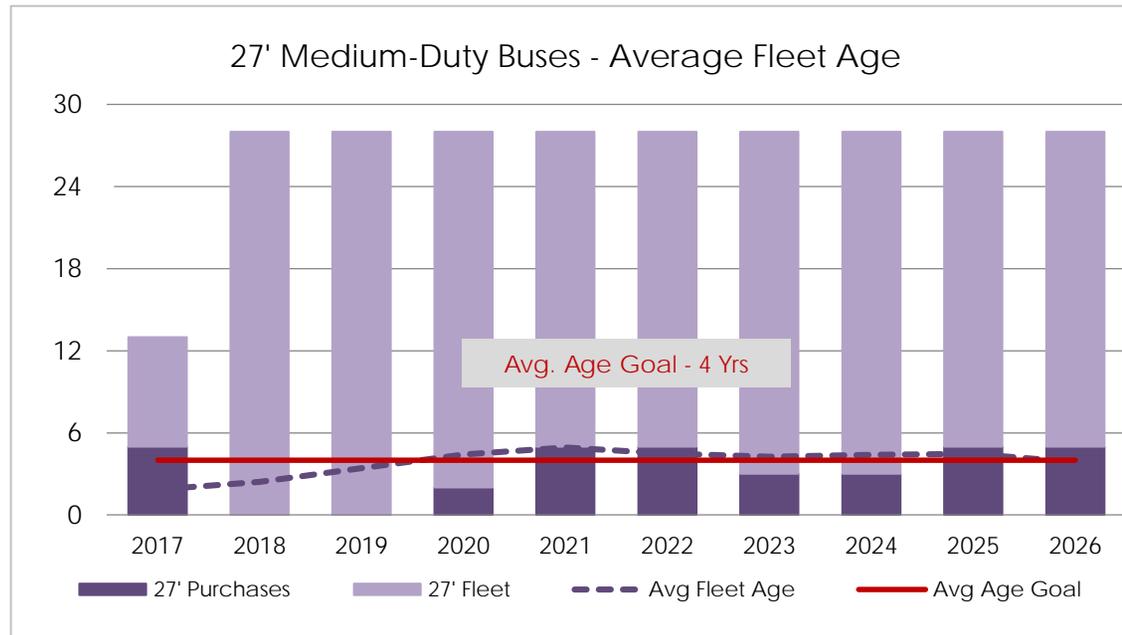


*Twenty-Seven-Foot Medium-Duty Vehicles*

The standard 27-foot medium-duty buses are used on most of DART’s Paratransit and On-Call/Flex services; the vehicles seat 19 passengers.

Table 10: 27-Foot Medium-Duty Vehicle Purchases

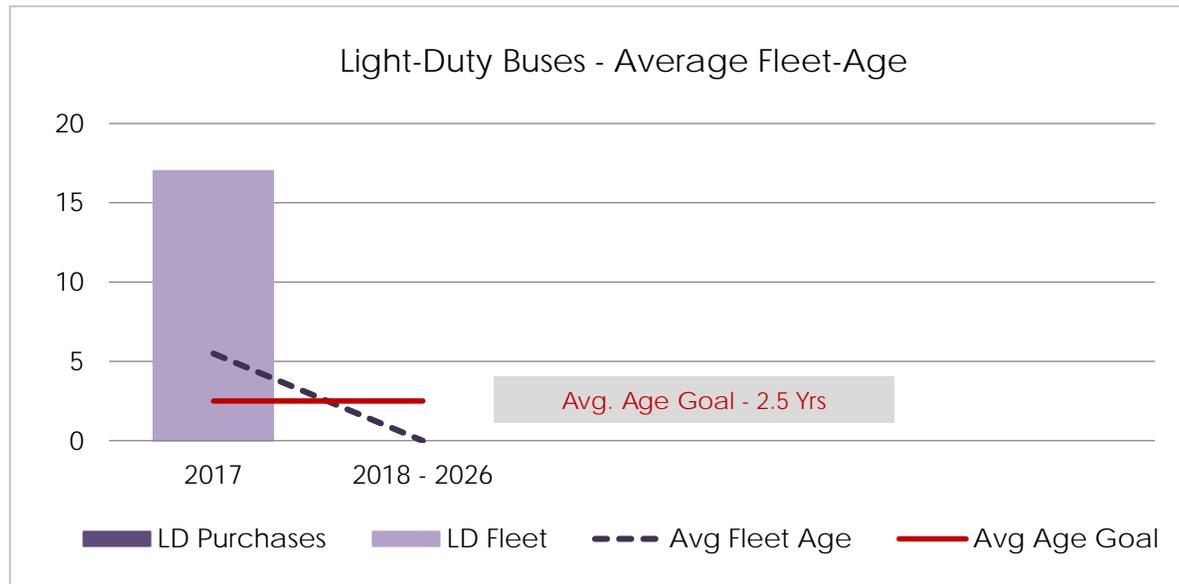
Fiscal Year	Vehicle Type	Model Year Original Vehicle	Age	Quantity	Total Cost
FY2017	27' Medium-Duty Diesel Buses	2012	5 Years (LD)	5	\$ 802,980
FY2020	27' Medium-Duty Diesel Buses	2014	6 Years	2	\$ 365,093
FY2021	27' Medium-Duty Diesel Buses	2014	7 Years	5	\$ 952,532
FY2022 - 2026	27' Medium-Duty Diesel Buses	2014 - 2017	6 - 8 Years	21	\$ 4,497,252
<b>10-Year Total</b>				<b>33</b>	<b>\$ 6,617,857</b>





*Twenty-Five-Foot Light-Duty Vehicles*

The light-duty buses are being replaced with medium-duty models, which have a longer lifespan and are more cost effective overall. No light-duty purchases are planned in the 10-year CIP.





Passenger Vans

Table 11: 2015 Van Fleet

Vehicle Style	Quantity	FTA Service Life	DART Service Life Goal
15-Passenger Maxi Van	20	4 Years or 100,000 Miles	5 Years & 100,000 Miles
11 & 12-Passenger Maxi Van	42	4 Years or 100,000 Miles	5 Years & 100,000 Miles
12-Passenger Mid-Sized Van	10	4 Years or 100,000 Miles	5 Years & 100,000 Miles
7-Passenger Minivan	32	4 Years or 100,000 Miles	5 Years & 100,000 Miles
6-Passenger Minivan ADA	2	4 Years or 100,000 Miles	5 Years & 100,000 Miles
Total	106		

**Current Fleet Stats**

- Vanpools – 89
- Total passenger vans – 106
- Spare ratio – 19.1%
- Vans over useful life – 43 (includes 27 vehicles being replaced with FY2015 and FY2016 funding)

**Key Projects**

- Purchase vans with captain seating versus bench seating for longer commuting routes
- Make consistent annual purchases to meet average fleet-age goal
- Increase Vanpools to 92 by the start of FY2018

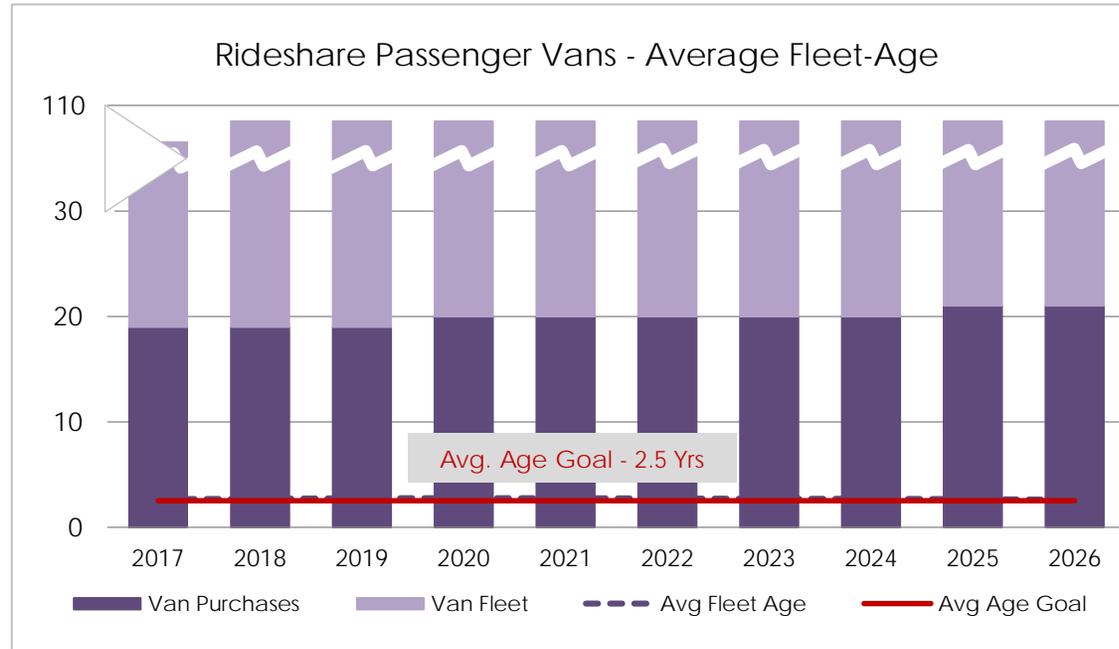


**Rideshare Vehicles**

DART's vanpool program has a fleet of passenger vans for use by groups commuting to and from work. Currently the program serves riders located in 18 counties and 52 communities throughout central Iowa.

