



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF COMMISSION MEETING AND AGENDA  
NOVEMBER 29, 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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5. PUBLIC COMMENT (Limit 3 minutes)	
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15. NEXT MEETING: Regular DART Meeting Tuesday, December 20, 2011 – 5:00 p.m.	
16. ADJOURN	

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

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

**ROLL CALL**

Commissioners Present: Bob Mahaffey, Gaye Johnson, Christine Hensley, Skip Conkling, Tom Gayman, Angela Connolly, Ben Champ for Ted Boesen; Steve Peterson for Steve Brody

Commissioners Absent: Steve Van Oort, Steve Brody, Ted Boesen

Alternates Present: Ben Champ, Steve Peterson, Ruth Randleman

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

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

**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 September 27, 2011, meeting minutes. There being no comments on the minutes, it was moved by Ms. Hensley and seconded by Ms. Johnson that the minutes be approved. The minutes were approved as written.

**INTRODUCTION**

General Manager Elizabeth Presutti introduced DART's new Marketing and Community Partnerships Director, Claire Celsi, who was made welcome by the Commissioners.

**PUBLIC COMMENTS SECTION**

None

## **CONSENT ITEMS**

### **6A – FY-2016 Federal STP Grant Application**

### **6B – September 2011 Financial Reports**

It was moved by Mr. Conkling and seconded by Ms. Hensley that the consent items be approved.

The motion carried unanimously.

## **ACTION ITEMS**

### **Action Item 7A – Refugee and Schools Reduced Fare Programs**

Ms. Sass summarized the details of each program with a PowerPoint presentation (attached). The Reduced Fare Program recommendation are:

1. Provide a Reduced Fare Program for refugees
2. Provide a Reduced Fare Program for students

The programs would be implemented in tandem on the following timeline:

#### **NOVEMBER**

- Finalize policy and procedures
- Finalize all marketing materials
- Translate all written materials
- Contact all metro schools

#### **NOVEMBER/DECEMBER**

- Train agency staff on program and use of DART services
- Schedule group visits to DART for each refugee agency in program
- Provide program information to Pass Sales Outlets and DART staff

Programs would be in effect as of Monday, January 2, 2012.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the reduced fare programs for refugees and students.

The motion carried unanimously.

## **DISCUSSION ITEMS**

### **Discussion Item 8A – DART Central Station Construction Update**

Ms. Presutti stated that with the weather cooperating so wonderfully, DART Central Station work was proceeding more rapidly than anticipated. She said that excavation of the basement has been finished and footings are being poured. Ms. Hensley noted that the Public Art portion of the project has selected three artists to present their concepts. Mr. Gayman asked how much in funding is in the budget for art. Ms. Presutti answered \$300,000.

### **Discussion Item 8B – FY-2013 Budget Planning**

Ms. Schug brought the Commission up to date on the budget status via a PowerPoint presentation (attached). She noted that she is working with the cities in making assumptions about revenue, but that falling property tax revenues mean funding is much less than projections. She added that federal revenues will remain stagnant. Assumptions on the expense side are for a 1% pay increase for employees, an increase in health insurance costs of 15% and dental 5%, with an increase in workers comp of 10%. She explained that DART is looking at all options to lower insurance costs, including self-insurance. She mentioned that the health care reform act to be implemented in 2014 is likely to be a significant additional expense to DART. She reminded the commission that health insurance quotes won't be tendered until April. She summarized the timeline:

<b>Preliminary Presentation of Expense &amp; Revenue Estimates</b>	November 29, 2011 DART Commission Meeting
<b>Progress Update</b>	December 20, 2011 DART Commission Meeting
<b>Set Public Hearing Date for FY2013 Tax Levies</b>	January 31, 2012 DART Commission Meeting
<b>Service and Budget Committee Meeting</b>	February 7, 2012
<b>Public Hearing Notice Delivered to Publisher</b>	February 14, 2012
<b>Public Hearing Notice Published</b>	February 17, 2012
<b>Public Hearing to Approve FY2013 Budget</b>	February 28, 2012 DART Commission Meeting
<b>FY2013 Budget Certified to County Auditor and filed with the Iowa Department of Management</b>	March 15, 2012

Ms. Hensley asked why we don't get quotes until April, and Ms. Schug said that timeline is the industry standard. Mr. Conkling asked if we have shopped around, and Ms. Schug said that Holmes Murphy looks at all the options on DART's behalf. Mr. Mahaffey asked about Holmes Murphy's fee and Ms. Schug said that they get a flat brokers' fee.

### **Discussion Item 8C – DART Forward 2035 Marketing Plan and Project Implementation**

Ms. Celsi provided a Power Point presentation (attached) of her preliminary Marketing Plan including her department's goals, strategies to achieve the goals, and a timeline. Chair Connolly asked about the "brand refreshing" goal, and stated that commissioners and DART staff had spent a good amount of time and attention to choosing the current DART logo, including its use on all bus stop signs in particular. Ms. Celsi assured the Chair that she wasn't advocating for a change, just a look at where it is used and making sure there is a standard that is being upheld in all usages. Ms. Celsi summed up by saying that she would be taking some of the load off the general manager's shoulders by helping with group presentations and working with Ms. Baer-Harding to maximize ads-on-buses usage. She added that while the mass media would be utilized rarely because of cost, that there may be a place for an occasional usage if well-done enough to attract attention. She also stated that a goal of public relations will be to build up a store of goodwill so that when news isn't as good, the goodwill will help mitigate the damage. Commissioners welcomed Ms. Celsi to the DART team, and Chair Connolly thanked her for coming up with a marketing plan in such a short time on board.

## **Discussion Item 8D – 2012 State and Federal Legislative Priorities and Appointment of Legislative Committee**

Ms. Presutti asked that the Commission appoint a Legislative Committee to review and prioritize the state and federal legislative needs for the upcoming year. Mr. Conkling, Ms. Hensley and Mr. Brody volunteered to serve on the committee. Ms. Hensley suggested a short talk to the MAC meeting members, and Mr. Conkling advised asking Bill Wimmer, DART's State Legislative expert, to meet with the committee as well. Ms. Presutti will provide the list of possible priorities to the Committee.

## **8E – Performance Reports**

Ms. Presutti announced that ridership is up on all routes, and that Routes 3, 6, and 7 are up a significant amount. Mr. Gayman asked if the rise in fuel prices has a correlation with ridership. Ms. Presutti replied that it usually doesn't unless it goes over \$4 a gallon.

## **MONTHLY REPORTS**

Commissioners were reminded of the dates left for the DART birthday parties at member city libraries, and Ms. Baer-Harding promised to e-mail dates for those still to come. Mr. Conkling said that he attended the party in Altoona and had a great time, He also stated that he talked to the parents of the children attending the party and none of them were aware of the new service in Altoona. He asked that an effort to inform the residents be developed.

