



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
September 1, 2015 – 12:00 PM

	PAGE #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF SEPTEMBER 1, 2015 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. EMPLOYEE RECOGNITION	
7. TRANSIT RIDERS ADVISORY COMMITTEE UPDATE	
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14. OTHER – Communications	
15. NEXT MEETING: Regular DART Meeting Tuesday, September 29, 2015 – 12:00 p.m.	
16. ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.



DES MOINES AREA REGIONAL TRANSIT AUTHORITY COMMISSION MEETING MINUTES



620 Cherry Street – Des Moines, Iowa 50309

July 7, 2015, 12:00 p.m.

ROLL CALL

Commissioners Present: Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Peterson and Steve Van Oort, Skip Conkling (12:15 PM)

Commissioner Absent: None

Alternates Present: None

CALL TO ORDER

The meeting was called to order by Mr. Peterson, Commission Chair, at 12:00 pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Peterson, the Commission Chair, called for a motion to approve the July 7, 2015 agenda.

It was moved by Ms. Johnson and seconded by Ms. Connolly to approve the July 7, 2015 agenda. The motion carried unanimously.

PUBLIC COMMENT

No Public Comment.

CONSENT ITEM

- 10A – Commission Meeting Minutes – June 2, 2015
- 10B – ATU Collective Bargaining Agreement
- 10C - FY 2016 Des Moines Public Schools Contract Pricing
- 10D – Polk County Paratransit Contract

It was moved by Ms. Hensley and seconded by Ms. Connolly to approve the consent items. The motion carried unanimously.

ACTION ITEMS

- 11A – FY2016 - FY2025 DART Capital Improvement Plan

It was moved by Ms. Johnson and seconded by Ms. Connolly to approve the adoption of the FY2016 – FY2025 Capital Improvement Plan as presented. Mr. Conkling voted against the motion. The motion carried 8-1.

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11B – May 2015 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the May FY 2015 Financials. Fixed Route performed 6.4% below budget projections as of May year to date. Operating expenses are 3.27% below budget projections year to date.

Paratransit revenue is 9.5% lower than budget expectations. Operating expenses are currently 12.2% under forecasted levels.

Rideshare revenues are 18.25% below budgeted levels at year to date. Expenses are below budgetary expectations by 24.81.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey to approve the May FY2015 Consolidated Financial Report. The motion carried unanimously.

DISCUSSION ITEMS

12A – FY 2016 Marketing Plan

Ms. Kirstin Baer-Harding, Marketing Director, provided a presentation on the FY 2016 Marketing and Communication Plan. Highlights of last year included the rollout of Route 74 in NW Urbandale and the redesign of Route 73 in Urbandale and Windsor Heights; the launch of DART's Real Time tools with SMS text messaging capabilities and the new DART Mobile App as well as continued community outreach efforts promoting the family of services; how to ride training, hosting Chamber events and continued community partnerships with the Public Art Foundation and Project Spaces. FY 2016 Marketing Plan efforts will focus on support and awareness of DART services, increase ridership with DART's 5 million rides campaign and public participation of the DART Forward Plan. Goals and initiatives include informational sessions, community engagement, business outreach and multimedia communications creating a solid road map to another successful year.

12B – Mobility Manger Report

Ms. Ellye Kovner, Mobility Manager, provided an update on three current mobility initiative projects; 1) Ten Toe Express; introduces seniors to public transit, while incorporating physical activity and social interaction. The pilot program will run for 8 weeks, beginning in August. The first group of seniors to participate are from Plymouth Place Apartments. 2) Volunteer refugee travel training program; a collaboration project with Lutheran Services of Iowa in their refugee resource center. Refugees who have been in the community and are confident bus riders will be identified as navigators who in turn will teach new refugees and new arrivals how to ride and master the bus system. 3) NCMM grant; is a grant opportunity through the National Center for Mobility Management which focuses on transportation solutions for high risk individuals who lack resources. DART recently received notice that we were awarded this grant. This project will be developing over the next several months.

12C – May 2015 Performance Report

Ms. Elizabeth Presutti, General Manager, reviewed the System Performance Ridership Report for May 2015. Overall, ridership has seen an increase of nearly 2% year to date system wide. For Fixed Route services year to date, there has been an increase of about 2.5%.

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MONTHLY REPORTS

10A – Operations Report

No update

10B – Marketing Report

No Update

10C – Planning Report

No update

10D – Procurement

No Update

10E – General Manager

Ms. Elizabeth Presutti, General Manager introduced Ms. Amanda Wanke as DART's new Chief Engagement and Communications Officer. Ms. Wanke will lead DART's marketing, planning, customer service, advertising, RideShare and mobility programs.

Ms. Presutti stated her intent to register DART as a member of the Federal Lobbyist Coalition. No distain was heard by the Commissioner's as to DART's participation in the coalition. Ms. Presutti will proceed with registering DART as a member of the Federal Lobbyist Coalition.

"DART Leaders in Motion" was selected as the focal name for the leadership award program which will acknowledge and recognize the various people and businesses that have helped DART along the way was recommended.

The Commission Workshop on Strategic Planning will be held on July 23, 2015 at 9:00 AM at DART Central Station.

Ms. Presutti provided an overview of the June 11, 2015 meeting with representatives of Merle Hay Mall. Ms. Presutti, DART staff members, along with Commissioner Chris Hensley and Councilman Bill Grey were in attendance to discuss Merle Hay Mall's desire to relocate DART from its current location on the mall property. Recommendations of a new location are currently under discussion.

FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

Mr. Peterson reminded Commissioners to complete the Conflict of Interest Statements provided in their commission packets and return to them to Elena Baas, Commission Clerk upon adjournment.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JULY 7, 2015**



The Commission decided not to hold the August Commission Meeting. The next meeting will be held on September 1. The October meeting will be held on September 29 due to the APTA Annual Meeting.

OTHER – Communications

No Update

NEXT MEETING

September 1, 2015 at 12:00 pm

ADJOURNMENT

A motion by Mr. Conkling and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 1:17pm. The motion carried unanimously.

Future 2015 Meeting Dates

Sept 1, Sept 29, Nov 3, Dec 1

Chair

Clerk

Date



CONSENT ITEM



8B: RideShare Van Purchase

Action: Approve the purchase of fourteen (14) RideShare passenger vans for the RideShare Program for the amount of \$518,752.00.

Staff Resource: Mike Tiedens, Procurement Manager

Background:

- DART's Capital Investment Program calls for the replacement of a Rideshare van every five (5) years. This will allow the average age of the fleet to stay near the target of 2.5 years.

Procurement:

- DART conducted an Invitation for Bid for a RideShare Van provider in August/September 2014.
- In October 2014, the DART Commission approved a contract with Bob Brown Chevrolet to provide full size RideShare vans to DART:
 - Three (3) year contract for model years 2015, 2016, and 2017
 - Quantity of up to ninety (90) total vans
 - Not to Exceed amount of the contract = \$3,400,000
- The DART Commission also approved a RideShare van purchase for model year 2015 vans in October 2014. Sixteen (16) RideShare vans were approved for purchase for the amount of \$587,588. The mix was six (6) of the 12-seat configuration and ten (10) of the 11-seat configuration.
- After the initial purchase of the 2015 model year vans there are 74 vans and \$2,812,412.00 remaining on the contract.

Funding:

- Funding will come from formula funds; the RideShare vans are part of the capital budget.

Recommendation:

- Approval of the purchase of fourteen (14) 2016 model year Rideshare vans from Bob Brown Chevrolet. Four (4) vans will be the 12-seat configuration, and ten (10) vans will be the 11-seat configuration. The total purchase cost is \$518,752.00.



CONSENT ITEM



8C: FY2017 State Grant Application

Action: Authorize submission of an Iowa Clean Air Attainment Program (ICAAP) application to the Iowa Department of Transportation (IDOT) and the Des Moines Area Metropolitan Planning Organization (DMAMPO).

Staff Resource: Debra Meyer, Financial Analyst

Background:

DART staff recommends submitting one grant application for the State of Iowa's Clean Air Attainment Program (Federal CMAQ funds) to support the initiative described below:

1. Additional Trips on #92/#93/#98 Express Service

DART is requesting third-year funding for service improvements implemented on three suburban express routes, as recommended in the *DART Forward 2035* plan. Routes #92–Hickman and #93–NW 86th Express each received four additional trips while Route #98–Ankeny Express received six additional trips. The net cost of the service increase is \$228,574. DART is requesting 80% or \$182,859 in FY2017 ICAAP funding.

The deadline for submitting an application to the DMAMPO is September 18, 2015, with submission to IDOT by October 1, 2015.

Recommendation:

Approve the submission of the grant application as presented to the Iowa DOT and Des Moines Area MPO.



ACTION ITEM



9A:	Federal Lobbying Services Contract
Action:	Approve a three (3) year contract with two (2), one (1) year options with Federal Advocates, Inc. for Federal Lobbying Services for the amount Not to Exceed \$174,000.00.

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART is seeking a qualified firm to provide them necessary representation at the Federal level. Services include (but not limited to):
 - Identifying and anticipating legislative issues that impact public transportation
 - Develop a legislative agenda that addresses critical issues
 - Assist in prioritizing federal legislative goals
 - Increase awareness and support for public transportation
 - Update DART General Manager, Commission, and staff through regular progress reports
- DART was previously contracted with Federal Advocates, Inc. to represent them on Federal transit related issues. The previous contract was an arrangement that had DART named as an entity being represented on the Polk County Contract.