Table 12: Rideshare Van Purchases

Fiscal Year	Vehicle Type	Model Year Original Vehicle	Age	Quantity	Total Cost
FY2017	Rideshare Vans	2013	4 Years	19	\$ 649,760
FY2018	Rideshare Vans	2010 - 2014	4 - 8 Years	19	\$ 713,898
FY2019	Rideshare Vans	2014 - 2015	4-5 Years	19	\$ 745,222
FY2020	Rideshare Vans	2015 - 2016	4-5 Years	20	\$ 899,300
FY2021	Rideshare Vans	2016 - 2017	4-5 Years	20	\$ 824,891
FY2022 - 2026	Rideshare Vans	2017 - 2022	4-5 Years	102	\$ 4,911,230
<b>10-Year Total</b>				<b>199</b>	<b>\$ 8,744,301</b>





**FACILITIES**

The Facilities category includes purchases to repair, replace, or expand portions of DART’s buildings and grounds. These procurements support the efficient operation of services, and include items that improve facility safety and efficiency.

**Facility Stats**

- DART Central Station – 2012
- DART Way Bus Barn addition – 2011
- DART Way Paratransit Barn/Wellness Center – 2001
- DART Way Main Facility – 1977
- DART Way Front Offices Remodel - 2015

**Key Projects**

- Systems control replacements, multiple - DCS
- HVAC systems replacement, multiple - DW
- Electrical Infrastructure improvements - DW
- Underground tanks replacement – DW
- Concrete replacement – DW

Table 13: Facility Projects – DART Way

Fiscal Year Budget	Facility Project	Year of Original	Useful Life	Total Cost
FY2017 - FY2026	Facility Architecture & Engineering	N/A	N/A	\$ 962,105
FY2017	Building Controls – Dispatch	2002	10 Years	\$ 43,709
FY2017	Concrete Replacement	N/A	15 - 20 Years	\$ 109,273
FY2017	Plumbing - Oil-Water Separator/Shop Drains	1977	30 Years	\$ 150,000
FY2017	Parts Office Renovation	1993	20 Years	\$ 65,000
FY2018	Concrete Replacement	N/A	15 - 20 Years	\$ 393,928
FY2018	Building Controls – Maintenance	N/A	10 Years	\$ 45,020
FY2018	Doors – Facility & Overhead	2006	12 Years	\$ 94,543
FY2018	Gates 3 & 4 Replacement	2006	12 Years	\$ 18,008
FY2019	Main Service Panels	1993	30 Years	\$ 500,000
FY2019	Emergency Generator	2002	15 Years	\$ 250,000
FY2019	Electrical Storage Building (repl. shed)	N/A	40 Years	\$ 500,000
FY2020	Building Controls – Barns	2009	10 Years	\$ 71,643
FY2020	Gates 5 & 6 Replacement	2006	14 Years	\$ 19,105



Table 13: Facility Projects – DART Way Continued

Fiscal Year Budget	Facility Project	Year of Original	Useful Life	Total Cost
FY2020	Doors – Facility	2001	20 Years	\$ 45,971
FY2020	Air Handler – Transmission Shop	1993	20 - 25 Years	\$ 119,405
FY2021	A/C1 & A/C2 Condensers	1997	20 - 25 Years	\$ 245,975
FY2021	Fences & Gate 7 Replacement	2006	15 Years	\$ 89,781
FY2022 - 2026	HVAC	1993 – 2006	20 - 25 Years	\$ 1,746,496
FY2022 - 2026	Building Controls	2009	10 Years	\$ 89,814
FY2022 - 2026	Fire Suppression System	1993	30 Years	\$ 195,716
FY2022 - 2026	Fire Alarm Panels	2002	20 Years	\$ 197,965
FY2022 - 2026	Electrical Infrastructure - Main Transformer	1993	30 Years	\$ 91,334
FY2022 - 2026	Concrete Replacement	N/A	15 - 20 Years	\$ 1,868,958
FY2022 - 2026	Overhead Doors	2011	12 Years	\$ 69,862
FY2022 - 2026	Fencing & Gates	2006	15 Years	\$ 45,624
FY2022 - 2026	Underground Tanks	1995	30 Years	\$ 498,324
<b>10-Year Total</b>				<b>\$ 8,527,562</b>

Table 14: Facility Projects – DART Central Station

Fiscal Year Budget	Facility Project	Year of Original	Useful Life	Total Cost
FY2022	Facility Architecture & Engineering	N/A	N/A	\$ 62,895
FY2022	Building Controls	2012	10 Years	\$ 38,003
FY2022	Fire Alarm Panel	2012	10 Years	\$ 10,134
FY2022	Cistern - Pumps/Motors/Controls	2012	10 Years	\$ 50,671
FY2022	Well Loop System - Pumps/Motors/Controls	2012	10 Years	\$ 31,669
FY2022	Snow Melt System - Pumps/Motor/Heat Exchange	2012	10 Years	\$ 25,335
FY2022	Electrical - Lighting Control System	2012	10 Years	\$ 126,677
FY2022	Electrical - Shade Controls	2012	10 Years	\$ 67,139
FY2022	Doors - Revolving	2012	10 Years	\$ 69,672
<b>10-Year Total</b>				<b>\$ 482,195</b>



**SUPPORT EQUIPMENT**

This category includes equipment needed to support the daily operation of DART services, and includes items such as shop and facility equipment, support vehicles, furnishings, and miscellaneous equipment.

**Equipment Stats**

- Maintenance trucks - 5
- Support vehicles - 11
- In-ground hoists – 6
- Portable hoists – 6
- Scrubbers/Sweeper s – 3 drive, 2 walk-behind

**Key Projects**

- Bus washer replacement
- Portable hoist/lift replacements
- Support vehicle replacements
- Equipment replacements
- Safety & security improvements

*Table 15: Support Equipment Projects*

Fiscal Year Budget	Equipment	Year of Original	Useful Life	Total Cost
FY2017	Shop – Welder & Freon Recovery	2007	10 Years	\$ 10,927
FY2017	Safety & Security	N/A	5 – 10 Years	\$ 25,000
FY2017	Office Furnishings – Parts Office	1994	15 – 20 Years	\$ 8,000
FY2017	Lockers - Operators	1997	20 Years	\$ 8,742
FY2017	Support Vehicles – Administration	2006	10 Years	\$ 27,318
FY2017	Support Vehicles - Supervisory	2009	8 Years	\$ 69,935
FY2017	Service - Bus Washer	2004	10 Years	\$ 437,091
FY2018	Shop - Freon Recovery & Lifts	2003 & 2008	10 Years	\$ 95,668
FY2018	Shop – Lubrication System	N/A	20 Years	\$ 65,842
FY2018	Facility – Scrubber, Scissor Lift, Steam Cleaner	2008	10 Years	\$ 118,177
FY2018	Facility – Compressor, Water Softener	2003	15 Years	\$ 61,902
FY2018	Office Furnishings – Maintenance	1994	15 – 20 Years	\$ 21,000
FY2019	Shop – Lifts	2008	10 Years	\$ 92,742
FY2019	Facility – Forklift, Carpet Scrubber	2003	15 Years	\$ 52,167
FY2019	Safety & Security	N/A	5 – 10 Years	\$ 39,000



**Des Moines Area Regional Transit Authority  
FY 2017 – 2026 CAPITAL IMPROVEMENT PLAN**



*Table 15: Support Equipment Projects Continued*

Fiscal Year Budget	Equipment	Year of Original	Useful Life	Total Cost
FY2019	UPS System	2014	5 Years	\$ 14,491
FY2019	Support Vehicles – Administration	2009	10 Years	\$ 28,982
FY2020	Shop – Lathe & Grinder	1990 & 2005	10 - 15 Years	\$ 46,568
FY2020	Facility – Skid Loader	2010	10 Years	\$ 35,822
FY2020	Miscellaneous Equipment	N/A	5 – 10 Years	\$ 19,500
FY2021	Shop – Parts Washer	2006	15 Years	\$ 24,597
FY2021	Safety & Security	N/A	5 – 10 Years	\$ 75,000
FY2021	Miscellaneous Equipment	N/A	5 – 10 Years	\$ 19,500
FY2022 - 2026	Shop Equipment	1993 - 2013	10 - 20 Years	\$ 328,347
FY2022 - 2026	Facility Support Equipment	2002 - 2015	10 - 20 Years	\$ 353,650
FY2022 - 2026	Safety & Security	N/A	5 – 10 Years	\$ 62,000
FY2022 - 2026	UPS System	2019	5 Years	\$ 18,143
FY2022 - 2026	Support Vehicles	2013 - 2017	8 – 10 Years	\$ 708,775
FY2022 - 2026	Miscellaneous Equipment	N/A	5 – 10 Years	\$ 33,200
<b>10-Year Total</b>				<b>\$ 2,902,089</b>



**TECHNOLOGY**

Technology projects account for a small percentage of the capital plan as most projects are now funded through the operating budget. Workstations are viewed as supplies and software licenses are typically only good for one year; maintenance contracts are not capitalized.

**Technology Stats**

- Servers - 18
- Audio visual systems – 5 projectors/12 Monitors and 9 PC’s
- Workstations – 44 PC’s/77 Laptops/136 Monitors
- Printers – 8 Printers/6 Copiers/1 Plotter

**Key Projects**

- Scheduling Software
- Servers & Storage replacements
- AV Equipment replacements – DW

Table 16: Technology Projects

Fiscal Year Budget	Technology	Year of Original	Useful Life	Total Cost
FY2017	Hardware - Servers & Storage	2014	3 Years	\$ 31,748
FY2017	Paratransit Software - Pass	2004	5 Years	\$ 275,882
FY2018	Hardware - Servers & Storage	2015	3 Years	\$ 32,498
FY2018	Paratransit Software – Additional Modules	N/A	5 Years	\$ 202,103
FY2019	Hardware - Servers & Storage	2016	3 Years	\$ 33,715
FY2020	Hardware - Servers & Storage	2017	3 Years	\$ 34,950
FY2021	Hardware - Servers & Storage	2018	3 Years	\$ 35,950
FY2022 - 2026	Hardware - Servers & Storage	2019 – 2023	3 Years	\$ 197,031
FY2022 - 2026	Audio Visual Technology	2015	7 – 10 Years	\$ 39,887
<b>10-Year Total</b>				<b>\$ 883,764</b>



**PASSENGER AMENITIES**

FTA requires that transit agencies report annually on federally funded amenity projects, which are called associated transit improvements. Associated transit improvement projects are designed to enhance public transportation service or use and are physically or functionally related to transit facilities. Eligible projects are historic preservation, functional landscaping (including lighting, benches, and trashcans), pedestrian access and walkways, bicycle access and equipment, signage, and enhanced access to public transportation for persons with disabilities.

**Amenity Stats**

- Existing shelters - 26
- New shelter locations identified - 22
- Bus stops – 1,533

**Key Projects**

- Installation of pedestrian access and walkways at park-and-ride locations
- Installation of landing pads at stops without access
- Installation of shelters at major boarding areas

*Table 17: Amenity Projects*

Fiscal Year Budget	Amenity Project	Quantity	Useful Life	Total Cost
FY2017	Shelters & Install	4	10 Years	\$ 80,000
FY2018	Shelters & Install	4	10 Years	\$ 81,250
FY2019	Shelters & Install	4	10 Years	\$ 82,500
FY2020	Shelters & Install	4	10 Years	\$ 85,083
FY2020	Pedestrian Access & Landing Pads	N/A	10 - 15 Years	\$ 25,000
FY2021	Shelters & Install	8	10 Years	\$ 156,600
FY2021	Pedestrian Access & Landing Pads	N/A	10 - 15 Years	\$ 25,000
FY2022 - 2026	Shelters & Install	22	10 Years	\$ 463,105
<b>10-Year Total</b>				<b>\$ 998,538</b>



**DEVELOPMENT**

DART is exploring the development of a Bus Rapid Transit (BRT) line as part of the DART Forward Plan update.

*Table 18: Development Projects*

Fiscal Year Budget	Project	Total Cost
FY2019	Bus Rapid Transit Infrastructure & Vehicles	\$ 25,000,000
<b>10-Year Total</b>		<b>\$ 25,000,000</b>



**OPERATIONS**

FTA allows large agencies to program capital funding for certain operating activities. It is DART’s intention to reduce our dependence on capital dollars to fund the operating budget, and instead use capital dollars for actual capital projects. The plan calls for an annual 10% reduction in preventive maintenance funds, ending completely after FY2022.

**Key Activities**

- Preventive Maintenance - Direct costs associated with the maintenance department such as salaries and parts
- ADA Paratransit - DART’s Bus-Plus service, which is complementary to the fixed-route system
- Planning Studies – Planning consultants hired to update the DART Forward 2035 Plan and other planning activities
- Purchased Transportation – Third party contracted Paratransit services (taxi)

*Table 19: Capital Funded Preventive Maintenance*

Fiscal Year Budget	Project	Total Cost
FY2017	Preventive Maintenance	\$ 2,595,000
FY2018	Preventive Maintenance	\$ 2,162,000
FY2019	Preventive Maintenance	\$ 1,730,000
FY2020	Preventive Maintenance	\$ 1,297,500
FY2021	Preventive Maintenance	\$ 865,000
FY2022	Preventive Maintenance	\$ 433,000
<b>10-Year Total</b>		<b>\$ 9,082,500</b>

*Table 21: Capital Funded Planning Projects*

Fiscal Year Budget	Project	Total Cost
FY2021	Planning	\$ 405,000
FY2026	Planning	\$ 470,000
<b>10-Year Total</b>		<b>\$ 875,000</b>

*Table 21: Capital Funded Paratransit Operating Projects*

Fiscal Year Budget	Project	Total Cost
FY2017	ADA Paratransit	\$ 375,000
FY2017	Purchased Transportation	\$ 170,000
FY2018	ADA Paratransit	\$ 375,000
FY2018	Purchased Transportation	\$ 175,000
FY2019	ADA Paratransit	\$ 375,000
FY2019	Purchased Transportation	\$ 180,000
FY2020	ADA Paratransit	\$ 375,000
FY2020	Purchased Transportation	\$ 185,400
FY2021	ADA Paratransit	\$ 375,000
FY2021	Purchased Transportation	\$ 190,962
FY2022 - 2026	ADA Paratransit	\$ 1,875,000
FY2022 - 2026	Purchased Transportation	\$ 1,044,258
<b>10-Year Total</b>		<b>\$ 5,695,620</b>

# APPENDIX

Fleet	Tier	Quantity	Unit Cost	Total Cost
<b>Capital Lease for 20 Forty-Foot Heavy-Duty Buses</b>				
Continue the lease of 20 new 40' heavy-duty buses from FY2015. The lease payments will be made using formula 5307 funding.				
FY2017 - 2026	Tier 1	20	\$ 925,000	\$ 9,500,000
<b>Bus Replacements - Articulated 60-Foot Heavy-Duty Buses</b>				
The purchase of six heavy-duty 60' buses to replace refurbished models from 2015. The buses will be secured using formula 5307, 5339 and STP funding.				
FY2024	Tier 3	6	\$ 1,154,591	\$ 6,927,543
<b>Bus Replacements - 40-Foot Heavy-Duty Buses</b>				
The purchase of 73 new 40-foot heavy-duty buses over 10 years to replace aging models from 2002 to 2014. The buses will be secured using formula 5307, 5339, and STP funding.				
FY2017	Tier 1	2	\$ 501,689	\$ 1,003,379
FY2018	Tier 1	8	\$ 521,757	\$ 4,174,055
FY2019	Tier 2	9	\$ 542,627	\$ 4,883,645
FY2020	Tier 2	10	\$ 564,332	\$ 5,643,323
FY2021	Tier 2	10	\$ 586,906	\$ 5,869,056
FY2022	Tier 3	10	\$ 610,382	\$ 6,103,818
FY2023	Tier 3	10	\$ 634,797	\$ 6,347,971
FY2025	Tier 3	7	\$ 686,597	\$ 4,806,176
FY2026	Tier 3	7	\$ 714,060	\$ 4,998,423
<b>Bus Replacements - 35-Foot Heavy-Duty Buses</b>				
The purchase of four new 35-foot heavy-duty buses to replace models from 2013. The buses will be secured using formula 5307 funding.				
FY2025	Tier 3	2	\$ 681,597	\$ 1,363,193
FY2026	Tier 3	2	\$ 709,060	\$ 1,418,121
<b>Bus Replacements - 33-Foot Heavy-Duty Buses</b>				
The purchase of four new 33-foot heavy-duty buses/trolleys to replace aging models from 2008. The buses will be secured using formula 5307 and STP funding.				
FY2017	Tier 1	4	\$ 496,689	\$ 1,986,757
<b>Bus Replacements - 31-Foot Medium-Duty Buses</b>				
The purchase of seven new 31-foot medium-duty buses over 10 years to replace aging models from 2012 to 2016. The buses will be secured using formula 5307 and 5310 funding.				
FY2020	Tier 2	3	\$ 190,771	\$ 572,314
FY2023	Tier 3	2	\$ 214,592	\$ 429,183
FY2024	Tier 3	2	\$ 223,175	\$ 446,351
<b>Bus Replacements - 27-Foot Medium-Duty Buses</b>				
The purchase of thirty-three 27-foot new medium-duty buses over 10 years to replace aging models from 2010 to 2017. The buses will be secured using formula 5307 and 5310 funding.				
FY2017	Tier 1	5	\$ 160,596	\$ 802,980
FY2020	Tier 2	2	\$ 182,547	\$ 365,093
FY2021	Tier 2	5	\$ 190,506	\$ 952,532
FY2022	Tier 3	5	\$ 196,758	\$ 983,791

Bus Replacements - 27-Foot Medium-Duty Buses Continued				
FY2023	Tier 3	3	\$ 206,526	\$ 619,579
FY2024	Tier 3	3	\$ 214,787	\$ 644,362
FY2025	Tier 3	5	\$ 221,326	\$ 1,106,631
FY2026	Tier 3	5	\$ 228,578	\$ 1,142,891

Vehicle Replacements - Passenger Vans  
 The purchase of 199 passenger vans over 10 years to replace aging models from 2010 to 2021. The vehicles will be secured using formula 5307 funding.

FY2017	Tier 1	19	\$ 34,198	\$ 649,760
FY2018	Tier 1	17	\$ 35,822	\$ 608,982
FY2018 - ADA	Tier 1	2	\$ 52,458	\$ 104,916
FY2019	Tier 2	19	\$ 39,222	\$ 745,222
FY2020	Tier 2	20	\$ 44,965	\$ 899,300
FY2021	Tier 2	20	\$ 41,245	\$ 824,891
FY2022	Tier 3	20	\$ 43,767	\$ 875,345
FY2023	Tier 3	20	\$ 43,623	\$ 872,465
FY2024	Tier 3	20	\$ 49,866	\$ 997,314
FY2025	Tier 3	21	\$ 51,198	\$ 1,075,165
FY2026	Tier 3	19	\$ 50,340	\$ 956,454
FY2026 - ADA	Tier 3	2	\$ 67,243	\$ 134,486

Facilities	Tier	Project	Total Cost
<b>DART Way Facility</b>			
Improvements at the DART Way Operations/Maintenance Facility to keep the buildings functional and in a state of good repair. The buildings range in age from 38 years old for the original structures down to five years for the latest barn addition. Many of the systems, components, and infrastructure will need to be updated over the next ten years. Projects include updating the HVAC systems, building controls, fire panels and suppression systems, replacing overhead and facility doors, replacing the concrete drive paths, electrical infrastructure, fences and gates, underground tanks, and shop drains. The improvements have a useful life of 10 to 30 years and will be secured using formula 5307, 5339, and state PTIG funding.			
FY2017 - 2026	Tiers 1 - 3	Architecture & Engineering	\$ 962,105
FY2017	Tier 1	Building Controls - Dispatch	\$ 43,709
FY2017	Tier 1	Shop Drains/Oil-Water Separator	\$ 150,000
FY2017	Tier 1	Deteriorating Concrete	\$ 109,273
FY2017	Tier 1	Parts Office Renovation	\$ 65,000
FY2018	Tier 1	Building Controls - Maintenance	\$ 45,020
FY2018	Tier 1	Overhead Doors - Shop	\$ 59,089
FY2018	Tier 1	Facility Doors	\$ 35,454
FY2018	Tier 1	Deteriorating Concrete	\$ 393,928
FY2018	Tier 1	Gate Replacements (3 & 4)	\$ 18,008
FY2019	Tier 2	Main Service Panels	\$ 500,000
FY2019	Tier 2	Emergency Generator	\$ 250,000
FY2019	Tier 2	Electrical Storage Room	\$ 500,000
FY2020	Tier 2	Air Handler - Transmission Shop	\$ 119,405
FY2020	Tier 2	Building Controls - Old & PT Barns	\$ 71,643
FY2020	Tier 2	Facility Doors	\$ 45,971
FY2020	Tier 2	Gate Replacements (5 & 6)	\$ 19,105
FY2021	Tier 2	HVAC Condensers 1 & 2	\$ 245,975
FY2021	Tier 2	Gate Replacement (7)	\$ 89,781
FY2022	Tier 3	HVAC Prism 5	\$ 126,677
FY2022	Tier 3	Fire Alarm Panels - Dispatch & Front	\$ 126,677
FY2022	Tier 3	Building Controls - Admin	\$ 50,671
FY2023	Tier 3	MAU (2w & 3e)	\$ 521,909
FY2023	Tier 3	HVAC Exhaust - Boiler Room	\$ 52,191
FY2023	Tier 3	Building Controls - New Barn	\$ 39,143
FY2023	Tier 3	Fire Suppression - Maintenance	\$ 195,716
FY2023	Tier 3	Transformer - Main Service	\$ 91,334
FY2023	Tier 3	Deteriorating Concrete	\$ 574,100
FY2024	Tier 3	Deteriorating Concrete	\$ 873,546
FY2025	Tier 3	Exhaust - Bus Barn 1 thru 6	\$ 415,270
FY2025	Tier 3	Exhaust - Service Lane & Paint Prep	\$ 159,187
FY2025	Tier 3	Exhaust - Paint Booth & Body Shop	\$ 276,847
FY2025	Tier 3	Exhaust/HVAC - Paratransit Barn	\$ 173,029
FY2025	Tier 3	Tanks - New & Used Oil	\$ 83,054

DART Way Facility Continued			
FY2025	Tier 3	UST Tanks - 1 thru 3	\$ 415,270
FY2026	Tier 3	Server Room HVAC	\$ 21,386
FY2026	Tier 3	Fire Alarm Panel - Old Barn	\$ 71,288
FY2026	Tier 3	Overhead Doors - New Barn	\$ 69,862
FY2026	Tier 3	Deteriorating Concrete	\$ 421,312
FY2026	Tier 3	Gate Replacements (1 & 2) & S. Fence	\$ 45,624

**DART Central Station Facility**

Improvements at DART Central Station to keep the facility in a state of good repair. Projects include updates to the building controls, fire panel, well-loop and cistern, snow-melt system, light and shade controls, and revolving doors. The improvements have a useful life of 10 years and will be secured using formula 5307 funding.

FY2022	Tier 3	Architecture & Engineering	\$ 62,895
FY2022	Tier 3	Building Controls	\$ 38,003
FY2022	Tier 3	Well-Loop System	\$ 31,669
FY2022	Tier 3	Cistern	\$ 50,671
FY2022	Tier 3	Snow Melt System	\$ 25,335
FY2022	Tier 3	Fire Alarm Panel	\$ 10,134
FY2022	Tier 3	Control System - Lighting	\$ 126,677
FY2022	Tier 3	Control System - Shades	\$ 67,139
FY2022	Tier 3	Revolving Doors	\$ 69,672

**Support Equipment**

**Shop Equipment**

Purchase of equipment to repair and maintain the fleet. Projects include replacing the following equipment, which dates from 1990 to 2016: bus washer, portable hoists, lube system, lathe, parts washer, bead blaster, hotsy, freon recovery units, drill presses, welders, band saw, grinder, bins, metal brake and metal shear. The equipment has a useful life of 10 to 30 years. The equipment will be secured using formula 5307 funding.

FY2017	Tier 1	Bus Washer	\$ 437,091
FY2017	Tier 1	Freon Recovery	\$ 5,464
FY2017	Tier 1	Welder	\$ 5,464
FY2018	Tier 1	Portable Lifts - 2 Sets	\$ 90,040
FY2018	Tier 1	Freon Recovery	\$ 5,628
FY2018	Tier 1	Lubrication System	\$ 65,842
FY2019	Tier 2	Portable Lifts - 2 Sets	\$ 92,742
FY2020	Tier 2	Lathe	\$ 40,598
FY2020	Tier 2	Bench Grinder	\$ 5,970
FY2021	Tier 2	Aqueous Parts Washer	\$ 24,597
FY2022	Tier 3	Portable Lifts - 2 Sets	\$ 101,341
FY2022	Tier 3	Welder	\$ 6,334
FY2023	Tier 3	Shop Presses - 55 & 100 Ton	\$ 14,353
FY2023	Tier 3	Metal Brake & Shear	\$ 13,048
FY2023	Tier 3	Band Saw	\$ 9,133
FY2023	Tier 3	Hotsy - Service Bay	\$ 13,047

**Shop Equipment Continued**

FY2026	Tier 3	Parts Lift	\$	71,287
FY2026	Tier 3	Parts Bins	\$	57,030
FY2026	Tier 3	Bead Blaster	\$	14,258
FY2026	Tier 3	Hotsy - Maintenance	\$	14,258
FY2026	Tier 3	Drill Press	\$	7,129
FY2026	Tier 3	Freon Recovery	\$	7,129

**Facility Equipment**

Purchase of equipment needed to keep the facility in a state of good repair. Projects include replacing the following equipment, which dates from 2003 to 2015: Compressor, scissor lift, scrubbers, steam cleaner, fork-lift, skid loaders, ATV, tractor, floor buffer, ejector pump, and UPS system. The equipment has a useful life of five to 20 years. The equipment will be secured using formula 5307 funding.

FY2018	Tier 1	Compressor	\$	56,275
FY2018	Tier 1	Scissor Lift	\$	50,647
FY2018	Tier 1	Drive Scrubber	\$	45,020
FY2018	Tier 1	Steam Cleaner	\$	22,510
FY2018	Tier 1	Water Softener Equipment	\$	5,628
FY2019	Tier 2	Fork Lift	\$	46,371
FY2019	Tier 2	Carpet Scrubber	\$	5,796
FY2019	Tier 2	UPS System	\$	14,491
FY2020	Tier 2	Skid Loader	\$	35,822
FY2022	Tier 3	Drive Scrubbers - 2	\$	172,281
FY2022	Tier 3	Walk-Behind Scrubbers - 2	\$	32,936
FY2022	Tier 3	ATV	\$	12,668
FY2024	Tier 3	Lawn Tractor	\$	24,190
FY2024	Tier 3	High Speed Floor Buffer	\$	6,720
FY2024	Tier 3	UPS System	\$	18,143
FY2025	Tier 3	Skid Loader	\$	69,212
FY2026	Tier 3	Ejector Pump - New Barn	\$	35,644

**Facility Safety & Security Equipment**

Purchase of equipment needed to keep the facility secure. Projects include security system and key card access improvements, which date from 2006 to 2014. The equipment has a useful life of five to 10 years. The equipment will be secured using formula 5307 funding.

FY2017	Tier 1	Safety & Security Equipment	\$	25,000
FY2019	Tier 2	Safety & Security Equipment	\$	39,000
FY2021	Tier 2	Safety & Security Equipment	\$	75,000
FY2023	Tier 3	Safety & Security Equipment	\$	30,000
FY2025	Tier 3	Safety & Security Equipment	\$	32,000

**Furnishings & Miscellaneous Equipment**

Purchase of furnishings and/or equipment needed by staff to support operations and maintenance functions. Projects include updating furnishings and lockers which date from 1993 to 2003. The assets have a useful life of 10 to 20 years. The furnishings will be secured using formula 5307 funding.

FY2017	Tier 1	Lockers - Female Operators	\$ 8,742
FY2017	Tier 1	Office Furniture - Parts Office	\$ 8,000
FY2018	Tier 1	Office Furniture - Maintenance Offices	\$ 21,000
FY2020	Tier 2	Miscellaneous Equipment	\$ 19,500
FY2021	Tier 2	Miscellaneous Equipment	\$ 19,500
FY2022	Tier 3	Miscellaneous Equipment	\$ 15,400
FY2023	Tier 3	Miscellaneous Equipment	\$ 14,000

**Support Vehicles**

Purchase of vehicles used to support operations, including maintenance, facilities services, supervisory, and administrative functions. The original vehicles date from 2006 to 2016 and have a useful life of eight to 10 years. The vehicles will be secured using formula 5307 funding.

FY2017	Tier 1	Supervisory Vehicles - 2	\$ 69,935
FY2017	Tier 1	Administrative Vehicle - 1	\$ 27,318
FY2019	Tier 2	Administrative Vehicle - 1	\$ 28,982
FY2022	Tier 3	Supervisory Vehicles - 4	\$ 162,147
FY2023	Tier 3	Administrative Vehicle - 1	\$ 39,143
FY2024	Tier 3	Supervisory Vehicles - 1	\$ 43,005
FY2025	Tier 3	Maintenance Trucks - 2	\$ 183,411
FY2025	Tier 3	Supervisory Vehicles - 2	\$ 88,591
FY2026	Tier 3	Maintenance Trucks - 3	\$ 192,478

**Technology**

**Computer Hardware & Equipment**

Purchase and installation of servers and related equipment that support core data processing functions. The hardware equipment has a useful life of three to 10 years. The equipment will be secured using formula 5307 funding.

FY2017	Tier 1	Computer Hardware	\$ 31,748
FY2018	Tier 1	Computer Hardware	\$ 32,498
FY2019	Tier 2	Computer Hardware	\$ 33,715
FY2020	Tier 2	Computer Hardware	\$ 34,950
FY2021	Tier 2	Computer Hardware	\$ 35,950
FY2022 - FY2026	Tier 3	Computer Hardware	\$ 236,918

**Computer Software**

Purchase and installation of software systems to improve efficiencies. The equipment has a useful life of five years. The software will be secured using local funding.

FY2017	Tier 1	Paratransit Scheduling Software	\$ 275,882
FY2018	Tier 1	Scheduling Software - Additional Modules	\$ 202,103

**Associated Transit Improvements - 1% requirement**

**Bus Shelters**

Purchase and installation of bus shelters along heavy-traveled routes. The shelters have a useful life of 10 to 15 years and will be secured using formula 5307 funding.

FY2017	Tier 1	Shelters	\$ 80,000
FY2018	Tier 1	Shelters	\$ 81,250
FY2019	Tier 2	Shelters	\$ 82,500
FY2020	Tier 2	Shelters	\$ 85,083
FY2021	Tier 2	Shelters	\$ 156,600
FY2022 - FY2026	Tier 3	Shelters	\$ 463,105

**Pedestrian Access**

Purchase and installation of landing pads and access paths at select boarding locations throughout the region. The improvements have a useful life of 10 to 15 years and will be secured using formula 5307 funding.

FY2020	Tier 2	Pedestrian Access	\$ 25,000
FY2021	Tier 2	Pedestrian Access	\$ 25,000

**Development**

**Bus Rapid Transit**

Vehicles, equipment, and infrastructure improvements needed to transform a local route into a BRT line. The project will move forward when 5309 capital investment funding is secured.

FY2019	Tier 2	Bus Rapid Transit	\$ 25,000,000
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**Operations**

**Preventive Maintenance**

The maintenance of DART assets to keep those assets in a state of good repair. These funds offset DART's maintenance budget and are secured from formula 5307 funding.

FY2017	Tier 1	Preventive Maintenance	\$ 2,595,000
FY2018	Tier 1	Preventive Maintenance	\$ 2,162,000
FY2019	Tier 2	Preventive Maintenance	\$ 1,730,000
FY2020	Tier 2	Preventive Maintenance	\$ 1,297,500
FY2021	Tier 2	Preventive Maintenance	\$ 865,000
FY2022	Tier 3	Preventive Maintenance	\$ 433,000

**ADA Paratransit**

The operation of DART's required American with Disabilities Act complimentary paratransit service (Bus-Plus). These funds offset DART's operating budget and are secured from formula 5307 funding.

FY2017	Tier 1	ADA Paratransit	\$ 375,000
FY2018	Tier 1	ADA Paratransit	\$ 375,000
FY2019	Tier 2	ADA Paratransit	\$ 375,000
FY2020	Tier 2	ADA Paratransit	\$ 375,000
FY2021	Tier 2	ADA Paratransit	\$ 375,000
FY2022 - FY2026	Tier 3	ADA Paratransit	\$ 1,875,000

**Purchased Transportation**

The purchase of 3rd party contracted paratransit services. These funds offset DART's Paratransit operating budget and are secured from 5310 funding.

FY2017	Tier 1	Contracted Paratransit Service	\$	170,000
FY2018	Tier 1	Contracted Paratransit Service	\$	175,000
FY2019	Tier 2	Contracted Paratransit Service	\$	180,000
FY2020	Tier 2	Contracted Paratransit Service	\$	185,400
FY2021	Tier 2	Contracted Paratransit Service	\$	190,962
FY2022 - FY2026	Tier 3	Contracted Paratransit Service	\$	1,044,258

**Planning**

The purchase of planning consulting services to update the DART Forward planning study. These funds offset DART's planning department budget and are secured from formula 5307 funding.

FY2021	Tier 2	Planning	\$	405,000
FY2026	Tier 2	Planning	\$	470,000



## ACTION ITEM



**9C: April FY2016 Consolidated Financial Report**

**Action: Approve the April FY2016 Consolidated Financial Report**

**Staff Resource: Amber Dakan, Finance Manager**

### Year-to-Date Budget Highlights:

#### **Revenue:**

- Fixed Route Operating Revenue is at 8.78% below budget levels. Advertising Revenue and Cash Fares are currently trending under budget.
- Fixed Route Non-Operating Revenue is currently .67% above budget levels.
- Paratransit Operating Revenue is 16.1% lower than budget expectations. Contracted trips were below budgeted levels while cash fares are outpacing budget expectations.
- Paratransit Non-Operating Revenue is currently 0.1% higher than budget.
- Rideshare Revenues are 16.29% below budgeted levels year to date. Rideshare revenue continues to cover expenses.

#### **Operating Expense:**

- Fixed Route Budget Summary – Operating expenses are 5.72% 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 15.10% 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 21.36%. Fuel and Lubricants, Equipment Repair Parts, and Salaries, Wages and Fringes are the top three categories showing the most savings.

#### **Recommendation:**

- Approve the April FY2016 Consolidated Financial Report.

#### **\*\* TOTAL Un-Audited Year-End April FY2016 as Compared to Budget:**

Fixed Route	\$	974,903	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	148,325	FY2016
Rideshare	\$	<u>37,031</u>	\$12,620.79
Total	\$	1,160,259	

**FY2016 Financials:**

**April 2016**

FIXED ROUTE	April 2016			Year-To-Date-(10) Months Ending 04/30/2016		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	369,253	423,250	(53,997)	3,860,939	4,232,500	(371,561)
Non-Operating Revenue	2,263,478	1,729,248	534,230	17,407,601	17,292,483	115,118
Subtotal	2,632,731	2,152,498	480,233	21,268,540	21,524,983	(256,443)
Operating Expenses	1,938,666	2,152,498	213,832	20,293,637	21,524,983	1,231,346
Gain/(Loss)	694,065	-	694,065	974,903	-	974,903

PARATRANSIT	April 2016			Year-To-Date-(10) Months Ending 04/30/2016		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	133,347	169,083	(35,736)	1,418,686	1,690,833	(272,147)
Non-Operating Revenue	106,203	108,564	(2,361)	1,086,995	1,085,642	1,353
Subtotal	239,550	277,648	(38,098)	2,505,681	2,776,475	(270,794)
Operating Expenses	234,539	277,648	43,109	2,357,356	2,776,475	419,119
Gain/(Loss)	5,011	-	5,011	148,325	-	148,325

RIDESHARE	April 2016			Year-To-Date-(10) Months Ending 04/30/2016		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	63,201	76,250	(13,049)	638,281	762,500	(124,219)
Non-Operating Revenue	-	208	(208)	-	2,083.33	(2,083)
Subtotal	63,201	76,458	(13,257)	638,281	764,583	(126,302)
Operating Expenses	54,085	76,458	22,373	601,250	764,583	163,333
Gain/(Loss)	9,116	-	9,116	37,031	-	37,031



## DISCUSSION ITEM



10A: DART Forward 205 Plan Update

*Staff Resource: Amanda Wanke, Chief Engagement and Communications Officer*

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- A presentation on the activities to date for the DART Forward 2035 Plan Update will be provided at the meeting.