Mr. Reynolds brought to the commission's attention some problems with Merle Hay Mall due to Hoover and Meredith students riding the bus to the mall after school instead of going home. Merle Hay Mall management was not happy with the steps DART has already taken to alleviate the mall's concerns, and were advising that they might ban buses from mall property. Commissioners Hensley and Gayman advised DART staff to speak with the mall owner, and would agree to be involved in any discussion.

Ms. Presutti announced that:

- DART will receive \$2.1 million for six new buses, and that staff will be looking for a bus buy to piggyback.
- She is working with Allen McKinley at City of Des Moines on a presentation to a Des Moines Council Workshop in November.
- Fifteen interested parties went to Kansas City for a day to look at their BRT system, and the consensus was to move forward in finding ways to get local match dollars for DART's prospective BRT route.
- Ms. Baer-Harding's entry to the Ad Wheel Awards was a winner, and the prize was accepted by Chair Connolly at the APTA Annual Meeting in New Orleans in early October.

Chair Connolly said she was pleased to represent DART to see General Manager Elizabeth Presutti receive her certificate for completing the year-long "Leadership APTA" course while in New Orleans for the conference.

## **ADJOURNMENT**

The meeting was adjourned at 6:12 p.m.

2011 Meeting Dates

Nov 29, Dec 20

2012 Meeting Dates

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

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

## CONSENT ITEM



**7A: October FY2012 Consolidated Financial Report**

**Action: Approve the October FY2012 Consolidated Financial Report**

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

### Year-to-Date Budget Highlights:

#### *Revenue:*

- Fixed Route Operating Revenue for the first four months of FY2012 is greater than budgeted by \$254,596 this is largely due to Iowa State Fair revenues received during the month of August. It is anticipated that fixed route operating revenue will end the year near budgeted levels.
- Fixed Route Non-Operating Revenue is approximately 2% better than budget for the first four months of FY2012. State Transit Assistance (STA) is trending nearly 6% better than budget year to date. STA funding is derived from 4% of the fees for new registration collected on sales of motor vehicles and accessory equipment. The majority of funds are distributed by a formula based on each transit system's performance during the previous year in terms of rides, miles and local funding support. These formula funds can be used to support any operating, capital or planning expenses related to the provision of public passenger transportation.
- Paratransit Operating Revenue is approximately 21% below budgetary expectations through the first four months of the fiscal year. Paratransit ridership year to date is approximately 4% less than last fiscal year. With fewer trips, Medicaid reimbursements are below budgeted levels.
- Rideshare Revenues are slightly above budgetary expectations through the four months of the fiscal year. October fares are \$6,442 greater than budgeted as a result of the fare increase which was effective with the October invoices.

#### *Operating Expense:*

- Fixed Route Budget Summary – Through four months, actual expenses are within budgeted levels, with total Fixed Route expenses 0.2% below budget.
- Paratransit Budget Summary – Through the first four months of the fiscal year, the Paratransit program has expenses lower than budgeted. The lower than budgeted operating expenses have not been able to make up for the decrease in operating revenue. Year to date, the Paratransit program is showing a deficit of \$90,392.
- Rideshare Expenses are approximately 8% below budgetary expectations through the first four months of the fiscal year. The savings are primarily in the area of equipment repair parts, which is 61% below budget.

#### **\*\* TOTAL Un-Audited Year-End October FY2012 as Compared to Budget :**

Fixed Route	\$ 366,230	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ - 90,392	FY2012 - \$1,142,903
Rideshare	\$ 35,733	
Total	\$ 311,571	

**FY2012 Financials:**

**October 2011**

FIXED ROUTE	October 2011			Year-To-Date-(4) Months Ending 10/31/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	353,360	344,706	8,654	1,633,420	1,378,824	254,596
Non-Operating Revenue	1,256,532	1,135,760	120,772	4,639,577	4,543,040	96,537
Subtotal	1,609,892	1,480,466	129,426	6,272,997	5,921,864	351,133
Operating Expenses	1,583,130	1,504,713	(78,417)	6,053,755	6,068,852	15,097
Gain/(Loss)	26,762	(24,247)	51,009	219,242	(146,988)	366,230

PARATRANSIT	October 2011			Year-To-Date-(4) Months Ending 10/31/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	200,564	252,895	(52,331)	795,988	1,011,580	(215,592)
Non-Operating Revenue	205,212	64,982	140,230	237,808	259,928	(22,121)
Subtotal	405,776	317,877	87,899	1,033,795	1,271,508	(237,713)
Operating Expenses	162,601	321,314	158,713	1,137,935	1,285,256	147,321
Gain/(Loss)	243,176	(3,437)	246,613	(104,140)	(13,748)	(90,392)

RIDESHARE	October 2011			Year-To-Date-(4) Months Ending 10/31/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	85,608	79,166	6,442	320,890	316,664	4,226
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	85,608	79,166	6,442	320,890	316,664	4,226
Operating Expenses	92,924	99,399	6,475	366,090	397,596	31,506
Gain/(Loss)	(7,316)	(20,233)	12,917	(45,200)	(80,932)	35,733



## ACTION ITEM



**8A: 2012 Federal and State Legislative Priorities**

**Action: Approval of the 2012 Federal and State Legislative Priorities**

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

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### **Background:**

- Staff members consulted the American Public Transportation Association, the Iowa Public Transit Association, and DART lobbyist Bill Wimmer.
- The recommended legislative priorities were presented and reviewed on November 22<sup>nd</sup> to the Commission's Legislative Committee who included Commissioners Christine Hensley, Skip Conkling and Steve Brody.
- In addition to reviewing the legislative priorities, committee members discussed ways of reaching out to key members of Iowa's Congressional Delegation, as well as state lawmakers representing districts in the Greater Des Moines region.

### **Recommended Priorities:**

Below are the recommended priorities for DART to pursue during the upcoming state and federal legislative sessions.

### **State Legislative Priorities:**

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

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

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

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

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

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



**Federal Legislative Priorities:**

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

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

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

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

**Federal Public Transportation Authorizing Law Priorities:**

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

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

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

## ACTION ITEM



<b>8B:</b>	<b>Ingersoll/University Bus Rapid Transit Project Local Match Campaign</b>
<b>Action:</b>	<b>Approval of Ingersoll/University Bus Rapid Transit Project Local Match Campaign</b>

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

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### **Background:**

The DART Forward 2035 Services Plan identifies potential corridors within the DART service area where Bus Rapid Transit or BRT would be feasible. The DART Commission voted on August 2, 2011 to move forward with further study on the “University/Ingersoll Loop” route. The additional study, which will be concluding in January 2012 will determine the eligibility of the route and define various alternatives for the service.

The Federal Transit Administration (FTA, Very Small Starts program) funds projects like the Ingersoll/University loop corridor BRT. The Very Small Starts program is a competitive process based on the evaluation criteria which includes having a strong financial plan with local financial commitment.