Procurement:

- DART conducted a Request for Proposals (RFP) the project. The RFP was published on August 3, 2015 and proposals were due at 2:00 PM CDT on August 14, 2015.
- Four (4) proposals were received, and all proposals were deemed responsive:
 - Carmen Group
 - Federal Advocates, Inc.
 - Holland & Knight
 - Van Scoyoc Associates
- Federal Advocates Inc. was the highest scoring proposer. The scoring is as follows (on a 5 point scale):
 1. Federal Advocates, Inc. = 4.437
 2. Van Scoyoc Associates = 3.6375
 3. Carmen Group = 3.188
 4. Holland & Knight = 2.9385



ACTION ITEM

9A: Federal Lobbying Services Contract

Federal Advocates, Inc.

- Full service bi-partisan advocacy firm with business in 8 states and Washington DC.
- Over 70 years of combined staff experience.
- Has provided services to DART and Polk County since 2009.

Funding:

- Funding will come from budgeted operating funds.

Recommendation:

- Approval of a three (3) year contract with two (2), one (1) year options with Federal Advocates, Inc. for Federal Lobbying Services for the amount Not to Exceed \$174,000.00.
 - Contract Pricing Summary:
 - \$30,000 for Years 1 and 2 (each)
 - \$36,000 for Years 3 and 4 (each)
 - \$42,000 for Year 5



ACTION ITEM



9B: DART Drug and Alcohol Policy

Action: Approve the updated DART Drug and Alcohol Policy

Staff Resource: *Steve Hansen, Human Resources Director*

Background:

- The Omnibus Transportation Employee Testing Act of 1991 requires FTA to issue regulations requiring recipients of Federal transit funds under 49 U.S.C. 5307, 5309, and 5311, and 23 U.S.C. 103(e)(4) to test safety sensitive employees for the use of alcohol or drugs in violation of law or federal regulation. As a condition of FTA funding, the Act requires recipients to establish alcohol and drug testing programs. The Act mandates four types of testing: pre-employment, random, reasonable suspicion, and post-accident. In addition, the Act permits return-to- 4 duty and follow-up testing under specific circumstances. The Act requires that recipients follow the testing procedures set out by the Department of Health and Human Services (DHHS).
- The DART Commission approved the most recent DART Drug and Alcohol Policy in July 2009.
- The FTA recently revised the required content of drug and alcohol policies and has provided transit agencies with a policy builder tool to help insure that all FTA requirements are met
- The attached Drug and Alcohol Policy has been revised using the new FTA policy builder tool and will be in compliance with FTA regulations if adopted as written.
- FTA periodically audits DART's Drug and Alcohol Policy and the application of the procedures outlined in that policy. The last such audit occurred in 2012.
- The Drug and Alcohol Policy is also reviewed during DART's Triennial Review.

Recommendation:

- Approve the updated DART Drug and Alcohol Policy.



DART Drug and Alcohol Policy



Scope: All DART Employees

Responsible Department: Human Resources

Effective Date:

Approved By:

1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the Drug and Alcohol Program Manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Des Moines Area Regional Transit Authority's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Des Moines Area Regional Transit Authority employees are also subject to the provisions of the Drug-Free Workplace Act of 1998.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. An employee who is convicted under any criminal drug statute for a violation occurring in the workplace shall notify a DART Designated Employer Representative (DER) or the Drug and Alcohol Program Manager (DAPM) no later than five days after such conviction. DART's Designated Employer Representative (DER) and Drug and Alcohol Program Manager (DAPM) are listed in Appendix B.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4. You are a covered employee if you perform any of the following:

- ▶ Operating a revenue service vehicle, in or out of revenue service
- ▶ Operating a non-revenue vehicle requiring a commercial driver's license
- ▶ Controlling movement or dispatch of a revenue service vehicle
- ▶ Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- ▶ Carrying a firearm for security purposes

See Appendix A for a list of covered positions by job title.



3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in Part 40. Prohibited drugs include:

- ▶ marijuana
- ▶ cocaine
- ▶ phencyclidine (PCP)
- ▶ opiates
- ▶ amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Des Moines Area Regional Transit Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and terminated from employment.

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to

DART Drug and Alcohol Policy

Effective Date:



undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Des Moines Area Regional Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

▶ Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Des Moines Area Regional Transit Authority using the best information available at the time of the decision, will be tested.

▶ Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee may have contributed to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, and the covered employee may have contributed to the accident
- (3) DART deems it to be in the best interest of the employer or employee**

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In addition, any other covered employee whose performance could have contributed to the accident, as determined by Des Moines Area Regional Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Employees who are not in covered positions but who have an accident while driving a DART owned vehicle will be subject to the testing guidelines outlined in the Post Accident Testing section of this policy.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee will only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided no later than the beginning of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Des Moines Area Regional Transit Authority will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Des Moines Area Regional Transit Authority guarantees that the split specimen test will be conducted in a timely fashion.

Test Refusals

As a covered employee, you have refused to test if you:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Des Moines Area Regional Transit Authority.
2. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
3. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
4. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
5. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
6. Fail or decline to take a second test as directed by the collector or Des Moines Area Regional Transit Authority for drug testing.
7. Fail to undergo a medical evaluation as required by the MRO or Des Moines Area Regional Transit Authority's Designated Employer Representative (DER).
8. Fail to cooperate with any part of the testing process.
9. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
10. Possess or wear a prosthetic or other device used to tamper with the collection process.
11. Admit to the adulteration or substitution of a specimen to the collector or MRO.

DART Drug and Alcohol Policy

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12. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
13. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately **terminated from employment**, and referred to a SAP.

7. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to a DART Designated Employer Representative (DER) or the DART Drug and Alcohol Program Manager (DAPM), who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

8. Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the employee's supervisor before safety sensitive duties are performed. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

9. Contact Person

For questions about Des Moines Area Regional Transit Authority's anti-drug and alcohol misuse program, contact the Drug and Alcohol Program Manager (DAPM) listed in Appendix B of this policy.

Appendix A: Safety Sensitive Positions

This list is not intended to be an all-inclusive list of safety-sensitive positions, and is subject to change without requiring the revision and reapproval of this entire policy. Employees performing safety-sensitive functions as defined in 49 CFR Part 655 are considered to be in safety-sensitive positions, regardless of whether their job title is listed below.

- ▶ Body Shop Technician
- ▶ Fixed Route Bus Operator (Full-Time)
- ▶ Fixed Route Bus Operator (Part-Time)
- ▶ Journey Level Technician
- ▶ Maintenance Specialist
- ▶ Maintenance Supervisor
- ▶ Master Technician
- ▶ Operations Dispatcher
- ▶ Operations Supervisor
- ▶ Paratransit Bus Operator (Full-Time)
- ▶ Paratransit Bus Operator (Part-Time)
- ▶ Paratransit Dispatcher (Full-Time)
- ▶ Paratransit Dispatcher (Part-Time)
- ▶ Paratransit Route Supervisor
- ▶ Scheduling Manager
- ▶ Service Person
- ▶ Technician (Probation)
- ▶ Technician I
- ▶ Technician II
- ▶ Technician III
- ▶ Technician IV
- ▶ Tire Person
- ▶ Transit Police Officer
- ▶ Transportation Dispatcher
- ▶ Utility Person



Appendix B: Drug and Alcohol Program Duties

Des Moines Area Regional Transit Authority's anti-drug and alcohol misuse program is administered by the Drug and Alcohol Program Manager (DAPM) with the assistance of Designated Employer Representatives (DERs). The persons performing these duties are appointed by the General Manager. The General Manager may change the persons appointed to these duties change without requiring the revision and reapproval of this entire policy.

The following persons administer DART's anti-drug and alcohol misuse program:

- | | |
|--|---|
| Drug and Alcohol Program Manager (DAPM) | Steve Hansen
Human Resources Director
(515) 283-5007
shansen@ridedart.com |
| Designated Employer Representatives (DERs) | Steve Zimmerman
Human Resources Generalist
(515) 283-8126
szimmerman@ridedart.com |
| | Cindy Nelson
Human Resources Specialist
(515) 283-5004
cnelson@ridedart.com |



ACTION ITEM



9C:	IPAIT & Miles Capital Investment Relationship
Action:	Approve reinstatement of DART's IPAIT membership and approve DART's engagement of Miles Capital to provide services relative to IPAIT investment vehicles and public entity separately managed accounts.

Staff Resource: *Amber Dakan, Finance Manager*
Jamie Schug, Chief Financial Officer

Background:

- The Iowa Public Agency Investment Trust (IPAIT) was created in 1987 to provide Iowa public agencies an avenue to safely and effectively invest their available operating and reserve funds. Members include counties, cities, municipal utilities and many other 28E organizations. IPAIT's diversified portfolio is registered and regulated by the Securities and Exchange Commission (SEC). Safety of principal, maintenance of liquidity, and provision of yield are the top goals for IPAIT in order of priority.
- Miles Capital is the Investment Advisor for IPAIT as well as responsible for the Trust's administration and development. Miles Capital is the largest SEC registered independent asset manager in Iowa with significant experience in the public agency sector. Managing over \$4.3 billion in funds.
- Miles Capital representatives presented information regarding investment products and services at the DART Executive Committee meeting on August 14, 2015.
- Miles Capital representatives will present information regarding investment products and services to the Commission and answer questions at this meeting.

