



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
FEBRUARY 22, 2011 – 5:00 p.m.
DART MULTI-PURPOSE ROOM, 1100 DART Way**

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
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**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES**

**1100 DART Way – Des Moines, IA 50309
January 25, 2011**

ROLL CALL

Commissioners Present: Tom Gayman, Skip Conkling, Angela Connolly, Ted Boesen, Bob Mahaffey, Chris Hensley, Gaye Johnson, Alternate Paula Dierenfeld for Steve Van Oort and Alternate Steve Peterson for Steve Brody

Commissioners Absent: Steve Van Oort, Steve Brody

Alternates Present: Paula Dierenfeld, Steve Peterson

Staff Present: Brad Miller, General Manager; Elizabeth Presutti, Chief Development Officer; Randy Ross, HR Director; Kirstin Baer-Harding, Advertising Manager; Jamie Schug, Chief Financial Officer; Tom Reynolds, Chief Operating Officer; Rebecca Lovig, RideShare Manager; Chet Bor, Paratransit Director; Debra Meyer, Capital Grants Manager; Gunnar Olson, Public Information Officer; PJ Sass, Customer Service Manager; Jim Tishim, Planning Director; Suzanne Robinson, Clerk to the Commission; Nolden Gentry, Legal Counsel

Others Present: Crystal Estabrook, TRAC; Dana Conn, TMA; John Halsband; Mandi Holcomb, Denman & Co LLP; Bruce Behneke TMD; Russ Chisholm TMD; Jenny Hurley, TMD; DART employees Mike Kaiser; Greg Schmitt

CALL TO ORDER

The meeting was called to order by Chair Angela Connolly at 5:02 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Chair Connolly called for corrections to the December 21, 2010, meeting minutes. There being no comments on the minutes, it was moved by Mr. Ted Boesen and seconded by Ms. Gaye Johnson that the minutes be approved. The minutes were approved as written.

PUBLIC COMMENTS SECTION

None

CONSENT ITEMS

7A – DART’s Maintenance Area Roof Replacement – Academy Roofing

7B – State Lobbyist Contract – Wasker, Dorr, Wimmer & Marcouiller, PC

7C – MPO and CIRTPA Committee Appointments

7D – RideShare Van Purchase

7E – November Financial Reports

General Manager Brad Miller stated that the roof replacement was contingent on the Iowa DOT’s approval of the project.

It was moved by Ms. Chris Hensley and seconded by Mr. Bob Mahaffey, that the Consent Items be approved. The motion carried unanimously.

TRAC REPORT

TRAC member Ms. Crystal Estabrook filled in for new TRAC Chair Alex Grgrich and announced that there were four new TRAC members. She said the group is excited to move on to new goals for 2011. She said that some of the projects include a new website, the DART Forward 2035 study and ongoing Transit Hub project, including the contest to name the Hub. The next TRAC meeting is scheduled for March 9, 2011.

ACTION ITEMS

Action Item 8A – FY-2010 Audit

The Chair introduced Mandi Holcomb of Denman and Co. LLP, to report on the FY2010 audit. Ms. Holcomb said that all issues have been resolved, and DART has earned a clean, unqualified opinion. A copy of the report was given to each commissioner, and she asked that they note that the financial reporting was included in the back of the report. She noted that there were no findings in the schedule of expenditures and no misstatements to report. She thanked Ms. Schug and all the DART staff for their hard work and cooperation in providing the information on which the report was based. Ms. Hensley asked the reason for the delay in getting the report, and Ms. Holcomb said that the report was typically released in December, but because of the issues related to the transition from the former finance director, it took a little longer. Chair Connolly remarked that Ms. Schug worked hard to get up to speed, and thanked her for the thorough job in doing so and in the excellent report.

It was moved by Ms. Hensley and seconded by Mr. Boesen that the DART Commission accept the FY-2010 Audited Financial Statements.

The motion carried unanimously.

Action Item 8B – FY-2012 Fixed Route Budget

Mr. Miller explained that he would be outlining details of the FY-2012 Fixed Route Budget, but that most were reiteration of the information that was shared with the commissioners during the past three commission meetings. He reminded the commission that:

- Maintains tax rates at the 2008 plan level.
- Does not immediately propose any service or fare adjustments.

- Assumes substantial increases in fuel costs, health insurance rates, and future year transit hub expenses.
- Does assume that the Commission will develop a long-term plan to balance the annual budget either through further service cuts or revenue increases.

Mr. Miller outlined the timeline of the budget approval process in his presentation (attached) as follows:

- The Commission is asked to authorize the maximum levy rates listed above for publication as required by Iowa Code.
- 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, February 22, 2011 at 5:00 P.M.
DART Offices - 1100 DART Way, 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 FY2012 budget in advance of the 28M Agreement's deadline of March 15, 2011.

Mr. Miller charted expenses and revenues, and reminded commissioners that the lack of growth in tax rates of communities will compound the shortfalls, and that member cities are having the same problem with their city budgets and projections. Ms. Hensley asked if the Service and Budget Committee had yet met. Mr. Miller said DART will be scheduling this meeting before the February commission meeting. Mr. Conkling asked what the final date for budget certification was, and Mr. Miller said it is the same as the cities' which is March 15, so the commission will be approving the budget at its February 22, 2011 meeting. There was general agreement among commissioners that the Service and Budget Committee meet. Commission Alternate Paula Dierenfeld asked if the budget numbers were new to the commissioners. Mr. Miller stated that they were not – that the commission had been presented with the information during last year's budget process, and again at the last three commission meetings.

Mr. Conkling moved that that the motion to approve add the following language:

The budget be balanced by a line item transfer of funds from DART's reserves to obtain the balanced budget. Ms. Hensley seconded the motion and it carried unanimously.

It was moved by Ms. Hensley and seconded by Mr. Boesen that:

1. *The budget be balanced by a line item transfer of funds from DART's reserves to obtain the balanced budget.*
2. The Commission authorize the publishing of the FY-2012 DART Tax Levies as presented.
3. That the Commission approve a public hearing on the FY-02012 Budget and published tax levies.

The motion carried unanimously.

Action Item 8C – Automatic Vehicle Location and Real Time Information System

Ms. Presutti announced that the prospective contract with Trapeze ITS that was approved by the Commission at its meeting on August 3, 2010, subject to successful contract negotiations is now ready for approval. Mr. Miller reminded the commissioners that all additional components are funded by the Transit Hub budget or DART's capital program.

It was moved by Mr. Boesen and seconded by Mr. Conkling that the Commission approve a contract with Trapeze ITS not to exceed \$3,423,976.

The motion carried unanimously.

DISCUSSION ITEMS

Discussion Item 9A - DART Forward 2035 Project Update

Ms. Presutti stated that DART consultants from Transportation Management and Design (TMD) have been collecting data over the course of their time in Des Moines, and have met with all commissioners and stakeholders. She introduced the interviewers, Mr. Bruce Behneke, Mr. Russ Chisholm and Ms. Jenny Hurley, who presented their preliminary findings to the commission (presentation attached).

Chair Connolly expressed the commission's thanks for their report, and said that DART staff and commission will be interested in the outcomes in the final report.

Discussion Item 9B – Quarterly Safety Report

Mr. Miller announced that preventable accidents were down by one-third in the quarter.

Discussion Item 9C – Performance Reports

Ridership in December was up – the best of the fiscal year so far.

MONTHLY REPORTS

Mr. Miller told the commission that DART customer service employee, Althea Gordon, passed away unexpectedly in January, leaving the DART family saddened at her loss.

Mr. Miller said there is discussion within the MPO and the Transit Roundtable about obtaining a Mobility Manager for the Des Moines area if federal funds from the DOT are available. He said that Dylan Mullenix (MPO) has scheduled a special session of the Roundtable to discuss it, and that the most acute needs are human services Paratransit clients who need to receive travel training in order to be able to ride the regular fixed route buses – an outcome that would be much more cost-effective for the county. One idea would be that a mobility manager would work at Polk County Human Services teaching clients how to ride. DART could coordinate, but funds require a 20% match, but there is talk that the DOT and county may be able to work this out and guarantee the funds for three years. Chair Connolly commented that if more clients can ride the bus the program will pay for itself. Mr. Miller added that the Paratransit budget shows a double digit increase in Bus Plus clients who pay \$3.50 for a trip that costs DART \$24.00, and with an older population and the movement of physicians outside the city of Des Moines, there will be even more in the future.

COMMISSION ITEMS

Yearly Conflict of Interest Policies are reviewed and statements signed and returned to DART for the Capital Grants manager.

CLOSED SESSION

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

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

Roll Call: Boesen yes, Hensley yes, Mahaffey yes, Peterson yes, Conkling yes, Johnson yes, Connolly yes, Gayman yes, Dierenfeld yes. The motion carried unanimously.

Chair Connolly recessed the meeting at 6:30 pm. At 6:48 pm it was moved by Ms. Dierenfeld and seconded by Mr. Boesen that the closed session be adjourned.

Roll Call: Boesen yes, Hensley yes, Mahaffey yes, Peterson yes, Johnson yes, Connolly yes, Dierenfeld yes. The motion carried unanimously.

The regular Commission meeting was resumed at 6:49 pm. Chair Connolly stated for the record that no action was taken during the closed session.

ADJOURNMENT

The meeting was adjourned at 6:50 p.m.

2011 Meeting Dates

Feb 22, Mar 29, Apr 26, May 24th or 31, Jun 28, Jul 26, No Commission Meeting in August, Sep 27, Oct 25, Nov 22, Dec 20

Date: _____

Chair: _____

Secretary: _____



7: Public Hearing on Proposed FY2012 DART Budget and Tax Levy
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Staff Resource: Brad Miller, General Manager

Background:

- Per the 28M Agreement and Section 28M.4 of the Iowa Code, 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.
- Any written correspondence received prior to the meeting will be available for review.

Public Hearing Procedures:

- Any participants wishing to speak on the proposed subject should sign up in advance on the appropriate speakers list.
- If necessary, DART staff will make a brief presentation regarding the subject of the hearing prior to receiving comment.
- Speakers will be asked to state their:
 - Name
 - Address
 - Affiliation (if any)
- Speakers will be asked to limit their remarks to 3 minutes.
- Written comments/emails received to date will be made available to anyone wishing to review them.

ACTION ITEM



7A:	FY2012 Budget & Tax Levies
Action:	Certify the Recommended FY2012 DART Budget and the FY2012 Regional Transit Authority Tax Levy As Presented

Staff Resource: Brad Miller, General Manager

Background:

- Copies of both the official proposed FY2012 budget to certify with the State of Iowa and the detailed recommended FY2012 budget and a four-year budget outlook summary is attached.