Due to the unique nature of the current political cycle, the fact that Iowa has not received grant funding from the New Starts program and there appears to be no other regional competition for a New Starts project. Staff feels this grant will be well-timed and well received by the FTA.

### **Approach – Funder and Influencers:**

Our focus will be on quickly communicating the opportunity, securing lead gifts and engaging those who are influencers in much of the decision-making related to economic development, quality of life initiatives and retaining and attracting the region’s workforce. Many of the companies listed below are recruiting employees to come to central Iowa from larger metro areas.

#### *Presentations Completed:*

- Community Foundation of Greater Des Moines
- Drake University

#### *Presentations to be Scheduled:*

- American Republic Insurance
- ARAG
- Aviva Investors
- City of Des Moines
- DMACC
- Des Moines Register
- Des Moines Public Schools
- EMC Insurance Cos.
- Iowa Health System (Methodist, Lutheran, Blank Children’s Hospital)
- Mercy College of Health Sciences
- Mercy Hospital
- Meredith Corporation
- MidAmerican Energy
- Nationwide Insurance
- Pappajohn Education Center
- Polk County
- Principal Financial Group
- Century Link (Formerly Qwest)
- Ruan
- Wellmark Blue Cross Blue Shield
- Wells Fargo Bank

**ACTION ITEM**

**8B: Ingersoll/University Bus Rapid Transit Project Local Match Campaign**



**Project Timeline:**

- Develop action plan (Complete)
- Create presentation material (Complete)
- Schedule appointments and make BRT presentations (Ongoing)
- Update congressional delegation on project (Ongoing)
- Follow-up with decision makers (Late January, Early February)
- Request letters of support (Early February)
- Write grant and submit (January and February)

**BRT Capital Fundraising Match Recommendation:**

Our focus will be on quickly communicating the opportunity, securing lead gifts and engaging those who are influencers in much of the decision-making related to economic development, quality of life initiatives and retaining and attracting the region's workforce.

Our recommendation is that the commission approves our plan to move forward with the BRT-related fundraising for the \$5 million local match, and participate whenever possible with phone calls and letters of support to the companies on our list.

## DISCUSSION ITEM



<b>9A:</b>	<b>DART Central Station Construction Update</b>
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**Staff Resource:** Elizabeth Presutti, General Manager

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### **FTA Monthly Report:**

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

### **Questions:**

- Mark Trost, DART's Owners Representative, will make a presentation on the status of the project at the DART Commission meeting.



## **PROJECT OVERVIEW**

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

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

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

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

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

## **CONSTRUCTION (WEITZ COMPANY CONSTRUCTION CONTRACT)**

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### ***Construction Work and Submittals:***

- 1) The following **construction activities have been completed or were in process** during the month of **October 2011**.
  - Rough grading of site.
  - Uncovering of existing utilities.
  - Installation of new site utilities including the storm sewer and infiltration bed across the South side.
  - Installation of geo-thermal wells.
  - Removal of unsuitable material.
  - Import of suitable fill.
  - Installation of the sand/oil separator.
  - Excavation of the basement.



- Placement of forms for the basement and other footings at building.
  - Installation of basement footings.
  - Installation South Canopy footings.
- 2) The following **construction work is anticipated** during the month of **NOVEMBER 2011**:
- Footings at the building and basement will continue.
  - Footings at middle canopy.
  - Rough grading of site is continuing.
  - Uncovering of existing utilities is continuing.
  - On-going installation of new site utilities including sanitary, water and storm.
  - Installation of geo-thermal well header lines.
  - Installation of hydrants on the South half.
  - Installation of drainage tile.
  - Underground electrical installation.
  - Installation of micro-piles.
  - Installation of the elevator shaft.
- 3) The following **shop drawings/submittals were approved** in the month of **October 2011**:
- Construction Joint Layout
  - Expansion joint filler data
  - Masonry Mix Designs
  - Steel Rebar for Precast Footings & Curbs
  - Liquid Floor Treatment Data
  - On-going LEED-Documentation
  - Shaft imbed plates
  - On-going Mix Designs, Test Report, Material Certs
  - Product Data
  - Steel Deck data and shop drawings
  - Micropiles
- 4) The following **shop drawings/submittals are anticipated (or under continued review)** in the month of **November 2011**:
- Aluminum Framed Entrances and Storefronts.
  - Glass Entrance Doors & Gates.
  - Revolving Door Entrances.
  - Door hardware
  - Air Distribution System.
  - Waterproofing and protection course.



- Unitary Heat Pumps
- Bullet-Resistive Glass
- Cast in place concrete

**Safety:**

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

**Construction Schedule:**

To date, the project is scheduled for a September 13, 2012 substantial completion. An total project construction schedule dated 10/20/2011 is attached as well as a 6-week schedule dated 10/20/11

**Payment Applications:**

Pay application # 2 was submitted and approved in the amount of \$ 485,187(after retainage).

**Change Orders:**

1) The following **change orders were approved** during the month of **October 2011:**

- No change orders were approved this month, \$0.00

**TOTAL \$0.00**

<b>TOTAL CONTINGENCY</b>	<b>\$1,490,050.00</b>
Approved Change Orders Prior Months	\$7,600.00
Approved Change Orders This Month	\$0.00
<b>TOTAL CHANGE ORDERS TO DATE</b>	<b>\$7,600.00</b>
<b>TOTAL REMAINING CONTINGENCY</b>	<b>\$1,482,450.00</b>

2) The following are **potential change orders** during the month of **November 2011:**

- A Change Order will be issued in November consolidating a number of CLI's.

**Davis Bacon:**

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

**Project Issues:**

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





## **OTHER PROJECT ACTIVITIES**

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### ***Public Art:***

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

- Lynn Basa
- David Dahlquist
- Troy Corliss

The artists are working to develop concept designs for the site. A design team and art committee review is scheduled for November 18, 2011.

### ***Joint Development:***

The listing agreement is in place with Shannon Morton and Aaron Hyde of Ferguson Commercial Real Estate. Work has started in earnest to obtain a tenant for the vendor space. The space will be publicly noticed for LOI's in November.

## **ATTACHMENTS**

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OAC Meeting Minutes 10/1/11 including a 6 week look ahead schedule.  
OAC Meeting Minutes 10/25/11 including a 6 week look ahead schedule.  
Full project schedule dated 10/20/11.