# System Summary Performance Report April 2016

	October 2015	November 2015	December 2015	January 2015	February 2016	March 2016	April 2016	April 2015	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
<b>DART Fixed Route</b>												
Total Ridership	419,434	343,988	334,455	336,977	349,696	358,907	386,955	382,661	1.12%	3,772,533	3,768,931	0.10%
OTT Ridership	19,161	21,680	21,542	20,444	20,376	22,670	21,741	26,899	-19.18%	216,899	238,674	-9.12%
Unlimited Access Ridership	29,027	27,997	26,905	27,634	29,486	29,435	27,668	32,008	-13.56%	288,928	314,195	-8.04%
Bike Rack Usage	5,670	3,345	2,685	1,599	1,917	3,492	4,300	4,359	-1.35%	41,754	41,328	1.03%
Passengers/Revenue Hour	22.54	20.72	18.36	19.46	19.77	18.84	21.63	20.55	5.23%	20.20	20.60	-1.95%
Avg. Passengers Weekday	17,043	16,160	13,711	14,946	15,058	14,263	16,680	15,892	4.96%	15,577	15,681	-0.67%
Avg. Passengers Weekend Day	4,944	3,695	4,102	3,806	4,184	3,857	4,075	4,130	-1.33%	5,344	5,172	3.34%
Complaints/100,000 Riders	21.93	22.09	21.83	17.21	19.16	16.44	9.56	18.82	-49.18%	11.32	28.20	-59.87%
Commendations/100,000 Riders	1.19	1.16	1.49	1.78	2.86	2.23	1.81	1.57	15.37%	2.39	2.49	-4.35%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.04	1.82	1.43	0.75	2.19	1.70	0.72	1.04	-30.91%	1.31	1.57	-16.90%
Non-Preventable/100,000 Miles	2.09	1.09	1.43	3.37	1.83	1.70	3.61	0.70	418.18%	1.59	1.19	33.21%
<b>Maintenance:</b>												
Total Service Miles	287,281	274,056	280,461	267,239	273,888	294,742	277,246	287,329	-3.51%	2,830,754	2,797,309	1.20%
Road Calls/100,000 Miles	16.36	17.51	17.47	17.96	22.27	26.46	24.17	14.27	69.36%	19.75	18.98	4.03%
Active Vehicles in Fleet	126	126	126	123	123	123	123	126	-2.38%	125	126	-0.95%
<b>DART Paratransit</b>												
Total Ridership	10,694	9,194	9,904	9,561	9,706	10,783	10,065	11,598	-13.22%	102,010	112,947	-9.68%
Passengers/Revenue Hour	2.69	2.67	2.57	2.57	2.73	2.70	2.73	2.89	-5.54%	2.67	2.85	-6.39%
Average Trip Length	5.36	5.45	5.60	5.48	5.56	5.70	5.62	5.99	-6.22%	5.50	5.67	-2.99%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	3.49	3.99	0.00	3.82	0.00	4.88	1.77	1.44	22.87%	3.39	1.41	140.94%
Non-Preventable/100,000 Miles	0.00	3.99	1.80	0.00	5.56	0.00	0.00	1.44	-100.00%	1.43	1.56	-8.70%
<b>Maintenance:</b>												
Total Miles Operated	57,367	50,082	55,451	52,360	53,944	61,438	56,527	69,454	-18.61%	561,041	640,322	-12.38%
Active Vehicles in Fleet	21	21	21	21	21	21	21	21	0.00%	21	20	2.94%
<b>DART RideShare</b>												
Total Ridership	18,530	16,106	16,343	17,615	17,623	19,114	17,158	20,138	-14.80%	174,566	195,560	-10.74%
Total Vans in Circulation	88	87	87	90	89	89	88	93	-5.38%	88	93	-5.36%
Total RideShare Customers	635	615	623	625	621	616	594	684	-13.16%	625	701	-10.88%
<b>Accident Frequency Rate by Service:</b>												
Preventable	0.00	0.00	1.36	0.68	0.67	0.00	0.00	0.60	-100.00%	0.40	0.25	60.17%
Non-Preventable	0.63	0.74	0.68	0.00	0.00	0.00	0.00	0.00	0.00%	0.33	0.43	-23.73%
<b>Maintenance:</b>												
Total Miles Operated	157,836	135,958	147,129	147,378	149,086	166,649	150,087	167,405	-10.34%	1,511,248	1,613,671	-6.35%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	100	0.00%



# System Performance Ridership Report April 2016

	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016	April 2016	April 2015	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
<b>DART Fixed Route Ridership</b>	<b>419,434</b>	<b>343,988</b>	<b>334,455</b>	<b>336,977</b>	<b>349,696</b>	<b>358,907</b>	<b>386,955</b>	<b>382,661</b>	<b>1.12%</b>	<b>3,772,533</b>	<b>3,768,931</b>	<b>0.10%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	24,959	20,178	19,214	19,896	20,883	20,040	20,177	23,604	-14.52%	446,016	429,748	3.79%
#3 - University	40,265	32,363	32,108	29,804	31,324	33,785	33,340	34,493	-3.34%	336,809	344,841	-2.33%
#4 - E. 14th	20,510	16,744	17,322	17,237	17,173	16,887	16,294	19,428	-16.13%	174,629	179,286	-2.60%
#5 - Franklin Ave	8,260	7,026	7,303	7,526	8,092	7,948	7,843	3,586	118.71%	66,538	31,106	113.91%
#6 - Indianola Ave.	36,688	29,826	28,347	27,177	28,567	30,336	30,238	28,778	5.07%	295,008	257,666	14.49%
#7 - SW 9th St.	41,193	35,179	33,131	34,936	35,501	35,617	35,861	37,020	-3.13%	341,427	340,376	0.31%
#8 - Fleur Dr.	5,973	4,247	4,305	4,626	5,142	4,655	5,016	4,635	8.22%	44,447	40,263	10.39%
#11 - Ingersoll Ave.	2,066	1,709	1,960	1,962	2,306	2,418	1,954	2,226	-12.22%	20,844	22,684	-8.11%
#13 - Evergreen/SE Park Ave.	8,735	7,298	6,301	7,195	7,282	6,464	7,304	7,211	1.29%	61,885	57,730	7.20%
#14 - Beaver Ave.	26,183	21,990	20,388	21,273	20,862	20,295	20,925	24,875	-15.88%	208,009	236,836	-12.17%
#15 - 6th Ave.	30,391	24,829	23,492	25,044	26,359	25,799	25,535	27,178	-6.05%	252,193	251,586	0.24%
#16 - Douglas Ave.	44,778	36,082	35,501	34,431	36,412	37,693	36,320	41,037	-11.49%	365,512	380,920	-4.04%
#17 - Hubbell Ave.	26,582	21,647	20,744	21,155	21,836	23,480	22,665	23,269	-2.60%	226,110	208,604	8.39%
#51 - Merle Hay Crosstown	0	0	0	0	0	0	0	2,997	-100.00%	5,465	25,961	-78.95%
#52 - Valley West/Jordan Creek	17,308	14,382	15,397	13,154	13,776	15,226	14,927	14,114	5.76%	148,389	154,205	-3.77%
#60 - Ingersoll/University	39,859	32,220	30,718	31,768	32,697	33,935	33,286	35,878	-7.22%	328,838	316,597	3.87%
<b>Shuttle Routes:</b>												
Link Shuttle	1,557	1,372	1,371	2,036	2,264	1,634	1,324	805	64.47%	14,972	8,430	77.60%
Dline	14,551	12,194	12,335	12,051	11,937	13,891	47,694	13,636	249.77%	167,280	136,330	22.70%
Lincoln/McCombs	0	0	0	0	0	0	0	10,299	-100.00%	0	75,791	-100.00%
<b>Express Routes:</b>												
#91 - Merle Hay Express	1,177	965	920	954	1,008	1,070	991	966	2.59%	10,327	8,580	20.36%
#92 - Hickman Express	2,888	2,356	2,294	2,610	2,831	2,892	2,734	2,959	-7.60%	27,237	28,826	-5.51%
#93 - NW 86th Express	3,104	2,487	2,498	2,784	3,086	3,594	3,316	2,964	11.88%	29,548	29,796	-0.83%
#94 - Westtown	1,008	828	951	940	905	804	822	831	-1.08%	8,829	9,239	-4.44%
#95 - Vista	2,219	1,644	1,771	1,766	1,775	1,870	1,476	2,113	-30.15%	18,826	18,641	0.99%
#96 - E.P. True	3,188	2,489	2,409	2,377	2,483	2,878	2,340	2,733	-14.38%	27,414	27,346	0.25%
#98 - Ankeny	8,508	7,485	6,924	7,508	8,174	8,197	7,575	7,919	-4.34%	76,926	77,090	-0.21%
#99 - Altoona	1,616	1,474	1,495	1,470	1,524	1,538	1,348	1,603	-15.91%	14,741	15,915	-7.38%
<b>On-Call/Flex Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	274	218	263	280	180	289	301	255	18.04%	2,612	2,200	18.73%
On-Call: Johnston/Grimes	219	168	134	182	244	232	290	338	-14.20%	2,025	2,972	-31.86%
#73 Flex: Urbandale/Windsor Heights	354	301	307	378	326	264	248	414	-40.10%	3,167	4,025	-21.32%
#72 Flex: West Des Moines/Clive	4,309	3,737	3,901	3,793	4,083	4,452	4,081	3,737	9.21%	39,396	39,372	0.06%
#74 Flex: NW Urbandale	610	463	569	605	590	653	576	629	-8.43%	5,728	4,541	26.14%
On-Call: REGIONAL	102	87	82	59	74	71	154	131	17.56%	1,386	1,428	-2.94%
<b>DART Paratransit Ridership</b>	<b>10,694</b>	<b>9,194</b>	<b>9,904</b>	<b>9,561</b>	<b>9,706</b>	<b>10,783</b>	<b>10,065</b>	<b>11,598</b>	<b>-13.22%</b>	<b>102,010</b>	<b>112,947</b>	<b>-9.68%</b>
Bus/Van	9,743	8,409	8,936	8,572	8,784	9,848	9,057	10,954	-17.32%	92,903	105,073	-11.58%
Cab	951	785	968	989	922	935	1,008	644	56.52%	9,107	7,874	15.66%
<b>DART RideShare Ridership</b>	<b>18,530</b>	<b>16,106</b>	<b>16,343</b>	<b>17,615</b>	<b>17,623</b>	<b>19,114</b>	<b>17,158</b>	<b>20,138</b>	<b>-14.80%</b>	<b>174,566</b>	<b>195,560</b>	<b>-10.74%</b>
<b>TOTAL RIDERSHIP</b>	<b>448,658</b>	<b>369,288</b>	<b>360,702</b>	<b>364,153</b>	<b>377,025</b>	<b>388,804</b>	<b>414,178</b>	<b>414,397</b>	<b>-0.05%</b>	<b>4,049,109</b>	<b>4,077,438</b>	<b>-0.69%</b>



## MONTHLY REPORT



### 11A: Operations

**Staff Resource:** *Tim Sanderson, Chief Operating Officer*

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- On June 5, 2016 DART commenced operating the modified routing in the Valley West Mall area. Although the infrastructure planned for the site by Valley West Mall and the City of West Des Moines has not yet been completed, DART was able to adapt to this change with minimal negative impact. In anticipation of potential confusion by passengers, DART staff were on site to assist with navigation and questions. Additionally, with the consent of Valley West Mall, DART buses will drop off passengers with mobility challenges at the entrance of the mall until the infrastructure improvements are completed.
- On June 11, DART held its annual Bus and Paratransit Operator ROADEO at Southridge Mall. The ROADEO is a competition in which DART Operators compete with one another by driving a bus through a course that simulates the maneuvers and hazards that they experience in their daily work lives. The winners of this local ROADEO will now compete in the State-wide event on June 25, 2016 in Coralville.
- DART Paratransit Operator Kurt Mackel-Wiederanders represented Iowa at the 2016 Community Transportation Association of America annual bus ROADEO competition. The competition was held in Portland, Oregon on May 22nd, 2016. As a first time participant, Kurt represented Iowa and DART very well as he placed in the top half of all competitors from across the nation.
- In May, Operations staff met with the managers of the two remaining malls that we provide service to in order to ensure that open lines of communication are maintained. Both Jordan Creek and Southridge indicated that no issues exist and that DART continues to be welcomed. Into the future, Operations Staff will meet periodically with these malls in order to ensure that this rapport is sustained.



# MONTHLY REPORT



**11B: Engagement**

**Staff Resources:** *Amanda Wanke, Chief Engagement and Communications Officer*

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**DART Forward**

- TMD was on site May 3-6 to share the draft DART Forward 2035 Year Five Update Transit Services Plan with key stakeholders. During the week, TMD met with the following groups:
  - DART Commission
  - DART Forward 2035 Advisory Committee
  - Staff Advisory Committee
  - City of Ankeny
  - City of Altoona
  - City of Pleasant Hill
  - City of Des Moines
  - City of Johnston
  - City of Urbandale
  - City of Clive
  - City of West Des Moines
  - Transit Future Workgroup and Walkability Study Leadership
  - TMD also gave a presentation to the Rider Advisory Council on May 11<sup>th</sup> via webinar.
- TMD is incorporating the feedback from these stakeholders into the next draft of the plan, which will be shared with the public later this summer.
- TMD and DART continue to meet regularly discuss the details of the proposed route alignments and the 20-year financial model.

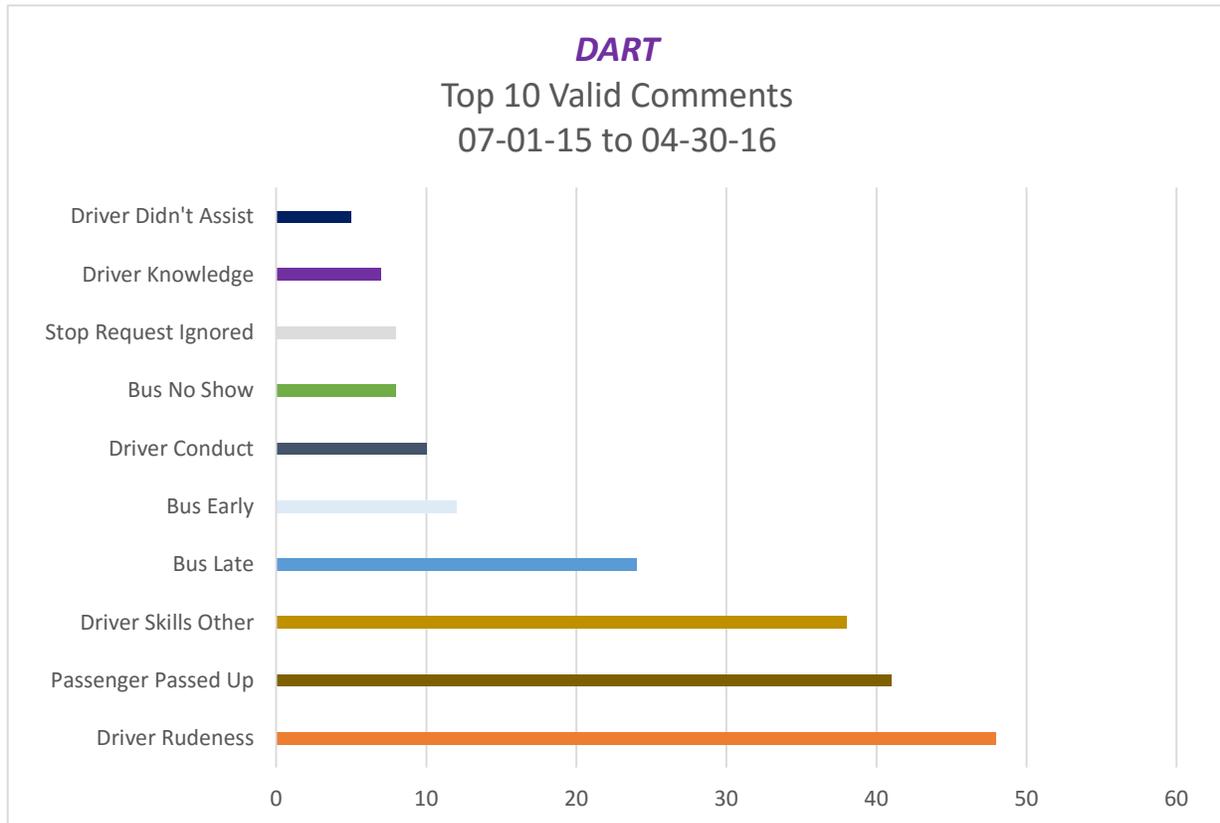
**Community and Customer Relations – John Clark, Community and Customer Relations Manager**

**April 2016 Website Communication and Messages:**

- Contact/Feedback Form – 44
- Other/Misc. – 6
- Bus Stop/Shelter Requests - 1
- Voicemails – 126, voicemails requiring response – 17 (14%)

**Total Calls for April 2016:**

- Schedule Information – 7958
- Spanish Line – 74
- Receptionist – 576
- RideShare – 445



**Mobility Coordination Events**

- How to Ride –
  - Eastside Senior Center
  - Mainstream Living
  - Stepping Stones
  - DMACC ESL Class
  - US Committee for Refugees and Immigrants (every other month training)
- DART How to Ride
- 2 Smart Steps presentations
- HIRTA meeting
- Dallas County TAG meeting
- Evelyn K Davis meeting
- Travel Training ~ Chicago
- Homeless Connection
- Mid Iowa Association for the Education of Young Children
- Heart Health Open House

**MONTHLY REPORT**  
**11B: Engagement**



**Community Relations Events**

- Job Fair – Wells Fargo Arena
- Senior College Presentation
- Unlimited Access Meetings – 1
- Community Speaking (DART Forward)- 3

**RideShare**

- Planning continues to progress with the transition from current vanpool management software to a new software that the Iowa Department of Transportation is coordinating and DART is participating in.
- Drivers training was conducted.
- The RideShare and Customer Service call centers are being combined to provide better customer service and cross-training is underway between the two departments.

**Marketing and Communications – Erin Hockman, Marketing and Communications Manager**

- **ABBG survey:** Staff promoted the American Bus Benchmarking Group annual survey, which measures DART services including ease of use, information, time, customer care and comfort. DART received 367 survey respondents.
- **Earth Day Trash Bash:** DART attended the Downtown Earth Day Trash Bash to talk with volunteers, majority of who were downtown employees, about the D-Line.
- **Bike Month:** DART promoted Bike Month 2016 by offering free rides for those who boarded with a bike and sponsoring the Des Moines Bicycle Collective's bike month program. DART also hosted the Downtown Chamber's Economic Bike Tour, serving as the starting and ending location.
- **Additional Metrics:** Facebook had 126 new likes, Twitter had 24 new followers and Instagram had 30 new followers in April 2016.

**Planning - James Tishim, Planning Manager**

- **June 5, 2016 Service Change:**
  - Valley West Mall System Restructure: Routes 3 University, 52 Valley West/Jordan Creek Crosstown, 72 West Des Moines/Clive Flex and 74 NW Urbandale Flex have been restructured to operate outside of Valley West Mall on 31st Street.
  - Downtown 7th Street Reopened: 7th Street between Watson Powell Jr Way and Grand Avenue has reopened allowing two lanes of travel. Routes 3 University, 15 6th Ave, 17 Hubbell Ave/Altoona, 52 Valley West/Jordan Creek Crosstown, 60 Ingersoll/University and 98 Ankeny Express will return to regular route.
  - Des Moines Public School services have been removed and there were other minor service adjustments.
- **Park & Ride Signage:** The Planning Department is working with the Marketing and Communications Department on new signage for the Park & Ride system. All the current

MONTHLY REPORT  
11B: Engagement



Park & Ride locations have been evaluated for their current signage, new sign requirements and placement.

**Other Engagement Activities:**

- **Advertising Transition:** The transition to Advertising Vehicles as DART's advertising vendor is underway and going smoothly. Effective June 1, Advertising Vehicles has begun managing any new sales opportunities and has hired their sales team that will reside in Des Moines.
- **Partnership DC Trip:** Amanda and Elizabeth attended the Greater Des Moines Partnership's DC Trip and were able to have many important conversations regarding transit in the region, including participating in a panel presentation on transportation. In addition, DART previewed its 10-year anniversary video, created by Happy Medium, which has received more than 21,000 views on social media.
- **Business Outreach:** Various team members have met with several organizations, including the Wittern Group, Kemin, and Goodwill, to discuss their transportation needs and ways DART may be able to assist.
- **Hiring:** Erin Hockman began as the marketing and communications manager in early May, and interviews are underway to fill the planning manager position that will be open after Jim Tishim's retirement.



# MONTHLY REPORT



11C:	Procurement
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**Staff Resource:** *Mike Tiedens, Procurement Manager*

**Upcoming Procurements:**

**Mobile Ticketing System** – DART is seeking a vendor able to provide a mobile ticketing system that will allow for an alternative electronic method to the current DART pass. The mobile ticketing system is anticipated to include an account based back office application which will integrate with new fareboxes. The back office system will integrate with the new farebox technology as a second phase and will manage all of DART’s fare products and fare policy.

- RFP to be published June 2016

**Admin Remodel Phase III Furnishings** – In coordination with the pending renovation project of the 1100 DART Way facility, DART will be purchasing furniture and associated items to furnish the space. Style and aesthetic will mirror the previous phase of renovation, with the focus being on high durable finishes. The products will meet Buy America standards.

- Locations to be furnished are the closed administration offices, driver and mechanic lounges, quiet room and dispatch and scheduling spaces
- DART will be utilizing an approved public contract for the purchases
- DART staff will present the purchase recommendation as an action item at the July 2016 DART Commission Meeting

**Contracts and Task Orders Approved Recently:**

**Disc Brake Lathe**

- *DART solicited pricing for an on-vehicle disc brake lathe. The function of the lathe is to re-surface disc brake rotors without removing them from a vehicle. ARI-HETRA submitted the lowest responsive and responsible bid.*
  - Approved contract amount was \$15,954.46

**Gravel Parking – 1100 DART Way**

- *DART solicited quotes for the clearing of cement and debris, and the application of an aggregate base (gravel), creating a new parking area for DART vehicles on the west side of the 1100 DART Way property. Parking Lot Specialties provided the lowest responsive and responsible bid.*
  - Approved contract amount was \$34,500.00

**Upcoming Procurements:**

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



## MONTHLY REPORT



11D: Chief Executive Officer

*Staff Resource: Elizabeth Presutti, Chief Executive Officer*

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- **DART Forward 2035 Plan Update Presentations to Member Communities:**
  - **City of Des Moines** attended by Commissioner Hensley (on Council), Elizabeth Presutti and Amanda Wanke
- **Member Community Presentations:** Amanda and I had the opportunity to present the draft plan to many of DART's member governments when TMD was in town the first week of May.
- **DC Partnership Trip:** Both myself and Amanda Wanke participated in the DC Partnership trip. DART also sponsored the Tuesday lunch. At the lunch DART Chair, Steve Peterson presented the DART 10-years video, which was very well received and garnered numerous chuckles.
- **DART Family Picnic:** DART had its first family picnic (potluck) for all employees in over 10 years at Living History Farms on Saturday, May 21<sup>st</sup>. The event was well attended and everyone enjoyed the beautiful day!
- **Other Updates:**
  - I am serving on the Steering Committee for Capital Crossroads 2.0 effort.
  - The Transit Future Work Group is meeting on June 13<sup>th</sup>. DART will be sharing elements of the draft DART Forward 2035 Plan update with the Committee.



## FUTURE DART COMMISSION ITEMS



### FUTURE AGENDA ITEMS:

July 12, 2016 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>1100 DART Way Furniture Contract</li> </ul>	<ul style="list-style-type: none"> <li>DART Information Technology Systems Overview</li> <li>State Legislative Update</li> <li>Mobility Manager Update</li> <li>Quarterly Investment Report</li> </ul>
August 2, 2016 – 12:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> <li>Quarterly Safety Report</li> <li>DART Forward 2035 Plan Update</li> </ul>
September 6, 2016 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>Mobile Ticketing</li> </ul>	<ul style="list-style-type: none"> <li>DART Marketing Plan</li> <li>DART Paratransit Software Project</li> </ul>
October 4, 2016 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>Printing Services</li> <li>Occupational Medical Services</li> </ul>	<ul style="list-style-type: none"> <li>TransTrack</li> </ul>

### Future Meetings and Conferences:

- Iowa Public Transit Association Annual Meeting and State Bus Rodeo in Coralville, IA – June 22 - 25, 2016



## COMMISSIONER ITEM



13B: FY 2017 DART Commission Officer Election

*Staff Resource: Elizabeth Presutti, General Manager*

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### Rules Governing Commission Officer Elections:

- The three officers of the Commission are Chair, Vice Chair and Secretary/Treasurer.
- Each officer must be from a different member community.
- Each officer is elected to serve until the next annual meeting or until his or her successor has been duly elected.
- Officers may serve multiple terms if so elected.
- Commission alternates are not eligible to serve as officers.
- The Nominating Committee shall offer nominations for each office at the annual meeting.
- Nominations for each office shall also be accepted from any Commissioner present at the annual meeting.
- All nominees, including those offered by the Nominating Committee, must receive a second in order to be considered a candidate and voted on for office.

### Nominations Received and Seconded:

- The Nominating Committee, which consisted of Commissioners Van Oort, Hensley and Conkling and Muldoon will provide their list of candidates at the June 2016 meeting.
- Nominations shall also be accepted from the Commissioners present at the annual meeting.
- Once all nominations have been received, the Commission Chair will ask for the nominations to be seconded.

### Vote:

- The Commissioners present at the annual meeting shall vote on each officer position.
- The newly elected officers will assume their roles at the July 2016 Commission meeting.



## CLOSED SESSION



15:	Closed Session – Chief Executive Officer Performance Review
Action:	The Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subparagraph I of the Iowa Code.

*Staff Resource: Elizabeth Presutti, Chief Executive Officer*

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### 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 evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.”
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.

### Closed Session:

- The Commission will discuss Chief Executive Officer performance and consider approving a new contract and compensation level adjustment for the Chief Executive Officer.