

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

**1100 DART Way – Des Moines, IA 50309
February 1, 2012**

ROLL CALL

Commissioners Present: Bob Mahaffey, Angela Connolly, Matt Anderson for Tom Gayman, Steve Brody, Chris Hensley, Skip Conkling, Gaye Johnson, Ted Boesen

Commissioners Absent: Tom Gayman, Steve Van Oort

Alternates Present: Matt Anderson, Ben Champ, Steve Peterson

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Claire Celsi, Marketing and Community Partnerships Director; Gunnar Olson, Public Information Officer; Chet Bor, Paratransit Director; Randy Ross, HR Director; Teresa Cashman, Scheduling Manager; Mike Kaiser, Service Management Manager; P.J. Sass, Customer Service Manager; Carmella Comito, Risk Manager; Mike Drottz, Purchasing Manager; Paula Covington, RideShare; Kyle McCann, Legal Counsel; Suzanne Robinson, Clerk to the Commission;

Others Present: Nathan Goldberg, MPO; Josh Hafner, Des Moines Register; Greg Sparks, City of West Des Moines; Todd Garner, Substance Architecture; Mark Trost, TDS, LLC; Kirsten McCollaugh, DMPS; Alexander Grgurich, TRAC; Carmen Parrott and Rebecca Durlinske, DART customers

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 20, 2012 meeting minutes.

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

PUBLIC COMMENT

Des Moines Public Schools teacher and Ankeny resident Kirsten McCollaugh introduced Rebecca Durlinske and her daughter Carmen Parrott, who spoke about the possible service changes on Route #8 which provides service at Mitchell School at South Union and Porter, where 32 disabled students are taught, and where it is expected that fifteen more will join their group this year. In her statement,

she said that prospective service changes would affect the 32 students who would have to walk one-half mile from the bus stop to the school. Ms. Dublinske spoke for her daughter, stating that in the one-half mile there are often no sidewalks, and parents of the students are concerned. Ms. McCollaugh spoke again and thanked DART staff and drivers for the wonderful service they have provided to her students, and for the training they have done to teach the students to ride the bus. Ms. Hensley asked that DART staff include the City of Des Moines in any discussions, and the General Manager said that these concerns would be addressed as part of the public meeting process on service changes, which begins next week.

TRAC REPORT

Mr. Grgurich announced that TRAC has a new member, Peggy Chong, who will be replacing T. Anthony Welch on the committee. He said that the committee had received a report on the Satisfaction Survey of transit customers, and were also briefed on the prospective marketing plan to introduce service improvements and the opening of the DART Central Station. He said they also viewed a presentation by Ms. Sass on the new reduced-fare program for refugees and students. He said that all scheduled public meetings were on committee members' calendars, and thanked DART staff for the updates.

CONSENT ITEMS

7-A – DART Maintenance Shop Floor Epoxy Coating

7-B – DART Central Station Furniture Purchase

7-C – Fixed Route Replacement Bus Purchase and Hybrid Propulsion Upgrade

7-D – Paratransit and On-Call Replacement Bus Purchase

7-E – December 2011 Financial Reports

It was moved by Mr. Brody and seconded by Ms. Johnson that the consent items be approved. The motion carried unanimously.

ACTION ITEMS

Action Item 8A – DART Central Station Change Order and Project Update

Mr. Trost presented an update on the status of the project. He explained that the project is on schedule. There were a couple of minor safety issues – a car crashed into the fence in the middle of the night, and a welder fell and received a laceration. He explained that the “Incident Tree” worked as planned in this case. He also stated that the steel work is completed and the footings done. He added that the monthly Status Report to the FTA is included in the Commission Packet. Ms Presutti next explained the background to Change Order #2:

The DART Commission approved a contract with The Weitz Company not to exceed \$16,395,500. The original contract with The Weitz Company is in the amount of \$15,137,960 (which is inclusive of the base bid and selected alternates). To date DART has approved one change order in the amount of \$77,752, bringing the current contract value to \$15,215,712 with \$1,179,788 remaining in contingency.

DART was aware at the outset of the project that there would be the potential for change orders related to excavation and earth-moving for the project, given the fact that it is sited downtown, and its proximity to the railroad right-of-way, and had planned accordingly when establishing the contingency. Approval of Change Order #2 will bring the current contract value up to \$15,592,054 with \$803,446 remaining in contingency.

Mr. Mahaffey asked about the size of the dollar amount in the change order. The General Manager explained that as long as a change order does not exceed the contract amount, it doesn't require commission approval, but due to the high cost on this change order she wanted to thoroughly brief the commission and get approval.

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission approve Change Order #2 with the Weitz Company for the construction of DART Central Station in the amount of \$376,342.

The motion carried unanimously.

Action Item 8B – FY-2013 Proposed Budget

Chair Connolly stated she felt the Budget Workshop held for the commission and alternates was very beneficial in understanding the proposed budget. Ms. Schug did a quick summary of the points presented at the Workshop. The proposed budget:

- Increases tax rates for all member communities by 15 cents.
- Increases DART's current level of service by 13 percent.
- Assumes substantial increases in fuel costs, health insurance rates, and DART Central Station Operating Costs.
- Reflects the implementation of technology which will greatly enhance the customer experience.

Property Tax Rates for all DART member communities for public transit services remain the lowest for any cities providing public transit in Iowa.

Proposed Tax Levies:

- Proposed tax rates listed are 15 cents higher than those assessed in FY2012.
- The rates shown below are the **highest** possible for each community and can be lowered at the February 28th meeting by the DART Commission if necessary. All rates are shown assuming all 20 member governments remain members of DART, which will occur as no community has provided the required notice ahead of FY2013 of their intent to withdraw.

Jurisdiction	FY2013 DART Levy	FY2013 Annual Cost for \$200K Home	Jurisdiction	FY2013 DART Levy	FY2013 Annual Cost for \$200K Home
Alleman	\$0.380	\$38.57	Johnston	\$0.400	\$40.60
Altoona	\$0.459	\$46.59	Mitchellville	\$0.386	\$39.18
Ankeny	\$0.409	\$41.51	Pleasant Hill	\$0.379	\$38.47
Bondurant	\$0.373	\$37.86	Polk City	\$0.348	\$35.32
Carlisle	\$0.381	\$38.67	Runnells	\$0.304	\$30.86
Clive	\$0.403	\$40.90	Sheldahl	\$0.304	\$30.86
Des Moines	\$0.594**	\$60.29	Unincorporated Polk County	\$0.307	\$31.16
Elkhart	\$0.300	\$30.45	Urbandale	\$0.452	\$45.88
Granger	\$0.374	\$37.96	West Des Moines	\$0.553	\$56.13
Grimes	\$0.372	\$37.76	Windsor Heights	\$0.728	\$73.89

** The City of Des Moines has notified DART of their intention to reduce their computed levy rate to this listed amount by providing DART \$680,000 in accordance with DART's adopted "Levy Buy-Down" policy.

Ms. Schug next presented the timeline:

- 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 28, 2012 at 5:00 P.M. in the 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 FY2013 budget in advance of the 28M Agreement's deadline of March 15, 2012.

It was moved by Mr. Mahaffey and seconded by Ms. Johnson that the Commission:

1. Authorize the Publishing of the FY2013 DART Tax Levies as presented.
2. Approve a Public Hearing on the FY2013 Budget and Published Tax Levies.

The motion carried unanimously.

Action Item 8C – University/Ingersoll Corridor Locally Preferred Alternative

Mr. Olson gave some background on this item:

The DART Forward 2035 Services Plan identifies potential corridors within the DART service area where Bus Rapid Transit (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, called an Alternatives Analysis, concluded in January 2012 and determined the eligibility of the route and defined various alternatives for the service.

The Federal Transit Administration (FTA) funds projects like the Ingersoll/University loop corridor BRT through its Very Small Starts program. 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.

The Commission voted on November 29, 2011, to direct staff to initiate a capital campaign to raise local match money in order to leverage the federal grant.

DART, in working with the public and the Stakeholder's Advisory Committee, as well as the consulting firm HNTB, has identified Bus Rapid Transit as the locally preferred alternative for the University/Ingersoll Corridor.

DART has also requested that the Des Moines Area MPO amend the Horizon Year 2035 Metropolitan Transportation Plan to recognize this corridor and the locally preferred alternative. Amending the MTP to include the corridor and locally preferred alternative will help demonstrate to the Federal Transit Administration (FTA) the MPO's support for the project.

Mr. Olson talked about some of the features that could be incorporated into the BRT route such as higher frequency of buses along the route, "stations" instead of bus stops, signal priority for traffic lights on the route, and queue-jumping ability. He also stated that businesses along the route will be assured that on-street parking will not be eliminated. He thanked Ms. Hensley, Mr. Mahaffey and Mr. Conkling for their attendance at the public meetings.

Ms. Hensley asked about submitting a Small Starts grant, and if DART will receive all the funds requested. The General Manager explained that DART might receive all or only part of the request. Mr. Conkling asked if DART has to have the local match funding in place prior to submitting the grant

request. Chair Connolly explained that DART must at least have “Letters of Intent” to include with the request. Mr. Conkling asked about a timeline, and the General Manager said DART would like to have the funding lined up by the end of March. She stated that while DART could apply at a later date, the current timetable is DART’s best option for receiving the funding. Ms. Hensley asked that the City of Des Moines be updated in order to help secure the funding. Mr. Brody asked about operational funding for the BRT, and the General Manager said that funding was included in the DART 2035 Plan. Mr. Brody then asked about revenue from the service, and the General Manager said that there is opportunity for a significant growth in ridership on the service, especially in the Drake area, and that DART is actively pursuing a number of funding opportunities to help support the service. Mr. Brody added that DART needs to make sure there is value equal to the investment in the service. Mr. Conkling mentioned that some funding should come from businesses along the corridor who will benefit from the service. The General Manager said that many of these businesses are already part of the Unlimited Access program, so partnerships have already been forged. Mr. Brody stated that the plans are very exciting and will move DART forward.

It was moved by Ms. Hensley and seconded by Mr. Conkling that the Commission approve the Locally Preferred Alternative (LPA) for the University/Ingersoll Corridor.

The motion carried unanimously.

DISCUSSION ITEMS

9A – Severe Weather Communications Plan

Mr. Olson gave a quick summary of DART’s new plan for communicating in the face of severe weather warning.

9B – Quarterly Safety Report

Mr. Bor outlined the past Quarter’s statistics, stating that DART suffered 1/3 fewer accidents over the past year, and will be continuing in its goal of only one accident per 100,000 miles. He said that DART’s Safety Committee has been active and is vigorously pursuing the safety goals set by DART staff. He also mentioned that staff was especially proud of the actions of a Paratransit driver when a truck slid into the Paratransit bus. He said that all riders on the bus were fastened into their seatbelts so that nobody was injured in the accident.

9C – Performance Reports

The General Manager announced that ridership was up 12% over last year.

MONTHLY REPORTS

Operations

Mr. Bor explained that the D-Line hours added on New Year’s Eve served 422 rides. He also announced that Paratransit has received a \$40,000 grant from Aging Resources. In addition, the National Transit Institute will be holding a “Train the Trainer” class here at DART on musculoskeletal injuries.

Marketing

Ms. Celsi announced that the rollout of the new Marketing Plan will be in March. She said that PR staff has been busy scheduling and getting ready to host the series of public meetings on BRT, and also scheduling meetings for the General Manager and herself with local businesses to discuss the

local match for the BRT project. She said that customer comments are now being tracked via new software, which will make the customer-comment process much more transparent and easier to study. She said that RideShare has begun a new marketing campaign with radio ads, and thanked Mayor Van Oort for using his “radio voice” on DART’s behalf in the ads. She also announced the winner of DART’s first social media contest – Chris Seiberling – who won various DART treasures for his entry.

General Manager

The General Manager gave a status update on labor negotiations, and said that the ATU will vote to ratify the contract on February 4. She announced a variety of tech projects that are currently ongoing, including a new paperless payroll system, the setting up of the beta site for the new trip planner, upgrade of the e-mail retention system due to becoming aware that emails weren’t being saved in a central location, and a study of document management systems. She stated that there appears to be progress in getting the needed Bus Operator legislation passed by the state legislature this year, and that DART’s lobbyist, Bill Wimmer, has been working hard to get the bill out of committee and in line for a vote.

COMMISSIONER ITEMS

12A – Amend DART Commission Bylaws

DART legal counsel Kyle McCann explained the steps necessary in amending the ByLaws. The proposed amendment must be presented in writing at a prior regular meeting of the Commission, notice of the proposed amendment must be contained in the meeting notice and agenda, and the Commission must approve the amendment by a 2/3’s vote.

Proposed Amendment:

During the November Commission meeting, Commissioner Steve Brody recommended that Article II, Section 2. C. of the Bylaws be deleted because it was no longer relevant to the operation of DART. The Bylaws require that before there can be an amendment to a provision of the Bylaws the Amendment must be presented in writing at a prior meeting of the Commission. (Bylaws Article VII). This was done at the December 2011 DART Commission Meeting.

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

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

It was moved by Mr. Brody and seconded by Ms. Hensley that Article II, Section 2.C. of the Bylaws shall be amended to delete it from the ByLaws.

The motion carried unanimously.

12B – DART Commission 28E-M Amendment and Redistricting Plan

Background:

After each decennial census and in accordance with law, Iowa's congressional and legislative district boundaries are redrawn in a process called redistricting. Based on the data obtained in the 2010 Census, the State of Iowa recently concluded its redistricting process, which will become effective in 2012. As a result of this redistricting, part or all of nine State Senate Districts are now located in Polk County. Thus, for DART's purposes, the new State Senate Districts no longer lend themselves to creating seven relatively equally-populated districts from which to select members of the Commission. Accordingly, the Agreement will need to be amended to provide for a method by which seven districts can be formulated.

The proposed new DART Commission Districts are a combination of two, and in two instances three, State House Districts to create each Commission district.

The proposed Commission districts are as follows: (i) State House Districts 30 and 33; (ii) State House Districts 31 and 32; (iii) State House Districts 34 and 35; (iv) State House Districts 36 and 41; (v) that part of State House District 19 in Polk County excluding the City of Granger and State House Districts 37 and 38; (vi) that portion of the City of Granger located in Polk County and State House Districts 39 and 40; and (vii) that part of State House District 42 in Polk County and State House District 43.

This combination of State House Districts will provide for seven relatively equally-populated districts from which to select members of the Commission.

Proposed DART Districts:

State House District 30 and State House District 33

Cities: Altoona; Bondurant; Carlisle; Des Moines; Elkhart; Mitchellville; Runnells

District Population: 61,208

Current Commission Representatives Residing in the District: Skip Conkling

State House District 31 and State House District 32

Cities: Des Moines; Pleasant Hill

District Population: 61,165

Current Commission Representatives Residing in the District: Bob Mahaffey and Ted Boesen

State House District 34 and State House District 35

Cities: Des Moines

District Population: 60,711

Current Commission Representatives Residing in the District: None

State House District 36 and State House District 41

Cities: Des Moines

District Population: 61,098

Current Commission Representatives Residing in the District: Christine Hensley

The Polk County Portion of State House District 19 Excluding the City of Granger, State House District 37, and State House District 38

Cities: Alleman; Ankeny; Des Moines; Polk City, Sheldahl

District Population: 64,685

Current Commission Representatives Residing in the District: Steve Van Oort

That Portion of the City of Granger located in Polk County; State House District 39, and State House District 40

Cities: Granger; Grimes; Johnston; Urbandale

District Population: 60,966

Current Commission Representatives Residing in the District: Tom Gayman

The Polk County Portion of State House District 42 and State House District 43

Cities: Clive; West Des Moines; Windsor Heights District Population: 60,791

Current Commission Representatives Residing in the District: Steve Brody

Mr. McCann explained that this amendment must go to all the DART member communities to be signed, but since it incorporates both House and Senate Districts in its design, when a future census requires re-districting, it won't affect the DART districts, and thus DART will not have to amend the 28E-M Agreement every ten years.

Chair Connolly added that due to the redistricting, Mr. Boesen and Mr. Mahaffey ended up in the same district, but Mr. Boesen will be resigning his seat on the Commission effective July 1, 2012. She further stated that Mr. Boesen has been a real asset to the DART Commission, and that both Commission and DART staff will be sorry to lose him.

Mr. Brody updated the Commission on the efforts to reach out to all the DART communities to explain this change, and all are agreeable.

It was moved by Mr. Brody and seconded by Ms. Johnson that the Commission:

1. Amend the 28E-M Agreement
2. Adopt the new DART Commission Districts.

The motion carried unanimously.

(Mr. Brody had to leave and Alternate Commissioner Steve Peterson took his place.)

CLOSED SESSION

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

It was moved by Mr. Mahaffey and seconded by Mr. Conkling 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: Peterson yes, Mahaffey yes, Conkling yes, Johnson yes, Connolly yes, Anderson yes, Champ yes, Hensley, yes. The motion carried unanimously.

Chair Connolly recessed the meeting at 6:01 pm. At 6:14 pm it was moved by Mr. Conkling and seconded by Ms. Johnson that the closed session be adjourned.

Roll Call: Peterson yes, Mahaffey yes, Conkling yes, Johnson yes, Connolly yes, Anderson yes, Champ yes, Hensley, yes. The motion carried unanimously.

The regular Commission meeting was resumed at 6:15 pm. **Chair Connolly stated for the record that no action was taken during the closed session.**

ADJOURNMENT

The meeting was adjourned at 6:16 p.m.

Next Meeting Date:
February 28, 2012

2012 Meeting Dates

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

Chair

Secretary/Treasurer

Date

6: Public Hearing on Proposed FY2013 DART Budget and Tax Levy
--

Staff Resource: Jamie Schug, Chief Financial Officer

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



6A: FY2013 Budget and Tax Levies

Action: Certify the Proposed FY2013 DART Budget and the FY2013 Regional Transit Authority Tax Levy As Presented

Staff Resource: Elizabeth Presutti, General Manager
Jamie Schug, Chief Financial Officer

Background:

- A copy of the official proposed FY2013 budget to certify with the State of Iowa and is attached.
 - Preliminary estimates of this budget have been presented to the DART Commission at each of their last four meetings.
 - A workshop was held with Commission members on January 25th where staff explained the proposed FY2013 Budget in detail.
 - Staff met with the Service and Budget Committee on February 8th and shared the same detailed information regarding the FY2013 Budget.

Budget:

- Over the last year, DART has worked to establish a growth plan for the future as part of the DART Forward 2035 planning process. In September 2011, the DART Commission adopted the DART Forward 2035 Plan.
- The proposed budget:
 - Increases tax rates for all member communities by 15 cents.
 - Increases DART's current level of service by 13 percent.
 - Assumes substantial increases in fuel costs, health insurance rates, and DART Central Station Operating Costs.
 - Reflects the implementation of technology which will greatly enhance the customer experience.
- Property Tax Rates for all DART member communities for public transit services remain the lowest for any cities providing public transit in Iowa.

Proposed Tax Levies:

- Proposed tax rates listed are 15 cents higher than those assessed in FY2012.
- The rates shown below are the **highest** possible for each community and can be lowered at the February 28th meeting by the DART Commission if necessary. All rates are shown assuming all 20 member governments remain members of DART, which will occur as no community has provided the required notice ahead of FY2013 of their intent to withdraw.

ACTION ITEM
6A: FY2013 Budget and Tax Levies



Jurisdiction	FY2013 DART Levy	FY2013 Annual Cost for \$200K Home	Jurisdiction	FY2013 DART Levy	FY2013 Annual Cost for \$200K Home
Alleman	\$0.380	\$38.57	Johnston	\$0.400	\$40.60
Altoona	\$0.459	\$46.59	Mitchellville	\$0.386	\$39.18
Ankeny	\$0.409	\$41.51	Pleasant Hill	\$0.379	\$38.47
Bondurant	\$0.373	\$37.86	Polk City	\$0.348	\$35.32
Carlisle	\$0.381	\$38.67	Runnells	\$0.304	\$30.86
Clive	\$0.403	\$40.90	Sheldahl	\$0.304	\$30.86
Des Moines	\$0.594**	\$60.29	Unincorporated Polk County	\$0.307	\$31.16
Elkhart	\$0.300	\$30.45	Urbandale	\$0.452	\$45.88
Granger	\$0.374	\$37.96	West Des Moines	\$0.553	\$56.13
Grimes	\$0.372	\$37.76	Windsor Heights	\$0.728	\$73.89

** The City of Des Moines has notified DART of their intention to reduce their computed levy rate to this listed amount by providing DART \$680,000 in accordance with DART’s adopted “Levy Buy-Down” policy.

Recommendation:

- Certify the Proposed FY2013 Budget and Regional Transit Authority Tax Levies as presented.

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET Fiscal Year July 1, 2012 - June 30, 2013	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:
02-28-2012	5:00 pm	1100 DART Way, Des Moines, IA 50309

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, 2013	E Estimated July 1, 2012 Beg. Balance and All Other Receipts	F Estimated Amount (C + D - E) To Be Raised By Taxation
	A FYE 6-30-2011 Actual	C FYE 6-30-2012 Re-estimated	C FYE 6-30-2013 Proposed			
General	20,810,071	23,909,070	25,681,492	5,607,284	21,585,823	9,702,953
TOTAL	20,810,071	23,909,070	25,681,492	5,607,284	21,585,823	9,702,953

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

Participant	Rate	Participant	Rate
Polk County Rural	0.307	Polk City	0.348
Granger	0.374	Runnells	0.304
Alleman	0.38	Sheldahl	0.304
Altoona	0.459	Urbandale	0.452
Ankeny	0.409	West Des Moines	0.553
Bondurant	0.373	Windsor Heights	0.728
Clive	0.403	Carlisle	0.381
Des Moines	0.594		
Elkhart	0.3		
Grimes	0.372		
Johnston	0.4		
Mitchellville	0.386		
Pleasant Hill	0.379		

ADOPTED BUDGET AND CERTIFICATE OF TAXES
Fiscal Year July 1, 2012 - June 30, 2013

REGIONAL TRANSIT DISTRICT NAME:
Des Moines Regional Transit Authority

File the Adopted Budget Summary, the Supplemental Detail, the Long Term Debt Schedule (if applicable) and Proof of Publication with the County Auditor immediately following the public hearing and in accordance with the Code of Iowa.

County Name(s):

Date Budget Adopted:

Polk

ADOPTED BUDGET SUMMARY

FUND (Use Whole Dollars)	Expenditures			Estimated Ending Fund Balance June 30, 2013	Estimated July 1, 2012 Beg. Balance and All Other Receipts	Estimated Amount (C + D - E) To Be Raised By Taxation
	FYE 6-30-2011 Actual	FYE 6-30-2012 Re-estimated	FYE 6-30-2013 Proposed			
General	20,810,071	23,909,070	25,681,492	5,607,284	21,585,823	9,702,953
TOTAL	20,810,071	23,909,070	25,681,492	5,607,284	21,585,823	9,702,953

A copy of the Supplemental Detail Schedule 644-A must be attached to this Certificate. The amounts shown in Column C cannot exceed published estimates and represent maximum authorized expenditures. Taxes cannot exceed published amounts for Column F.

PROPERTY TAX/UTILITY TAX REPLACEMENT EXCISE TAX COMPUTATION

This section must be completed in order to compute and populate the budget-year property taxes and utility excise tax estimate:

PARTICIPANT (Use Whole Dollars)	Record Key	AW Utility Tax Replacement and Property Tax Dollars	BW Taxable Valuation With Gas & Electric Utilities	CW Tax Rate	DW Taxable Valuation Without Gas & Electric Utilities	EW Property Taxes Levied	FW Estimated Utility Tax Replacement Excise Taxes
Polk County Rural	77W077	479,296	1,561,225.821	0.307	1,515,133.668	465,146	14,150
Granger	77W234	17,685	47,286.706	0.374	46,756.410	17,487	198
Alleman	77W712	7,148	18,810.936	0.38	18,412.399	6,997	151
Altoona	77W713	241,519	526,186.273	0.459	516,206.699	236,939	4,580
Ankeny	77W714	853,082	2,085,773.850	0.409	2,057,528.599	841,529	11,553
Bondurant	77W715	41,674	111,725.544	0.373	109,718.132	40,925	749
Clive	77W716	455,660	1,130,670.688	0.403	1,116,204.959	449,831	5,829
Des Moines	77W717	3,828,965	6,446,068.714	0.594	6,217,270.083	3,693,058	135,907
Elkhart	77W718	5,240	17,466.251	0.3	17,064.634	5,119	121
Grimes	77W719	155,270	417,392.765	0.372	401,430.585	149,332	5,938
Johnston	77W720	412,379	1,030,946.923	0.4	992,552.254	397,021	15,358
Mitchellville	77W721	16,932	43,864.702	0.386	42,902.018	16,560	372
Pleasant Hill	77W722	135,237	356,824.764	0.379	279,088.388	105,774	29,463
Polk City	77W723	39,703	114,090.283	0.348	111,561.439	38,823	880
Runnells	77W724	3,287	10,813.562	0.304	10,514.942	3,197	90
Sheldahl	77W725	2,307	7,590.049	0.304	7,457.917	2,267	40
Urbandale	77W726	1,022,021	2,261,108.599	0.452	2,198,899.993	993,903	28,118
West Des Moines	77W727	2,085,918	3,772,003.190	0.553	3,724,336.960	2,059,558	26,360
Windsor Heights	77W728	137,152	188,395.992	0.728	185,742.600	135,221	1,931
Carlisle	77W870	44,478	116,741.326	0.381	116,184.897	44,266	212
		0				0	0
		0				0	0
		0				0	0
		0				0	0
		0				0	0
		0				0	0
TOTAL		9,984,953				9,702,953	282,000

To the County Auditor and Board of Supervisors of the above-named County, in the State of Iowa: At a lawful meeting of the Board of Trustees of the above-named District, on the above-named date, the budget for fiscal year stated above was adopted as summarized above and tax levies were voted on all taxable property of this District.

Clerk/Secretary Address:
1100 DART Way, Des Moines, IA 50309

Clerk/Secretary Telephone Number:
515-283-8119

Clerk/Secretary Signature of Certification

COUNTY AUDITOR'S CERTIFICATION

- The Notice of Public Hearing and Proposed Budget (Form 644) was lawfully published, verified and filed proof of publication or legal posting.
- The budget hearing notice was published not less than 10 days, nor more than 20 days, prior to the budget hearing.

- ___ Correct valuation amounts were used to calculate the budget.
- ___ Adopted property taxes do not exceed published amounts and do not exceed statutory maximums.
- ___ Adopted expenditure amounts shown in Column C of the Adopted Budget Summary do not exceed published amounts.

County Auditor Signature of Certification

DISTRICT NAME:

Des Moines Regional Transit Authority

RESOURCES:				REQUIREMENTS:					
BEGINNING FUND BALANCE and RECEIPTS				EXPENDITURES and ENDING FUND BALANCE					
	(A)	(B)	(C)		(A)	(B)	(C)		
Line	Actual FYE June 30, 2011	Current FYE June 30, 2012	Budget FYE June 30, 2013	Line	Actual FYE June 30, 2011	Current FYE June 30, 2012	Budget FYE June 30, 2013		
1. GENERAL FUND				EXPENDITURES:					
BEGINNING FUND BALANCE:				EXPENDITURES:					
Beginning Fund Balance	1	4,381,428	6,956,980	5,606,344	Salaries, Wages and Fringes	33	12,623,878	13,699,725	15,300,581
OTHER RECEIPTS (DO NOT Include Credits Against Levied Taxes Here):				Services	34	1,230,073	1,441,434	1,748,888	
Delinquent Property Taxes	2			Building and Grounds Materials	35	47,998	63,000	101,000	
Mobile Home Taxes	3			Office Supplies	35	85,555	68,800	59,500	
Utility Tax Replacement Excise Taxes	4		198,271	282,000	Fuels and Lubricants	37	2,606,028	3,369,418	3,564,850
Military Service/Mobile Home Replacement	5			Tires	38	110,615	138,500	133,500	
Other (Itemize):	6			Equipment Repair Parts	39	1,392,323	1,374,081	1,440,050	
Operating Revenue	7			Supplies and Materials	40	243,107	289,150	306,350	
Non-Operating Revenue	8	7,622,285	8,121,245	8,161,300	Utilities	41	238,745	238,000	300,300
	9	9,169,698	7,424,267	7,536,179	Insurance	42	900,085	1,000,000	1,000,000
	10			Other	43	1,331,664	2,226,962	1,726,473	
	11				44				
	12				45				
	13				46				
	14				47				
	15				48				
	16				49				
	17				50				
	18				51				
	19				52				
	20				53				
	21				54				
	22				55				
	23				56				
	24				57				
	25				58				
	26				59				
	27				60				
	28								
Subtotal Other Receipts	29	16,791,983	15,743,783	15,979,479	Subtotal Expenditures (Column C) *	61	20,810,071	23,909,070	25,681,492
BEGINNING FUND BALANCE AND OTHER RECEIPTS (Column E)				ENDING FUND BALANCE:					
	30	21,173,411	22,700,763	21,585,823	Fund Bal - Reserved	62			
PROPERTY TAXES LEVIED (Column F) (Includes Credits Against Levied Taxes)	31	6,593,640	6,814,651	9,702,953	Fund Bal - Unreserved/Designated	63			
TOTAL RESOURCES	32	27,767,051	29,515,414	31,288,776	Fund Bal - Unreserved/Undesignated	64	6,956,980	5,606,344	5,607,284
					Total Ending Fund Balance	65	6,956,980	5,606,344	5,607,284
					TOTAL REQUIREMENTS	66	27,767,051	29,515,414	31,288,776

* Columns A and B for prior years

LONG TERM DEBT SCHEDULE
GENERAL OBLIGATION BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Project Name (A)	Amount of Issue (B)	Date Certified To County Auditor (format: XX/XX/XX) (C)	Principal Due 2012/2013 (D)	Interest Due 2012/2013 +(E)	Bond Registration Due 2012/2013 +(F)	Total Obligation Due 2012/2013 =(G)	Paid by Other or Debt Service Fund Balance -(H)
1 GO Bonds Series 2010	3,500,000	06/23/2010	325,000	67,893	250	393,143	393,143
2 Network Lease -Purchase	800,000		156,726	2,604		159,330	159,330
3 Bus Lease -Purchase 16 40' Gillias	4,272,370		130,945	14,155		145,100	145,100
4						0	0
5						0	0
6						0	0
7						0	0
8						0	0
9						0	0
10						0	0
11						0	0
12						0	0
13						0	0
14						0	0
15						0	0
16						0	0
17						0	0
18						0	0
19						0	0
20						0	0
TOTALS:			612,671	84,652	250	697,573	697,573

CONSENT ITEM



7A: FY2013 Grants

Action: Approve applications for FY2013 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 FY2013 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-eight percent (\$4.7M) of these funds go to offset operating and planning costs in FY2013, thereby lowering the DART property tax subsidy requirement.
- The other twenty-two 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 FY2013 the program includes \$589,629 from STP sources.

CONSENT ITEM**7A: FY2013 Grants**

Project	Federal	Local	Total Cost
Revenue Vehicles (incl. STP)	\$1,751,131	406,655	\$2,157,786
Facilities – Admin/Maintenance	\$8,000	2,000	\$10,000
Support Equipment	\$40,000	10,000	\$50,000
Technology	\$60,000	15,000	\$75,000
Transit Enhancements	\$60,050	15,013	\$75,063
Planning Projects	\$551,541	137,885	\$689,426
Operating – Preventive Maintenance	\$3,502,000	875,500	\$4,377,500
Operating – ADA Paratransit	\$374,920	93,730	\$468,650
Operating – Indirect Overhead Alloc.	\$270,000	67,500	\$337,500
3rd Party Legal	\$4,000	1,000	\$5,000
Total	\$6,621,642	\$1,624,283	\$8,245,925

5309 – Federal Discretionary Funds:

- DART hopes to receive approval from several Federal competitive grant sources for DART’s adopted three legislative priorities with modifications to funding amounts.

Project	Federal	Local	Total Cost
Eight Expansion Buses	\$2,400,000	600,000	\$3,000,000
Farebox System with Smart Card Reader	\$3,200,000	800,000	\$4,000,000
University/Ingersoll BRT	\$20,000,000	\$5,000,000	\$25,000,000
Total	\$25,200,000	\$6,300,000	\$31,500,000

5316 – Job Access Reverse Commute (JARC):

- This program is to support services that provide welfare and low income individuals access to employment opportunities.
- The FY2013 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

7A: FY2013 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 FY2013 at \$898,092, which is down over \$100,000 from FY2012 due to the spring 2010 service cuts (less mileage and passengers).
- 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 Route #7, in addition to the Polk County Mobility Manager position.

5309 - Federal Discretionary Funds:

- The Iowa DOT has been successful in past years in securing 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
8 - 40' HD Fixed-Route Buses (Rep)	\$2,709,120	554,880	\$3,264,000
1 - 176" WB Paratransit Bus	\$74,700	15,300	\$90,000
Total	\$2,783,820	\$570,180	\$3,354,000

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 TransIowa and Freedom Taxi for use in its paratransit program as well as for bus purchases.

Project	Federal	Local	Total Cost
Subcontracted Paratransit Operations	\$160,000	40,000	\$200,000
1 - 176" WB Paratransit Bus (w/5307)	\$49,130	10,063	\$59,193
Total	\$209,130	\$50,063	\$259,193

CONSENT ITEM

7A: FY2013 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	\$40,939	40,939	\$81,878

Infrastructure Grant (IG) – 2013:

- 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 FY2013 to rehabilitate the facility (\$320,000 state and \$80,000 local) assuming the state program continues.

ICAAP- CMAQ – 2013 (for 2014 budget):

- These projects will be presented to the commission in June for approval.

STP – 2013 (for 2017 budget):

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

LOCAL GRANTS

Community Betterment Grant – Prairie Meadows:

- DART submitted a grant in August 2011 for the Opportunities Thru Transit (OTT) and Refugee Reduced Fare programs for \$20,000.
- DART will submit another grant for 2013 funds.

CONSENT ITEM



7B:	Storm Water Retention Pond Pumping System Replacement and Sluice Redesign.
Action:	Approve the purchase of goods and services from Titan Machinery and A & B Contracting LLC., not to exceed the budget of \$185,000.

Staff Resource: Mike Drottz, DART Purchasing Manager

Background:

- DART retention pond pumping system is nearly twenty years old and has several expensive repairs over the past four years.
- The current configuration is a stationary power plant with a power take off that connects it to the submersible pump.
- The current power plant has been vandalized in the past, perhaps due to a lack of security.
- The submersible pump is located in a sluice.
- DART will be working with A & B Contracting LLC. to design the final approach to the pond on which the pump will be parked during operation.

Procurement:

- DART currently has a concrete vendor on contract and have reviewed their project approach and has agreed to together to design and complete the project as a not to exceed \$87,113.05.
- The concrete portion of this project is with a certified Disadvantaged Business Enterprise (DBE).
- The pumping system that DART decided to purchase is similar to the one we currently own. The main difference is that the new one has a dedicated power plant mounted on the trailer with the pumping system. This allows us to store it securely inside the compound.
- The system will be stored until needed and will have a customized anchoring system to secure it in place while in operation.
- The pumping system will cost \$73,095.00, delivered to DART.
- The Iowa Department of Transportation has concurred on all parts of this project..

Funding:

- Iowa Department of Transportation PTIG funding.

CONSENT ITEM



7C: January FY2012 Consolidated Financial Report

Action: Approve the January FY2012 Consolidated Financial Report

Staff Resource: Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue for the first seven months of FY2012 is greater than budgeted by \$288,135. It is anticipated that fixed route operating revenue will end the year near budgeted levels.
- Fixed Route Non-Operating Revenue is 2% better than budget for the first seven months of FY2012. State Transit Assistance (STA) is trending 7% 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.
- Paratransit Operating Revenue is approximately 24% below budgetary expectations through seven months of the fiscal year. Paratransit ridership year to date is considerably less than last fiscal year. With fewer trips, Medicaid reimbursements are below budgeted levels.
- Rideshare Revenues are 4% above budgetary expectations through seven months of the fiscal year due to the fare increase that was effective with the October invoices.

Operating Expense:

- Fixed Route Budget Summary – Through seven months, actual expenses are within budgeted levels, with total Fixed Route expenses 3% below budget. The majority of the savings are in the area of fuels and lubricants.
- Paratransit Budget Summary – Through seven 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 \$188,382.
- Rideshare Expenses are approximately 12% below budgetary expectations through the first seven months of the fiscal year. The savings are primarily in equipment repair parts and fuels and lubricants, which are 61% and 9% below budget respectively.

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

Fixed Route	\$ 849,318	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ -188,382	FY2012 - \$1,334,673
Rideshare	\$ 106,499	
Total	\$ 767,435	

FY2012 Financials:

January 2012

FIXED ROUTE	January 2012			Year-To-Date-(7) Months Ending 01/31/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	354,085	344,706	9,379	2,701,077	2,412,942	288,135
Non-Operating Revenue	1,189,426	1,135,760	53,666	8,127,832	7,950,320	177,512
Subtotal	1,543,510	1,480,466	63,044	10,828,910	10,363,262	465,648
Operating Expenses	1,411,275	1,509,839	98,564	10,270,749	10,654,420	383,671
Gain/(Loss)	132,235	(29,373)	161,608	558,160	(291,158)	849,318

PARATRANSIT	January 2012			Year-To-Date-(7) Months Ending 01/31/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	188,441	252,895	(64,454)	1,353,247	1,770,265	(417,018)
Non-Operating Revenue	58,130	64,982	(6,852)	469,010	454,874	14,136
Subtotal	246,571	317,877	(71,306)	1,822,256	2,225,139	(402,883)
Operating Expenses	334,834	316,190	(18,644)	1,998,829	2,213,330	214,501
Gain/(Loss)	(88,263)	1,687	(89,950)	(176,573)	11,809	(188,382)

RIDESHARE	January 2012			Year-To-Date-(7) Months Ending 01/31/2012		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	84,523	79,166	5,357	578,995	554,162	24,833
Non-Operating Revenue	-	-	-	15	-	15
Subtotal	84,523	79,166	5,357	579,010	554,162	24,848
Operating Expenses	80,450	99,399	18,949	614,142	695,793	81,651
Gain/(Loss)	4,073	(20,233)	24,306	(35,132)	(141,631)	106,499

ACTION ITEM



8A:	Amalgamated Transit Union Agreement
Action:	Approve a Three-Year Labor Agreement with the ATU-Local 441

Staff Resource: Tom Reynolds, Chief Operating Officer
Randy Ross, Human Resources Director

Background:

- DART management staff along with our negotiations consultant, Mr. John Bartosiewicz of McDonald Transit Associates, and the negotiating team from the Amalgamated Transit Union Division #441, worked on the renewal of the collective bargaining agreement.
- A tentative agreement was reached between the two parties following a January 19, 2012 mediation session provided by the Iowa Public Employees Relation Board (PERB).
- The ATU ratified the agreement on Saturday, February 4, 2011.
- The agreement's financial implications are within the cost assumptions included in the FY2013 proposed DART budget.

Employees Covered & Term:

- The agreement covers about two-thirds of DART's 250 employees including:
 - Fixed route bus operators
 - Maintenance Technicians
 - Building & Grounds employees
 - Service & Cleaning Employees
 - Parts room employee
- The three-year agreement runs from June 1, 2012 to June 30, 2015.

Agreement Highlights:

Wage Increase

- All ATU employees will receive pay increases to their hourly rate as follows:

Year One: 2 percent increase.

Year Two: 1.5 percent increase in the first six months, 1 percent increase in the second six months.

Year Three: 3 percent increase.

New Top Rates - June, 2012

○ Part Time Operator (6 Mo.)-\$15.84	○ Master Technician - \$ 23.78
○ Full Time Bus Operator -\$ 20.21	○ Serviceperson - \$ 14.52
○ Technician (Journeyman) -\$ 23.14	○ Building & Grounds - \$ 14.31

Health Insurance

- The agreement reduces the number of health plans from three to two. This leaves only the high premium plan and the high deductible HSA plan. It is anticipated that most employees will shift over to the more economical HSA plan.

ACTION ITEM

8A: Amalgamated Transit Union Agreement



Changes to ATU Employee Contributions for Health & Dental Plans:

	<u>Plan 1 (\$500 Ded.)</u>	<u>Plan 2 - Eliminated Plan 2 (\$1000 Ded.)</u>	<u>H.S.A.</u>
Single	22.7%	8.8%	7.0% 8.0%
Single+Spouse	45.0%	38.0%	8.9% 10.0%
Single+Child	45.0%	38.0%	9.4% 11.0%
Family	45.0%	38.0%	23.0% 24.0%

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	\$ 900
Single & Spouse	\$1,250	\$1,500
Single & Child	\$1,250	\$1,500
Family	\$1,600	\$1,800

Other Provisions:

- Clarifications to holiday payouts for 10 hour work shifts
- Revisions to the duration of non-safety disciplinary notations changed to twenty-four months. Safety violations have no limitations on an employee’s disciplinary record.
- Clarifications to service credit accrual for vacation time when Operators transition to full-time.
- Revising the maximum number of Part-time Operators to 60.
- Revising the maximum number of part-time maintenance personnel to 5.
- Increase the number of guaranteed 10 hour shifts in maintenance from 4 to 5.
- Increases in allowances for safety shoes, uniforms and tools in maintenance.
- Clarification to DART’s attendance program to provide management with more discretion in granting absences and to avoid double counting of occurrences.

Comparison to Other Regional & National Labor Agreements:

- The wage increases are on par with comparable 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 still lag behind other state transit employees and regional/local government employees.
- While this is definitely a fair agreement that was reached without confrontation within current and projected budget parameters, the greatest outstanding issue is the looming healthcare concerns. Eliminating the one plan and moving more employees to the desired HSA plan will put DART in a better position for the future.

Recommendation:

- Approve the three-year labor agreement with the Amalgamated Transit Union Local #441.
- Copies of the full agreement will be available upon request.

DISCUSSION ITEM



9A:	DART Central Station Construction Update
------------	---

Staff Resource: Elizabeth Presutti, General Manager

FTA Monthly Report:

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

Questions:

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



PROJECT OVERVIEW

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

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

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

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

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

CONSTRUCTION (WEITZ COMPANY CONSTRUCTION CONTRACT)

Construction Work and Submittals:

- 1) The following **construction activities have been completed or were in process** during the month of **January 2012**.
 - Uncovering of existing utilities.
 - Installation of new site utilities including the storm sewer, cistern, and drain tile.
 - Installation North Canopy footings.
 - Installation of micro-piles.
 - Installation of hydrants on the North half.
 - Steel erection
 - Masonry Units at elevator shaft.
 - Floor slab pours, West half
 - Underground electrical installation.



- Installation of temporary gas service.
- 2) The following **construction work is anticipated** during the month of **February 2012**:
- On-going installation of new site utilities including sanitary, water and storm.
 - Steel erection at building will be complete.
 - Steel erection will start at canopies.
 - Slab pours on East half.
- 3) The following **shop drawings/submittals were approved** in the month of **January 2012**:
- Polished floor mix design and break strength
 - Steel framing sequences and shop drawings (on-going)
 - Unit masonry samples
 - On-going LEED-Documentation
 - Aluminum framing sample
 - Glass entrance sample
 - Revolving door sample
 - Misc. product data
 - Welding certificates
 - Fire protection data
 - Snow melting system data
 - Building management and control system product data
 - Concrete paving curing compound data
 - Granite pavers samples
- 4) The following **shop drawings/submittals are anticipated (or under continued review)** in the month of **February 2012**:
- Handrail glass detail
 - Steel framing Sequences and shop drawings (on-going)
 - Screen shop drawings
 - Sheet metal roofing
 - Revolving door submittals
 - Structural sealant at curtain walls

Safety:

There was a minor safety incident during the past month. A worker tripped and received a minor laceration. Weitz has held safety meetings with their subcontractors as work begins. Weitz has placed the job site boundary fencing to secure the site. This fence was struck in the overnight by an errant vehicle.



Construction Schedule:

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

Payment Applications:

Pay application # 5 was submitted and approved in the amount of \$ 869,632 (after retainage).

Change Orders:

1) No change orders were approved during the month of **January 2012:**

TOTAL \$0.00

TOTAL CONTINGENCY	\$1,257,540.00
Approved Change Orders Prior Months	\$77,752.00*
Approved Change Orders This Month	0.00
TOTAL CHANGE ORDERS TO DATE	\$77,752.00
TOTAL REMAINING CONTINGENCY	\$1,179,788.00

2) The following are **potential change orders** during the month of **February 2012:**

- A Change Order will be issued in February consolidating a number of CLI’s including the rubble removal and suitable fill import.

Davis Bacon:

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

Project Issues:

No new unforeseen conditions were uncovered in January. Unusually warm and dry weather has allowed for a steady pace of construction.

OTHER PROJECT ACTIVITIES

Public Art:

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

- Lynn Basa
- David Dahlquist
- Troy Corliss



The artists continue to work to finalize their conceptual designs.

Joint Development:

The Brokers continue to pursue potential tenants. Interest in the space is growing.

ATTACHMENTS

- OAC Meeting Minutes 01/3/12, including a 6 week look ahead schedule.
- OAC Meeting Minutes 01/17/12, including a 6 week look ahead schedule.
- Safety Incident Report

DISCUSSION ITEM



9B:	DART Customer Service Database
------------	--------------------------------

Staff Resource: PJ Sass, DART Customer Service Manager

- A presentation on DART's New Customer Service Database will be given at the meeting.

DISCUSSION ITEM



9C:	FY 2013 Service Change and Public Meeting Update
------------	--

Staff Resource: Jim Tishim, DART Planning Director

- A presentation on the planned FY 2013 Service Change and corresponding Public Meetings will be given at the meeting.



System Summary Performance Report January 2012

	July 2011	August 2011	September 2011	October 2011	November 2011	December 2011	January 2012	January 2011	Percent Change 2012/2011	FY12 Year To Date	FY11 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route												
Total Ridership	255,873	512,290	356,835	367,460	336,186	312,636	339,711	300,404	13.08%	2,480,991	2,211,226	12.20%
OTT Ridership	18,637	21,029	20,533	20,793	15,987	18,218	17,665	15,639	12.95%	132,862	119,687	11.01%
Unlimited Access Ridership	31,979	40,065	39,324	37,998	34,747	31,882	37,131	45,047	-17.57%	253,126	306,434	-17.40%
Bike Rack Usage	5,046	5,692	4,898	4,777	2,858	2,034	1,772	636	178.62%	27,077	20,981	29.05%
Passengers/Revenue Hour	15.87	29.53	22.06	21.83	21.26	19.01	20.59	19.26	6.91%	21.53	7.74	178.18%
Avg. Passengers Weekday	11,318	20,991	15,742	15,884	15,548	13,665	15,023	13,251	13.37%	15,556	13,668	13.82%
Avg. Passengers Weekend Day	2,952	3,688	3,281	3,390	2,804	2,851	2,693	2,213	21.70%	3,084	3,320	-7.10%
Complaints/100,000 Riders	31.27	27.33	43.16	25.85	27.66	23.35	30.32	38.95	-22.15%	29.75	28.36	4.91%
Commendations/100,000 Riders	3.52	3.32	2.52	4.90	1.78	1.60	3.24	3.33	-2.73%	9.47	2.80	237.82%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	3.34	0.49	1.79	1.77	1.85	2.06	1.68	0.00	0.00%	1.69	1.15	46.61%
Non-Preventable/100,000 Miles	0.00	1.98	0.00	0.88	0.46	1.03	1.12	1.51	0.00%	0.44	1.09	-59.15%
Maintenance:												
Total Miles Operated	179,751	202,257	223,473	226,339	215,644	194,536	178,827	198,988	-10.13%	1,420,827	1,388,677	2.32%
Road Calls/100,000 Miles	34.49	23.73	17.45	12.81	18.09	14.91	22.37	25.63	-12.73%	21.68	21.17	2.39%
Active Vehicles in Fleet	129	129	129	129	129	113	113	130	-13.08%	124	121	3.08%
DART Paratransit												
Total Ridership	11,590	13,559	13,130	12,392	11,680	11,609	11,792	12,248	-3.72%	85,752	89,241	-3.91%
Passengers/Revenue Hour	3.08	3.14	3.19	3.04	3.10	3.03	3.04	3.08	-1.30%	3.09	3.10	-0.32%
Average Trip Length	5.87	5.73	5.54	5.94	6.01	6.09	6.16	5.91	4.20%	5.63	5.57	1.11%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.55	1.35	0.00	2.84	0.00	1.47	1.43	1.48	-3.22%	1.24	1.01	23.51%
Non-Preventable/100,000 Miles	0.00	0.00	0.00	1.42	0.00	0.00	4.30	0.00	0.00%	0.83	0.60	37.23%
Maintenance:												
Total Miles Operated	64,374	73,808	69,414	70,326	67,176	68,040	69,806	67,560	3.32%	482,944	497,074	-2.84%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
DART RideShare												
Total Ridership	21,854	25,904	23,098	23,592	22,784	22,218	24,936	23,254	7.23%	164,386	157,550	4.34%
Total Vans in Circulation	98	98	97	96	96	95	95	91	4.40%	96	94	2.90%
Total Rideshare Customers	894	889	867	877	884	868	864	818	5.62%	878	819	7.21%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.00	0.00	0.61	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Non-Preventable	0.00	1.57	1.70	0.00	0.00	0.00	2.36	0.00	#DIV/0!	0.00	0.50	-100.00%
Maintenance:												
Total Miles Operated	165,939	191,112	176,100	173,981	165,274	168,921	169,212	160,904	5.16%	1,210,539	1,194,742	1.32%
Active Vehicles in Fleet	116	116	116	99	99	99	99	116	-14.66%	106	114	-6.42%



System Performance Ridership Report January 2012

	July 2011	August 2011	September 2011	October 2011	November 2011	December 2011	January 2012	January 2011	Percent Change 2012/2011	FY12 Year To Date	FY011 Year To Date	Percent YTD Change 2012/2011
DART Fixed Route Ridership	255,873	512,290	356,835	367,460	336,186	312,636	339,711	300,404	13.08%	2,480,991	2,211,226	12.20%
Local Routes:												
#1 - Fairgrounds	12,347	221,083	21,105	20,943	19,212	17,074	20,342	17,144	18.65%	332,106	273,051	76.00%
#3 - University	58,102	69,116	76,380	78,670	72,406	69,258	71,649	59,219	20.99%	495,581	430,600	15.09%
#4 - Urbandale	23,062	29,311	34,910	35,605	32,526	31,058	34,299	28,819	19.02%	220,771	199,127	10.87%
#5 - Clark	12,649	14,553	17,467	18,443	17,217	15,300	16,891	15,977	5.72%	112,520	104,045	8.15%
#6 - Douglas	39,149	46,401	56,636	59,458	52,601	49,032	52,763	43,671	20.82%	356,040	302,259	17.79%
#7 - Ft. Des Moines	34,525	40,423	47,645	49,792	44,768	43,138	46,341	36,609	26.58%	306,632	258,308	18.71%
#8 - South Union	8,476	10,857	14,206	15,505	14,355	11,153	13,570	9,152	48.27%	88,122	56,937	54.77%
#11 - Ingersoll/WDM	17,026	19,365	18,535	21,458	19,269	18,508	17,641	22,125	-20.27%	131,802	147,053	-10.37%
#13 - SE Park Ave.	548	2,690	7,812	7,195	6,537	5,162	7,081	6,991	1.29%	37,025	37,901	-2.31%
#71 - Ankeny/Delaware**	932	965	967	1,029	911	951	1,008	649	55.32%	6,763	6,152	9.93%
Shuttle Routes:												
Link Shuttle	1,381	1,500	1,239	1,276	1,193	1,098	1,056	1,678	-37.07%	8,743	11,398	-23.29%
Dline	17,096	17,821	16,824	15,854	14,936	14,861	13,778	14,674	-6.11%	111,170	116,869	-4.88%
DMACC	122	122	237	164	164	77	264	169	56.21%	1,150	1,079	6.58%
Lincoln/McCombs	0	2,496	9,753	8,166	8,397	6,314	8,749	8,556	0.00%	43,875	44,729	-1.91%
Express Routes:												
#90 - Airport South Business Park	866	1,073	977	1,123	992	1,032	966	1,014	-4.73%	7,029	7,095	-0.93%
#91 - Northwest	1,455	1,630	1,587	1,735	1,646	1,356	1,467	1,502	-2.33%	10,876	9,689	12.25%
#92 - Urbandale	2,436	2,760	2,700	2,924	2,687	2,560	2,909	3,296	-11.74%	18,976	21,626	-12.25%
#93 - NW 86th Express	4,392	4,741	4,592	4,984	4,455	4,237	5,133	4,070	26.12%	32,534	24,761	31.39%
#94 - Westtown	1,184	1,465	1,209	1,311	1,256	1,413	1,360	1,632	-16.67%	9,198	10,543	-12.76%
#95 - Vista	2,571	3,221	2,984	3,134	3,035	2,729	3,107	3,134	-0.86%	20,781	21,478	-3.25%
#96 - E.P. True	3,550	3,964	3,585	3,614	3,351	3,372	3,537	3,694	-4.25%	24,973	25,534	-2.20%
#98 - Ankeny	6,758	8,214	7,328	7,367	7,146	6,194	7,734	8,380	-7.71%	50,741	49,426	2.66%
#99 - Altoona	2,186	2,734	2,604	2,468	2,089	1,926	2,570	2,636	-2.50%	16,577	15,486	7.05%
On-Call Routes (Operated by Paratransit):												
On-Call: Ankeny	118	224	193	134	171	142	188	152	23.68%	1,170	1,167	0.26%
On-Call: Des Moines	304	430	424	288	355	351	354	332	6.63%	2,506	1,853	35.24%
On-Call: Urbandale	2,004	2,316	2,225	2,028	1,895	1,682	2,166	2,670	-18.88%	14,316	16,967	-15.62%
On-Call: West Des Moines	1,564	1,825	1,757	1,894	1,618	1,663	1,618	1,680	-3.69%	11,939	10,928	9.25%
On-Call: Clive	717	817	817	786	873	906	1,070	653	63.86%	5,986	3,617	65.50%
On-Call: REGIONAL	353	173	137	112	125	89	100	126	-20.63%	1,089	1,548	-29.65%
DART Paratransit Ridership	11,590	13,559	13,130	12,392	11,680	11,609	11,792	12,248	-3.72%	85,752	89,241	-3.91%
Bus/Van	10,961	12,873	12,521	11,833	11,176	11,173	11,336	11,432	-0.84%	81,873	82,970	-1.32%
Cab	629	686	609	559	504	436	456	816	-44.12%	3,879	6,271	-38.14%
DART RideShare Ridership	21,854	25,904	23,098	23,592	22,784	22,218	24,936	23,254	-4.46%	164,386	157,550	4%
TOTAL RIDERSHIP	289,317	551,753	393,063	403,444	370,650	346,463	376,439	335,906	12.07%	2,731,129	2,458,017	11.11%

MONTHLY REPORT



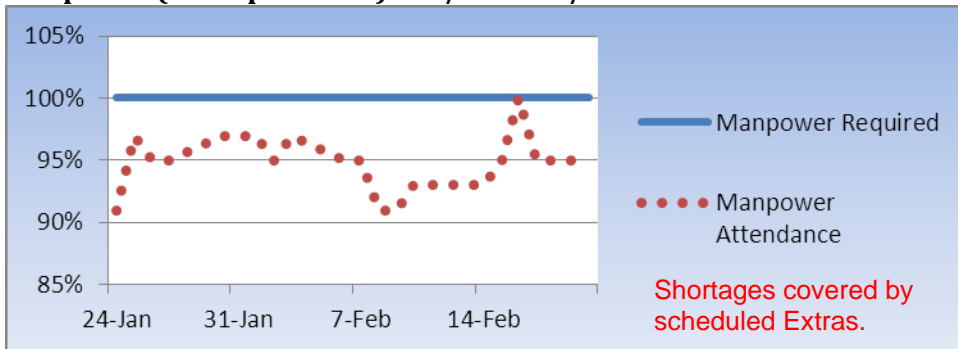
10A: Operations Department

Staff Resources: Tom Reynolds, Chief Operating Officer

Operations Performance:

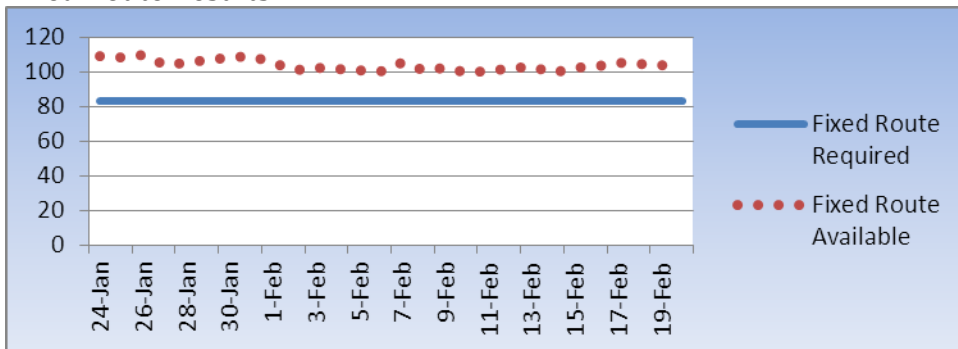
All Daily Service (Manpower and Vehicle) Requirements were met for this reporting period.

Manpower (Transportation) - 01/24 to 02/20



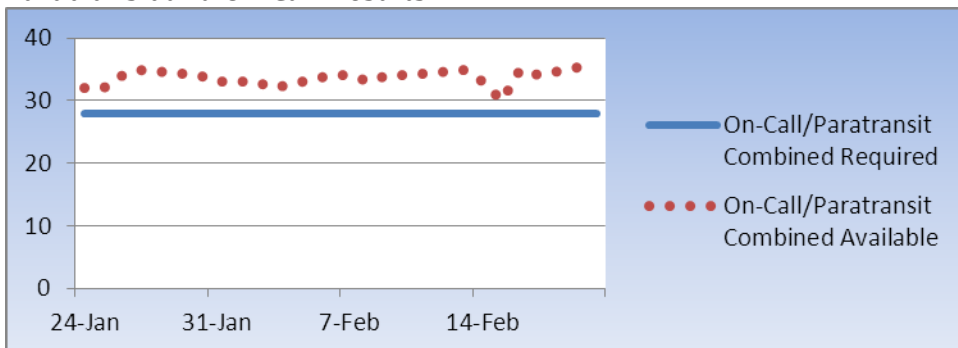
Vehicle Availability - 01/24 to 02/20

Fixed Route Results:



Vehicle Availability - 01/24 to 02/20

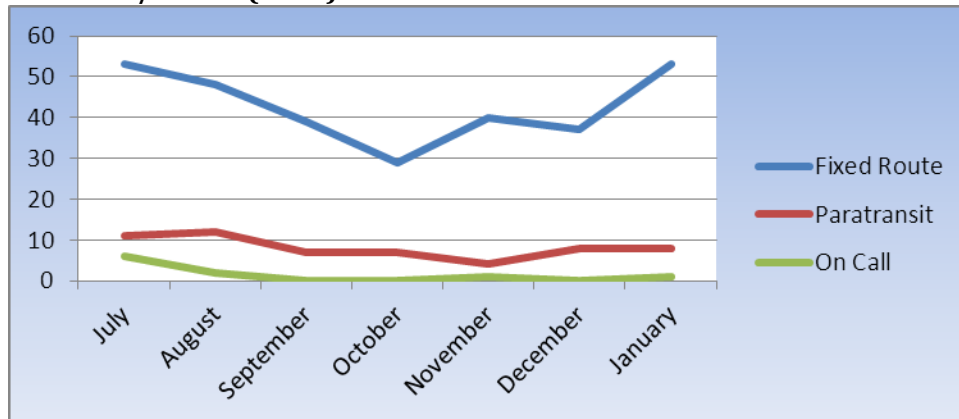
Paratransit and On-Call Results:



MONTHLY REPORT
10A: Operations



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



The increase in Fixed Route Roadcalls are under review to identify any common factors.

Transportation - Randy McKern, Manager

- Public Meetings – Manager McKern participated in the public meetings as a member of the advance team.
- A meeting with Des Moines Police and General Manager Presutti occurred to discuss the security concerns with DART Central Station. DART will be working with the department’s off-duty officers to ensure staffing flexibility and consistency.

Maintenance - Scott Reed, Senior Manager

- Contractors will be laying an epoxy floor in the Maintenance Shop to improve safety and reflectivity under vehicles.
- Trapeze ITS will be installing ten (10) DART vehicles with the Global Satellite Tracking technology in the South Garage Annex in early March.
- Manager Reed and Purchasing Manager Mike Drottz met with engineers from Orion Bus in a pre-production meeting for eleven (11) new buses.
- Two (2) new thirty (30) foot heavy-duty Paratransit buses started on the production line 2/16 & 2/17. Delivery is to occur in early March.
- Manager Reed and Training Manager Schmitt began to meet with ATU officers and Maintenance Technicians to redesign the Shop’s training program.

Service Management - Mike Kaiser, Manager

- New Supervisor – Mr. Matt Johnson is the new Operations Supervisor. Matt was a Part-time Bus Operator for DART. He is currently undergoing a six (6) week training program.
- DART participated in the recent visit by the Vice President of China when the hours of the D-Line were extended to move dignitaries to the event at the State Capitol on 2/22. Manager Kaiser and Supervisor Johnson worked with the tight security requirements to get guests to the event.

MONTHLY REPORT
10A: Operations



Paratransit - Chet Bor, Director

- Director Bor, Asst. Director Georgia Parkey and Operations Supervisor Neil Hampton participated in the Advance Teams for the recent public meetings.
- The Paratransit Management Team also held two (2) additional meetings with concerned customers in the West Des Moines area to address the changes to the On Call service. The outreach was well received.
- DART was awarded a two (2) year, \$40,000 grant by Aging Resources. It will assist in providing ADA paratransit trips to very low income seniors. This revenue is accounted for in the proposed budget.
- The February safety meetings included a detailed presentation on safe following distances and the myths about why they cannot maintain a good space cushion. It included a Smith System quiz. Passenger assistance, provisions of the ADA and testing parking brakes, among other things were covered. Three (3) drivers advanced to the next level of the Safe Driving Award.
- Two (2) drivers were selected to begin training for sub-dispatcher. This provides back-up for covering dispatch and to ensure service is uninterrupted.

Safety - Chet Bor, Director, Paratransit

- All three (3) branches of the Operations Department (Fixed Route, Paratransit and Maintenance) earned their Safety Award Breakfast for completing ninety (90) consecutive days injury-free. The HR department provided breakfast on 2/15 to celebrate this achievement.
- Below is the Accident Frequency Report through the end of January:

FY12	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD AFR
<i>Fixed Route</i>													
Accidents	6	1	4	2	5	2	4						24
Mileage	181,686	244,447	201,391	206,524	194,306	201,411	203,723						1,433,487
AFR	30,281	244,447	50,348	103,262	38,861	100,706	50,931	0	0	0	0	0	59,729
Per 100K Miles	3.30	0.41	1.99	0.97	2.57	0.99	1.96	0.00	0.00	0.00	0.00	0.00	1.67
<i>Paratransit</i>													
Accidents	1	4	0	2	0	1	1						9
Mileage	90,343	103,611	97,291	98,029	94,220	95,242	97,775						676,511
AFR	90,343	25,903	97,291	49,015	94,220	95,242	97,775	0	0	0	0	0	75,168
Per 100K Miles	1.11	3.86	0.00	2.04	0.00	1.05	1.02	0.00	0.00	0.00	0.00	0.00	1.33
<i>DART</i>													
Accidents	7	5	4	4	5	3	5	0	0	0	0	0	33
Mileage	272,029	348,058	298,682	304,553	288,526	296,653	301,498	0	0	0	0	0	2,109,998
AFR	38,861	69,612	74,670	76,138	57,705	98,884	60,300	0	0	0	0	0	63,939
Per 100K Miles	2.57	1.44	1.34	1.31	1.73	1.01	1.66	0.00	0.00	0.00	0.00	0.00	1.56

Training - Greg Schmitt, Manager

- One (1) paratransit and four (4) fixed route drivers graduated from training. Currently four (4) students in training and three (3) others will be added before the end of the month.
- A review and analysis of the early stages of the training process was conducted on 2/17. Behind-the-Wheel Instructors Mike Kinney and Greg Moore worked with Manager Schmitt to identify areas for improvement in the current process. The early stages of training are when

MONTHLY REPORT
10A: Operations



new employees to obtain a commercial driver's license with a passenger endorsement. A skills assessment is included, particularly for those that are already fully licensed. Instruction during this early training phase focuses on the skills needed to meet DART's standards of safe operation and vehicle familiarity.

Buildings & Grounds - Jim Garrett, Manager

- Staff responded well to the minor snowfalls we had. Snow was cleared and walkways salted to minimize injuries.
- Modifications to the unleaded fueling pump are underway. Safety concerns over the need to back up vehicles after fueling were cited. The improvements will eliminate the need to back up vehicles.



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

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

Marketing Planning: Claire Celsi

The FY 2013 Marketing plan draft is complete. There will be a presentation at the next DART commission meeting to update you on future marketing plans.

Community Outreach: Claire Celsi and Team

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

- DART staff executed nine public meetings all around the metro to hear from the public on our proposed service changes.
- DART staff attended several Tomorrow Plan meetings to hear a presentation by the MPO consultants on the challenges and benefits our metro area will experience in the next 40 years.
- Claire and Elizabeth represented DART at the January 31/Feb 1 APTA legislative meeting, and attended the legislative breakfast. DART staff was also present at a House subcommittee meeting addressing driver assaults.
- Claire and Kirstin are pursuing an ad trade sponsorship for the 10-year anniversary celebration of Jazz in July. The DART Central Station wrapped bus and DART staff members will appear at one Jazz in July concert to promote DART.
- DART staff met with DMACC to discuss a partnership between DMACC and DART to provide DMACC truck driving school grads the opportunity to earn a passenger endorsement at DMACC. DMACC and DART are planning to continue these conversations in hopes of making this happen.
- Claire and Elizabeth met with 80/35 organizers about using the D-line to get concertgoers in and out of the concert venue on July 6 and 7.

Claire and Elizabeth are scheduling meetings in January and February for the BRT project and work toward the goal of raising our \$5 million local match for the project. So far, the following meetings have been scheduled:

- Nationwide
- Principal Financial Group
- EMC
- Mercy Hospital
- MidAmerican Energy

MONTHLY REPORT

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



January Employer and Group Presentations:

- Principal (3 visits)
- Douglas Brooks/IWD DART Information
- US Committee for Refugees and Immigrants DART Presentation
- Visiting Nurses Services DART Train the Trainer 20 people

We have held four training classes for Refugee Train the Trainer classes, additional classes have been scheduled for March.

January Customer Service Statistics:

- 128 email replies were provided
- 103 complaints were received
- 11 commendations were received

Info-COM, DART's new Customer Service Comment and Database is working well. Out of the 103 comments in January we are showing that 36 comments were founded which is 29% of the 103 total comments entered.

Driver rudeness was up this month, some of the comments were received by customers who were asked to follow a DART policy. We received 18 comments of which 5 were founded.

Example:

- Customer had to get off the bus due to a bus breaking down
- Customer eating on bus
- Last bus left

There were five comments that were founded out of the eighteen entered in the category and the issue has been addressed with the drivers. Out of a total 17 "Pass Ups" complaints, nine were founded.

Customer Service Enhancements:

Info-Agent (the trip-planner software used by DART customer service representatives) was installed and will provide staff with more accurate bus-stop information as well as plan customer trips faster and with more specific travel information. This is also the initial step to implementing the online Trip planner that DART customers will be able to use. Customer service representatives are gathering and reporting schedule anomalies to the planning department to correct any errors before Trip Planner is rolled out to the public.

MONTHLY REPORT

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



Public Information and Communications: Gunnar Olson

- Staff spent a considerable part of late January and early February planning and deploying a series of public meetings for the significant service changes proposed for 2012. This included the coordination of three "advance teams" to set up and break down the meetings, which were scheduled tightly together, while the traveling team went meeting to meeting. There were nine public meetings held February 6-9 throughout the metro, at Park Fair Mall, Ankeny City Hall, Central Library, Franklin Library, Urbandale Public Library, West Des Moines Public Library, Central Library, East Side Library and South Side Library. Two additional meetings were scheduled for residents of senior living facilities in West Des Moines, Fairmeadows and Valley West Apartments. In all, DART staff met with more than 250 members of the public on the proposed 2012 service changes.
- Staff made a successful submission to the Opinion Page of The Des Moines Register. The op-ed piece was authored by the co-chairs of the Capital Crossroads, Angela Connolly, Barry Griswell and Cara Heiden. The op-ed described how developing bus-rapid transit would fit in with the overall regional goals outlined in Capital Crossroads.
- Staff introduced a new Des Moines Register reporter to the DART beat, Josh Hafner. He replaces Todd Erzen, who received a promotion within the Register newsroom.
- Staff met with reporters of both The Des Moines Register and the Des Moines Business Record to review the proposed FY13 budget. This was done to give the press adequate time to digest the budget prior to the February 28 public hearing on the budget.

RideShare:

- DART signed up 15 new riders in the month of January, with 13 already signed up in February. We have 6 pending contracts and several more in the works.
- February marketing campaign is in full swing for new riders – I ♥ my Commute. A radio spot will be running on the Des Moines Radio group stations during the month of February. (Thank you, Mayor Van Oort for providing your radio voice!)
- Continued working with the accounting department to upgrade the cosmetic look of our invoices on EZPay. The invoices will display DART's logo, due dates and postal zip codes, currently missing from invoices.

DART Advertising Program: Kirstin Baer-Harding

New January Advertisers

- Outselling
- Blue Media

10C: Planning Department
--

Staff Resource: Jim Tishim – Planning Director

AVL/RTIS and Trip Planner Update:

- Paratransit StrataGen Adept Program Upgrade:
 - The ADEPT program upgrade was moved into production for everyday use following the completion of Paratransit staff training.
- New GIS Maps:
 - New GIS base maps were needed for our Trapeze FX scheduling program, Trapeze Trip Planner, StrataGen Adept (Paratransit) and AVL/RTIS programs to improve functionality.
 - It was our plan to incorporate one map system for all the programs.
 - A regional GIS map was found through the City of Des Moines that provided maps for Polk County and portions of the surrounding counties. The mapping system fit our needs for each program.
 - In the process to finalize the map we discovered StartaGen uses Tom Tom maps for their program. The StrataGen Paratransit scheduling software functionality is integrated directly to their mapping system. Requiring StrataGen to change to the new Des Moines GIS map would harm the functionality of the Adept program.
 - We selected the Des Moines GIS map for the Trapeze FX scheduling program, Trapeze Trip Planner, and AVL/RTIS programs, and kept the StrataGen Adept program on their own system maps.
- Trapeze INFO-IVR (Interactive Voice Response)Operational Review:
 - The INFO-IVR Operational Review was completed on January 12, 2012.
 - Trapeze completed the INFO-IVR program development phase.
 - The INFO-IVR was downloaded to DART servers on January 24 and 26, 2012.
- Factory Acceptance Test (FAT):
 - DART worked with Trapeze to finalize a Factory Acceptance Test Plan prior to FAT.
 - All the IT materials and equipment were received at Trapeze ITS in Cedar Rapids to be assembled for FAT.
 - Tom Reynolds, Barb Steinback and I, along with DART Consultant from CH2MHill and Booz Allen attended the Factory Acceptance Test (FAT) in Cedar Rapids, IA on January 31 – February 2, 2012.
 - A complete mock-up of our system was in place to test every aspect and functionality of the AVL system.
 - The test was completely successful and approved.
 - DART moves into the next phase with Mini-Fleet instillation planned for Mid-March.
- Other Completed Design Proposals:
 - Interface and Control of Turn Signal Warning Device
 - The final document was approved that will connect the AVL system to the left turn signal warning devices we currently have on each bus. This will allow DART to turn on or off the left turn signal alarms as we determine.

MONTHLY REPORT

10C: Planning



- Public Facing Real Time API
 - A complete review of the Public Facing Real Time API specifications is required to complete the Final Design Review.
 - DART completed our feedback on the proposed document on December 21, 2011.
 - DART and Trapeze finalized the document at the Factory Acceptance Test in Cedar Rapids.
- TransitNOW & INFO-IVR Spanish Proposal:
 - A gap was discovered in the original Request For Proposal (RFP) that did not provide for Spanish to be part of the TransitNOW and INFO-IVR systems.
 - Spanish was included in all other aspects of the AVL/RTIS project.
 - An agreement was finalized on January 16, 2012 to include Spanish as part of the TransitNOW and INFO-IVR programs.
 - Also, the warranty period was upgraded to be the same as the original RFP contract.

MONTHLY REPORT



10D:	General Manager
-------------	------------------------

Staff Resource: Elizabeth Presutti, General Manager

2012 Forty under 40: Jamie Schug, DART Chief Financial Officer. is Business Record 2012 Forty under 40 which distinguishes professionals for their career achievements and community involvement. The awards presentation and reception is on March 27, 2012.

Meetings and Presentations:

- Senator Matt McCoy – Bill Wimmer and I met with Senator McCoy on February 6, 2012 to discuss DART's State Legislative agenda as well as Commercial Property Tax reform and update him on the Bus Rapid Transit Project along Ingersoll Avenue and University Avenue between 42nd Street and Downtown.
- Service and Budget Committee Meeting – Staff met with the Service and Budget committee on February 8, 2012 to review the DART budget. Several City Managers from member communities were in attendance.
- Drake Presentation – Jamie Schug and I gave a presentation to a Drake MBA class regarding strategy on the evening of February 10, 2012. The students were very engaged and had a good discussion about DART.
- ABBG Meeting – Jamie Schug and I attended the American Bus Benchmarking group meeting in Fort Worth, TX on February 23rd and 24th. There are eleven other agencies participating in the program besides DART. The data is shaping up and we are looking forward to understanding our performance in comparison to other agencies over time.



Future DART Commission Items February 27, 2012

March 27, 2012 5:00 P.M. (TBD)	
Action Items	Information Items
- FY 2013 Service Improvements	- 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 - State Legislative Update
May 29, 2012 5:00 P.M.	
Action Items	Information Items
	- DART Central Station Update - Transit Riders Advisory Committee Update
June 26, 2012 5:00 P.M.	
Action Items	Information Items
- Appointment of FY 2013 Officers	- DART Central Station Update
July 31, 2012 5:00 P.M.	
Action Items	Information Items
	- DART Central Station Update

Key Meetings/Dates:

- February 28, 2012 – IPTA Meeting with Congressional Delegation, Washington, DC
- March 11-13, 2012 – APTA Legislative Conference, Washington, DC

Other Future Items: