



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
MAY 31, 2011 – 5:00 p.m.
DART MULTI-PURPOSE ROOM, 1100 DART Way**

	PAGE #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF APRIL 26, 2011 MINUTES	2
5. TRANSIT RIDERS ADVISORY COMMITTEE MEETING UPDATE	
6. RECOGNITION OF DART EMPLOYEES	
7. PUBLIC COMMENT (Limit 3 minutes)	
8. CONSENT ITEMS	
A. Bus Shelter Fabrication Contract	7
B. Iowa DOT's Office of Public Transit Statewide ITS grant	10
C. April 2011 Financial Reports	11
9. ACTION ITEMS	
A. DART Central Station Construction Contract	13
B. DART Forward 2035 Guiding Principles	16
C. Ridesharing Program Fare Adjustment and Public Hearing Date	22
10. DISCUSSION ITEMS	
A. Update for City Managers on FY2012 and Future Budgets	25
B. April 2011 Performance Reports	26
11. DEPARTMENTAL MONTHLY REPORTS (By Exception)	
A. Development	28
B. Operations	32
C. Paratransit	34
D. General Manager	36
12. FUTURE AGENDA ITEMS	37
13. COMMISSIONER ITEMS	
A. July 2011 Commission Meeting Date	
14. OTHER – Communications	
15. NEXT MEETING: Regular DART Meeting Tuesday, June 28, 2011 – 5:00 p.m.	
16. ADJOURN	

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

**1100 DART Way – Des Moines, IA 50309
April 26, 2011**

ROLL CALL

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

Commissioners Absent: Steve Van Oort, Steve Brody

Alternates Present: Steve Peterson

Staff Present: Brad Miller, General Manager; Elizabeth Presutti, Chief Development Officer; Kirstin Baer-Harding, Advertising Manager; Jamie Schug, Chief Financial Officer; Tom Reynolds, Chief Operating Officer; Rebecca Lovig, RideShare Manager; Chet Bor, Paratransit Director; Debra Meyer, Capital Grants Manager; Randy McKern, Transportation Manager; P.J. Sass, Customer Service Manager; Suzanne Robinson, Clerk to the Commission;

Others Present: Dana Conn, TMA; Bill Wimmer, Wasker Law Firm; Sherrie Taha; John Halsband; and DART employees Mike Kaiser and Mike Drottz

CALL TO ORDER

The meeting was called to order by Chair Angela Connolly at 3:20 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 March 29, 2011, meeting minutes. There being no comments on the minutes, it was moved by Mr. Skip Conkling and seconded by Mr. Ted Boesen that the minutes be approved. The minutes were approved as written.

PUBLIC COMMENTS SECTION

Ms. Sherrie Taha, former DART employee, spoke about the fatigue issue that might affect bus drivers, and asked that DART management take the initiative to address possible scheduling problems. She also asked that DART keep in mind when looking at the re-drawn Senate Districts that Iowa State law requires gender equity on boards and commissions. Chair Connolly explained that DART's legal counsel, Nolden Gentry, has completed a legal opinion that states that because of the way DART is set up, and the way in which commissioners are appointed, DART does not fall under the gender-equity law. She added that she was sure the mayors who appoint the commissioners will keep in mind the need for diverse representation on the DART Commission.

Mr. Miller addressed the concern about fatigue issues, and said that the only concern remaining in the DART scheduling process is during the State Fair. He said that the bidding process has changed for the Fair, and that has made a difference by spreading the work among the total of drivers making it less likely that any will work back-to-back shifts. He also said that the issue was brought up by management during labor contract negotiations, and the representatives for the ATU did not want to make changes in the way scheduling is done because there are drivers who are anxious to get the overtime hours. He stated that the issue will be closely monitored and changes in scheduling can be made if necessary.

STATE LEGISLATIVE UPDATE

Mr. Bill Wimmer, DART's legislative consultant, presented his report on the current session of the Iowa Legislature. He totaled the cuts in appropriations which affected DART and explained why the Downtown Trolley and the state employees' pass program were eliminated. He said that he was still working with legislators to get the Capitol loop for the trolley re-established. He added that the Governor's Task Force will meet in May after the retirement of Iowa DOT Director Nancy Richardson, and that he is concerned that a DART representative and advocate be included in the process since this Task Force may be looking at a gasoline tax increase. Mr. Miller said that he will look into this and inquire about the makeup of the full committee. Mr. Wimmer described the stalemate between the governor and the legislature on the budget issues, and added that this has been the least productive legislative session in his memory.

Mr. Miller asked about the proposed bill to change the Iowa code to add transit bus drivers to the list of public employees who, if they are assaulted while on the job, the assailant is given much harsher penalties. Mr. Wimmer explained that the legislators don't think this issue is important enough to act on. Mr. Miller asked Mr. Wimmer to stress how vulnerable transit bus drivers are to assault, and added his hope that this issue will be considered in the future.

CONSENT ITEMS

7A – March 2011 Financial Reports

General Manager Brad Miller stated that expenses are down, but the growth in diesel fuel prices may be a problem, since DART budgeted \$2.50/gallon for this fiscal year, and saw savings in fuel prices over the first part of the fiscal year. Now diesel fuel is \$3.35/gallon (DART does not pay tax on fuel), and this is eating into the savings. Mr. Miller added that DART purchased some gasoline engine cutaway buses recently, and this purchase is now working to our advantage since gasoline is now less expensive than diesel fuel.

Mr. Miller said that DART staff met with the Holmes Murphy folks regarding health insurance costs for the next fiscal year, and were advised that there may be some savings in this area.

It was moved by Mr. Boesen and seconded by Mr. Peterson that the consent item 7A be approved. The motion carried unanimously.

ACTION ITEMS

Action Item 8A – One Year Extension of McDonald Transit Associates Contract

Mr. Miller discussed the projects that have been worked on by McDonald Transit Associates, which include:

- DART Tax Levy Workshop Facilitation
- Safety Plan Development
- West Des Moines Human Service Coordination
- General Manager Search
- Personnel recruitment
- ATU Labor Negotiations
- Paratransit Program Cost Analysis

McDonald Transit Associates has proposed to continue the \$3,000 monthly retainer fee plus direct travel and subsistence expenses, which has been in place for the past four years. These consultant expenses are reimbursed 80% by FTA Planning Grant funds.

It was moved by Christine Hensley and seconded by Ted Boesen that the McDonald Transit Associates, Inc., contract be extended for 12 additional months at a cost not to exceed \$45,000.

The motion carried unanimously.

Action Item 8B – Hoist Repair Contract

DART’s Maintenance Shop currently has six in-ground bus-hoists, original to the 32 year old facility, for performing repairs to vehicles. These hoists have been rehabilitated at least twice in the last 15 years and now only four of the six remain usable. DART conducted a “Request for Proposals (RFP)” for the purchase of In-Ground Bus Hoists. Four proposals were received. DART conducted best and final offer negotiations with all four firms. A protest was filed by the lift manufacturer, and the FTA and DOT reviewed it and denied the appeal.

It was moved by Mr. Peterson and seconded by Ms. Johnson that the Commission approve a Contract for the replacement of DART’s Maintenance Hoists, Maintenance Shop Floor and Lifting Columns by A&B Contracting, LLC, Des Moines for an amount not to exceed \$615,000.

The motion carried unanimously.

DISCUSSION ITEMS

Discussion Item 9A – Census Redistricting for DART Commission Districts

Mr. Miller handed out new maps for Iowa Senate Districts in Polk County, and there are changes due to re-districting by the Iowa Legislature, that may affect DART since commission districts were set up to follow the boundaries of the Senate Districts. Article III, Section 2.b.6 of DART’s enabling 28M Agreement calls for the Commission to:

In the year following an Iowa legislative redistricting, the Commission shall establish new boundaries for transit districts, as near as reasonably practicable to the newly established state senate districts for the boundaries of the cities and counties who are then Participating Communities under this Agreement.

He said that it appears as if the intent of the authors of the 28M Agreement was for DART to maintain a DART Commission of nine members, until such time as additional communities or counties joined with sufficient population to add a district as outlined in other sections of the agreement, and not to expand the DART commission every time re-districting is done. He added that DART’s Legal Counsel Nolden Gentry is drafting a legal opinion for the Commission to consider that will help to decide:

- Whether or not the Commission should add members to represent one or more of the new senatorial districts.
- What process might be implemented to reasonably establish new boundaries that meet the intent of the 28M legislation but maintain the 7 district Commission seats.