Investment Options available to DART:

- IPAIT Diversified Fund
 - Daily liquidity
 - Pooled investment
 - Operating Funds
 - Invested per SEC Rule 2a-7 (maturity, weighted maturity constraints)
- IPAIT Fixed Term Automated (FTA) Investment Program
 - Longer-term maturities
 - Individual direct investment
 - Potential for higher yield
 - Include CDs or Government Securities
 - Investments can be staggered



ACTION ITEM

9C: IPAIT & Miles Capital Investment Relationship

- Public Entity Separately Managed Account (SMA) - Discretionary investment portfolio, managed by an SEC Registered Investment Advisor customized to meet the needs of DART
 - Professional asset management through capital and financial market expertise
 - Discretionary decision making based on cash flow needs as well as market conditions
 - Conforms to DART Investment Policy as well as Iowa Code
 - Customized and focused on yield generation

Recommendation:

- Approve the reinstatement of DART's IPAIT membership and approve DART's engagement of Miles Capital to provide services relative to IPAIT investment vehicles and public entity separately managed accounts.



ACTION ITEM



9D: June FY2015 Consolidated Financial Report

Action: Approve the June FY2015 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue ended FY2015 below budget projections of 8.65%. Cash Fares and Advertising are the two largest contributors.
- Fixed Route Non-Operating Revenue performed slightly better than target; coming in at 101.5% of budget.
- Paratransit Operating Revenue is 9.4% lower than budget expectations. Cash fares are above target while contracted trips are currently lower than forecasted.
- Rideshare Revenues ended at 18.69% below budgeted levels at year to date. Rideshare revenue did cover total FY2015 expenses.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 2.43% below budget projections. Salaries, Wages & Fringes as well as Fuel were the two largest drivers of the savings.
- Paratransit Budget Summary – Operating expenses ended at 12.88% below forecasted levels. Salaries, Wages & Fringes, Fuel, and Equipment Repairs were the categories yielding the most savings.
- Rideshare Budget Summary – Rideshare Expenses are below budgetary expectations by 24.41%. Fuel and Equipment Repair Parts are drove the budget savings for FY2015.

Recommendation:

- Approve the June FY2015 Consolidated Financial Report.

**** TOTAL Un-Audited Year-End June FY2015 as Compared to Budget:**

Fixed Route	\$	439,272	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	261,834	FY2015
Rideshare	\$	<u>62,239</u>	\$153,500
Total	\$	763,344	

FY2015 Financials:

June 2015

FIXED ROUTE	June 2015			Year-To-Date-(12) Months Ending 06/30/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	284,530	413,208	(128,678)	4,529,525	4,958,493	(428,968)
Non-Operating Revenue	1,788,361	1,596,964	191,397	19,444,573	19,163,571	281,002
Subtotal	2,072,891	2,010,172	62,719	23,974,099	24,122,064	(147,965)
Operating Expenses	2,132,841	2,010,172	(122,669)	23,534,827	24,122,064	587,237
Gain/(Loss)	(59,950)	-	(59,950)	439,272	-	439,272

PARATRANSIT	June 2015			Year-To-Date-(12) Months Ending 06/30/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	158,900	174,167	(15,267)	1,893,717	2,090,000	(196,283)
Non-Operating Revenue	118,413	107,516	10,898	1,312,840	1,290,190	22,650
Subtotal	277,313	281,683	(4,369)	3,206,557	3,380,190	(173,633)
Operating Expenses	245,140	281,683	36,543	2,944,723	3,380,190	435,467
Gain/(Loss)	32,173	-	32,173	261,834	-	261,834

RIDESHARE	June 2015			Year-To-Date-(12) Months Ending 06/30/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	65,802	85,685	(19,883)	836,072	1,028,225	(192,153)
Non-Operating Revenue	-	-	-	3,518	-	3,518
Subtotal	65,802	85,685	(19,883)	839,590	1,028,225	(188,635)
Operating Expenses	68,471	85,685	17,214	777,351	1,028,225	250,874
Gain/(Loss)	(2,669)	-	(2,669)	62,239	-	62,239



ACTION ITEM



9E: July FY2016 Consolidated Financial Report

Action: Approve the July FY2016 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue is 30.82% below budget projections. This is largely a timing issue with contracted and school revenue.
- Fixed Route Non-Operating Revenue is currently 7.85% under projections. This is also a timing issue with the first month of the fiscal year.
- Paratransit Operating Revenue is 7.85% lower than budget expectations. Contracted trips were just slightly below budgeted levels.
- Rideshare Revenues were 12.96% below budgeted levels at year to date.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 26.71% below budget projections. There are several line items seeing a savings for the first month of the year.
- Paratransit Budget Summary – Operating expenses are 29.41% below forecasted levels. Given the first month of the year, many line items are seeing a savings over budget.
- Rideshare Budget Summary – Rideshare Expenses are below budgetary expectations by 19.23%. Many cost categories are seeing a savings.

Recommendation:

- Approve the July FY2016 Consolidated Financial Report.

**** TOTAL Un-Audited Year-End July FY2016 as Compared to Budget:**

Fixed Route	\$	308,831	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	67,299	FY2016
Rideshare	\$	<u>4,613</u>	\$50,000
Total	\$	380,743	

FY2016 Financials:

July 2015

FIXED ROUTE	July 2015			Year-To-Date-(1) Months Ending 07/31/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	292,813	423,250	(130,437)	292,813	423,250	(130,437)
Non-Operating Revenue	1,593,495	1,729,248	(135,754)	1,593,495	1,729,248	(135,754)
Subtotal	1,886,307	2,152,498	(266,191)	1,886,307	2,152,498	(266,191)
Operating Expenses	1,577,476	2,152,498	575,022	1,577,476	2,152,498	575,022
Gain/(Loss)	308,831	-	308,831	308,831	-	308,831

PARATRANSIT	July 2015			Year-To-Date-(1) Months Ending 07/31/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	155,814	169,083	(13,269)	155,814	169,083	(13,269)
Non-Operating Revenue	107,481	108,564	(1,083)	107,481	108,564	(1,083)
Subtotal	263,295	277,648	(14,352)	263,295	277,648	(14,352)
Operating Expenses	195,996	277,648	81,651	195,996	277,648	81,651
Gain/(Loss)	67,299	-	67,299	67,299	-	67,299

RIDESHARE	July 2015			Year-To-Date-(1) Months Ending 07/31/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	66,371	76,250	(9,879)	66,371	76,250	(9,879)
Non-Operating Revenue	-	208	(208)	-	208	(208)
Subtotal	66,371	76,458	(10,087)	66,371	76,458	(10,087)
Operating Expenses	61,758	76,458	14,700	61,758	76,458	14,700
Gain/(Loss)	4,613	-	4,613	4,613	-	4,613



DISCUSSION ITEM



10A: Reasonable Modification Policy

Staff Resource: Jim Tishim, Planning Director

- A presentation on the DART Reasonable Modification Policy will be provided at the Commission Meeting.
- Attached are the DART Reasonable Modification Policy and the Reasonable Modification Request Form.



DART Reasonable Modification Policy



Scope:	DART Employees and Customers
Responsible Department:	Customer Service
Effective Date:	July 13, 2015
Approved By:	Elizabeth Presutti, DART General Manager

DART follows all requirements of the Americans with Disabilities Act (ADA), including amendments to clarify existing rules under 49 CFR Part 27 and 37 implemented on July 13, 2015. Per the new guidelines, DART has established the following policy and procedures for considering reasonable modifications to DART policies and practices.

DART will consider requests for reasonable modifications as follows:

- ▶ All requests for reasonable modification will be managed by the DART Customer Service Manager in coordination with the DART Paratransit, Transportation and Customer Service Departments in accordance with the existing DART Customer Comment process.
- ▶ Whenever feasible, requests for modifications will be made and determined in advance, before DART is expected to provide the modified service.
 - ▷ Requests can be made during the Paratransit eligibility process
 - ▷ Requests can be made through customer service inquiries
 - ▷ Requests can be made through DART customer comment process
- ▶ The individual requesting the modification will describe what they need in order to use the service.
- ▶ The individual requesting modification is not required to use the term “reasonable modification” when making a request.
- ▶ Where a request for modification cannot practicably be made and determined in advance (because of a condition or barrier at the destination of a Paratransit or fixed route trip of which the individual with a disability was unaware until arriving), operating personnel will make a determination of whether the modification should be provided at the time of the request. Operators will make a determination in accordance with existing DART policies and procedures. Operators will consult with DART Dispatch for any final determination to grant or deny the request.
- ▶ Requests for modifications of policies and practices may be denied only on one or more of the following grounds:
 - ▷ Granting the request would fundamentally alter the nature of DART service, programs, or activities
 - ▷ Granting the request would create a direct threat to the health or safety of others
 - ▷ Without the requested modification, the individual with a disability is able to fully use DART services, programs, or activities for their intended purpose
- ▶ In determining whether to grant a requested modification, DART will be guided by the provisions of United States Department of Transportation 49 CFR Appendix E to Part 37.169.

DART Reasonable Modification Policy
Effective Date: July 13, 2015



- ▶ In any case in which DART denies a request for a reasonable modification, DART will take, to the maximum extent possible, any other actions (that would not result in a direct threat or fundamental alteration) to ensure that the individual with a disability receives the services or benefit provided by DART.



DART Request for Reasonable Modification

Date: _____

Select the DART department from which you are requesting a modification:

- Paratransit Fixed-Route

First Name: _____ Last Name: _____

Street Address _____ (Apt. or Unit #): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Request for Modification: Describe what you need in order to use the service. Please be as specific as possible and include an explanation why the request is needed.

Please refer to the DART Reasonable Modification Policy on the DART website at ridedart.com or contact DART Customer Service at 515-283-8100 for assistance.



To be Completed by DART Staff Only

Date Received: _____

Date Entered: _____

Staff Entering Request: _____

Staff Assigned Request: _____

Reasonable Modification:

Approved. If approved, what modification(s) were approved:

Denied. If denied, reason(s) request was denied:

Date customer Informed:

Phone: _____

Email: _____

Letter: _____



DISCUSSION ITEM



10B: DART Disadvantaged Business Enterprise (DBE) Program

Staff Resource: Mike Tiedens, Procurement Manager

- A presentation on DART's DBE Program will be provided and presented at the Commission meeting.



System Summary Performance Report June 2015

	December 2014	January 2015	February 2015	March 2014	April 2015	May 2015	June 2015	June 2014	Percent Change 2015/2014	FY15 Year To Date	FY14 Year To Date	Percent YTD Change 2015/2014
DART Fixed Route												
Total Ridership	334,381	341,476	333,946	362,393	382,661	354,258	305,947	290,945	5.16%	4,429,136	4,319,624	2.54%
OTT Ridership	25,335	24,677	19,922	27,316	26,899	25,703	24,193	21,755	11.21%	288,570	276,551	4.35%
Unlimited Access Ridership	29,723	30,296	28,528	31,141	32,008	28,892	28,741	30,407	-5.48%	371,828	398,380	-6.66%
Bike Rack Usage	3,158	2,275	1,287	3,366	4,359	4,873	5,591	5,238	6.74%	51,792	50,264	3.04%
Passengers/Revenue Hour	18.56	18.90	19.52	19.41	20.55	20.17	16.83	17.14	-1.83%	20.25	20.51	-1.27%
Avg. Passengers Weekday	14,326	14,547	15,112	14,748	15,892	15,600	12,360	12,263	0.79%	15,386	15,080	2.02%
Avg. Passengers Weekend Day	3,354	3,999	3,963	4,216	4,130	4,226	4,253	3,713	14.54%	5,015	4,659	7.63%
Complaints/100,000 Riders	21.83	26.06	30.84	21.52	18.82	21.74	27.46	34.03	-19.31%	27.64	28.24	-2.15%
Commendations/100,000 Riders	2.09	2.34	3.29	2.21	1.57	1.69	1.96	4.12	-52.45%	2.39	3.84	-37.72%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.08	2.17	2.28	1.75	1.04	0.37	0.36	1.99	-81.74%	1.38	1.82	-24.46%
Non-Preventable/100,000 Miles	0.00	2.53	4.18	1.05	0.70	1.12	2.54	1.59	59.80%	7.43	1.48	401.35%
Maintenance:												
Total Miles Operated	278,147	276,807	263,213	285,783	287,329	269,011	275,103	251,211	9.51%	3,341,423	3,127,855	6.83%
Road Calls/100,000 Miles	12.94	25.65	21.28	15.75	14.27	14.50	19.99	22.69	-11.89%	18.70	16.69	12.08%
Active Vehicles in Fleet	126	126	126	126	126	126	126	126	0.00%	126	117	7.31%
DART Paratransit												
Total Ridership	11,086	10,563	10,416	11,579	11,598	10,315	11,763	11,861	-0.83%	135,025	139,528	-3.23%
Passengers/Revenue Hour	2.88	2.78	2.80	2.88	2.89	2.79	2.98	3.05	-2.30%	2.86	3.00	-4.65%
Average Trip Length	5.62	5.93	6.05	5.96	5.99	6.02	5.58	5.76	-3.16%	18.32	10.96	67.16%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	3.19	4.76	2.90	1.44	4.83	0.00	0.00	0.00%	1.56	2.19	-28.78%
Non-Preventable/100,000 Miles	0.00	0.00	1.59	0.00	1.44	3.22	0.00	0.00	0.00%	1.56	0.97	60.25%
Maintenance:												
Total Miles Operated	62,313	62,661	63,003	68,993	69,454	62,122	65,610	68,315	-3.96%	768,054	820,554	-6.40%
Active Vehicles in Fleet	20	21	21	21	21	21	21	20	5.00%	21	23	-9.56%
DART RideShare												
Total Ridership	18,890	20,198	19,033	20,500	20,138	16,976	18,573	18,622	-0.26%	231,109	244,472	-5.47%
Total Vans in Circulation	94	94	94	93	93	92	89	90	-1.11%	93	92	0.45%
Total RideShare Customers	727	708	708	689	684	670	645	674	-4.30%	694	740	-6.25%
Accident Frequency Rate by Service:												
Preventable	0.62	0.00	0.00	0.00	0.60	0.00	1.36	0.65	109.97%	0.31	0.65	-51.40%
Non-Preventable	0.62	0.62	0.00	0.00	0.00	0.00	0.68	1.94	-65.01%	0.42	0.62	-32.20%
Maintenance:												
Total Miles Operated	161,112	161,301	152,187	169,704	167,405	146,899	146,935	154,259	-4.75%	1,907,505	1,932,466	-1.29%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	105	-4.84%



System Performance Ridership Report June 2015

	December 2014	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	June 2014	Percent Change 2015/2014	FY15 Year To Date	FY14 Year To Date	Percent YTD Change 2015/2014
DART Fixed Route Ridership	334,381	341,476	333,946	362,393	382,661	354,258	305,947	290,945	5.16%	4,429,136	4,319,624	2.54%
Local Routes:												
#1 - Fairgrounds	18,186	20,219	19,876	22,258	23,604	21,378	16,671	15,238	9.40%	467,797	447,255	4.59%
#3 - University	33,368	31,843	30,612	34,631	34,493	33,363	33,348	32,021	4.14%	411,552	422,944	-2.69%
#4 - E. 14th	17,240	17,018	16,319	18,059	19,428	19,182	17,004	15,224	11.69%	215,472	212,384	1.45%
#5 - Franklin Ave	3,071	3,000	3,274	3,285	3,586	3,441	1,356	1,311	3.43%	35,903	37,271	-3.67%
#6 - Indianola Ave.	24,208	24,808	23,623	27,216	28,778	27,424	24,574	21,462	14.50%	309,664	284,164	8.97%
#7 - SW 9th St.	32,389	33,508	32,454	34,745	37,020	34,074	25,602	27,725	-7.66%	400,052	396,796	0.82%
#8 - Fleur Dr.	3,501	4,202	3,974	3,687	4,635	4,202	1,970	2,451	-19.62%	46,435	56,319	-17.55%
#11 - Ingersoll Ave.	2,087	2,143	2,102	2,192	2,226	2,129	2,142	2,254	-4.97%	26,955	27,578	-2.26%
#13 - Evergreen/SE Park Ave.	5,179	6,541	7,119	5,516	7,211	6,382	743	676	9.91%	64,855	60,354	7.46%
#14 - Beaver Ave.	23,246	23,718	23,828	22,720	24,875	22,493	16,364	16,654	-1.74%	275,693	253,479	8.76%
#15 - 6th Ave.	24,247	24,771	24,456	25,805	27,178	24,752	20,707	19,674	5.25%	297,045	312,335	-4.90%
#16 - Douglas Ave.	36,816	35,779	34,795	38,431	41,037	37,045	31,777	30,193	5.25%	449,742	422,813	6.37%
#17 - Hubbell Ave.	19,661	19,128	18,059	21,835	23,269	21,927	22,358	18,832	18.72%	252,889	221,928	13.95%
#51 - Merle Hay Crosstown	2,266	2,269	2,550	2,902	2,997	2,896	2,971	2,339	27.02%	31,828	24,545	29.67%
#52 - Valley West/Jordan Creek	15,141	14,841	13,502	14,603	14,114	13,396	14,229	13,241	7.46%	181,830	143,789	26.46%
#60 - Ingersoll/University	28,850	30,594	31,064	34,049	35,878	32,270	29,467	28,851	2.14%	378,334	365,691	3.46%
Shuttle Routes:												
Link Shuttle	980	825	862	879	805	774	1,011	834	21.22%	10,215	10,430	-2.06%
Dline	11,891	12,174	11,256	14,743	13,636	13,969	15,261	15,105	1.03%	165,560	198,816	-16.73%
Lincoln/McCombs	7,104	7,956	8,784	8,015	10,299	9,442	469	429	9.32%	85,702	85,691	0.01%
Express Routes:												
#91 - Merle Hay Express	832	814	842	872	966	802	1,017	941	8.08%	10,399	11,194	-7.10%
#92 - Hickman Express	2,671	2,705	2,719	2,915	2,959	2,766	2,925	3,086	-5.22%	34,517	37,063	-6.87%
#93 - NW 86th Express	2,749	2,715	2,627	2,919	2,964	2,371	3,040	2,805	8.38%	35,207	35,832	-1.74%
#94 - Westtown	791	788	855	936	831	882	1,147	1,073	6.90%	11,268	13,753	-18.07%
#95 - Vista	1,842	1,907	1,906	1,940	2,113	1,885	2,211	1,740	27.07%	22,737	23,458	-3.07%
#96 - E.P. True	2,567	2,827	2,665	2,715	2,733	2,388	3,088	2,886	7.00%	32,822	33,842	-3.01%
#98 - Ankeny	6,860	7,662	7,392	7,552	7,919	6,606	7,680	7,399	3.80%	91,376	99,344	-8.02%
#99 - Altoona	1,329	1,608	1,686	1,472	1,603	1,389	1,432	1,587	-9.77%	18,736	21,813	-14.11%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	251	208	179	211	255	233	269	235	14.47%	2,702	2,651	1.92%
On-Call: Des Moines	0	0	0	0	0	0	0	0	0.00%	0	422	-100.00%
On-Call: Johnston/Grimes	254	291	272	315	338	238	223	179	24.58%	3,433	4,839	-29.06%
#73 Flex: Urbandale/Windsor Heights	318	319	307	330	414	378	386	677	-42.98%	4,789	7,638	-37.30%
#72 Flex: West Des Moines/Clive	3,928	3,638	3,377	3,917	3,737	3,227	3,774	3,544	6.49%	46,373	41,455	11.86%
#74 Flex: NW Urbandale	481	568	556	641	629	475	400	0	100.00%	5,416	0	100.00%
On-Call: REGIONAL	77	89	54	87	131	79	331	279	18.64%	1,838	1,738	5.75%
DART Paratransit Ridership	11,086	11,086	10,416	11,579	11,598	10,315	11,763	11,861	-0.83%	135,025	139,533	-3.23%
Bus/Van	10,329	9,815	9,819	10,948	10,954	9,650	11,064	10,896	1.54%	125,787	130,361	-3.51%
Cab	757	748	597	631	644	665	699	965	-27.56%	9,238	9,172	0.72%
DART RideShare Ridership	18,890	20,198	19,033	20,500	20,138	16,976	18,573	18,622	-0.26%	231,109	244,472	-5.47%
TOTAL RIDERSHIP	364,357	372,760	363,395	394,472	414,397	381,549	336,283	321,428	4.62%	4,795,270	4,703,629	1.95%



System Summary Performance Report July 2015

	January 2015	February 2015	March 2015	April 2014	May 2015	June 2015	July 2015	July 2014	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
DART Fixed Route												
Total Ridership	341,476	333,946	362,393	382,661	354,258	305,947	297,601	305,523	-2.59%	297,601	305,523	-2.59%
OTT Ridership	24,677	19,922	27,316	26,899	25,703	24,193	23,667	24,664	-4.04%	23,667	24,664	-4.04%
Unlimited Access Ridership	30,296	28,528	31,141	32,008	28,892	28,741	28,628	31,539	-9.23%	28,628	31,539	-9.23%
Bike Rack Usage	2,275	1,287	3,366	4,359	4,873	5,591	6,162	5,636	9.33%	6,162	5,636	9.33%
Passengers/Revenue Hour	18.90	19.52	19.41	20.55	20.17	16.83	17.85	17.42	2.46%	17.85	17.42	2.46%
Avg. Passengers Weekday	14,547	15,112	14,748	15,892	15,600	12,360	12,296	12,471	-1.40%	12,296	12,471	-1.40%
Avg. Passengers Weekend Day	3,999	3,963	4,216	4,130	4,226	4,253	3,386	3,895	-13.07%	3,386	3,895	-13.07%
Complaints/100,000 Riders	26.06	30.84	21.52	18.82	21.74	27.46	29.57	38.95	-24.08%	29.57	38.95	-24.08%
Commendations/100,000 Riders	2.34	3.29	2.21	1.57	1.69	1.96	3.02	3.60	-16.00%	3.02	3.60	-16.00%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	2.17	2.28	1.75	1.04	0.37	0.36	0.36	1.53	-76.23%	0.36	1.53	-76.23%
Non-Preventable/100,000 Miles	2.53	4.18	1.05	0.70	1.12	2.54	2.19	0.77	185.19%	2.02	0.65	207.99%
Maintenance:												
Total Miles Operated	276,807	263,213	285,783	287,329	269,011	275,103	274,418	260,874	5.19%	274,418	260,874	5.19%
Road Calls/100,000 Miles	25.65	21.28	15.75	14.27	14.50	19.99	17.13	26.83	-36.17%	17.13	26.83	-36.17%
Active Vehicles in Fleet	126	126	126	126	126	126	126	126	0.00%	126	126	0.00%
DART Paratransit												
Total Ridership	10,563	10,416	11,579	11,598	10,315	11,763	10,988	12,433	-11.62%	10,988	12,433	-11.62%
Passengers/Revenue Hour	2.78	2.80	2.88	2.89	2.79	2.98	2.52	2.92	-13.70%	2.52	2.92	-13.70%
Average Trip Length	5.93	6.05	5.96	5.99	6.02	5.58	6.08	5.28	15.31%	6.08	5.28	15.31%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	3.19	4.76	2.90	1.44	4.83	0.00	8.97	1.52	488.78%	8.97	1.52	488.78%
Non-Preventable/100,000 Miles	0.00	1.59	0.00	1.44	3.22	0.00	1.50	1.52	-1.87%	1.50	1.52	-1.87%
Maintenance:												
Total Miles Operated	62,661	63,003	68,993	69,454	62,122	65,610	66,858	65,608	1.91%	66,858	65,608	1.91%
Active Vehicles in Fleet	21	21	21	21	21	21	21	20	5.00%	21	20	5.00%
DART RideShare												
Total Ridership	20,198	19,033	20,500	20,138	16,976	18,573	17,527	18,618	-5.86%	17,527	18,618	-5.86%
Total Vans in Circulation	94	94	93	93	92	89	88	90	-2.22%	88	90	-2.22%
Total RideShare Customers	708	708	689	684	670	645	643	670	-4.03%	643	670	-4.03%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	0.00	0.60	0.00	1.36	1.29	0.62	108.31%	1.29	0.62	108.31%
Non-Preventable	0.62	0.00	0.00	0.00	0.00	0.68	0.65	0.62	4.16%	0.65	0.62	4.16%
Maintenance:												
Total Miles Operated	161,301	152,187	169,704	167,405	146,899	146,935	154,604	161,031	-3.99%	154,604	161,031	-3.99%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	100	0.00%



System Performance Ridership Report July 2015

	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	July 2014	Percent Change 2016/2015	FY16 Year To Date	FY15 Year To Date	Percent YTD Change 2016/2015
DART Fixed Route Ridership	341,476	333,946	362,393	382,661	354,258	305,947	297,601	305,523	-2.59%	297,601	341,529	-12.86%
Local Routes:												
#1 - Fairgrounds	20,219	19,876	22,258	23,604	21,378	16,671	15,328	17,423	-12.02%	15,328	17,423	-12.02%
#3 - University	31,843	30,612	34,631	34,493	33,363	33,348	33,786	33,857	-0.21%	33,786	33,857	-0.21%
#4 - E. 14th	17,018	16,319	18,059	19,428	19,182	17,004	16,752	15,812	5.94%	16,752	15,812	5.94%
#5 - Franklin Ave	3,000	3,274	3,285	3,586	3,441	1,356	1,323	1,220	8.44%	1,323	37,226	-96.45%
#6 - Indianola Ave.	24,808	23,623	27,216	28,778	27,424	24,574	24,480	23,239	5.34%	24,480	23,239	5.34%
#7 - SW 9th St.	33,508	32,454	34,745	37,020	34,074	25,602	25,669	27,791	-7.64%	25,669	27,791	-7.64%
#8 - Fleur Dr.	4,202	3,974	3,687	4,635	4,202	1,970	1,966	2,313	-15.00%	1,966	2,313	-15.00%
#11 - Ingersoll Ave.	2,143	2,102	2,192	2,226	2,129	2,142	2,023	2,454	-17.56%	2,023	2,454	-17.56%
#13 - Evergreen/SE Park Ave.	6,541	7,119	5,516	7,211	6,382	743	634	508	24.80%	634	508	24.80%
#14 - Beaver Ave.	23,718	23,828	22,720	24,875	22,493	16,364	15,180	17,702	-14.25%	15,180	17,702	-14.25%
#15 - 6th Ave.	24,771	24,456	25,805	27,178	24,752	20,707	20,686	20,567	0.58%	20,686	20,567	0.58%
#16 - Douglas Ave.	35,779	34,795	38,431	41,037	37,045	31,777	30,476	31,741	-3.99%	30,476	31,741	-3.99%
#17 - Hubbell Ave.	19,128	18,059	21,835	23,269	21,927	22,358	21,924	19,750	11.01%	21,924	19,750	11.01%
#51 - Merle Hay Crosstown	2,269	2,550	2,902	2,997	2,896	2,971	2,611	2,609	0.08%	2,611	2,609	0.08%
#52 - Valley West/Jordan Creek	14,841	13,502	14,603	14,114	13,396	14,229	14,895	15,368	-3.08%	14,895	15,368	-3.08%
#60 - Ingersoll/University	30,594	31,064	34,049	35,878	32,270	29,467	27,745	27,381	1.33%	27,745	27,381	1.33%
Shuttle Routes:												
Link Shuttle	825	862	879	805	774	1,011	898	684	31.29%	898	684	31.29%
Dline	12,174	11,256	14,743	13,636	13,969	15,261	14,660	17,564	-16.53%	14,660	17,564	-16.53%
Lincoln/McCombs	7,956	8,784	8,015	10,299	9,442	469	0	0	0.00%	0	0	0.00%
Express Routes:												
#91 - Merle Hay Express	814	842	872	966	802	1,017	1,058	887	19.28%	1,058	887	19.28%
#92 - Hickman Express	2,705	2,719	2,915	2,959	2,766	2,925	2,854	3,074	-7.16%	2,854	3,074	-7.16%
#93 - NW 86th Express	2,715	2,627	2,919	2,964	2,371	3,040	2,935	3,175	-7.56%	2,935	3,175	-7.56%
#94 - Westtown	788	855	936	831	882	1,147	955	960	-0.52%	955	960	-0.52%
#95 - Vista	1,907	1,906	1,940	2,113	1,885	2,211	2,175	1,743	24.78%	2,175	1,743	24.78%
#96 - E.P. True	2,827	2,665	2,715	2,733	2,388	3,088	3,047	2,851	6.87%	3,047	2,851	6.87%
#98 - Ankeny	7,662	7,392	7,552	7,919	6,606	7,680	6,952	7,299	-4.75%	6,952	7,299	-4.75%
#99 - Altoona	1,608	1,686	1,472	1,603	1,389	1,432	1,373	1,793	-23.42%	1,373	1,793	-23.42%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	208	179	211	255	233	269	292	219	33.33%	292	219	33.33%
On-Call: Johnston/Grimes	291	272	315	338	238	223	169	270	-37.41%	169	270	-37.41%
#73 Flex: Urbandale/Windsor Heights	319	307	330	414	378	386	355	720	-50.69%	355	720	-50.69%
#72 Flex: West Des Moines/Clive	3,638	3,377	3,917	3,737	3,227	3,774	3,595	4,008	-10.30%	3,595	4,008	-10.30%
#74 Flex: NW Urbandale	568	556	641	629	475	400	487	0	100.00%	487	0	100.00%
On-Call: REGIONAL	89	54	87	131	79	331	318	541	-41.22%	318	541	-41.22%
DART Paratransit Ridership	10,563	10,416	11,579	11,598	10,315	11,763	10,988	12,433	-11.62%	10,988	12,433	-11.62%
Bus/Van	9,815	9,819	10,948	10,954	9,650	11,064	10,192	11,457	-11.04%	10,192	11,457	-11.04%
Cab	748	597	631	644	665	699	796	976	-18.44%	796	976	-18.44%
DART RideShare Ridership	20,198	19,033	20,500	20,138	16,976	18,573	17,527	18,618	-5.86%	17,527	18,618	-5.86%
TOTAL RIDERSHIP	372,237	363,395	394,472	414,397	381,549	336,283	326,116	336,574	-3.11%	326,116	372,580	-12.47%



MONTHLY REPORT



11A: Operations Department

Staff Resources: Elizabeth Presutti, General Manager

Transportation - Randy McKern, Manager

- Safety Meeting highlights: Jim Tishim, Planning Director, presented Operators with August service enhancements. State Fair information was reviewed with the Operators as well as reminders that Des Moines Public Schools will begin classes on Wednesday, August 26, 2015.
- A General Bid began on Friday, August 7th and was successfully completed on Monday, August 10th. Operators began their new work assignments on Sunday, August 23, 2015.
- State Fair officials were pleased with DART's overall service and contribution to the many visitors to the Capital. Overall ridership was 241,912; a 9% (percent) increase from 2014.
- Bus Ambassadors were coordinated for the first day of Des Moines Public Schools on August 26, 2015. Thanks to all staff that helped answer school administrator and student questions before and after school.

Maintenance - Scott Reed, Manager

- The refurbished articulated buses were placed into service for the State Fair and performed well. Now that the Fair is over we will be finalizing the make ready process and utilizing them for regular routes.
- A shift bid was performed in August due to increased staffing levels in the bus maintenance area. We are now fully staffed and have increased our weekend coverage to three AM and three PM technicians on Saturday and Sunday.

Paratransit - Matt Johnson, Manager

- Paratransit conducted a Safety Meeting where various topics were covered. Specific focus was placed on securement of mobility devices as well as the offering and use of passenger seat belts. Hands on training was then conducted on site with various styles of mobility devices and buses.
- An onsite visit was held with Margaret DeSio of Aging Resources of Central Iowa. Ms. DeSio and Paratransit staff reviewed the services that DART Paratransit provides to the community through their collaboration with Aging Resources.
- Paratransit provided more than one hundred trips to and from the Iowa State Fair.
- Operator Kurt Mackel-Wiederanders was promoted from Part-Time Paratransit Operator to Full Time Operator.

Training - Brian Oeffner, Training and Safety Manager

- Fixed Route has graduated six (6) Operators and one (1) Paratransit Operator from training and placed in active service. There are currently three (3) Fixed Route Operators and one (1)

MONTHLY REPORT
11A: Operations



Paratransit Operator in cadet training. Additionally, one (1) Fixed Route Operator is currently in CDL Training.

Facilities – Matt Pitstick, Manager

- Progress on the 1100 DARTWAY Operations Admin renovation continues. Ducting, electrical rough in and fire suppression are nearly complete. The project is on schedule, we are planning furniture installation the last week of September.
- At DART Central Station, we have completed replacement of interior fluorescent bulbs to LED. Finishing up procurement of exterior bulbs to LED. With rebates and energy savings we expect payback in one (1) year.

Service Management - Mike Kaiser, Lead Supervisor

- We welcome Steve Hunter to the Service Management team. Steve has been promoted from Bus Operator to Supervisor. His effective date was Aug 2, 2015.
- As part of the management crew assisting at the Iowa State Fair and other community activities are celebrated, the team is striving to keep our service levels at or near 100% while supporting our operators and ridership by maintaining a high level of on street presence and assistance.
- It was all hands on deck as the first day of school arrived. The team collaborated to ensure all students found the right bus and arrived at school in a timely manner.



MONTHLY REPORT



11B: Marketing

Kirstin Baer-Harding, Marketing Director
Staff Resources: John Clark, Customer Service Manager
Jennifer Long, RideShare Program Coordinator

Marketing and Communications Updates:

- DART sponsored the Gravitare luncheon on July 21. Marketing and IT staff presented on the release of the Google General Transit Feed Specification (GTFS)–realtime data for developers. That data is now also displayed on Google Transit. A special thank you to Madi Linkenmeyer and Luke Lester for presenting and answering and assisting the developers with questions. Since the real-time feed has been available to developers, we have had six developers request access to the data, and we look forward to seeing new apps soon.
- Staff participated in the Bondurant Touch-A-Truck event on Friday, July 31. Staff were available at the event to answer questions for area children and their parents.
- DART participated in the 2015 Iowa State Fair parade on Wednesday, August 6, with a bus promoting the Park & Ride service in the parade. The Park & Ride services were also promoted through brochures, newspaper ads, drive-time radio, WHOTV sponsorship, email and social media pushes.
- Staff prepared and distributed all the schedules and marketing materials including platform change information and long-term downtown detours for the August 23 service change.
- Staff prepared and distributed marketing materials for the new Route 5 – Franklin Ave. Communications has been shared with customers via panel cards in the buses, emails, the website and social media.
- Staff also prepared and distributed the schedules for the upcoming start of Des Moines Public Schools on Wednesday, August 26.
- Staff is coordinating with RideShare in developing marketing materials for the upcoming 20th Anniversary along with the fall ridership promotion. The 20th Anniversary event will be held at the Temple of Performing Arts from 11:30 – 1 p.m. on October 14. The fall promotion will offer new riders who join a DART RideShare vanpool in October 2015 a 20 percent discount on the first month's fare. Existing riders will also receive a 20 percent discount as a thank you for their commitment to RideShare.
- Staff is preparing and developing the logistics and material for the upcoming Leaders in Motion event on September 17. The event will be held at DART Central Station and invites are in the mail.
- Staff is developing and coordinating the marketing efforts and communications for the upcoming Try Transit Week, October 4 – 10. Events are planned throughout the week to encourage more ridership.

**MONTHLY REPORT
11B: Marketing**



Customer Service Report – John Clark:

June 2015 Employer and Group Presentations:

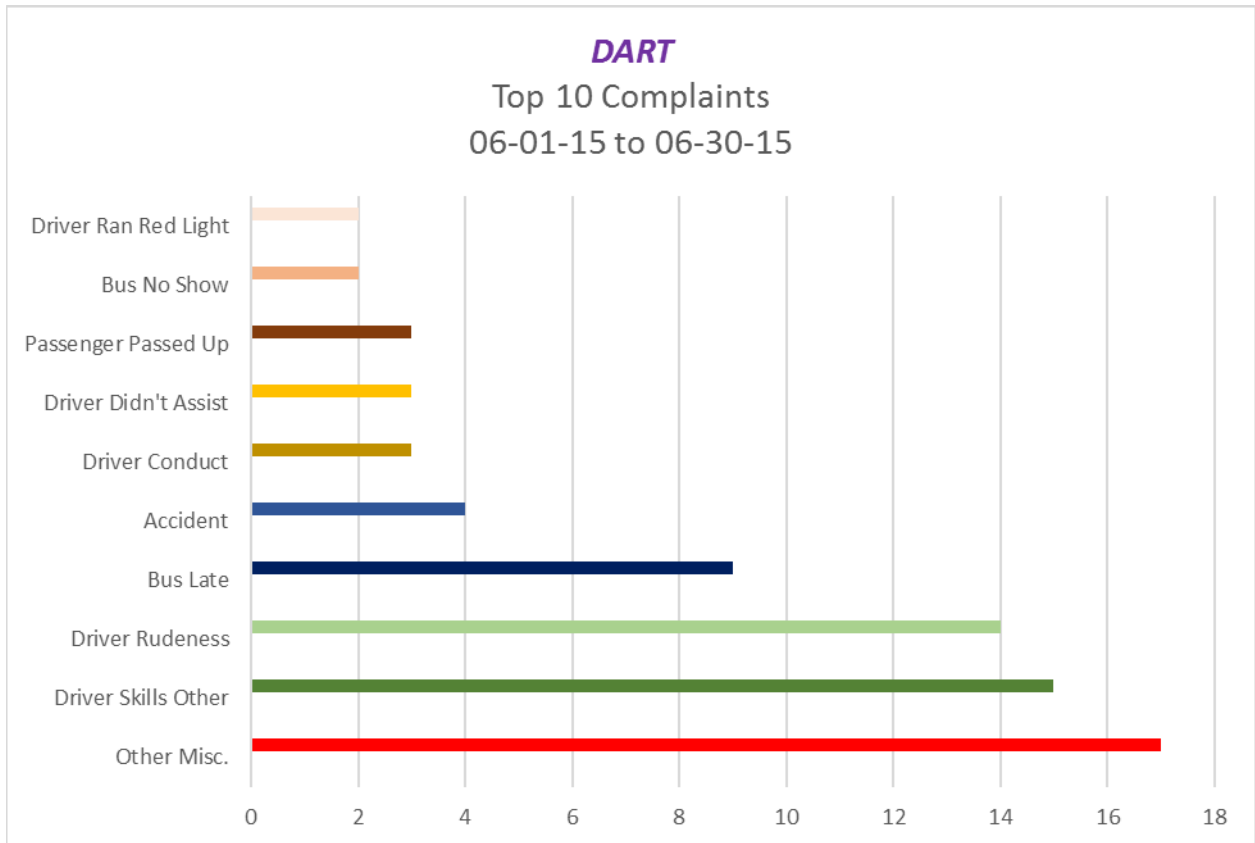
- Principal Orientation (4 visits)
- Train The Trainer
- Smart Steps (1)
- Get to Know Downtown (Principal Financial)
- Get to Know West Des Moines (West Des Moines City Hall)

June 2015 Website Communication and Messages:

- Completed Answered emails – 0
- Bus Stop/Shelter Requests – 0
- Contact/Feedback Forms – 67
- Customer Service Requests – 6
- Other/Misc. – 4
- Voicemails – 50, voicemails requiring response – 15 (30%)

Total Calls for June 2015:

- Schedule Information – 7589
- Spanish Line – 68
- Receptionist – 518
- RideShare – 343



The top five comments for June 2015 were: Other Misc., Driver Skills Other, Driver Rudeness, Bus Late and Accident.

- In summary, in June 2015 we had 84 complaints, 5 commendations and 14 inquiries/suggestions. All inquiries have been investigated and closed.

Staff Commendations:

DART had several comments in June 2015 recognizing DART staff:

- Email came in via Facebook stating: I saw one of your bus drivers this morning stop at his designated stop get out and pick up all the trash left around the bench by others. It was the stop at 6th and University in front of Mercy Hospital. What an outstanding employee and man of integrity. Thank you, sir, for serving our community.
- Customer stated Risha Pope (customer service) really helped her out; she had a pleasant experience working with her.
- Customer stated Alyson Reimers (customer service) really helped her out; she had a pleasant experience working with her.



MONTHLY REPORT 11B: Marketing

- John Clark (Customer Service Manager) was riding the Route 51 and received the following feedback from a rider: Jeff Madsen is the best and most safe bus driver we have. She referenced that there was an incident that kids ran out in front of the bus and he was able to slow down to a stop without throwing people around in the bus. She didn't mention a time or date that it happened but she said that it was recent. She wanted to make sure that he was recognized on his outstanding service and driving.
- Anonymous feedback came in with no reference to a specific driver: Great Driver, always waits for passengers to be seated before taking off. Pleasant, knows I need a transfer all around excellent driver whom is pleasant to all passengers.

July 2015 Employer and Group Presentations:

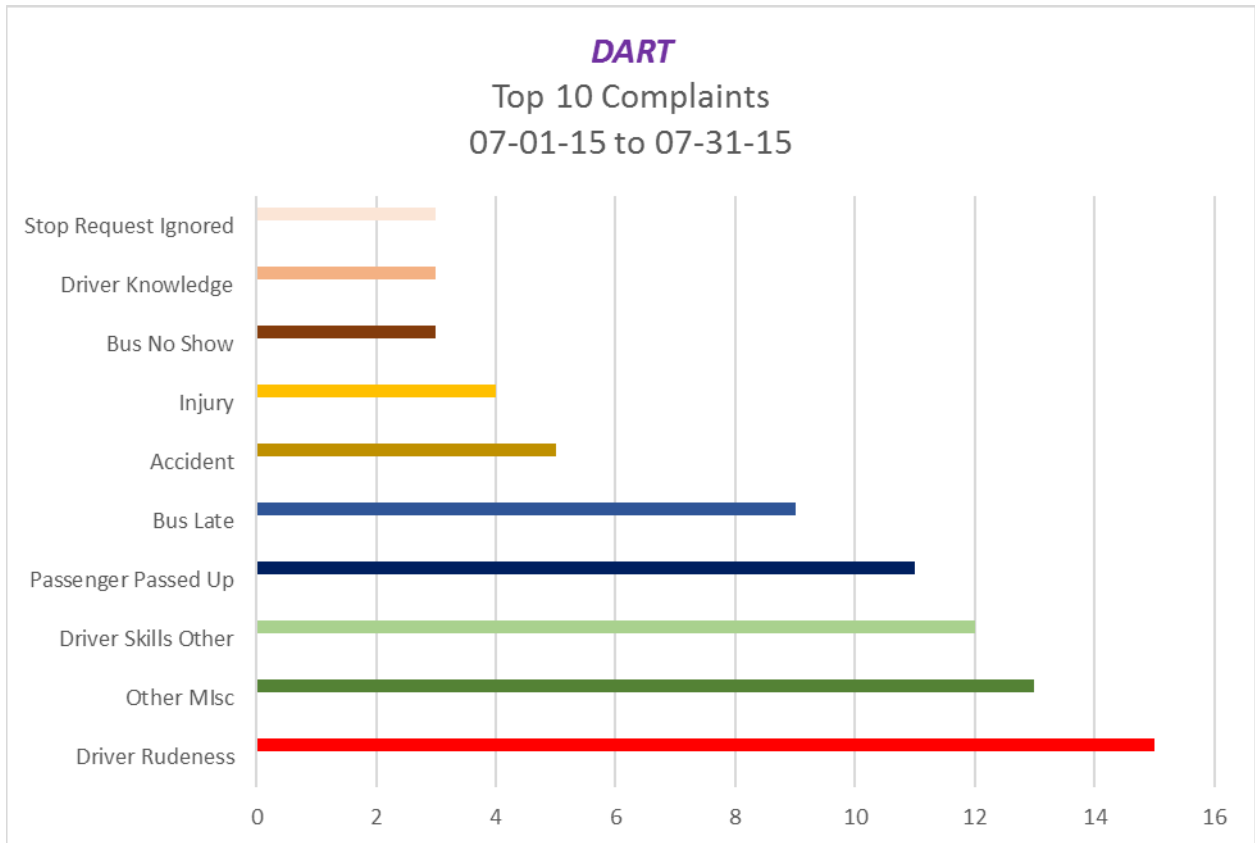
- Principal Orientation (4 visits)
- Train The Trainer
- Smart Steps (2)

July 2015 Website Communication and Messages:

- Completed Answered emails – 0
- Bus Stop/Shelter Requests – 0
- Contact/Feedback Forms – 26
- Answered Emails = 11
- Customer Service Requests – 7
- Other/Misc. – 3
- Voicemails – 75, voicemails requiring response – 17 (23%)

Total Calls for July 2015:

- Schedule Information – 7832
- Spanish Line – 100
- Receptionist – 911
- RideShare – 285



The top five comments for July 2015 were: Driver Rudeness, Other Misc., Driver Skills Other, Passenger Passed Up and Bus Late.

- In summary, in July 2015 we had 88 complaints, 9 commendations and 11 Inquiry/suggestions. All inquiries have been investigated and closed.

Staff Commendations:

DART had several outstanding comments in July 2015 recognizing DART staff:

- An anonymous caller phoned in wanting to commend her driver today. "He was running the #15, bus #1414 that left Park Fair at 11:48 and again leaving DCS at 1:17. He was very helpful with her groceries and is always kind and helpful to the elderly".
- An anonymous caller phoned in stating: I was shopping @ Mills Civic Aldi store while Mike Flaig was there assisting a male passenger. The passenger made it a point to tell me "DART needs 5 or 6 more like Mike. Michael was the best operator who has ever helped him".
- An anonymous called phoned in stating: Julia stopped nice and close to the sidewalk then kneeled the bus without being asked. Upon arrival at Merle Hay Mall, Julia again kneeled bus without being asked. Caller was very appreciative of her kindness and excellent customer service.

MONTHLY REPORT
11B: Marketing



- We received an anonymous call from a person whom stated she is a single mom with kids at a Quik Trip. She had the hood up on her car, but of all the guys walking by her, no one stopped to help until one of our DART employees driving one of the dark blue maintenance vehicles asked her if he could help her. She just needed to check the oil and tranny fluid as a light was on but had no idea how to do it. Our DART employee helped her find the dip sticks and checked it out for her. She was VERY impressed and VERY grateful that our DART employee stopped to help out a stranger. She wanted to be sure DART knew how much she appreciated his help. She said give him a raise!! He was driving truck #2250 around 1 PM on Tuesday, July 28.

RideShare – Jennifer Long:

June 2015

- Staff traveled to Trinity Structural Towers in Newton to discuss RideShare with their employees.
- Staff attended training for upgrades to the phone system and NTD reporting software.
- Staff sent out emails to all riders celebrating a 20 Week Countdown to the 20th Anniversary. These include spotlights on riders who have been with the program for the entire 20 years, contests and fun facts.

July 2015

- Staff attended vendor presentations for potential statewide ridematching software.
- RideShare was promoted in an article in the *Grinnell Herald-Register*.
- Staff continue to work with Marketing in planning RideShare's 20th Anniversary party and fall promotions.
- Staff continued the 20 Week Countdown to 20th Anniversary emails to all riders. These include spotlight on riders who have been with the program for the entire 20 years, contests and fun facts.



MONTHLY REPORT



11C:	Planning
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Staff Resource: Jim Tishim, Planning Director

Projects and Meetings:

- DART Forward 2035 Transit Service Plan Update: We have been working with our consultant, Transportation Management and Design (TMD), on the Scope of Work (SOW) for the DART Forward Transit Service Plan Update. DART and TMD are completing our final round of adjustments to the SOW. The DART Forward 2035 Transit Service Plan Update will start in September/October.
- TRAC July Meeting: The fourth TRAC meeting for 2015 was held on July 8, 2015. Discussion items included:
 - New Staff Introductions: Ananda Wanke, Chief Engagement and Communication Officer, and Brian Oeffner, Safety and Training Manager
 - 2015 TRAC Goals Update by Jim Tishim, Jamie Schug, Kirstin Baer-Harding and Ethan Standard
 - FY2016 Marketing Plan by Kirstin Baer-Harding

In addition, TRAC members were given a tour of the New Refurbished Articulated Bus.

- New Bus Shelter: A new bus shelter has been installed for the 1 Fairgrounds route on Grand Ave just west of E 16th St.
- DART Reasonable Modification Policy: The Department of Transportation (DOT) implemented amendments to the ADA regulations (49CFR, Part 27 and part, 37) to clarify that public transportation entities are required to modify policies, practices, procedures that are needed to ensure access to programs, benefits, and services.

The DOT provides specific requirements and basic criteria that each entity must incorporate into their policies, practices and procedures. The DOT also specifies the criteria that can be used to deny Reasonable Modification requests.

A presentation on the DART Reasonable Modification Policy will be provided at the September 1, 2015 DART Commission Meeting.

- New 5 Franklin Ave Route: The Planning and Customer Service Departments held four Public Information Meetings to present the new passenger schedules, answer questions and assist customers with their service planning. The Public Information Meetings were as follows:

Wednesday, July 22, 2015:	Northwest Community Center	6:00 p.m. - 7:00 p.m.
Thursday, July 23, 2015:	DART Central Station	4:00 p.m. - 5:00 p.m.
Friday, July 24, 2015:	DART Central Station	12:00 p.m. - 1:00 p.m.
Monday, July 27, 2015:	Franklin Ave Library	5:45 p.m. - 6:45 p.m.

A total of 13 attended the public meetings. In addition, the meeting PowerPoint presentation and the voice recording of the presentation were placed on the DART website

MONTHLY REPORT 11C: Planning



prior to the meetings for those unable to attend. The number of people reached to date are as follows:

Article on RIdedart.com: 366 views

Constant Contact: 3 Email sent - 2,975 reached

YouTube Video: 74 views

Social Media:

Facebook 3 Posts – 375 reached

Twitter 2 Tweets – 408 reached

Service Planning

- August 23, 2015 Service Changes: On Sunday, August 23, 2015, several service changes went into effect:
 - Principal Financial Group and City of Des Moines Parking Garage construction projects: DART was required to reroute 13 routes (seven Local routes and six Express routes) due to the closing of High Street between 6th Ave and 8th St and the closing of 7th St between Watson Powell Way and Grand Ave for the Principal Financial Group and City of Des Moines Parking Garage construction projects. All the bus stop changes and capped meter were implemented prior to the service change. The route changes may be in effect for up to two years.
 - Des Moines Public Schools Service Modifications: The Planning Department worked with the Des Moines Public Schools Transportation Department to improve efficiency in the school system. The majority of the changes effected four south side schools; McCombs, Brody and Weeks Middle Schools and Lincoln High School.
 - New Route - 5 Franklin Ave Implementation: DART worked with Callanan Middle School to provide new Route 5 - Franklin Ave passenger schedules for their school orientation process. All the new bus stops were in place prior to the service implementation.
 - 51 Merle Hay Crosstown route discontinued
 - DART Central Station Platform Changes: Six routes were assigned new platform positions at DART Central Station; The 3 University, new 5 Franklin Ave, 6 Indianola Ave, 11 Ingersoll Ave, 17 Hubbell Ave/Altoona and the 52 Valley West/Jordan Creek Crosstown.
 - Several schedule adjustments

Other Participation

- Strategic Planning Workshop: July 21-22, 2015
- Iowa State Fair Incident Action Plan Development Meeting: July 9, 2015



MONTHLY REPORT



11D: Procurement

Staff Resource: Mike Tiedens, Procurement Manager

Procurements in Process:

Bus Lease Financing – DART is seeking a 12 year lease term for the financing of twenty (20) heavy duty, fixed route buses and add-on equipment.

- Proposal due date was August 14, 2015 at 2:00 PM, CDT
- 4 proposals were received
 - Bank of America
 - Bankers Trust
 - New Flyer Leasing
 - US Bancorp
- Proposals are currently under review by the Evaluation Team

Contracts and Task Orders Approved Recently:

Air Compressors (1100 DART Way)

- New air compressor is 25 horsepower and will be screw driven with 165 maximum PSI with 120 PSI dedicated to the Maintenance Shop. The new compressor will have a 250 gallon storage tank. The compressor will have enough air pressure to run the Maintenance Shop as well as have split pressure to power the fire suppression system should the Shop not have air pressure.
 - 3 quotes were received for the air compressor purchase: Airmach, Delta Industries, and Ingersoll Rand
 - Ingersoll Rand submitted the lowest responsible bid at \$16,595.00
 - Labor for the installation is due to be bid out in the next 2 weeks

Exterior Lamp Replacement (DART Central Station)

- Replace exterior lamps with LED T8 Lamps. Total quantity is 620 lamps: 540 – four (4) foot lamps and 80 – two (2) foot lamps.
 - Lamps will be purchased from Voss Lighting
 - 3 quotes were received for the lamp purchase: AdventureLighting, Voss Lighting, and WESCO
 - Voss Lighting submitted the lowest responsible bid at \$9,974.50
 - \$16.23 for the 4 foot lamp
 - \$13.10 for the 2 foot lamp
 - Installation will be completed by Wolin Electric.



MONTHLY REPORT 11D: Procurement

- 4 quotes were received for the lamp installation: Wolin Electric, Commonwealth Electric, Baker Electric, and Biermann Electric
- Wolin Electric submitted the lowest responsible bid at \$7,850.00
- DART is eligible for a rebate on each four foot lamp through MidAmerican Energy.
- Total savings is estimated to be \$10,900 and a total return on investment time frame is 2 – 3 years due to energy savings and longer lamp run times.

Transportation Management & Design, Inc. (TMD), On-Call Planning Services Contract

- Economic Impact Analysis, Subtask 1 – *Development of estimate of the economic impact of spending on transit in the Des Moines metropolitan area. Factors considered include transit spending, sources and uses of transit funds, debt, and local unemployment.*
 - Subtask 1 is for the impact analysis on the Des Moines metropolitan area; Subtask 2 analyzes the same factors on a statewide level – Subtask 2 will be reviewed at a future time.
 - Task order was approved for the amount **Not to Exceed** \$14,734.33.

Upcoming Procurements:

- Taxi Cab Services
- Armored Car / Courier Services
- Heavy Duty Bus Manufacturer
- RideShare Minivans
- Schedule Printing Services
- Benefits Administration Services
- Housekeeping Services (DART Central Station)
- Security Services (DART Central Station)
- State Lobbyist Services
- Occupational Medical Services
- Compensation Study



MONTHLY REPORT



11E: General Manager

Staff Resource: Elizabeth Presutti, General Manager

- **DART Strategic Planning Process** – The DART management team had a two-day strategic planning session on July 21-22. At the session, we were able to review the feedback that was heard through an organizational assessment conducted back in June. We took the assessment and information we gleaned through the assessment and an analysis of our Strengths, Weaknesses, Opportunities and Threats (SWOT) to determine our top four organizational priorities. The team also spent several hours revisiting DART's mission as it hasn't been updated in many years.

The organizational priorities and mission were shared with the Commission during a strategic planning session with them on July 23rd. The Commission was very supportive and in agreement with the recommendations.

On September 9-11, the DART management team to work with all of the teams on taking the organizational priorities and cascading them down to a team level so that each team and person has a clear understanding of the goals and expectations for their areas.

- **Iowa Medicaid Enterprise (IME) Personal Identification Information Request** – DART received a request from IME to provide personal identification information for the General Manager and DART Commission members. We have posed several questions regarding this request to IME so that we can have a better understanding regarding the need for this information.
- **Carlisle Meeting** – Commissioner Peterson and I presented an update on DART to the City of Carlisle City Council on August 24, 2015. This was a follow-up to a meeting we had in Carlisle with the Mayor and two Council members earlier this summer. The presentation focused on what DART services are available in Carlisle, how DART is funded and some of the new marketing strategies we have deployed in Carlisle.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

September 29, 2015 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> State Lobbying Services Bus Lease Financing 	<ul style="list-style-type: none"> Quarterly Safety Report
November 3, 2015 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Taxi Cab Contract 	<ul style="list-style-type: none"> FY 2017 Budget
December 1, 2015 - 12:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> FY 2017 Budget
January 5, 2015 - 12:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> FY 2017 Budget

Key Meetings/Dates:

- September 30 – October 2: American Bus Benchmarking Group Annual Meeting - Stockton, CA
- October 4 – October 7: APTA Annual Meeting, San Francisco, CA

Other Future Items:

- Benefits Administration Services
- Heavy Duty Buses
- Open Records Policy
- Records Retention Policy