## DISCUSSION ITEM



<b>9B:</b>	<b>FY 2013 DART Budget Update</b>
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**Staff Resource:** Jamie Schug, Chief Financial Officer

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**Presentation:**

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



# System Summary Performance Report October 2011

	April 2011	May 2011	June 2011	July 2011	August 2011	September 2011	October 2011	October 2010	Percent Change 2011/2010	FY12 Year To Date	FY11 Year To Date	Percent YTD Change 2012/2011
<b>DART Fixed Route</b>												
Total Ridership	322,599	320,484	282,469	255,873	512,290	356,835	366,424	324,015	13.09%	1,491,422	1,338,197	11.45%
OTT Ridership	18,961	18,541	19,147	18,637	21,029	20,533	20,793	17,852	16.47%	80,992	69,215	17.02%
Unlimited Access Ridership	39,071	37,830	36,119	31,979	40,065	39,324	37,998	46,033	-17.45%	149,366	179,481	-16.78%
Bike Rack Usage	3,075	3,884	4,646	5,046	5,692	4,898	4,777	3,862	23.69%	20,413	16,406	24.42%
Passengers/Revenue Hour	21.15	21.02	18.67	17.40	32.64	24.35	21.77	20.77	4.83%	24.10	10.73	124.71%
Avg. Passengers Weekday	14,069	14,077	11,815	11,329	21,000	15,742	15,835	14,093	12.36%	16,149	13,915	16.05%
Avg. Passengers Weekend Day	3,016	2,764	2,817	2,930	3,663	3,281	3,390	2,807	20.77%	1	4,317	-99.97%
Complaints/100,000 Riders	24.18	32.45	33.63	31.27	27.33	43.16	25.93	23.76	9.10%	31.45	29.67	6.00%
Commendations/100,000 Riders	2.79	2.50	3.19	3.52	3.32	2.52	4.91	0.93	430.56%	3.55	2.99	18.89%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.51	1.51	0.52	3.34	0.49	1.79	1.77	1.47	0.00%	1.80	1.37	31.20%
Non-Preventable/100,000 Miles	0.50	0.50	2.07	0.00	1.98	0.00	0.88	1.47	0.00%	0.40	0.67	-40.18%
<b>Maintenance:</b>												
Total Miles Operated	198,408	198,408	192,820	179,751	202,257	223,473	226,339	203,593	11.17%	831,820	800,321	3.94%
Road Calls/100,000 Miles	15.62	26.21	20.23	34.49	23.73	17.45	12.81	16.21	-20.95%	21.40	18.74	14.17%
Active Vehicles in Fleet	130	130	130	129	129	129	129	117	10.26%	129	117	10.26%
<b>DART Paratransit</b>												
Total Ridership	13,677	12,369	12,593	11,590	13,559	13,130	12,392	12,964	-4.41%	50,671	53,016	-4.42%
Passengers/Revenue Hour	3.44	3.10	3.10	3.08	3.14	3.19	3.04	3.14	-3.18%	3.11	3.13	-0.48%
Average Trip Length	5.26	5.89	6.09	5.87	5.73	5.54	5.94	5.92	0.35%	5.48	5.55	-1.25%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	0.00	0.00	1.35	1.55	1.35	0.00	2.84	1.41	102.15%	0.98	0.68	44.49%
Non-Preventable/100,000 Miles	0.00	0.00	1.35	0.00	0.00	0.00	1.42	0.00	0.00%	0.36	0.68	-47.02%
<b>Maintenance:</b>												
Total Miles Operated	69,095	69,809	73,847	64,374	73,808	69,414	70,326	71,083	-1.06%	277,922	294,474	-5.62%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
<b>DART RideShare</b>												
Total Ridership	24,374	24,568	25,331	21,854	25,904	23,098	23,592	21,478	9.84%	94,448	90,588	4.26%
Total Vans in Circulation	94	94	96	98	98	97	96	92	4.35%	97	95	2.37%
Total Rideshare Customers	856	873	885	894	889	867	877	786	11.58%	882	822	7.30%
<b>Accident Frequency Rate by Service:</b>												
Preventable	0.00	1.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Non-Preventable	0.00	0.00	0.00	0.00	1.57	1.70	0.00	1.19	-100.00%	0.00	0.57	-100.00%
<b>Maintenance:</b>												
Total Miles Operated	173,045	173,041	181,923	165,939	191,112	176,100	173,981	168,289	3.38%	707,132	703,951	0.45%
Active Vehicles in Fleet	116	116	116	116	116	116	99	116	-14.66%	112	112	0.00%