Total Revenues:

- Revenues are anticipated to increase to \$22 million up by 1.5% from both the adopted FY2011 budget and updated projected expenses for FY2011. Revenues are projected to grow by just less than 1% over the past 2 years.
- **Fare Adjustment** – No fare adjustments are recommended at this time.

Total Expenses:

- Expenses are conservatively anticipated to increase to \$23.36M or by 8.7% compared to the current adopted FY2011 budget but 9.2% over the updated projected expenses for FY2011. This growth in expenses is led by:
 - **Fuel Price Increases** – A 25% increase from an assumed \$2.50 per gallon to \$3.15 per gallon of diesel fuel and a new estimate of \$3.00 per gallon for unleaded gas is assumed based on a detailed analysis of recent fuel price projections (\$600K).
 - **Capital Program Match Funds** – A 17% increase is assumed based on anticipated bus and rideshare van replacement schedules and increased work on DART's facility and technology projects. (\$250K)
 - **Services** – A 15% increase in 3rd-party service contracts associated with DART's software and technology licenses as well as local match for DART's 2035 Planning Study is assumed (\$120K)
 - **Benefits** – An overall 24% increase is led by an assumed 18% increase in Health Insurance Premiums and a 12.5% increase in employer contributions to the Public Employee Retirement System (IPERS). (\$350K).
 - **Wages** – Although a 1% wage adjustment is budgeted for non-union employees, overall wages increase by 4.4% largely due to the 1.5% ATU labor agreement settlement and the increase of grant funded Route 7 enhancements to Altoona and Southern Des Moines (\$400K).

Use of Planned Reserves:

- Anticipated expenses exceed revenue projections by \$1.35 million in FY2012 so DART will expend \$1.35 million in reserve funds in order to have a balanced FY2012 budget. This will

ACTION ITEM**7A: FY2012 Budget & Tax Levies**

leave DART with approximately \$1.7 million in reserves at the end of FY2012 which is not projected to be sufficient to cover future budget year deficits.

Other Issues:

- On February 9, 2011 DART Staff met with City Managers and Finance Directors from member communities to update them on the status of DART's budget.
- The managers agreed to reconvene later this spring to get an update on the budget and how new services to be recommended through the DART Forward 2035 Planning process might be organized and funded.

Governor's Proposed 40% Reduction in Commercial Property Tax Rates:

- Much of the discussion with the City Managers centered around the recognition that if the Governor's proposal were to be implemented, DART would lose approximately \$1.12 million of its local levy revenue or about 15%.
- Obviously these dramatic revenue reductions would likely require significant tax rate adjustments or significant painful service cuts and perhaps as much as a 50% ridership loss of over 2,000,000 rides.
- While all the City Managers are wrestling with the same issue regarding the impacts of this proposal on their own City budgets, they were appreciative of the additional impact the proposal would have on regional public transit services and agreed to inform their City Councils on the supplemental impact the proposal would have on DART.

Recommended Tax Levies:

- The following recommended FY2011 DART Fixed Route Budget and Tax Levy were computed using the regional funding formula.

Jurisdiction	FY2012 DART Levy	FY2012 Annual Cost for \$200K Home	Jurisdiction	FY2012 DART Levy	FY2012 Annual Cost for \$200K Home
Alleman	\$0.230	\$22.37	Johnston	\$0.250	\$24.28
Altoona	\$0.309	\$30.04	Mitchellville	\$0.236	\$22.91
Ankeny	\$0.259	\$25.14	Pleasant Hill	\$0.229	\$22.24
Bondurant	\$0.223	\$21.68	Polk City	\$0.198	\$22.28
Carlisle	\$0.231	\$22.46	Runnells	\$0.154	\$14.96
Clive	\$0.253	\$24.53	Sheldahl	\$0.154	\$14.96
Des Moines	\$0.444**	\$43.08	Unincorporated Polk County	\$0.157	\$15.20
Elkhart	\$0.150	\$14.55	Urbandale	\$0.302	\$29.29
Granger	\$0.224	\$21.70	West Des Moines	\$0.403	\$39.15
Grimes	\$0.222	\$21.53	Windsor Heights	\$0.578	\$56.09

** The Cities of Des Moines and Polk City have notified DART of their intention to reduce their computed levy rate to this listed amount by providing DART (\$680,000 for Des Moines) (\$3,455 for Polk City) in accordance with DART's adopted "Levy Buy-Down" policy.

DES MOINES AREA REGIONAL TRANSIT AUTHORITY - 5-YEAR OPERATING PROJECTIONS:

			5%						
Beginning Cash Balance:									
	Actual	Adopted	As of 2-9-2010	As of 2-9-2010	RECOMMENDED	As of 2-9-2010	As of 2-9-2010	As of 2-9-2010	As of 2-9-2010
	FY2010	FY2011	Through December	Revised Estimate	FOR ADOPTION	Revised Estimate	Revised Estimate	Revised Estimate	Revised Estimate
			FY2011	FY2012	FY2012	FY2013	FY2014	FY2015	
Operating Revenue:									
1 CASH FARES	4,061,915	4,102,314	3,928,391	3,928,391	3,928,391	3,928,391	3,928,391	3,928,391	3,928,391
2 OTHER CONTRACTED SERVICES	2,721,411	2,742,573	2,700,000	2,818,674	2,818,674	2,875,047	2,932,548	2,991,199	2,991,199
3 POLK COUNTY FUNDING	816,043	864,709	900,857	927,883	927,883	955,719	984,391	1,013,923	1,013,923
4 Total Operating Revenue	\$ 7,695,579	\$ 7,709,596	\$ 7,529,248	\$ 7,674,947	\$ 7,674,948	\$ 7,759,158	\$ 7,845,331	\$ 7,933,513	\$ 7,933,513
						(460,391)	(700,806)		
Non-Operating Revenue:									
5 ADVERTISING INCOME	166,583	250,000	213,619	213,619	213,619	213,619	213,619	213,619	213,619
6 INTEREST INCOME	1,652	20,000	5,089	5,089	5,089	5,000	5,000	5,000	5,000
7 SALE OF SCRAP	10,957	20,000	5,011	5,011	5,011	5,000	5,000	5,000	5,000
8 MISCELLANEOUS INCOME	6,656	50,000	24,117	24,117	24,117	24,100	24,100	24,100	24,100
9 COUNTY TAX REVENUES	6,240,731	6,593,641	6,593,640	6,992,405	7,016,431	7,156,760	7,299,895	7,445,893	7,445,893
10 MUNICIPAL OPERATING ASSISTANCE	679,992	830,000	830,004	680,000	680,000	680,000	680,000	680,000	680,000
11 STATE OPERATING ASSISTANCE	882,754	900,000	1,046,432	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
12 STATE FELLOWSHIPS	43,153	15,000	16,317	20,000	20,000	20,000	20,000	20,000	20,000
13 JARC FUNDS	170,788	175,912	163,293	165,000	165,000	165,000	-	-	-
14 CMAQ FUNDS	191,406	180,000	305,000	270,000	270,000	278,000	-	-	-
15 FTA ADA - 5307	350,000	364,000	364,000	374,920	374,920	386,168	397,753	409,685	409,685
16 5311 OPERATING - PT	46,640	47,000	46,283	45,798	45,798	45,798	45,798	45,798	45,798
17 5310 CABS	193,498	160,000	169,000	160,000	160,000	165,000	165,000	165,000	165,000
18 FTA EARMARK									
19 NEW FREEDOM	115,327	118,787	113,186	115,000	115,000	115,000	-	-	-
20 5307 INDIRECTS	405,000	406,180	406,180	270,400	270,000	278,100	286,443	295,036	295,036
21 FTA OPERATING INCOME	4,088,803	3,400,000	3,400,000	3,502,000	3,502,000	3,607,060	3,715,272	3,826,730	3,826,730
22 FTA PLANNING INCOME (Internal)	481,583	451,729	459,476	466,241	466,241	481,188	496,584	512,441	512,441
23 Non-Operating Revenue Sub Total	\$ 14,075,523	\$ 13,982,249	\$ 14,160,646	\$ 14,309,599	\$ 14,333,109	\$ 14,625,792	\$ 14,354,463	\$ 14,648,302	\$ 14,648,302
			-3%	-3.3%					
24 TOTAL REVENUE	\$ 21,771,101	\$ 21,691,845	\$ 21,689,894	\$ 21,984,547	\$ 22,008,057	\$ 22,384,950	\$ 22,199,794	\$ 22,581,815	\$ 22,581,815
Expenses:									
25 Salaries and Wages	9,172,482	9,628,167	9,299,874	9,710,271	10,050,685	10,352,206	10,662,772	10,982,655	10,982,655
26 Fringe Benefits	3,441,037	2,977,785	3,674,210	4,041,631	3,700,040	4,255,046	4,893,303	5,627,298	5,627,298
27 Services	939,417	918,331	855,114	975,593	981,320	1,006,062	1,037,444	1,069,768	1,069,768
28 Buildings & Grounds Materials	49,860	88,000	52,977	55,625	56,000	57,680	59,410	61,193	61,193
29 Office Supplies	104,917	115,850	82,037	86,139	68,800	70,864	72,990	75,180	75,180
30 Fuels and Lubricants	2,763,036	2,776,086	2,600,000	3,250,000	3,250,000	3,347,500	3,447,925	3,551,363	3,551,363
31 Tires and Tubes	92,668	151,590	145,000	152,250	154,000	158,620	163,379	168,280	168,280
32 Equipment Repairs Parts	1,596,034	1,624,397	1,432,798	1,504,437	1,514,800	1,590,540	1,670,067	1,753,570	1,753,570
33 Supplies and Materials	263,327	293,260	227,982	239,382	240,150	247,355	254,775	262,418	262,418
34 Utilities	243,455	257,000	226,555	237,883	238,000	247,520	257,421	267,718	267,718
35 Insurance-Vehicle & Other	1,018,278	951,047	931,048	977,600	1,000,000	1,040,000	1,081,600	1,124,864	1,124,864
36 Purchased Transportation Services	319,241	271,750	263,798	276,987	277,000	288,080	299,603	311,587	311,587
37 Misc. Departmental Expenses	432,617	337,358	348,082	365,487	366,000	380,640	395,866	411,700	411,700
38 Transit Hub Operating Expenses						559,980	628,053	653,175	653,175
39 Total Operating Expenses	\$ 20,436,367	\$ 20,390,621	\$ 20,139,474	\$ 21,873,285	\$ 21,896,795	\$ 23,602,092	\$ 24,924,607	\$ 26,320,769	\$ 26,320,769
Percent Increase/(Decrease)			-2%					6%	
Excess / (Deficiency) before Capital Leases/Depreciation	1,334,734	1,301,224	1,550,420	111,261	111,262	(1,217,141)	(2,724,813)	(3,738,953)	(3,738,953)
CAPITAL LEASE PAYMENTS	318,913	318,913	318,913	318,913	318,913	304,428	145,099	72,549	72,549
Grant Revenue For Bus Lease	(116,080)	(116,080)	(116,080)	(116,080)	(116,080)	(116,080)	(116,080)	(58,040)	(58,040)
Grant Revenue For Swat Lease	(139,051)	(140,000)	(139,051)	(139,051)	(139,051)	(127,464)	-	-	-
Subtotal Capital Lease Expense	63,782	62,833	63,782	63,782	63,782	60,884	29,019	14,510	14,510
Current Liability Loan Payments \$3.0 million-		372,500	389,752	391,093	391,093	392,893	392,893	392,893	392,893
PLANNING STUDIES	111,280	104,684	448,489	460,114	460,114	108,623	110,682	112,802	112,802
Planning Studies Grant Revenue	(89,024)	(83,747)	(358,791)	(368,091)	(368,091)	(86,898)	(88,546)	(90,242)	(90,242)
Subtotal Planning Studies Expense	22,256	20,937	89,698	92,023	92,023	21,725	22,136	22,560	22,560
ICAP Discretionary Local Match				100,000	100,000	100,000	100,000	100,000	100,000
FUNDED DEPRECIATION (20% Local Match)-	814,068	650,000	700,000	815,000	815,000	815,000	815,000	815,000	815,000
40 Depreciation, Loan, Planning Studies & Capital Leases	900,106	1,106,270	1,243,232	1,461,897	1,461,898	1,390,502	1,359,048	1,344,963	1,344,963
8 Current Year Liability Reserve (50% of 2008 Actuary Level)									
41 TOTAL EXPENSES	\$ 21,336,473	\$ 21,496,891	\$ 21,382,706	\$ 23,335,182	\$ 23,358,693	\$ 24,992,593	\$ 26,283,654	\$ 27,665,732	\$ 27,665,732
				1,116,083					
42 Excess / (Deficiency)	434,629	194,954	307,188	(1,350,636)	(1,350,636)	(2,607,643)	(4,083,861)	(5,083,916)	(5,083,916)
43 Use of Planned Reserves				1,350,636	1,350,636				
44 Revised Ending Balance	434,629	194,954	307,188	0	-	(2,607,643)	(4,083,861)	(5,083,916)	(5,083,916)
45 REVISED CUMULATIVE CASH ENDING BALANCE	2,751,639	2,296,958	3,058,827	1,708,191	1,708,191	(899,452)	(4,983,313)	(10,067,229)	(10,067,229)
46				(197,714)	(197,714)	(2,420,587)	(6,265,416)		
47 Revised Total Expenses	21,336,473	21,496,891	21,382,706	23,335,182	23,358,693	24,992,593	26,283,654	27,665,732	27,665,732
48 Percent Increase/(Decrease)	-1.5%	0.2%	0.2%	9.1%	9.2%	7.0%	5.2%	5.3%	5.3%
49 Revised Total Revenues	\$ 21,771,101	\$ 21,691,845	\$ 21,689,894	\$ 21,984,547	\$ 22,008,057	\$ 22,384,950	\$ 22,199,794	\$ 22,581,815	\$ 22,581,815
50 Percent Increase/(Decrease)	-2.2%	-0.4%	-0.4%	1.4%	1.5%	1.7%	-0.8%	1.7%	1.7%

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET Fiscal Year July 1, 2011 - June 30, 2012	REGIONAL TRANSIT DISTRICT NAME:
	Des Moines Regional Transit Authority

The Board of Trustees of the above-named District will conduct a public hearing on the proposed fiscal year budget as follows:

Meeting Date:	Time:	Meeting Location:
February 22, 2011	5:00 pm	1100 DART Way, Des Moines, IA

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the Clerk/Secretary. Copies of the Supplemental Budget Detail (Schedule 644-A) will be furnished upon request.

Clerk/Secretary Telephone Number:	District Clerk/Secretary Name:
515-283-8119	Jamie D. Schug

PROPOSED BUDGET SUMMARY						
FUND (Use Whole Dollars)	B Expenditures			D Estimated Ending Fund Balance June 30, 2012	E Estimated July 1, 2011 Beg. Balance and All Other Receipts	F Estimated Amount (C + D - E) To Be Raised By Taxation
	A FYE 6-30-2010 Actual	FYE 6-30-2011 Re-estimated	C FYE 6-30-2012 Proposed			
General	21,336,473	21,382,706	23,909,070	1,708,191	18,799,182	6,818,079
TOTAL	21,336,473	21,382,706	23,909,070	1,708,191	18,799,182	6,818,079

Proposed taxation rate per \$1,000 valuation by participant:

Participant	Rate	Participant	Rate
Polk County Rural	0.157	Polk City	0.23
Granger	0.224	Runnells	0.154
Alleman	0.23	Sheldahl	0.154
Altoona	0.309	Urbandale	0.302
Ankeny	0.259	West Des Moines	0.403
Bondurant	0.223	Windsor Heights	0.578
Clive	0.253	Carlisle	0.231
Des Moines	0.444		
Elkhart	0.15		
Grimes	0.222		
Johnston	0.25		
Mitchellville	0.236		
Pleasant Hill	0.229		



FY2012 PROPOSED DART SUBSIDY ALLOCATION
 4% Subsidy Increase FY2013 & Beyond

SUBSIDY ALLOCATION FORMULA - How it Works

Step #1 - Maintenance of Effort (MOE) - Spread \$4,789,223 (DART Year 1) via Mileage Based Formula.

Step #2 - Growth Rate - Spread balance of subsidy based on valuation.

Step #3 - Regional Buy-In - Communities with rates that go down and Communities with no service pay prior years rate + average rate increase.

- Des Moines - receives a credit for the surplus funds generated by rates going up but pays deduct for the small cities rate mitigation.

New Adjustments

- DSM Parking Garage Fees are Excluded from Formula (may be used to "buy-down" DSM's rate). Polk City has bought down rate in FY2011 & FY2012. Projections assume DSM buys down by \$680K per year.

- No Polk County Paratransit Costs are Included

Proposed taxation rate per \$1,000 valuation by participant:

Participant	FY2010 ADOPTED	FY2010 ANNUAL COST FOR \$200K	FY2011 ADOPTED	FY2011 ANNUAL COST FOR \$200K	FY2012 RECOMMEN DED	FY2012 ANNUAL COST FOR \$200K	FY2013 PROJECTED	FY2013 ANNUAL COST FOR \$200K	FY2014 PROJECTED	FY2014 ANNUAL COST FOR \$200K	FY2015 PROJECTED	FY2015 ANNUAL COST FOR \$200K
	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME
Alleman	\$0.197	\$ 17.92	\$0.212	\$ 19.93	\$0.230	\$ 22.37	\$0.23	\$ 22.62	\$0.24	\$ 23.19	\$0.25	\$ 23.93
Altoona	\$0.286	\$ 26.05	\$0.298	\$ 27.97	\$0.309	\$ 30.04	\$0.31	\$ 30.19	\$0.32	\$ 30.68	\$0.32	\$ 31.35
Ankeny	\$0.229	\$ 20.92	\$0.243	\$ 22.79	\$0.259	\$ 25.14	\$0.26	\$ 25.27	\$0.27	\$ 25.75	\$0.27	\$ 26.42
Bondurant	\$0.191	\$ 17.45	\$0.206	\$ 19.35	\$0.223	\$ 21.68	\$0.23	\$ 21.94	\$0.23	\$ 22.51	\$0.24	\$ 23.26
Carlisle	\$0.198	\$ 18.09	\$0.214	\$ 20.04	\$0.231	\$ 22.46	\$0.23	\$ 22.72	\$0.24	\$ 23.28	\$0.25	\$ 24.02
Clive	\$0.219	\$ 19.97	\$0.236	\$ 22.12	\$0.253	\$ 24.53	\$0.25	\$ 24.68	\$0.26	\$ 25.17	\$0.27	\$ 25.85
Des Moines	\$0.462	\$ 42.15	\$0.444	\$ 41.68	\$0.444	\$ 43.08	\$0.44	\$ 43.18	\$0.45	\$ 43.59	\$0.46	\$ 44.17
Elkhart	\$0.126	\$ 11.47	\$0.138	\$ 12.92	\$0.150	\$ 14.55	\$0.15	\$ 14.99	\$0.16	\$ 15.67	\$0.17	\$ 16.53
Granger	\$0.189	\$ 17.23	\$0.206	\$ 19.29	\$0.224	\$ 21.70	\$0.23	\$ 21.96	\$0.23	\$ 22.53	\$0.24	\$ 23.28
Grimes	\$0.190	\$ 17.28	\$0.204	\$ 19.15	\$0.222	\$ 21.53	\$0.22	\$ 21.79	\$0.23	\$ 22.36	\$0.24	\$ 23.12
Johnston	\$0.218	\$ 19.91	\$0.234	\$ 21.93	\$0.250	\$ 24.28	\$0.25	\$ 24.44	\$0.26	\$ 24.94	\$0.26	\$ 25.62
Mitchellville	\$0.202	\$ 18.41	\$0.218	\$ 20.50	\$0.236	\$ 22.91	\$0.24	\$ 23.16	\$0.24	\$ 23.72	\$0.25	\$ 24.46
Pleasant Hill	\$0.201	\$ 18.35	\$0.213	\$ 20.02	\$0.229	\$ 22.24	\$0.23	\$ 22.49	\$0.24	\$ 23.06	\$0.25	\$ 23.80
Polk City	\$0.198	\$ 18.02	\$0.198	\$ 18.53	\$0.198	\$ 19.17	\$0.23	\$ 22.53	\$0.24	\$ 23.10	\$0.25	\$ 23.84
Runnells	\$0.126	\$ 11.47	\$0.138	\$ 12.95	\$0.154	\$ 14.96	\$0.16	\$ 15.39	\$0.17	\$ 16.07	\$0.17	\$ 16.93
Sheldahl	\$0.126	\$ 11.47	\$0.138	\$ 12.95	\$0.154	\$ 14.96	\$0.16	\$ 15.39	\$0.17	\$ 16.07	\$0.17	\$ 16.93
Unincorporated Polk County	\$0.128	\$ 11.65	\$0.140	\$ 13.16	\$0.157	\$ 15.20	\$0.16	\$ 15.63	\$0.17	\$ 16.30	\$0.18	\$ 17.16
Urbandale	\$0.271	\$ 24.71	\$0.285	\$ 26.72	\$0.302	\$ 29.29	\$0.30	\$ 29.31	\$0.31	\$ 29.71	\$0.31	\$ 30.30
West Des Moines	\$0.381	\$ 34.73	\$0.388	\$ 36.43	\$0.403	\$ 39.15	\$0.40	\$ 38.90	\$0.40	\$ 39.11	\$0.41	\$ 39.52
Windsor Heights	\$0.558	\$ 50.88	\$0.567	\$ 53.18	\$0.578	\$ 56.09	\$0.58	\$ 55.90	\$0.58	\$ 56.14	\$0.58	\$ 56.56

#1 MOE TOTAL	\$ 4,789,223	\$ 4,789,223	\$ 4,789,223	\$ 4,798,482	\$ 4,798,482	\$ 4,798,482
#2 GROWTH RATE	\$ 0.113	\$ 0.126	\$ 0.143	\$ 0.147	\$ 0.154	\$ 0.163
#3 REGIONAL BUY-IN TOTAL	\$ 526,426	\$ 597,348	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000
#4 TOTAL SUBSIDY	\$ 6,243,814	\$ 6,592,101	\$ 7,012,405	\$ 7,181,637	\$ 7,378,178	\$ 7,619,924

CONSENT ITEM



8A:	FY2012 Grants
Action:	Approve applications for FY2012 Federal, State and Local Grants for projects contained within the adopted operating and capital budgets as listed below.

Staff Resource: Debra Meyer, Capital Planning Manager

Background:

- This consolidated resolution will summarize all the different types of federal, state, and local grant applications DART staff plans to apply for in order to support capital and operating projects that have been identified in the adopted FY2012 operating and capital budgets.
- The Iowa Department of Transportation's Office of Public Transit requires this resolution in order to be assured that the applying transit system has the necessary local match resources and the capability to implement the projects according to its rules and regulations.
- Additionally, federally-funded capital projects must also be included in the MPO's Transportation Improvement Program (TIP), as well as the state's TIP (STIP).
- Certain federal funding programs also require inclusion of projects in an MPO-adopted Passenger Transportation Plan.
- Most of the federal and state funding DART applies for is granted to the commission via non-discretionary funding formulas. While the funding can only be used by DART, the proposed projects must be referenced in the TIP, STIP, PTDP, Unified Planning Work Program (UPWP), and other federal and state-mandated plans.
- DART makes application for grant-funding support for all of its capital projects. No significant capital project will be implemented without some level of grant funding support.

FEDERAL GRANTS

5307 – Urbanized Area Formula Program:

- DART is the only transit system in the state to receive its 5307 apportionment directly from FTA.
- DART earns approximately \$6 million per year in federal formula funds based on a national formula allocating funds to urbanized areas over 200,000 in population. Roughly seventy-five percent (\$4.8M) of these funds go to offset operating and planning costs and thereby lowering the DART property tax subsidy requirement.
- The other twenty-seven percent of the federal formula funds go to various capital projects as listed below. Additionally, any awarded STP and/or ICAAP (CMAQ) funds are "flexed" over from FHWA to FTA and converted to 5307 funds for DART to use. In FY2012 the program includes \$799,000 from STP sources).

CONSENT ITEM**8A: FY2012 Grants**

Project	Federal	Local	Total Cost
Revenue Vehicles (incl. STP)	\$2,271,473	532,646	\$2,804,119
Facilities - Admin/Maintenance	\$21,800	5,450	\$27,250
Support Equipment	\$21,676	5,419	\$27,095
Technology (incl. 5310)	\$165,600	41,400	\$207,000
Transit Enhancements	\$64,722	16,180	\$80,902
Planning Projects	\$551,541	137,885	\$689,426
Operating - Preventive Maintenance	\$3,502,000	875,500	\$4,377,500
Operating - ADA Paratransit	\$469,920	117,480	\$587,400
Operating - Indirect Overhead Alloc.	\$270,400	67,600	\$338,000
3rd Party Legal	\$4,000	1,000	\$5,000
Total	\$7,343,132	\$1,800,561	\$9,143,692

5309 - Federal Discretionary Funds:

- DART hopes to apply for, and receive approval from several Federal competitive grant sources for DART's adopted three legislative priorities.

Project	Federal	Local	Total Cost
Eight Expansion Buses	\$2,400,000	600,000	\$3,000,000
University Corridor Enhancements	\$1,500,000	375,000	\$1,875,000
Smart Card Reader	\$500,000	125,000	\$625,000
Total	\$4,400,000	\$1,100,000	\$5,500,000

5316 - Job Access Reverse Commute (JARC):

- These funds are allocated to DART via a federal formula and used to offset the operating costs of services that provide welfare and low income individuals access to employment opportunities.
- The FY2012 budget applies these funds to offset operating costs for Night Service and University Corridor Route 3 operations.

Project	Federal	Local	Total Cost
Job Access & Reverse Commute Projects	\$165,000	165,000	\$330,000

5317 - New Freedom:

- This program encourages new services that address the needs of persons with disabilities beyond those required by the ADA.
- DART will be applying for the funds to offset operating costs on Sunday service.

Project	Federal	Local	Total Cost
New Services (Operating)	\$115,000	115,000	\$230,000

CONSENT ITEM

8A: FY2012 Grants



STATE (ALLOCATED) GRANTS

State Transit Assistance Formula Funds (STA):

- The State provides approximately \$11 million; an amount equivalent to a small portion of the state’s registration fees for new vehicle sales, and allocates these funds to the 35 rural and urban public transit agencies in Iowa.
- As has been described to the commission, despite DART’s position as by far the largest system in the state, the formula used to allocate these funds grants DART a relatively small proportion of the state funds.
- The state has estimated the allotment for DART in FY2012 at \$1,001,179.
- A small amount of the STA funds are set aside for special project funding and DART will be submitting a grant to offset the local match required to run expanded service on Routes #11 and #7.

5309 - Federal Discretionary Funds:

- Congress typically appropriates roughly \$5 million in federal transit capital funds for statewide bus capital projects.
- The state has a detailed and complicated formula for allocating these anticipated funds, principally for bus replacement projects but also for emergency or life safety repairs to facilities.
- Iowa buses typically have to average 18 years of age to rank high enough to receive funding, so DART has not fared well in the selection process.

Project	Federal	Local	Total Cost
5 – 40’ HD Fixed-Route Buses (Rep)	\$1,626,800	333,200	\$1,960,000

5310 - Federal Operating & Capital:

- The state distributes these funds based on the proportion of elderly and disabled persons living in the Des Moines region. The funds must be used to support transit services designed to serve those populations.
- DART will be applying for the funds to pay for contracted taxicab services with Translowa for use in its paratransit program as well as for bus purchases.

Project	Federal	Local	Total Cost
Subcontracted Paratransit Operations	\$165,000	41,250	\$206,250
1 - 176” WB Paratransit Bus (w/5307)	\$61,000	12,494	\$73,494
Total	\$226,000	\$53,744	\$279,744

CONSENT ITEM

8A: FY2012 Grants



5311- Federal Rural Formula Program:

- The state distributes these funds based on populations served by DART outside the defined Des Moines Urbanized Area. DART will be applying for the funds to offset operating costs of service in the non-urban portions of Polk County.

Project	Federal	Local	Total Cost
Operations for Rural Services	\$45,800	45,800	\$91,600

Infrastructure Grant (IG) - 2012:

- DART was previously successful in receiving funds to expand the bus storage building, construct a maintenance office, restore the facilities masonry walls, replace the maintenance roof, remodel the locker rooms and implement storm water/sanitary sewer improvements through the Public Transit Infrastructure Grant Program (PTIG).
- DART will apply for a State Infrastructure Grant in FY2012 to rehabilitate the facility (\$1,100,000) assuming the state program continues.

ICAAP- CMAQ - 2012 (for 2013 budget):

- DART will submit projects to continue funding the service improvements on #7 FT DSM/Hubbell and the #11 Jordan Creek Parkway (year 3).
- Any additional projects will be presented to the commission in June or August for approval.

STP - 2012 (for 2016 budget):

- DART will apply for STP funds to finance bus replacements.

LOCAL GRANTS

Community Development Block Grant - City of Des Moines:

- In the past DART submitted an annual request to the City of Des Moines for support of the Opportunities Thru Transit (OTT) program.
- The program allows low-income individuals to obtain affordable transportation by subsidizing transit fares.
- The City of Des Moines is phasing out CBDG funding for non-profit agencies.
- DART was awarded \$10,000 (half of the 2010 funding) in 2011 and it is unclear whether the city will issue a 2012 solicitation at this time.

Community Betterment Grant - Prairie Meadows:

- DART submitted a grant for 2011 for the Opportunities Thru Transit (OTT) program and was awarded \$12,000.
- DART will try again for 2012 funds.

CONSENT ITEM



8B:	DART Land Sale to City of Des Moines
Action:	Authorize the DART General Manager to Execute Sale Agreements and Granting of Permanent and Temporary Easements as approved by FTA and DART Legal Counsel Regarding the Sale of 0.17 acres of DART-owned property for \$55,500.

Staff Resource: Nolden Gentry & Cliff Swartz, Legal Counsel.

Acquisition of Abandoned Railroad Right-of-Way:

- On November 30, 2010, the DART Commission approved the acquisition of abandoned railroad right-of-way adjacent to DART-owned land on the west side of DART's 1100 DART Way Property.
- Because DART has assumed ownership of this property, it now is encumbered with a federal interest and all transactions of this land must be approved by the Federal Transit Administration.
- All necessary federal approvals have been acquired.

City of Des Moines Sewer Pump Station Project:

- In order to complete the utility work needed for the land north of DART's facility, the City of Des Moines has designed a sewer pump lift station to be located within abandoned railroad right-of-way located just west of the end of DART Way.

City Offer of \$55,500:

- Per Federal requirements, the City of Des Moines was required to offer DART the appraised value for the 0.17 acres of former railroad right-of-way plus two permanent easements for sewer utilities and vehicular access to the pump station, plus a temporary construction easement.
- The City's Real Estate Division completed the necessary appraisal and appraisal review which identified the total value of the property and easements to be **\$55,500**. In January, the Des Moines City Council approved this offer to DART.

Impact of Sale:

- None.
- In order to approve of this sale, the FTA required the City of Des Moines to redesign the construction of the sewer pump station so that it maintained the approximate 10' foot high railroad embankment that traverses the west side of the DART property as a proxy for additional flood protection.
- While the City was required to indemnify DART from any flood damage their sewer pump station or construction would cause DART, FTA's requirements also limit DART's ability to ever

ACTION ITEM

8B: DART Land Sale to the City of Des Moines



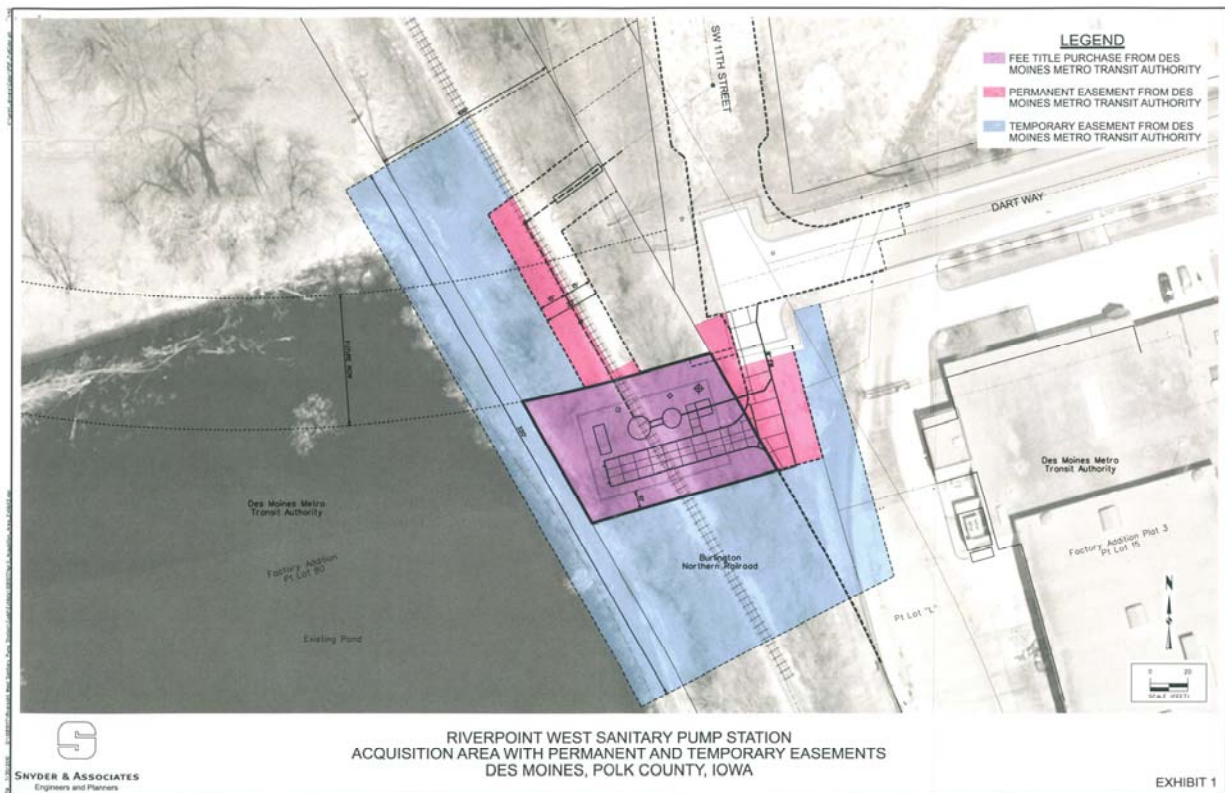
utilize the large amount of DART-owned property on the west side of the railroad embankment now used as a storm water detention pond.

Documents:

- While the official sale and easement documents and legal descriptions of the property were not included in this packet, all of these items, plus the appraisal documents completed by the City of Des Moines shall be made available at the meeting and are available by request.

Recommendation:

- Approve the sale of this land as shown in the diagram below (purple & pink) to the City of Des Moines for \$55,500.



Subject
Property

CONSENT ITEM



8C: January FY2011 Consolidated Financial Report

Action: Approve the January FY2011 Consolidated Financial Report

Staff Resource: Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue through seven months remains strong at 11% greater than budgeted. It is expected that operating revenue will be near budgeted levels for the fiscal year.
- Fixed Route Non-Operating Revenue is approximately 3% over budget through the first seven months of the fiscal year. This is due to the receipt of two large reimbursements from the Iowa Department of Transportation in November. Fixed route non-operating revenue is expected to be near budgeted levels for the fiscal year.
- Paratransit Operating Revenue is 6% under budget for the first seven months of the fiscal year, primarily in the area of Medicaid reimbursement.
- Rideshare Revenues are approximately 10% below budget through the first seven months of the fiscal year. Corresponding expenditures are approximately 12% under budget, primarily in the areas of fuel and vehicle repair parts leading to a small surplus through the first seven months of FY2011.

Operating Expense:

- Fixed Route Budget Summary - Through the first seven months of the fiscal year, actual operating expenses are 1.9% below budget. Fuel has been an area of significant savings through the first part of the fiscal year, that savings could diminish if fuel prices continue to rise. Staff is closely monitoring the fuel prices.
- Paratransit Budget Summary- Through seven months the Paratransit program has expenses lower than budgeted. Taxicab expenses continue to be an area of substantial savings with actual expenses 30% below budget year to date. Vehicle repair parts are 32% below budget year to date.
- Rideshare Expenses are approximately 12% below budgetary expectations through seven months. Savings are predominantly in vehicle repairs and fuel expenses.

**** TOTAL Un-Audited Year-End January FY2011 as Compared to Budget:**

Fixed Route	\$ 689,657	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ 405,890	FY2011 - \$ 932,400
Rideshare	\$ 19,425	Prior- \$ -7,570
Total	\$1,114,972	

FY2011 Financials:

January 2011

FIXED ROUTE	January 2011			Year-To-Date-(7) Months Ending 01/31/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	351,373	336,866	14,507	2,631,723	2,358,062	273,661
Non-Operating Revenue	1,262,863	1,101,509	161,354	7,951,159	7,710,563	240,596
Subtotal	1,614,236	1,438,375	175,861	10,582,881	10,068,625	514,256
Operating Expenses	1,260,056	1,310,326	50,270	8,996,887	9,172,288	175,401
Gain/(Loss)	354,180	128,049	226,131	1,585,994	896,337	689,657

PARATRANSIT	January 2011			Year-To-Date-(7) Months Ending 01/31/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	184,284	213,413	(29,129)	1,398,925	1,493,891	(94,966)
Non-Operating Revenue	58,126	63,063	(4,937)	637,165	441,441	195,724
Subtotal	242,410	276,476	(34,066)	2,036,090	1,935,332	100,758
Operating Expenses	337,219	385,485	48,265	2,393,261	2,698,393	305,132
Gain/(Loss)	(94,809)	(109,009)	14,199	(357,171)	(763,061)	405,890

RIDESHARE	January 2011			Year-To-Date-(7) Months Ending 01/31/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	74,156	84,583	(10,427)	530,313	592,081	(61,768)
Non-Operating Revenue	-	-	-	100	-	100
Subtotal	74,156	84,583	(10,427)	530,413	592,081	(61,668)
Operating Expenses	89,406	92,134	2,728	563,847	644,941	81,093
Gain/(Loss)	(15,250)	(7,551)	(7,699)	(33,434)	(52,860)	19,425



9A:	Amalgamated Transit Union Agreement
Action:	Execute a One-Year Agreement with the ATU-Local 441

Staff Resource: Brad Miller, General Manager

Background:

- DART management staff along with our contracted negotiator, Mr. John Bartosiewicz of McDonald Transit Associates and the negotiating team from the Amalgamated Transit Union Division #441, have reached agreement on renewal of our collective bargaining agreement.
- A tentative agreement was reached between the two parties following a February 1, 2011 mediation session provided by the Iowa Public Employees Relation Board (PERB).
- The ATU ratified the agreement on Sunday, February 6, 2011.
- The agreement’s financial implications are within the cost assumptions included in the FY2012 proposed DART budget.

Employees Covered & Term:

- The agreement covers about two-thirds of DART’s 252 employees including:
 - Fixed route bus operators
 - Mechanics
 - Building & Grounds employees
 - Service & Cleaning Employees
 - Parts room employees
- The agreement runs from June 1, 2011 to May 31, 2012. Negotiations on the next agreement will likely begin again this coming October, 2011.

Agreement Highlights:

Wage Increase

- All ATU employees will receive a 1% pay increase to their hourly rate on June 1, 2011 and a subsequent 0.5% increase six months later on December 1, 2011.

New Top Rates - June 1, 2011

• Part Time Operator (6 Mo.)-\$15.53	• Master Technician - \$23.31
• Full Time Bus Operator -\$19.81	• Serviceperson - \$14.24
• Technician (Journeyman) -\$22.69	• Building & Grounds - \$14.03

Health Insurance

- For the first time in more than a decade, ATU-represented employees will not see an increase in the proportion of the overall health insurance premium.
- DART has agreed to a substantial increase in the annual contributions to Health Savings Accounts of ATU employees, doubling their existing contract values.

ACTION ITEM

9A: Amalgamated Transit Union Agreement



ATU Employee Contribution Percent of Total Premium for Health & Dental

	<u>Plan 1 (\$500 Ded.)</u>	<u>Plan 2 (\$1000 Ded.)</u>	<u>H.S.A.</u>
Single	22.7%	8.8%	7.0%
Single+Spouse	45.0%	38.0%	8.9%
Single+Child	45.0%	38.0%	9.4%
Family	45.0%	38.0%	23.0%

In addition to the above, DART will make an annual contribution of the following for each employee who selects the H.S.A. plan:

Single	\$800
Single & Spouse	\$1,250
Single & Child	\$1,250
Family	\$1,600

Analysis:

- Attached is a financial analysis showing a slight cost savings by approving the negotiated agreement versus extending the current 4-year agreement provisions for another year including the last year’s 3.5% pay adjustment.
- While this is definitely a fair agreement that was reached without confrontation within current and projected budget parameters, virtually no major issue was permanently resolved – all major items for both parties are likely to be on the table for negotiation again in just about eight months.

Comparison to Other Regional & National Labor Agreements:

- The wage adjustment is on par with national and state transit adjustments as well as other recent public labor negotiations around the region.
- However, it should be noted that the wages and nearly all the benefits at DART lag behind other state transit employees and regional local government employees. For this reason, it is anticipated that next year’s negotiations will continue to be challenging.

Recommendation:

- Approve a one-year labor agreement with the Amalgamated Transit Union Local #441.
- Copies of the full agreement will be available at the meeting or upon request.

Analysis of Tentative DART - ATU One-Year Collective Bargaining Agreement Settlement

Tuesday, February 22, 2011

No.		Existing 2007 Contract Extended		Recommended Settlement		Increase vs. Current Contract
		Item	Cost	Item	Cost	
1	Wages	3.50%	\$ 7,105,068	1% on 6/1/2011 & 0.5% on 12/1/2012	\$ 6,953,470	\$ (151,598)
2	Maintenance Attendance Policy	None	\$ 2,000	New Policy Allows Discipline	\$ -	\$ (2,000)
	Health & Dental Insurance	Emp. Only - 13%-27%	\$ 502,362	Emp. Only - 7%-22.7%	\$ 553,271	\$ 50,909
		Dependent 13%-46% - \$400/\$800 H.S.A. Annual Contrib.		Dependent 23%-45% \$800/\$1,600 H.S.A. Annual Contrib.		
3	Misc. Pay Premiums	\$0.75 per hour for training, supervisor, etc.	\$ 80,000	33% Increases & Clarifications	\$ 104,000	\$ 24,000
4						
5	PT Holiday	\$30 for 6 days	\$ 8,640	6 hrs./6 days	\$ 26,769	\$ 18,129
6	Short Term Disability	\$50 Day after 3 days	\$ 9,500	4 hours & Pay for first 3 days 2X/Yr.	\$ 20,000	\$ 10,500
7	Pay for Jury Duty	Only Federal Court	\$ 3,000	All Courts	\$ 7,000	\$ 4,000
8	PT Funeral	None	\$ -	6 hrs./day	\$ 3,727	\$ 3,727
9	Maintenance Shoes Allow.	None	\$ -	\$90	\$ 3,600	\$ 3,600
10	Maintenance Uniforms	\$300	\$ 17,000	\$350	\$ 19,833	\$ 2,833
11	Maintenance Tools	\$350	\$ 10,000	\$400	\$ 11,500	\$ 1,500
12	PT Operator Uniforms	\$200/\$250 Yr. 2	\$ 14,000	\$200/\$300 Yr. 2	\$ 15,500	\$ 1,500
13	Pay for Incident Reports	None	\$ -	15 Min. Paid if Mandated	\$ 100	\$ 100
	Sign-Up & Turn-In Pay	10 min. sign up	\$ 360,000	10 min. sign up	5 \$ 360,000	\$ -
14		5 minutes turn-in		minutes turn-in		
15	Breaks in Shop on 10 hr days	2 Paid	\$ 91,800	2 Paid	\$ 91,800	\$ -
16	Sick Leave	None	\$ -	None	\$ -	\$ -
17	Travel Time	No Pay	\$ -	No Pay	\$ -	\$ -
18	Spread Premium for Splits	After 13 hours	\$ -	Keep at 13	\$ -	\$ -
19	Weekly Pay Guarantee	38.5 hours	\$ -	No Increase	\$ -	\$ -
20	FT Operator Uniforms	\$300	\$ 20,000	\$300	\$ 20,000	\$ -
21	COLA	None	\$ -	None	\$ -	\$ -
22	Safety - Night Drivers bidding	None	\$ -	Night Drivers can't work before 8am	\$ -	\$ -
23	Total		\$ 8,223,370		\$ 8,190,571	\$ (32,799)

ACTION ITEM



9B:	March 8, 2011 Public Hearing on Pending Reductions to D-Line Service
Action:	Approve Holding a Public Hearing to Reduce the D-Line Route to No Longer Serve the State Capitol Complex on March 8, 2011 at 11:30 a.m. at the Central Public Library

Staff Resource: Elizabeth Presutti, Chief Development Officer

Background:

- It is quite likely that by the time of the February 22, 2011 DART Commission meeting, both the House and Senate will have passed budget resolutions that cut state support for the D-Line Shuttle service.
- With the loss of this \$200,000, DART will need to reduce the current D-Line service which currently costs \$420,000 annually.
- To recognize these savings, DART will have to reduce the number of vehicles operating from four to three, but to maintain current service levels throughout the Downtown area on the west side of the Des Moines River, the route will have to be shortened to only serve the western edge of the East Village.
- The Des Moines Partnership's Operation Downtown has already agreed to increase their financial contribution from \$60,000 to \$70,000 for the operation of the service.
- The proposed FY2012 budget assumes the state funding for this service will be eliminated.

Proposed Public Hearing:

- As the Commission knows, any major service reduction requires a federally-mandated opportunity for public comment. Shortening the D-Line route would trigger this requirement.
- A proposed public hearing opportunity has been scheduled for:

**D-Line Service Reduction Public Hearing
Central Public Library
11:30 a.m. on Tuesday March 8, 2011**

- Depending on the level of attendance and public input received, staff requests permission to schedule a second public input opportunity at the Commission's regular March 29, 2011 meeting.
- It is hopeful that DART Commissioners may be able attend this hearing.

DISCUSSION ITEM



10A:	DART's Unlimited Access Program Update
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Staff Resource: Elizabeth Presutti, Chief Development Officer

Presentation:

- A presentation will be made at the Commission meeting on the status of the DART's Unlimited Access Program.

DISCUSSION ITEM



10B:	Sustainable Multi-Modal Transit Hub Update
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Staff Resource: Elizabeth Presutti, Chief Development Officer

Presentation:

- A presentation will be made at the Commission meeting on the status of the Transit Hub project.



System Summary Performance Report January 2011

	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	January 2010	Percent Change 2011/2010	FY11 Year To Date	FY10 Year To Date	Percent YTD Change 2011/2010
DART Fixed Route												
Total Ridership	251,547	438,265	324,370	324,015	294,347	278,278	300,404	298,298	0.71%	2,211,226	2,436,037	-9.23%
OTT Ridership	16,598	18,169	16,596	17,852	18,115	16,718	15,639	10,383	50.62%	119,687	88,101	35.85%
Unlimited Access Ridership	41,343	45,815	46,290	46,033	41,197	40,709	44,891	50,776	-11.59%	306,278	370,525	-17.34%
Bike Rack Usage	4,174	4,425	3,945	3,862	2,623	1,316	636	341	86.51%	20,981	19,892	5.47%
Passengers/Revenue Hour	15.12	8.76	21.76	20.77	20.06	18.52	19.26	18.25	5.49%	15.52	16.27	-4.59%
Avg. Passengers Weekday	10,984	16,050	14,432	14,093	13,640	13,079	13,251	13,484	-1.73%	13,668	15,400	-11.25%
Avg. Passengers Weekend Day	2,320	9,462	2,662	2,807	2,394	1,669	2,213	2,861	-22.66%	3,320	3,123	6.29%
Complaints/100,000 Riders	39.02	29.74	41.24	26.02	23.09	19.11	42.04	25.96	61.98%	31.42	26.91	16.75%
Commendations/100,000 Riders	3.03	4.53	4.62	1.01	1.10	3.44	3.59	4.82	-25.45%	3.11	3.40	-8.71%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	2.93	1.01	1.47	1.04	1.53	0.00	1.81	-100.00%	1.15	1.88	-38.82%
Non-Preventable/100,000 Miles	0.00	1.47	1.52	1.47	1.04	5.09	1.51	4.97	-69.65%	1.20	1.61	-25.40%
Maintenance:												
Total Miles Operated	194,705	204,639	197,384	203,593	192,993	196,375	198,988	221,416	-10.13%	1,388,677	1,592,981	-12.83%
Road Calls/100,000 Miles	17.46	25.90	15.20	16.21	25.91	21.90	25.63	22.13	15.81%	21.17	19.08	10.94%
Active Vehicles in Fleet	117	117	117	117	117	117	117	112	4.46%	117	116	1.24%
DART Paratransit												
Total Ridership	13,304	13,713	13,035	12,964	12,059	11,918	12,248	10,759	13.84%	89,241	93,733	-4.79%
Passengers/Revenue Hour	3.13	3.10	3.14	3.14	3.08	3.02	3.08	2.94	4.76%	3.10	3.13	-0.87%
Average Trip Length	6.01	6.08	5.94	5.92	6.00	6.07	5.91	6.20	-4.62%	6.46	5.51	17.23%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	0.00	1.39	1.41	0.00	2.95	1.48	1.65	-10.39%	1.01	2.32	-56.73%
Non-Preventable/100,000 Miles	0.00	0.00	2.78	0.00	1.48	0.00	0.00	4.96	-100.00%	0.60	1.94	-68.84%
Maintenance:												
Total Miles Operated	73,745	77,632	72,014	71,083	67,356	67,684	67,560	60,543	11.59%	497,074	516,213	-3.71%
Active Vehicles in Fleet	29	29	29	29	29	29	29	28	3.57%	29	26	10.33%
DART RideShare												
Total Ridership	22,952	23,160	22,998	21,478	21,730	21,978	23,254	23,274	-0.09%	157,550	169,124	-6.84%
Total Vans in Circulation	96	97	95	92	92	93	91	102	-10.78%	94	100	-5.88%
Total Rideshare Customers	841	846	814	786	803	822	818	892	-8.30%	819	865	-5.35%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!
Non-Preventable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.50	0.32	56.29%
Maintenance:												
Total Miles Operated	179,304	179,723	176,635	168,289	161,986	167,901	160,904	162,056	-0.71%	\$1,194,742	1,244,828	-4.02%
Active Vehicles in Fleet	104	111	116	116	116	116	116	108	7.41%	114	107	6.43%



System Performance Ridership Report January 2011

	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	January 2010	Percent Change 2010/2009	FY11 Year To Date	FY10 Year To Date	Percent YTD Change 2011/2010
DART Fixed Route Ridership	251,547	438,265	324,370	324,015	294,347	278,278	300,404	298,298	0.71%	2,211,226	2,092,808	5.66%
Local Routes:												
#1 - Fairgrounds	11,128	174,724	20,004	18,584	16,435	15,032	17,144	37,193	-53.91%	273,051	349,794	-21.94%
#3 - University	61,709	64,136	65,136	64,783	59,014	56,603	59,219	61,368	-3.50%	430,600	397,424	8.35%
#4 - Urbandale	24,747	26,677	31,198	31,858	28,996	26,832	28,819	26,722	7.85%	199,127	169,808	17.27%
#5 - Clark	12,438	13,619	16,269	15,998	15,430	14,314	15,977	19,157	-16.60%	104,045	113,016	-7.94%
#6 - Douglas	36,776	39,446	47,165	48,535	44,244	42,422	43,671	38,190	14.35%	302,259	260,546	16.01%
#7 - Ft. Des Moines	31,897	33,932	41,201	41,346	38,444	34,879	36,609	34,964	4.70%	258,308	232,363	11.17%
#8 - South Union	5,772	6,530	10,077	9,373	8,607	7,426	9,152	8,052	13.66%	56,937	51,008	11.62%
#10 - Pleasant Hill**	0	0	0	0	0	0	0	376	-100.00%	0	66,527	-100.00%
#11 - Ingersoll/WDM	18,649	20,570	22,126	24,370	18,578	20,635	22,125	1,778	1144.38%	147,053	12,138	1111.51%
#12 - Urbandale Business Park	0	0	0	0	0	0	0	462	-100.00%	0	2,720	-100.00%
#13 - SE Park Ave.	649	2,037	7,784	7,383	7,119	5,938	6,991	5,520	26.65%	37,901	25,385	49.30%
#71 - Ankeny/Delaware**	1,061	1,330	951	746	764	651	649	694	-6.48%	6,152	5,067	21.41%
Shuttle Routes:												
Link Shuttle	1,317	1,502	1,835	1,905	1,648	1,513	1,678	8,466	-80.18%	11,398	60,132	-81.05%
Dline	14,598	18,580	19,061	17,867	16,691	15,398	14,674	13,533	8.43%	116,869	110,412	5.85%
DMACC	91	81	271	204	161	102	169	175	-3.43%	1,079	757	42.54%
Lincoln/McCombs	0	2,050	9,852	8,978	8,557	6,736	8,556	9,029	-5.24%	44,729	38,049	17.56%
Express Routes:												
#90 - Airport South Business Park	784	1,356	896	1,039	967	1,039	1,014	1,025	-1.07%	7,095	5,287	34.20%
#91 - Northwest	1,433	1,633	1,383	1,274	1,210	1,254	1,502	1,634	-8.08%	9,689	10,009	-3.20%
#92 - Urbandale	3,223	3,723	3,269	3,164	2,395	2,556	3,296	2,765	19.20%	21,626	18,145	19.18%
#93 - NW 86th Express	3,816	2,585	3,660	3,574	3,488	3,568	4,070	3,489	16.65%	24,761	20,843	18.80%
#94 - Westown	1,440	2,615	1,160	1,184	1,225	1,287	1,632	1,329	22.80%	10,543	8,546	23.37%
#95 - Vista	2,847	3,510	3,156	3,217	2,961	2,653	3,134	2,628	19.25%	21,478	17,337	23.89%
#96 - E.P. True	3,376	5,347	3,458	3,566	3,001	3,092	3,694	4,418	-16.39%	25,534	25,966	-1.66%
#98 - Ankeny	7,072	5,100	7,369	7,429	7,106	6,970	8,380	8,423	-0.51%	49,426	46,851	5.50%
#99 - Altoona	2,075	2,258	2,025	2,126	2,067	2,299	2,636	2,574	2.41%	15,486	14,871	4.14%
On-Call Routes (Operated by Paratransit):												
On-Call: Ankeny	158	183	162	170	176	166	152	198	-23.23%	1,167	1,434	-18.62%
On-Call: Des Moines	230	264	238	235	255	299	332	299	11.04%	1,853	1,801	2.89%
On-Call: Urbandale	2,100	2,392	2,459	2,568	2,406	2,372	2,670	2,044	30.63%	16,967	13,978	21.38%
On-Call: West Des Moines	1,355	1,460	1,472	1,634	1,640	1,687	1,680	1,300	29.23%	10,928	8,884	23.01%
On-Call: Clive	221	288	602	750	638	465	653	400	63.25%	3,617	2,498	44.80%
On-Call: REGIONAL	585	337	131	155	124	90	126	93	35.48%	1,548	1,212	27.72%
DART Paratransit Ridership	13,304	13,713	13,035	12,964	12,059	11,918	12,248	10,753	13.90%	89,241	93,727	-4.79%
Bus/Van	12,278	12,758	12,119	12,002	11,223	11,158	11,432	9,771	17.00%	82,970	85,532	-3.00%
Cab	1,026	955	916	962	836	760	816	982	-16.90%	6,271	8,195	-23.48%
DART RideShare Ridership	22,952	23,160	22,998	21,478	21,730	21,978	23,254	23,274	-5.57%	157,550	169,124	-7%
TOTAL RIDERSHIP	287,803	475,138	360,403	358,457	328,136	312,174	335,906	332,325	1.08%	2,458,017	2,355,659	4.35%

* Last day of operation 4/23/10

** April 23 was the last day of operation. Is now route 1.

MONTHLY REPORT



11A: Development Department

Staff Resource: Elizabeth Presutti, Chief Development Officer

January Employer Presentations:

- Principal (3 visits)

January Customer Service Statistics:

- 117 email replies were provided.
 - 123 complaints were received.
 - 10 commendations were received.
-

- Comments were up significantly from the last two months, nearly double. Many were weather related due to the very cold and snowy conditions.
- Bus early/late, many came in during the snow storm and entered by temporary staff person at the desk. Permanent staff would have handled the caller differently and not entered the comment know they were weather related.
- The rude behavior and customer relations were up as well I believe were driven by the angry customers waiting in the cold weather and the drivers having to deal with the comments from the passengers waiting in the cold.
- Driving skills is up from December, several calls came in this month about drivers speeding, both in Fixed Route and Paratransit. Additional calls regarding the person in a car being cut off, however several of those where found to be invalid as were several of the speeding comments.

Public Information and Communications:

Safety Campaign

- Staff began planning a safety campaign to roll out this spring on buses, in press releases and potentially other platforms.
- While the details are still being worked out, the campaign will be targeted at a wide audience, including non-DART drivers, bicyclists, pedestrians and, of course, transit passengers.
- DART's operators, trainers and supervisory staff have and continue to accrue expertise in the field of safe travel in urban settings. The aim of this campaign is to share their expertise with the general public and establish DART as professional resource in this field.

Transit Hub Naming

- DART has received more than 80 suggested names for the transit hub so far from the public, staff and members of the Transit Riders Advisory Committee.

MONTHLY REPORT
11A: Development Department



- Suggestions from the public were solicited via email, social media and DART's website, and suggestion boxes were set up in the operator and mechanic lounges.
- Staff will narrow the list of possible alternatives, take them to the public for further feedback, and present them to TRAC to make a recommendation to the Commission.
- A press release was not planned until midway through the process, but the effort has already garnered media attention, including a column by Des Moines Register columnist Marc Hansen.
- In addition, the naming effort is driving some traffic to DART's social media sites and building support for and ownership in the transit hub.

Bus Storage Garage Addition:

- The anticipated completion date of February 10, 2011 for the new Bus Garage addition has come and gone. The contractor is unable to complete the building inspections due to the change in the HVAC fire detection system.
- The additional Fire Alarm System was removed from the project. The Des Moines Building Code does not require pull stations, horns and strobe lights in the bus garage. If the expanded fire alarm system was placed in the new garage addition, we would be required to bring the old bus garage up to the same level.
- We received permission from the Fire Marshall to remove the inadequate system from the old bus garage to prevent an excessive cost overrun to bring the whole facility up to the same level.
- In the process of removing the alarm system from the old bus garage, the connections planned for the HVAC system smoke detectors were eliminated. A new stand-alone system had to be ordered. This change meets the approval of our fire insurance carrier.
- Completed this past month:
 - Final punchlist completed by Parson Brinkerhoff on January 21, 2011.
 - Garage doors electrical connections were installed and all the wiring was completed to the dispatcher area ready for the new door control box.
 - HVAC electrical connections. The successful test of the system occurred on January 18.
 - Expandable joints were put into place and sealed. However, the expandable seal on the west side of the building was not placed according to produce specifications and will have to be replaced in the spring.
 - Removal of the fire alarm system in the old bus garage.
 - Miscellaneous finish work
 - Smoke detector added to electrical room where Fire Sprinkler System controls are placed.
- Main Punchlist Items to be Completed:
 - The building lighting system specified 62 light fixtures. Only 57 fixtures were used by the lighting contractor. Two of the remaining lights were requested to be placed in areas not covered adequately by light. A Change Order was requested to refund the costs of the remaining 3 lights.

MONTHLY REPORT

11A: Development Department



- Garage door electrical connection in the dispatcher area. The new door control box arrived and is currently being modified. A full day is required to complete the installation. In order to not interfere with operations, Saturday, January 19 is being planned for installation.
- HVAC Electrical Smoke Detectors and Fire Alarm System.
- Back Flow Preventer Alarm System
- To be completed in the spring:
 - Pre-cast texture and stain refinishing.
 - South side of the bus garage finish grade, rock and concrete paving.
 - West retaining wall
 - Replacement of the expandable joint on the west side.
 - Lighting on the south wall cannot be completed until spring. The ungraded condition and snow makes it unsafe to install the lights.

#11 Jordan Creek/WDM – 4th & Elm Bus Stop & Layover Change

- A meeting was held with the City of West Des Moines Traffic Planners and Engineers on January 13, 2011 to facilitate moving our current layover area and main bus stop for Valley Junction at Elm & 4th St. in West Des Moines.
- Three alternatives were developed and presented. Our first and the most important option to DART was selected.
- The new location will be closer to the Valley Junction Shopping District by moving from Elm & 4th St. west to Elm & 5th St.
- The West Des Moines Traffic Department is in the process of approving the change and begin the planning phase for the steps required to complete the move.
- A redesign of the new location is required to remove obstacles, change the parking signage and restriping the area. Also part of the plan is to include signage to restrooms at the West Des Moines Community Center, which is now only a few doors to the south.
- Our discussion of including a new bus shelter at the location was well received and is being considered.
- In order to facilitate the move, DART will change three of our current bus stops. Both east and westbound bus stops at 4th St. & Elm will be eliminated. The eastbound bus stop at Elm & 5th St. will be move from the west side of the intersection to the east side and made a far side bus stop at the new staging area.
- Important features of the new location are that it will still be an extension of the parking lot, which is currently be used by passengers as a park & ride lot. Also, it allows for additional on street parking for the Valley Junction area.
- We are currently waiting for the City of West Des Moines to finalize the plans and set a date to make the change.

MONTHLY REPORT
11A: Development Department



RideShare:

- RideShare added 23 new riders in January
- RideShare has a special incentive program for February and March. We are offering a 50 percent discount on first months fare for new riders
- First driver re-certification class held with seven primary drivers; next eight scheduled for February 18th.

MONTHLY REPORT



11B: Operations (Fixed Route & Maintenance) Department

Staff Resource: Tom Reynolds, Chief Operating Officer

Operations:

The winter storm that hit the Des Moines region presented a significant challenge to many local businesses, schools and government agencies. Many workers were advised to stay home and all public schools were closed. But DART remained operating despite the conditions.

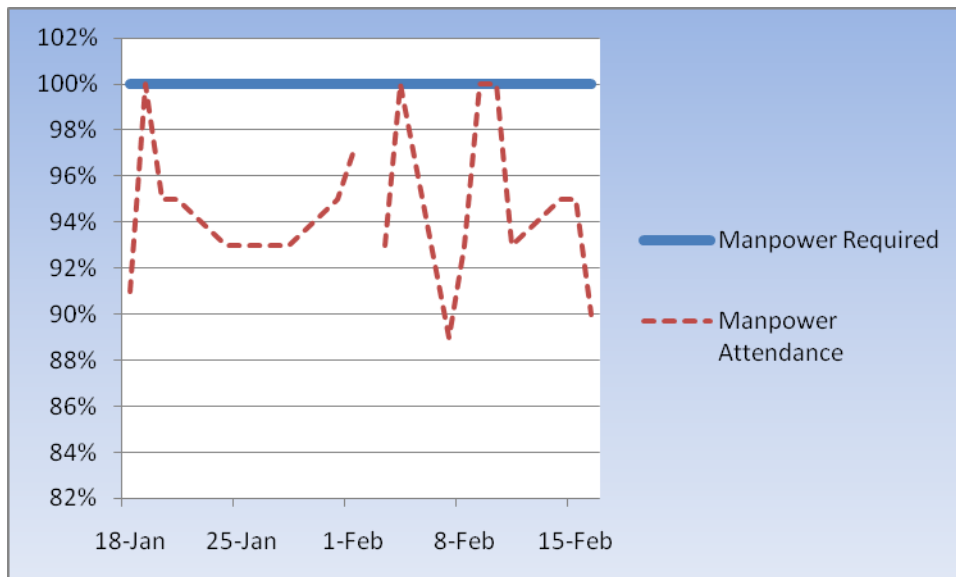
Most DART employees were able to make it in. Thanks goes out to many of our employees:

- To Transportation Supervisors who made the extra effort to salt problem areas, pick up customers and helped fellow employees get to work.
- To Buildings and Grounds for keeping ahead of the snow and drifting.
- And finally to the Technicians and Operators who made it in to keep the service going.

The efforts of the Des Moines Public Works Department should not go unnoticed. I was in contact with snow command and they were on top of what they need to do to keep major streets open for traffic. It was to DART's advantage that the Des Moines Public Schools were closed on February 2nd. It increased our flexibility to ensure our manpower and vehicles needs were met.

Transportation:

Manpower Report - Attendance for AM Pull-outs is showing some seasonal lows and the break in the chart reflects the February 2nd storm. DART is still meeting its service levels at 100%.

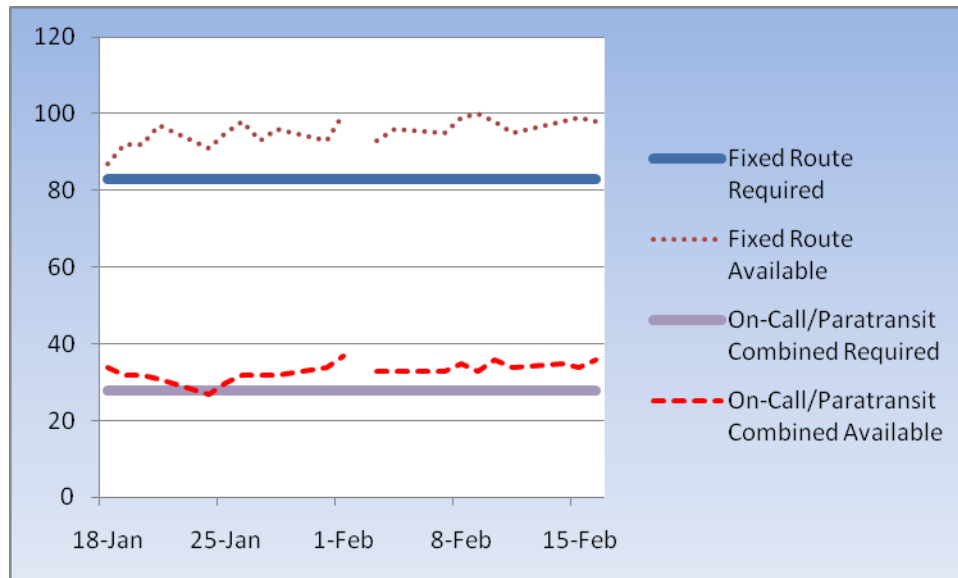


MONTHLY REPORT
11B: Transportation Department



Maintenance:

Vehicle availability has been favorable for most of the last month. Vehicle availability for Paratransit service dipped below required levels, but On-Call vehicles were available for use.



Retrofit Campaign Update: Turn Signal Alarms - as of the drafting of this report, 94 buses out of 117 have been retrofitted. Paratransit Operators Seats - 4 of the 2011 Eldorado cutways have been retrofitted to increase the legroom. Fuel Focus Transmitters - 43 of 160 buses have been retrofitted to increase signal strength for better reporting.

The Automated Vehicle Location vendor (Trapeze) was in to do vehicle surveys to properly locate key components. A team approach to doing this was done that included Operators, Supervisors and Safety.

Purchasing:

Manager Mike Drottz is progressing with the Maintenance Shop Hoist/Lift Rehabilitation. A number of the lifts are inoperable and/or approaching the end of their useful life. He has met with four (4) potential bidders that will respond to the need of updating the Shop's Hoists/Lifts.

Mr. Drottz and I have also completed the Pre-production Meetings with Orion Bus for two additional 40' vehicles that will be delivered in 2012. Useful information was gathered for this by interacting with Operators and Technicians.

MONTHLY REPORT



11C: Paratransit Department

Staff Resource: Chet Bor, Paratransit Director

Supervisor Accident Investigation Kits:

- DART is outfitting all supervisors with a comprehensive accident investigation kit. The kits will be kept on board all supervisor vehicles for accident and incident response.
- The kits cost \$110.⁰⁰ each. Below are the contents:

- | | |
|--|-------------------------------------|
| ◇ Safety Vest | ◇ Camera |
| ◇ 100' Tape Measure | ◇ Nails |
| ◇ 25' Tape Measure | ◇ Hammer |
| ◇ Measuring Wheel Tape | ◇ Small pry-bar |
| ◇ Clip Board | ◇ Orange Paint |
| ◇ Lumber Crayon | ◇ Gloves |
| ◇ Accident/Injury/Incident Report Forms | ◇ Body Fluid Spill Kit (Bio Hazard) |
| ◇ Insurance Coverage Letter | ◇ DOT Drug Testing Kit |
| ◇ Courtesy Cards | ◇ Traffic Control Flashlight |
| ◇ Business Cards (Risk Manager/Safety Manager) | ◇ Flashlight |
| ◇ Steno Pad | ◇ Extra Batteries |
| ◇ Colored Duct Tape | ◇ Pen(s) and Pencil(s) |
| ◇ Yellow Caution Tape | ◇ Duffle/carry bag |
| ◇ Traffic Template | |



- DART supervisors attend the weeklong Bus Collision Investigation Course hosted by the Transit Safety Institute. Current supervisors that have yet to complete the course are being scheduled for the training. Additionally, Mike Kaiser and Carmella Comito provide supervisors in-house accident response training.

MONTHLY REPORT
11C: Paratransit Department



Safety Initiatives:

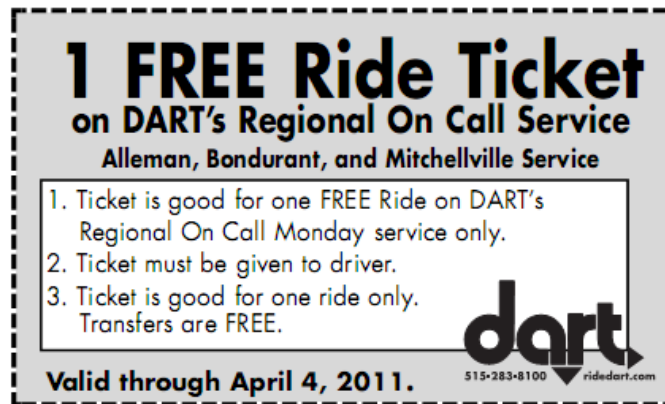
- The February safety meeting covered terrorism awareness in public transit, emergency procedures for bus hijacking, driver assault and robbery and bus evacuation procedures. We also covered intersection safety.
- There were 5 drivers that advanced to the next level of the DART Safe Driving Award.

Snow Closure:

- Paratransit closed down most operations on February 2nd when the Des Moines Public Schools and most surrounding school districts closed due to blizzard conditions.
- Bus Plus and all On Call services continued to operate. Critical dialysis trips were also provided.

Outreach:

- Paratransit Supervisor Chad Nelson and acting Supervisor Neil Hampton did extensive outreach in the week before the service change on the Regional On Call. They visited with all the active riders on the service to explain the changes and to distribute information and “free ride” coupons.
- They also stopped at senior care facilities and city halls in Polk City, Carlisle, Easter Lake, Mitchellville and Bondurant.
- On 2/16, Chad Nelson assisted fixed route Supervisor Greg Schmitt in providing bus orientation training for sight impaired students from the Iowa Braille School.



MONTHLY REPORT



11D: General Manager

Staff Resource: Brad Miller, General Manager

Legislative Activities:

- **Washington DC** - On Monday, January 31, 2011 I participated in a presentation/discussion with transportation staff from all 7 of Iowa Congressional offices in Washington DC regarding future plans for public transit funding. As the Urban Vice President of IPTA in charge of Federal government relations, I helped to coordinate and organize the presentation which had representation from a dozen state transit systems.
- **Ames, IA** - A get together with Congressman Tom Latham and the public transit operations in his congressional district was rescheduled from earlier in the month to this coming Friday, February 25, 2011. I plan to attend.
- **Des Moines** - The annual IPTA State Legislative meeting is today, Tuesday, February 22 and tomorrow Wednesday. All Commissioners are invited to join me at an IPTA breakfast reception at the State Capitol from 7:15 a.m. -9:00 a.m. on Wednesday, February 23. I have sent an invitation to all Polk County legislators.

Community Betterment Grant Receipt:

- On Tuesday, February 15, 2011 I was pleased to join DART Staff PJ Sass and Crystal Lewis at the annual luncheon for Prairie Meadows Community Betterment Grants. This is the second year in a row that DART has received a \$10,000 grant to support DART's Opportunities Through Transit low-income fare discount program.



Future DART Commission Items February 22, 2011

March 29, 2011 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Approve Transit Hub Land Purchase - Approve Transit Hub Name Recommendation 	<ul style="list-style-type: none"> - State Legislative Update - DART Website - DART's Title VI and Limited English Proficiency Plans
April 26, 2011 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Approve Transit Hub Construction Contract - Adopt DART Forward 2035 Guiding Principles 	<ul style="list-style-type: none"> - Quarterly Safety Report
May 31, 2011 5:00 P.M.	
Action Items	Information Items
June 28, 2011 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Approve DART Forward 2035 Draft Plan for Public Input 	
July 26, 2011 5:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> - Quarterly Safety Report

<u>Key Meetings/Dates:</u>
<ul style="list-style-type: none"> - February 23 – IPTA Legislative Breakfast @ State Capitol 7:30 a.m. Room 216 - March 12-15 – APTA Legislative Conference in Washington DC - May 11-13 – DM Partnership DC Trip - June 11 – DART Bus Roadeo
<u>Other Future Items:</u>