



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF COMMISSION MEETING AND AGENDA  
May 22, 2012 – 5:00 p.m.  
DART MULTI-PURPOSE ROOM, 1100 DART Way**

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

**1100 DART Way – Des Moines, IA 50309  
April 24, 2012**

**ROLL CALL**

Commissioners Present: Ted Boesen, Tom Gayman, Christine Hensley, Gaye Johnson (5:05pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent: Steve Brody, Skip Conkling, Angela Connolly

Alternates Present: Steve Peterson, Jon Woods (5:11pm)

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Randy Ross, HR Director; Kirstin Baer-Harding, Advertising Manager; Teresa Cashman, Scheduling Manager; Mike Kaiser, Service Management Manager; P.J. Sass, Customer Service Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Paula Covington, RideShare; Greg Schmitt, Training Manager; Justin Hazebroek, Operations Supervisor; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Zach Young, MPO; Mark Trost, TDS, LLC; Todd Garner, Substance; Matt Rodekamp, Substance; Linda Reynolds, Bus Rider; David B. Dahlquist, RDG; Bill Wimmer, Lobbyist

**CALL TO ORDER**

The meeting was called to order by Steve Van Oort at 4:59 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Mr. Van Oort called for a motion to approve and accept the agenda as presented.

There being no comments on the agenda, it was moved by Ms. Hensley and seconded by Mr. Boesen that the agenda be approved. The motion carried unanimously.

**APPROVAL OF MINUTES**

Mr. Van Oort called for corrections to the March 27, 2012 meeting minutes.

Mr. Mahaffey asked that the minutes be corrected to reflect that he arrived late.

It was moved by Ms. Hensley and seconded by Mr. Boesen that the minutes be approved. 6 Yes, 1 Abstain. The motion carried.

## **PUBLIC COMMENT**

Ms. Linda Reynolds who lives at 7906 Southwest 9<sup>th</sup> Street in Des Moines addressed the commission regarding service to the South side of Des Moines. She spoke on behalf of the South side bus riders who will be affected by the proposed elimination of the number 8 bus and the cessation of the county line portion of the number 7 bus in midday service. She went on to say that bus elimination would be a serious problem for many of the riders in this area. Ms. Reynolds provided a copy of her notes and her plan for continued service in this area and thanked the Commission for their time.

## **CONSENT ITEMS**

### **6-A – March 2012 Financial Reports**

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

## **ACTION ITEMS**

### **Action Item 7A – Iowa Purchasing Card Consortium**

Ms. Schug recommended that DART switch from the current credit cards through Banker's Trust to a purchasing card program where staff that make frequent purchases, or are frequent travelers would have a card with their own name on it. The purchasing cards allow for more control over where purchases can be made, and do not have any limits on the number of employees who can be added to the program. Ms. Schug briefly discussed some of the elements of rebates that are available and that there are no fees associated with the program. Ms. Presutti added that the program will integrate with the new financial system allowing the transactions to come in on the general ledger.

It was moved by Mr. Peterson and seconded by Mr. Gayman that the Commission approve the Purchasing Card Program. The motion carried unanimously.

### **Action Item 7B – Transportation Planning Memorandum of Understanding**

Ms. Presutti explained that the last agreement was signed in 2000, and as part of the Triennial Review three years ago, and as part of the MPO review that they had with FHWA and the FTA, it was recommended that this agreement get updated.

It was moved by Mr. Boesen and seconded by Mr. Gayman that the Commission approve an update to the Transportation Planning Memorandum of Understanding between the Des Moines Area Metropolitan Planning Organization (MPO) and the Des Moines Area Regional Transit Authority (DART). The motion carried unanimously.

### **Action Item 7C – DART Central Station Public Art Contract**

Mr. Dalquist gave a presentation outlining the final design and fabrication of artwork to be included in the construction of DART Central Station.

It was moved by Ms. Hensley and seconded by Mr. Boesen that the Commission approve the contract with David Dahlquist (RDG IA Inc. dba RDG Dahlquist Art Studio) not to exceed \$210,000. The motion carried unanimously.

## **Action Item 7D – DART Central Station Change Order and Project Update**

Mr. Olson showed a brief time lapse video of the construction project. Mr. Trost provided an update on construction progress:

- The columns for the main canopy went up on the North end
- Everything is on schedule with no major hick-ups or safety concerns
- The high canopy will begin to go up over the next few weeks
- Zinc panels will be going on later in the month or end of June
- Elevator is still coming along
- Paving will begin the end of May, and will begin focus on the interior of the project
- Working with Shannon Morton and Erin Hid of Brooks Commercial Real Estate to lease the vendor space
- Continuing to look at other panel manufacturers for solar options. We expect to hear back later this week from two or three vendors.

It was moved by Mr. Peterson and seconded by Ms. Johnson that the Commission approve Change Order #3 with The Weitz Company for construction of DART Central Station in the amount of \$78,262. The motion carried unanimously.

## **DISCUSSION ITEMS**

### **8A – State Legislative Update**

Mr. Wimmer gave an update on state legislation and the various appropriation bills that are still being considered. The Driver Assault Bill that was introduced this year received more activity than in the past. Responses were good, but didn't get where we wanted to be. One of the limitations they want to put on it is to limit this to when our drivers are on duty. The vote failed this year; however with a little bit of education, understanding from people, and ways to differentiate our drivers from other people we can work on it again.

Mr. Wimmer also discussed the Bus Rapid Transit grant where \$2 million dollars of state money was put into the riff bill, which is part of the infrastructure bill. Currently there is a difference between the house and senate whether or not the money should be in there. The language that was put on the senate side was specific to DART. Gunnar has put together language for a fallback position. The language states that any transit operation in the state could make an application for this grant and be eligible for the \$2 million; however DART would be the only agency that would qualify.

Mr. Wimmer also stated that commercial property tax is still on the plate and currently they are talking about not backfilling, and giving the capability of raising it. Currently no one has seen a bill for it yet.

### **8B – Quarterly Safety Report**

Mr. Schmitt, Training Manager for DART updated the commission on the quarterly safety report:

- Fixed object accidents are down
- Personal injury accidents are down
- Overall, we have 14 fewer accidents compared to this time last year

- Bus to vehicle accidents and preventable accidents have gone up

The management safety team is addressing this with a plan to identify personnel based on tenure and also our safety records for a targeted refresher training program to supplement what we initiated 2 ½ years ago to refocus our dedication on safety. Operation supervisors and dispatchers are giving daily reminders to keep safety as top priority to keep these numbers down.

## **8C – March 2012 Performance Reports**

### **MONTHLY REPORTS**

#### **General Manager**

Ms. Presutti, General Manager informed the commission that we are holding steady at 13% year to date above last year.

We've been working through the health insurance renewal and were able to, after aggressive negotiations to get a zero percent increase overall for the coming year. We've done very well in mitigating claims.

Ms. Presutti and Ms. Celsi will be attending the Partnership trip May 9<sup>th</sup> – 11<sup>th</sup> in Washington, D.C. where they will be sponsoring a lunch on the first day. A video celebrating DART Central Station and shared success with the region will be presented. Meetings with various congressmen have been scheduled during this trip.

Meetings will continue with various companies in downtown regarding the transit project. Ruan and Bankers Trust have recently committed funds towards the project.

Mr. Gentry sent out everything for the 28E agreement and have received signatures from 15 municipalities. One map will be changed to include a portion of Warren County.

#### **Operations Report**

Tom Reynolds, Chief Operating Officer informed the commission on two new hires; one new Operations Supervisor and an AVL Administrator. Mr. Reynolds mentioned that the first lady had recently been in town and that the secret service loved our buses.

Testing on the AVL system next week will begin on the mini fleet. A short presentation on the project will be planned for the commission at a future date.

It was discovered that some tainted oil was in our motor oil tank and in some of our vehicles. Maintenance has reacted appropriately and 66 vehicles have been changed out with good oil.

### **FUTURE AGENDA ITEMS**

No discussion

### **COMMISSIONER ITEMS**

Ms. Presutti mentioned that next month a nominating committee will have to be set for the various seats on the DART Commission.

### **OTHER – Communications**

Mr. Van Oort reminded the commission to sign the beam that is located in the Paratransit garage.

**Next Meeting**

May 22, 2012 at 5:00pm

**ADJOURNMENT**

The meeting was adjourned at 6:04 p.m.

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, no meeting in August

Sep 25, Oct 23, Nov 27, Dec 18

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Chair

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Secretary/Treasurer

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Date

## CONSENT ITEM



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

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

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

### Year-to-Date Budget Highlights:

#### *Revenue:*

- Fixed Route Operating Revenue for the first ten months of FY2012 is greater than budgeted by \$310,376. It is anticipated that fixed route operating revenue will end the year near budgeted levels.
- Fixed Route Non-Operating Revenue is slightly better than budget for through ten months of FY2012. State Transit Assistance (STA) remain at 5% greater than budget year to date. State fellowship reimbursements related to travel are also up year to date.
- Paratransit Operating Revenue is approximately 26% below budgetary expectations through ten 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 5% above budgetary expectations through ten months of the fiscal year due to fare increases effective with the October invoices.

#### *Operating Expense:*

- Fixed Route Budget Summary – Through ten months, actual expenses are within budgeted levels, with total Fixed Route expenses 5% below budget. The majority of the savings are in the area of fuels and lubricants.
- Paratransit Budget Summary – Through ten 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 \$279,314.
- Rideshare Expenses are approximately 12% below budgetary expectations through the first ten months of the fiscal year. The savings are primarily in equipment repair parts and fuels and lubricants, which are 63% and 7% below budget respectively.

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

Fixed Route	\$ 1,483,325	Reserve For Accidents	(See Balance Sheet):
Paratransit	\$ -279,314		FY2012 - \$1,307,341
Rideshare	\$ 153,663		
Total	\$ 1,357,674		

**FY2012 Financials:**

**April 2012**

<b>FIXED ROUTE</b>	<b>April 2012</b>			<b>Year-To-Date-(10) Months Ending 04/30/2012</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	344,716	344,706	10	3,757,436	3,447,060	310,376
Non-Operating Revenue	1,187,448	1,135,760	51,688	11,748,454	11,357,600	390,854
Subtotal	1,532,164	1,480,466	51,698	15,505,890	14,804,660	701,230
Operating Expenses	1,397,550	1,509,839	112,289	14,401,842	15,183,937	782,095
Gain/(Loss)	134,614	(29,373)	163,987	1,104,048	(379,277)	1,483,325

<b>PARATRANSIT</b>	<b>April 2012</b>			<b>Year-To-Date-(10) Months Ending 04/30/2012</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	170,274	252,895	(82,621)	1,872,541	2,528,950	(656,409)
Non-Operating Revenue	46,119	64,982	(18,863)	631,389	649,820	(18,432)
Subtotal	216,393	317,877	(101,484)	2,503,929	3,178,770	(674,841)
Operating Expenses	254,591	316,190	61,599	2,766,373	3,161,900	395,527
Gain/(Loss)	(38,198)	1,687	(39,885)	(262,444)	16,870	(279,314)

<b>RIDESHARE</b>	<b>April 2012</b>			<b>Year-To-Date-(10) Months Ending 04/30/2012</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	82,664	79,166	3,498	827,957	791,660	36,297
Non-Operating Revenue	-	-	-	15	-	15
Subtotal	82,664	79,166	3,498	827,972	791,660	36,312
Operating Expenses	91,109	99,399	8,290	876,639	993,990	117,351
Gain/(Loss)	(8,445)	(20,233)	11,788	(48,667)	(202,330)	153,663

## ACTION ITEM



**8A: Des Moines Public Schools Contract**

**Action: Approve a new 5-year contract with the Des Moines Public Schools and Year 1 contract value of \$673,011.75.**

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

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### **Background:**

- DART has been providing Des Moines Public School middle and high school students transportation to and from school since 1993.
- Over 2,500 student trips per day are provided on DART's regular fixed route services as well as 40 additional bus routes that include slight variations off a DART route.
- As part of the contract, DART provides unlimited ridership privileges to eligible students every day of the week throughout the entire year including all break periods (Christmas Break, Spring Break, and Summer Break).
- Unlimited ridership privileges for eligible summer-school students.
- Unlimited free access to all DART transit services for any of the approximately 5,000 Des Moines Public School District employees.
- DMPS compensates DART for the true cost of DART services, not an estimated amount based on student passes issued. The district's payment will be guaranteed and received in 10 equal monthly payments during the school year.

### **Costs:**

- DMPS will pay DART an amount not to exceed \$673,011.75 subject to the addition or deletion of any existing routes, school days, or major cost escalation (fuel).
- The new contract structure is proposed to be in effect for a five-year term, but the contract amount shall be renegotiated each year and subject to DART Commission and School Board approval.

### **Recommendation:**

- Approve this five-year contract and the one-year 2012-2013 school year contract value not to exceed \$673,011.75.

**CONTRACT BETWEEN DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT AND THE DES MOINES AREA REGIONAL TRANSIT AUTHORITY**

This agreement is entered into by the Des Moines Independent Community School District (District) and the Des Moines Area Regional Transit Authority (DART) for the purpose of establishing a program in order to provide coordinated transportation services for students. The goal of this program is to provide efficient, high-quality and flexible service that saves taxpayer dollars. The program will provide transportation services to certain specified schools. It is the intent of this contract that it comply with Chapter 285 of the Iowa Code, and specifically section 285.5, except when otherwise inapplicable or inappropriate, and other provisions of law relating to school bus transportation, which are not inconsistent with the use of common carriers nor exclusively used in the transportation of school students.

**I. GENERAL PROVISIONS**

**A. Equal Employment Opportunities**

The District and DART shall comply with the provisions of Federal, State and District regulations to ensure that no employee or applicant for employment is discriminated against because of race, creed, religion, color, marital status, gender, national origin, sexual orientation, age or disability.

**B. Audit or Examination of Records**

It is agreed that any authorized auditor, and where federal funds may be involved, the Comptroller General of the United States or any other representative of the United States Government, shall have access to and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the parties relating to orders, invoices, or payments under this contract. All records relating to this contract shall be retained for such period of time as required by law.

**C. Changes**

Changes in contractual provisions to be furnished under the resulting contract may be made only in writing and approved by agents representing the District and DART and attached hereto as Appendices.

**D. Immunity from Liability**

DART agrees to protect, indemnify, defend and hold the District harmless from and against any and all loss, damages, claims, costs and expenses, whether for damage to person or property and including attorney fees, proximately caused by the acts or omissions of DART, its officers, agents or employees, committed or omitted in connection with DART's carrying out its obligations hereunder.

**E. Taxes – Federal, State and Local**

1. The District is exempt from federal excise taxes, and no payment will be made for any taxes levied on DART's charges. The District is exempt from sales and use taxes on equipment and services and they shall not be included in the contract price.

2. If DART includes in the price any state or federal tax which may be refunded, DART will furnish proof which will enable the District to obtain any refund or credit to which it is entitled.

**F. Gratuities**

The provisions of Chapter 722 and Chapter 68B of the Iowa Code and House File 2466, enacted by the 1992 session of the Iowa General Assembly, governing gifts and gratuities and public officials and agencies, apply to the District and DART.

**G. Independent Contractor**

DART is an independent contractor and not an employee of the District. DART is responsible for all withholding taxes, social security, unemployment, workers compensation, and other taxes and shall hold the District harmless for any claim for the same.

**H. Contractor Personnel**

The District shall notify DART regarding personnel complaints or regarding personnel of DART who exhibit unsuitability for work in a public school environment. DART shall respond appropriately and take such action as circumstances require.

**I. Compensation Payment Procedures**

Payment by the District to DART shall be as set forth in Appendix II.

**J. Contract Contents**

The contract shall consist of this document, appendices, written letters, and agreements modifying or changing the same, attachments, reference documents, memoranda, and written clarifications.

**II. SPECIFIC PROVISIONS**

**A. Services Defined**

The routes to be traveled during the morning and afternoon by the buses under the terms of this contract are listed in Appendix I and described as "School Routes" herein. Additional services beyond the bus transportation during in-service school days may be provided by DART and shall be outlined in Appendix II and labeled "Extra Services."

DART shall have primary responsibility for responding to complaints regarding the school bus service and for assisting in locating students reported lost.

**B. Payment**

For the transportation services to be provided by DART hereunder, the District shall pay DART the sum total shown in Appendix II through ten (10) monthly, equal payments starting with August and ending with May and not including June or July, subject to Adjustments as described below in Section II.C.

DART shall deliver one (1) copy of an invoice on a monthly basis to the District. Each invoice will document details of the service provision in a format agreeable to both parties.

The District shall be expected to provide payment to DART within thirty (30) days of receipt of the invoice. Any charge disputed by the District shall be separated from the invoice and the undisputed portion shall be paid. The District shall promptly notify DART of the dispute and both parties shall agree to meet and resolve disputed charges within thirty (30) days after notification of the dispute.

The District and DART may develop a transportation pass system that can be used by eligible students and/or eligible District Employees on any of DART's regular Fixed Route services. Certain restrictions may apply regarding use of special or other contracted transportation services. DART will notify the District of any such restrictions.

**C. Adjustments**

The District shall pay DART the fixed annual amount shown in Appendix II subject to significant adjustments of the services provided as defined by the following:

1. Should the District authorize an adjustment that amounts or includes the addition or deletion of one or more routes as compared to the School Routes listed in Appendix I, either party may request to renegotiate the annual payment amount. DART shall regularly monitor the ridership and capacity of the School Routes and routinely report this information to the District. The District and DART will make every effort to approve any adjustment that might be needed to either increase or decrease service at least thirty (30) days in advance of the planned adjustment. The District shall have final authorization to approve any adjustment. Following the District's approval of an adjustment, DART shall have primary responsibility for communicating route changes to the schools.
2. Should the number of days of School Route service provision increase or decrease by more than three (3) percent, either party may request to renegotiate the annual payment amount.
3. Should DART's documented actual annual total cost to provide the School Routes and Extra Services be plus or minus twenty (20) percent of the annual total cost shown in Appendix II, either party may request to renegotiate the annual payment amount. Prior to making any such request to renegotiate the amount, DART will make all reasonable efforts to offset increased costs with comparable savings in other aspects of the operation so that this adjustment may not be needed. DART shall provide written evidence that these efforts have been made prior to requesting a revised payment amount under this section.
4. In the event of a change in any state, federal, or local law that is directly related to any section of this contract, either party may request to renegotiate that section of the contract.

- D. In compliance with Federal Law, specifically described in Title 49 CFR Part 605, all transportation services covered under this agreement shall be open to the general public and in compliance with Federal Transit Administration's school transportation regulations.

**E. Driver Duties – Qualifications – Protection of Students – Discipline and Transportation Policies**

Standards of the District and DART shall be compared and appropriately identified. The following policies of the District or equivalent policies of DART shall be applicable to the bus services to be provided when appropriate with the equipment of DART:

1. Des Moines Public Schools Board Policy, Series 500, Code 509, Pupil Transportation.
2. Des Moines Public Schools Procedures, Series 500, Code 534, Pupil Transportation.
3. Des Moines Public Schools Board Policy, Series 400, Code 403, Certification and Licensing (e.g., Commercial Drivers License).
4. Des Moines Public Schools Board Policy, Series 400, Code 405, Physical Examination.
5. Des Moines Public Schools Board Policy, Series 400, Code 416.2 Alcohol and Substance Abuse – Bus Drivers.
6. Des Moines Public Schools Board Policy, Series 400, Code 450, Child Abuse Investigation.
7. Des Moines Public Schools Procedures, Series 400, Code 458, Child Abuse Investigation.
8. Des Moines Public Schools Board Policy, Series 400, Code 454, Sexual Harassment.
9. Des Moines Public Schools Board Policy, Series 700, Code 776.3, Special Education Transportation.
10. Student Discipline – See Discipline Policy – Des Moines Public Schools – See Education and Transportation Discipline Procedures – See Rules Governing Pupils Riding School Buses – See Assertive Discipline.
11. Emergency Operation Procedures in Case of Accident.
12. Emergency Evacuation Procedures, State of Iowa School Bus Drivers’ Handbook – Chapter 6.
13. First Aid, State of Iowa School Bus Drivers’ Handbook – Chapter 7.
14. Background Checks :The service provider shall certify that all employees employed in support of this contract who have direct contact with students, which is defined to mean being in the presence of students during regular school hours or during school-sponsored activities, have not been convicted of (i) a felony; (ii) any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or (iii) a crime of moral turpitude, or whose name appears on any Sexual Offender’s registry.
15. Emergency Weather Plan.
16. DART agrees to adapt portions of this driver training program to be consistent with and meet the objectives of the Driver STOP Training Program.

**E. Service To Be Provided**

Transportation for students under this contract shall be provided as indicated in Appendix I or any agreements of understanding executed by the parties.

**F. Route Preparation**

DART shall prepare routes and pick-up times to correspond with the school schedule. Initially, the routes shall be as specified in Appendix I. Deviations or variations in routes shall be approved by the District. DART shall notify the school and District of changes in routes required because of weather or other unexpected events.

Changes in routes need to be coordinated with the school. DART will be responsible for providing information regarding the routes to the school, the students and their parents.

**G. Establishment of Stops – Safety**

In the interest of safety, new stops may need to be established for specific students. Stops identified in Appendix I(a) shall be selected at points where the safety of students crossing

the street is of prime concern. Section 321.372 of the Iowa Code applies to DART where applicable. In order to promote the safety of students at the point of loading or unloading, DART shall not require students to cross major streets, will allow students to unload only from the rear door and will guarantee the availability of DART's supervisors in security cars to monitor safety conditions.

**H. Discipline – Removal of Students**

A student passenger shall not be removed from a DART bus for disciplinary reasons unless the removal is at the regularly assigned bus stop of the student or at the school site. However, the student may be removed from DART's bus at another location if removed by supervisory personnel and the student is taken to the student's school or home.

DART shall supplement the student discipline policy by providing on-site DART supervisory staff as required.

**I. Lost Children**

DART shall establish a contact and procedure with the school for children reported lost.

**J. Equipment – Inspections**

DART buses shall be used in the transportation of students as provided for under this contract.

It is the responsibility of DART to provide buses and other transportation equipment that meet normal safety requirements of a public transportation system. Deviations from such requirements shall be in writing. Inspections shall be conducted commensurate with inspection policies of DART. In case of breakdowns, a second bus shall be immediately dispatched and the school shall be notified of the breakdown. The District may inspect DART equipment.

**K. Vandalism**

Drivers will inspect buses and equipment prior to loading students to determine condition of the buses and equipment. Following disembarkment, an inspection shall be made to determine if any vandalism has taken place. A driver shall notify DART of any damage and DART shall notify the District. Students committing acts of vandalism are subject to the disciplinary procedures of DART and the District. Restitution for damages resulting from vandalism will be sought by DART from the student or responsible parents or guardians.

**III. PROCEDURES – POLICIES TO BE AVAILABLE**

**A. Requirements and Standards to be Made Available – Acknowledgment**

The District shall provide to DART and DART to the District the policies and standards referenced in Part II, Item E. 1-16, or DART equivalent or similar policies, for review. The District or DART shall make appropriate persons available to answer any questions relating to the contents of the documents referenced in Part II, Item E. The parties shall acknowledge that they have been given the opportunity to review the policies and they understand and will comply with the requirements imposed upon bus drivers and other personnel whose duties relate to the transportation of students.

**B. Waiver of Requirements – Written Statement**

The District may waive compliance with its requirements by DART if the requirements are inappropriate based on DART service, duplicate requirements of DART, different DART equipment, or for good cause shown. The waiver shall be specific and in writing.

**IV. RESOLUTION OF DISPUTES**

Should disputes over the interpretation of this agreement arise, including but not limited to disputes regarding services and payments called for in the Appendices, they will be resolved by the General Manager of DART and the Director of Operations for the District. Should they not be able to resolve the matter, the dispute shall be submitted to a mutually agreed upon third party chosen by the General Manager and the Director of Operations. That individual's determination shall be a final and binding resolution of the dispute in accordance with the provision of Iowa Code Chapter 679A.

**V. DURATION OF CONTRACT AND TERMINATION OF CONTRACT**

This contract shall be effective July 1, 2012 and shall continue until June 30, 2017 subject to four (4) annual renewal approvals by both DART and the District. This contract shall be considered to take precedence over the contract between the two parties that concludes on June 30, 2012. As of the effective date of this contract, the previous contract shall be considered null and void. The contract shall be renewed annually unless: (1) if contract terms for the upcoming school year cannot be reached by May 1 of any year, either party may terminate the contract with thirty (30) days notice; or (2) either party provides notice to the other by March 1 of each year (commencing with March 1, 2013) of its intent to terminate the agreement. All payments due shall be prorated to the date of termination.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2012

DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT

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

DES MOINES AREA REGIONAL TRANSIT AUTHORITY

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

## Appendix II 2012-2013 Final School Costs

<u>Labor Costs</u>	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	
PT Wage	\$ 13.96	\$ 14.38	\$ 14.81	\$ 15.30	\$ 15.49	\$ 15.84	
PT Benefit Cost	\$ 3.09	\$ 3.31	\$ 3.64	\$ 3.37	\$ 3.42	\$ 3.49	
<b>PT Total</b>	<b>\$ 17.05</b>	<b>\$ 17.69</b>	<b>\$ 18.45</b>	<b>\$ 18.67</b>	<b>\$ 18.91</b>	<b>\$ 19.33</b>	2.3% Inc.
FT Wage	\$ 17.81	\$ 18.34	\$ 18.89	\$ 19.52	\$ 19.77	\$ 20.21	
FT Benefit Cost	\$ 6.18	\$ 6.61	\$ 7.27	\$ 6.76	\$ 6.85	\$ 7.00	
FT Subtotal	\$ 23.99	\$ 24.96	\$ 26.16	\$ 26.28	\$ 26.61	\$ 27.21	
<b>FT Total With Overtime</b>	<b>\$ 35.99</b>	<b>\$ 37.44</b>	<b>\$ 39.25</b>	<b>\$ 39.43</b>	<b>\$ 39.92</b>	<b>\$ 40.82</b>	2.3% Inc.
<b>Labor Rate Average</b> <i>(2/3 part-time, 1/3 full-time at OT)</i>	<b>\$ 23.36</b>	<b>\$ 24.27</b>	<b>\$ 25.38</b>	<b>\$ 25.59</b>	<b>\$ 25.91</b>	<b>\$ 26.49</b>	2.3% Inc.
Total Hours	76.50	76.50	76.50	73.50	70.00	70.00	0.0%
<b>Labor Costs</b>	<b>\$ 318,115.82</b>	<b>\$ 330,475.29</b>	<b>\$ 332,045.01</b>	<b>\$ 334,806.27</b>	<b>\$ 322,844.62</b>	<b>\$ 330,125.99</b>	2.3% Inc.
<i>Calculations are based on 178 Days</i>							
<u>Mileage Costs</u>							
Total Mileage	775.45	775.45	775.45	712.45	698.35	698.35	
Mileage Consumables Rate	\$ 1.250	\$ 1.55	\$ 1.63	\$ 1.60	\$ 1.75	\$ 1.81	3.4% Inc.
<b>Mileage Costs</b>	<b>\$ 172,537.63</b>	<b>\$ 213,946.66</b>	<b>\$ 206,393.20</b>	<b>\$ 202,905.76</b>	<b>\$ 217,536.03</b>	<b>\$ 224,994.40</b>	3.4% Inc.
<u>Extra Costs</u>							
Early Dismissals	\$ 14,575.00	\$ 14,575.00	\$ 15,274.60	\$ 27,038.64	\$ 27,694.05	\$ 28,386.40	2.5% Inc.
Printing Costs	\$ 1,153.00	\$ 1,153.00	\$ 1,153.00	\$ 1,153.00	\$ 1,153.00	\$ 1,000.00	-13.3% Inc.
Supervisor - Half Time <i>(wages only - no benefits)</i>	\$ 21,475.50	\$ 22,119.77	\$ 22,893.96	\$ 22,893.96	\$ 22,893.96	\$ 22,893.96	0.0% Inc.
<b>Extra Costs</b>	<b>\$ 37,203.50</b>	<b>\$ 37,847.77</b>	<b>\$ 39,321.56</b>	<b>\$ 51,085.60</b>	<b>\$ 51,741.01</b>	<b>\$ 52,280.36</b>	
<b>Estimated School Service Costs</b>	<b>\$ 527,856.94</b>	<b>\$ 582,269.71</b>	<b>\$ 577,759.77</b>	<b>\$ 588,797.62</b>	<b>\$ 592,121.65</b>	<b>\$ 607,400.75</b>	2.6% Inc.
<b>All Students/All Employees Ride Free (*See Restrictions Below)</b> <i>(Replaces Tokens)</i>	<b>\$ 63,000.00</b>	<b>\$ 63,700.00</b>	<b>\$ 65,611.00</b>	<b>\$ 65,611.00</b>	<b>\$ 65,611.00</b>	<b>\$ 65,611.00</b>	0.0% Inc.
<b>TOTAL DMPS-DART PROPOSAL</b>	<b>\$ 590,856.94</b>	<b>\$ 645,969.71</b>	<b>\$ 643,370.77</b>	<b>\$ 654,408.62</b>	<b>\$ 657,732.65</b>	<b>\$ 673,011.75</b>	2.3% Inc.

**\*Restrictions**

- Ride DART Free Privileges for 100% of all Middle/High School Students & All DMPS Employees (21,000 students & employees)
- Students not assigned to DART buses may ride DART free during all non-school hours (including weekends/breaks/ summers).
- Token program eliminated because all students will be eligible to ride DART buses during non-school hours.

## DISCUSSION ITEM



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

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### **FTA Monthly Report:**

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

### **Questions:**

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



## **PROJECT OVERVIEW**

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The DART Central Station will serve as the spine of the transit system throughout Greater Des Moines. The facility is designed to gather public transportation services (local bus, express bus, bikes, future passenger rail and taxi service) 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:**     <http://bit.ly/HetkH2>

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

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

- 1) The following **construction activities have been completed or were in process** during the month of **April 2012**.
  - Steel erection at the canopies is complete except for the final central canopy, which ties them all together, and to the building and the North canopy.
  - Floor slab pours are complete
  - Underground electrical installation is nearly complete at the canopy bays
  - Curtain wall installation is nearly complete
  - Framing of interior walls is substantially complete
  - HVAC, Plumbing and Electrical rough-ins are nearing completion
  - Heat Pump installation is complete

- 2) The following **construction work is anticipated** during the month of **May 2012**:
  - Steel erection at central and North canopy
  - Curtain wall installation finish
  - Installation of the zinc panels is in process
  - HVAC, Plumbing and Electrical rough-ins will be substantially complete
  - Installation of the roof panels will begin
  
- 3) The following **shop drawings/submittals were approved** in the month of **April 2012**:
  - Colored concrete phasing plan
  - Sign steel data and drawings
  - GFRC qualification data
  - Steel framing Sequences and shop drawings (on-going)
  - On-going LEED-Documentation
  - Misc. product data
  - Skylight photovoltaic glass samples
  - Metal framing shop drawings and calculations
  - Sheet metal roofing caulking
  - Resilient base data
  - Metal locker shops
  - Bike rack finish sample
  
- 4) The following **shop drawings/submittals are anticipated (or under continued review)** in the month of **May 2012**:
  - Interior storefront glass
  - Wood doors
  - Resilient floor data and shops
  - Roller Window Shades
  - Telecommunications (ongoing)
  - Misc. electrical
  - Fire Alarm system (ongoing)
  - Structural sealant at curtain walls

***Safety:***

There were no safety incidents during the past month.

***Construction Schedule:***

To date, the project is scheduled for a late September to early October 2012 substantial completion. 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 # 8 was submitted and approved in the amount of \$1,306,585 (after retainage). The architect and owners representative were in agreement on the approval.

**Change Orders:**

1) One **change orders was approved** during the month of **April 2012:**

**TOTAL \$78,262.00**

DART COMMISSION AUTHORIZATION	\$16,395,500.00
WEITZ BASE BID WITH ALTERMATES	\$15,137,960.00
<i>Weitz Base Bid</i>	\$14,682,000.00
<i>Alternates and Geothermal Wells</i>	\$455,960.00
<b>CONTINGENCY</b>	<b>\$1,257,540.00</b>
Approved Change Orders Prior Months	\$454,094.00
Approved Change Orders This Month	\$78,262.00
<b>TOTAL CHANGE ORDERS TO DATE</b>	<b>\$532,356.00</b>
<b>REMAINING CONTINGENCY</b>	<b>\$725,184.00</b>

**Current Weitz Contract Value = \$15,670,316.00**

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

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

**Davis Bacon:**

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

**DBE:**

DBE participation under the A&E contract is \$8,822.40 to date.

DBE participation under the A&E Construction Administration is \$10,065.00 to date.

DBE participation committed under the General Construction Contract is \$51,885 for steel and \$1,088 to date for barricades within general requirements.

**Project Issues:**

No new unforeseen conditions were uncovered in April. Good weather has allowed for a steady pace of construction. A key supplier of the photovoltaic film has filed for bankruptcy and the team is continuing review the options to work around this issue. A potential solution was identified last week and a full evaluation of the option is underway.



## OTHER PROJECT ACTIVITIES

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

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

- Lynn Basa
- David Dahlquist
- Troy Corliss

The final design and fabrication contract for David Dahlquist was approved by the DART Commission on April 24, 2012. A pre-construction coordination meeting was held on April 30, 2012.

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

The Brokers continue to pursue potential tenants. Interest in the space is growing. Potential tenants reviewing the space have included deli, coffee, yogurt, and convenience.

## ATTACHMENTS

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- OAC Meeting Minutes 04/10/12, including a 6-week look ahead schedule.
- OAC Meeting Minutes 04/24/12, including a 6-week look ahead schedule.
- Walk thru Meeting Minutes 04/18/12
- Schedule 04-20-12

## DISCUSSION ITEM



<b>9B:</b> Automatic Vehicle Location System Update
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**Staff Resource:** Tom Reynolds, Chief Operating Officer

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- A presentation on DART's Automatic Vehicle Location System will be given at the meeting.



# System Summary Performance Report April 2012

	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012	April 2012	April 2011	Percent Change 2012/2011	FY12 Year To Date	FY11 Year To Date	Percent YTD Change 2012/2011
<b>DART Fixed Route</b>												
Total Ridership	367,460	336,186	312,636	339,711	342,715	338,268	346,404	322,599	7.38%	3,508,378	3,141,790	11.67%
OTT Ridership	20,793	15,987	18,218	17,665	17,696	18,642	18,890	18,961	-0.37%	188,090	176,879	6.34%
Unlimited Access Ridership	37,998	34,747	31,882	37,131	37,518	38,210	35,946	39,071	-8.00%	364,800	437,612	-16.64%
Bike Rack Usage	4,777	2,858	2,034	1,772	1,799	3,160	3,901	3,075	26.86%	35,937	27,176	32.24%
Passengers/Revenue Hour	24.47	23.70	21.09	22.95	23.34	21.88	23.18	21.15	9.58%	23.03	16.70	37.91%
Avg. Passengers Weekday	15,884	15,548	13,665	15,023	15,181	14,074	15,274	14,069	8.56%	15,336	13,591	12.84%
Avg. Passengers Weekend Day	3,390	2,804	2,851	2,693	2,989	3,182	2,851	3,016	-5.47%	3,062	3,197	-4.24%
Complaints/100,000 Riders	25.85	27.66	23.35	30.32	23.93	21.58	9.53	24.18	-60.60%	26.39	27.47	-3.91%
Commendations/100,000 Riders	4.90	1.78	1.60	3.24	2.92	2.66	0.58	2.79	-79.30%	2.74	2.61	4.84%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.85	2.06	1.68	1.02	1.98	1.01	0.00	1.51	0.00%	1.69	1.21	39.76%
Non-Preventable/100,000 Miles	0.46	1.03	1.12	0.51	1.48	1.01	0.00	0.50	0.00%	0.48	0.99	-50.89%
<b>Maintenance:</b>												
Total Miles Operated	226,339	215,644	194,536	178,827	195,210	202,318	197,892	198,408	-0.26%	2,016,247	1,989,119	1.36%
Road Calls/100,000 Miles	12.81	18.09	14.91	22.37	18.95	26.20	18.70	15.62	19.67%	34,818.64	20.76	167595.92%
Active Vehicles in Fleet	129	129	113	113	114	114	113	130	-13.08%	121	124	-1.86%
<b>DART Paratransit</b>												
Total Ridership	12,392	11,680	11,609	11,792	11,530	12,339	11,036	13,677	-19.31%	120,657	127,774	-5.57%
Passengers/Revenue Hour	3.04	3.10	3.03	3.04	3.03	3.08	2.92	3.44	-15.12%	3.07	3.14	-2.23%
Average Trip Length	5.94	6.01	6.09	6.16	6.09	5.98	6.33	5.26	20.44%	5.70	5.53	3.19%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	2.84	0.00	1.47	1.43	1.48	0.00	0.00	0.00	#DIV/0!	1.16	0.71	64.20%
Non-Preventable/100,000 Miles	1.42	0.00	0.00	4.30	1.48	0.00	1.49	0.00	0.00%	1.60	0.57	182.22%
<b>Maintenance:</b>												
Total Miles Operated	70,326	67,176	68,040	69,806	67,403	70,854	67,076	69,095	-2.92%	688,277	706,341	-2.56%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
<b>DART RideShare</b>												
Total Ridership	23,592	22,784	22,218	24,936	24,826	25,232	24,242	24,374	-0.54%	238,686	232,614	2.61%
Total Vans in Circulation	96	96	95	95	95	95	96	94	2.13%	96	94	2.78%
Total RideShare Customers	877	884	868	864	857	865	881	856	2.92%	875	825	6.01%
<b>Accident Frequency Rate by Service:</b>												
Preventable	0.00	0.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.06	0.00%
Non-Preventable	0.00	0.00	0.00	2.36	0.00	0.00	1.17	0.00	#DIV/0!	0.00	0.41	-100.00%
<b>Maintenance:</b>												
Total Miles Operated	173,981	165,274	168,921	169,212	169,495	177,716	170,621	173,045	-1.40%	1,728,371	1,709,268	1.12%
Active Vehicles in Fleet	99	99	99	99	99	99	100	116	-13.79%	104	114	-8.84%



# System Performance Ridership Report April 2012

	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012	April 2012	April 2011	Percent Change 2012/2011	FY12 Year To Date	FY011 Year To Date	Percent YTD Change 2012/2011
<b>DART Fixed Route Ridership</b>	<b>367,460</b>	<b>336,186</b>	<b>312,636</b>	<b>339,711</b>	<b>342,715</b>	<b>338,268</b>	<b>346,404</b>	<b>322,599</b>	<b>7.38%</b>	<b>3,508,378</b>	<b>3,141,790</b>	<b>11.67%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	20,943	19,212	17,074	20,342	19,808	20,007	20,991	17,116	22.64%	392,912	321,949	76.00%
#3 - University	78,670	72,406	69,258	71,649	70,793	69,812	70,752	62,447	13.30%	706,938	612,742	15.37%
#4 - Urbandale	35,605	32,526	31,058	34,299	33,823	33,744	32,513	29,958	8.53%	320,851	286,734	11.90%
#5 - Clark	18,443	17,217	15,300	16,891	17,842	17,495	18,510	16,939	9.27%	166,367	153,921	8.09%
#6 - Douglas	59,458	52,601	49,032	52,763	53,800	53,437	55,043	48,813	12.76%	518,320	441,436	17.42%
#7 - Ft. Des Moines	49,792	44,768	43,138	46,341	45,838	46,284	48,091	45,778	5.05%	446,845	386,327	15.66%
#8 - South Union	15,505	14,355	11,153	13,570	13,715	13,301	14,705	10,643	38.17%	129,843	85,526	51.82%
#11 - Ingersoll/WDM	21,458	19,269	18,508	17,641	18,095	19,711	19,028	24,309	-21.72%	188,636	217,293	-13.19%
#13 - SE Park Ave.	7,195	6,537	5,162	7,081	6,846	5,122	6,708	6,600	1.64%	55,701	56,551	-1.50%
#71 - Ankeny/Delaware**	1,029	911	951	1,008	984	1,060	924	987	-6.38%	9,731	9,000	8.12%
<b>Shuttle Routes:</b>												
Link Shuttle	1,276	1,193	1,098	1,056	1,159	1,098	940	1,600	-41.25%	11,940	15,472	-22.83%
Dline	15,854	14,936	14,861	13,778	15,672	16,785	16,834	14,385	17.02%	160,461	161,499	-0.64%
DMACC	164	164	77	264	262	213	203	148	37.16%	1,828	1,475	23.93%
Lincoln/McCombs	8,166	8,397	6,314	8,749	8,410	6,208	8,447	8,402	0.00%	66,940	67,055	-0.17%
<b>Express Routes:</b>												
#90 - Airport South Business Park	1,123	992	1,032	966	1,047	834	880	712	23.60%	9,790	9,268	5.63%
#91 - Northwest	1,735	1,646	1,356	1,467	1,748	1,628	1,589	1,407	12.94%	15,841	14,146	11.98%
#92 - Urbandale	2,924	2,687	2,560	2,909	3,037	2,794	2,819	2,644	6.62%	27,626	30,092	-8.19%
#93 - NW 86th Express	4,984	4,455	4,237	5,133	5,594	4,519	4,465	4,422	0.97%	47,112	37,651	25.13%
#94 - Westtown	1,311	1,256	1,413	1,360	1,286	1,386	1,412	1,796	-21.38%	13,282	15,279	-13.07%
#95 - Vista	3,134	3,035	2,729	3,107	3,176	3,132	2,858	3,056	-6.48%	29,947	31,281	-4.26%
#96 - E.P. True	3,614	3,351	3,372	3,537	3,737	3,620	3,372	3,470	-2.82%	35,702	36,188	-1.34%
#98 - Ankeny	7,367	7,146	6,194	7,734	7,635	7,587	7,252	8,052	-9.94%	73,215	73,574	-0.49%
#99 - Altoona	2,468	2,089	1,926	2,570	2,700	2,804	2,634	3,070	-14.20%	24,715	24,020	2.89%
<b>On-Call Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	134	171	142	188	183	162	176	145	21.38%	1,691	1,610	5.03%
On-Call: Des Moines	288	355	351	354	394	479	472	322	46.58%	3,851	2,850	35.12%
On-Call: Urbandale	2,028	1,895	1,682	2,166	2,219	2,246	2,193	2,594	-15.46%	20,974	24,966	-15.99%
On-Call: West Des Moines	1,894	1,618	1,663	1,618	1,553	1,537	1,459	1,923	-24.13%	16,488	16,260	1.40%
On-Call: Clive	786	873	906	1,070	1,252	1,130	995	728	36.68%	9,363	5,621	66.57%
On-Call: REGIONAL	112	125	89	100	107	133	139	133	4.51%	1,468	2,004	-26.75%
<b>DART Paratransit Ridership</b>	<b>12,392</b>	<b>11,680</b>	<b>11,609</b>	<b>11,792</b>	<b>11,530</b>	<b>12,339</b>	<b>11,036</b>	<b>13,677</b>	<b>-19.31%</b>	<b>120,657</b>	<b>127,774</b>	<b>-5.57%</b>
Bus/Van	11,833	11,176	11,173	11,336	11,065	11,856	10,590	13,139	-19.40%	115,384	119,754	-3.65%
Cab	559	504	436	456	465	483	446	538	-17.10%	5,273	8,020	-34.25%
<b>DART RideShare Ridership</b>	<b>23,592</b>	<b>22,784</b>	<b>22,218</b>	<b>24,936</b>	<b>24,826</b>	<b>25,232</b>	<b>24,242</b>	<b>24,374</b>	<b>3.52%</b>	<b>238,686</b>	<b>232,614</b>	<b>2.61%</b>
<b>TOTAL RIDERSHIP</b>	<b>403,444</b>	<b>371,362</b>	<b>346,463</b>	<b>376,439</b>	<b>379,071</b>	<b>375,839</b>	<b>381,682</b>	<b>360,650</b>	<b>5.83%</b>	<b>3,867,721</b>	<b>3,502,178</b>	<b>10.44%</b>

# MONTHLY REPORT

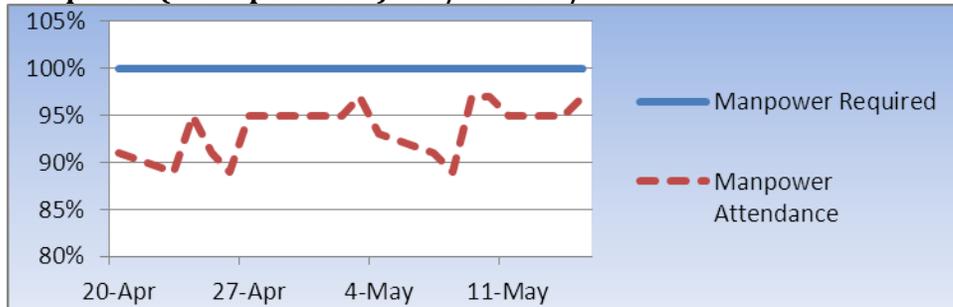


**10A: Operations Department**

**Staff Resources:** Tom Reynolds, Chief Operating Officer

**Operations Performance:**

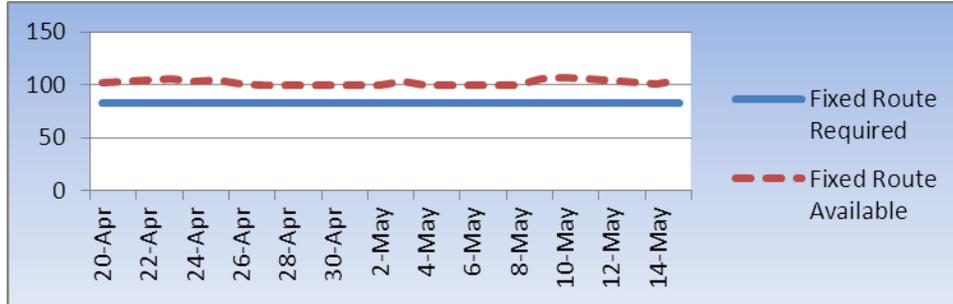
**Manpower (Transportation) - 04/20 to 05/15:**



Service needs were meet 100% for AM Pullouts.

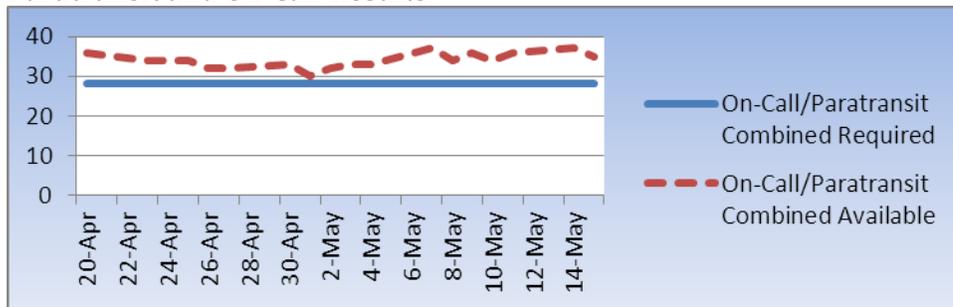
**Vehicle Availability - 04/20 to 05/15:**

**Fixed Route Results:**

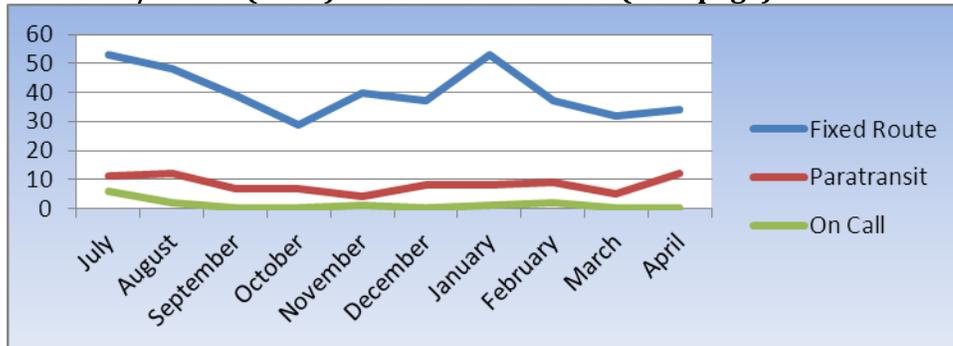


**Vehicle Availability - 04/20 to 05/15:**

**Paratransit and On-Call Results:**



**Roadcalls/Month (Fleet) - Fiscal Year-to-Date (next page):**



**Transportation - Randy McKern, Manager:**

- Fixed route operator, **Luis Valle** competed at the APTA International Bus Rodeo in Long Beach. Luis placed 9th in the 35' bus division. Overall, there were 71 operators competing in both the 35' and 40' bus divisions from across the United States and Canada. In his division, Luis also had the 2nd highest score in the pre-trip inspection! We are very proud Luis did so well amongst the nation's top drivers.



- To see Luis compete for another chance at the State Rodeo and possibly the International, come see him and others at the DART Rodeo on June 2<sup>nd</sup>. The Bus Rodeo is a fun training event to show off the driving skills of our employees.
- The 63rd Street Bridge closure alternative service was ready to be implemented, but the project was delayed until Spring 2013.
- Six (6) Fixed Route Operators achieved Safe Driving Awards (Operator, James Burch received an award for 24 years of safe driving). Two (2) Operators received Service Awards.

**Maintenance - Scott Reed, Senior Manager:**

- Maintenance is getting ready to work with Trapeze to start the installation of the AVL systems on the buses. The installs will be done during the day at a location within the

Paratransit Barn. Maintenance will be inspecting buses before and after they go in for the installation.

- Maintenance has completed about 90% of its HVAC inspections and that should put us in a better position for the warmer weather.

**Service Management - Mike Kaiser, Manager:**

- Two of DART’s Operations Supervisors (Neil Hampton and Russ Pamulak) were sent to the National Transit Institute’s Accident Investigation Seminar.
- Supervisors and Dispatchers are diving into the new AVL technology with the assistance of Garry Dupper (AVL Administrator). His experience has been very helpful through this phase of the project.

**Paratransit - Chet Bor, Director:**

- Outreach continues with riders for the West Des Moines and Urbandale On Call in preparation for the transition to Flex Routes. Also, the Bus Plus service area will be expanding as required under the ADA with the June and November service changes associated with DART Forward 2035.
- Chet Bor was a panelist for a Safety Roundabout on “Redefining Pedestrian Awareness” at the recent APTA Bus & Paratransit Conference in Long Beach, California. Chet was also a speaker for a session entitled, “Safety & Security: Success in the Wheel World” where he made a presentation on DART’s safety efforts that earned us the Gold Award for Safety in 2011. Chet stayed for an APTA Mobility Management Conference also.

**Safety – Chet Bor, Director, Paratransit:**

- Fixed Route Operators went ninety (90) days without an on-the-job injury for the ninth (9th) time and will be receiving a safety lunch.
- The May safety meetings for all three (3) operating divisions included presentations on:
  - Mobility device securement (re-certification for Paratransit Operators).
  - Metabolic Syndrome awareness training in advance of the DART’s May Health Screenings.
  - Upcoming Service Changes.
- Below is the Accident Frequency Report through the end of April:

FY12	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD AFR
<b>Fixed Route</b>													
Accidents	6	1	4	2	5	2	4	1	4	2			31
Mileage	181,686	244,447	201,391	206,524	194,306	201,411	203,723	200,042	208,510	205,019			2,047,059
AFR	30,281	244,447	50,348	103,262	38,861	100,706	50,931	200,042	52,128	102,510	0	0	66,034
Per 100K Miles	3.30	0.41	1.99	0.97	2.57	0.99	1.96	0.50	1.92	0.98	0.00	0.00	1.51
<b>Paratransit</b>													
Accidents	1	4	0	2	0	1	1	1	0	0			10
Mileage	90,343	103,611	97,291	98,029	94,220	95,242	97,775	96,381	100,907	96,776			970,575
AFR	90,343	25,903	97,291	49,015	94,220	95,242	97,775	96,381	100,907	96,776	0	0	97,058
Per 100K Miles	1.11	3.86	0.00	2.04	0.00	1.05	1.02	1.04	0.00	0.00	0.00	0.00	1.03
<b>DART</b>													
Accidents	7	5	4	4	5	3	5	2	4	2	0	0	41
Mileage	272,029	348,058	298,682	304,553	288,526	296,653	301,498	296,423	309,417	301,795	0	0	3,017,634
AFR	38,861	69,612	74,670	76,138	57,705	98,884	60,300	148,212	77,354	150,898	0	0	73,601
Per 100K Miles	2.57	1.44	1.34	1.31	1.73	1.01	1.66	0.67	1.29	0.66	0.00	0.00	1.36

### **Training - Greg Schmitt, Manager:**

- One (1) Paratransit and two (2) Fixed Route Operators graduated from training. Currently six (6) students are in training and no others will be added before the end of the month.
- The Quarterly Instructors Roundtable was held on April 19th. During the meeting Instructors were provided a presentation of the mobile data terminals (MDTs) that are used by operators with the new AVL technology. A discussion was held on identifying quality operators, training goals, and what is needed to meet them.

### **Buildings & Grounds - Jim Garrett, Manager:**

- Kudos to Buildings & Grounds Manager, Jim Garrett and his crew for sprucing up the front of DART with some low maintenance plants and mulch.
- Buildings & Grounds spent some time securing the property by fixing the fences and locking the gate control boxes.
- Jim Garrett is working on the design and engineering of upgrades to the Operations Restrooms and the Money Counting Room.

<b>10B:</b>	<b>Marketing and Communications, Customer Service and RideShare Departments</b>
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**Staff Resource:** Claire Celsi, Director of Marketing and Community Partnerships

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**Marketing Planning: Claire Celsi**

- The customer-service satisfaction survey instruments and were deployed the week of May 7. Fixed-route surveys were conducted on the buses by a survey team, Paratransit surveys were mailed to a random sample of customers, and RideShare surveys were administered online using a Survey Monkey online tool. The response to the surveys was good; each mode had a statistically significant response. Results will be compiled and reported in June.
- The brand refresh is ongoing and will be complete by July 1.
- DART staff members participated in the annual Mobility Matters conference at Mercy Hospital.

**Community Outreach: Claire Celsi and Team**

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

- The marketing and planning staff secured a Park and Ride facility at Westchester Evangelical Free Church on Aurora. The service will begin in June 2012.
- Marketing staff participated in Bike-to-Work Month and worked a booth at the Downtown Farmer's Market on May 5. DART also participated in the Congressman Boswell's Bike-to-Work event on May 14. DART gave away reflective pants straps to be worn while biking.
- DART helped DART supporter Frank Strong celebrate his accomplishment of riding every public transit system in Iowa. Frank created a new song about DART that can be found on our Facebook page. Frank's story was covered in several news outlets, including KCCI.
- Staff is in the middle of public open houses and visits to Unlimited Access companies to pass out new schedules, and help customers plan their new commute. In total, DART will be reaching out to the public in 19 venues this week.
- Elizabeth spoke to YPC and the West Des Moines Rotary about DART Forward.

**Bus Rapid Transit Update:**

The Bus Rapid Transit project continues despite a setback when \$2 million funding was not left intact in the state budget process. DART is regrouping and still plans to move forward with the project once the local match is in place.

**Customer Service Report: PJ Sass**

*April Employer and Group Presentations:*

- Principal (4 visits)
- Locust St. food court Grab and Go

- Wellmark Grab and Go
- Grandview College Grab and Go for new students
- Penelope Apt presentations to 40 residents
- Mobility Matters table

The week of May 21 we have nine Grab & Go's scheduled at Unlimited Access companies to hand out new schedules and answer questions.

*April Customer Service Statistics:*

- 115 email replies were provided
- 74 complaints were received
- 6 commendations were received
- 5 inquiry/suggestions

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Comments have held steady the last few months. The top five comments were for April: Driver ahead of schedule, driver skills, other misc, conduct on the bus and passenger passed up. Out of the 74 comments investigated, 14 are still in the investigation process and 32 were founded which is 58% of the total comments investigated for this month.

**Customer Service Enhancements:** Info-AGENT (the trip-planner software used by DART customer-service representatives) is in its final stages. We will have one more round of testing before we go live.

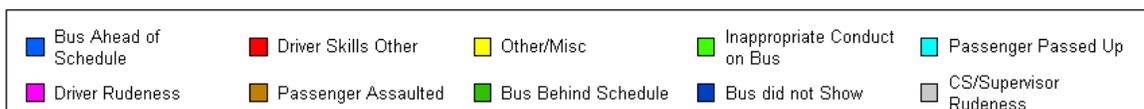
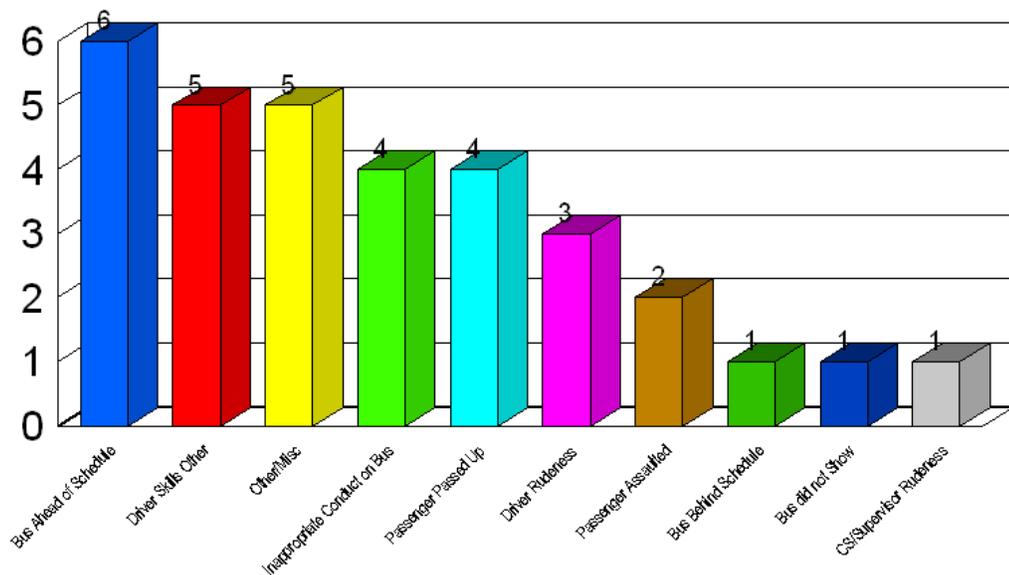
Integrated Voice Response (IVR) we have submitted the first round of changes to Trapeze. Once changes are complete we will review and determine the final changes before going live in late June.

Lightedge phone system is also going through a major change. We are currently working on all the messages in the phones system modifying them to accommodate the new services. This will be done for June 10, 2012 service change and again in November 2012.

## Divisional Report - Top 10

04-01-12 - 04-30-12

### Complaint



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

- Staff assisted The Des Moines Register on an article on the funding campaign for bus-rapid transit. The article was published Tuesday, April 10, as the front-page centerpiece. It drew a great deal of attention to the project at a critical time in the capital campaign, as legislators debate state funding for the project at the statehouse. Two subsequent follow-up pieces were published on the subject, as well.
- Staff worked with the Des Moines Business Record on a feature giving an overview of the bus-rapid transit project. The article was published Friday, April 28.
- Staff assisted with the development of a video to be shown in Washington DC next month as part of the Greater Des Moines Partnership's annual trip to the nation's capital.
- Staff continues to prepare for the upcoming service changes. In particular, staff is preparing for the series of open houses to be held in May. In addition, staff is building a webpage that outlines all of the service changes.

**RideShare: Paula Covington**

- RideShare had a great April, signing up 32 new riders for the month, with 7 already signed up in May. We have 3 pending contracts and several more in the works for June.
- Staff is working on trading vans and around for the current routes to keep the mileages consistent.
- Staff implemented a new Newsletter starting in May using Constant Contact and the basis. The goal is to eventually put out a monthly newsletter, instead of quarterly.
- Staff 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.
- Staff is working with the DART grant manager and procurement department to create an integrated fleet management plan.

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

*New April Advertisers*

- Blue-Line Media
- Kuster

**Other Marketing Items:**

- Staff presented to TRAC the draft samples from Carticulate (map/design vendor) of design for the system route map, individual route maps and timetable schedules.
- Marketing staff is continually working with Planning to compile new schedules for all routes affected by the service changes, and schedules are at the printer.

## MONTHLY REPORT



### 10C: Planning Department

**Staff Resource:** Jim Tishim – Planning Director

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#### AVL/RTIS & Trip Planner Update

- Mini-Fleet & Automatic Passenger Counters (APC) Tests
  - Mini-Fleet vehicle instillations were completed March 23, 2012.
  - The Mini-Fleet Test, Vehicle Acceptance Test and the APC Test Plans were finalized.
  - Three Mini-Fleet dry runs were completed on April 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup>.
  - APC tests were completed April 13<sup>th</sup> and 20<sup>th</sup> along with final vehicle preparation.
  - The Mini-Fleet & APC tests were successfully completed April 30 – May 4, 2012. A few areas still need to be ironed out prior to fleet vehicle instillation.
  - The fleet vehicle instillations are planned to begin on May 29, 2012.
- Paratransit StrataGen ADEPT Scheduling Program system map upgrade was completed
- AVL Training
  - Bus Operator Train-the-Trainer training was completed on April 2 - 5, 2012. Bus Operator training began for operators planned to drive the Mini-Fleet test vehicles.
  - Dispatchers Workstation Operations I training was completed April 9-12, 2012.
- DART Central Station AVL Equipment
  - DART has been working with Trapeze on the purchase of all the AVL equipment needed for installation at DART Central Station.
- INFO-Web Trip Planner Program Evaluation
  - DART invited Michael Barber with the State of Iowa Department of the Blind and Frank Strong with the Central Iowa Center for Independent Living (CICIL) to evaluate and provide input on the new INFO-Web Trip Planner program.
  - Their help early in the project development will provide a program easily accessed and used by site impaired individuals.
- Trip Planner INFO-IVR Program
  - The INFO-IVR program instillation was completed on March 23, 2012. There were a few issues that needed to be corrected to allow staff to use and test the call center system.
  - DART and Trapeze worked with LightEdge, our telephone provider, to develop the SIP trunk line changes required to provide access and correct the problems.
  - The SIP trunk was successfully completed on April 13, 2012.
  - Customer Service Manager P. J. Sass started working on the call flow chart required before system development could occur.

### **Service Planning & Proposals:**

- DART finalized the Des Moines Public School 2012-2013 Contract.
- June 10, 2012 Service Planning:
  - The Planning Department began work on the June service changes.
    - New Park & Ride options are being developed for June and November service changes.
    - The Planning Department is working with the City of Johnston to allow DART to pull on to their property at the Johnston City Hall to board and alight passengers. This option was well received by Johnston City Planners.
    - The #98 Ankeny route required extensive evaluation and planning to incorporate the new routing downtown, as well as, the addition of the all-day service between downtown, DMACC Urban Campus and the DMACC Ankeny Campus.
    - Rerouting all the express services through downtown area.
    - The D-Line service returning to the previous route through the State Capitol Complex.
    - Planning worked with the Paratransit Department on developing the new two Flex services. All the bus stop placements, time points and flex methodology were developed prior to formalizing the new schedules.
    - All other express and fixed route changes and bus stop placements.
- DART Forward 2012 Changes:
  - The Planning Department developed proposals to modify the DART Forward 2012 Service Plan for June and November based on the public comments we received.
  - The route adjustments are as follows:
    - Route #8 Fleur Dr./SW 14th St. will extend two trips in the morning and afternoon to the Airport South Business Park to accommodate those affected by the elimination of the #90 Airport South Business Park Express.
    - Rt #6 Douglas/ Indianola Hts in June and the New #16 Douglas Ave. route in November were extended using Lower Beaver to 50th & Meredith to accommodate those affected by the elimination of the #91 Northwest Express and the #14 Beaver Ave. route change.
    - The #96 E. P. True Express was changed to operate Grand Ave., 13th St., Ashworth Rd., 11th St., Office Park Rd. to 8th St. to retain the passengers that would have been adversely affected by traveling Grand Ave. directly to 8th St.
  - All the DART Forward 2012 system maps were updated with the changes.

### **New AVL System Administrator:**

- Garry Dupper was hired as the AVL System Administrator.
- Garry started on April 23, 2012 and has a contract for approximately an 18 month period.
- Garry came to DART from Washington Metro Area Transit Authority (WMATA) in Washington DC where he was the Assistant Manager of Rail Scheduling.
- In the past, Garry worked with Siemens / Trapeze for five years as a Technical Trainer on AVL and Trapeze programs. He was also a consultant with Booz/Allen/Hamilton and Angarai International.

- Garry comes to DART with extensive knowledge in the Trapeze AVL/RTIS, scheduling programs and training. Garry has already become a great asset to the Planning Department.

**Mobility Matters #4 Conference:**

- Attended the Fourth Annual Mobility Matters Conference held in Des Moines on Friday, April 27, 2012 at the new Mercy Medical Center East Tower Auditorium.

**Alternatives Analysis:**

- A group from DART traveled to Kansas City on April 12, 2012 for preliminary discussions with the Federal Transit Administration regarding the Very Small Starts Grant Process for the Bus Rapid Transit (BRT) service.

## MONTHLY REPORT



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

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**DART Triennial Review:** Federal Transit Administration staff and their contractor were at DART on May 15-17, 2012 for our on-site review. A report will be issued to DART by the end of May 2012 outlining recommendations for improvement. Deb Meyer did a great job of compiling all of the information. Jamie Schug was the staff liaison with FTA during their visit; I greatly appreciate her willingness to spend the bulk of three days dedicated to the review. It was an all hands on deck effort to compile the necessary information and I would like to thank all of the DART staff for their diligence in preparing all of the documentation.

### **Meetings and Presentations:**

- West Des Moines Rotary – On April 22, 2012, Gunnar and I attended the West Des Moines Rotary meeting where I presented on the DART Forward 2035 plan and other DART initiatives.
- Mobility Matters Conference – On April 27, 2012, I presented the DART Forward 2035 plan and other DART initiatives at the Mobility Matters conference.
- YPC Civic Cafe – On April 8, 2012, I presented the DART Forward 2035 plan and other DART initiatives at the YPC Civic Café meeting.
- Greater Des Moines Partnership Trip, Washington D.C. – DART sponsored the Wednesday Lunch in Washington DC. I presented DART Central Station and the BRT project to Congressional Staff during the featured priorities presentation. In addition, we met with Congressman Boswell and Congressman Latham individually to discuss DART’s legislative priorities.

<b>June 26, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Appointment of FY 2013 Officers</li> <li>- DBE Program (Small Business Participation Section)</li> <li>- Bus Plus Service Area and Paratransit Policy</li> <li>- DART Central Station Technology Equipment</li> <li>- Money Room and Restroom Retrofit</li> </ul>	<ul style="list-style-type: none"> <li>- DART Central Station Update</li> <li>- June 2012 Service Change Update</li> </ul>
<b>July 31, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- ICAAP Application Consent</li> <li>- DART Central Station Services Contract</li> <li>- DART Central Station Equipment</li> <li>- Electronic Document Management System</li> <li>- Uniform Contract</li> <li>- Copier System</li> </ul>	<ul style="list-style-type: none"> <li>- DART Central Station Update</li> <li>- TRAC Update</li> <li>- Quarterly Safety Report</li> <li>- Establish Records Retention Committee</li> </ul>
<b>September 25, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
	<ul style="list-style-type: none"> <li>- DART Central Station Update</li> <li>- Records Retention</li> </ul>
<b>October 23, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>-STP Application Consent</li> <li>-Records Retention</li> </ul>	<ul style="list-style-type: none"> <li>- DART Central Station Update</li> <li>- TRAC Update</li> </ul>
<b>November 27, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>

<b><u>Key Meetings/Dates:</u></b>
- June 2, 2012 – DART Bus Roadeo
- June 20-23, 2012 – IPTA Annual Meeting and State Bus Roadeo Waterloo, IA
- September 27-28, 2012 – Annual Mid-Sized Bus Performance Benchmarking Meeting Vancouver, WA
- September 30 – October 3, 2012 – APTA Annual Meeting Seattle, WA
<b><u>Other Future Items:</u></b>

**12: Nominating Committee Appointments**

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

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**Rules Relating to Nominating Committee Appointment:**

- Per the DART Bylaws, a Nominating Committee is to be appointed by the Commission Chair at least three months in advance of the annual meeting.
- The Nominating Committee is charged with selecting and offering nominations for each office of the Commission (i.e., Chair, Vice-Chair and Secretary/Treasurer) at the annual meeting.
- The Nominating Committee shall be chaired by a representative elected by the other members of the Nominating Committee.
- Nominations for each office of the Commission will also be accepted from any Commissioner present at the annual meeting.
- The Commission shall elect the officers of the Commission at the annual meeting.

**Nominating Committee Appointment and Proposed Schedule:**

- Although the Nominating Committee was inadvertently not appointed in a timely manner, in an effort to permit the election of officers of the Commission to occur at the annual meeting, Chair Connolly shall appoint the members of the Nominating Committee.
- The Nominating Committee shall meet on an expedited basis and be prepared to make nominations at the annual meeting.
- Election of the officers of the Commission will still take place as scheduled, and in accordance with the Bylaws, at the annual meeting.

**DART COMMISSION OFFICERS  
NOMINATING COMMITTEE AND OFFICERS – YEAR BY YEAR**

<b>NOMINATING COMMITTEE</b>	<b>OFFICERS</b>		
	<b>Chair</b>	<b>ViceChair</b>	<b>Sec/Treas</b>
<b>1992</b>			
Aasheim, Black and Parkin	Easley	Iles	Crawford
<b>1993</b>			
Aasheim, Black	Iles	Crawford	Hansen
<b>1994</b>			
Easley, Hufford	Iles	Crawford	Hansen
<b>1995</b>			
Hansen, Hearn and Iles	Crawford	Black	Hufford
<b>1996</b>			
N/A	Crawford	Black	Hufford
<b>1997</b>			
Easley, Iles and Crawford	Edwards	Parks	Easley
<b>1998</b>			
Crawford, Iles and Hansen	Edwards	Parks	Easley
<b>1999</b>			
Iles, Gillette, Hansen	Parks	Easley	Gillette
<b>2000</b>			
Iles, Gillette, Hansen	Parks	Easley	Gillette
<b>2001</b>			
Easley, Hansen, Parks	Easley	Edwards	Forst
<b>2002</b>			
Iles, Hensley, Easley	Edwards	Forst	Hensley
<b>2003</b>			
Easley, Parks, Johnson	Edwards	Forst	Hensley
<b>2004</b>			
Easley, Conkling, Edward	Hensley	Forst	Boesen
<b>2005</b>			
Kinman, Conkling, Edwards	Hensley	Forst	Boesen
<b><u>DART BEGINS</u></b>			
<b>2006</b> (July 6 mo.)			
Conkling, Parks, Forst	Hensley	Forst	Boesen
<b>2007</b>			
Forst, Connolly, Van Oort	Hensley	Conkling	Boesen
<b>2008</b>			
Connolly, Van Oort, Mahaffey	Conkling	Connolly	Boesen
<b>2009</b>			
Connolly, Parks, Mahaffey	Connolly	Mahaffey	Boesen
<b>2010</b>			
Mahaffey, Boesen, Gayman	Connolly	Mahaffey	Boesen
<b>2011</b>			
Mahaffey, Gayman, Hensley	Connolly	Van Oort	Boesen