# System Performance Ridership Report October 2011

	April 2011	May 2011	June 2011	July 2011	August 2011	September 2011	October 2011	October 2010	Percent Change 2011/2010	FY12 Year To Date	FY011 Year To Date	Percent YTD Change 2012/2011
<b>DART Fixed Route Ridership</b>	<b>322,599</b>	<b>320,484</b>	<b>282,469</b>	<b>255,873</b>	<b>512,290</b>	<b>356,835</b>	<b>366,424</b>	<b>324,015</b>	<b>13.09%</b>	<b>1,491,422</b>	<b>1,338,197</b>	<b>11.45%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	17,116	16,993	13,325	12,347	221,083	21,105	20,943	18,584	12.69%	275,478	224,440	76.00%
#3 - University	62,447	61,099	62,434	58,102	69,116	76,380	78,670	64,783	21.44%	282,268	255,764	10.36%
#4 - Urbandale	29,958	29,506	25,816	23,062	29,311	34,910	35,605	31,858	11.76%	122,888	114,480	7.34%
#5 - Clark	16,939	16,257	13,488	12,649	14,553	17,467	18,443	15,998	15.28%	63,112	58,324	8.21%
#6 - Douglas	48,813	49,115	43,747	39,149	46,401	56,636	58,422	48,535	20.37%	200,608	171,922	16.69%
#7 - Ft. Des Moines	45,778	45,332	37,616	34,525	40,423	47,645	49,792	41,346	20.43%	172,385	148,376	16.18%
#8 - South Union	10,643	10,976	8,277	8,476	10,857	14,206	15,505	9,373	65.42%	49,044	31,752	54.46%
#11 - Ingersoll/WDM	24,309	22,295	19,829	17,026	19,365	18,535	21,458	24,370	-11.95%	76,384	85,715	-10.89%
#13 - SE Park Ave.	6,600	6,782	1,446	548	2,690	7,812	7,195	7,383	-2.55%	18,245	17,853	2.20%
#71 - Ankeny/Delaware**	987	828	884	932	965	967	1,029	746	37.94%	3,893	4,088	-4.77%
<b>Shuttle Routes:</b>												
Link Shuttle	1,600	1,463	1,401	1,381	1,500	1,239	1,276	1,905	-33.02%	5,396	6,559	-17.73%
Dline	14,385	16,422	18,274	17,096	17,821	16,824	15,854	17,867	-11.27%	67,595	70,106	-3.58%
DMACC	148	85	148	122	122	237	164	204	-19.61%	645	647	-0.31%
Lincoln/McCombs	8,402	9,354	1,156	0	2,496	9,753	8,166	8,978	0.00%	20,415	20,880	-2.23%
<b>Express Routes:</b>												
#90 - Airport South Business Park	712	717	816	866	1,073	977	1,123	1,039	8.08%	4,039	4,075	-0.88%
#91 - Northwest	1,407	1,569	1,534	1,455	1,630	1,587	1,735	1,274	36.19%	6,407	5,723	11.95%
#92 - Urbandale	2,644	2,487	2,702	2,436	2,760	2,700	2,924	3,164	-7.59%	10,820	13,379	-19.13%
#93 - NW 86th Express	4,422	4,595	4,775	4,392	4,741	4,592	4,984	3,574	39.45%	18,709	13,635	37.21%
#94 - Westtown	1,796	1,691	1,408	1,184	1,465	1,209	1,311	1,184	10.73%	5,169	6,399	-19.22%
#95 - Vista	3,056	2,647	3,172	2,571	3,221	2,984	3,134	3,217	-2.58%	11,910	12,730	-6.44%
#96 - E.P. True	3,470	3,664	3,729	3,550	3,964	3,585	3,614	3,566	1.35%	14,713	15,747	-6.57%
#98 - Ankeny	8,052	8,039	8,053	6,758	8,214	7,328	7,367	7,429	-0.83%	29,667	26,970	10.00%
#99 - Altoona	3,070	2,791	2,716	2,186	2,734	2,604	2,468	2,126	16.09%	9,992	8,484	17.77%
<b>On-Call Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	145	180	124	118	224	193	134	170	-21.18%	669	673	-0.59%
On-Call: Des Moines	322	304	279	304	430	424	288	235	22.55%	1,446	967	49.53%
On-Call: Urbandale	2,594	2,438	2,322	2,004	2,316	2,225	2,028	2,568	-21.03%	8,573	9,519	-9.94%
On-Call: West Des Moines	1,923	1,998	1,863	1,564	1,825	1,757	1,894	1,634	15.91%	7,040	5,921	18.90%
On-Call: Clive	728	748	795	717	817	817	786	750	4.80%	3,137	1,861	68.57%
On-Call: REGIONAL	133	109	340	353	173	137	112	155	-27.74%	775	1,208	-35.84%
<b>DART Paratransit Ridership</b>	<b>13,677</b>	<b>12,369</b>	<b>12,593</b>	<b>11,590</b>	<b>13,559</b>	<b>13,130</b>	<b>12,392</b>	<b>12,964</b>	<b>-4.41%</b>	<b>50,671</b>	<b>53,016</b>	<b>-4.42%</b>
Bus/Van	13,139	11,844	12,120	10,961	12,873	12,521	11,833	12,002	-1.41%	48,188	49,157	-1.97%
Cab	538	525	473	629	686	609	559	962	-41.89%	2,483	3,859	-35.66%
<b>DART RideShare Ridership</b>	<b>24,374</b>	<b>24,568</b>	<b>25,331</b>	<b>21,854</b>	<b>25,904</b>	<b>23,098</b>	<b>23,592</b>	<b>21,478</b>	<b>7.54%</b>	<b>94,448</b>	<b>90,588</b>	<b>4%</b>
<b>TOTAL RIDERSHIP</b>	<b>360,650</b>	<b>357,421</b>	<b>320,393</b>	<b>289,317</b>	<b>551,753</b>	<b>393,063</b>	<b>402,408</b>	<b>358,457</b>	<b>12.26%</b>	<b>1,636,541</b>	<b>1,481,801</b>	<b>10.44%</b>

# MONTHLY REPORT

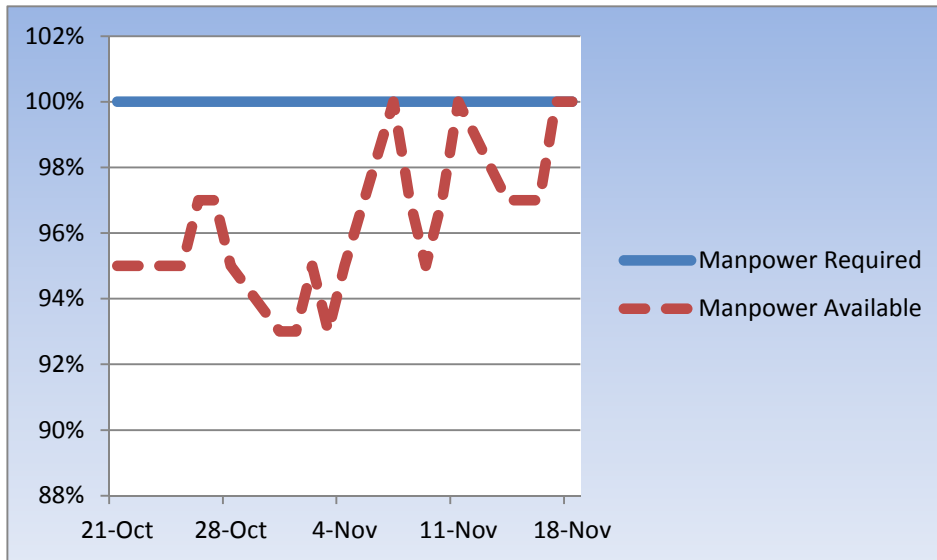


**10A: Operations Department**

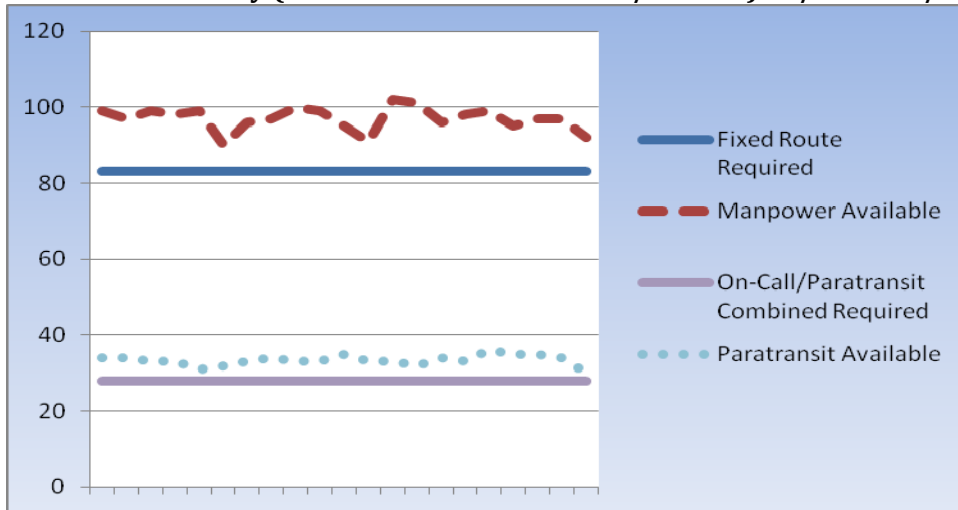
**Staff Resources:** Tom Reynolds, Chief Operating Officer  
 Chet Bor, Paratransit Director  
 Randy McKern, Transportation Manager  
 Scott Reed, Senior Manager, Maintenance  
 Jim Garrett, Facilities Manager

