



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
DECEMBER 20, 2011 – 5:00 p.m.
DART MULTI-PURPOSE ROOM, 1100 DART Way**

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2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
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**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES**

**1100 DART Way – Des Moines, IA 50309
November 29, 2011**

ROLL CALL

Commissioners Present: Bob Mahaffey, Angela Connolly, Tom Gayman, Steve Brody, Skip Conkling, Gaye Johnson, Steve Van Oort

Commissioners Absent: Ted Boesen, Chris Hensley

Alternates Present: None

Staff Present: Elizabeth Presutti, General Manager; Tom Reynolds, Chief Operating Officer; Jamie Schug, Chief Financial Officer; Randy Ross, HR Director; Claire Celsi, Marketing and Community Partnerships Director; Kirstin Baer-Harding, Advertising Manager; Gunnar Olson, Public Information Officer; Jim Tishim, Planning Director; Mike Kaiser and Greg Schmitt, Transportation Training; Paula Covington, RideShare; P.J. Sass, Customer Service Manager; Paula Covington, RideShare; Nolden Gentry, Legal Counsel; Suzanne Robinson, Clerk to the Commission;

Others Present: Dana Conn, TMA; Nathan Goldberg, MPO; Todd Erzen, Des Moines Register; Greg Sparks, City of West Des Moines; John Halsband, DART customer

CALL TO ORDER

The meeting was called to order by Chair Angela Connolly at 5:00 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Chair Connolly called for corrections to the October 25, 2011, meeting minutes.

There being no comments on the minutes, it was moved by Mr. Gayman and seconded by Mr. Conkling that the minutes be approved. The minutes were approved as written.

PUBLIC COMMENT

None

TRAC REPORT

Mr. Rod Van Genderen, the recently named Vice Chair of the Transit Riders Advisory Committee, summarized the November TRAC meeting. He said that the committee discussed goals for 2011 and 2012, and heard a presentation on detours from DART supervisor Greg Schmitt. He said that the current TRAC committee is much more involved and active, which promises a good year ahead. Election of officers was held at the meeting, with Alexander Grgurich named Chair and Mr. Van Genderen Vice Chair.

CONSENT ITEMS

Consent Item 7C – October 2011 Financial Reports

Ms. Schug announced that Fixed Route financials were better than anticipated, and that Paratransit is down \$90,000 due to the loss of Medicaid trips. RideShare financials reflect the fare increase that took place in November. Mr. Brody asked about a discrepancy in the Paratransit figures, and Ms. Schug explained that fuel costs are now being shown in the Fixed Route financial report. It was moved by Mr. Van Oort and seconded by Ms. Johnson, that the Consent Items be approved. The motion carried unanimously.

ACTION ITEMS

Action Item 8A – 2012 Federal and State Legislative Priorities

Ms. Presutti said that the Legislative Committee (Christine Hensley, Steve Brody, Skip Conkling) met with Mr. Bill Wimmer, DART's legislative consultant, and the DART General Manager, and they came up with some priorities for the Commission to consider:

State Legislative Priorities

Thank Legislators for Their Support – Thank legislators for their support of DART projects, including \$4 million I-JOBs grant that leveraged the full funding of the \$21 million DART Central Station and other capital projects funded through the state's Public Transportation Infrastructure Grant Program.

Protect DART's Civil Servants – Support steeper penalties for assailants of DART employees. Currently, assaults on police officers and fire fighters are felonies; the same protection should be given to bus operators, who are exposed to hundreds of members of the public every day. Eight DART operators have been assaulted in the past two years.

"Iowa in Motion" – Continue to monitor and, where appropriate, make comments on the Iowa DOT's State Transportation Plan, "Iowa in Motion: Planning Ahead 2020," as it moves toward finalization. Voice support for components of the plan that identify the need for public transit investment and identify means for funding public transit.

Commercial Property Tax Reform – Monitor and, where appropriate, make comments on efforts to reform commercial property taxes. Seek to have regional transit authorities such as DART be eligible to use any alternative funding methods to "backfill" losses to commercial property tax base.

Need Funding Options – Open discussion for forms of revenue for public transportation other than local property taxes, recognizing the sensitivity to over-reliance on property taxes.

Support Iowa Passenger Rail – Monitor and, where appropriate, make comments on the Iowa DOT's feasibility study of passenger rail service connecting the Quad Cities, Iowa City, Des Moines and Omaha. Support recommendations to move forward with the project.

The Committee listed the Federal Legislative Priorities:

Thanking Congressional Delegation – Thank Iowa’s Congressional Delegation for their support of DART projects, including \$16.5 million in federal grants for DART Central Station and, more recently, a \$2.1 million grant to purchase six new diesel buses and another \$1.125 million grant to upgrade five replacement buses to hybrids rather than diesels.

University/Ingersoll Rapid Transit Corridor – DART will complete its Alternatives Analysis this fall and is actively seeking a local match. Assuming a commitment to a local match, DART will apply for federal funding through the Very Small Starts program of the Federal Transportation Administration. (FEDERAL REQUEST: \$20 million)

Advance Smart Card Reader and Fare Payment System – Updated fareboxes will be crucial for DART to expand its partnerships within the community. (FEDERAL REQUEST: \$3 million)

Additional Buses -- DART will need additional buses in the coming years to expand service as outlined in the recently adopted DART Forward 2035 Plan.

In addition, DART will work with the American Public Transportation Association to advocate for key priorities in a long-term reauthorization bill for federal transportation funding, specifically:

- A multi-year bill to foster stability and predictability in transit budgets.
- Maintain funding at current levels, if not increased levels.

DART will stress that cuts to transit would have significant consequences. For example, a cut of 30 percent to federal funding – as previously proposed – would result in a loss of approximately \$2.1 million annually, requiring service cuts and drastically limiting residents’ access to jobs, schools and shopping.

Chair Connolly elaborated on the possibility of a 30% cut in federal funding, stating that it would be a disaster for the community. Ms. Presutti added that the cut would be from DART’s formula funds, affecting DART’s bottom line. She added that she will be in Washington DC the first week in December for an APTA conference, and has scheduled meetings with the Congressional Delegation, at which time she will inform them of the consequences of a cut in public transit funding.

It was moved by Mr. Brody and seconded by Ms. Johnson that the Commission approve the 2012 State and Federal Legislative Priorities.

The motion carried unanimously.

Action Item 8B – Ingersoll/University Bus Rapid Transit Project Local Match Campaign

Ms. Presutti summarized the work to date on the BRT project, and added that The Federal Transit Administration (FTA, Very Small Starts program) funds projects like the Ingersoll/University loop corridor BRT. The Very Small Starts program is a competitive process based on the evaluation criteria which includes having a strong financial plan with local financial commitment. A factor that may help is that the State of Iowa has never received any FTA Very Small Starts funding, and in addition, FTA Region VII has given approval for the project.

She said that the next step is to apply for the federal grant, which will cover 80% of the funding, so that a match of 20% must come from local sources. Ms. Presutti added that staff has developed a presentation that will hopefully convince local funders to invest in the project. She stated that the focus will be on quickly communicating the opportunity, securing lead gifts and engaging those who are influencers in much of the decision-making related to economic development, quality of life initiatives and retaining and attracting the region’s workforce. She added that staff recommendation is that the commission approves the plan to move forward with the BRT-related

fundraising for the \$5 million local match, and participate whenever possible with phone calls and letters of support to the companies on our list.

Mr. Gayman asked what the reaction has been in the presentations already made in the community. Ms. Presutti said it has been positive, and that attendees have given lots of feedback. Chair Connolly said that the support of member communities for this project is very important. Mr. Brody asked if the BRT route will be integrated into other DART bus routes, and if DART will have to buy land or get easements for shelters and stops. Ms. Presutti said that the BRT will connect with all routes, and that DART expects that most stops and shelters will be built in the right-of-way. Mr. Brody asked what costs for operating the BRT will be, and Ms. Presutti said that operating costs have been included in the DART 2035 budget. Chair Connolly added that the Grant will pay for the cost of the infrastructure.

It was moved by Mr. Van Oort and seconded by Mr. Mahaffey that the Commission approve the Ingersoll/University Bus Rapid Transit project Local Match campaign. The motion carried unanimously.

DISCUSSION ITEMS

9-A - DART Central Station Update

Mark Trost, DART's Owners Representative, gave a quick update on the progress of DART Central Station. He stated:

- Steel will begin to arrive on site in December.
- The first official change order was submitted during the month.
- The weather gods have been smiling on the project.
- The public art presentations were viewed and approved with some changes.
- Looking for a vendor is proceeding.

Chair Connolly added that the project is on schedule, which is great news.

9-B - 2013 Budget Update

Ms. Schug made a brief presentation, and stated:

- Staff has identified areas where the budgeting process could be improved.
- She attended a conference in San Antonio at which she made an effort to find a better model for DART.
- Software MuniCast was approved and purchased which allows 100 different scenarios to be configured over a 20-year period, making the budget forecasting process much easier and more transparent.
- The software also puts all budgeting information in one place for easier access.
- It allows for "seasonality" so that staff can see what real spending looks like for the year, not amortized over 12 months as in the past.

Ms. Schug also listed the current budget assumptions:

- IPERS changes, the contribution rate for FY 2013 will increase by 1%, that 1% increase will be split between employer and employee, with the employer rate increasing by 0.6% and the employee rate increasing by 0.4%
- Residential Rollback will be 50.75%, Commercial Rollback will remain at 100%
- 1% pay increase for staff with incentive pay potential
- Implementation of Year 1 of DART Forward plan

And areas of uncertainty being:

- Property tax reform
- Federal funding amount

Mr. Conkling asked about DART's ability to pay large amounts without amortizing throughout the year. Ms. Schug said that her department will remain cognizant of such scenarios in making sure DART can meet its monthly obligations.

Ms. Presutti thanked Ms. Schug for taking on the research for the purchase of the MuniCast software.

9C - Performance Reports

No discussion this month.

MONTHLY REPORTS

Mr. Reynolds updated the commission on the situation at Merle Hay Mall, in which mall management wanted to remove the bus stop at the mall because bus-riding Hoover students were stopping at the mall after school. He stated that thanks to Commissioners Hensley and Gayman, DART staff were included in a phone meeting with the mall owner and were able to work through the issue. Mr. Reynolds introduced new Dispatcher, Skip Herbold, who will also deliver the morning WHO report in addition to his dispatching duties. Mr. Reynolds announced that supervisor Greg Schmitt will be the new Training Manager, with Mike Kaiser assuming a new position as Manager, Service Management. A new transportation supervisor was hired as well – driver Neil Hampton moved up during the month to his new position.

Ms. Celsi gave highlights of doings in the Marketing Department:

- Working on the Marketing Plan
- Updating social media sites and attempting to update every day.
- Have seen a 50% decrease in complaints.
- Going to have a Training Session on working with difficult customers.
- Thanks to Paula Covington in the RideShare department for shouldering all the responsibilities of the department during this transitional period.

Ms. Presutti announced that negotiations with the Amalgamated Transit Union have begun.

FUTURE AGENDA ITEMS

Nolden Gentry will bring a new Re-districting Plan before the Commission at the December meeting.

COMMISSIONER ITEMS

By Laws

Mr. Gentry explained that since a regional transit authority was a new entity in the State of Iowa, there were some glitches in the By Laws that need to be corrected. He said that an amendment to the By Laws needs to be made to provide for an Annual Meeting and a date for the Election of Officers of the Commission. He is recommending that the June Commission Meeting be designated as the Annual Meeting, and that the Election of Officers take place during the June Commission

Meeting as well. The Amendment may be passed with a two-thirds vote of the Commission. Mr. Gentry also discussed some minor changes that need to be made in the Intergovernmental Agreement, including the number of meetings per year of the Commission and regarding the duties of the Secretary to the Commission and the Clerk to the Commission. Mr. Brody asked if the By Laws have been checked for other anomalies that should be changed. Mr. Gentry assured him that they have now been thoroughly scrutinized and any problem discovered.

CLOSED SESSION

Chair Connolly called for a motion to recess and reconvene in a closed session.

Closed Session:

It was moved by Mr. Mahaffey and seconded by Mr. Van Oort that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection 1, Paragraph C of the Iowa code to discuss strategy with counsel on a matter where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of DART in that litigation.

Roll Call: Connolly yes, Brody yes, Gayman yes, Mahaffey yes, Conkling yes, Johnson yes, Van Oort yes. The motion carried unanimously.

Chair Connolly recessed the meeting at 6:10 pm. At 6:23 pm it was moved by Mr. Conkling and seconded by Mr. Van Oort that the closed session be adjourned.

Roll Call: Connolly yes, Brody yes, Gayman yes, Mahaffey yes, Conkling yes, Johnson yes, Van Oort yes. The motion carried unanimously.

The regular Commission meeting was resumed at 6:24 pm. Chair Connolly stated for the record that no action was taken during the closed session.

ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

Next Meeting Date:
December 20, 2011

2012 Meeting Dates

Jan 31, Feb 28, Mar 27, Apr 24, May 22, Jun 26, Jul 31, no meeting in August
Sep 25, Oct 23, Nov 27, Dec 18

Chair

Secretary/Treasurer

Date

CONSENT ITEM



6A:	Fixed Route Replacement Bus Purchase
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Action:	Approve the purchase of Four (4) 30-Foot Diesel Buses and Six (6) 40-foot Diesel Buses from Daimler Buses of North America aka. Orion at a Cost Not to Exceed \$4,120,000
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Staff Resource: Mike Drottz, DART Purchasing Manager

Background:

- DART has received funds to replace ten of its heavy duty diesel buses. Our current contract has expired.
- DART has joined the Minnesota Cooperative Purchasing Agreement to be able to purchase buses from the same manufacturer that we have used for the last five years.
- DART will purchase four 30-foot diesel buses at a cost not to exceed \$406,000 each and six 40-foot diesel buses at a cost not to exceed \$416,000 each.
- DART has purchased 47 heavy duty transit buses from Daimler Buses of North America on a total of five occasions since 2006. These purchases are comprised of a total of 46 forty-foot diesel and one forty-foot diesel/electric hybrid. To date, DART is pleased with the performance of these Orion buses.
- These ten new buses will replace two 1997 Gillig buses, eight 1998 Gillig buses.
- DART has received notice that Clean Fuels Funding intends to award DART \$1,250,000 for the upgrade of five of these buses to diesel/electric hybrids. The pre-award authority is expected to be granted to DART in January of 2012. Once that authority is finalized, we will request consent from the DART Commission to add the hybrid propulsion system to five of the vehicles in this order.

Funding:

- Using a combination of MPO-allocated FY2011 Federal STP funds (\$900K), DART's Federal Formula capital funds (\$300,000), State of Good Repair Funds (\$2,101,560) plus budgeted local match dollars, DART will purchase these buses and anticipate their delivery in mid 2013.

CONSENT ITEM



6B:	Des Moines Area MPO and CIRTPA Staff Representation for DART
Action:	Appoint the DART Staff representatives at certain MPO and CIRTPA meetings

Staff Resource: Suzanne Robinson

Background:

- The Des Moines Area Metropolitan Planning Organization (MPO) and the Central Iowa Regional Transportation Planning Alliance (CIRTPA) require annual approval of staff representatives serving as:

MPO

- A voting member to the Policy Committee.
- A voting member to the Transportation/Technical Committee.

CIRTPA

- An Advisory member on the Policy Committee
- A voting member on the Technical Committee

Recommendation:

Appoint the following DART staff members to serve in 2012 on the MPO and CIRTPA Committees:

MPO:

Voting Member on Policy Committee

Representative: Elizabeth Presutti, General Manager
Alternate: Jamie Schug, Chief Financial Officer

Voting Member on Technical Committee

Voting Member: Jim Tishim, Planning Director
Alternate: Steve Swan, Transit Planner

CIRTPA:

Advisory Member on Policy Committee

Representative: Elizabeth Presutti, General Manager
Alternate: Jamie Schug, Chief Financial Officer

Voting Member on Technical Committee

Voting Member: Jim Tishim, Planning Director
Alternate: Steve Swan, Transit Planner

CONSENT ITEM



6C: November FY2012 Consolidated Financial Report

Action: Approve the November FY2012 Consolidated Financial Report

Staff Resource: Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue for the first four months of FY2012 is greater than budgeted by \$253,626 this is largely due to Iowa State Fair revenues received during the month of August. It is anticipated that fixed route operating revenue will end the year near budgeted levels.
- Fixed Route Non-Operating Revenue is approximately 2% better than budget for the first five months of FY2012. State Transit Assistance (STA) is trending nearly 8% better than budget year to date. STA funding is derived from 4% of the fees for new registration collected on sales of motor vehicles and accessory equipment. The majority of funds are distributed by a formula based on each transit system's performance during the previous year in terms of rides, miles and local funding support. These formula funds can be used to support any operating, capital or planning expenses related to the provision of public passenger transportation.
- Paratransit Operating Revenue is approximately 22% below budgetary expectations through five months of the fiscal year. Paratransit ridership year to date is less than last fiscal year. With fewer trips, Medicaid reimbursements are below budgeted levels.
- Rideshare Revenues are slightly above budgetary expectations through five months of the fiscal year. November fares are \$8,550 greater than budgeted as a result of the fare increase which was effective with the October invoices.

Operating Expense:

- Fixed Route Budget Summary – Through five months, actual expenses are within budgeted levels, with total Fixed Route expenses 1.8% below budget.
- Paratransit Budget Summary – Through five months of the fiscal year, the Paratransit program has expenses lower than budgeted. The lower than budgeted operating expenses have not been able to make up for the decrease in operating revenue. Year to date, the Paratransit program is showing a deficit of \$38,253.
- Rideshare Expenses are approximately 9% below budgetary expectations through the first five months of the fiscal year. The savings are primarily in the area of equipment repair parts, which is 62% below budget.

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

Fixed Route	\$ 502,836	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ - 38,253	FY2012 - \$1,173,782
Rideshare	\$ 59,834	
Total	\$ 524,417	

FY2012 Financials:

November 2011

FIXED ROUTE	November 2011			Year-To-Date-(4) Months Ending 11/30/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	343,736	344,706	(970)	1,977,156	1,723,530	253,626
Non-Operating Revenue	1,149,025	1,135,760	13,265	5,788,602	5,678,800	109,802
Subtotal	1,492,761	1,480,466	12,295	7,765,757	7,402,330	363,427
Operating Expenses	1,380,401	1,504,713	124,312	7,434,156	7,573,565	139,409
Gain/(Loss)	112,360	(24,247)	136,607	331,601	(171,235)	502,836

PARATRANSIT	November 2011			Year-To-Date-(4) Months Ending 11/30/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	185,045	252,895	(67,850)	981,033	1,264,475	(283,442)
Non-Operating Revenue	114,942	64,982	49,960	352,750	324,910	27,840
Subtotal	299,987	317,877	(17,890)	1,333,783	1,589,385	(255,602)
Operating Expenses	251,286	321,314	70,028	1,389,221	1,606,570	217,349
Gain/(Loss)	48,701	(3,437)	52,138	(55,438)	(17,185)	(38,253)

RIDESHARE	November 2011			Year-To-Date-(4) Months Ending 11/30/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	87,716	79,166	8,550	408,606	395,830	12,776
Non-Operating Revenue	15	-	15	15	-	15
Subtotal	87,731	79,166	8,565	408,621	395,830	12,791
Operating Expenses	83,862	99,399	15,537	449,952	496,995	47,043
Gain/(Loss)	3,869	(20,233)	24,102	(41,331)	(101,165)	59,834

ACTION ITEM



7A:	DART Forward Year One Implementation Public Meetings and Hearings
Action:	Approval of Planning and Advertising Public Input Meetings and Hearings

Staff Resource: Claire Celsi, Director of Marketing and Community Partnerships

Background:

- The DART Forward 2035 Services Plan outlines major service changes that will be taking place in phases throughout 2012.
- The first major service change to Express routes is happening in June 2012 followed by Local route changes in November 2012 in accordance with the opening of DART Central Station.
- In accordance with the law, DART is planning to hold public input meetings in the affected communities to put forth our plan, gather public advice and input, and give a full airing to any grievances that may be heard. This input truly impacts the final map that will eventually be adopted.

Project Planning:

- DART's Service Implementation Planning Team is meeting every two weeks to discuss action items that need to occur to make our timeline for DART's service changes go smoothly.
- DART's marketing and planning teams are especially attuned to each others' schedules so we can anticipate conflicts months in advance and plan accordingly.

Public Meeting/Hearing Approach:

- The first set of public meetings/hearings, to be held the week of February 6, will be informative and seek public input on both the express, flex and local route changes that will occur in 2012.
 - Ankeny
 - Clive
 - Des Moines (several locations, geographically balanced)
 - Urbandale
 - West Des Moines
- The second set, to be held the weeks of May 21 and 28, will inform the public of the final changes to the express and flex routes planned for June 2012. Staff will distribute new schedules, and answer any questions about riding the new routes.
- A third set of public meetings will be held in September 2012, to inform the public of the final changes to the local routes planned for November 2012 upon the opening of DART Central Station. Staff will distribute new schedules, and answer any questions about riding the new routes.
- Staff will be using all means at our disposal to communicate these meetings, including paid media, public relations and media outreach and customer and community partner outreach.

ACTION ITEM

7A: DART Forward Year One Implementation Public Meetings and Hearings



Recommendation:

- Approve the staff recommended plan to move forward with the public meetings necessary to meet our obligations to the public, our riders and all constituencies as part of the implementation of the Year 1 recommendations of the DART Forward Plan.

DISCUSSION ITEM



8A:	DART Central Station Construction Update
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Staff Resource: Elizabeth Presutti, General Manager

FTA Monthly Report:

- The November monthly report submitted to the Federal Transit Administration is attached highlighting the project status.

Questions:

- Any questions regarding the report or the status of the project will be answered at the meeting.



PROJECT OVERVIEW

The DART Central Station will serve as the spine of the transit system throughout Greater Des Moines. The facility is designed to gather public transportation services (local bus, express bus, bikes, future passenger rail, taxi services, intercity bus services) into one location. The DART Central Station will offer:

- a climate-controlled building
- 15 saw-tooth bays with covered walkways
- public waiting areas and restrooms
- a customer service center
- bike storage and changing room
- vendor space
- employee restrooms and showers
- management and administrative offices
- public art

The DART Central Station will be a unique facility that embodies the local commitment to public transit and exhibits DART's concern for the environment through its efficient design.

In addition, it is being designed to meet at least LEED Certified Gold requirements and will be an example of energy conservation and storm water management for the region.

Project Webcam: <https://mds.multivista.com/webcam/18744/index.html>

CONSTRUCTION (WEITZ COMPANY CONSTRUCTION CONTRACT)

Construction Work and Submittals:

- 1) The following **construction activities have been completed or were in process** during the month of **NOVEMBER 2011**.
 - Rough grading of site.
 - Uncovering of existing utilities.
 - Installation of new site utilities including the storm sewer, cistern, and drain tile.
 - Installation of geo-thermal wells and headers.
 - Removal of unsuitable material.
 - Import of suitable fill.
 - Basement walls.
 - Installation of building footings.
 - Installation Middle Canopy footings.



- 2) The following **construction work is anticipated** during the month of **DECEMBER 2011**:
- Footings at the building will continue.
 - Footings at North canopy.
 - Rough grading of site is continuing.
 - Uncovering of existing utilities is continuing.
 - On-going installation of new site utilities including sanitary, water and storm.
 - Installation of geo-thermal well header lines.
 - Installation of hydrants on the South half.
 - Installation of drainage tile.
 - Underground electrical installation.
 - Installation of micro-piles.
 - Installation of the elevator shaft.
 - First arrivals of steel.
- 3) The following **shop drawings/submittals were approved** in the month of **NOVEMBER 2011**:
- Masonry Unit Shop Drawings
 - Masonry Unit LEED submittals
 - Waterproofing submittal
 - Exhaust and ventilating fans product data
 - On-going LEED-Documentation
 - Low voltage Distribution product data
 - Motor control equipment data
 - Misc. Product Data
 - Compressible Fill submittal
- 4) The following **shop drawings/submittals are anticipated (or under continued review)** in the month of **DECEMBER 2011**:
- Aluminum Framed Entrances and Storefronts.
 - Stair Shop drawings
 - Final deck shop drawings
 - Structural sealant at curtain walls
 - Electrical panel-boards
 - Enclosed safety switches
 - Lighting resubmittal
 - Glass Entrance Doors & Gates.
 - Revolving Door Entrances.
 - Door hardware



- Air Distribution System.
- Unitary Heat Pumps
- Bullet-Resistive Glass

Safety:

There were no safety issues during the past month. Weitz has held safety meetings with their subcontractors as work begins. Weitz has placed the job site boundary fencing to secure the site. Weitz has placed shoring long the North side of the site to allow for the safe excavation of the basement and installation of utilities along Cherry Street.

Construction Schedule:

To date, the project is scheduled for a late September to early October, 2012 substantial completion. Delays in projected curtain wall delivery have pushed the schedule into the contingency schedule. It is anticipated that the schedule will improve as delivery dates are solidified.

Payment Applications:

Pay application # 3 was submitted and approved in the amount of **\$1,458,066** (after retainage).

The total paid to date (after retainage) on the Weitz contract for pay applications #1 - #2 equates to **\$1,256,392**.

Change Orders:

- 1) The following **change orders were approved** during the month of **NOVEMBER 2011**:
 - A change order for \$77,752.00 was approved this month, \$77,752.00. (This includes the \$7,600.00 change order approved in September for the Mid-American temporary power installation.)

TOTAL \$77,752.00

TOTAL CONTINGENCY	\$1,490,050.00
Approved Change Orders Prior Months	\$7,600.00*
Approved Change Orders This Month	\$77,752.00
TOTAL CHANGE ORDERS TO DATE	\$77,752.00
TOTAL REMAINING CONTINGENCY	\$1,412,298.00

*rolled into the \$77,752 CO

- 2) The following are **potential change orders** during the month of **DECEMBER 2011**:
 - A Change Order will likely be issued in November consolidating a number of CLI's including the rubble removal and suitable fill import, which is under review.

Davis Bacon:

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



Project Issues:

No new unforeseen conditions were uncovered in November. Dry weather has allowed for a steady pace of construction.

OTHER PROJECT ACTIVITIES

Public Art:

The Public Art Selection Committee has selected 3 artists to work with on the DART Central Station. The artists are:

- Lynn Basa
- David Dahlquist
- Troy Corliss

A design team and art committee met for a work session on November 18, 2011. A great deal of progress was made and the artists are refining their designs based upon the feedback from the presentations.

Joint Development:

The listing agreement is in place with Shannon Morton and Aaron Hyde of Ferguson Commercial Real Estate. Work has started in earnest to obtain a tenant for the vendor space.

ATTACHMENTS

OAC Meeting Minutes 11/8/11, including a 6 week look ahead schedule.
OAC Meeting Minutes 11/22/11, including a 6 week look ahead schedule.
Full project critical path schedule dated 11/11/11.

DISCUSSION ITEM



8B:	FY 2013 DART Budget Development
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Staff Resource: Jamie Schug, Chief Financial Officer

Presentation:

- A presentation updating the Commission on the status of the FY2013 DART budget will be made at the Commission meeting.



System Summary Performance Report November 2011

	May 2011	June 2011	July 2011	August 2011	September 2011	October 2011	November 2011	November 2010	Percent Change 2011/2010	FY12 Year To Date	FY11 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route												
Total Ridership	320,484	282,469	255,873	512,290	356,835	367,460	333,793	294,347	13.40%	1,826,251	1,632,544	11.87%
OTT Ridership	18,541	19,147	18,637	21,029	20,533	20,793	15,987	18,115	-11.75%	96,979	87,330	11.05%
Unlimited Access Ridership	37,830	36,119	31,979	40,065	39,324	37,998	34,634	41,197	-15.93%	184,000	220,678	-16.62%
Bike Rack Usage	3,884	4,646	5,046	5,692	4,898	4,777	2,858	2,623	8.96%	23,271	19,029	22.29%
Passengers/Revenue Hour	21.02	18.67	17.40	32.64	24.35	21.83	20.38	20.06	1.64%	23.34	9.51	145.37%
Avg. Passengers Weekday	14,077	11,815	11,329	21,000	15,742	15,884	14,693	13,640	7.72%	15,871	11,470	38.37%
Avg. Passengers Weekend Day	2,764	2,817	2,930	3,663	3,281	3,390	2,804	2,394	17.09%	3,199	3,932	-18.63%
Complaints/100,000 Riders	32.45	33.63	31.27	27.33	43.16	25.85	27.86	21.40	30.17%	30.77	28.18	9.22%
Commendations/100,000 Riders	2.50	3.19	3.52	3.32	2.52	4.90	1.80	1.02	76.36%	3.23	2.63	22.66%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.51	0.52	3.34	0.49	1.79	1.77	1.85	1.04	0.00%	1.72	1.31	31.30%
Non-Preventable/100,000 Miles	0.50	2.07	0.00	1.98	0.00	0.88	0.46	1.04	0.00%	0.38	0.67	-43.11%
Maintenance:												
Total Miles Operated	198,408	192,820	179,751	202,257	223,473	226,339	215,644	192,993	11.74%	1,047,464	993,314	5.45%
Road Calls/100,000 Miles	26.21	20.23	34.49	23.73	17.45	12.81	18.09	25.91	-30.19%	20.81	20.13	3.37%
Active Vehicles in Fleet	130	130	129	129	129	129	129	117	10.26%	129	117	10.26%
DART Paratransit												
Total Ridership	12,369	12,593	11,590	13,559	13,130	12,392	11,680	12,059	-3.14%	62,351	65,075	-4.19%
Passengers/Revenue Hour	3.10	3.10	3.08	3.14	3.19	3.04	3.10	3.08	0.65%	3.11	3.12	-0.26%
Average Trip Length	5.89	6.09	5.87	5.73	5.54	5.94	6.01	6.00	0.15%	5.53	5.56	-0.46%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	1.35	1.55	1.35	0.00	2.84	0.00	0.00	#DIV/0!	1.16	0.55	109.70%
Non-Preventable/100,000 Miles	0.00	1.35	0.00	0.00	0.00	1.42	0.00	1.48	0.00%	0.29	0.83	-65.05%
Maintenance:												
Total Miles Operated	69,809	73,847	64,374	73,808	69,414	70,326	67,176	67,356	-0.27%	345,098	361,830	-4.62%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
DART RideShare												
Total Ridership	24,568	25,331	21,854	25,904	23,098	23,592	22,784	21,730	4.85%	117,232	112,318	4.38%
Total Vans in Circulation	94	96	98	98	97	96	96	92	4.35%	97	94	2.75%
Total Rideshare Customers	873	885	894	889	867	877	884	803	10.09%	882	818	7.85%
Accident Frequency Rate by Service:												
Preventable	1.73	0.00	0.00	0.00	0.00	0.00	0.61	0.00	0.00%	0.00	0.00	0.00%
Non-Preventable	0.00	0.00	0.00	1.57	1.70	0.00	0.00	1.23	-100.00%	0.00	0.69	-100.00%
Maintenance:												
Total Miles Operated	173,041	181,923	165,939	191,112	176,100	173,981	165,274	161,986	2.03%	872,406	865,937	0.75%
Active Vehicles in Fleet	116	116	116	116	116	99	99	116	-14.66%	109	113	-3.02%



System Performance Ridership Report November 2011

	May 2011	June 2011	July 2011	August 2011	September 2011	October 2011	November 2011	November 2010	Percent Change 2011/2010	FY12 Year To Date	FY011 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route Ridership	320,484	282,469	255,873	512,290	356,835	367,460	333,793	294,347	13.40%	1,826,251	1,632,544	11.87%
Local Routes:												
#1 - Fairgrounds	16,993	13,325	12,347	221,083	21,105	20,943	19,212	16,435	16.90%	294,690	240,875	76.00%
#3 - University	61,099	62,434	58,102	69,116	76,380	78,670	72,406	59,014	22.69%	354,674	314,778	12.67%
#4 - Urbandale	29,506	25,816	23,062	29,311	34,910	35,605	32,526	28,996	12.17%	155,414	143,476	8.32%
#5 - Clark	16,257	13,488	12,649	14,553	17,467	18,443	17,217	15,430	11.58%	80,329	73,754	8.91%
#6 - Douglas	49,115	43,747	39,149	46,401	56,636	59,458	52,601	44,244	18.89%	254,245	216,166	17.62%
#7 - Ft. Des Moines	45,332	37,616	34,525	40,423	47,645	49,792	44,768	38,444	16.45%	217,153	186,820	16.24%
#8 - South Union	10,976	8,277	8,476	10,857	14,206	15,505	14,355	8,607	66.78%	63,399	40,359	57.09%
#11 - Ingersoll/WDM	22,295	19,829	17,026	19,365	18,535	21,458	16,876	18,578	-9.16%	93,260	104,293	-10.58%
#13 - SE Park Ave.	6,782	1,446	548	2,690	7,812	7,195	6,537	7,119	-8.18%	24,782	24,972	-0.76%
#71 - Ankeny/Delaware**	828	884	932	965	967	1,029	911	764	19.24%	4,804	4,852	-0.99%
Shuttle Routes:												
Link Shuttle	1,463	1,401	1,381	1,500	1,239	1,276	1,193	1,648	-27.61%	6,589	8,207	-19.71%
Dline	16,422	18,274	17,096	17,821	16,824	15,854	14,936	16,691	-10.51%	82,531	86,797	-4.91%
DMACC	85	148	122	122	237	164	164	161	1.86%	809	808	0.12%
Lincoln/McCombs	9,354	1,156	0	2,496	9,753	8,166	8,397	8,557	0.00%	28,812	29,437	-2.12%
Express Routes:												
#90 - Airport South Business Park	717	816	866	1,073	977	1,123	992	967	2.59%	5,031	5,042	-0.22%
#91 - Northwest	1,569	1,534	1,455	1,630	1,587	1,735	1,646	1,210	36.03%	8,053	6,933	16.15%
#92 - Urbandale	2,487	2,702	2,436	2,760	2,700	2,924	2,687	2,395	12.19%	13,507	15,774	-14.37%
#93 - NW 86th Express	4,595	4,775	4,392	4,741	4,592	4,984	4,455	3,488	27.72%	23,164	17,123	35.28%
#94 - Westtown	1,691	1,408	1,184	1,465	1,209	1,311	1,256	1,225	2.53%	6,425	7,624	-15.73%
#95 - Vista	2,647	3,172	2,571	3,221	2,984	3,134	3,035	2,961	2.50%	14,945	15,691	-4.75%
#96 - E.P. True	3,664	3,729	3,550	3,964	3,585	3,614	3,351	3,001	11.66%	18,064	18,748	-3.65%
#98 - Ankeny	8,039	8,053	6,758	8,214	7,328	7,367	7,146	7,106	0.56%	36,813	34,076	8.03%
#99 - Altoona	2,791	2,716	2,186	2,734	2,604	2,468	2,089	2,067	1.06%	12,081	10,551	14.50%
On-Call Routes (Operated by Paratransit):												
On-Call: Ankeny	180	124	118	224	193	134	171	176	-2.84%	840	849	-1.06%
On-Call: Des Moines	304	279	304	430	424	288	355	255	39.22%	1,801	1,222	47.38%
On-Call: Urbandale	2,438	2,322	2,004	2,316	2,225	2,028	1,895	2,406	-21.24%	10,468	11,925	-12.22%
On-Call: West Des Moines	1,998	1,863	1,564	1,825	1,757	1,894	1,618	1,640	-1.34%	8,658	7,561	14.51%
On-Call: Clive	748	795	717	817	817	786	873	638	36.83%	4,010	2,499	60.46%
On-Call: REGIONAL	109	340	353	173	137	112	125	124	0.81%	900	1,332	-32.43%
DART Paratransit Ridership	12,369	12,593	11,590	13,559	13,130	12,392	11,680	12,059	-3.14%	62,351	65,075	-4.19%
Bus/Van	11,844	12,120	10,961	12,873	12,521	11,833	11,176	11,223	-0.42%	59,364	60,380	-1.68%
Cab	525	473	629	686	609	559	504	836	-39.71%	2,987	4,695	-36.38%
DART RideShare Ridership	24,568	25,331	21,854	25,904	23,098	23,592	22,784	21,730	8.57%	117,232	112,318	4%
TOTAL RIDERSHIP	357,421	320,393	289,317	551,753	393,063	403,444	368,257	328,136	12.23%	2,005,834	1,809,937	10.82%

MONTHLY REPORT

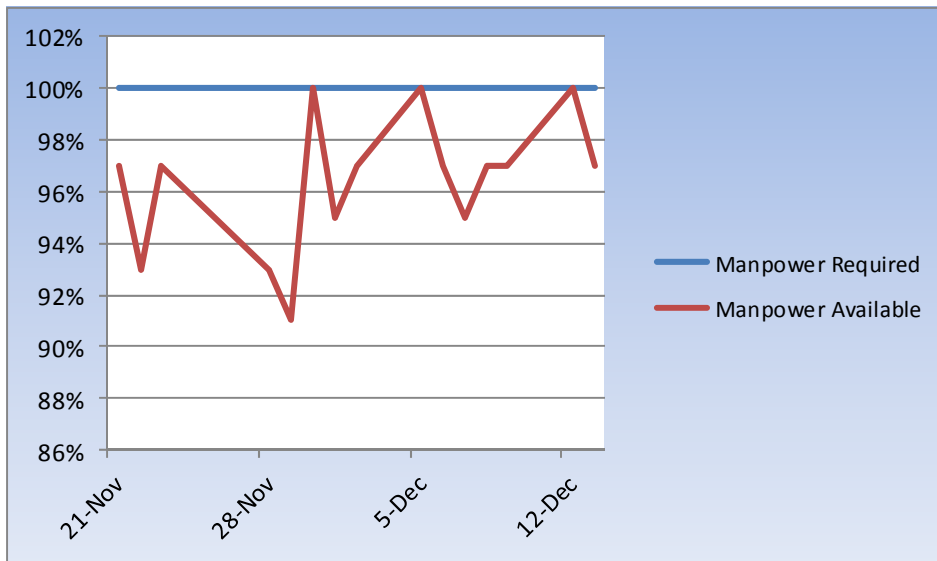


9A: Operations Department

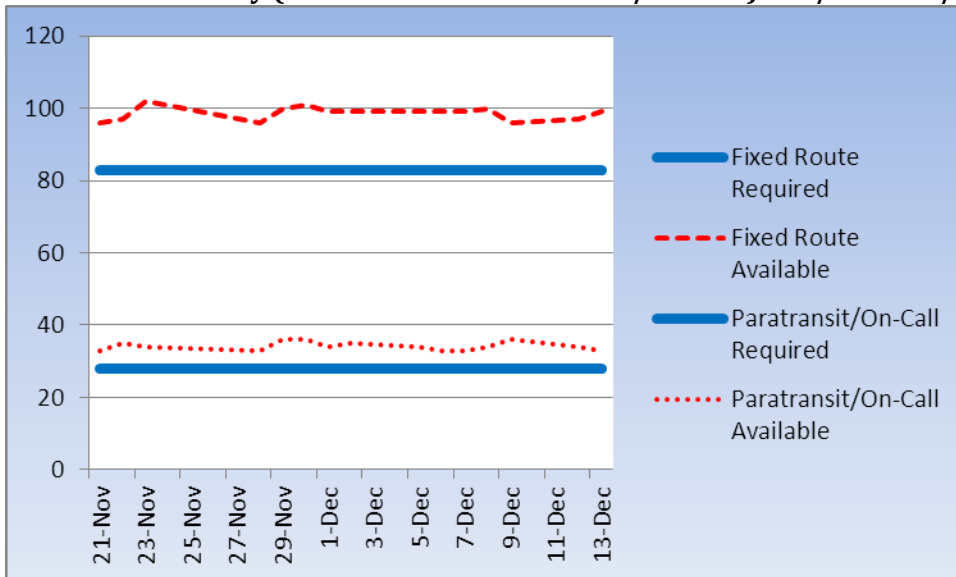
Staff Resources: Tom Reynolds, Chief Operating Officer

Operations Performance:

Manpower (Transportation) - 11/18 to 12/13

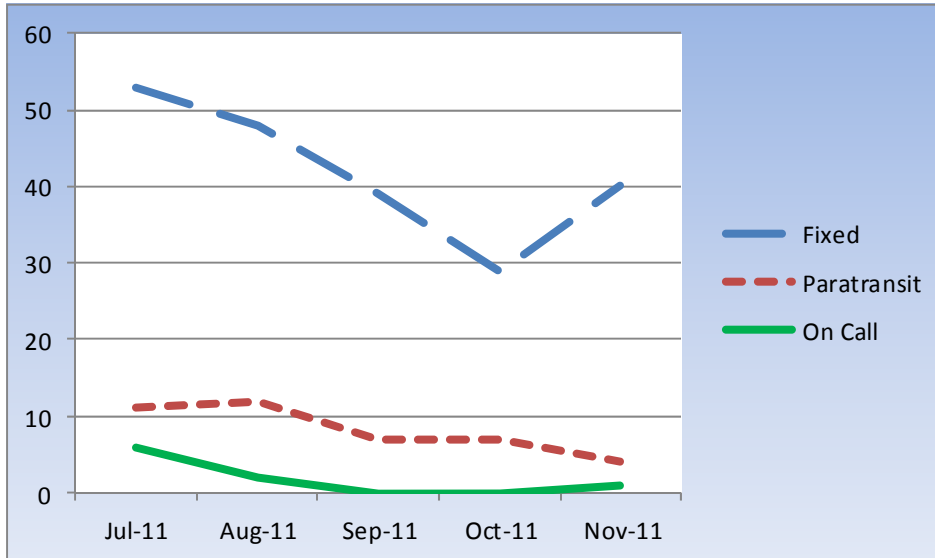


Vehicle Availability (Fixed Route & Paratransit/On-Call) - 11/18 to 12/13

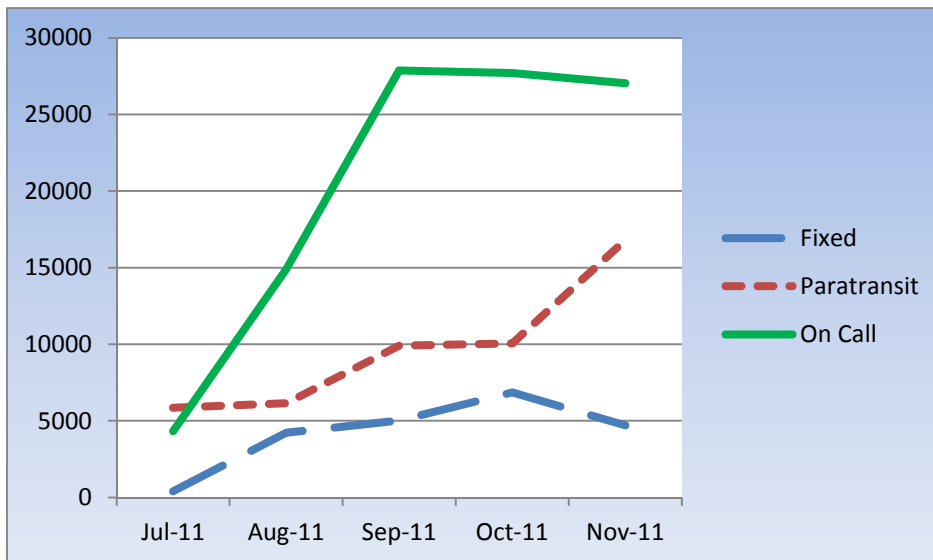




Roadcalls/Month (Fleet) - Fiscal Year-to-Date



Miles between Roadcalls by Month - Fiscal Year-to-Date



Transportation - Randy McKern, Manager

- Weekend service will be provided on December 26th when DART offices are closed. On January 2nd, weekend service will be supplemented with DMPS service.
- The January 2nd requirement is unique; Mr. McKern and staff are working on the bidding for the service required on both days. Bids for the holiday service changes were posted and bidding started last Friday (12/16).

MONTHLY REPORT
9A: Operations Department



- Transportation and Service Management will be working together to include the New Year's Eve D-Line Service from 11:00am to 2:00am. Two trolleys will be out with Supervisor Brad Deaton giving up his New Year's Eve to manage this service
- The annual Bus Operator's Vacation Bid was done last month thanks to the efforts of Melanie Carter (Transportation Admin. Asst.).



Maintenance - Scott Reed, Senior Manager

- Special thanks to Maintenance Technician Mark Tiedeman for his excellent work designing and outfitting the Holiday Trolley. He put a lot of effort into it to make it look good and hold up to the elements. Again, it is simple and elegant!
- The annual Vacation bid was completed this month and the Winter General Bid occurred in November to accommodate the change in work shifts for the cold weather season.
- The two new 40-foot Orion buses are running in revenue service.

Service Management - Mike Kaiser, Manager

- On Thursday (12/08/11), a light snowfall in the evening rush hour created slippery conditions that caused a multitude of automobile accidents on many arterials. Supervisor Warren Polson worked with night service Operators to keep service running with no accidents. Some detours were necessary to avoid accidents and icy stretches of roads, but everyone that night did a great job.

Paratransit - Chet Bor, Director

- For the November safety meetings, training officers from the Iowa State Patrol covered hazardous weather driving.
- In December, staff from Eyerly Ball Community Mental Health Services provided drivers insight for transporting passengers with mental health disabilities.

MONTHLY REPORT
9A: Operations Department



- Also covered were service animals and ice safety. Six drivers advanced to the next level of the Safe Driving Award.
- Paratransit staff is currently upgrading to the StataGen Adept™ software used for scheduling and dispatching in advance of the new AVL system and mobile data terminals. Training on the new version occurred in the first two weeks of December.

Safety – Chet Bor, Director, Paratransit

- In the nearly four years since committing to using the Smith (Safe Driving) System and the Transit Safety Institute training process, among other initiatives, DART has enjoyed a reduction of 41% average in preventable accidents.
- Below is the YTD Accident Frequency Rate for both paratransit (7) and fixed route (18):

FY12	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD AFR
DART													
Accidents	7	5	4	4	5	0	0	0	0	0	0	0	25
Mileage	272,029	348,058	298,682	304,553	288,526	0	0	0	0	0	0	0	1,511,847
AFR	38,861	69,612	74,670	76,138	57,705	0	0	0	0	0	0	0	60,474
Per 100K Mile	2.57	1.44	1.34	1.31	1.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.65

- DART completed the 2011 Iowa State Fair with zero accidents.

Training - Greg Schmitt, Manager

- Four of DART’s Smith (Safe Driving) System Advanced Driving Instructors were re-certified by Smith System; Mike Kaiser, Greg Schmitt, Wayne Payeur and Greg Moore. DART now has a total of eight Smith System instructors.
- There are currently four Operators-in-Training; three for Paratransit and one for Fixed Route.

Buildings & Grounds - Jim Garrett, Manager

- The City of Des Moines finished the Lift Station to the west of DART’s property. This allowed for the opening of SW 11th. DART has reconfigured the parking lot flow to have vehicles exit into the intersection.
- With the opening of SW 11th DART has restricted the movement of revenue service vehicles travelling on SW 11th. The restriction is necessary to avoid vehicles from stacking up on their return trips to the garage.
- Discussion between Operations and Planning will be occurring to identify where costs savings can be obtained with the rerouting of bus movements down SW 11th.



9B:	Marketing and Communications, Customer Service and RideShare Departments
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Staff Resource: Claire Celsi, Director of Marketing and Community Partnerships

Marketing Planning: Claire Celsi

Employee surveys have been distributed and are being tabulated over the holidays and will be ready for inclusion in the marketing plan. Key message documents for the plan are being finalized and will be essential in identifying our attributes, challenges and goals for the marketing plan. Only by asking for input from our staff can we expect them to feel ownership and buy-in for the final product.

Community Outreach: Claire Celsi and Team

The following groups and organizations have been in communication with DART in regard to community outreach opportunities:

- Broadlawns Medical Center: they are expanding to a regional system and dealing with a large number of patients with unmet transportation needs. DART is working with them to provide technical advice on using DART fixed-route bus service and Paratransit to help their new patients.
- Southside YMCA: The Jingle Jam was a big success and the DART Central Station graced the finish line. We also made a few new friends and a recruiting connection through the commander of the Ft. Des Moines armory next door.
- Kum and Go: We met with them to discuss ways to boost their LEED certification prospects by incorporating public transportation options for their employees, and are helping them construct an employee survey to gauge interest in public transportation.
- Claire had lunch with Debi Durham from the Iowa Partnership for Economic Progress to apprise her of DART Forward 2035 and the BRT project.
- Restoration Ingersoll: Staff attended and participated in a large and productive meeting, and provided information on how the new BRT project will enhance the corridor.
- Greater Des Moines Partnership’s annual pre-legislative lunch: Staff attended and learned about the 2012 legislative priorities of leaders in both houses.
- Staff attended the Iowa Taxpayer Association reception.

Claire and Elizabeth are coordinating efforts to set meetings in January for the BRT project and work toward the goal of raising our \$5 million local match for the project.

MONTHLY REPORT

9B: Marketing and Communications, Customer Service and RideShare Departments



Social Media:

DART is currently finalizing a social media policy for all staff to read and sign. Training will be provided to staff on how to navigate the social media world, protect DART's reputation and cover their own legal bases.

Customer Service Report: PJ Sass

November Employer and Group Presentations:

- Principal (3 visits)
- Iowa Workforce Development DART services

Training for Refugee Reduced Fare program has been scheduled; we have several for the month of December and three scheduled for January.

November Customer Service Statistics:

- 111 email replies were provided
- 87 complaints were received
- 6 commendations were received

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- DART had 87 comments in the month of November and 6 commendations.
 - Comments regarding early or late buses were 30% of the comments received. Some were caused by detours but most were caused by train delays and overcrowding of students for school runs.
 - "Passed up" complaints were comparable to last month. Several calls were placed by customers who were not physically at bus stops. Other issues include drivers needing to pay closer attention to the stops. With loss of daylight it is more difficult to see the riders at the stops.
 - Out of 87 comments received for November, only 20% were founded.

Customer Service Enhancements:

On December 12, 2011 DART launched the new customer service database (Info-Com). This will allow us to track comments more accurately and provide us with more detailed reporting for all departments, and also give us information as to where training is needed.

Info-Agent is the next phase of the project, which should occur in January 2012. The Info-Agent will provide the customer-service representative with more accurate bus-stop information as well as plan customer trips faster and with more specific travel information.

Public Information and Communications: Gunnar Olson

- Staff mourned the passing of Paul Bice, a founding member of the Transit Riders Advisory Committee. He died unexpectedly on December 1st at the age of 55. Public transit was one of Bice's passions, deserving mention in his obituary and his funeral service. It was said by the preacher that, "If there's a bus system in heaven, Paul probably already knows it." His presence on TRAC will be missed by staff and fellow committee members.

MONTHLY REPORT

9B: Marketing and Communications, Customer Service and RideShare Departments



- Staff coordinated with the Salvation Army and the downtown Burger King on the sixth annual Feed the Need event, to be held on Saturday, December 17. More than 270 men, women and children who are homeless or nearly homeless will be treated to a hot breakfast and Christmas party at the downtown Burger King. DART provides round-trip transportation to participants, as well as giving bus tokens to each of them.
- Staff planned the December 16th meeting of the Stakeholders Advisory Committee for the Alternatives Analysis. The committee is made up of stakeholders along the planned new Route 60, on Ingersoll and University Avenues between 42nd Street and downtown, which the Commission identified for further study for possible development into a bus-rapid-transit line. The committee is providing DART staff feedback and support. For the latest committee meeting, staff developed the materials for the meeting, including the presentation.
- Staff worked with the Des Moines Social Club to promote the special D-Line service planned for New Year's Eve.
- Staff arranged for an interview between the *Des Moines Business Record* and General Manager Elizabeth Presutti. The article, to be published in early 2012, is a look ahead to the developments expected in 2012. Needless to say, DART will be making many newsworthy changes in 2012.
- Staff worked with the *Des Moines Register* on an article about improvements to service in Johnston as part of the DART Forward 2035 Plan. The article followed a presentation before the Johnston City Council by DART Commission Chair Angela Connolly, Commissioner Steve Brody and General Manager Elizabeth Presutti. The plan was received favorably by Johnston's mayor and city council members, and the resulting newspaper article was an accurate reflection of their reaction to the plan.
- Staff updated the Steering Committee of the MPO's "The Tomorrow Plan" on the progress being made on DART's projects, including DART Central Station, the DART Forward 2035 Plan, the bus-rapid-transit project, and upcoming technology improvements.
- Staff made a presentation on the bus-rapid-transit project to the Transit 2030 Task Force.

RideShare: Paula Covington

- Signed up 10 new riders already in the month of December.
- Working with the accounting department to upgrade the cosmetic look of our invoices on EZPay.
- Partnered with "Drive Time Des Moines" to share a seat with them in RidePro. They will now have access to the Ride-Matching website hosted at DART. This will expand the number of potential riders in our database and possibly help with ridership.
- Received the rest of the 14 new replacement vans that were purchased this spring. Titles and plates arrived this week, and we will be exchanging some of the older vans on the road.
- Started the process to auction 12 older vans. Vans have been listed at the DOT website, and once they have been listed for 30 days we will move them to the auction site for sale.

MONTHLY REPORT

**9B: Marketing and Communications, Customer Service and RideShare
Departments**



DART Advertising Program: Kirstin Baer-Harding

New November Advertisers

- University of Iowa
- Des Moines Radio Group
- Des Moines Social Club

MONTHLY REPORT



9C:	Planning Department
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Staff Resource: Jim Tishim, Planning Director

AVL/RTIS & Trip Planner Update:

- Trapeze FX/OPS & Startagen Program Upgrades:
 - Trapeze Fixed Route FX scheduling and OPS Dispatching program upgrades from version 10 to version 11 has been completed.
 - The Paratransit Scheduling ADEPT Program by Stratagen upgrade from version 5.4 to version 5.7 has been completed.
 - Paratransit staff training is required prior to moving the program from the Test environment into the Production database, due to the changes in the program.
 - Trapeze can proceed on to further development of the AVL/RTIS and Trip Planner systems now that both program upgrades are finalized.

- Trip Planner INFO-Com Training:
 - INFO-Com is the customer comment database to receive and track all customer comments.
 - Training was completed on November 28-30, 2011.
 - Each department and selected individuals required different training depending on their role in handling customer comments.
 - Schedule Information staff only receives the initial contact with the customer and completes the customer comment form. Once the form is completed it is forwarded to respective departments for investigation.
 - The Transportation, Paratransit and Rideshare Department staffs will mainly investigate the comments and finalize the results. On occasion, an individual in one of these departments will receive a call that requires a comment to be entered into the program for investigation.
 - Selected staff members from Transportation, Paratransit and Rideshare were identified as Train-the-Trainers and received the complete training in both areas of the program.

- Design Network Bill of Materials:
 - DART received the complete list of materials required for the computer network to run all programs for both the AVL/RTIS and Trip Planner Projects.
 - We required a comprehensive list combining both projects to minimize duplication of equipment and generating additional costs.

MONTHLY REPORT

9C: Planning Department



- IT Manager, Barb Steinback ordered all the equipment and it is currently being delivered to Trapeze ITS in Cedar Rapids. All the equipment will be assembled and tested at Cedar Rapids with the programs designed to our specifications.
- Spring Valley Wireless Memorandum of Understanding:
 - A Memorandum of Understanding was developed between DART and Spring Valley Wireless for the three radio licenses, to maintain all the radio equipment on our buses, and all the equipment required for transmission at 801 Grand Ave.
- Vehicle Drawings:
 - DART received the initial vehicle drawings for every vehicle type receiving the AVL/RTIS equipment, Automated Passenger Counters, Onboard Digital Voice Announcement System and signage.
 - We evaluated each set of drawings. Areas requiring correction were identified and any questions we had were submitted to Trapeze.
 - Trapeze made the required corrections.
 - The only vehicles that will need to be further surveyed are the new 2011 Ford Aerotech buses that were just delivered to DART. There are a few differences from the earlier version of the Ford Aerotech that will have to be worked out.

MONTHLY REPORT



9D:	General Manager
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Staff Resource: Elizabeth Presutti, General Manager

APTA Legislative Committee Meeting and Congressional Staff Visits:

- While in Washington DC and Baltimore, MD for APTA Committee meetings the first week of December 2012, I also met with staff from Senator Charles Grassley’s, Congressman Tom Latham’s and Congressman Leonard Boswell’s offices. The purpose of the visit was to inform them of the progress we are making on the various federal projects we have underway as well as about the potential of submitting a Very Small Starts Application for the Ingersoll/University BRT Project.

Presentations:

- ***DART Forward 2035 Plan:*** The DART Forward 2035 plan continues to be the top priority amongst staff, and countless hours have been spent ensuring its success in the community. Over the last month I along with Commissioner Connolly, Commissioner Brody and Commissioner Van Oort have outlined the process and reviewed the recommendations with the following groups:
 - City of Johnston City Council
 - City of Des Moines City Council

Southridge Mall Redevelopment:

- DART has been working with City of Des Moines staff and the developer for Southridge Mall to make sure that there is good transit access to the facility. The City of Des Moines is also working to incorporate DART access to the development as part of the Development Agreement that the City of Des Moines will enter into with the developer.



Future DART Commission Items December 20, 2011

January 31, 2012 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Approve public hearing on FY2013 Budget & Tax Levies - Pond Pump Replacement 	<ul style="list-style-type: none"> - DART Central Station Update - Quarterly Safety Report - Transit Riders Advisory Committee Update - FY 2013 Budget
February 28, 2012 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - FY 2013 Budget Approval 	<ul style="list-style-type: none"> - DART Central Station Update - New Customer Comment System
March 27, 2012 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> - DART Central Station Update - Transit Riders Advisory Committee Update
April 24, 2012 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - DART Central Station Furniture 	<ul style="list-style-type: none"> - DART Central Station Update - Quarterly Safety Report
May 29, 2012 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> - DART Central Station Update - Transit Riders Advisory Committee Update

Key Meetings/Dates:

- December 2011 – Commission Executive Committee Meets with Auditors (Exact date TBD)
- January 18, 2012 – Beginning of next round of ATU Labor Negotiations
- January 28-31, 2012 – Transit CEO’s Seminar
- February 1, 2012 - IPTA Legislative Breakfast

Other Future Items:

COMMISSIONER ITEM



11A: Amendment of DART Commission Bylaws

Action: Approval to Amend Article II Section 3 of the Bylaws

Staff Resource: Elizabeth Presutti, General Manager and Nolden Gentry, Legal Counsel

Steps Required to Amend Bylaws:

1. The proposed amendment must be presented in writing at a prior regular meeting of the Commission.
2. Notice of the proposed amendment must be contained in the meeting notice and agenda.
3. Commission must approve the amendment by a 2/3's vote.

Proposed Amendment:

A. The Annual Meeting of the Board of Commissioners shall be held on the last Tuesday in June of each year. The hour and place of the Annual Meeting shall be fixed by resolution of the Board. The officers of the RTA shall be elected at the Annual Meeting.

| **BA.** Regular meetings shall be held at least monthly at the place, day and hour set forth in a schedule of regular meetings for the following year that is approved by the Commission by no later than the last meeting in December of each year. A copy of the agenda and all materials to be considered at the meeting shall be mailed or delivered to the members of the Commission and to an elected official and/or administrator designated by each Participating Community, at least four (4) days prior to the meeting, or as may otherwise be set forth in these Bylaws.

| **CB.** Special meetings of the Commission, for any purpose or purposes not inconsistent with these Bylaws or the Agreement, may be called by the Chair and shall be called by the Chair at the request of any two Participating Communities. The notice requirements of subsection (a) shall apply to all special meetings.

| **DC.** All meetings of the Commission shall be conducted in compliance with Chapter 21 of the Code or any successor laws, as the same may be amended or supplemented in the future, and in general accordance with Robert's Rules of Order.

| **ED.** The presences of a majority of Commission members shall constitute a quorum. A quorum is required to be present to convene a meeting of the Commission and for the conduct of its business. The Chair shall determine whether a quorum exists, shall cause the names of all members present to be entered into the meeting minutes, and shall call the meeting to order if a quorum exists.

COMMISSION ITEM

11A: Amendment of DART Commission Bylaws



That during the November Commission meeting, Commissioner Steve Brody recommended that Article II, Section 2. C. of the Bylaws be deleted because it was no longer relevant to the operation of DART. The Bylaws require that before there can be an amendment to a provision of the Bylaws the Amendment must be presented in writing at a prior meeting of the Commission. (Bylaws Article VII).

The proposed Amendment is, shall Article II, Section 2. C. of the Bylaws be amended by deleting the following:

- C. For members of the Commission taking office in July of 2006, members shall be appointed to either two year, three year or four year terms of office as follows: the initial terms of office for appointments in Districts 1, 3 and 8 shall be two years, the initial terms of office for appointments in Districts 2, 5 and 9 shall be three years, and the initial terms of office for appointments in Districts 4, 6 and 7 shall be four years. Commencing in July of 2008, new members appointed to the Commission shall be appointed to four-year terms of office. A description of the boundaries of each district is attached to the Agreement as Exhibit A.

Assuming that the Commission is still in favor of deleting the above provision the matter should be placed on the agenda and notice given for action to delete Article II, Section 2. C. at the January Commission meeting.

COMMISSIONER ITEM



11B: DART Commission Districts Redistricting Plan
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Action: Approval of the Redistricting Plan for the DART Commission Districts

Staff Resource: Elizabeth Presutti, General Manager and Nolden Gentry, Legal Counsel

Background:

- According to Article 3, Section 2(b) of the Amended and Restated Agreement for the Des Moines Regional Transit Authority, dated March 1, 2006, as amended by that certain First Amendment to the Amended and Restated Agreement for the Des Moines Regional Transit Authority, dated as of April 1, 2010 (collectively, the “Agreement”), the DART Commission shall consist of nine members.
 - Two of the nine members shall be at-large and shall be selected by the Polk County Board of Supervisors.
 - The remaining seven members of the DART Commission shall be selected in the following manner: seven districts shall be created, with the boundaries of such districts the same as the seven State Senate Districts located in Polk County.
 - As of the effective date of the Agreement, those State Senate Districts were 30, 31, 32, 33, 34, 35, and that part of State Senate District 21 located in Polk County.
 - One member of the Commission and one alternate shall be selected in each district. The following is information relating to the seven State Senate Districts located in Polk County.
 - A map of the current DART Commission Districts is attached.
- After each decennial census and in accordance with law, Iowa’s congressional and legislative district boundaries are redrawn in a process called redistricting. Based on the data obtained in the 2010 Census, the State of Iowa recently concluded its redistricting process, which will become effective in 2012.
 - As a result of this redistricting, part or all of nine State Senate Districts are now located in Polk County.
 - Thus, for DART’s purposes, the new State Senate Districts no longer lend themselves to creating seven relatively equally populated districts from which to select members of the Commission. Accordingly, the Agreement will need to be amended to provide for a method by which seven districts can be formulated.

Proposed DART Commission Redistricting Plan:

- The proposed new DART Commission Districts are to combine of two, and in two instances three, State House Districts to create each Commission district.
 - The proposed Commission districts are as follows: (i) State House Districts 30 and 33; (ii) State House Districts 31 and 32; (iii) State House Districts 34 and 35; (iv) State House Districts 36 and 41; (v) that part of State House District 19 in Polk County excluding the City of Granger and State House Districts 37 and 38; (vi) that portion of the City of Granger

COMMISSION ITEM

11B: DART Commission Districts Redistricting Plan



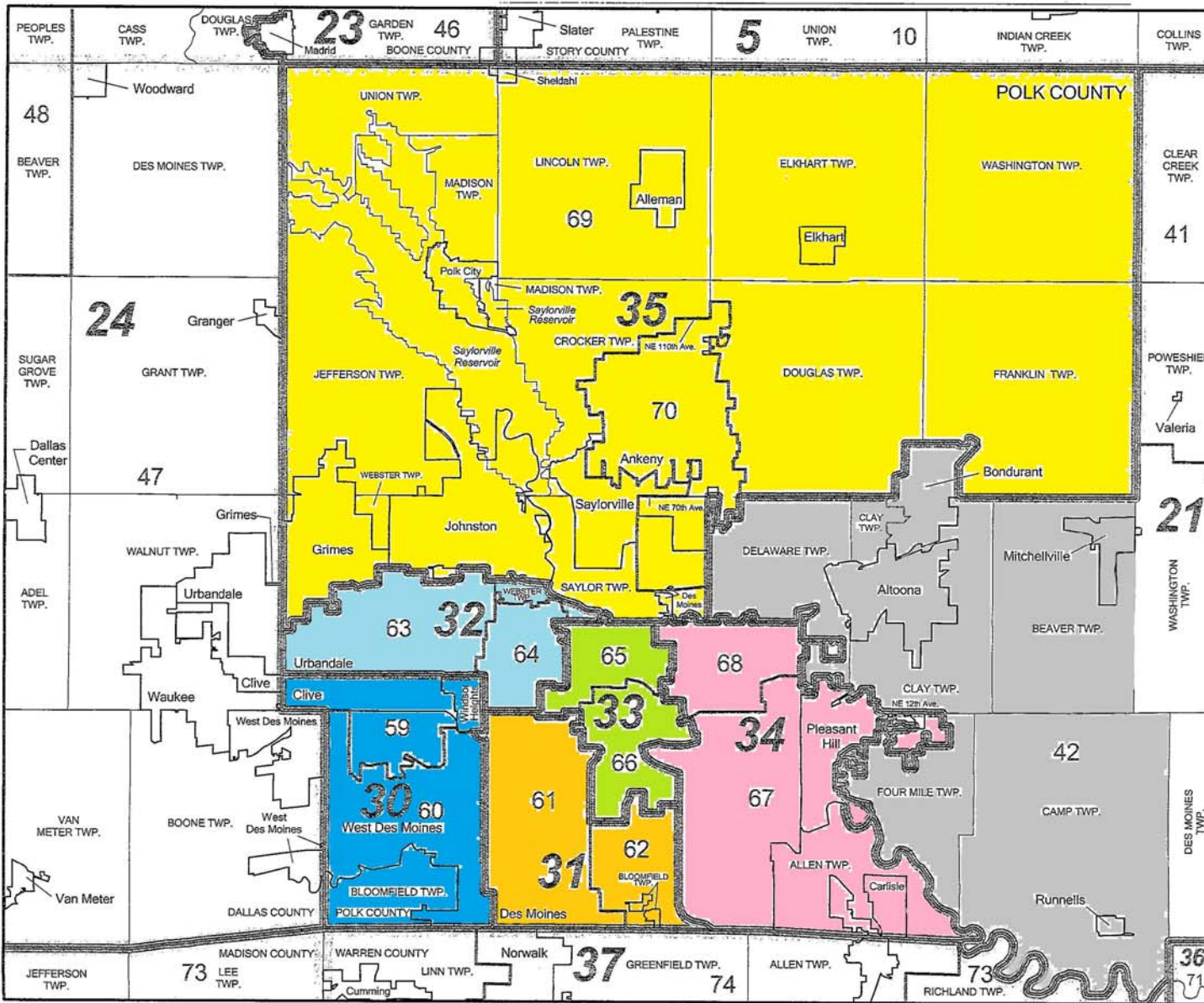
located in Polk County and State House Districts 39 and 40; and (vii) that part of State House District 42 in Polk County and State House District 43.

- o A map of the proposed Commission districts is attached. This combination of State House Districts will provide for seven relatively equally populated districts from which to select members of the Commission.

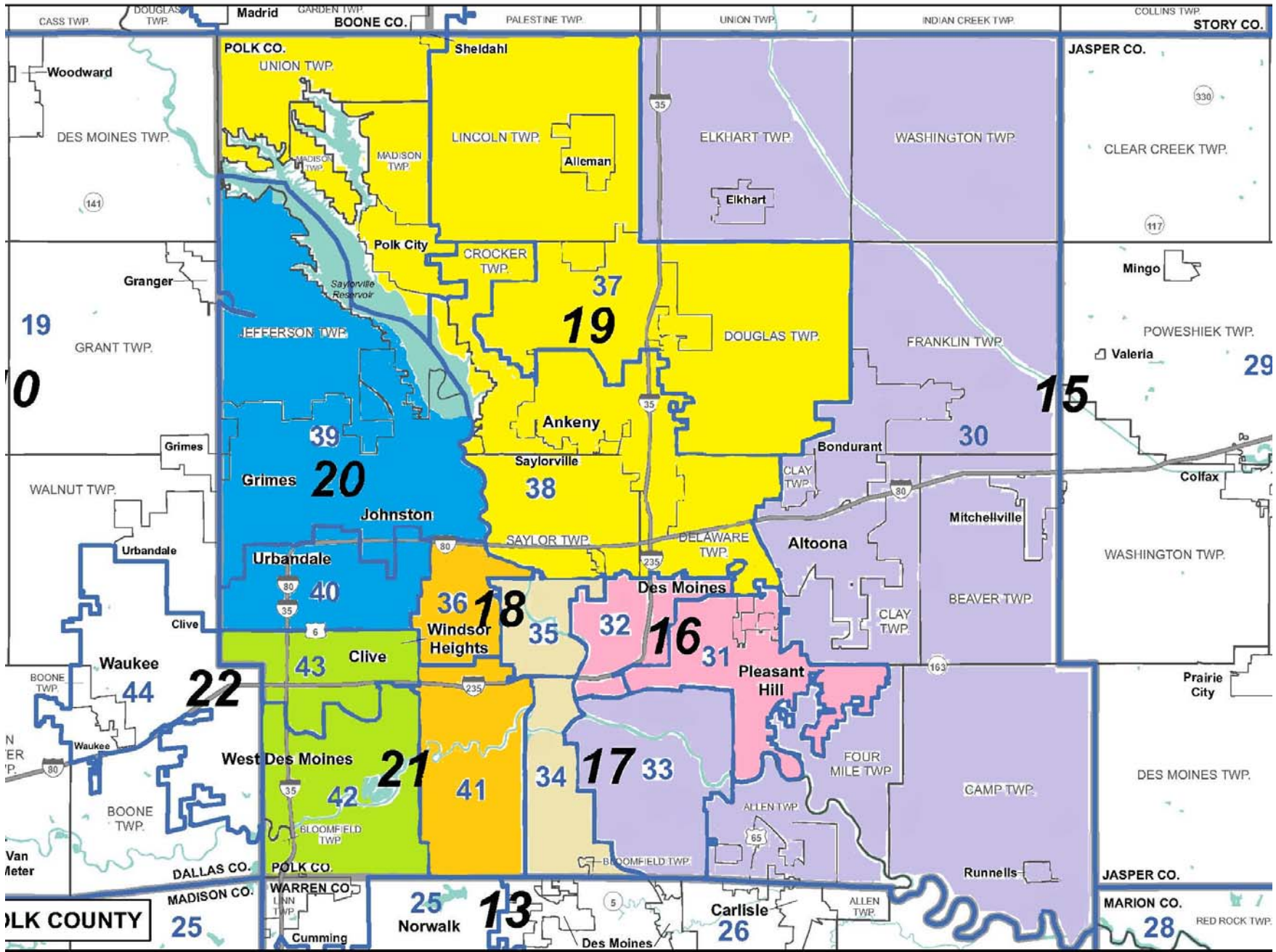
Proposed DART Districts
State House District 30 and State House District 33 <i>Cities:</i> Altoona; Bondurant; Carlisle; Des Moines; Elkhart; Mitchellville; Runnells <i>District Population:</i> 61,208 <i>Current Commission Representatives Residing in the District:</i> Skip Conkling
State House District 31 and State House District 32 <i>Cities:</i> Des Moines; Pleasant Hill <i>District Population:</i> 61,165 <i>Current Commission Representatives Residing in the District:</i> Bob Mahaffey and Ted Boesen
State House District 34 and State House District 35 <i>Cities:</i> Des Moines <i>District Population:</i> 60,711 <i>Current Commission Representatives Residing in the District:</i> None
State House District 36 and State House District 41 <i>Cities:</i> Des Moines <i>District Population:</i> 61,098 <i>Current Commission Representatives Residing in the District:</i> Christine Hensley
The Polk County Portion of State House District 19 Excluding the City of Granger, State House District 37, and State House District 38 <i>Cities:</i> Alleman; Ankeny; Des Moines; Polk City, Sheldahl <i>District Population:</i> 64,685 <i>Current Commission Representatives Residing in the District:</i> Steve Van Oort
That Portion of the City of Granger located in Polk County; State House District 39, and State House District 40 <i>Cities:</i> Granger; Grimes; Johnston; Urbandale <i>District Population:</i> 60,966 <i>Current Commission Representatives Residing in the District:</i> Tom Gayman
The Polk County Portion of State House District 42 and State House District 43 <i>Cities:</i> Clive; West Des Moines; Windsor Heights <i>District Population:</i> 60,791 <i>Current Commission Representatives Residing in the District:</i> Steve Brody

Recommendation:

Approval of the proposed DART Commission districts redistricting plan.



CURRENT DART COMMISSION DISTRICTS



PROPOSED DART COMMISSION DISTRICTS

SECOND AMENDMENT TO THE
AMENDED AND RESTATED
AGREEMENT
for the
DES MOINES REGIONAL TRANSIT AUTHORITY

SECOND AMENDMENT TO THE
AMENDED AND RESTATED
AGREEMENT
FOR THE
DES MOINES REGIONAL TRANSIT AUTHORITY

THIS SECOND AMENDMENT TO THE AMENDED AND RESTATED AGREEMENT FOR THE DES MOINES REGIONAL TRANSIT AUTHORITY (this “Second Amendment”), is entered into as of the date set forth in Section 102 hereof, by and among the Participating Communities (as defined in the Amended and Restated Agreement for the Des Moines Regional Transit Authority that was filed with the Iowa Secretary of State’s Office on May 25, 2006, as amended (the “Amended and Restated Agreement”)).

W I T N E S S E T H :

WHEREAS, the Des Moines Regional Transit Authority (“DART”) operates under the Amended and Restated Agreement, and pursuant to Chapter 28E and Chapter 28M of the Code of Iowa, 2011, as amended (collectively, the “Act”); and

WHEREAS, to better serve the citizens of the Participating Communities and to provide DART with the ability to manage its operations to the full extent permitted by the Act, the Participating Communities desire to further amend the Amended and Restated Agreement; and

WHEREAS, this Second Amendment is entered into pursuant to Article XIV, Section 1, of the Amended and Restated Agreement, to amend Article III, as set forth below; and

WHEREAS, by their respective execution hereof, each of the Participating Communities adopts the changes set forth in this Second Amendment; and

WHEREAS, all acts, conditions and things have been done and performed which are necessary to make this Second Amendment a valid and binding agreement.

Section 101. Amendment to Article XI, Section 2. Pursuant to Article XIV, Section 1 of the Amended and Restated Agreement, the Participating Communities hereby agree to delete Article III in its entirety and replace said Article with the following:

ARTICLE III. ORGANIZATION OF COMMISSION

Section 1. Commission Shall Constitute Governing Body of the RTA. The RTA shall be governed in all matters by the Commission established in this Article.

Section 2. Composition of Commission.

- (a) There shall be nine members of the Commission, but the number of members may be increased pursuant to Article III, Section 2(a)(4) below.
- (1) Two of such members shall be at-large and shall be selected by the Polk County Board of Supervisors. Two alternates shall also be selected by the Polk County Board of Supervisors.
 - (2) **[OPTION 1 of 2:** The remaining members of the Commission shall be selected in the following manner: Seven districts shall be created, with the boundaries of such districts being the following described combinations of the State House Districts located in Polk County, except as hereinafter provided. The seven districts shall be as follows: (i) State House Districts 30 and 33; (ii) State House Districts 31 and 32; (iii) State House Districts 34 and 35; (iv) State House Districts 36 and 41; (v) that part of State House District 19 in Polk County excluding the City of Granger and State House Districts 37 and 38; (vi) that portion of the City of Granger located in Polk County and State House Districts 39 and 40; and (vii) that part of State House District 42 in Polk County and State House District 43. **END OF OPTION 1] [OPTION 2 of 2** The remaining members of the Commission shall be selected in the following manner: Seven districts shall be created, with each such district approximately equal in size. Whenever practicable, such districts shall be created using the current State House Districts or State Senate Districts for the boundaries of the cities and counties who are then Participating Communities under this Agreement. In the event using the current State House Districts or State Senate Districts for boundaries is not practicable, such district lines shall be manually drawn. **END OF OPTION 2]** One member of the Commission and one alternate shall be selected in each district, by a Selection Committee which shall be created in each such district. The Selection Committee in each district shall consist of the mayor of each city which is located in whole or in part within such district boundaries. Each mayor serving on the Selection Committee may nominate a person to serve as the member of the Commission representing such district. Any nomination of a member or alternate must be approved in advance by the city council of the mayor making such nomination to the Selection Committee. The Selection Committee in each such district, **[OPTION 1 of 2** by majority vote **END OF OPTION 1] [OPTION 2 of 2** by unanimous vote **END OF OPTION 2]**, shall select one person to serve as a member of the Commission, and one person to serve as an alternate. The member and the alternate may be selected from different cities. In districts that consist of an area located in more than one city and where the Selection Committee cannot agree on a member or alternate **[OPTION 1 of 2** by

majority vote **END OF OPTION 1**] [**OPTION 2 of 2** by unanimous vote **END OF OPTION 2**] , the Selection Committee’s selection of a member or alternate shall be resolved by the use of a weighted vote, in which the mayor of each city is entitled to one vote for each person residing within that part of the city of which they are mayor which is located within the district, according to the most recent U.S. Decennial Census, or more recent U.S. Census in which sufficiently detailed population data is available to determine the population within each RTA district. In districts which are located wholly within one city, the selection of a member and an alternate shall be made by the mayor and confirmed by resolution of the city council.

- (3) To the extent that a city whose boundaries are included within a transit district in Polk County has boundaries which extend into an adjacent county or counties, the boundaries of that transit district shall be expanded to include that part of the city which is located in an adjacent county or counties.
- (4) The Commission shall create a new transit district from a transit district or contiguous transit districts located in part outside of Polk County when the population of that part of a transit district or contiguous transit districts located outside of Polk County exceeds 60,000 [**65,000?**] according to the most recent U.S. Decennial Census, or more recent U.S. Census in which sufficiently detailed population data is available to determine the population within each RTA district. An additional member of the Commission shall then be selected in the new transit district following the process described in Article III, Section 2(a)(2).
- (5) If a city that is located wholly outside of Polk County should become a Participating Community, then for purposes of this Article the population of such city shall be added to the nearest transit district, and the boundaries of such transit district shall be extended to include the boundaries of such city. If it is not possible to determine which transit district is “nearest”, then the new Participating Community may select the transit district to which its population shall be added for the purposes of this Agreement.
- (6) Under the Code, legislative redistricting is mandatory immediately following an official U.S. Decennial Census. In the year following an Iowa legislative redistricting, the Commission [, **with approval of a majority of the Participating Communities,**] shall establish new boundaries for transit districts, as near as reasonably practicable to the newly established State Senate Districts or State House Districts for the

boundaries of the cities and counties who are then Participating Communities under this Agreement. **[In the event utilizing the State Senate Districts or State House Districts is not practicable to establish new boundaries for transit districts, the Commission shall establish manually drawn boundary lines.]**

(b) All members of the Commission who are elected officials of Participating Communities shall serve on the Commission during the time they hold office and if such member ceases to hold elected office, their term as a member of the Commission may be terminated at the election of the city council of the Participating Community that the elected official represented on the Commission, and the vacancy shall be filled as provided in Article III, Section 2(a)(2) above. All members of the Commission who are not elected officials of a Participating Community shall serve the regular term of appointment. The term of office of any member of the Commission shall immediately terminate if such member ceases to permanently reside within the district which the member represents on the Commission.

(c) Members appointed to the Commission shall be appointed to four-year terms of office. A description of the boundaries of each district is attached to this Agreement as Exhibit A.

Comment [k1]: Should the district map be attached again? Note that this may require additional amendment of the Agreement at a later time.

Section 102. Effective Date. This Second Amendment is effective as of its date of execution by the last of the Participating Communities, which date shall be manually entered on the line set forth below.

Effective Date of Second Amendment: _____.

Attest:

City of

By: _____

By: _____

STATE OF IOWA, COUNTY OF POLK, ss:

On the ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____ and _____, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of _____, Iowa, a municipal corporation; that the seal affixed to the above and foregoing instrument is the corporate seal of said municipal corporation, and that said instrument was signed and contained in the Resolution adopted by the City Council of _____ on the _____ day of _____, 20____, and the said Mayor and City Clerk acknowledged that execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

 Notary Public in and for the State of Iowa

Seal & Notarial Commission Expiration Date: