



DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF COMMISSION MEETING AND AGENDA  
FEBRUARY 4, 2014 – 12:00 p.m.  
DART MULTIMODAL ROOM, 620 CHERRY STREET

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF FEBRUARY 4, 2014 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. TRAC UPDATE	
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13. OTHER – Communications	
14. NEXT MEETING: Regular DART Meeting Tuesday, March 4, 2014 – 12:00 p.m.	
15. ADJOURN	

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

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

**620 Cherry Street – Des Moines, Iowa 50309  
January 7, 2014**

**ROLL CALL**

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Joann Muldoon, Steve Peterson and Steve Van Oort

Commissioner Absent: Bob Mahaffey

Alternates Present: Ben Champ and Keith Ryan (Arrived at 12:09pm for Commissioner Conkling)

**CALL TO ORDER**

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

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Mr. Van Oort called for approval of the January 7, 2014 meeting agenda.

It was moved by Mr. Conkling and seconded by Ms. Hensley to approve the January 7, 2014 Agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No Comments

**CONSENT ITEMS**

**6A – MPO and CIRPTA Representation**

**6B – December 3, 2013 Minutes**

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

**ACTION ITEMS**

**7A – Bus Stop and Amenity Guidelines**

Mr. Ethan Standard provided a presentation to the Commission on the guidelines.

The guidelines address all facets of bus stops:

- Spacing
- Placement
- Design
- Accessibility
- Alternative treatments

The guidelines also include criteria for the placement of bus shelters including:

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**JANUARY 7, 2013**

- Passenger boarding's
- Number of routes
- Availability of transfers
- Proximity of senior and multi-family housing
- Opportunities for ridership growth
- Cost-sharing potential

Mr. Ryan, Alternate Commissioner arrived at 12:09pm and sat in for Commissioner Conkling for the remainder of the meeting.

It was moved by Mr. Peterson and seconded by Mr. Gayman that the Commission approve the Bus Stop and Amenity Guidelines. The motion carried unanimously.

**7B - Pilot Public Art Demonstration Program**

Ms. Kirstin Baer-Harding, Marketing Director introduced Emily Newman and Edward Kelly. Ms. Newman and Mr. Kelly provided a presentation to the Commission on the proposed Public Art Program with DART. The artist's would be by invitation only and would be restricted to those who live and work in Des Moines. They would like to see this project roll out prior to the Des Moines Art Festival.

Ms. Connolly asked that DART and the Commission play a large part in the rollout.

It was moved by Ms. Hensley and seconded by Mr. Ryan that the Commission approve the Pilot Public Art Demonstration Program. The motion carried unanimously.

**7C - FY 2013 Audit**

Ms. Jamie Schug, Chief Financial Officer introduced Jodi Dobson of Baker Tilly Virchow Krause, LLP. Ms. Dobson walked through the provided documentation with the Commission. The audit gave DART a clean unmodified opinion.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the FY 2013 Audit. The motion carried unanimously.

**7D - November 2013 Financials**

Ms. Amber Dakan, Staff Accountant provided an update to the Commission on the November 2013 Financials.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the November 2013 Financials. The motion carried unanimously.

**DISCUSSION ITEM**

**8A - FY 2015 Budget**

Ms. Schug gave a brief update to the Commission on the FY 2015 budget and schedule. Staff asked to get feedback from the Audit Committee on how to prepare the document as it relates to health insurance.

The Commission will be provided a copy of the proposed budget prior to the Budget Retreat on January 23<sup>rd</sup>.

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**8B - Open Data Update**

Mr. Gunnar Olson, Public Affairs Manager provided an update to the Commission on DART's schedule and real time information and whether to make the information public. The staff recommendation is to initiate an open data feed utilizing a user agreement.

Mr. Ryan updated that he had an interview with a reporter of the Altoona Herald on how the system operates.

Ms. Presutti added that there is a peer in the system that is part of our benchmarking group that we could speak with on their experience on rolling out the app with a marketing piece and report back to the Commission.

**8C - Fare Policy Update**

Mr. Olson provided the Commission an update on the Fare Policy meetings and public outreach that has been done. Mr. Olson reiterated that the policy is to address how people pay for the bus, not how much they pay. The goals are to speed up travel and to cut costs to maintain the service.

**8D - November 2013 Performance Report**

Ms. Presutti updated that Fixed Route ridership is up over 5% for the year. Ridership continues to show steady growth and we will continue to monitor it in the coming months.

**MONTHLY REPORTS**

**9A - Operations Report**

Mr. Tony Lafata, Chief Operations Officer updated that operations are going well given the cold weather and that a few minor adjustments had to be made for fuel additives to accommodate the buses during the lower temperatures.

**9B - Marketing Report**

Ms. Baer-Harding thanked the Commission for their attendance at the Business After Hours event for the announcement of the LEED Platinum Certification in early December.

Ms. Baer-Harding also updated that we presented a check to the Iowa Food Bank in the amount of \$5,300 for the Fares for Food event on December 12<sup>th</sup>.

**9C- Planning Report**

No update

**9D - General Manager**

Ms. Presutti updated that the MPO submitted a grant to participate in the Sustainable Communities Leadership Academy and will be traveling to attend the Academy next week to discuss The Tomorrow Plan.

We submitted comments to an advanced notice of rulemaking to FTA on safety and security along with asset management. We provide comments to a series of 120 questions that were asked.

**FUTURE AGENDA ITEMS**

The IPTA Legislative Day is scheduled for February 5<sup>th</sup> at the State Capitol.

We will be attending the APTA Legislative Conference again this year March 9<sup>th</sup> – 11<sup>th</sup>. Any interested Commissioners should speak to either Elizabeth or Whitney if they would like to attend.

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Mr. Van Oort asked the Clerk to send out a meeting notice regarding the IPTA Legislative Day on February 5<sup>th</sup>.

**COMMISSIONER ITEMS**

**11A - DART Commission Vice Chair Position**

Mr. Van Oort welcomed Mr. Peterson to the Commission as a full Commissioner and asked Mr. Peterson to serve as Vice Chair through the end of the fiscal year. The Nominating Committee will meet in May to make nominations to bring to the annual meeting in June for the FY 2015 officer elections.

Mr. Van Oort also thanked Mr. Ryan for accompanying the Altoona Herald reporter for the bus tour.

**OTHER - Communications**

**Next Meeting**

February 4, 2014 at 12:00pm

**ADJOURNMENT**

A motion by Mr. Peterson and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 1:32pm. The motion carried unanimously.

**Future 2014 Meeting Dates**

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

## ACTION ITEM



<b>8A:</b>	<b>Financial Management Oversight Program Agreed Upon Procedures Review Response and Center Street Park &amp; Ride Memorandum of Agreement with the City of Des Moines</b>
<b>Action:</b>	<b>Approve DART's Response to FTA's Financial Management Oversight Program Agreed Upon Procedures Review, including the Memorandum of Agreement with the City of Des Moines</b>

**Staff Resource:** Elizabeth Presutti, General Manager

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### **Background:**

- The City of Des Moines and Metro Transit Authority (DART's predecessor) partnered to build the Center Street Park & Ride facility in 1997.
- Two-thirds of the \$23.3 million project was funded with federal transit dollars (\$15.2 million), with MTA/DART as the grantee. The City of Des Moines was a sub-grantee and provided the local matching contribution (\$8.1 million) for the federal grant.
- As the grantee, MTA/DART is required to provide oversight of the Park & Ride facility, while the City of Des Moines operates the facility. During its Federal Transit Administration (FTA) Triennial Review of DART in 2012, the FTA discovered that DART was deficient in satisfactorily performing its oversight responsibilities.
- As a result, the FTA commissioned a thorough review of the Park & Ride facility and its operations. A draft report summarizing such review resulted.
- DART staff has drafted responses to each of the findings in the draft report, advising the FTA on how the findings will be addressed and oversight performed going forward.
- Also in response to the draft report, DART staff has worked closely with the City of Des Moines and the FTA on a Memorandum of Agreement that outlines the agreed upon procedures for ensuring that DART satisfactorily performs its oversight responsibilities going forward.
- The Des Moines City Council approved the Memorandum of Agreement at its January 27<sup>th</sup> meeting.

### **Recommendation:**

- Approve DART's response to FTA's Financial Management Oversight Program Agreed Upon Procedures Review, including the Memorandum of Agreement with the City of Des Moines.



February 4, 2014

Mr. Mokhtee Ahmad  
Regional Administrator  
Federal Transit Administration  
901 Locust Street, Room 404  
Kansas City, MO 64106

RE: Des Moines Area Regional Transit Authority's Response to the Financial Management Oversight Program Agreed Upon Procedures Draft Report dated August 8, 2013

Dear Administrator Ahmad:

This letter serves as a follow-up to Des Moines Area Regional Transit Authority's ("DART") letter to you dated as of September 13, 2013 (the "September 13th Letter"). Consistent with your instructions to DART during the Wednesday, August 28, 2013, exit conference (the "Exit Conference"), which was attended by representatives of DART, the Federal Transit Administration ("FTA"), and the City of Des Moines, Iowa (the "City"), DART is providing its response (the "Grantee's Response"), attached hereto as Exhibit A, to each of the Findings as set forth in that certain draft Financial Management Oversight Program Agreed Upon Procedures Report dated August 8, 2013 (the "Report"). Attached hereto as Exhibit B is that certain letter dated September 9, 2013, from the City's Mayor to you whereby the City provided its response to the Report.

As you are aware, the September 13th Letter represented DART's partial response to the Report, whereby DART responded only to Findings IV.4, IV.5, IV.6, IV.7 and IV.8 of the Report. In the September 13th Letter, DART requested an extension of time (i) to work with the City to provide a response to Findings IV.1, IV.2 and IV.3 of the Report and (ii) to obtain Commission approval for DART's response to all Findings in the Report. Since the September 13th Letter, DART and the City have worked together, in cooperation with the FTA, to finalize that certain Memorandum of Agreement between DART and the City (the "MOA"), a final executed copy of which is attached as Schedule I to the Grantee's Response. A primary objective of the MOA is to more clearly set forth specific policies and procedures for DART and the City in order to address and resolve those issues identified in Findings IV.1, IV.2 and IV.3 of the Report.

Please do not hesitate to call me with any questions you may have. We would be glad to provide additional information or clarification, if necessary. We look forward to receiving the final Financial Management Oversight Program Agreed Upon Procedures Report from the FTA in the near future.

Sincerely,

Elizabeth Presutti  
DART General Manager

Attachments

cc: Rick Clark—City Manager, City of Des Moines

**Des Moines  
Area Regional  
Transit Authority**

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Des Moines, Iowa  
50309-4530

515-283-8100  
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## **EXHIBIT A**

### **Grantee's Response**

#### ***Finding IV.1: DART Does Not Adequately Monitor the City of Des Moines, a Sub-grantee, relative to Proper Usage of Program Income***

***Recommendation:*** *In order to more effectively provide adequate controls over the Facility program income, DART should develop specific policies and procedures which provide guidance and protocol for monitoring the City as the sub-grantee. An effective monitoring plan should be inclusive of procedures that help to ensure that the City is compliant with all Federal requirements, relative to satisfactory continuing control and proper usage of program income.*

*In addition, DART should ensure that program income is used for properly authorized purposes. DART should also require that the City submit an accounting and reconciliation of each Facility project fund balance on a periodic basis. Amounts not needed for properly authorized purposes should be paid over to DART periodically for transit capital and operating costs.*

*This recommendation(s) should be implemented within 60 days after the issuance of the final report.*

**Grantee's Response:** DART and the City have worked together, in cooperation with the FTA, on a Memorandum of Agreement ("MOA") relative to that certain Intergovernmental Agreement dated April 28, 1997 between DART, as successor-in-interest to Des Moines Metropolitan Transit Authority, and the City (the "Intergovernmental Agreement") with respect to the Park & Ride Facility. A primary objective of the MOA is to more clearly set forth specific policies and procedures for monitoring the City to ensure compliance with all federal requirements relative to satisfactory continuing control and proper usage of program income with respect to the Park & Ride Facility. An executed copy of the MOA, which has received prior approval from the FTA, is attached hereto as Schedule I.

#### ***Finding IV.2: DART Did Not Adequately Monitor the Sub-grantee's Purchase of Real Property***

***Recommendation:*** *In order to more effectively provide adequate controls over the Park and Ride program income, DART should develop specific policies and procedures, which provide guidance and protocol for monitoring the City as the sub-grantee. An effective monitoring plan inclusive of procedures should be implemented to help ensure that the City is compliant with all Federal requirements, relative to proper usage of program income, the acquiring of capital assets and real property, and disposal of real property.*

*The City must reimburse the Project Funds for the two remaining land holdings and these funds made available to DART for transit use in accordance with the agreement between the City and DART and with the Master Grant Agreement.*

*This recommendation(s) should be implemented within 60 days after the issuance of the final report.*



**Grantee's Response:** As set forth in Grantee's Response to Finding IV.1 above, DART and the City have worked together, in cooperation with the FTA, on the MOA with respect to Park & Ride Facility and the Intergovernmental Agreement. A primary objective of the MOA is to more clearly set forth specific policies and procedures for monitoring the City to ensure compliance with all federal requirements relative to satisfactory continuing control and proper usage of program income with respect to the Park & Ride Facility, including policies and procedures with respect to the acquisition of capital assets and real property with program income from the Park & Ride Facility and the disposal of real property originally acquired with program income from the Park & Ride Facility. An executed copy of the MOA, which has received prior approval from the FTA, is attached hereto as Schedule I.

**Finding IV.3: DART Did Not Adequately Monitor the Sub-grantee, Relative to Procedures for Calculating the "Payment In Lieu of Taxes (PILOT)" Expense**

**Recommendation:** *In order to more effectively provide adequate controls over the Facility program income, DART should develop specific policies and procedures which provide guidance and protocol for monitoring the City as the sub-grantee. An effective monitoring plan should be inclusive of procedures that help to ensure that the City is compliant with all Federal requirements, relative to satisfactory continuing control and proper usage of program income.*

*In addition, DART should ensure that program income is used for properly authorized purposes and ensure that City personnel maintain adequate policies and procedures, relative to the calculation of the City's PILOT allocation. In conjunction with the monitoring functionality, DART should review the PILOT schedules, which are used to calculate the allocation, on a periodic basis. This review would help to ensure the accuracy and appropriateness of the PILOT charge.*

*This recommendation(s) should be implemented within 60 days after the issuance of the final report.*

**Grantee's Response:** Since the Exit Conference, representatives from DART and the City have met to review the City's PILOT allocation as it applies to the Park & Ride Facility. DART acknowledges that the City's current PILOT charges relative to the Park & Ride Facility are and have been reasonable. In addition, as set forth in Grantee's Response to Findings IV.1 and IV.2 above, DART and the City have worked together, in cooperation with the FTA, on the MOA with respect to the Park & Ride Facility and the Intergovernmental Agreement. A primary objective of the MOA is to more clearly set forth specific policies and procedures for monitoring the City to ensure compliance with all federal requirements relative to satisfactory continuing control and proper usage of program income with respect to the Park & Ride Facility and ensure that City personnel maintain adequate policies and procedures relative to the calculation of the City's PILOT allocation with respect to the Park & Ride Facility. An executed copy of the MOA, which has received prior approval from the FTA, is attached hereto as Schedule I.

**Finding IV.4: DART Delegated Authorizing Official Was Not Consistently Approving ECHO Drawdowns**

**Recommendation:** *The Authorizing Official should approve the ECHO's requests or supporting documentation as evidence that review and approval was performed.*

*This recommendation should be implemented within 30 days after the issuance of the final report.*

**Grantee's Response:** Prior to the fall of 2010, the Chief Financial Officer reviewed the draw requests prepared by the grants administrator and performed the draws in ECHO, with the accountant verifying receipt of funds (the CFO's name was on the ECHO receipt). In FY 2011, the CFO assigned the draws to the accountant, but she maintained duties as reviewer. Unfortunately, DART did not include the CFO signature line on the draw form until the start of FY 2012. The May 2012 packet mistakenly included a copy of the draw log, not the original, which DART agrees was unsigned (two copies are provided to the CFO, the original and one for the accountants file). DART agrees with the recommendation and all subsequent ECHO draws have been approved by the Authorizing Official or the Authorizing Official's designee.

**Finding IV.5: DART Did Not Have Adequate Source Documentation to Support ECHO Drawdowns**

**Recommendation:** *The grantee should revise the policies, procedures and process related to ECHO drawdowns and request reimbursement for preventative maintenance as expenditures are incurred. Source documentation should be maintained to support the preventative maintenance expenditures.*

*This recommendation should be implemented within 30 days after the issuance of the final report.*

**Grantee's Response:** DART has added financial statements highlighting the preventive maintenance expenditures with the draw requests for both FY 2012 and FY 2013. In the past, the reconciliation was done in the fall for NTD reporting, which DART now understands was incorrect. In the future, DART will only submit ECHO draws for expenses already incurred at the time of the ECHO draw, not based upon budgeted amounts. DART will draft ECHO procedures with the assistance of our financial statement auditors and submit to FTA for approval within 30 days of the final report.

**Finding IV.6: Des Moines Area Regional Transit Authority (DART) Lacked Current Policy and Procedures for ECHO Drawdown Process**

**Recommendation:** *The grantee should develop written operating procedures for the ECHO process. These procedures should outline the process from receiving the expenditure request, preparing and calculating ECHO drawdowns, obtaining required approval, and maintaining supporting documentation.*

*This recommendation should be implemented within 30 days after the issuance of the final report.*

**Grantee's Response:** DART acknowledges the lack of current policy and procedures; the written procedures that existed referenced out of date information and systems. DART will draft ECHO procedures with the assistance of our financial statement auditors and submit to FTA for approval within 30 days of the final report.

#### **Finding IV.7: DART Expensed Unallowable Costs to Federal Grant**

**Recommendation:** *We recommend that the grantee work with the FTA to determine the mechanism for reimbursement for all unallowable costs.*

*This recommendation should be implemented within 60 days after the issuance of the final report.*

**Grantee's Response:** The billiards table was included in the capital plan and FTA grant by the previous grant administrator. The previous administrator had classified it under employee morale as shown in the write up provided to the auditors. DART speculates that the previous grant administrator believed it was an allowable cost under OMB A-87, Employee morale, health, and welfare costs. Current DART staff concurs that it was not an appropriate use of federal funds, nor is it something that DART will do in the future. DART will work with FTA staff to determine the appropriate mechanism for DART to reimburse the \$676.00 deemed unallowable within 60 days of the final report.

#### **Finding IV.8: DART Does Not Correctly Apply the FTA Approved Indirect Cost Rate**

**Recommendation:** *DART should revise the indirect rate procedures to ensure the proper application of the Carry Forward Adjustments in future years. DART should perform reconciliations for each year since the original rate was approved in 2008.*

*This recommendation should be implemented within 60 days after the issuance of the final report.*

**Grantee's Response:** DART will draft procedures to address the calculation and reconciliation of the Cost Allocation Plan and indirect cost rate with the assistance of our financial statement auditors and submit to FTA for approval within 60 days of the final report. In addition, DART will perform reconciliations for each year since the original rate was approved in 2008 and submit those to FTA for approval within 60 days of the final report.

**Schedule I**

**Memorandum of Agreement**

[Please see attached.]

## MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT (this "Agreement"), is made on or as of the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Des Moines, Iowa (the "City"), and the Des Moines Area Regional Transit Authority ("DART"), f/k/a the Des Moines Metropolitan Transit Authority (the "MTA"), an entity organized under the authority of Chapters 28E and 28M of the Code of Iowa.

### WITNESSETH

WHEREAS, DART received grant funding which it subgranted to the City in the amount of \$13,571,695 from the Federal Transit Administration ("FTA") for the design and construction of that certain intermodal transportation facility located at Seventh and Center Streets in downtown Des Moines, Iowa, that combines parking for approximately 1,800 cars and a daycare facility (the "Park & Ride Facility") pursuant to that certain Grant Agreement IA-03-0070, as amended, between DART, as successor-in-interest to the MTA, as grantee, and the FTA, as grantor (the "Grant Agreement"), which Grant Agreement incorporated by reference that certain FTA Master Agreement dated October 1, 1994 (the "Master Agreement"); and

WHEREAS, to enable the design and construction of the Park & Ride Facility, the City agreed to provide the local matching share of the funding for the Grant Agreement in the amount of \$5,991,574 ; and

WHEREAS, in connection therewith, the City and DART entered into that certain Intergovernmental Agreement dated April 28, 1997 (the "Intergovernmental Agreement"), in order to facilitate the joint development of the Park & Ride Facility, whereby the City and DART each agreed to assume certain responsibilities with respect to the design, construction, operation of and accounting requirements for the Park & Ride Facility; and

WHEREAS, pursuant to the terms of the Intergovernmental Agreement, the City and DART (i) acknowledged that the City became a sub-grantee under the Grant Agreement; and (ii) accepted the terms and conditions of the Grant Agreement and the Master Agreement and agreed to abide by the same; and

WHEREAS, the City and DART submitted the Intergovernmental Agreement to the FTA, and the FTA approved the Intergovernmental Agreement in a letter dated April 25, 1997; and

WHEREAS, DART received additional grant funding in the amount of \$500,000 from the FTA as additional funding for the Park & Ride Facility pursuant to that certain Grant Agreement IA-90-x177 between DART, as successor-in-interest to the MTA, as grantee, and the FTA, as grantor (the "Second Grant Agreement"), which Second Grant Agreement incorporated by reference that certain FTA Master Agreement dated October 1, 1995; and

WHEREAS, to enable completion of the construction of the Park & Ride Facility, either the City or DART agreed to provide the additional local matching share of the funding for the Second Grant Agreement in the amount of \$224,638; and

WHEREAS, in or around May 2012, the FTA completed that certain triennial review of DART (the "Triennial Review"), including, among other things, a review of DART's responsibilities with respect to the grant funding for the Park & Ride Facility; and

WHEREAS, in connection with the Triennial Review, the FTA found that DART was deficient in its exercise of satisfactory continuing control of the Park & Ride Facility in accordance with Federal Transit Law (as this term is defined in the Master Agreement); and

WHEREAS, in or around January 2013, the FTA contracted with DMS-RMW Associates JV, LLC, to perform an Agreed Upon Procedures Review of DART and the City in order to (i) conduct an analysis of the funds flow for the Park & Ride Facility; (ii) examine the use and management of program income from the Park & Ride Facility; and (iii) examine the satisfactory continuing control of the Park & Ride Facility; and

WHEREAS, in connection therewith, the FTA provided DART and the City with that certain draft Financial Management Oversight Program Agreed Upon Procedures Report dated August 8, 2013 (the "Draft Report"); and

WHEREAS, pursuant to the Draft Report, the FTA found that, among other things, (i) DART did not adequately monitor the City, as a sub-grantee of the grant for the Park & Ride Facility, relative to proper usage of program income ("Finding IV.1"); (ii) DART did not adequately monitor the City, as sub-grantee of the grant for the Park & Ride Facility, relative to the City's purchase of certain real property ("Finding IV.2"); and (iii) DART did not adequately monitor the City, as sub-grantee of the grant for the Park & Ride Facility, relative to procedures for calculating the payment in lieu of taxes ("PILOT") expense for the Park & Ride Facility ("Finding IV.3"; together with Finding IV.1 and Finding IV.2, collectively, the "Findings"); and

WHEREAS, pursuant to the Findings in the Draft Report, the FTA recommended, among other things, that DART should (i) develop specific policies and procedures to provide guidance and protocol for monitoring the City, as the sub-grantee of the grant for the Park & Ride Facility, which policies and procedures shall be inclusive of procedures that help to ensure the City is compliant with Federal Transit Law, especially (a) satisfactory control of, and proper usage of program income from, the Park & Ride Facility and (b) the repayment of and application of funds in the amount of \$262,605.00 converted to the purchase of real property, and (c) the application of other escrowed funds to eligible uses; and (ii) ensure that City personnel establish and maintain adequate policies and procedures relative to the calculation of the City's PILOT allocation with respect to the Park & Ride Facility (collectively, the "FTA Recommendations"); and

WHEREAS, the City and DART enter into this Agreement in order to (i) supplement the terms of the Intergovernmental Agreement; and (ii) comply with the FTA Recommendations in the Draft Report; and

WHEREAS, the City and DART have submitted this Agreement to the FTA, and the FTA has approved this Agreement as sufficient to establish a policy framework for resolving the findings in the Draft Report; and

NOW, THEREFORE, the parties agree as follows:

1. **Recitals.** DART and the City agree and acknowledge that the Recitals as stated above are true and accurate.

2. **Budget, Accounting.**

a. **Current Funds on Hand.**

i. *Reimbursement to Capital Improvements Program Fund ("CIPF").* The City reimbursed the CIPF in the amount of \$262,605.00 on January 6, 2014, for program income converted to real estate as described in Finding IV.2 of the Draft Report. The City thereafter owns such real estate without a Federal interest and without further obligation to DART.

ii. *Transfers out of CIPF.* The City shall within 35 days of the execution of this Agreement, transfer all remaining transit program income from the CIPF (\$3,041,752.00) to either the Park & Ride Facility Operating Account ("the Operating Account") or to a newly created Transit Capital Account. The latter shall contain only transit program income from the Park & Ride Facility and any funds therein shall be used only for transit capital purposes as defined in 49 U.S.C. 5301 *et. seq.*

iii. *Other Funds on Hand.* The City will retain a maximum of \$1,000,000.00 in the Operating Account for the balance of the current (City's) Fiscal Year 2014 and in any subsequent Fiscal Year. In Fiscal Year 2014, any amount in excess of \$1,000,000.00 shall be either retained in a clearly identifiable subaccount of the Operating Account or transferred to the Transit Capital Account and budgeted and expended within three years of July 1, 2014, for eligible transit capital or operating purposes.

The City will retain a maximum of \$1,500,000.00 in the Park & Ride Facility Repair Account for the balance of the current (City's) Fiscal Year 2014 and in any subsequent Fiscal Year. In Fiscal Year 2014, any amount in excess of \$1,500,000.00 shall be transferred to a clearly identifiable subaccount of the Operating Account or to the Transit Capital Account. Any such excess funds shall be programmed, budgeted, and expended within three years of July 1, 2014 for eligible transit capital or operating purposes.

All expenditures of current funds on hand are subject to review by the DART General Manager for compliance with Federal

Transit Law (as this term is defined in the FTA Master Agreement).

Any interest earned on current funds on hand shall be programmed and budgeted in accordance with this Agreement as if it were part of the original corpus of any of the accounts identified in this Agreement.

- b. Park and Ride Facility Budget and Use of Program Income for FY 2014
  - i. *City Annual Budget.* The City shall provide evidence of current balances and verify expenditures consistent with Federal Transit Law following the actions outlined in Subparagraph a above. The City shall amend its FY2014 annual budget as needed to accomplish the actions contemplated by this Agreement.
  
- c. Park and Ride Facility Budget and Use of Program Income for FY 2015 and Following.
  - i. *City Proposed Annual Budget.* The City shall submit to DART the proposed annual budget for the Park & Ride Facility for the upcoming fiscal year (i.e., July 1 - June 30) prior to February 14, 2014 and thereafter prior to January 15 preceding each subsequent fiscal year. Each proposed annual budget for the Park & Ride Facility shall be submitted to the DART General Manager and subject to his or her review for compliance with Federal Transit Law..
  
  - ii. *Use of Program Income.* In accordance with Paragraph 4(d) of the Intergovernmental Agreement and Federal Transit Law, the City and DART shall ensure that the Park & Ride Facility program income shall be used for only the following: (i) the operation, maintenance, and repair of the Park & Ride Facility; and/or (ii) other transit capital or operating costs. Program income in the Operating Account shall be fully budgeted annually and all funds in excess of \$1,000,000.00 shall be fully expended during the applicable Fiscal Year. Program income in the Park & Ride Facility Repair Account shall be fully budgeted annually and all funds in excess of \$1,500,000.00 shall be fully expended during the following Fiscal Year; the parties acknowledge that budgeting for contingent, unplanned repairs from this account shall be allowable in accordance with Paragraphs 2(d) and 2(e) below. Program income in the Transit Capital Account shall be fully programmed annually, budgeted annually and expended during the applicable Fiscal Year unless funds are being held for a specific, new transit capital purpose agreed to between DART and the City in which



case funds shall be expended within three years. All use of Program Income shall be fully compliant with Federal Transit Law.

iii. *City Approved Annual Budget.* The City shall deliver a copy of the approved annual budget for the Park & Ride Facility and all accounts related thereto to DART on or before July 1 each year.

d. Expenditures Above Approved Budget. Except as provided in this Paragraph and Paragraph 2(e) below, the City shall not incur expenditures for the Park & Ride Facility above the amounts set forth in the approved current fiscal year Park & Ride Facility budget unless unforeseeable circumstances arise. In such event, should a budget amendment be necessary, the City shall substantiate the need for the amendment and present the same and the proposed amendment to DART for review at least 45 days prior to submission to the City's governing body for adoption.

e. Emergency Repairs. Notwithstanding the provisions of Paragraph 2(d) above, the City without the prior review and comment by DART may initiate any necessary repairs to the Park & Ride Facility in an emergency, provided such repair is required to preserve the structural and mechanical integrity or the continued functionality of a vital operational component of the Park & Ride Facility. The City shall provide a report to DART within 30 days of any emergency repair.

f. City Annual Audit. Each year, following completion of the City audit for all City operations for the preceding fiscal year, the City shall provide to DART the audited, separate, and detailed accounting for the Park & Ride Facility revenues and the expenditures of the same. This accounting shall include a narrative discussion and justification of any variance from the agreed to annual budget or amended budget, if any.

g. PILOT Policies and Procedures. On the date of this Agreement, the City shall provide DART with the City's policies, procedures and schedules relative to the calculation of the City's PILOT allocation with respect to its enterprise facilities and the City's uniform policy shall apply to the Park & Ride Facility. Changes to the policy, thereafter, shall be provided to DART thirty days prior to adoption by the City, and DART shall review the policy and its application to the Park & Ride Facility for compliance with Federal Transit Law.

3. **FTA Reporting.** The City and DART agree and acknowledge that DART shall file any reports required by FTA Transit Law with respect to the Park & Ride Facility on behalf of itself and the City, and the City agrees to provide DART any supporting information

necessary for DART to comply with such FTA reporting requirements within 15 days of DART's request for such supporting information.

4. **Inspection.** The City and DART agree and acknowledge that DART and the FTA (including either authorized agents, contractors, and employees) may, at reasonable times and upon reasonable notice to the City and, as applicable, to any tenant or licensee, inspect the interior (including the daycare facility) and exterior of the Park & Ride Facility for its safety, maintenance and preservation.

5. **Operations and Maintenance.** City shall prepare for DART's review and approval, no later than ninety (90) days after the date of this Agreement, a public transportation safety program complying with 49 U.S.C. 5329(d) and all regulations promulgated pursuant to the same, and a transit asset management plan, including an asset inventory with conditions assessment for Park & Ride Facility and any equipment related to it, and complying with 49 U.S.C. 5326(b) and (c) and all regulations promulgated pursuant to the same. These plans shall be reviewed and updated as required by changes in circumstances and by Federal Transit Law. The City shall at all times do or cause to be done all things reasonably necessary—but at all times subject to available funding from transit program income or insurance proceeds as budgeted and accounted for herein—to obtain, preserve, renew, extend and keep in full force and effect the rights, permits, and leases supportive of or necessary to the conduct of its Park & Ride Facility and its business operations, and shall comply in all material respects with all applicable laws, rules, regulations, orders, decrees, judgments or administrative decisions, whether now in effect or hereafter enacted.

6. **Leases.** The City shall provide DART with a copy of all leases, subleases and licenses in effect with respect to the Park & Ride Facility on an annual basis, including but not limited to all lease, sublease and license renewals, notices of termination, amendments and supplements. The City agrees and acknowledges that it shall not terminate, assign, supplement or amend any leases or subleases in effect with respect to the Park & Ride Facility without the prior written consent of DART and the FTA. The City agrees to use its form, pre-approved by the FTA for all license agreements without material change or supplementation. DART and the FTA shall review any such proposed termination, assignment, supplement, or amendment of any leases or subleases in effect with respect to the Park & Ride Facility and provide written consent or disapproval to the City within 45 days or as soon as practicable.

7. **Acquisition and Disposition of Capital Assets and/or Real Estate Acquired with Program Income.** The City shall provide a real estate acquisition management plan to the FTA and DART for review and comment on any proposed acquisition of capital assets and/or real estate to be purchased with program income from the Transit Capital Account. Any such acquisition shall be preceded by a feasibility study and environmental analysis all in compliance with Federal Transit Law. Any such acquisition shall be included in the City's budget process and shall occur in compliance with the terms of this Agreement.

8. **Master Agreement.** DART and the City acknowledge and confirm that the terms and conditions of the Master Agreement were terms and conditions of the Grant Agreement and the Second Grant Agreement and continue to apply to the ownership, use, operations and maintenance, income from, and disposal of the Park & Ride Facility.

9. **Intergovernmental Agreement**. The Intergovernmental Agreement and the terms of it shall continue in full force and effect. The terms of the Intergovernmental Agreement and the terms of this Agreement shall each be interpreted and construed in a manner consistent with the other document and the terms of one document shall not prevail over the terms of the other document. The parties agree to meet and confer in good faith should there be any dispute or disagreement concerning the meaning of either this Agreement or the Intergovernmental Agreement.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

**CITY OF DES MOINES, IOWA**

By: \_\_\_\_\_  
T.M. Franklin Cownie, Mayor

ATTEST:

By: \_\_\_\_\_  
Diane Rauh, City Clerk

STATE OF IOWA     )  
                                  ) ss:  
COUNTY OF POLK    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, the undersigned, a Notary Public in the State of Iowa, personally appeared T.M. FRANKLIN COWNIE, and DIANE RAUH, to me personally known, and who, being by me duly sworn did state that they are the MAYOR and CITY CLERK of the City of Des Moines, Iowa, that the seal affixed to the foregoing instrument is the seal of said municipality, and that the instrument was signed and sealed on behalf of said municipality, by authority of its City Council, and that T.M. Franklin Cownie and Diane Rauh acknowledged the execution of the instrument to be the voluntary act and deed of the municipal corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in the State of Iowa

**DES MOINES AREA REGIONAL TRANSIT  
AUTHORITY**

By: \_\_\_\_\_  
General Manager

ATTEST:

By: \_\_\_\_\_

STATE OF IOWA     )  
                              ) ss:  
COUNTY OF POLK    )

On this \_\_\_ day of \_\_\_\_\_, 2014, before me, the undersigned, a Notary Public in the State of Iowa, personally appeared \_\_\_\_\_, to me personally known, and who, being by me duly sworn did state that he is the General Manager of the DES MOINES AREA REGIONAL TRANSIT AUTHORITY, a public authority organized and operating under the provisions of Chapters 28E and 28M of the Code of Iowa; that the instrument was signed on behalf of said Authority by authority of its Board of Trustees; and acknowledged the execution of the instrument to be the voluntary act and deed of said Authority, by it and by him voluntarily executed.

\_\_\_\_\_  
Notary Public in the State of Iowa

**EXHIBIT B**

**City's September 9, 2013 Response Letter to the FTA**

[Please see attached.]



September 9, 2013

Mokhtee Ahmad  
Regional Administrator  
Federal Transit Administration, Region VII  
U.S. Department of Transportation  
901 Locust Street, Room 404  
Kansas City, MO 64106

Re: Financial Management Oversight Review

Dear Administrator Ahmad:

I received your letter dated August 8<sup>th</sup> regarding the City of Des Moines' Park and Ride program. The letter acknowledged that the roles and responsibilities of our partnership are derived from the Intergovernmental Agreement dated April 28, 1997. The City appreciates this acknowledgment and that of the partnership and hopes to improve on that relationship going forward. Of concern, however, are the new constraints on the Park and Ride program proposed in the letter by sharply redefining the responsibilities of the aforementioned agreement. The letter and the attached Agreed Upon Procedures Review (AUPR) stipulate that funds must be drawn down within short order that have been prudently set aside for future capital repair of the Park and Ride facility and for other transit uses in accordance with the Intergovernmental Agreement.

The letter requests cooperation in achieving four steps. The first request is to respond to the recommendations of the AUPR by September 13, 2013 as discussed during the exit interview. The City's responses are set forth below. DART may feel free to incorporate these responses into its own response.

***Finding #1:*** *DART, as the grantee, does not adequately monitor the sub-grantee, the City of Des Moines, to ensure the integrity of transfers of Park and Ride program income into the Intermodal Repair and Replacement Fund and the Capital Improvement Projects Fund.*

***Recommendation:*** *In order to more effectively provide adequate controls over the Facility program income, DART should develop specific policies and procedures which provide guidance and protocol for monitoring the City as sub-grantee. An effective monitoring plan should be inclusive of procedures that help to ensure that the City is compliant with all Federal requirements, relative to satisfactory continuing control and proper usage of program income.*

*In addition, DART should ensure that program income is used for properly authorized purposes. DART should also require that the City submit an accounting and reconciliation of each Facility project fund balance on a periodic basis. Amounts not needed for properly authorized purposes should be paid over to DART periodically for transit capital and operating costs.*

*This recommendation(s) should be implemented within 60 days after the issuance of the final report.*

**City's Response:** The City has continuously made a good faith effort to operate and maintain the Park & Ride operation and utilize program income in compliance with the terms of the Intergovernmental

Agreement. The City has always operated within the spirit of that Agreement, and given FTA's and DART's acquiescence in such operations for the last 16 years, the City believed there were no questions about operations. The City does not object to the establishment of new procedures by the City and DART that monitor the City's continued responsibility for administering the Park and Ride operation as stipulated in the 28E agreement. The City will provide periodic accounting as established between the parties. After the completion of each fiscal year, the City will provide a plan for any excess funds above the allowed reserves. With DART assuming a more active monitoring role, the City will ensure that program income is applied by the City for properly authorized purposes in accordance with subparagraph 4(d) of the Intergovernmental Agreement.

***Finding #2:** DART, as the grantee, does not adequately monitor the sub-grantee, City of Des Moines to ensure that the City is compliant with all Federal requirements. The City of Des Moines used program income from the Facility to purchase what were to be shuttle surface lots without prior FTA approval.*

***Recommendation:** In order to more effectively provide adequate controls over the Facility program income, DART should develop specific policies and procedures which provide guidance and protocol for monitoring the City as sub-grantee. An effective monitoring plan should be inclusive of procedures that help to ensure that the City is compliant with all Federal requirements, relative to satisfactory continuing control and proper usage of program income.*

*The City must reimburse the Project Funds for the two remaining land holdings and these funds made available to DART for transit use in accordance with the agreement between the City and DART and with the Master Grant Agreement.*

*This recommendation(s) should be implemented within 60 days after the issuance of the final report.*

**City's Response:** The City will work with DART to establish new procedures that monitor the City's continued responsibility for administering the Park and Ride operation as stipulated in the Intergovernmental Agreement. The City reimbursed the Park and Ride operating fund all program income that was originally transferred into the capital project fund minus transit expenses related to repairs and maintenance on the parking ramp, administrative expenses associated with the purchase of the improved park and ride surface lot, and purchase of transit buses that provided service to the Park and Ride facility and the improved surface lot. The Capital Improvement Project Fund (CIPF) was established for multiple purposes that were not fully recognized in the AUPR including the extension of Martin Luther King Parkway and development of the improved park and ride surface lot. The following table illustrates the flow of funds associated with Park and Ride sources and uses.

Capital Improvement Project Fund	
Transfers in from Park and Ride sources	3,718,018
Transit use of funds	
To DART for shuttle buses	(428,589)
Park and Ride Garage Repairs	(124,163)
Transactional costs to purchase land for surface lot	(262,605)
Program Income remaining allocation	2,902,661
Current Balance	2,237,235
Additional Transfers In From Other Sources	665,426
<b>Total Amount to Transfer to Park and Ride Operating Fund</b>	<b>2,902,661</b>



Transaction detail consistent with what was shared with the auditors is provided in an attachment.

The City does not believe that the Intergovernmental Agreement or corresponding regulations require that these funds are to be “funds made available to DART for transit use”. Similarly, in his conversation with Mayor Cownie, FTA Administrator Rogoff made quite clear that funds could be reprogrammed *by the City* for transit purposes and would not have to be “made available to DART for transit use”. Doing as the AUPR suggests is a dramatic rewrite of the governing documents, is inconsistent with the operations of the parties for the last 16 years and is not acceptable to the City. Instead, the Intergovernmental Agreement provides—and the City for 16 years with FTA and DART acquiescence operated with the understanding—that the Des Moines City Council has the broad responsibility to program funds consistent with federal regulations, and the City will insist on maintaining that responsibility. The Intergovernmental Agreement cannot reasonably be read otherwise.

***Finding #3:** DART, as a direct recipient grantee, does not adequately monitor the sub-grantee, City of Des Moines to ensure the accuracy and appropriateness of the City's allocation of the PILOT charge to the Park and Ride Facility based on the City's property tax valuation. The PILOT represents a calculation for apportioning costs for police and fire services amongst the various City enterprise funds, of which the Park and Ride facility is one.*

*Recommendation: In order to more effectively provide adequate controls over the Facility program income, DART should develop specific policies and procedures which provide guidance and protocol for monitoring the City as sub-grantee. An effective monitoring plan should be inclusive of procedures that help to ensure that the City is compliant with all Federal requirements, relative to satisfactory continuing control and proper usage of program income.*

*In addition, DART should ensure that program income is used for properly authorized purposes and ensure that City personnel maintain adequate policies and procedures, relative to the calculation of the City's PILOT allocation. In conjunction with the monitoring functionality, DART should review the PILOT schedules, which are used to calculate the allocation, on a periodic basis. This review would help to ensure the accuracy and appropriateness of the PILOT charge.*

*This recommendation(s) should be implemented within 60 days after the issuance of the final report.*

City's Response: As stated in the AUPR, the City PILOT allocation is applied in a manner consistent with all other City enterprises. The City will provide DART with all detail associated with the calculation of the PILOT allocations on an annual basis.

The letter's second step requires the City to reimburse the CIPF the greater of either the fair market value of land purchased or \$1,511,710 (the amount used from CIPF to purchase the land).

The City reimbursed the Park and Ride operating fund all program income that was originally transferred into the capital project fund minus transit expenses related to repairs and maintenance on the parking ramp, administrative expenses associated with the purchase of the improved park and ride surface lot, and purchase of transit buses that provided service to the Park and Ride facility and the improved surface lot. The table provided under Finding #2 illustrates the flow of funds within the project fund that was established for multiple purposes that were not fully recognized in the AUPR including the extension of Martin Luther King Parkway and development of the improved park and ride surface lot. See attachment for transactional detail.

The letter's third step requires the City to make these funds available within 60 days for a public transit capital or operating use as agreed in the Intergovernmental Agreement.

The FTA has not contested the use of program income for capital repairs on the Park and Ride facility as a valid transit use consistent with the terms of the Intergovernmental Agreement. It is not uncommon that capital expenditures for repair and maintenance dramatically increase with the age of the structure. It is essential that the City retain the ability to fund such future anticipated expenses. The City has determined the appropriate level of reserves based on an engineering study and past history with City garages.

The Walker Parking Consultant engineer review of the structure established expected costs for capital repairs for the facility in 5-yr increments. The review illustrates expected costs escalating over time and eclipsing \$2 million (in 2006 dollars) for two of the 5-yr time periods. Adjusting those costs to more current dollars would escalate the likely capital expenses to over \$2.5 million.

The City has three other garages that have recently reach 20 years of age. 4<sup>th</sup> and Grand Garage (1080 spaces) experienced \$2.2 million in repairs during its 20<sup>th</sup> through 22<sup>nd</sup> year of operation. 5<sup>th</sup> and Keo Garage (620 spaces) experienced \$2.1 million in repairs during its 21<sup>st</sup> through 23<sup>rd</sup> year of operation. 9<sup>th</sup> and Locust Garage (1125 spaces) is just starting \$1.8 million in repair work as it is now in its 22<sup>nd</sup> year of operation. It is important to note all three garages compared above are significantly smaller than the Park and Ride Facility at 1824 spaces.

Consistent with the engineer review and past history, the City proposes to retain \$2,500,000 in capital reserves for the facility. There was a question about why there are not similar reserves for other garages in the City, but that question is inapt because the funding of the garages is dissimilar. In the cases of other garages, the City has the authority and ability to fund capital repair and maintenance expenses for the other garages in the City's system by borrowing or using positive cash flow from the newer garages. In the case of the Park and Ride facility, the City does not have the authority to borrow against the future facility revenue for repairs. The alternatives are to fund such repairs with current revenues or capital reserves.

Additionally, the facility is experiencing decreasing net revenues which makes the prospect of having available current revenues in the future very unlikely. That leaves only the capital reserves as a reliable source for future capital expenses. Such a funding practice is an acknowledged and accepted form of capital budgeting for local government.

The FTA has also not contested that an operational reserve is prudent. The City proposes to retain \$375,000 in operating reserves for the facility. This amount represents 25% of the annual expenditures and is considered a best practice in assuring timely payment to vendors. Also of note, the revenue from the facility is not necessarily received in a timely or consistent manner adding risk to the facility's ability to make payment to vendors without a sufficient reserve.

In aggregate, the City proposes to maintain in reserve, beyond scheduled expenditures, no more than \$2,500,000 plus 25% of the then current total annual expenditures of the Park and Ride program which would amount to \$2,875,000 for June 30, 2012. June 30, 2013 audited expenses and balances will be available in a few of weeks to allow for updated figures.

The City proposes to expedite expenditure of a portion of the excess capital fund balances on improvements to the facility to enhance revenue opportunities associated with regional transit services delivered to the 7<sup>th</sup> and Center location.

Upon establishing the amount of reserves and the costs associated with current planned improvements, payments representing an amount exceeding reserves will be reprogrammed for transit purposes by the City for expenditure within the next five years. If agreeable to the FTA and DART—and so long as consistent with the November 24, 2008 Funding Agreement between the City and DART—the City may be open to reprogramming all or a portion of an amount exceeding reserves through grants to DART over five substantially equal annual payments.

The letter's fourth step requires within 60 days of the conclusion of a fiscal year the City to identify to FTA and DART its plan for using balances from the previous year's net proceeds generated by the facility.

The City agrees to provide the FTA and DART its plan for use of net proceeds after the conclusion of every fiscal year through the term of the agreement. However, the City cannot provide the plans within 60 days of the close of a fiscal year given the June 30 audits, which determine the amount of excess balances, are not complete until December of each year. The City proposes that the plan for spending excess balances be provided within 60 days of the completion of the annual audit.

As a 1/3 equity partner with over \$8 million dollars invested in the Park and Ride facility, the City expects to continue to administer the Project and Agreement per the 28E Agreement, the Master Agreement and FTA regulations. The City welcomes an active partnership with DART and the FTA at this point to ensure continued compliance.

Sincerely,



T.M. Franklin Cownie  
Mayor

Attachment

cc: Richard Clark, City Manager  
Elizabeth Presutti, General Manager, DART

**CITY OF DES MOINES  
PARK AND RIDE CAPITAL IMPROVEMENT SUMMARY**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	Total
<b>BEGINNING CASH BALANCE</b>	-	1,419,820	208,296	214,312	209,790	209,790	184,339	184,006	298,801	983,391	1,283,391	1,276,835	1,671,119	2,237,235	-
<b>REVENUES AND TRANSFERS IN</b>															
Review, Inspect, Process Fee	-	-	-	-	-	-	-	-	-	-	-	113	-	-	113
Parking Fund Bonds (non Park & Ride)	1,500,000	-	-	-	-	-	-	-	-	-	-	507,860	676,621	-	1,500,000
Sale Of Land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,184,481
Other Capital Projects/City Funds	-	1,222,266	-	-	-	-	-	-	-	-	-	-	-	-	1,222,266
Transfers In - Parking System	-	-	-	-	-	-	-	200,000	200,000	-	-	-	(300,000)	-	100,000
Transfers In - Storm Water Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	314,769	314,769
Transfers In - General Fund - Unallocated	-	-	-	-	-	-	-	-	-	-	-	-	-	350,657	350,657
Transfers In - Park and Ride Operations	-	314,769	1,883,249	-	-	-	-	500,000	500,000	300,000	-	-	220,000	-	3,718,018
<b>Total Revenues and transfers-In =</b>	<b>1,500,000</b>	<b>1,537,035</b>	<b>1,883,249</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>700,000</b>	<b>700,000</b>	<b>300,000</b>	<b>-</b>	<b>507,973</b>	<b>596,621</b>	<b>665,426</b>	<b>8,390,304</b>
<b>EXPENDITURES</b>															
Appraisal	700	6,138	925	-	-	-	-	-	-	-	-	-	-	-	7,763
Asphalt And Asphalt Products	-	25,830	104,066	-	-	-	-	-	-	-	-	-	-	-	129,896
Buildings	-	-	-	-	-	-	-	-	-	-	-	109,700	-	-	109,700
Chemicals And Gases - Non-Clea	-	-	5,870	-	-	-	-	-	-	-	-	-	-	-	5,870
City Staff Charges On CIP Proj	69,267	56,269	23,191	2,076	-	429	334	477	99	-	6,407	3,706	2,290	-	164,544
Consultants And Professional S	1,315	41,566	59,552	-	-	-	-	-	-	-	-	-	2,229	3,366	108,027
Land	-	2,345,905	18,870	-	-	25,000	-	584,728	15,294	-	-	-	-	-	2,989,797
Other Improvements	198	269,821	164,682	2,445	-	-	-	-	-	-	149	6	25,986	-	463,287
ROW Acquisition Consultants	2,700	-	-	-	-	-	-	-	-	-	-	-	-	-	2,700
ROW Legal & Misc. Costs	6,000	3,031	78	-	-	22	-	-	17	-	-	276	-	-	9,424
<b>Total Expenditures =</b>	<b>80,180</b>	<b>2,748,560</b>	<b>377,233</b>	<b>4,521</b>	<b>-</b>	<b>25,451</b>	<b>334</b>	<b>585,205</b>	<b>15,410</b>	<b>-</b>	<b>6,556</b>	<b>113,688</b>	<b>30,505</b>	<b>3,366</b>	<b>3,991,009</b>
<b>TRANSFERS OUT</b>															
Transfers Out - Parking System	-	-	1,500,000	-	-	-	-	-	-	-	-	-	-	-	1,500,000
Transfers Out - Park and Ride Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	1,986,352	1,986,352
Transfers Out - Park and Ride Repair and Rep. Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	861,494	861,494
<b>Total Transfers Out =</b>	<b>-</b>	<b>-</b>	<b>1,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,847,846</b>	<b>4,347,846</b>
<b>NET</b>	<b>1,419,820</b>	<b>(1,211,525)</b>	<b>6,016</b>	<b>(4,521)</b>	<b>-</b>	<b>(25,451)</b>	<b>(334)</b>	<b>114,795</b>	<b>684,590</b>	<b>300,000</b>	<b>(6,556)</b>	<b>394,285</b>	<b>566,116</b>	<b>(2,185,786)</b>	<b>51,450</b>
<b>ENDING CASH BALANCE</b>	<b>1,419,820</b>	<b>208,296</b>	<b>214,312</b>	<b>209,790</b>	<b>209,790</b>	<b>184,339</b>	<b>184,006</b>	<b>298,801</b>	<b>983,391</b>	<b>1,283,391</b>	<b>1,276,835</b>	<b>1,671,119</b>	<b>2,237,235</b>	<b>51,450</b>	<b>51,450</b>

NOTE 1: - FY2013 figures have not been Audited.

NOTE 2: - This summary information and all the detailed transactions supporting this table have been submitted to and reviewed with DSM-RMW Associates JV, LLC. as part of the financial management oversight program agreed upon procedures review

## ACTION ITEM



**8B: The Tomorrow Plan Resolution of Support**

**Action: Adopt resolution of support for The Tomorrow Plan**

**Staff Resource:** Elizabeth Presutti, General Manager

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### **Background:**

- Greater Des Moines was one of 45 regions selected by the Federal Interagency Partnership for Sustainable Communities to pursue sustainable development planning.
- The plan, named The Tomorrow Plan, was developed by regional partners throughout Greater Des Moines, spanning 17 cities and four counties, and including the Des Moines Area Regional Transit Authority.
- The Tomorrow Plan was adopted by the Des Moines Area Metropolitan Planning Organization in November 2013, following three and a half years of planning and public feedback.
- Regional partners, including DART, are now being asked to vote on resolutions to formally support The Tomorrow Plan.

### **Recommendation:**

- Adopt resolution of support for The Tomorrow Plan.

## **PROPOSED RESOLUTION OF SUPPORT**

Whereas, the Federal Interagency Partnership for Sustainable Communities has selected Greater Des Moines as one of 45 initial regions to pursue regional sustainable development planning;

Whereas, the people of Greater Des Moines wish to strengthen diversity and equity in order to promote the environmental and economic health of the region, this community, its neighborhoods, and its individuals;

Whereas, we intend to stay attentive to the needs of future generations and to the current shifting trends in demographics, economics, and nature, as well as expectations of significant regional growth;

Whereas, we value the integration of social, economic, and natural resource needs and opportunities with a strategic direction for the region's future;

Whereas, we intend to build on current cooperative ventures throughout the region to find additional opportunities to collaborate, create efficiencies, and provide higher quality services to residents;

Whereas, the means to a vibrant, lasting future includes a healthy environment, in addition to expanded choices and access within the areas of health, food, transportation, housing, work, culture, education, and play;

Whereas, steps can be taken today that will lead to a well-balanced tomorrow that maximizes the betterment of the entire region;

Whereas, local governments, community organizations, and the public developed The Tomorrow Plan as a voluntary, best-practices guide for local jurisdictions, stakeholder organizations and 28-E organizations, including the MPO, but does not dictate specific funding strategies or policy decisions that are within the authority of these organizations or jurisdictions.

Therefore, be it resolved that we, the members of the Des Moines Area Regional Area Transit Authority (DART) Commission, endorse the vision, mission, goals, strategies, and initiatives presented in The Tomorrow Plan and intend to continue working within our community and across the region to help this plan become reality.

**ACTION ITEM**



<b>8C:</b>	<b>December FY2014 Consolidated Financial Report</b>
<b>Action:</b>	<b>Approve the December FY2014 Consolidated Financial Report</b>

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

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

*Revenue:*

- Fixed Route Operating Revenue comes in at 4.2% higher than budget expectations year to date. Stronger than forecasted cash fares as well as earnings from the State Fair are the primary drivers.
- Fixed Route Non-Operating Revenue year to date is 3% lower than budget. The difference is been seen in Advertising Revenue as well as grant related timing.
- Paratransit Operating Revenue are 4.24% lower than budget for the month of December year to date. Cash fares and contracted revenue are on target, while Polk County Funding is slightly below budget, this month due to weather related closing.
- Rideshare Revenues are 8% below budgeted levels year to date. Rideshare expense savings year to date continue to offset the decrease in revenue.

*Operating Expense:*

- Fixed Route Budget Summary – Operating expenses for Fixed Route are 6% below budget year to date. Savings are seen in multiple categories including Contracted Services, Insurance, and Fuel.
- Paratransit Budget Summary – Year to date, Paratransit expenses are 4.2% under projected levels. Fuel and Salaries, Wages, and Fringes are two of the categories experiencing savings.
- Rideshare Expenses are below budgetary expectations by 12%. Fuel and Equipment Repair Parts are the two main categories contributing to the savings.

**Recommendation:**

- Approve the December FY2014 Consolidated Financial Report.

**\*\* TOTAL Un-Audited Year-End December FY2014 as Compared to Budget:**

Fixed Route	\$	505,374	Reserve For Accidents (See Balance Sheet):
Paratransit	\$	4,449	FY2014
Rideshare	\$	19,983	\$211,508
Total	\$	529,806	

**FY2014 Financials:**

**December 2013**

<b>FIXED ROUTE</b>	<b>December 2013</b>			<b>Year-To-Date-(6) Months Ending 12/31/2013</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	372,345	375,033	(2,689)	2,344,647	2,250,198	94,449
Non-Operating Revenue	1,407,291	1,526,571	(119,280)	8,848,501	9,159,426	(310,925)
Subtotal	1,779,636	1,901,604	(121,968)	11,193,148	11,409,624	(216,476)
Operating Expenses	1,741,418	1,874,058	132,640	10,522,497	11,244,348	721,851
Gain/(Loss)	38,218	27,546	10,671	670,651	165,277	505,374

<b>PARATRANSIT</b>	<b>December 2013</b>			<b>Year-To-Date-(6) Months Ending 12/31/2013</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	154,217	173,750	(19,533)	998,259	1,042,500	(44,241)
Non-Operating Revenue	64,584	68,833	(4,249)	394,297	413,000	(18,703)
Subtotal	218,801	242,583	(23,782)	1,392,556	1,455,500	(62,944)
Operating Expenses	250,155	267,405	17,250	1,537,036	1,604,429	67,393
Gain/(Loss)	(31,353)	(24,821)	(6,532)	(144,480)	(148,929)	4,449

<b>RIDESHARE</b>	<b>December 2013</b>			<b>Year-To-Date-(6) Months Ending 12/31/2013</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	72,660	85,685	(13,026)	472,002	514,113	(42,111)
Non-Operating Revenue	-	-	-	2,748	-	2,748
Subtotal	72,660	85,685	(13,026)	474,750	514,113	(39,363)
Operating Expenses	67,266	85,685	18,419	454,767	514,113	59,346
Gain/(Loss)	5,394	-	5,394	19,983	-	19,983



## ACTION ITEM



**8D: FY2015 Proposed Budget Public Hearing**

**Action: Approve a Public Hearing on the FY2015 Budget**

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

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### **Background:**

- A presentation will be made at the Commission meeting further outlining the details associated with the proposed FY2015 Budget.
  - Preliminary estimates of this budget have been presented to the DART Commission at their last meeting.
  - A workshop was held with Commission members on January 23<sup>rd</sup> where staff outlined the proposed FY2015 Budget in detail.

### **Budget:**

- The proposed budget includes third year improvements related to the DART Forward 2035 Plan. The improvements build on the momentum in ridership growth, which has been trending upward throughout the first half of fiscal year 2014.
- DART will be required to provide health insurance for part-time employees working 30 hours per week or more as part of the affordable care act. DART is heavily reliant on part-time bus operators to work the irregular hours required to operate varying service levels throughout the day. \$450,000 is included in the proposed budget for DART's share of part-time health insurance.

### **Timeline:**

- Per the 28M Agreement, the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget.
- A public hearing on the proposed budget is scheduled for:

**Tuesday, March 4, 2014  
12:00 P.M.  
DART Offices – 620 Cherry Street  
Des Moines, IA 50309**

- The hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider adoption of the FY2015 budget in advance of the 28M Agreement's deadline of March 15, 2014.

### **Recommendation:**

- Approve a Public Hearing on the FY2015 Budget.

## DISCUSSION ITEM



<b>9A:</b>	<b>Windsor Heights Wal-Mart Bus Stop</b>
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**Staff Resource:** Jim Tishim, Planning Director

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- A presentation on the Windsor Heights Wal-Mart Bus Stop will be provided at the meeting.

**DISCUSSION ITEM**



**9B: Quarterly Safety Report**

**Staff Resource:** Randy McKern, Transportation Manager

**Analysis of Accidents for the 2<sup>nd</sup> Quarter of FY2014:**

<b>ACCIDENTS BY ROUTE:</b>	2nd QTR <u>FY14</u>	2nd QTR <u>FY13</u>	YTD <u>FY14</u>	YTD <u>FY13</u>
#1 -FAIRGROUNDS	1	0	2	1
#3 -UNIVERSITY	3	4	4	6
#4 -14TH	2	1	3	3
#5 -FRANKLIN AVE	0	1	0	2
#6 -INDIANOLA AVE	3	1	3	3
#7 -SW 9 <sup>th</sup> ST	1	0	4	1
#8 -FLUER DR	1	1	1	1
#9 - EXPRESSES	3	4	4	6
#11 -INGERSOLL/VALLEY JCT	2	1	2	3
#12 - ON PROPERTY	1	3	3	4
#13 - PARK AVE	0	1	0	2
#14 - BEAVER AVE	0	0	1	0
#15 - 6 <sup>th</sup> AVE	5	1	8	1
#16 - DOUGLAS AVE	4	2	7	2
#17 - HUBBELL AVE/ALTOONA	4	0	5	0
#51 - MERLE HAY/CROSTOWN	0	0	1	0
#52 - VALLEY WEST/JORDAN CR	2	0	3	0
#60 - INGERSOLL/UNIVERSITY	2	0	3	0
#40 - LINK	0	2	0	2
#42 - STATE CAPITAL/D-LINE	4	1	5	2
#SS - SCHOOL ROUTES	0	0	3	0
#20 - PARATRANSIT	8	6	17	10
#R - RIDESHARE	7	1	11	2
#A - ADMIN	1	2	1	3
#M - MAINTENANCE	0	0	0	0
SF- STATE FAIR	0	0	0	3
TRAINING	1	0	1	0
<b>TOTALS</b>	<b>55</b>	<b>32</b>	<b>92</b>	<b>57</b>

**DISCUSSION ITEM**  
**9B: Quarterly Safety Report**



<b><i>ACCIDENTS BY TYPE:</i></b>	2nd QTR	2nd QTR	YTD	YTD
	<u>FY14</u>	<u>FY 13</u>	<u>FY14</u>	<u>FY 13</u>
BUS INTO FIXED OBJECT	17	12	29	24
PERSONAL INJURY	0	2	2	2
BUS INTO VEHICLE	7	4	10	7
VEHICLE INTO BUS	25	14	43	23
OTHER	5	0	7	1
MAINTENANCE	0	0	0	0
VANDALISM	1	0	1	0
<b>TOTALS</b>	<b>55</b>	<b>32</b>	<b>92</b>	<b>57</b>

<b><i>ACCIDENTS BY CHARGEABILITY</i></b>	2nd QTR	2nd QTR	YTD	YTD
<b><i>CODE:</i></b>	<u>FY14</u>	<u>FY13</u>	<u>FY14</u>	<u>FY13</u>
NON PREVENTABLE	29	15	45	23
PREVENTABLE	19	16	36	32
NOT GRADED	7	1	11	2
<b>TOTALS</b>	<b>55</b>	<b>32</b>	<b>92</b>	<b>57</b>



# System Summary Performance Report December 2013

	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013	December 2012	Percent Change 2013/2012	FY14 Year To Date	FY13 Year To Date	Percent YTD Change 2014/2013
<b>DART Fixed Route</b>												
Total Ridership	270,790	284,305	520,188	369,520	430,464	349,845	316,984	274,548	15.46%	2,271,306	2,124,866	6.89%
OTT Ridership	19,820	21,095	22,582	23,163	19,194	23,121	22,903	16,626	37.75%	132,058	106,195	24.35%
Unlimited Access Ridership	32,488	33,715	37,097	37,430	37,702	32,135	27,739	26,436	4.93%	205,818	213,858	-3.76%
Bike Rack Usage	5,370	6,470	6,996	6,707	6,618	3,804	2,260	2,053	10.08%	32,855	25,252	30.11%
Passengers/Revenue Hour	17.40	18.43	31.12	21.90	23.12	21.77	18.62	18.25	2.05%	22.26	22.54	-1.24%
Avg. Passengers Weekday	12,041	11,834	22,153	16,710	17,197	16,467	13,610	12,930	5.25%	16,347	15,661	4.38%
Avg. Passengers Weekend Day	2,996	2,994	3,647	3,925	4,368	3,698	3,465	2,625	32.00%	3,683	3,098	18.89%
Complaints/100,000 Riders	26.22	24.27	21.34	32.47	30.66	23.15	26.50	34.97	-24.21%	26.28	26.45	-0.62%
Commendations/100,000 Riders	4.43	3.87	3.08	2.16	4.41	3.43	4.42	2.91	51.57%	3.52	3.44	2.52%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	3.51	1.78	1.24	1.67	2.97	0.85	2.75	2.02	36.21%	1.91	1.91	0.20%
Non-Preventable/100,000 Miles	1.50	0.89	1.24	3.33	2.23	2.13	3.93	1.51	159.45%	1.50	0.71	112.05%
<b>Maintenance:</b>												
Total Miles Operated	199,368	225,271	241,562	240,203	269,550	234,669	254,471	198,064	28.48%	1,465,726	1,311,345	11.77%
Road Calls/100,000 Miles	22.57	11.99	15.73	16.24	18.18	16.19	13.75	10.60	29.72%	15.42	20.13	-23.41%
Active Vehicles in Fleet	116	117	117	117	130	127	113	107	5.61%	120	111	8.10%
<b>DART Paratransit</b>												
Total Ridership	11,335	12,254	12,306	11,274	12,700	10,658	11,307	9,905	14.15%	70,499	69,097	2.03%
Passengers/Revenue Hour	3.12	3.19	3.03	3.02	2.99	2.92	2.89	2.87	0.70%	3.01	2.98	0.84%
Average Trip Length	5.94	5.86	5.81	5.91	6.16	6.04	6.02	6.00	0.31%	5.97	6.11	-2.41%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	4.45	4.18	1.40	4.51	2.56	0.00	1.47	1.68	-12.67%	2.38	0.95	151.07%
Non-Preventable/100,000 Miles	1.48	0.00	0.00	3.00	0.00	1.55	5.88	1.68	0.00%	1.66	0.95	75.75%
<b>Maintenance:</b>												
Total Miles Operated	67,344	71,823	71,472	66,581	78,271	64,422	68,060	59,434	14.51%	420,629	422,424	-0.42%
Active Vehicles in Fleet	29	29	29	25	26	20	20	29	-31.03%	25	29	-14.37%
<b>DART RideShare</b>												
Total Ridership	20,086	21,080	21,624	20,520	23,660	19,066	18,922	17,352	9.05%	124,872	127,504	-2.06%
Total Vans in Circulation	93	93	93	93	93	93	93	93	0.00%	93	93	0.18%
Total Rideshare Customers	799	797	779	772	784	758	744	815	-8.71%	772	826	-6.48%
<b>Accident Frequency Rate by Service:</b>												
Preventable	0.00	1.18	0.59	1.28	1.14	0.00	0.64	0.00	0.00%	0.82	0.00	0.00%
Non-Preventable	0.00	0.59	0.59	0.00	0.57	1.34	0.64	0.00	#DIV/0!	0.61	0.00	#DIV/0!
<b>Maintenance:</b>												
Total Miles Operated	155,224	168,997	170,116	156,758	176,158	148,715	155,563	137,393	13.22%	976,307	957,530	1.96%
Active Vehicles in Fleet	100	100	120	120	120	100	100	100	0.00%	110	100	10.00%



# System Performance Ridership Report December 2013

	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013	December 2012	Percent Change 2013/2012	FY14 Year To Date	FY013 Year To Date	Percent YTD Change 2014/2013
<b>DART Fixed Route Ridership</b>	<b>270,790</b>	<b>284,305</b>	<b>520,188</b>	<b>369,520</b>	<b>430,464</b>	<b>349,845</b>	<b>316,984</b>	<b>274,548</b>	<b>15.46%</b>	<b>2,271,306</b>	<b>2,124,866</b>	<b>6.89%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	14,141	14,563	223,225	23,428	27,437	21,386	18,126	15,667	15.70%	328,165	305,637	7.37%
#3 - University	34,560	33,832	37,726	37,389	42,962	35,274	32,258	36,203	-10.90%	219,441	391,231	-43.91%
#4 - Urbandale	14,156	14,354	15,784	20,006	22,938	18,682	16,787	13,971	20.16%	108,551	157,103	-30.90%
#5 - Clark	1,517	1,729	2,102	3,898	4,906	3,438	3,375	3,308	2.03%	19,448	84,373	-76.95%
#6 - Indianola	19,951	19,741	22,935	26,097	31,025	24,401	22,622	18,314	23.52%	146,821	271,611	-45.94%
#7 - Ft. Des Moines	24,481	23,677	27,903	34,965	41,626	34,116	31,574	27,147	16.31%	193,861	255,992	-24.27%
#8 - South Union	3,029	3,311	3,872	5,456	6,014	5,288	4,784	4,131	15.81%	28,725	73,754	-61.05%
#11 - Ingersoll Ave.	2,456	2,916	2,863	2,451	2,545	2,199	2,410	1,963	22.77%	15,384	94,794	-83.77%
#13 - SE Park Ave.	1,272	651	2,921	7,108	7,715	6,154	5,173	4,826	7.19%	29,722	31,066	-4.33%
#14 - Beaver Ave.	15,674	15,427	18,607	22,780	26,073	21,784	19,383	16,854	15.01%	124,054	22,006	463.73%
#15 - 6th Ave.	19,152	18,498	23,956	29,748	34,102	27,181	24,661	19,558	26.09%	158,146	26,088	506.20%
#16 - Douglas Ave.	28,324	27,911	32,215	37,277	45,586	36,082	32,541	30,406	7.02%	211,612	39,614	434.18%
#17 - Hubbell Ave.	14,543	14,301	16,296	18,545	22,772	18,955	16,831	13,795	22.01%	107,700	18,559	480.31%
#51 - Merle Hay Crosstown			694	1,876	2,611	1,987	1,904	0	#DIV/0!	9,072	0	#DIV/0!
#52 - Valley West/Jordan Creek	10,028	10,339	11,885	11,380	14,073	12,220	11,228	8,270	35.77%	71,125	10,424	582.32%
#60 - Ingersoll/University	21,098	22,943	24,071	30,260	35,040	28,983	26,354	15,763	67.19%	167,651	20,191	730.33%
#71 - Ankeny/Delaware**	0	0	0	0	0	0	0	0	#DIV/0!	0	3,294	-100.00%
<b>Shuttle Routes:</b>												
Link Shuttle	797	861	679	652	857	676	871	866	0.58%	4,596	7,161	-35.82%
Dline	17,916	31,075	19,712	18,241	18,585	14,886	12,612	14,053	-10.25%	115,111	105,177	9.45%
Lincoln/McCombs	750	0	3,660	10,977	11,304	9,491	7,295	6,563	11.15%	42,727	43,810	-2.47%
<b>Express Routes:</b>												
#91 - Merle Hay Express	935	1,001	987	849	1,065	859	771	848	-9.08%	5,532	5,133	7.77%
#92 - Hickman Express	2,910	3,104	2,890	2,936	3,498	3,016	2,905	2,523	15.14%	18,349	17,073	7.47%
#93 - NW 86th Express	3,289	3,456	3,324	3,002	3,421	2,584	2,814	2,847	-1.16%	18,601	22,236	-16.35%
#94 - Westtown	1,090	1,065	1,424	1,176	1,338	1,144	1,114	1,425	-21.82%	7,261	8,796	-17.45%
#95 - Vista	1,925	1,975	2,090	1,830	2,089	1,830	1,615	1,624	-0.55%	11,429	12,645	-9.62%
#96 - E.P. True	2,700	2,803	2,761	2,614	3,078	2,405	2,634	1,862	41.46%	16,295	16,393	-0.60%
#98 - Ankeny	7,663	8,099	9,386	8,892	10,121	8,104	7,369	6,076	21.28%	51,971	46,103	12.73%
#99 - Altoona	1,630	1,670	1,744	1,697	2,110	1,704	2,263	1,573	43.87%	11,188	11,812	-5.28%
<b>On-Call/Flex Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	193	315	209	181	234	167	160	122	31.15%	1,266	1,007	25.72%
On-Call: Des Moines	224	269	153	0	0	0	0	231	-100.00%	422	1,922	-78.04%
On-Call: Johnston/Grimes	522	518	518	471	531	415	417	380	9.74%	2,870	3,390	-15.34%
#73 Flex: Urbandale/Windsor Heights	615	562	550	621	791	667	598	725	-17.52%	3,789	4,804	-21.13%
#72 Flex: West Des Moines/Clive	2,878	3,070	2,896	2,644	3,886	3,682	3,451	2,553	35.17%	19,629	10,453	87.78%
On-Call: REGIONAL	371	269	150	73	131	85	84	101	-16.83%	792	1,214	-34.76%
<b>DART Paratransit Ridership</b>	<b>11,335</b>	<b>12,254</b>	<b>12,306</b>	<b>11,274</b>	<b>12,700</b>	<b>10,658</b>	<b>11,307</b>	<b>9,905</b>	<b>14.15%</b>	<b>70,499</b>	<b>69,097</b>	<b>2.03%</b>
Bus/Van	10,605	11,594	11,563	10,584	11,879	9,888	10,584	9,315	13.62%	66,092	66,174	-0.12%
Cab	730	660	743	690	821	770	723	590	22.54%	4,407	2,923	50.77%
<b>DART RideShare Ridership</b>	<b>20,086</b>	<b>21,080</b>	<b>21,624</b>	<b>20,520</b>	<b>23,660</b>	<b>19,066</b>	<b>18,922</b>	<b>17,352</b>	<b>9.05%</b>	<b>124,872</b>	<b>127,504</b>	<b>-2.06%</b>
<b>TOTAL RIDERSHIP</b>	<b>302,211</b>	<b>317,639</b>	<b>554,118</b>	<b>401,314</b>	<b>466,824</b>	<b>379,569</b>	<b>347,213</b>	<b>301,805</b>	<b>15.05%</b>	<b>2,466,677</b>	<b>2,321,467</b>	<b>6.26%</b>

<b>10A: Operations Department</b>
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**Staff Resources:** Anthony Lafata, Chief Operating Officer

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**Transportation - Randy McKern, Manager**

- On January 7, 2014, Des Moines Public Schools delayed the start of school by 2 hours for the second time this school year. Teresa Cashman, Scheduling Manager, developed plans to address the challenges presented from the first late school start; December 20, 2013. Teresa facilitated in the transition providing revised Operator paddles, and answering questions from Operators regarding their new or revised assignments. The second time around proved to be very successful. Thanks go to our Planning Department for all of their hard work.

**Maintenance - Scott Reed, Manager**

- Items covered during our January Safety Meeting included annual Lock out/Tag out training and a more technician training regarding warranty recovery.
- Tony Lafata and Scott Reed have been prepping for the New Flyer Pre-Production meeting. This meeting will cover any questions New Flyer or DART may have regarding finalizing the actual build specification for our heavy duty buses. No date has been set for the meeting at this time.

**Paratransit - Georgia Parkey, Manager**

- Des Moines Public Schools cancelled classes on January 6 and 23, this lead to a partial shutdown of services. All contracted service was cancelled on those days; however Bus Plus, On Call and the Flex Routes continued to operate.
- January Safety meeting covered ADA Passenger stops (Do's and Don'ts) and the importance of the Smith System training for Foul Weather Driving.
- Two Operators received Service Awards and Safety Awards.

**Training - Greg Schmitt, Manager**

- Currently we have two Fixed Route and one Paratransit Operators in training. Next classes of new Operators are scheduled to begin on February 3, 2014 and February 17, 2014.
- On January 9 & 10, 2014, Operations Supervisor Brad Deaton, Fixed Route Operator Greg Moore, Paratransit Operator Wayne Payeur, and Training Manager Greg Schmitt participated in a Smith System Instructor recertification course. All instructors have been recertified for two years.

**Facilities - Matt Pitstick, Manager**

- Snow removal operations are continuing as needed. Equipment is up and running. This year we are pretreating DCS and 1100 Dart Way with brine. The pretreatment is working well and reducing our need for bulk salt.
- We are conducting design review for the money room project. Working toward 100%. Project will be ready for a February bid.

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



- We are keeping a close eye on our heating systems. The extreme cold weather puts a strain on some of our older systems. We have had a few issues but nothing critical.

**Service Management - Mike Kaiser, Manager**

- New Operations Supervisor shifts have been implemented and working smoothly. On street peak time coverage and manning of DCS at optimal levels. Comments and reactions from the community and staff have been favorable.



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

**Staff Resources:** Kirstin Baer-Harding, Marketing Director  
Gunnar Olson, Public Affairs Manager  
PJ Sass, Customer Service and RideShare Manager

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### **Marketing Updates:**

- Staff coordinated and distributed the communications for the Route 98 Park & Ride Lot changes effective on January 13, 2014. Communications were provided prior to the change along with new schedules distributed and additional signage added at the new Park & Ride lot. Staff was available at the Park & Ride lots the morning of the change to assist riders with the changes.
- Staff has been preparing the schedules and marketing materials for the upcoming Feb. Service changes. Minor adjustments will be made to 10 routes. Hang tags, interior signage, email, social media and website updates will be available to customers starting February 3.
- Staff has been preparing materials for the second annual DART Date Night on Valentine's Day. DART Local Routes will be FREE, Friday, Feb. 14, 2014, beginning at 5 p.m. until the end of service on the 14<sup>th</sup>.
- Staff attended the Sustainability Green efforts for the Des Moines Arts Festival and will be working with the committee to promote to use DART to/ from the festival.
- Staff is preparing the final items for DART's new website. The new design will launch in first quarter of 2014.
- Staff continues working with Trapeze on product development for the upcoming technology deployment which includes Real Time Map and MyDART Alerts (TransitNow).
- Staff attended the new member orientation for the Downtown Chamber. Staff looks forward to promoting DART Services and new opportunities to connect with downtown businesses.
- Staff continues to research and develop additional route specific marketing materials for community outreach.
- Staff has been developing and designing a DART Annual Report for the FY2014. The annual report will be ready for distribution in the next month.

### **Advertising Program:**

#### *New January Advertisers*

- Octapharma
- American Lung Association

### **Communication Updates – Gunnar Olson:**

- Staff coordinated the first meeting of 2014 for the Transit Riders Advisory Committee (TRAC). The committee discussed goals the FY2015 DART budget, results from the fare policy public outreach, goals for 2014, and the recently adopted Bus Stop and Amenity Design Guidelines.

## MONTHLY REPORT

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



- Staff has been working with the Marketing Department to develop a DART Annual Report. The report is nearly complete and is expected to be ready for distribution in February.
- Staff supported General Manager Elizabeth Presutti and Chief Financial Officer Jamie Schug in developing the FY2015 Budget Book.
- Staff attended the opening night reception for the Iowa Legislature.
- Staff publicized the rising use of public transit in Greater Des Moines through a press release and social media.
- Staff coordinated an interview for The Des Moines Register with DART and the city of Des Moines regarding the FTA review of the Center Street Park & Ride. The resulting article was fair and factual.

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

##### *December Employer and Group Presentations:*

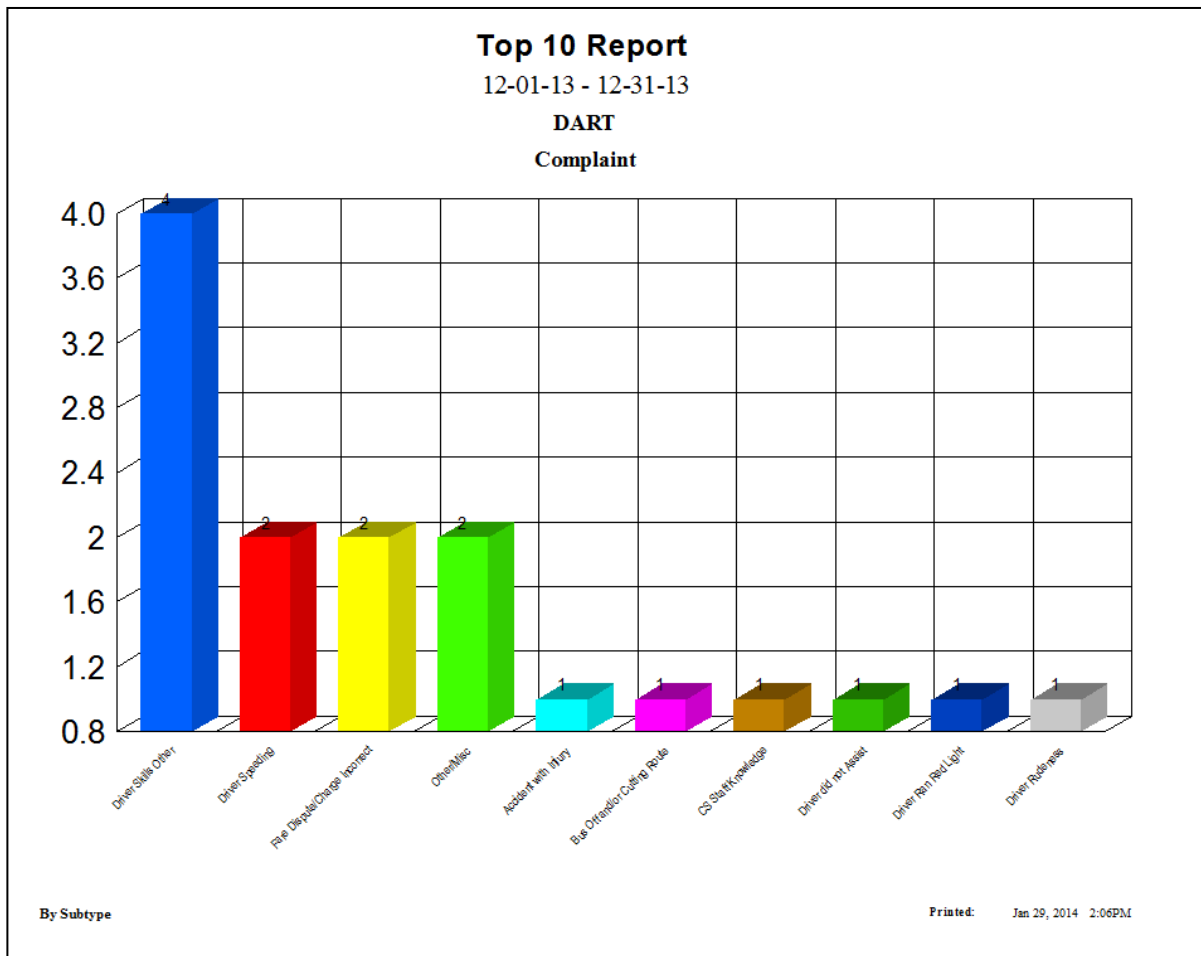
- Principal Orientation (three visits)
- Agency Train the Trainer training
- DART How to Ride Training (25 attendees)

##### *Website Communication and Messages*

- Bus Stop/Shelter Requests – 2
- Contact/Feedback Form – 41
- Customer Service Requests – 70
- Other/Misc – 7
- Voicemails – 105 (30 messages left; approx 20 required response/put into COM)

##### *Total Calls for December 2013*

- Schedule Information – 12,909
- Spanish Line – 147
- Receptionist – 507
- RideShare – 352



The top five comments for December were: Driver Skills, Driver speeding, Fare dispute, Other Misc. and Accident with Injury

In summary we had 82 complaints, 12 commendations and 19 suggestions. Out of the 82 complaints 4 are still being investigated, 15 complaints were founded which is about 19% of the total completed complaints for the month of December.

*Travel Training:*

- Travel Training class was held on January 15, we had 5 attendees. The next class will be held on February 13, 2014, currently we have 22 registered for the class.

**RideShare - Jennifer Long:**

*December 2013*

- RideShare had a Holiday Photo Contest. Photo submissions were posted on Facebook where voting for the winners took place.
- RideShare delivered sandbags to the full size vans.

## MONTHLY REPORT

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



- Six people attended driver's training.
- Staff matched 24 vans to potential riders and sent out numerous solicitation emails and phone calls.

#### **Staff Commendations:**

DART had several comments this month pertaining to the fair service and how awesome our drivers and administration staff are:

- Caller really enjoys using Paratransit to go to the Norwoodville meal site. Caller stated she has had the pleasure of really great drivers; Ivan Thompson, Tom Paca, Bob Wissink and Dennis Fry. The caller also stated she thinks Anita and Kristi are just the best!
- A lady called in and just wanted us to know how great John assisted her. She said he was very friendly, personable, and knew his information. She came in the station and John was out front at the window, recognized her voice and helped her feel very comfortable. I also want to thank the drivers on Route 16 who have been stopping at the snow-cleared driveway a few feet past the stop after Broadlawns on the outbound route. It has made for much safer exiting of the bus and all of the women who regularly exit there that I've spoken to of late have been grateful for this thoughtful courtesy.

<b>10C:            Planning Department</b>
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**Staff Resource:**        Jim Tishim – Planning Director

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**Transit Master AVL/RTIS & Trip Planner Update:**

- INFO-IVR System Move: The Planning and IT Departments finalized the Statement of Work and Work Order to move the Integrated Voice Response (IVR) phone system from the DART Maintenance and Operations facility at 1100 DART Way to Dart Central Station. The IVR system will provide 24-hour, 7-days-a-week scheduled and real-time bus information to our customers.
- St Louis, Missouri Metro Transit On-Site Visit: Planning and IT Department staff traveled to St. Louis, Missouri on January 20-21, 2014 to investigate how Metro Transit developed and use their AVL/RTIS system. The on-site visit provided a great learning experience. Staff identified solutions to current development issues we are facing. They learned ways to improve the data going into the system and to provide reliable information going out to our customers. Also, how to use the data produced by the system to monitor and improve service reliability.
- Trapeze Trip Planner Programs Spanish Versions: The Info-Web (My DART Trip Planner), TransitNOW (My DART Alerts) and Real-Time Map Trip Planner programs have been developed to the point that they can be converted to Spanish. Trapeze translated our programs to Spanish and installed them on our server test environment. Staff is currently working with our Spanish translators to validate the Spanish for the dialect most spoken in the Des Moines area.
- Real-Time Map Changed from Predictive to a Position-Based System: As we worked through the Trapeze Real-Time Map program and refined information going into the system, it became apparent that the predictive-based system would not resolve some of the problems we were encountering. Trapeze installed their positioned-based system, which has resolved similar problems for other transit authorities. Staff is currently testing the new system.

**Planning Department Projects:**

- The FTA is requiring DART to monitor performance measurements of DART Central Station for the next two years as part of the grant funding for DART Central Station. The measurements are to compare the Walnut Street Transit Mall to the new DART Central Station. Areas to be measured are:
    - Public Transit Service Levels:
    - Public Transit Passenger Counts:
    - Transit Rider Characteristics: To be completed in the Fall of 2014 Only
    - Transit Vehicle On-Time Performance:
    - Pedestrian Safety:
    - LEED Certification and “Green Building” Elements: To be completed in the Fall of 2013 Only
- The Planning Department completed a special boarding and alight count at DART Central Station in November, as required for the next two years. The report for year one was submitted to the FTA.

**MONTHLY REPORT**  
**10C: Planning Department**



- Windsor Heights Wal-Mart Staging Area and Platform Project: DART has been in discussions with the City of Windsor Heights and Wal-Mart to find alternatives to improve the bus stops and safety at the Windsor Heights Wal-Mart. This location experiences the largest number of boardings per day in our system outside the downtown area. Several alternatives have been developed in the past, but without consensus on a final alternative.

A committee was formed by DART, Windsor Heights and Wal-Mart to move the project forward. Our first meeting was held on December 3, 2013. A final alternative was selected and the preliminary design plans and estimated costs were developed. At our January 9, 2014 meeting, improvements were made to the preliminary design and costs are being adjusted to reflect those changes. Once completed, DART will submit the final concept to Wal-Mart and the City of Windsor Heights to acquire approval from the property owners, Colby Properties and Wal-Mart Corporate before proceeding with the formal plans for construction.

- DART Forward 2035 Transit Service Plan for Year #3 priorities were developed and submitted as part of the Fiscal Year 2015 budget.
- Des Moines School District Two-Hour Late Starts: On December 20, 2013, DART experienced our first two-hour late start for Des Moines Schools in our history with the Des Moines School District. The Transportation Department did an amazing job working through the large number of challenges that this created, with little advanced warning. Over the next several weeks the Planning Department worked with the Des Moines School District to improve notification and work through the challenges this presents. The Planning Department had to reschedule each trip, produce new runsheets for the bus operators and schedule information for customer service to manage the next two-hour late start, if it occurred. On January 7, 2014 another two-hour late start was implemented. All services went out on schedule and operated without flaw.
- Route 73 Urbandale/Windsor Heights Flex Planning Study: The Planning Department worked with the Urbandale Director of Economic Development, Curtis Brown and the Chamber of Commerce Director, Tiffany Menke to coordinate several meetings with the businesses in Urbandale Business Park and assist in gathering the information needed to complete the study. Individual meetings with large companies were scheduled mainly in December, and Open House meetings were held on January 9-10, 2014. The Planning Department will present final options to the Commission at our March Commission Meeting.

<b>10D: Procurement Department</b>
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**Staff Resources:** Mike Tiedens, Procurement Manager

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### **Procurements in Process:**

**Farebox/AFC System** – *Replacement of DART's farebox system, implementation of smart cards and provisions to integrate future payment mechanisms.*

- After all evaluations and oral presentations were complete, the proposer list has been narrowed to two finalists.
- Best And Final Offers (BAFO) were requested of the two finalists on January 14, 2014. Both BAFOs were received on January 24, 2014. The BAFOs are currently being evaluated and reference checks are being completed.
- Staff intends to present their recommendation to the Commission for approval in April.

**IT On-Call Consulting Services** – *Technology professional services contracts for Information Management, Enterprise Systems, Network Infrastructure, ITS Projects, Business Continuity, Unified Communications, and Enterprise Risk Management. Task orders will be issued on an as needed basis, based on projects.*

- Staff will issue the Request for Proposals the week of February 3, 2014 and proposals will be due on March 7, 2014.
- DART will issue up to 7 contracts, one for each type of technology service.
- Staff intends to present their recommendation to the Commission for approval in April.

### **Contracts and Task Orders Approved in January:**

#### **Substance Architecture, Architecture & Engineering Task Order Contract**

- Fuel Line Replacement Project – *Removal and replacement of the fuel piping and related equipment required to bring the fueling station up to current codes and standards.*
  - A task order for A&E services was approved by the General Manager on January 17, 2014 for \$31,355.
  - The total project budget (A&E and Construction) is \$181,250.
  - Funding is from a 2013 State of Iowa PTIG Grant (Public Transit Infrastructure Grant).
- Money Room Addition Project – *Construction of an environmentally controlled addition to the current money room. Includes a transfer area for a new vault that will interface with new fareboxes.*
  - A task order for A&E services was approved by the General Manager on January 17, 2014 for \$29,940.
  - The total project budget (A&E and Construction) is \$181,250.
  - Funding is from a 2012 State of Iowa PTIG Grant (Public Transit Infrastructure Grant).
- Service Lane Improvements Project – *Repair and restoration of the DART service lane. Includes removing and replacing existing wall and floor finishes, water protection, and removal and replacement of overhead doors and thresholds.*

**MONTHLY REPORT**  
**10D: Procurement Department**



- A task order for A&E services was approved by the General Manager on January 17, 2014 for \$7,025.
- The total project budget (A&E and Construction) is \$45,000.
- Funding is from a 2014 State of Iowa PTIG Grant (Public Transit Infrastructure Grant).

**Upcoming Procurements:**

- Uniform Services
- Drug and Alcohol Testing Services
- Taxi Cab Services
- On-Call Planning Services
- On-Call Management Services
- Banking Services
- Legal Services
- Advertising Services
- Employee Benefit Broker Services
- Bus Advertising Production and Installation Services
- Heavy Duty Bus Manufacturer
- Remanufactured Articulated Bus Manufacturer



## MONTHLY REPORT



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

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- **DART Teamster Union Contract** – DART staff and Teamster representatives participated in a mediation session with the Public Employment Relations Board on January 8<sup>th</sup>. The session resulted in a Tentative Agreement that was presented to the Teamsters Local 238 (DART's Paratransit Operators) and approved on January 24, 2014.
- **Budget Committee Meeting with City Manager's** – DART staff presented the FY 2015 DART budget to the City Manager's from DART's member governments on January 28, 2014.
- **City Council Presentations** – Staff will be presenting an update on DART to the Johnston City Council on February 4, 2014.



# FUTURE DART COMMISSION ITEMS FEBRUARY 4, 2014

<b>March 4, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- FY 2015 Budget</li> <li>- Operator Uniforms</li> <li>- Fuel Line Replacement</li> </ul>	<ul style="list-style-type: none"> <li>- Route 73 update</li> </ul>
<b>April 1, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Taxi Cab Contract</li> <li>- On-Call Technology Services</li> <li>- Farebox Contract</li> <li>- Route 73 Service Improvements</li> <li>- FY 2015 State Application &amp; PTIG</li> </ul>	<ul style="list-style-type: none"> <li>- Procurement Manual</li> <li>- Advertising Policy</li> </ul>
<b>May 6, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- On-Call Planning Services</li> <li>- On-Call Management Services</li> <li>- Procurement Manual</li> <li>- Advertising Policy</li> <li>- Bus Advertising Contract</li> </ul>	<ul style="list-style-type: none"> <li>- Financial Policies</li> </ul>
<b>June 3, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Banking Services</li> <li>- FY2015 Capital Plan</li> <li>- Financial Policies</li> </ul>	<ul style="list-style-type: none"> <li>- Fare Policy Update</li> <li>- FY 2015 Marketing Plan</li> </ul>
<b>July 1, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Fare Policy Recommendation</li> <li>- Legal Services</li> </ul>	<ul style="list-style-type: none"> <li>- Open Records Policy</li> <li>- Records Retention Policy</li> </ul>
<b>August 5, 2014 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>

### Key Meetings/Dates:

- February 5, 2014: IPTA Legislative Day at State Capitol
- February 8-11, 2014: APTA CEO's Seminar, New Orleans, LA
- February 19, 2014: IPTA Federal Legislative Briefing, Washington, D.C.
- March 9-11, 2014: APTA Legislative Conference, Washington, D.C.
- May 4-7, 2014: APTA Bus & Paratransit Conference, Kansas City, MO