**Operations Performance:**

**Manpower (Transportation) 10/21 to 11/18**



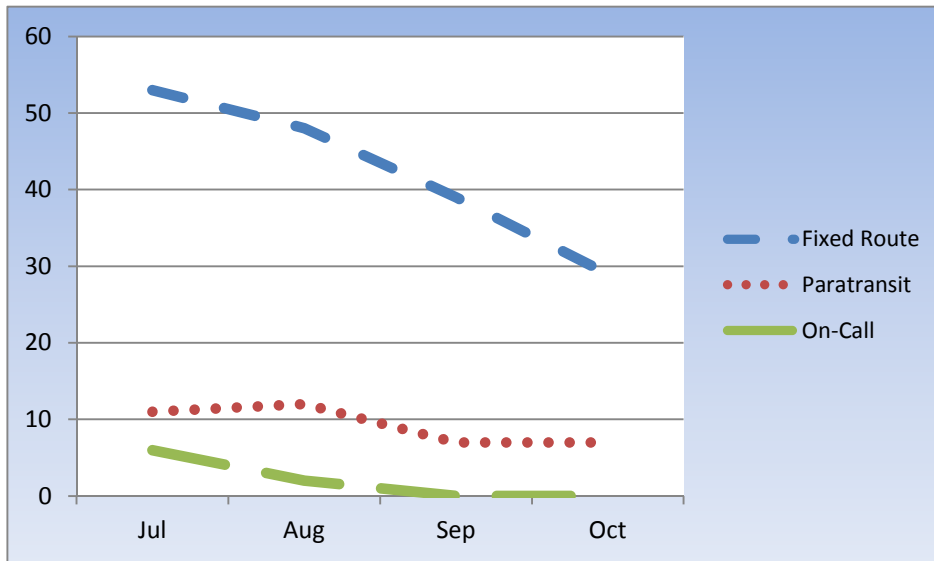
**Vehicle Availability (Fixed Route & Paratransit/On-Call) 10/21 to 11/18**



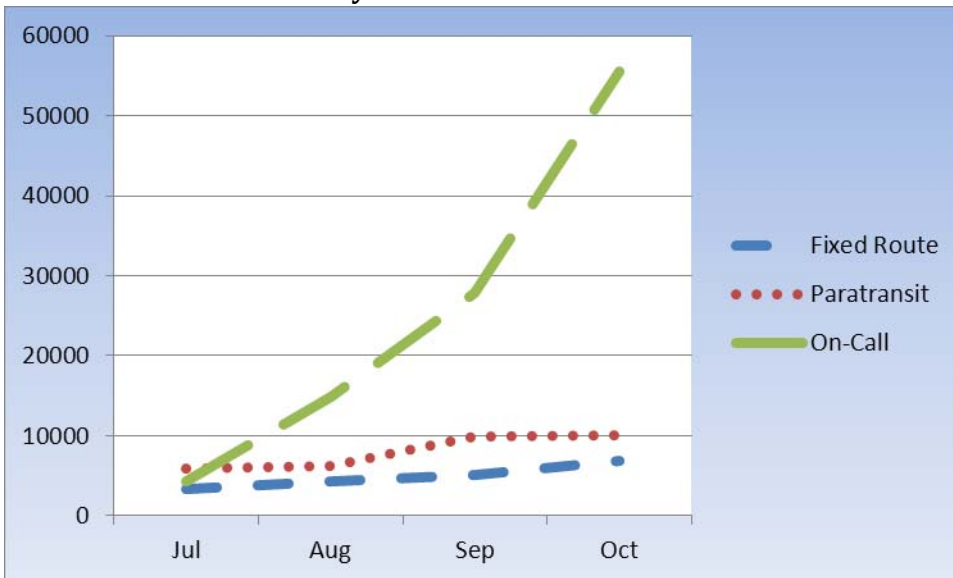
**MONTHLY REPORT**  
**10A: Operations**



**Roadcalls/Month (Fleet)**



**Miles between Roadcalls by Month**



**Transportation:**

- In a follow-up tele-conference call with Commissioners Hensley and Gayman, DART was able to resolve the outstanding issues with Merle Hay Mall. Interim changes were implemented on routes near Hoover High School and with others occurring in February 2012.
- A new AM Dispatcher was hired from within the company. Skip Herbold is handling morning dispatching duties and reporting on WHO-TV.
  - Skip was a DART Bus Operator hired in 2008 and was chosen as a Behind-the-Wheel Trainer in 2010.
  - Prior to his time at DART, Skip was employed as a private bus company operator and was an Assistant Manager at Hy-Vee and Quik-Trip.

# MONTHLY REPORT

## 10A: Operations



### Paratransit:

- Neil Hampton has been hired as a new Supervisor for DART.
  - Neil began his career at DART in 2007 as a Paratransit Operator. In 2009, he shared the duties of a Sub-Supervisor and later as a Sub-Dispatcher.
  - Prior to joining DART, Neil worked 29 years in the public library industry in the capacity of a consultant, sales representative and senior manager. He also spent 5 years working in the field of senior citizen care as the owner and president of his own company.
  - Neil attended Ottumwa Heights Community College from 1969-1971 and Drake University from 1971-1973. Additionally, Neil is a certified Smith System Instructor.

### Maintenance:

- Hoist Project – The Vendor has completed the installation of four in-ground hoists and all are operational. The remaining portions of this project include the purchase of additional portable hoists and the application of a floor epoxy coating.
- In October, DART received two new 40' buses from Orion. The buses have been inspected and are in the process of being prepped for service. These buses are the first USEPA 2010 Emission Compliant vehicles that make them the cleanest running buses in the fleet.

### Buildings & Grounds:

- Annual check of boilers for winter was completed.
- Concrete work on deteriorating portions of DART property is ongoing.
- Service vehicles are prepared for winter (plows/salt spreaders).
- Manager Jim Garrett attended a National Transit Institute seminar on “Management for (FTA) Transit Construction Projects”.

### Safety:

- Paratransit Director Chet Bor is organizing a new company-wide Safety Committee to work on increasing DART’s commitment to improving Safety.
- The new Safety Committee will include operating employees and management to look at decreasing accidents, reducing injuries on the job and on-going occupational safety compliance.

### Training:

- Former Supervisor Greg Schmitt has become DART’s new Training Manager.
  - Greg graduated from The University of Iowa in 2008.
  - Greg gained valuable transit experience working for CAMBUS, the University’s student operated transit system. There he worked as an Operator, Student Mechanic, and Student Maintenance Supervisor before arriving at DART in September 2008.
  - While at DART, Greg has received certificates from the U. S. DOT Transportation Safety Institute in Fundamentals of Bus Collision Investigation and Instructor’s Course in Bus Operator Training. Greg is also a Smith System Instructor.

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



**Service Management:**

- Mike Kaiser will head the new Service Management Department (presented in the last commission report) that will increase the level of oversight on DART's expanding service.
  - Mike is a twelve year veteran of DART. He started out as a Paratransit Operator and became a Supervisor in 2006. Prior to his coming to DART, he gained experience in the Army, banking and various private construction and transportation companies.
  - Mike became the first Safety & Training Manager at DART; his efforts were essential to DART's accomplishments in the area of safety and accident reduction.
  - Mike holds certifications from the Transit Safety Institute and National Transit Institute for various courses, including Accident Investigation.



## MONTHLY REPORT



<b>9B: Marketing and Communications, Customer Service and RideShare Departments</b>
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**Staff Resource:** Claire Celsi, Director of Marketing and Community Partnerships

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### **Marketing Planning: Claire Celsi**

We're conducting mini focus groups of employees to analyze DART's audiences, communications channels, and previous community outreach mechanisms across the enterprise. This data will be used to inform DART's marketing plan. DART will be conducting an employee survey, with separate survey instruments for bus operators and administrative employees. DART customers will also be surveyed using another instrument after January 1.

### **Community Outreach: Claire Celsi and Team**

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

- Alternatives Analysis committee
- Community Foundation of Greater Des Moines
- Convention and Visitors Bureau
- DMACC
- Drake University
- KCCI (sponsorship opportunities)
- Refugee case managers (Lutheran Services, Catholic Charities, Visiting Nurse Services, etc.)
- Southside YMCA
- TRAC

### **Social Media:**

We encourage all members of the Commission and the public to follow our Twitter and Facebook feeds:

- <https://www.facebook.com/ridedart>
- <https://www.twitter.com/ridedart>

We actively monitor our social media channels and respond to all complaints that we receive.

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

*October Employer and Group Presentations:*

- Principal (4 visits)

## MONTHLY REPORT

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



- ING Presentation on DART
- State of Iowa Credit Union/ 30 seniors

#### *October Customer Service Statistics:*

- 92 email replies were provided
- 77 complaints were received
- 18 commendations were received

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- Customer comments were down significantly in October and commendations increased to 18.
  - All areas showed a 50% decrease in complaints.
  - Comments regarding early or late buses were down and the few we did receive were due to train and detour delays.
  - Rude comments called in were by DMPS students who were removed from the bus because of unruly behavior.
  - Received complaints again this month regarding the lack of wheelchair capacity in buses.
  - “Passed up” complaints were down and in the calls we did receive, it turned out the customer was not visible to the driver, possibly due to the darkness with the changing season as well as drivers not paying close attention. Several calls were placed by customers who were not physically at bus stops.
  - Out of 77 comments received for October, only 22% were founded.

The Customer Service department is signed up for a December 20 training webinar on dealing with unhappy/irate customers. The entire department is slated to attend and participate in a discussion afterwards.

#### **Public Information and Communications: Gunnar Olson**

- Staff issued two press releases in November. Topics included the award of a \$1.125 million grant from the Clean Fuels Grant Program of the Federal Transit Administration. The award allows DART to upgrade a planned purchase of five replacement buses to the more-expensive hybrid models, rather than diesels. This news generated press coverage from the Des Moines Register, WHO-TV, KCCI and WOI.
- Staff arranged for an interview between the Des Moines Business Record and Claire Celsi, DART’s new Director of Marketing and Community Partnerships. The resulting article and online video attracted many viewers on the Business Record’s website; they were also used in DART’s own social media effort to introduce the public to the many team members at DART who deliver the service to customers.
- Staff provided training to the Human Resources Department on using social media to recruit employees to DART using Facebook and Twitter.
- Staff scheduled and conducted video interviews with four supporters of DART on the importance of public transit in general and the Bus-Rapid Transit project in particular. Interviewees included Glenn Lyons of the Downtown Community Alliance, Dolph Pulliam of Drake University, Alexander Grgurich of the Transit Riders Advisory Committee, and Jennifer Deutmeyer, the grand-prize winner of the 2010 Tell Your Transit Story Contest. The video

## MONTHLY REPORT

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



testimonials are being used in presentations to potential funders of the local match for the project. In addition, the video will be available for DART to use in future promotions.

- Staff held the sixth and final Transit Riders Advisory Committee meeting of 2011. The committee reviewed the goals for the year, heard updates on several DART projects, and elected Alexander Grgurich and Rod Van Genderen the Chair and Vice Chair, respectively, for 2012.
- Staff conducted media training with Skip Herbold, DART's new morning dispatcher, for his new responsibility giving the DART Morning Report on WHO-TV. This included lunch with traffic reporter Brad Ehrlich so the two of them had a chance to get to know each other before working together, as well as practice sessions and regular feedback.

#### **RideShare: Paula Covington**

- Signed up 23 new riders for the month of November.
- In conjunction with DART's 5<sup>th</sup> Birthday, all vans were given the opportunity to purchase "Coffee and a Donut" with the van fuel card. Looking at numbers from the current fuel invoice we have had 49 vans take advantage of this.
- Received the rest of the 14 new replacement vans that were purchased this spring. We are currently waiting on the DMV for license plates and registration.
- Started the process to auction 12 older vans.
- Paula has assumed extra responsibility due to the vacancy in the RideShare supervisor's position and DART has hired a temp to cover RideShare duties until a replacement for the position is hired.

#### **DART Advertising Program: Kirstin Baer-Harding**

##### *New October Advertisers*

- Des Moines Partnership- Economic Development
- ESGR
- ZLR

#### **Other Marketing Activities:**

- DART's "birthday" parties have ended and we are very pleased with the overwhelming enthusiasm from each community and all the kids and parents that came out to enjoy a story or two and to hop on a DART bus.

Special thanks to Mayor Dierenfeld, City Administrator Jim Sanders and Commissioner Gaye Johnson for attending the Johnston library party, and to Commissioner Bob Mahaffey for attending the Des Moines North Library party with the middle school kids, and for listening and answering their questions about DART.

- DART is finalizing an RFP (Request for Proposal) for a redesign of our system map and the individual route bus schedules here next month. As we move forward into DART Central Station and the redesign of the routes with the DART Forward 2035 plan, it is an opportunity to improve and develop better tools to communicate with our customers.

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

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**New Transit Planner:**

- The Planning Department has been in the process of filling the open Transit Planner position since August. In early October, Steve Swan accepted the position and started his first day as the new Transit Planner on Monday, October 31, 2011. Steve comes to us from Salt Lake City, Utah where he has lived his whole life. He graduated from the University of Utah with a degree in Mathematics, with heavy emphasis on statistical analysis and probability theory. Steve worked for the Utah Transit Authority for the past 15 years as a Strategic Planner and Scheduler, and then as a Senior Service Planner.
- We are excited to have Steve as part of our team and look forward to applying his extensive experience in transit planning here at DART.

**AVL/RTIS & Trip Planner Test Routes & Bus Stop Upgrades:**

- Over the past several months, the Planning Department has been working on evaluating every bus stop in the system in preparation for the new AVL/RTIS and Trip Planner projects. We have selected 3 main routes to test the new AVL/RTIS and Trip Planner programs:
  - #3 University/Highland & Oak Park
  - #6 Douglas/Indianola Hts
  - #98 Ankeny Express.
- These routes were selected based on their ridership and coverage of the DART service area.
- In addition, we are planning to include Route #7 Fort Des Moines/Hubbell as part of the AVL/RTIS and Trip Planner test routes, since it now extends to Altoona all day. This should provide a more comprehensive coverage area for the testing phase of the projects.
- A bus stop system upgrade is part of the project.
- The upgrade includes replacing missing or repairing bus stops signs, bus stop additions, adjustments and eliminations to improve ADA accessibility, bus stop spacing and coverage. It will also include new bus stop identification numbers, which are required for the AVL/RTIS and Trip Planner programs to provide real-time scheduling by bus stop location.
- Our Trapeze FX scheduling program automatically produces a unique bus stop ID number that cannot be duplicated throughout the system. These numbers will be placed on every bus stop in the system. Passengers will be able to enter that bus stop ID number, as well as their street intersections into the Trip Planner to receive real-time schedule adherence and trip planning on their computers or iPhones.
- The selected test routes will be the first to be upgraded.

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



- Currently, we are finishing up all the bus stop changes on Routes #6 and #98. The missing bus stops on Routes #7 are almost completed. Route #3 missing bus stops are in the process of being made. Both Routes #3 and #7 bus stop adjustments are in the process of being completed.
- The bus stop ID numbers will be added once the bus stops on the select routes have been completed.
- The rest of the system will be upgraded once the test routes are completed.

**6<sup>th</sup> Ave. Streetscape Project:**

- The Planning Department has been working with the City of Des Moines on the 6<sup>th</sup> Ave. Corridor Streetscape Improvement project.
- Part of the project is to provide improved bus stop locations, designed bus stop areas, with some bus shelter platforms and pull-in areas in key locations.
- The DART Transit Planner worked with the City Engineers to realign our bus stops between University Ave. and Hickman Rd.
- On October 20, 2011, Planning Director Jim Tishim participated in the 6th Avenue Corridor Streetscape Improvement Public Input Meeting to present the project.
- The second phase of the project is to extend the streetscape improvements between I-235 and University.

## MONTHLY REPORT



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

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### **Grant Awards:**

- Good news! We learned on November 14, 2011 that DART has received a \$1.125 million federal discretionary grant from the Clean Fuels Grant Program to help buy five hybrid buses. DART was due to replace five 1998-model buses anyway, and made the application for the additional funding needed to replace them with hybrid buses rather than conventional diesel buses.

Senator Tom Harkin, Senator Charles Grassley, Congressman Tom Latham and Congressman Leonard Boswell, each wrote letters of support for the grant application. So too did State Senator Matt McCoy and several local government and non-profit agencies. This is the kind of community-wide support that speaks volumes in Washington D.C. and has been the root of our recent success applying for grants.

### **Presentations:**

- *University/Ingersoll Loop Corridor BRT* - DART staff has started the education process to inform potential stakeholders about the project and the benefits of Bus Rapid Transit for the community. Organizations we presented to this month:
  - Community Foundation of Greater Des Moines, Funders Committee
  - Drake President's Cabinet
- *DART Forward 2035* - I presented the DART Forward 2035 Plan this month to the Ankeny Plan and Zoning Commission as part of their annual retreat.
- *Altoona Leadership Program* - Presented to the Altoona Leadership class about DART to further the understanding of regional agencies for participants.

### **A.T.U. Labor Agreement Negotiations:**

- Labor negotiations began during a three-day session November 16 - 18, 2011 with DART's largest labor union, the Amalgamated Transit Union Local 441.
- Mr. John Bartosiewicz is leading DART management's negotiating team. Ms. Janis Borchardt from Madison, Wisconsin is leading ATU's negotiating team.
- The next scheduled session is mid-January. The one-year contract expires June 1, 2012.

### **IPTA Mid-Year Meeting:**

- Several DART staff members including myself attended the APTA mid-year meeting in West Des Moines from November 8 - 10, 2011. The training opportunity offered as part of the conference was on ADA and Title VI, which was very beneficial for staff.



**Congressman Latham's Iowa Community Conference:**

- I had the opportunity to attend the opening session of the conference that focused on transportation issues. Federal Transit Administration Regional Administrator Mokhtee Ahmad and Federal Highway Administration Division Administrator Lubin Quinones spoke at this session.



## Future DART Commission Items November 29, 2011

December 20, 2011 5:00 P.M.	
Action Items	Information Items
- FY 2011 Audit	- DART Central Station Update - FY 2013 Budget
January 31, 2012 5:00 P.M.	
Action Items	Information Items
- Approve public hearing on FY2013 Budget & Tax Levies	- DART Central Station Update - Quarterly Safety Report - Transit Riders Advisory Committee Update - FY 2013 Budget
February 28, 2012 5:00 P.M.	
Action Items	Information Items
- FY 2013 Budget Approval	- DART Central Station Update
March 27, 2012 5:00 P.M.	
Action Items	Information Items
	- DART Central Station Update - Transit Riders Advisory Committee Update
April 24, 2012 5:00 P.M.	
Action Items	Information Items
	- DART Central Station Update - Quarterly Safety Report

### Key Meetings/Dates:

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

### Other Future Items:



## COMMISSIONER ITEM



<b>12: Approve Election of Officers to Coincide with the Commencement of Commission Terms and Extend Current Officer Terms until June 30, 2012</b>
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**Staff Resource:** Nolden Gentry, DART Legal Counsel

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**DART Commission Officers:**

- The DART Commission Officers for 2012 are:
  - Chair - Angela Connolly
  - Vice Chair - Steve Van Oort
  - Secretary/Treasurer - Ted Boesen
- At the DART Commission meeting Nolden Gentry, DART's Legal Counsel, will outline a recommendation based on review of the 28M agreement and DART Commission By-laws to change the election of DART Commission Officers to coincide with the commencement of DART Commission terms and extend the current officer terms until June 30, 2012.

## CLOSED SESSION



<b>13:</b>	<b>Closed Session – To Discuss Strategy With Counsel</b>
<b>Action:</b>	<b>The Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subsection 1 Subparagraph C of the Iowa Code to discuss as necessary strategy with Counsel.</b>

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

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### **Background:**

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

### **Procedures for Closed Session at Commission Meetings:**

1. The Chairman asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with following language:  
“I move that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session to 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.”
3. Motion is seconded.
4. **Roll Call Vote** is taken.
5. All visitors leave the room.
6. A special tape must be recorded and kept by the commission clerk for a period of one year of the closed session.
7. No action may be taken in a closed session.
8. The Chair will call for a **roll call vote** to adjourn the closed session when discussion is over.
9. **The Chair will state for the record that no action was taken during the closed session.**
10. Action may be taken at this time on any discussion made in the closed session.

### **Closed Session:**

- DART Staff and Legal Counsel will brief the Commission on pending litigation regarding a personnel matter.