Mr. Gentry said that he would have a formal opinion with options ready for the Commission's review by the June Commission meeting.

9B – Quarterly Safety Report

Mr. Miller announced that DART had a very successful quarter compared to last year's and all previous year's statistics.

9C – Performance Reports

Mr. Miller said that ridership is down except on Route 7, which had its second highest ridership level since October of 2008. This increase is due to the extension of Route 7 to Altoona. He added that Express Routes showed growth in ridership in March, and RideShare was up as well, both attributable to the rise in gasoline prices.

MONTHLY REPORTS

Ms. Presutti said that construction bid information for the Transit Hub has been disseminated at a meeting at DART, with most of the potential bidders attending being local companies. She said that bids are due May 10.

She reminded commissioners and staff that Bike Month is in May and DART will be participating in a number of activities that will highlight DART's bike racks on the buses and how to use them.

Mr. Reynolds announced that DART's new IT manager will be starting work in May. He also discussed a problem with some bus routes running late due to the larger number of riders boarding and alighting, and said that Transportation staff is working on this issue. He briefly touched on some issues that arise due to special events being held in the city that affect the bus routes.

COMMISSION ITEMS

Mr. Miller asked Commission members to attend the Transit Hub Groundbreaking Ceremonies to be held at 11:00 a.m. on Friday May 20th at the site.

Mr. Miller said that the Greater Des Moines Partnership's annual trip to Washington DC to discuss community needs with the Congressional delegation will take place in mid-May this year, and that appointments have been made and he and Ms. Presutti would be advocating for DART's needs.

Chair Connolly passed out a document produced by Mr. John Bartosiewicz of McDonald Transit Associates which outlined the search process that he will lead to find a new General Manager to replace Mr. Miller, who is leaving for the position of General Manager with the transit system in St. Petersburg, Florida at the end of June. Chair Connolly announced that a Search Committee should be formed to assist Mr. Bartosiewicz, and appointed Ms. Hensley and Mr. Gayman in addition to her participation as Chair of the Commission.

ADJOURNMENT

The meeting was adjourned at 4:25 p.m.

2011 Meeting Dates

May 31, Jun 28, Jul 26,

No Commission Meeting in August

Sep 27, Oct 25, Nov 22, Dec 20

Date: _____

Chair: _____

Secretary: _____

CONSENT ITEM



8A:	DART’s Bus Shelter Design and Fabrication Contract
Action:	Approve a 5-Year contract with Tolar Manufacturing Company Inc. for the design and fabrication of Bus Shelters; not to exceed \$600,000 and pending successful contract negotiations.

Staff Resource: Mike Drottz, Purchasing Manager

Background:

- DART has bus shelters installed at thirty-seven (37) locations throughout its service area and currently does not have an inventory of new shelters or a contract with a shelter provider for the procurement of additional shelters.
- The development of DART Central Station presents an opportunity to generate a uniform identity for DART bus shelters that is consistent with design elements from the new station.
- A Transit Enhancement Fund budget of \$266,960 is currently available for the procurement of bus shelters with approximately \$63,000 in additional Transit Enhancement funding available per year through 2017 based on current projections

Procurement:

- DART conducted a Request for Proposals (RFP) for the design and fabrication of bus shelters and associated components that are complementary to the new DART Central Station.
- The proposals were scored by a team of DART staff, TRAC members and a representative from the City of Des Moines.
- Out of the four (4) proposals received, Tolar Manufacturing Company was found to offer the best overall value for DART.
- These are the results of the scoring by our Proposal Evaluation Team. A weighting factor was assigned to each criterion that reflects the relative significance or priority it had in determining the best overall value.

BUS SHELTER PROJECT SCORING

SELECTION CRITERIA	Brasco	Duo-Gard	LNI	Tolar
Ability to provide products as described (40%)	14.8	14	14.8	<u>18.8</u>
Experience and past performance with similar work (25%)	9.5	10.25	9.5	<u>10</u>
Reasonableness of costs (25%)	10.75	6.25	10	<u>8</u>
Ability to meet project schedule (10%)	2.7	4.4	4	<u>4.4</u>
Grand Total	37.75	34.9	38.3	<u>41.2</u>

ACTION ITEM

8A: Bus Shelter Design and Fabrication Contract



- The minimum number of shelters to be purchased is fifteen (15) and the maximum number of shelters to be purchased is fifty (50) in the 5-year contract period. All actions under this procurement are subject to federal, state, or local funding being appropriated.
- Pricing for three shelter sizes as well as various options was requested as part of the RFP.

TOLAR PRICING	4' x 12' shelter	2' x 12' shelter	4' x 17' shelter
Base Shelter (Clear tempered glass)	\$6,945	\$6,775	\$8,175
Options/Accessory			
Fritted Glass (3-sides)	\$2,075	\$1,975	\$2,575
Perforated Metal Panels (3-sides)	\$995	\$945	\$1,195
Map Case	\$475	\$475	\$475
Advertising Case w/ LED illumination	\$1,350	\$1,350	\$1,350
Bench	\$675	\$675	\$945
Solar lighting	\$975	\$975	\$1,250

- DART will begin to take delivery of the new shelters in late summer 2011.
- In the coming months DART will be procuring installation services for the new shelters. Installation is not included in the pricing above.
- Attached to this agenda item is a rendering of the new shelter design.

Funding:

- Annual 5307 Fund apportionments: X328, X342, X352, X365, and X002.
- This project is being financed through the Urbanized Area Formula Grant Program, the intent of which is to fund projects that are designed to enhance public transportation service or use and that are physically or functionally related to transit facilities. It is required that 1 percent of these annual apportionments be set aside for Transit Enhancements, such as bus shelters. A portion of these funds have been received through the American Recovery and Reinvestment Act (ARRA).



CONSENT ITEM



8B:	Iowa Department of Transportation (DOT) Office of Public Transit Statewide ITS grant
Action:	Authorize submission of an application to IDOT's Office of Public Transit for ITS systems.

Staff Resource: Debra Meyer, Capital Planning Manager

Background:

DART staff recommends submitting a grant application for the IDOT's Office of Public Transit Statewide ITS grant program to support the following three initiatives described below:

1. Geographic Information Software (GIS)

DART currently relies on the Des Moines Metropolitan Planning Organization to provide mapping and analysis services. DART had never pursued purchasing GIS software as we did not previously have staff that had experience with it. Stefanie Toftey, DART's new planner, has extensive GIS experience. Having the ability to utilize GIS in-house would very valuable to DART and allow for staff to better utilize resources.

Project Cost (Not to Exceed) - \$20,100

2. Automatic Passenger Counter's

DART is installing an Automatic Vehicle Location system on its buses and has the ability to install automatic passenger counters (APCs) on its vehicles as well. DART is requesting to purchase APCs for 28 of its newest vehicles. APCs would allow DART to further its ITS system and planning of services to better understand capacity constraints on services and plan for future services that would increase ridership.

Project Cost (Not to Exceed) - \$77,000

Recommendation:

- Approve the submission a grant application as presented to IDOT's Office of Public Transit Statewide ITS grant program.

CONSENT ITEM



8C: April FY2011 Consolidated Financial Report

Action: Approve the April FY2011 Consolidated Financial Report

Staff Resource: Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue through ten months remains strong at 8.7% greater than budgeted. It is expected that operating revenue will be near budgeted levels for the fiscal year despite the State of Iowa no longer funding the Unlimited Access program for State employees.
- Fixed Route Non-Operating Revenue is on target to meet budgetary expectations through ten months of the fiscal year.
- Paratransit Operating Revenue is 8.6% below budget through ten months of the fiscal year, primarily in the area of Medicaid reimbursement.
- Rideshare Revenues are approximately 11% below budget through the first ten months of the fiscal year. Rideshare fare revenue increased nearly \$4,000 over the previous month in April as more riders have joined vanpools due to rising fuel prices.

Operating Expense:

- Fixed Route Budget Summary – Through ten months of the fiscal year, actual operating expenses are 2.5% below budget. Fuel has been an area of significant savings during fiscal year, that savings continues to diminish as fuel prices rise. Staff is closely monitoring fuel prices and exploring long term contract options.
- Paratransit Budget Summary- Through ten months, the Paratransit program has expenses lower than budgeted. Taxicab expenses continue to be an area of substantial savings with actual expenses 38% below budget year to date. Vehicle repair parts are 32% below budget year to date.
- Rideshare Expenses are 9.7% below budgetary expectations through ten months. Savings are predominantly in vehicle repairs and fuel expenses.

**** TOTAL Un-Audited April FY2011 as Compared to Budget:**

Fixed Route	\$ 793,574	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ 450,692	FY2011 - \$ 967,210
Rideshare	\$ -5,024	
Total	\$ 1,239,512	

FY2011 Financials:

April 2011

FIXED ROUTE	April 2011			Year-To-Date-(10) Months Ending 04/30/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	334,728	336,866	(2,138)	3,664,059	3,368,660	295,399
Non-Operating Revenue	1,069,849	1,110,941	(41,092)	11,272,111	11,109,410	162,701
Subtotal	1,404,577	1,447,807	(43,230)	14,936,170	14,478,070	458,100
Operating Expenses	1,311,872	1,309,651	(2,221)	12,766,883	13,102,358	335,475
Gain/(Loss)	92,706	138,156	(45,450)	2,169,287	1,375,712	793,574

PARATRANSIT	April 2011			Year-To-Date-(10) Months Ending 04/30/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	183,034	213,413	(30,379)	1,950,145	2,134,130	(183,985)
Non-Operating Revenue	58,126	63,063	(4,937)	811,543	630,630	180,913
Subtotal	241,160	276,476	(35,316)	2,761,688	2,764,760	(3,072)
Operating Expenses	345,962	385,485	39,523	3,400,813	3,854,847	454,034
Gain/(Loss)	(104,802)	(109,009)	4,206	(639,126)	(1,090,087)	450,962

RIDESHARE	April 2011			Year-To-Date-(10) Months Ending 04/30/2011		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	75,183	84,583	(9,401)	751,274	845,830	(94,556)
Non-Operating Revenue	-	-	-	125	-	125
Subtotal	75,183	84,583	(9,401)	751,399	845,830	(94,431)
Operating Expenses	92,612	92,134	(478)	832,081	921,344	89,263
Gain/(Loss)	(17,430)	(7,551)	(9,878)	(80,682)	(75,514)	(5,168)

ACTION ITEM



9A:	DART Central Station Construction Contract Award
Action:	Award Contract to The Weitz Company for General Construction Services for a Value Not to Exceed \$16,395,500, pending successful contract negotiations.

Staff Resource: Elizabeth Presutti, Chief Development Officer

Procurement:

- DART issued the Invitation to Bid for DART Central Station construction on April 12, 2011.
- A pre-bid meeting was held on April 20, 2011 with sixteen attendees, of which 6 general contractors were represented.
- The Planholders list included over one-hundred companies, out of which four bids were received on May 12, 2011 at 11:00 a.m.
- The bid included a base-bid for a 22,000 square-foot facility that will accommodate 15 buses, as well as alternates for additional solar capacity and deducts for landscaping and software options.
- The Weitz Company was the lowest base bidder at \$14,682,000 and at \$14,905,000 with the selected alternates. The base bid and the alternates is below the estimated construction budget of \$15,134,500. Included in the Action Item is \$1,490,050 for a ten-percent (10%) contingency for any unexpected issues that may arise.
- The alternates selected for inclusion of the project include:
 - Utilizing FSC certified wood for all interior architectural woodwork (1 LEED point).
 - Installation of additional Photovoltaics to generate seven percent of the power usage on site (4 LEED points).
- There is \$252,450 remaining of construction contingency that is unauthorized as part of the project.
- As part of contract negotiations DART will be asking the Weitz Company to not fully execute the alternates until after excavation of the site is complete, due to the site unknowns, to ensure we have enough contingency to complete the project.

Bid Results:

PROJECT COST	LARSON & LARSON	NEUMANN BUILDERS	STAHL CONSTRUCTION	THE WEITZ COMPANY
BASE BID	\$15,424,000.00	\$15,050,000.00	\$14,950,000.00	\$14,682,000.00
<i>Alternate Bid #1</i>	<i>NOT USED</i>	<i>NOT USED</i>	<i>NOT USED</i>	<i>NOT USED</i>
<i>Alternate Bid #2</i>	<i>\$43,000.00</i>	<i>\$45,000.00</i>	<i>\$42,000.00</i>	<i>\$67,000.00</i>
<i>Alternate Bid #3</i>	<i>\$44,000.00</i>	<i>\$46,100.00</i>	<i>\$42,000.00</i>	<i>\$130,000.00</i>
Alternate Bid #4	\$90,000.00	\$60,700.00	\$26,000.00	\$35,000.00
<i>Alternate Bid #5</i>	<i>-\$120,000.00</i>	<i>-\$54,900.00</i>	<i>-\$100,000.00</i>	<i>-\$110,000.00</i>
<i>Alternate Bid #6</i>	<i>-\$50,000.00</i>	<i>-\$49,500.00</i>	<i>-\$52,000.00</i>	<i>-\$49,000.00</i>
Alternate Bid #7	\$125,000.00	\$131,500.00	\$125,000.00	\$188,000.00
GRAND TOTAL	\$15,639,000.00	\$15,242,200.00	\$15,101,000.00	\$14,905,000.00

ACTION ITEM

9A: DART Central Station Construction Contract Award



Disadvantaged Business Enterprise (DBE) Participation:

- The Weitz Company submitted their bid with \$51,885 or 0.353 percent in DBE participation. the goal was 4.28 percent.
- DART's overall DBE goal for the project is 2.87% or \$554,628.

The Weitz Company:

- Weitz Company is a General Contractor and Construction Management firm located in Des Moines, Iowa.
- A comprehensive list of potential supporting firms as subconsultants:
 - A.J. Allen Mechanical Contractors, Inc.
 - Allied Construction Services, Inc.
 - Artistic Concrete, Inc.
 - Latimer Associates, Inc. (Dba: Asi)
 - Architectural Wall Systems, Co.
 - Baker Electric, Inc.
 - Belle Plaine Nursery, Inc
 - Blackhawk Automatic Sprinklers, Inc.
 - Bob Lenc Landscaping, Inc.
 - Bonnie's Barricades, Inc.
 - Jeffrey Burgin
 - Chesnut Signs
 - Ck Fairco Inc.
 - Classic Window Treatments
 - Commonwealth Electric Co Of The Midwest
 - Comntemporary Designs, Llc - Brian Witt
 - Continental Fire Sprinkler
 - Corell Contractor, Inc.
 - Country Landscapes, Inc.
 - Cyclone Steel And Supplies, Inc.
 - Danny's Construction Company, Inc.
 - Davis Jd Steel
 - Des Moines Steel Fence Co.
 - Eagle Sign Co. - Division Of Nagle Signs, Inc.
 - Elder Corporation
 - Forrest & Associate, Inc.
 - Foundation Service Corp
 - Grove Masonry, Inc.
 - Heartland Window Treatments, Inc.
 - Hilsabeck Schacht, Inc.
 - Howe & Co, Inc.
 - Iowa Outdoor Products
 - Justrite
 - Kaldenberg's Pbs
 - Kinzler Construction Services, Inc.
 - Landmark Engineering Group
 - Larry's Window Service, Inc.
 - Lifestyle Drapery Service
 - Aoveall Custom Sheet Metal, Llc
 - Lps Pavement Co.
 - Marsden Bldg Maintenance, Llc
 - Masonry, Inc.
 - Metor Demolition
 - Midwest Automatic Fire Sprinkler Co.
 - Midwest Caulking, Inc.
 - Midwest Glazing, Llc
 - Midwest L & I Inc.
 - Minvti-Ogle
 - Modern Builder's Inc
 - National Contractors, Inc.
 - Northwest Steel Erection - Division Of Topping Out Inc.
 - Perficut Companies
 - Poindexter Flooring
 - Pospisil Painting, Inc.
 - Prairies Edge, Inc.
 - Anton Benetti - Premier Glazing Systems Llc
 - Quality Striping Inc - Dba: Dplm
 - Signs Now
 - Snyder And Associates, Inc
 - Steel Erectors Of Iowa
 - Todd Hoffman Design, Inc.
 - Veit & Company Inc.
 - Vis, Ltd
 - The Waldinger Corporation
 - Ideal Floors Inc.
 - Jdj Structural Group
 - Skold Construction Services
 - Kong, Inc.
 - Cameron Mitchell Inc.
 - Slab Masters Inc. Dba - Helitech
 - Swanson Glass Inc.

Schedule:

- Once Commission approval is received and the contract is negotiated successfully, DART will issue notice to proceed so that The Weitz Company can begin mobilizing on the site.
- The Wells Fargo land will be closed on within the next 10 days, so that should not impact the schedule.
- A hazardous materials survey is underway at the Polk County building on the DART Central Station site. Should hazardous materials be found, DART is prepared to issue a bid for

ACTION ITEM

9A: DART Central Station Construction Contract Award



abatement of the materials immediately. Abatement of the building should not impact the construction as many of the start-up activities can occur concurrently.

Project Reporting and Authorization:

- Staff in conjunction with Mark Trost, DART's Owners Representative, will be reporting monthly on the status of construction and the project budget.
- The DART General Manager will have authorization to approve construction change orders within the authorized construction contract of \$16,395,500. If additional construction funds are needed in the future for unforeseen issues, DART Commission Authorization will be necessary.

Funding:

- DART is using a combination of state and federal capital funds to support this needed project. State of Iowa I-Jobs Grant Funds, plus FTA Livability Grant Funds and US DOT TIGER Grant Funds will support the project.
- The project is included in DART's adopted capital program.

ACTION ITEM



9B: DART Forward 2035 Guiding Principles

Action: Adopt the DART Forward 2035 Guiding Principles as presented

Staff Resource: Elizabeth Presutti, Chief Development Officer

Background:

- On April 26, 2011, the DART Commission held a nearly three-hour retreat to review the findings of the DART Forward 2035 planning study and the public input received through public meetings in April and an online survey.
- The Commission then discussed “guiding principles.” The Commission’s goal in developing guiding principles is to provide direction to DART’s consulting team at Transportation Management and Design, Inc. as they develop specific service change recommendations.
- Five guiding principles have been drafted to reflect the major themes prioritized by the Commission. These are attached and summarized.
- The DART Commission articulated that the plan should reflect the following:
 - Transit lifestyle corridors and key travel needs should be an important component in the development of the plan.
 - Striking a balance among transit dependent, lifestyle, and work riders. Commute trips occur throughout the day, not just during peak periods.
 - Travel and development patterns that have changed and reconfigure the transit network to also provide cross-town types of services.
 - Developing partnerships with local businesses and community groups should be an on-going component as DART implements the plan.
 - Be sure that transit is an integral component of the Sustainable Communities planning process. Important to use a transition plan to prepare riders for reductions in non-performing routes and services.
 - Productivity factors should be included in the development of the plan and in the provision of service as the system evolves.

Next Steps:

- After the guiding principles are approved, the consulting team at Transportation Management and Design can move forward with drafting specific service recommendations.
- The recommendations would be unveiled to the public at a series of public meetings this summer, likely in July.

Staff Recommendation:

- Approve the DART Forward 2035 Guiding Principles.

Guiding Principles



Build a Market-Based Network



Refocus Service Network



Enhance Customer Experience



Build Financial Sustainability

Guiding Principles

Build a Market-Based Network



Match Services to Markets

- Enhance service along key corridors
- Transit needs to be competitive with other travel modes
- Recognize importance of the passenger experience

Need For Sustainable Communities

- Successful fixed route transit needs linear developed corridors
- Grow transit as communities develop
- Incorporate with bike and pedestrian initiatives

Grow Ridership

- Increase frequency of current rider use
- Retain more existing riders
- Attract new riders

Guiding Principles

Refocus Service Network



Simplify Route Structure

- Make the system easier to understand and use
- Streamline routes into more efficient and effective network
- Add new Crosstown network connections

Focus Service Investment

- Invest in key corridors
- Focus service on regional activity centers
- Leverage capital investment to improve customer experience

Integrate Service Tiers

- Build the all week network around existing successful corridors
- Build a multi-hub system linking customers to DART's family of services (fixed-route, on-calls, shuttles, express, vanpool)

Guiding Principles

Enhance Customer Experience



Create Spontaneous Use

- Invest in higher frequency service along key corridors

Faster Travel Times

- Streamline routes
- Implement delay reduction strategies

Leverage Technology

- Utilize bus monitoring to communicate real-time service information to customers

Guiding Principles

Build Financial Sustainability



Use Resources Effectively

- Establish performance and productivity standards
- Design efficiency into route network

Grow Ridership

- Focus resources where transit is most competitive
- Increased farebox revenue improves sustainability

Build Advocacy

- For increased investment in transit mobility
- For development of sustainable transit communities

ACTION ITEM



9C: RideShare Fare Adjustment Proposal and Advertisement of Public Hearing

Action: Approve the advertisement of a Public Hearing for a RideShare Fare Adjustment based on the recommended proposal.

Staff Resource: Rebecca Lovig, RideShare Manager

Background:

- At the DART Commission Meeting on November 30, 2010, the Commission revised its RideShare 100% cost-recovery policy to instead insist that RideShare fares are optimized in order to maximize the total number of operating funds available to DART:
 - Either through fare revenues.
 - Or through the generation of federal capital dollars that can be converted to reimburse operating revenues.
- FY2011 to date, the projected fares received have been less than budgeted and expenses have also been less than budgeted, reducing the negative balance for RideShare.
- RideShare staff surveyed customers in March 2011 regarding a potential fare increase. The results of the survey indicate that there is a preference to have a moderate fare increase on a regular basis rather than larger increases over a longer period of time.

Fare Increase:

- RideShare staff has been reviewing fare policies of other vanpool programs as well as our current fare structure for the last six months. Based upon this review and the current market conditions, RideShare staff is proposing:
 - A onetime fare adjustment of 10 percent to be implemented in October 2011.
 - The adoption of a fare policy whereby fares would be increased bi-annually at a rate of 5 percent.
- In FY2012, this fare increase is projected to generate an additional \$76,253 in revenues based on the number of vans in operation to date and fuel prices of \$2.90 per gallon.
- Vanpool riders pay fares based on a sliding scale depending on the number of passengers in the van and mileage traveled.
 - Additional mileage brackets have been added to reflect vanpools from greater distances (over 151 miles per day; no current riders are in these fare brackets).
- Attached is a matrix showing the recommended change in fares. Riders will see a monthly increase between \$8.00 and \$23.00; for most, this increase is less than \$1.00 per commuting day or \$.50 per ride.
- DART reviewed this proposal with the Transit Riders Advisory Committee (TRAC) at their May meeting. TRAC members were understanding about why the increase needs to occur and felt that the percentage increase was reasonable.

ACTION ITEM

9C: RideShare Fare Adjustment Proposal and Advertisement of Public Hearing



Recommendation:

- Approve the advertisement of a public hearing and opportunity for comment for RideShare customers in addition to written comment:
 - Hearing #1: Wednesday, June 15, 2011, at 12:00 p.m. noon at the Central Library (lunchtime opportunity).

The DART Commission will be able to review all comments at the June 28, 2011, meeting and take action at this meeting.

- It is recommended by FTA that all fare increases be reviewed by FTA staff prior to implementation. In addition, a Title VI fare and equity analysis will need to be prepared. DART staff is working to complete the requested materials to FTA.

**Proposed Monthly RideShare Fares
Effective October 1, 2011**

Daily Round Trip Van Miles	4 Passengers*			5 to 6 Passengers*			7 to 8 Passengers*			9 to 10 Passengers*			11 to 14 Passengers*		
	Current Fare	Fare Increase	New Fare	Current Fare	Fare Increase	New Fare	Current Fare	Fare Increase	New Fare	Current Fare	Fare Increase	New Fare	Current Fare	Fare Increase	New Fare
1 - 30 Miles	\$74.00	\$8.00	\$82.00	\$74.00	\$8.00	\$82.00	\$74.00	\$8.00	\$82.00	\$74.00	\$8.00	\$82.00	\$74.00	\$8.00	\$82.00
31 - 40 Miles	\$85.00	\$9.00	\$94.00	\$85.00	\$9.00	\$94.00	\$79.00	\$8.00	\$87.00	\$77.00	\$8.00	\$85.00	\$74.00	\$8.00	\$82.00
41 - 50 Miles	\$98.00	\$10.00	\$108.00	\$98.00	\$10.00	\$108.00	\$92.00	\$9.00	\$101.00	\$83.00	\$9.00	\$92.00	\$75.00	\$8.00	\$83.00
51 - 60 Miles	\$116.00	\$12.00	\$128.00	\$116.00	\$12.00	\$128.00	\$104.00	\$10.00	\$114.00	\$86.00	\$9.00	\$95.00	\$78.00	\$8.00	\$86.00
61 - 70 Miles				\$124.00	\$13.00	\$137.00	\$109.00	\$11.00	\$120.00	\$91.00	\$9.00	\$100.00	\$79.00	\$8.00	\$87.00
71 - 80 Miles				\$130.00	\$13.00	\$143.00	\$114.00	\$11.00	\$125.00	\$94.00	\$10.00	\$104.00	\$82.00	\$8.00	\$90.00
81 - 90 Miles				\$144.00	\$15.00	\$159.00	\$117.00	\$12.00	\$129.00	\$98.00	\$10.00	\$108.00	\$83.00	\$8.00	\$91.00
91 - 100 Miles				\$158.00	\$16.00	\$174.00	\$122.00	\$12.00	\$134.00	\$101.00	\$10.00	\$111.00	\$89.00	\$9.00	\$98.00
101 - 110 Miles				\$175.00	\$18.00	\$193.00	\$135.00	\$14.00	\$149.00	\$109.00	\$11.00	\$120.00	\$97.00	\$10.00	\$107.00
111 - 120 Miles				\$190.00	\$19.00	\$209.00	\$146.00	\$15.00	\$161.00	\$124.00	\$12.00	\$136.00	\$102.00	\$10.00	\$112.00
121 - 130 Miles				\$205.00	\$21.00	\$226.00	\$156.00	\$16.00	\$172.00	\$132.00	\$13.00	\$145.00	\$108.00	\$11.00	\$119.00
131-140 Miles				\$220.00	\$22.00	\$242.00	\$168.00	\$17.00	\$185.00	\$139.00	\$14.00	\$153.00	\$116.00	\$12.00	\$128.00
141 - 150 Miles				\$233.00	\$23.00	\$256.00	\$178.00	\$18.00	\$196.00	\$146.00	\$15.00	\$161.00	\$123.00	\$12.00	\$135.00
151-160 Miles						\$307.00			\$230.00			\$184.00			\$153.00
161-170 Miles						\$327.00			\$245.00			\$196.00			\$163.00
171-180 Miles						\$347.00			\$260.00			\$208.00			\$174.00
181-190 Miles						\$367.00			\$276.00			\$220.00			\$184.00
191-200 Miles						\$388.00			\$291.00			\$233.00			\$194.00

**The van driver is excluded from this passenger count.*

DISCUSSION ITEM



10A:	City Manager Budget Update
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Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- On May 17, 2011 DART Staff met with City Managers and Finance Directors from member communities to update them on the status of DART's budget, the DART Forward 2035 Transit Plan and the General Manager search.
- The managers agreed to reconvene later this summer to get another update on the budget and how new services to be recommended through the DART Forward 2035 Planning process might be organized and funded.

Presentation:

- The presentation given to the City Manager group on May 17th will be presented.



System Summary Performance Report April 2011

	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	April 2010	Percent Change 2011/2010	FY11 Year To Date	FY10 Year To Date	Percent YTD Change 2011/2010
DART Fixed Route												
Total Ridership	324,015	294,347	278,278	300,404	285,233	322,732	322,599	345,002	-6.49%	3,141,790	3,454,029	-9.04%
OTT Ridership	17,852	18,115	16,718	15,639	17,768	20,463	18,961	15,746	20.42%	176,879	131,229	34.79%
Unlimited Access Ridership	46,033	41,197	40,709	45,047	42,829	49,278	39,071	50,955	-23.32%	398,541	530,634	-24.89%
Bike Rack Usage	3,862	2,623	1,316	636	868	2,252	3,075	2,902	5.96%	27,176	24,833	9.44%
Passengers/Revenue Hour	20.77	20.06	18.52	19.26	19.91	20.09	21.15	20.38	3.79%	16.70	17.28	-3.34%
Avg. Passengers Weekday	14,093	13,640	13,079	13,251	13,150	13,049	14,069	14,580	-3.50%	9,845	15,130	-34.93%
Avg. Passengers Weekend Day	2,807	2,394	1,669	2,213	2,780	2,826	3,016	3,030	-0.46%	3,197	6,440	-50.36%
Complaints/100,000 Riders	26.02	23.09	19.11	42.04	30.80	25.66	26.40	28.68	-7.96%	30.24	25.34	19.35%
Commendations/100,000 Riders	1.01	1.10	3.44	3.59	3.04	1.00	3.05	2.49	22.14%	2.87	2.99	-3.91%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.47	1.04	1.53	0.00	0.52	1.90	1.51	1.28	17.82%	1.21	1.87	-35.55%
Non-Preventable/100,000 Miles	1.47	1.04	5.09	1.51	2.61	0.48	0.50	0.43	17.82%	1.09	1.73	-37.25%
Maintenance:												
Total Miles Operated	203,593	192,993	196,375	198,988	191,894	210,140	198,408	233,757	-15.12%	1,989,119	2,297,020	-13.40%
Road Calls/100,000 Miles	16.21	25.91	21.90	25.63	30.75	13.80	15.62	22.67	-31.09%	20.76	19.85	4.59%
Active Vehicles in Fleet	117	117	117	117	117	117	117	134	-12.69%	117	119	-1.43%
DART Paratransit												
Total Ridership	12,964	12,059	11,918	12,248	11,196	13,660	13,677	14,764	-7.36%	127,774	137,343	-6.97%
Passengers/Revenue Hour	3.14	3.08	3.02	3.08	3.05	3.17	3.44	3.25	5.85%	3.14	3.15	-0.44%
Average Trip Length	5.92	6.00	6.07	5.91	6.19	5.71	5.26	5.64	-6.76%	6.19	5.41	14.31%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.41	0.00	2.95	1.48	0.00	0.00	0.00	2.63	-100.00%	1.01	2.42	-58.44%
Non-Preventable/100,000 Miles	0.00	1.48	0.00	0.00	1.52	0.00	0.00	0.00	#DIV/0!	0.57	1.34	-57.89%
Maintenance:												
Total Miles Operated	71,083	67,356	67,684	67,560	65,856	74,316	69,095	76,033	-9.12%	706,341	743,679	-5.02%
Active Vehicles in Fleet	29	29	29	29	29	29	29	28	3.57%	29	27	8.21%
DART RideShare												
Total Ridership	21,478	21,730	21,978	23,254	21,690	29,000	24,374	26,034	-6.38%	232,614	248,108	-6.24%
Total Vans in Circulation	92	92	93	91	91	94	94	99	-5.05%	94	100	-6.41%
Total Rideshare Customers	786	803	822	818	822	842	856	866	-1.15%	825	866	-4.78%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.00	0.00	0.65	0.00	0.00	0.00	#DIV/0!	0.06	0.00	#DIV/0!
Non-Preventable	1.19	1.23	0.00	0.00	0.00	0.53	0.00	0.52	-100.00%	0.41	0.82	-50.34%
Maintenance:												
Total Miles Operated	168,289	161,986	167,901	160,904	153,619	187,862	173,045	193,658	-10.64%	\$1,709,268	1,819,052	-6.04%
Active Vehicles in Fleet	116	116	116	116	116	116	116	106	9.43%	114	107	7.22%



System Performance Ridership Report

April 2011

	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	April 2010	Percent Change 2011/2010	FY11 Year To Date	FY010 Year To Date	Percent YTD Change 2011/2010
DART Fixed Route Ridership	324,015	294,347	278,278	300,404	285,233	322,732	322,599	345,002	-6.49%	3,141,790	3,110,800	1.00%
Local Routes:												
#1 - Fairgrounds	18,584	16,435	15,032	17,144	14,827	16,955	17,116	42,339	-59.57%	321,949	478,920	-32.78%
#3 - University	64,783	59,014	56,603	59,219	56,131	63,564	62,447	71,673	-12.87%	612,742	606,486	1.03%
#4 - Urbandale	31,858	28,996	26,832	28,819	26,976	30,673	29,958	31,410	-4.62%	286,734	260,517	10.06%
#5 - Clark	15,998	15,430	14,314	15,977	15,585	17,352	16,939	19,539	-13.31%	153,921	176,284	-12.69%
#6 - Douglas	48,535	44,244	42,422	43,671	42,999	47,365	48,813	48,273	1.12%	441,436	397,994	10.92%
#7 - Ft. Des Moines	41,346	38,444	34,879	36,609	37,284	44,957	45,778	41,741	9.67%	386,327	352,966	9.45%
#8 - South Union	9,373	8,607	7,426	9,152	8,557	9,389	10,643	10,700	-0.53%	85,526	81,514	4.92%
#10 - Pleasant Hill**	0	0	0	0	0	0	0	338	-100.00%	0	67,680	-100.00%
#11 - Ingersoll/WDM	24,370	18,578	20,635	22,125	21,657	24,274	24,309	5,089	377.68%	217,293	20,712	949.12%
#12 - Urbandale Business Park	0	0	0	0	0	0	0	411	-100.00%	0	4,036	-100.00%
#13 - SE Park Ave.	7,383	7,119	5,938	6,991	6,290	5,760	6,600	6,090	8.37%	56,551	42,702	32.43%
#71 - Ankeny/Delaware**	746	764	651	649	782	1,079	987	882	11.90%	9,000	7,499	20.02%
Shuttle Routes:												
Link Shuttle	1,905	1,648	1,513	1,678	1,030	1,444	1,600	7,815	-79.53%	15,472	85,587	-81.92%
Dline	17,867	16,691	15,398	14,674	14,594	15,651	14,385	15,472	-7.03%	161,499	161,576	-0.05%
DMACC	204	161	102	169	147	101	148	86	72.09%	1,475	1,053	40.08%
Lincoln/McCombs	8,978	8,557	6,736	8,556	7,339	6,585	8,402	8,730	-3.76%	67,055	63,947	4.86%
Express Routes:												
#90 - Airport South Business Park	1,039	967	1,039	1,014	612	849	712	981	-27.42%	9,268	8,477	9.33%
#91 - Northwest	1,274	1,210	1,254	1,502	1,280	1,770	1,407	1,733	-18.81%	14,146	15,091	-6.26%
#92 - Urbandale	3,164	2,395	2,556	3,296	2,654	3,168	2,644	3,339	-20.81%	30,092	28,486	5.64%
#93 - NW 86th Express	3,574	3,488	3,568	4,070	3,831	4,637	4,422	3,594	23.04%	37,651	31,299	20.29%
#94 - Westtown	1,184	1,225	1,287	1,632	1,333	1,607	1,796	1,783	0.73%	15,279	13,001	17.52%
#95 - Vista	3,217	2,961	2,653	3,134	3,181	3,566	3,056	3,446	-11.32%	31,281	26,155	19.60%
#96 - E.P. True	3,566	3,001	3,092	3,694	3,355	3,829	3,470	4,319	-19.66%	36,188	39,496	-8.38%
#98 - Ankeny	7,429	7,106	6,970	8,380	7,312	8,784	8,052	8,186	-1.64%	73,574	72,809	1.05%
#99 - Altoona	2,126	2,067	2,299	2,636	2,198	3,266	3,070	2,554	20.20%	24,020	22,793	5.38%
On-Call Routes (Operated by Paratransit):												
On-Call: Ankeny	170	176	166	152	152	146	145	168	-13.69%	1,610	2,129	-24.38%
On-Call: Des Moines	235	255	299	332	307	368	322	254	26.77%	2,850	2,713	5.05%
On-Call: Urbandale	2,568	2,406	2,372	2,670	2,478	2,927	2,594	2,097	23.70%	24,966	20,314	22.90%
On-Call: West Des Moines	1,634	1,640	1,687	1,680	1,608	1,801	1,923	1,363	41.09%	16,260	13,230	22.90%
On-Call: Clive	750	638	465	653	596	680	728	414	75.85%	5,621	3,649	54.04%
On-Call: REGIONAL	155	124	90	126	138	185	133	183	-27.32%	2,004	1,685	18.93%
DART Paratransit Ridership	12,964	12,059	11,918	12,248	11,196	13,660	13,677	14,764	-7.36%	127,774	137,337	-6.96%
Bus/Van	12,002	11,223	11,158	11,432	10,639	13,006	13,139	13,481	-2.54%	119,754	125,475	-4.56%
Cab	962	836	760	816	557	654	538	1,283	-58.07%	8,020	11,862	-32.39%
DART RideShare Ridership	21,478	21,730	21,978	23,254	21,690	29,000	24,374	26,034	11.39%	232,614	248,108	-6%
TOTAL RIDERSHIP	358,457	328,136	312,174	335,906	318,119	365,392	360,650	385,800	-6.52%	3,502,178	3,496,245	0.17%

* Last day of operation 4/23/10

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

MONTHLY REPORT



11A: Development Department

Staff Resource: Elizabeth Presutti, Chief Development Officer

April Employer Presentations:

- Principal Orientation (3 visits)
- Natural Living Expo
- Johnston High School Presentation
- Pioneer Hi-Bred International
- Earth Days
- IWD Career Expo DART Presentation
- Wallace Building Grab and Go
- Science Center Hybrid days
- Principal Earth Days

April Customer Service Statistics:

- 129 email replies were provided.
 - 78 complaints were received.
 - 9 commendations were received.
-

- Comments were about the same as March, but we did have more commendations in April.
- Driving Skill comments were up this month. Complaints were made about the Drake area, regarding the parked cars and drivers not pulling up to the stop. Drivers do their best to get as close as they can. Two complaints were about a driver who stopped quickly to avoid a car. We did have several where the drivers did not use their best judgment and another where a student threw something out of a bus window hitting a car.
- The “Rude and Customer Relations” category showed a slight decline. We had several complaints about drivers not accepting the old Reduced Fare ID cards. We cleared that up with the drivers. Additional complainants were upset with drivers taking restroom breaks.
- In the month of April, 65% of the comments closed were found to be unproven. We had many comments where a message was left for the customer to call us back but there was no response by the customer.
- “Pass-bys” were down, with several the individuals calling in who did not know their location and were not at the right bus stop.
- Overall a good month.

MONTHLY REPORT
11A: Development Department



- Nine commendations were received this month, this is exceptional. From a driver pulling over the bus to help a sight-impaired person cross the street, a driver singing to his passengers and comments about what great drivers DART has. Great month!

Public Information and Communications:

- Staff attempted to minimize the negative publicity of the pedestrian accident in early May. Though the Public Information Officer was out of town at a wedding at the time of the incident, he was immediately notified of the accident and he maintained regular communication with the Safety Manager, Chief Operating Officer, General Manager and others throughout the evening to keep apprised of developments. He also spoke with reporters or news directors with WOI, KCCI and WHO TV stations, as well as The Des Moines Register. The incident received wide coverage, although most reports made clear that DART was not at fault in the incident.
- Staff worked with The Des Moines Register on an article about DART Forward 2035 that was published Friday, May 20th. Staff arranged for interviews with DART staff and DART riders. Staff provided historical ridership and mileage numbers for comparison. Staff also worked with the Register's photography department to arrange for two photos shoots with DART riders. The article accurately reflected the intent of the planning effort and its potential for bringing big changes to public transit in Greater Des Moines.
- Staff worked closely with the General Manager to coordinate the release of information regarding Mr. Miller's coming departure. This included the development of internal communications to employees and external communications to key stakeholders such as the city council members, mayors and city managers of DART's member cities. A press release was also prepared and issued. Staff then arranged for multiple press interviews with Mr. Miller.
- Staff participated in multiple Bike Month activities:
 - Staff delivered DART's new, full-sized and portable bike rack displays to area bike shops, where customers were able to practice using the bike racks without the pressure of trying them out for the first time while the bus is waiting for passengers to board. The two displays were at Bike World in Urbandale and Barr Bike in Clive for the first two weeks of the month and at Rasmussen Bike Shop in West Des Moines and Bike Country in Ankeny for latter two weeks of the month.
 - Bicyclists rode DART buses for free during Bike to Work Week (May 16-20).
 - Staff participated in the "Two-Wheel Caucus," the annual bike ride through downtown with Congressman Leonard Boswell. In addition, DART's hybrid bus was on display at the start of the ride, where staff showed the gathered bicyclists how to use the bike rack. WHO-TV interviewed DART staff on the use the racks, as well.
 - Staff participated in the Bike Breakfast, a breakfast that occurs on the Friday morning of Bike to Work Week. The hybrid bus was on display at the location of the breakfast, Nollen Plaza, where staff handed out DART's new T-shirts and showed cyclists how to use the DART bike racks.
- Staff worked to schedule speakers for the DART Central Station Groundbreaking and craft speeches for the seven Commissioners who spoke at the event. Staff also publicized the event before and afterward through a media advisory, press release and social media. Staff also coordinated press interviews with DART's General Manager and Chief Development Officer afterward.

New Bus Garage Construction Project:

- The end is in sight!
- Completed this past month:
 - Finish grade and rock.
 - All the concrete paving
 - Partial grading for preparation of the southwest retaining wall.
 - The Hubbell property line was sodded and the sprinkler system PVC pipe capped according to the agreement
 - Electrical panels received new seals and locks
 - Installation of additional roof pads
- Building punchlist items to be completed:
 - On April 26, 2011, Parsons Brinkerhoff completed an inspection and a revised punchlist for the bus garage.
 - Remaining building punchlist items to be completed.
 - Pre-cast stain refinishing is 50% completed.
 - Electrical panel locks replaced
 - One light sensor adjusted
 - Instillation of data and telephone lines.
 - Exterior projects to be completed:
 - West retaining wall.
 - Finish landscape grade and seed
 - Replacement of the expandable Emseal joint on the west side.

2011 Iowa State Fair Planning:

- DART has been working with the Iowa State Fairgrounds to finalize improvements to the shuttle system.
- There are two main improvements:
 - Expanded service from the Center Street Park & Ride.
 - Due to the reduction of cars parking at the Center Street Park & Ride ramp, it has created ample available parking space during the weekdays to expand the Center St. Park & Ride shuttle service.
 - The Iowa State Fairgrounds and DART worked with the City of Des Moines to secure the ramp during the Iowa State Fair.
 - DART will provide all day service Monday through Friday in addition to our current Friday evening and all day Saturday and Sunday services.
 - Service will start at 8:00 a.m. from the Park & Ride, with service approximately every 10 minutes.
 - The #1 Center St. Park & Ride route has been changed to minimize the number of buses, improve frequencies and to combine service with the #1 Fairgrounds route to improve the Grand Ave. & E. 12th St. boarding area.
 - The S.E. Polk Shuttle will have a new staging area at the Fairgrounds.

MONTHLY REPORT
11A: Development Department



- The Iowa State Fairgrounds will build a new pull-off area for DART buses on Dean Ave. at Gate #8 heading southbound.
- The route will be changed to facilitate the new staging area.
- All services for the past few years have been evaluated to determine the most efficient service levels.
- In addition, the Planning Department has also been working with the Transportation Department to allow more open bidding of the Iowa State Fair work for the bus operators.
- In order for this to happen, we were required to design and build all the Iowa State Fair services into the Trapeze scheduling program.

RideShare:

- Continued interest in vanpools; to date 27 new agreements were signed for April.
- One new vanpool started after April training class.
- Two new vanpools leaving from Des Moines park and ride locations serving West Des Moines.

DART Advertising Program – New April Advertisers:

- ABATE
- ZLR – Colon Cancer Screening
- Iowa Workforce Development Job Fair

Other Marketing Activities:

- June – Dump the Pump
- August – State Fair 11-21

MONTHLY REPORT



11B: Operations (Fixed Route & Maintenance) Department

Staff Resource: Tom Reynolds, Chief Operating Officer

Operations:

Since the last report there has been a deluge of street closures for street repairs, festivals, parades and block parties. It has been a challenge to Transportation/Supervision to track them all.

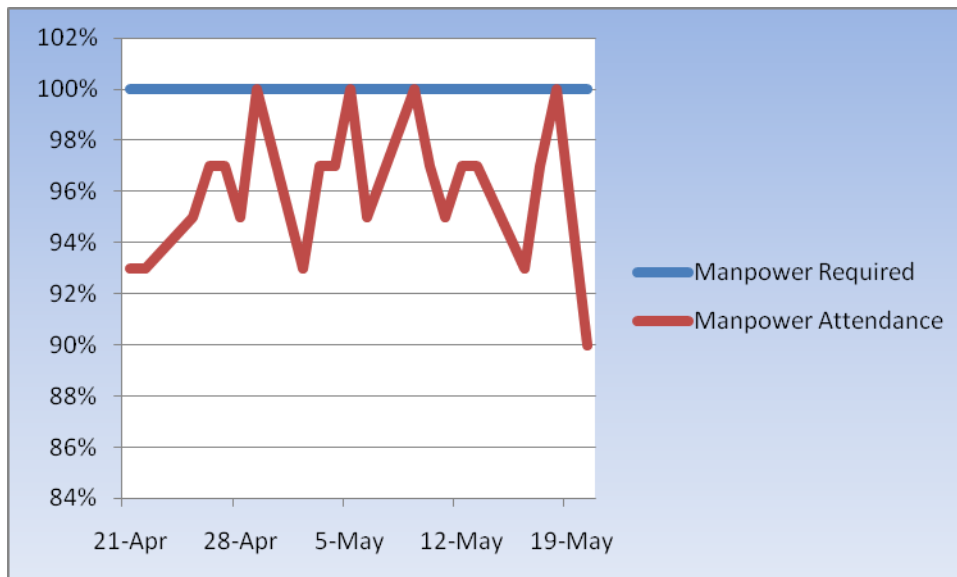
The new collective bargaining agreement with the ATU (Local 441) begins on June 1st. Operations and Human Resources met with Union leadership to identify action steps necessary to transition to any new terms and condition.

The new Information Technology Manager, Ms. Barbara Steinback, started on May 16th at DART. She brings a broad range of IT experience and management skills to DART. Ms. Steinback’s arrival coincided with the kick-off meetings for the Automated Vehicle Location project that will have a heavy reliance on a sound IT infrastructure.

Thanks to the Operations personnel who pitched in to make the DART Central Station Groundbreaking a success. I was pleased to see how everyone was excited to help make it a great event, despite the weather.

Transportation:

Manpower Report - Attendance for AM Pull-outs were favorable for most of the last month.



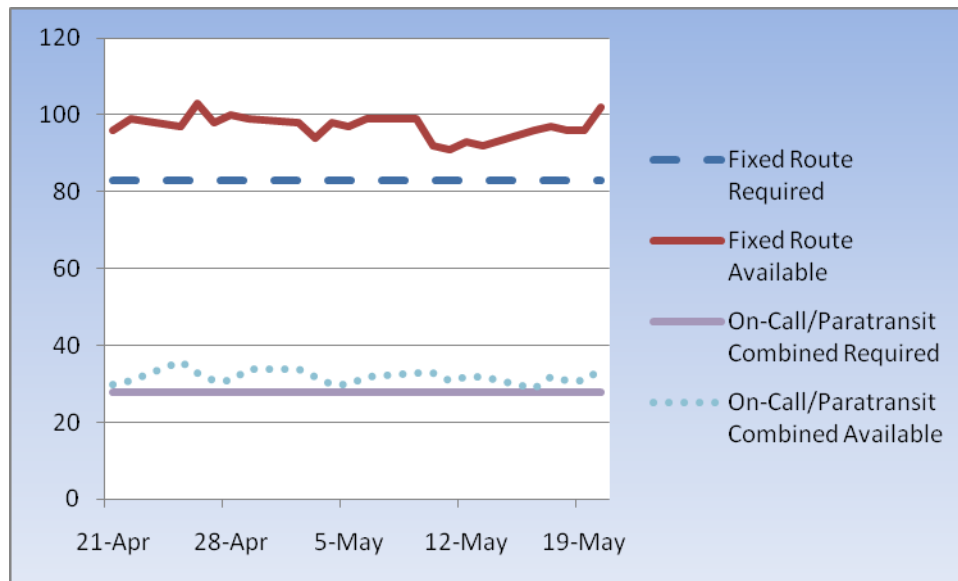
MONTHLY REPORT
11B: Transportation Department



Management at Merle Hay Mall recently contacted DART regarding concerns generating from after-school students visiting the mall. DART was able to make a slight schedule change to help; however additional changes being requested by the mall management will generate additional costs. Per the school contract, prior approval is required before such changes are implemented.

Maintenance:

While the Vehicle Maintenance department has met service needs over the last month, the hot spell in early May made it more difficult to do so. Summer Prep (A/C) work is continuing and is slightly over 50% completed.



Purchasing:

Work on the maintenance shop’s roof was completed and Manager Mike Drottz is working to close-out the project. In April, the Commission approved the installation of new hoist/lifts and that project will begin in June. Both Mr. Drottz and I met with the other contractor that submitted the protest on this bid to help them understand the nature of DART’s action.

Buildings & Grounds:

Interviews for the Facilities Manager are complete and I anticipate a decision to hire someone in this position very soon. With the “Sustainable” Transit Hub on the near horizon, we have been actively seeking a candidate who will understand the requirements necessary for maintaining this facility.

MONTHLY REPORT



11C: Paratransit Department

Staff Resource: Chet Bor, Paratransit Director



DART was awarded the **2011 Gold Award for Bus Safety** by the American Public Transportation Association! The top honor is the *GOLD Award*, which is given to organizations with the best overall bus safety program selected by an independent panel of judges. Three awards are given for small, medium and large properties.

Safety Initiatives:

- The April safety meeting covered the ADA, passenger relations and driving in rain and fog. The May safety meeting covered railroad crossings, breakdown procedures and new traffic signals. Twelve drivers advanced to the next level of the Safe Driving Award.
- There were no preventable accidents again in April for the third month in a row! Paratransit is proud to post an Accident Frequency Rate (AFR) 140,540 miles between preventable accidents!

FY11 AFR	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD AFR
Paratransit													
Accidents	2	0	1	1	0	2	1	0	0	0			7
Mileage	97,313	103,836	100,111	99,372	94,235	95,560	95,302	91,990	105,322	97,338			980,379
AFR	48,657	103,836	100,111	99,372	94,235	47,780	95,302	91,990	105,322	97,338	0	0	140,054
Per 100K Miles	2.06	0.00	1.00	1.01	0.00	2.09	1.05	0.00	0.00	0.00	0.00	0.00	0.71

- In March, DART hosted a statewide Passenger Assistance Training course taught by the National Transit Institute out of the University of Wisconsin, Milwaukee. There were 21 students from twelve transit agencies from around Iowa. DART had eight students; four from fixed route, two from paratransit and two staff complete the training. Thanks to Mike Kaiser for coordinating the training.
- DART has recently completed 100% Smith System re-certification for all drivers - paratransit and fixed route. This is a part of DART's ongoing commitment to advanced defensive driving and safety excellence. We teach our drivers to be proactive and not reactive to traffic hazards.

Polk County Senior Fest & Health Fair 2011:

- Once again, DART was a participant in the annual Polk County Senior Fest & Health Fair on May 18th at the Iowa State Fairgrounds.
- DART operated 16 buses providing 501 trips to and from the event, using 12 buses from paratransit and 4 buses from fixed route. Ridership for this year's event was up 12% over last year.
- The DART staff involved were Ted Parry, Mike Kaiser, Neil Hampton and PJ Sass. Georgia Parkey built the schedules.



Paratransit Outreach:

- Paratransit continues to conduct community outreach to educate potential riders about the various services offered by DART. In March, Neil Hampton visited with 12 senior residents of Virginia Park Apartments. In May, Neil meet with 17 seniors to discuss DART at the Central Des Moines Senior Center.
- In April, DART was able to assist River Bend Transit (RVT) in Davenport as they make some sweeping changes to their paratransit program. Following preliminary phone interviews, DART hosted key staff from RBT on site at DART to learn more in depth about how DART manages paratransit. We hope to make a reciprocal visit to Davenport when we roll-out our Mobile Data Terminals since River Bend Transit has recently successfully implemented them.

IPTA Driver of the Year:

- Paratransit is proud to announce that Jack Beminio was selected as DART's Paratransit Driver of the Year.
- Jack Beminio has been faithfully doing his job for 27 years. That speaks volumes about his dedication and commitment to his profession. For Jack, being a paratransit driver is a career and there is great respect by all for how he does his job - he refuses to let anyone down. Jack is a seminal member of the paratransit team by his example. As a fellow driver commented, *"Jack is a quiet leader much deserving of this honor."*
- Jack will be recognized, along with DART's Fixed Route Driver of the Year at the Iowa Public Transit Association conference on June 24th in Lake Okoboji.



June 11, 2011 ~ SW 11th Street & MLK, Jr. Parkway

MONTHLY REPORT



11D:	General Manager
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Staff Resource: Brad Miller, General Manager

Meetings:

- **TCRP Study Panel on RideSharing-** In Irvine, California on April 28-29, 2011, I participated in a technical research panel review of a study on how RideSharing programs like DART's can complement or enhance other public transit operations.
- **IDOT Public Transit Advisory Committee** – I spent Thursday, May 5, 2011 in Ames along with other managers from certain Iowa transit systems advising the DOT staff on policy decisions affecting the DOT's limited transit funding and allocation of federal transit funds.
- **Federal Charter Rule Audit by Federal DOT's Office of Inspector General** – On May 8, 2011, Mr. Calvin Moore and his team of investigators visited DART and Elizabeth and I provided information to him on the challenges DART and the Des Moines region have faced with the 2008 implementation of more restrictive charter bus regulations.
- **Des Moines Partnership Trip** – Thanks to Chair Connolly and Commissioners Hensley, Gayman, and Conkling as well as Commission alternate Steve Peterson for participating in DART's visits to our Congressional members.
- **City Manager Budget Review Meeting** – A tear came to my eye on May 17 as I concluded my final meeting of the City Managers to review the status of DART's FY2011 and FY2012 budgets as well as the budgetary adjustments that are anticipated from the DART Forward 2035 Transit Plan.

Resignation:

- My last day at DART will be the DART Commission meeting on June 28, 2011. The last five years have been the most challenging and rewarding period of my career and I am completely indebted to the 11 different DART Commissioners I have worked for, the Brick Gentry Law firm, and most importantly, the fine men and women that I have worked with at DART. Thanks and please put up with me for one more month.

Congratulations:

- Jamie Schug, DART's Chief Financial Officer earned her Certified Public Finance Officer (CPFO) accreditation by the Government Finance Officers Association this spring by completing the last exam of a 5 exam series. She is one of 459 CPFO's in the country, way to go Jamie!!



Future DART Commission Items May 31, 2011

June 28, 2011 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - RideShare Fare Increase Adoption - Refugee Reduced Fare Pass Program 	
July 26, 2011 5:00 P.M.*	
Action Items	Information Items
<ul style="list-style-type: none"> - *May move meeting to following week (August 2). 	<ul style="list-style-type: none"> - Quarterly Safety Report
September 27, 2011 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - DART Forward 2035 Plan Adoption 	
October 25, 2011 5:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - 2011 Federal and State Legislative Priorities 	<ul style="list-style-type: none"> - Quarterly Safety Report
November 29, 2011 5:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> - FY 2013 Budget

<u>Key Meetings/Dates:</u>
<ul style="list-style-type: none"> - June 1-3 – Benchmarking Kick-Off Meeting, Rochester, NY - June 11 – DART Bus Roadeo - June 19-22 – APTA Risk Management Seminar, Des Moines, IA - June 22-25 – IPTA Annual Conference & State Bus Roadeo – Lake Okoboji, IA - October 2-5 – APTA Annual Meeting and EXPO, New Orleans, LA
<u>Other Future Items:</u>