



DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF COMMISSION MEETING AND AGENDA  
SEPTEMBER 25, 2012 – 5:00 p.m.  
DART MULTI-PURPOSE ROOM, 1100 DART Way

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

**1100 DART Way – Des Moines, IA 50309  
August 28, 2012**

**ROLL CALL**

Commissioners Present: Steve Brody, Skip Conkling, Tom Gayman (5:03pm), Christine Hensley, Gaye Johnson (5:03pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent: Angela Connolly

Alternates Present: David Jones

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Chet Bor, Paratransit Manager; Kirstin Baer-Harding, Advertising Manager; Mike Kaiser, Service Management Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Greg Schmitt, Training Manager; Jim Tishim, Planning Director; Randy McKern, Transportation Manager; Randy Ross, HR Director; Carmella Comito, Risk Manager; John Clark, Customer Service Supervisor; Garry Dupper, AVL System Administrator; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Mark Trost, TDS, LLC; Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; Nathan Goldberg, MPO; Chris Tatham, ETC Institute; Alexander Grgurich, DART TRAC

**CALL TO ORDER**

The meeting was called to order by Steve Van Oort at 5:00 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 approval of the August 28, 2012 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Conkling that the agenda be approved. The motion carried unanimously.

**PUBLIC COMMENT**

No public comments.

## **TRANSIT RIDERS ADVISORY COMMITTEE UPDATE**

Alexander Grgurich gave an update to the Commission on TRAC's last meeting held July 31<sup>st</sup>.

- Reviewed June Service Changes
- Had a presentation about the DART Rideshare Program
- Had an overview of the DART Summer Marketing events
- Looking forward to the launch of the online trip planner and the opening of DART Central Station

## **CONSENT ITEMS**

### **8-A - July, 31 2012 Minutes**

### **8-B - July 2012 Financial Reports**

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

## **ACTION ITEMS**

### **Action Item 9A - Fixed Route Replacement Hybrid Bus Purchase**

Tom Reynolds, Chief Operating Officer gave an overview to the Commission regarding the replacement hybrid bus purchase. There is no price change or change in delivery date (mid to late September) from the original order. Our current fleet will still continue to receive service even though Orion will not be selling in North America. Many of the parts can be interchanged from various subcontractors.

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve the Fixed Route Replacement Hybrid Bus Purchase. The motion carried unanimously.

### **Action Item 9B - DART Central Station Change Order #6 and Project Update**

Mr. Trost gave the Commission an update on the change orders and the project to date:

- Owner punches will begin in mid September
- Furniture install will begin on September 27<sup>th</sup>
- Targeting October 8<sup>th</sup> for substantial completion
- Interior will be 95% complete prior to furniture
- Carpet on West section of second floor is done
- Air conditioning is up and running in the building
- Terrazzo art piece in the lobby is complete
- Curtain wall is closed up and complete
- Had open house with 20 brokers for the vendor space
- LOI from sandwich shop has come in, as one LOI fell through from a coffee shop vendor
- Concrete around the building will begin any day
- No new city issues or issues with the project as a whole

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission approve the DART Central Station Change Order #6. The motion carried unanimously.

## **DISCUSSION ITEMS**

### **10A – DART 2012 Customer Satisfaction Survey**

Chris Tatham of ETC Institute gave a presentation to the Commission regarding DART's survey results. Three surveys were administered; Fixed Route, Paratransit and Rideshare.

### **10B – Rider Rules of Conduct for DART Central Station**

Tom Reynolds, Chief Operating Officer gave a presentation to the Commission regarding the Draft of the Rider Rules of Conduct for DART Central Station. It was suggested that final decisions go to the Commission and that a Certificate of Insurance be required for non-profits who use the meeting space. The commission was informed that this would be an action item for next month, and to direct any questions or comments to Ms. Presutti.

### **10C – July 2012 Performance Reports**

Elizabeth Presutti, General Manager gave an update to the Commission on the July Performance Reports. We are about 2.5% over last year, and carried nearly as many people this year for the state fair as we did last year.

## **MONTHLY REPORTS**

### **Operations Report**

Tom Reynolds, Chief Operating Officer congratulated that the continued involvement by all staff for the State Fair was great. Mr. Reynolds also made note that we were able to utilize the technology that Jim Tishim and Garry Dupper have implemented made it easier for staff to monitor our service for State Fair.

### **Marketing Report**

No update

### **Planning Report**

No update

### **General Manager**

Elizabeth Presutti, General Manager updated that we are continuing to work on the findings from the Triennial Review. FTA visited yesterday, and they thought everything looked well. Continuing to work with the city of Des Moines staff on the traffic signals around DART Central Station. We met with Paul Trombino who is the new Director of Transportation for the state. The BRT presentation was given to him and two of his staff members, and was very well received. We are working to get him additional information to see if there are other opportunities to provide funding to the project through state resources.

## **FUTURE AGENDA ITEMS**

The October meeting has been moved from the 23rd to the 30<sup>th</sup> at Noon to accommodate the ribbon cutting at DART Central Station.

## **COMMISSIONER ITEMS**

No comments

**OTHER – Communications**

- We are planning to have a photo taken of the new Commission prior to the September meeting.
- Steve Van Oort, Chair and Gunnar Olson, Public Information Officer gave a tour of DART Central Station to Richard Bender of Senator Harkin’s office.

**Next Meeting**

September 25, 2012 at 5:00pm

**ADJOURNMENT**

The meeting was adjourned at 6:06 p.m.

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, Aug 28,  
Sep 25, Oct 30, Nov 27, Dec 18

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

## CONSENT ITEM



<b>8B:</b>	<b>Prairie Meadows Legacy Grant</b>
<b>Action:</b>	<b>Authorize submission of a grant for the Bus Rapid Transit project to the Prairie Meadows Legacy Grant Program</b>

**Staff Resource:** Debra Meyer, Capital Planning Manager

### Background:

The capital costs for DART's proposed Bus Rapid Transit Project on the University/Ingersoll corridor are estimated at \$25,000,000. Staff is currently working on a Very Small Starts grant application to FTA, which would cover 80 percent of the cost of the project. However, DART must first secure \$5,000,000 in local match funding before the project can move forward.

As of today DART has secured the following local commitments for the project:

CONTRIBUTOR	AMOUNT
City of Des Moines	\$1,000,000
Nationwide/Allied	\$300,000
Polk County	\$100,000
Greater Des Moines Public Art Foundation	\$100,000
Ruan/Bankers Trust	\$75,000
Mercy Medical	\$50,000
Wells Fargo Bank	\$150,000
Iowa Health Des Moines	\$50,000
<b>TOTAL</b>	<b>\$1,825,000</b>
<b>GOAL</b>	<b>\$5,000,000</b>
<b>DIFFERENCE</b>	<b>\$3,175,000</b>

The Prairie Meadows Legacy Grant Program annually supports a limited number of large-scale, signature projects in central Iowa under four categories: Arts & Culture, Economic Development, Education, and Health & Human Services.

The program provides funding between \$100,000 and \$1,000,000 for capital projects. DART staff recommends submitting a Prairie Meadows Legacy grant to support the proposed Bus Rapid Transit project on the University/Ingersoll corridor in the amount of \$1,000,000 under the Economic Development category.

### Recommendation:

- The deadline for submitting the on-line application is October 1, 2012.
- Approve the submission of the grant in the amount of \$1,000,000.

**RESOLUTION OF THE DES MOINES AREA REGIONAL TRANSIT AUTHORITY (DART)  
APPROVING THE APPLICATION(S) FOR THE PURPOSE OF RECEIVING  
LEGACY GRANT AWARDS  
FROM PRAIRIE MEADOWS**

WHEREAS, Prairie Meadows has Legacy grant funds available that target Arts and Culture, Economic Development, Education and Health and Human Services, and

WHEREAS, the Des Moines Area Regional Transit Authority is supportive of this application for the University/Ingersoll Corridor Bus Rapid Transit Project.

WHEREAS, the application from the Des Moines Area Regional Transit Authority will be submitted to Prairie Meadows by the October 1, 2012 deadline,

NOW THEREFORE BE IT RESOLVED by the 25<sup>th</sup> of September that DART's following Legacy grant application be submitted to Prairie Meadows for the October 1, 2012 application deadline:

Bus Rapid Transit Project for the University/Ingersoll Corridor.

Passed and adopted this 25th day of September, 2012

\_\_\_\_\_  
Commissioner Steve Van Oort

ATTEST:

\_\_\_\_\_  
Commissioner Bob Mahaffey

**CONSENT ITEM**



<b>8C:</b>	<b>August FY2013 Consolidated Financial Report</b>
<b>Action:</b>	<b>Approve the August FY2013 Consolidated Financial Report</b>

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

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- Copies of the August financial statements will be provided at the meeting.



## ACTION ITEM



<b>9A:</b>	<b>New Farebox System Consulting Assistance</b>
<b>Action:</b>	<b>Amend the CH2M Hill Contract to exceed \$350,000 agreement cap in one-year.</b>
	<b>Approve a task order with CH2M Hill to provide consulting assistance, not to exceed \$425,000.</b>

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

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### **Background:**

- DART has been awarded a \$3,077,800 FTA State of Good Repair discretionary grant to replace its farebox system that is nearly 30 years old. This has been a priority project for DART for the last few years. The new fareboxes will let DART operate smart cards, onto which riders can deposit as much or as little money as they require for their travel demands. In addition, the new fareboxes will allow DART to expand its partnerships within the business community.
- Staff and our technology consulting team have completed a needs assessment for the project. Next steps will be to develop the specifications for the project and request for proposal. This will occur during the fall and winter. Staff hopes to have a vendor under contract by late winter/early spring. The implementation period will likely be 12 to 18 months.

### **Procurement:**

- This task order will be issued as part of the CH2M Hill (f.k.a. Booz Allen Hamilton) General Technical Assistance Task Order Contract (GTAC) which the Commission approved in September 2007. The contract was issued on October 31, 2007.
- The original contract is to not exceed \$1,000,000 over 5 years with a provision not to exceed \$350,000 in one year.
- To date, DART has issued three task orders under the contract valuing \$408,266.
- This task order will be the fourth task order approved to date. This would bring the total value of task orders issued under contract to \$833,266.

### **Funding:**

- FTA State of Good Repair discretionary grant.

### **Recommendation:**

- Approve the ammendment of the CH2MHill Contract to to exceed \$350,000 agreement cap in one-year.
- Approve a task order with CH2M Hill for consulting assistance for the Farebox System project.

## ACTION ITEM



<b>9B:</b>	<b>DART Rules of Conduct for Transit Vehicles, Facilities and Properties</b>
<b>Action:</b>	<b>Approve the DART Rules of Conduct for Transit Vehicles, Facilities and Properties policy.</b>

**Staff Resource:** Tom Reynolds, Chief Operating Officer  
Nolden Gentry, Legal Counsel

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### **Background:**

- DART has not had an official policy for Rules of Conduct for Transit Vehicles, Facilities and Properties.
- With the opening of DART Central Station, staff thought it was necessary to develop a policy for conduct at the facility.
- The policy outlines an extensive list of conduct that is prohibited at the facility along with the enforcement and liability. In addition, the policy addresses public communication activities at DART Central Station, on transit vehicles and at other DART properties.
- The draft policy was presented to the DART Commission at their meeting on August 28, 2012.
- The policy will be provided before the meeting and copies will be available at the meeting.

### **Staff Recommendation:**

- Approve the DART Rules of Conduct for Transit Vehicles, Facilities and Properties.

## ACTION ITEM



**9C: DART Bike Storage Facility Rules and Use Fee Policy**

**Action: Approve the Bike Storage Facility Rules and Use Fee Policy.**

**Staff Resource:** Whitney Davidson, Executive Coordinator and Commission Clerk

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### **Background:**

- One of the programmed spaces of DART Central Station is the Bike Storage Facility that will be open to members to store their bikes in a climate controlled environment. The facility also offers two changing rooms for members.
- DART staff have reviewed various policy and use agreements of like facilities in other cities in formulating the recommended policy.
- The policy outlines rules for members as well as the fee to utilize the facility. Staff is recommending a \$50 annual fee for being a member of the bike storage facility.
- The DART Customer Service Department will issue the membership passes and manage the day-to-day operation of the facility.
- The recommended rules and fee structure for the facility are attached to the action item.

### **Staff Recommendation:**

- Approve the DART Central Station Bike Storage Facility Rules and Use Fee Policy.



# DART Central Station Bike Storage Facility Agreement

BIKE MEMBERSHIP #: \_\_\_\_\_

Name: \_\_\_\_\_  
*First* *MI* *Last*

Address: \_\_\_\_\_  
*Street* *Apt #*

\_\_\_\_\_ *City* *State* *Zip Code*

Phone: \_\_\_\_\_  
*Day (Include Area Code)* *Evening (Include Area Code)*

Email Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

- 1. Term.** The term of this agreement is one year and becomes effective upon DART's signature. At the time of this agreement, DART's policy is to allow existing storage facility users in good standing to renew this agreement annually. DART reserves the right to change this policy. DART may send you a renewal notice, but it will be your responsibility to ensure that you renew before the end of the term of this agreement.
- 2. Annual Fee.** The bicycle storage user fee is \$50.00 per year.
- 3. Deposit.** There is a one-time refundable \$50.00 Access Card deposit. This deposit will be returned to you upon the return of the storage Access Card on the day this agreement terminates or expires. If this agreement is renewed, the deposit will be carried forward.
- 4. Payment.** Payment of the annual fee must be made by cash or credit card.
- 5. Eligibility.** The bicycle storage facility is first come, first serve. You may not be eligible to use the storage facility if DART terminated an agreement with you in the past for misuse or abuse of the DART bicycle storage facility.
- 6. Permitted Use of Storage.** You may store one bicycle (including electric power-assisted bicycles of normal bicycle size) and related bicycle equipment (such as a helmet and jacket). You may **not** use the storage facility for any other purpose or storage of anything other than your bicycle and items related to your bicycle commute. You may **not** lease, rent or share your Access Card with anyone else.
- 7. Hours of Operation.** The bike storage facility hours are 5:30am to 10:00pm (M-F), 7:00am to 6:00pm (Sat & Sun) and closed on holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day).
- 8. Inspection by DART.** DART has the right to inspect the bicycle storage facility at any time without notice to ensure permitted use of the facility, for safety and security checks, and to gather information about the use of the racks.



# DART Central Station Bike Storage Facility Agreement

BIKE MEMBERSHIP #: \_\_\_\_\_

- 9. Termination.** DART may terminate this agreement at any time for any reason upon 30 days notice by mail or email to your addresses above. DART may terminate this agreement immediately if (1) there is an emergency; (2) law changes, safety or security require it; or (3) it finds items in the storage facility other than those permitted in section 7. DART will notify you promptly of an immediate termination. If this agreement is terminated for cause (for example, violation of section 7), you will not receive a pro rata refund of your use fee. You may terminate this agreement at any time, but will not receive a pro rata refund of your use fee.
- 10. Vacating Storage Facility and Access Card Return.** You must remove all property from the storage facility by the end of the term (if not renewed) or the effective date of termination and return the Access Card to DART Central Station upon termination. If DART terminated this agreement immediately for one of the reasons cited in section 9, DART has the right to empty the storage facility of any property stored and to deactivate your Access Card. You will have 14 days from the post date or email date of DART's notice to pick up your stored property and return your Access Card. If you do not claim the property within this time, DART may dispose of the items as unclaimed property in accordance with applicable state law. If your Access Card is not returned within the times specified above, DART may keep your deposit.
- 11. Damages.** You are responsible for the cost of any repair due to the misuse or abuse of the storage facility. DART's bicycle storage facility is monitored by 24-hour video surveillance, and any misuse or abuse of the storage facility will be reported to the appropriate law-enforcement authorities. Criminal activities will be prosecuted.
- 12. Notices.** All notices to be provided to you under this agreement may be made by either regular or certified mail or email. You are responsible for notifying DART of a change of address.
- 13. Liability Limits.** While the bicycle storage facility provides an additional level of security over regular bicycle racks, they are not guaranteed to prevent theft or damage. Use of the facility is at your own risk. DART is not responsible for fire, theft, loss, or damage to the bicycle or any other item(s) left in the facility. You are responsible for ensuring that your bike is properly secured.

I UNDERSTAND AND ACKNOWLEDGE MY RESPONSIBILITIES AND THE LIMITATIONS PLACED ON MY USE OF THE BICYCLE STORAGE FACILITY. I ALSO UNDERSTAND AND ACKNOWLEDGE DART'S RIGHTS AND LIMITATIONS OF LIABILITY PROVIDED IN THIS AGREEMENT. I HAVE READ AND ACKNOWLEDGE THE RULES OF CONDUCT PERTAINING TO BICYCLIST IN DART CENTRAL STATION. AGREED:

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*USER SIGNATURE*

*Date*

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*AUTHORIZED DART SIGNATURE*

*Date*

**Send to:**

Des Moines Area Regional Transit Authority  
Customer Service, Bicycle Storage  
620 Cherry Street  
Des Moines, IA 50309  
Email: [dart@ridedart.com](mailto:dart@ridedart.com)



## Please follow all rules pertaining to bicyclists in the **DART Central Station Rules of Conduct**

**To ensure you have a safe and pleasant experience, please follow these rules on DART vehicles and in DART facilities.**

### **At DART Central Station and Facilities:**

- Obey all traffic rules and regulations
- Park bicycles only in bicycle racks
- Walk your bicycle through station facilities and on passenger platforms
- Bicyclists are responsible for securing and carefully handling bicycles on DART vehicles and station facilities to ensure everyone's safety
- Bicyclists are responsible for any personal injuries or loss as a result of their negligence on DART vehicles or facilities
- Bicyclists are responsible for protecting others from sharp edges on their bicycles
- The use of DART's changing rooms is limited to 10 minutes per person per use (see Rules of Conduct)
- All personal items and trash must be removed from changing rooms following their use
- In case of an emergency resulting in evacuation, bicyclists are advised to leave their bicycles on vehicles or facilities to avoid impeding others during evacuation

### **On DART Buses:**

- Children 10 and younger are not permitted to use DART's bike racks unless accompanied by an adult
- Bike racks are available on a first-come, first-serve basis. Each rack can carry only two bicycles. If the rack is full, please wait for the next bus
- For safety reasons, always load and unload your bike from the curbside of the bus
- To allow for faster boarding, please remove all loose items from your bike, including water bottles and air pumps, before the bus arrives at the stop
- Bikes are secured by tires, not the frame. Two loaded bikes will not touch each other while on the rack. Personal locks, chains or other security devices cannot be used
- Bikes are not allowed inside buses unless they are collapsible and fold into the size of a standard piece of luggage
- DART is not responsible for any theft or damage while a bike is mounted on a bus rack
- Unclaimed bikes will be kept for no more than 30 days in DART's Lost & Found



## Bike & Ride

- As the bus pulls up, raise your hand to attract the attention of the driver. Before you step in front of the bus, make sure it is completely stopped and the driver sees you

- If the rack is in the upright position, squeeze the release handle on the top and lower the rack



- Lift your bike into one of the wheel slots. If there is already a bike on the rack, load yours in the opposite direction in the remaining slot



- When your bike is loaded, lift the support arm up and over the front bike tire as close to the bike frame as possible



- Board the bus and pay your fare

- When approaching your stop, let the bus driver know you will be unloading your bike. Then exit through the front door



- Lift the support arm from the bike's front tire and take your bike out of the rack
- If the rack is empty, please raise the rack up against the bus. Return to the curb and signal the driver that you and your bike are safely away from the bus



## ACTION ITEM



**9D: DART Central Station Meeting Room Policy**

**Action: Approve the DART Central Station Meeting Room Policy.**

**Staff Resource:** Whitney Davidson, Executive Coordinator and Commission Clerk

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### **Background:**

- With the opening of DART Central Station, DART will have meeting room space that can be made available for public use.
- Other local meeting room policies were reviewed along with ones from other transit agencies in formulating the proposed policy.
- The recommended policy is attached to the action item.

### **Staff Recommendation:**

- Approve the DART Central Station Meeting Room Policy.





## **DART Central Station Meeting Room Policy**

**Date Issued:** October 1, 2012

**Responsible Department(s):** Executive

**Revision:**

### **PURPOSE:**

In keeping with DART's mission and core values, DART provides a meeting room located within the DART Central Station for use by non-profit community organizations at no charge and by individuals and for-profit groups for a fee. DART does not discriminate in making its meeting rooms available for use on the basis of race, color, national origin, religion, gender, military status, age, sexual orientation, or physical limitation.

Use of the DART Transit Station meeting room or facilities by any group in no way constitutes endorsement and/or sponsorship by the DART staff or Commission of the viewpoints, policies or beliefs of the group by DART.

The use of a meeting room or facilities by a non-DART group shall not be publicized in such a way as to imply DART sponsorship of the group's activities unless the activity is being co-sponsored by DART. Rooms may not be booked by for-profit groups to hold open public workshops or seminars with a business presenter, even if the program is educational in nature.

### **ELIGIBILITY:**

Local non-profit groups, units of government and appointed or elected government officials may use meeting rooms or facilities in DART Central Station without charge during hours DART Central Station is open if room is available. Any DART designated use will preempt any outside use.

The meeting room will not be available for rental outside the daily business hours (8:00 am to 6:00 pm) of the DART Central Station for free. Any rental outside of regular business hours will be charged the for-profit rates. At the discretion of the General Manager this fee could be reduced if the purpose is to conduct a public meeting by one of DART's partner organizations.

In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility for fee waiver. In that case, the group must qualify as a tax-exempt organization and must submit a copy of a current letter of exemption to DART.

For-profit businesses and individuals may use DART Central Station meeting rooms for a fee. (Please refer to the Fees for DART Central Station Meeting Room Use section of this policy.)

### **MEETING/EVENT HOURS:**

Meeting or event participants using DART Central Station meeting rooms must vacate them promptly at the end of the reserved time. DART Central Station facilities are not available on days when the DART Central Station is closed unless prior arrangements are made.



**PUBLICITY:**

All publicity about the meeting or event must clearly state that the DART Central Station is merely the site of the meeting or event and not its sponsor.

**RESPONSIBILITIES:**

All meetings and events held in the Transit Station must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and DART rules (see DART Rules of Conduct). Failure to comply may result in the meeting or event participants being asked to leave DART Central Station immediately and in the group being prohibited from using DART facilities in the future. DART Central Station staff and security personnel reserve the right to remove any person from DART property for failing to follow patron behavior guidelines or other DART Central Station policies and procedures.

Meeting room or facilities use may be denied to anyone giving false information or failing to comply with this policy. Repeated cancellations may result in future requests being denied.

Any group using Transit Station meeting rooms or facilities must pay for any and all damage to Transit Station property resulting from the group's use. This includes but is not limited to walls, floors, grounds, equipment, and furniture. Damage to DART property may result in the group being prohibited from using Transit Station facilities in the future.

DART is not responsible for loss of or damage to non-DART property before, during, or after the meeting or event. DART cannot supervise exhibits or group displays.

If the organization engages a speaker, the organization is responsible for all arrangements regarding the speaker.

Gambling, bingo, casinos, or wagering of any kind is prohibited.

All normal DART rules and regulations apply to all people using or visiting DART Central Station.

**RESERVATIONS:**

Reservations for the meeting room involving DART-sponsored activities receive the first priority. These activities include but are not limited to; trustee meetings; staff meetings; and other events sponsored by the DART that encourage use of DART materials and services. All others have second priority on all dates.

All reservations are PENDING, until approved via e-mail by DART. DART reserves the right to re-assign meeting room use based on projected attendance and requirements. Persons applying for rooms must be 18 years of age or older. DART reserves the right to ask for verification of age.

Reservations for meeting rooms in DART Central Station may be made up to three months in advance and at least 2 weeks prior to the event. Please allow for set-up and clean-up time when making a reservation. To reserve the meeting room, please speak with administrative personnel at the 620 Cherry Street Facility.



In reserving a Transit Station meeting room, a group assumes the risk that the DART may need to preempt the space for its own purposes.

Permission to use a meeting room is not transferable.

**DART CENTRAL STATION MEETING ROOM USE:**

***Limits on Use***

No sales or soliciting is allowed. Meetings planned by a company or individual to promote, advertise, or lead to a sale of a product or service are not permitted.

No fees can be charged to and no contributions solicited from those attending meetings, programs or events in the meeting rooms. When rooms are provided to a non-profit group, meetings must be free and open to the public.

DART reserves the right to cancel the use of the meeting room or cancel any reservation at any time if the meeting room is needed for DART use, maintenance or due to a situation warranting an emergency closing of the DART Central Station. All fees will be refunded.

All activities conducted in the Transit Station are subject to the policies of DART.

The meeting rooms are accessible to people with disabilities in accordance with the Americans with Disabilities Act.

Each group is responsible for the set-up of the room.

Animals (with the exception of service animals) may not be brought onto the DART Central Station premises or grounds.

Use of the meeting rooms shall not cause a disturbance to the operation of the DART Central Station.

Groups using a meeting room shall not use excessive bandwidth that affects the operation of the Transit Station's computer system.

***Supervision***

Minors using a meeting room must be under the direct supervision of a responsible adult.

DART reserves the right to limit the maximum number of times any one group may reserve the use of Transit Station meeting facilities is twelve times per year. Additional bookings are subject to the same fees charged to individuals and for-profit groups.

***Decorations***

Decorations which do not damage the walls, ceiling, or furniture are permitted. No scotch tape or masking tape may be used to hang items.



Wall decorations are limited to a tackable surface, if available, or can be hung by the use of putty tack.

Helium balloons, candles, or open flames are not permitted.

All decorations must be removed when the event is over.

***Food and Beverages***

Food and non-alcoholic beverages are permitted in DART Central Station meeting room.

Groups working with a caterer should ask the caterer to contact DART prior to the event.

DART will consider requests to allow alcohol only at DART Central Station meetings and events that occur after regular business hours or deemed to be appropriate by DART. Only beer and wine alcoholic drinks will be permitted. "Hard Liquor" or mixed drinks cannot be served. Cash bars, the sale of drink tickets, and self-service bars are strictly prohibited. DART does not permit "BYOB" (bring your own beverage) functions. An organization that wants to provide alcoholic beverages at an event must select from a list of bartender service providers approved by the DART. According to the Iowa Department of Commerce, Alcoholic Beverages Division, "no liquor permit is required if an organization intends to provide beer, wine, or spirituous liquor at a private function where access is restricted to invited guests only, such as a reception, for which no admission fee is charged or any alcoholic beverages sold."

Non-profit organizations requesting to serve alcoholic beverages at an event other than the above, such as a fund-raising event, must apply for a Temporary Permit from the DLC at least 45 days prior to the date of the event. The original Temporary Permit must be supplied to the DART at least 14 days in advance of the event. The DLC only provides temporary permits to non-profit organizations and verification of that status is required as part of the application process. The DLC provides several types of temporary permits. Organizations requesting to hold such an event are responsible for obtaining and paying for the proper permit from the DLC prior to the event. More information and application forms can be found at the DLC's website at [www.iowaabd.com](http://www.iowaabd.com).

Any organization approved by DART to serve alcohol at an event is required to have a Des Moines police officer present during the hours alcohol is being served. DART will make arrangements for this security, and the additional cost must be paid by the organization.

***Clean-Up***

Clean-up of the room is required. Groups or individuals using a meeting room are responsible for picking up all trash in the room. Damage, stains or spills needing clean-up should be reported to staff immediately. Failure to do so may result in additional cleaning fees.

A cleaning fee of \$25.00 will be assessed to all meetings having food and beverage services in the meeting room.

Failure to leave the room neat and clean may result in the assessment of an additional cleaning fee or loss of future meeting room privileges.



**FEES FOR DART CENTRAL STATION MEETING ROOM USE:**

DART Commission approves the fees charged to use the DART Central Station meeting room and other facilities. Fees allow DART to recover the costs associated with usage of the meeting room facilities.

The fees listed below are per hour. When DART Central Station is closed, a three hour minimum usage fee will be charged.

<b>Fee Structure</b>	<b>During Business Hours DART Central Station Hourly Rate</b>	<b>After Business Hours DART Central Station Hourly Rate</b>
Non-Profit	Free	\$200/Hour
For-Profit	\$60/Hour	\$200/Hour
Cleaning Fee (if food and beverage is served)	\$25.00	\$25.00
Additional Security Service	\$40.00	\$40.00

Appropriate security, as defined by DART, is required for all after hours events and will be provided by DART at the group’s expense.

All fees are due fourteen days prior to the meeting or event. All monies paid are refunded if the event is cancelled by the applicant ten or more calendar days prior the day of the event.

**CANCELLATIONS:**

A full refund of a fee will be credited to the account used to pay the fee, if cancellation is received by DART no later than 48 hours before the room reservation date. If the reservation is cancelled within 48 hours, no refund will be given.

Groups or individuals, who need to cancel a reservation and are not paying a fee for the room, are asked to do so as soon as possible, so others may use the room.

**IMPORTANT NOTES:**

Failure to abide by these Meeting Room Guidelines or giving false information is justification for immediate cancellation and /or the loss of future meeting room privileges.

DART is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.

All groups must comply with fire and access codes that regulate use of DART. Maximum capacity regulations must be observed, adequate aisle space must be provided and doors must not be blocked.

The group/individual booking the room agrees to assume full responsibility for the group’s behavior and any damages to the facility or loss or damage to equipment that may occur as a result of the group’s use of the meeting room.



# DART Central Station Meeting Room Application

Apply at the DART Central Station Administrative Office  
620 Cherry Street, Des Moines, IA 50309,  
Office 515-283-5030, Fax 515.283-8135,  
E-mail - [wdavidson@ridedart.com](mailto:w davidson@ridedart.com)

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

Date of Meeting: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Does this organization have tax exempt or non-profit status? \_\_\_\_\_ No \_\_\_\_\_ Yes **If yes, attach a letter of exemption to this application.**

Is the meeting open to the public? \_\_\_\_\_ No \_\_\_\_\_ Yes Number of attendees: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Application made by: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## OTHER INFORMATION:

Do you plan to have food and drink? \_\_\_\_\_ No \_\_\_\_\_ Yes *\$25 cleaning fee applies per room for all catered events*

Caterer: \_\_\_\_\_

\_\_\_\_\_ I hereby acknowledge that I have read and agree to the DART Central Station Meeting Room Policy.

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

## OFFICE USE ONLY:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

## ACTION ITEM



<b>9E:</b>	<b>DART Central Station Construction Change Order and Project Update</b>
<b>Action:</b>	<b>Approve Change Order #7 with The Weitz Company for the construction of DART Central Station in the amount of \$156,987.</b>

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

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### **Background:**

- The DART Commission approved a contract with The Weitz Company not to exceed \$16,395,500.
- The original contract with The Weitz Company is in the amount of \$15,137,960 (which is inclusive of the base bid and selected alternates). To date DART has approved six change orders equaling \$980,194, bringing the current contract value to \$16,118,154 with \$277,346 remaining in contingency.

### **Change Order #6:**

- Approval of Change Order #7 will bring the contract value up to \$16,275,141 with \$120,359 remaining in contingency.
- The table on the following page outlines all of the various items included in change order #7.

### **Project Update:**

- The August monthly report submitted to the Federal Transit Administration is attached, highlighting the project status.
- The design team has estimated that there will be an estimated \$50,280 remaining in contingency at the end of the project.
- Mark Trost, DART's Owner's Representative, and Todd Garner from Substance Architecture will be at the meeting to answer any questions.

### **Recommendation:**

- Approve Change Order #7 with The Weitz Company for the construction of DART Central Station in the amount of \$156,987.

**ACTION ITEM****9E: DART Central Station Construction Change Order and Project Update**

ITEM		AMOUNT
CLI 112	Exit lighting at exterior doors to satisfy City of Des Moines Review comments	\$11,491.00
CLI 154	Fire Sprinkler at North Canopy per Fire Marshal	\$31,124.00
CLI 179	Fire Smoke Dampers	\$63,686.00
CLI 217	Signage revisions	-\$550.00
CLI 226	Heat Pump 105B access above women's public restroom - first floor	\$2,711.00
CLI 244	Extend Drywall on walls to deck above between the changing rooms	\$580.00
CLI 247	MDF Room electrical revisions for server layouts	\$3,376.00
CLI 236	Open office glass	\$20,277.00
CLI 248	Basement Stair Framing	\$1,175.00
CLI 245	Vault Equipment	\$10,066.00
CLI 246	Relocate light fixture at stair (shorter fixture at top of stairs)	\$589.00
CLI 249	Relocate 2" conduit in bicycle storage for 2nd fiber optic entrance	\$411.00
CLI 253	Wiring to interior wireless devices	\$3,862.00
CLI 254	Change reception corian to silestone	\$3,145.00
CLI 233	Additional Credit for eliminating racks from server / mdf room	-\$83.00
CLI 256	Add data connection to HVAC system control panel	\$1,550.00
CLI 257	Add electrical at snow melt system controller	\$794.00
CLI 259	Carpet edge strip along north side of second floor two story space	\$324.00
CLI 262	Soap dispenser change to top fill	\$2,459.00
<b>TOTAL</b>		<b>\$156,987.00</b>





## **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:**

<https://mds.multivista.com/index.cfm?fuseaction=webcampub.page&wcpp=5a0bad47-0f7b-4696-a4c8-389224eac05f>

## **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 **August 2012**.
  - Installation of gyp board is complete
  - Installation of the zinc roofing is complete except at main canopy
  - Bus bay concrete pours in process
  - Interior painting is in process
  - Ceiling grid installation is nearly complete
  - Carpet installation has started
  - Ceiling tile installation has started
  - Light installation is nearly complete



- Large delivery access holes in curtain wall were closed
  - Planter walls are complete
  - Terrazzo art installation in lobby is complete
  - HVAC startup is in process
- 2) The following **construction work is anticipated** during the month of **September 2012**:
- Zinc roofing will be complete
  - Bus bay slab pours will conclude
  - Bus platform pours will conclude
  - City approaches and sidewalks will be complete
  - South wall art installation will start
  - Punchlist walkthru's will start 9/14
  - Furniture installation will start 9/27
  - Paver installation will start
  - Structured soil installation will conclude
  - Photovoltaic installation will start
- 3) The following **shop drawings/submittals were approved** in the month of **August 2012**:
- On-going LEED-Documentation
  - Misc. product data
  - Misc. product data
  - Paint drawdowns
  - Photovoltaic submittals
  - Door hardware wiring
- 4) The following **shop drawings/submittals are anticipated (or under continued review)** in the month of **September 2012**:
- Structured soil test reports
  - Misc. product data

***Safety:***

No safety incidents were reported.

***Construction Schedule:***

To date, the project is scheduled for an October 8, 2012 substantial completion.

***Payment Applications:***

Pay application # 12 was submitted and approved in the amount of \$1,166,393 (after retainage). The architect and owners representative were in agreement on the approval.



**Change Orders:**

1) A change order was approved during the month of **August 2012**:

**TOTAL \$38,934.00**

DART COMMISSION AUTHORIZATION	\$16,395,500.00
WEITZ BASE BID WITH ALTERNATES	\$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	\$941,260.00
Approved Change Orders This Month	\$38,934.00
<b>TOTAL CHANGE ORDERS TO DATE</b>	<b>\$980,194.00</b>
<b>REMAINING CONTINGENCY</b>	<b>\$277,346.00</b>

**Current Weitz Contract Value = \$16,118,154.00**

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

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

**Davis Bacon:**

Davis-Bacon interviews continue.

**DBE:**

DBE participation under the A&E contract is \$9,002.40 to date.

DBE participation under the A&E Construction Administration is \$10,865.00 to date.

DBE participation committed under the General Construction Contract is \$51,885 for steel and \$1,628 to date for barricades and \$800 for paving joint layout within general requirements.

**Project Issues:**

No new significant issues.

Good weather has allowed for a steady pace of construction.



## **OTHER PROJECT ACTIVITIES**

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

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

- Lynn Basa
- David Dahlquist
- Troy Corliss

Installation of the terrazzo floor art piece is complete. The other artists will be installing their pieces in September and October.

### ***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. A sandwich shop is currently contemplating an LOI. A drycleaner has also expressed interest.

## **ATTACHMENTS**

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- OAC Meeting Minutes 08/14/12, including a 6-week look ahead schedule.
- OAC Meeting Minutes 08/24/12

## DISCUSSION ITEM



<b>10A:</b>	<b>DART Refugee Pass Program Update</b>
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**Staff Resource:** PJ Sass, Customer Service Manager

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- An update on the Refugee Pass Program will be presented at the meeting.

## DISCUSSION ITEM



<b>10B:</b>	<b>TRAC Bylaws and Appointments</b>
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**Staff Resource:** Gunnar Olson, Public Information Officer

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- A presentation will be provided on the effects that redistricting had on TRAC, amendments to TRAC's bylaws, and a status update on member appointments.

## DISCUSSION ITEM



<b>10C:</b>	<b>Paratransit Review and Action Plan</b>
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**Staff Resource:** Tom Reynolds, Chief Operating Officer  
Chet Bor, Paratransit Director

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**Background:**

- At the DART Commission Meeting on June 26, 2012, DART's Chief Financial Officer, Jamie Schug presented a status update on the Paratransit budget. A synopsis on the yearend of FY2012 and projection for FY 2013 were provided.
- Based on the potential negative projections for FY2013 staff was instructed to undertake a review of the Paratransit operations to determine opportunities efficiencies within the department.
- The review was conducted in late July by Lauri Brown of McDonald Transit.
- A summary of the reviews recommendations are attached.
- A presentation will be provided at the Commission meeting outlining staff's action plan to address the recommendations of the Paratransit Review.

## **SUMMARY OF RECOMMENDATIONS**

### **DART PARATRANSIT REVIEW**

#### **LAURI BROWN, MC DONALD TRANSIT**

- Provide comprehensive training in Stratagen software for all operations employees to insure full utilization
- Provide comprehensive training and follow-up in utilization of Mobile Data Terminals (MDT). This will streamline operations, improve communication and increase efficiency.
- Record appointment times on driver manifests. This will help operators organize trips and improve customer service.
- Share Stratagen reports with other managers in the organization to improve transparency and build knowledge base of organization for key decisions.
- Educate scheduler on cost of cab trips as a motivator to efficiently use that resource.
- Revise the assignment of work for operators to eliminate unused time, improve efficiency and allow operation of more trips.
- Analyze and rematch the how the subscription trips are grouped at least twice annually. Scheduler also should be aware of changes to subscription trips that can be rematched on a more frequent basis.
- Eliminate “will call” practice on return trips by requiring customers to estimate a return time. With experience, dispatchers and operator scan better manage their manifests with these windows.
- Tighten enforcement of no show policy through communication and eventual service suspension. Current rate of now shows is high and is jeopardizing service to other customers.
- Give reservationists access to client history and trip purpose in real time. This should reduce the number of trips that are scheduled but not reimbursable.
- Add flex trips to reservationist’s screens to allow them to better answer customer inquiries.
- Change process to require schedulers to use Stratagen for cancelations to free reservationists to spend more time with callers.



- Consider implementation of programs such as Bus Plus 1 (customer and companion rides free), expansion of travel training and volunteer drivers to reduce costs by reducing the demand for trips.
- Improve staff efficiency through recommended analysis of duties and cross-training. This may allow the reduction of one position and will help with the imminent retirement of a key staffer.

## DISCUSSION ITEM



<b>10D:</b>	<b>DART Procurement Manual</b>
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**Staff Resource:** Jamie Schug, Chief Financial Officer  
Mark Burkman, DART Purchasing Manager

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### **Background:**

- The Federal Transit Administration conducted DART's Triennial Review in May 2012. The review was comprehensive and looked at 24 different areas of compliance. As a result of the review DART was found to have deficiencies in the area of procurement.
- Since the review DART has revamped its procurement manual and is putting in place new policies and procedures for purchasing.
- The DRAFT Procurement Manual will be provided at the Commission Meeting and a short presentation will be given outlining the major changes of the program.
- At the October 30, 2012 DART Commission Meeting staff will request the Commission to approve the manual.



# System Summary Performance Report

## August 2012

	February 2012	March 2012	April 2012	May 2012	June 2012	July 2012	August 2012	August 2011	Percent Change 2012/2011	FY13 Year To Date	FY12 Year To Date	Percent YTD Change 2013/2012
<b>DART Fixed Route</b>												
Total Ridership	342,715	338,268	346,404	361,450	278,515	263,187	522,412	512,290	1.98%	785,599	768,163	2.27%
OTT Ridership	17,696	18,642	18,890	20,696	19,333	18,837	19,910	21,029	-5.32%	38,747	39,666	-2.32%
Unlimited Access Ridership	37,518	38,210	35,946	36,213	31,206	33,373	40,894	40,065	2.07%	74,267	72,044	3.09%
Bike Rack Usage	1,799	3,160	3,901	4,574	4,781	5,156	5,952	5,692	4.57%	11,108	10,738	3.45%
Passengers/Revenue Hour	23.34	21.88	23.34	23.68	18.57	17.55	32.60	26.27	24.09%	25.33	22.76	11.25%
Avg. Passengers Weekday	15,181	14,074	15,274	15,267	11,900	11,246	21,573	20,991	2.77%	16,644	16,492	0.92%
Avg. Passengers Weekend Day	2,989	3,182	2,851	3,197	3,179	3,001	3,280	3,688	-11.05%	3,133	3,279	-4.45%
Complaints/100,000 Riders	23.93	21.58	9.53	24.90	36.62	32.68	19.91	27.33	-27.15%	24.19	28.64	-15.55%
Commendations/100,000 Riders	2.92	2.66	0.58	1.94	3.59	1.14	5.55	3.32	67.28%	4.07	3.38	20.35%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.02	1.98	1.01	2.45	1.54	0.51	1.51	0.49	204.53%	2.16	1.83	17.84%
Non-Preventable/100,000 Miles	0.51	1.48	1.01	0.98	0.51	1.01	1.88	1.98	-4.84%	0.89	0.52	71.12%
<b>Maintenance:</b>												
Total Miles Operated	195,210	202,318	197,892	204,321	194,227	197,437	265,668	221,083	20.17%	463,105	382,008	21.23%
Road Calls/100,000 Miles	18.95	15.82	17.18	33.77	30.38	25.32	21.83	23.73	-8.01%	23.32	28.80	-19.01%
Active Vehicles in Fleet	114	114	113	113	109	107	107	129	-17.05%	107	129	-17.05%
<b>DART Paratransit</b>												
Total Ridership	11,530	12,339	11,036	11,820	11,124	11,351	12,528	13,559	-7.60%	23,879	25,149	-5.05%
Passengers/Revenue Hour	3.03	3.08	2.92	2.90	3.01	3.08	0.00	3.14	-100.00%	3.08	3.11	-0.96%
Average Trip Length	6.09	5.98	6.33	6.33	6.46	6.46	6.40	5.73	11.56%	6.21	5.49	13.01%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	1.48	0.00	0.00	1.43	4.38	0.00	1.29	1.35	-4.73%	0.67	1.45	-53.40%
Non-Preventable/100,000 Miles	1.48	0.00	1.49	1.43	0.00	1.41	0.00	0.00	0.00%	0.67	0.00	#DIV/0!
<b>Maintenance:</b>												
Total Miles Operated	67,403	70,854	67,076	70,036	68,512	70,799	77,470	73,808	4.96%	148,269	138,182	7.30%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
<b>DART RideShare</b>												
Total Ridership	24,826	25,232	24,242	24,380	22,846	21,840	23,152	25,904	-10.62%	44,992	47,758	-5.79%
Total Vans in Circulation	95	95	96	95	94	93	92	98	-6.12%	93	98	-5.61%
Total RidesShare Customers	857	865	881	865	854	852	823	889	-7.42%	838	892	-6.06%
<b>Accident Frequency Rate by Service:</b>												
Preventable	0.00	0.00	0.00	0.00	1.82	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Non-Preventable	0.00	0.00	1.17	1.15	0.00	0.00	0.00	1.57	-100.00%	0.00	0.84	-100.00%
<b>Maintenance:</b>												
Total Miles Operated	169,495	177,716	170,621	174,358	165,175	162,124	175,048	191,112	-8.41%	337,172	357,051	-5.57%
Active Vehicles in Fleet	99	99	100	100	100	100	100	116	-13.79%	100	116	-13.79%



# System Performance Ridership Report August 2012

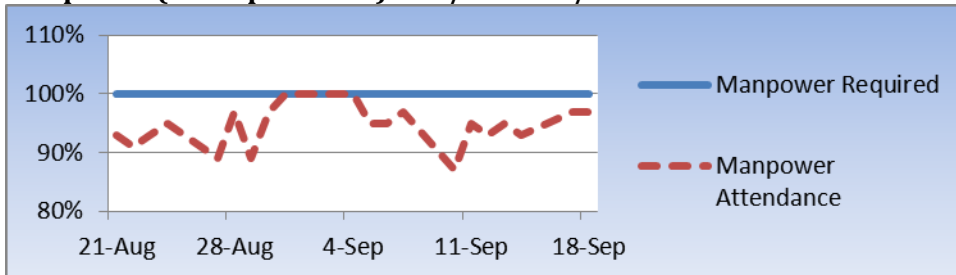
	February 2012	March 2012	April 2012	May 2012	June 2012	July 2012	August 2012	August 2011	Percent Change 2012/2011	FY13 Year To Date	FY012 Year To Date	Percent YTD Change 2013/2012
<b>DART Fixed Route Ridership</b>	<b>342,715</b>	<b>338,268</b>	<b>346,404</b>	<b>361,450</b>	<b>278,515</b>	<b>262,592</b>	<b>521,595</b>	<b>512,290</b>	<b>1.82%</b>	<b>784,187</b>	<b>768,163</b>	<b>2.09%</b>
<b>Local Routes:</b>												
#1 - Fairgrounds	19,808	20,007	20,991	21,441	14,814	13,327	213,812	221,083	-3.29%	227,139	233,430	-2.70%
#3 - University	70,793	69,812	70,752	74,507	64,156	59,404	71,668	69,116	3.69%	131,072	127,218	3.03%
#4 - Urbandale	33,823	33,744	32,513	35,042	26,061	24,619	29,278	29,311	-0.11%	53,897	52,373	2.91%
#5 - Clark	17,842	17,495	18,510	18,564	13,987	13,847	16,532	14,553	13.60%	30,379	27,202	11.68%
#6 - Douglas	53,800	53,437	55,043	57,031	44,460	42,059	52,391	46,401	12.91%	94,450	85,550	10.40%
#7 - Ft. Des Moines	45,838	46,284	48,091	50,315	40,914	37,477	46,431	40,423	14.86%	83,908	74,948	11.95%
#8 - South Union	13,715	13,301	14,705	15,390	9,323	10,009	14,265	10,857	31.39%	24,274	19,333	25.56%
#11 - Ingersoll/WDM	18,095	19,711	19,028	20,572	18,482	17,890	17,422	19,365	-10.03%	35,312	36,391	-2.97%
#13 - SE Park Ave.	6,846	5,122	6,708	7,182	628	584	3,879	2,690	44.20%	4,463	3,238	37.83%
#71 - Ankeny/Delaware**	984	1,060	924	995	806	689	820	965	-15.03%	1,509	1,897	-20.45%
<b>Shuttle Routes:</b>												
Link Shuttle	1,159	1,098	940	941	636	937	1,173	1,500	-21.80%	2,110	2,881	-26.76%
Dline	15,672	16,785	16,834	18,545	16,900	16,363	19,869	17,821	11.49%	36,232	34,917	3.77%
DMACC	262	213	203	135	18	0	0	122	-100.00%	0	244	-100.00%
Lincoln/McCombs	8,410	6,208	8,447	8,842	76	0	4,644	2,496	86.06%	4,644	2,496	86.06%
<b>Express Routes:</b>												
#90 - Airport South Business Park	1,047	834	880	869	174	0	0	1,073	-100.00%	0	1,939	-100.00%
#91 - Merle Hay Express	1,748	1,628	1,589	1,511	1,021	677	849	1,630	-47.91%	1,526	3,085	-50.53%
#92 - Hickman Express	3,037	2,794	2,819	2,824	2,785	2,797	3,079	2,760	11.56%	5,876	5,196	13.09%
#93 - NW 86th Express	5,594	4,519	4,465	4,533	4,247	3,861	4,450	4,741	-6.14%	8,311	9,133	-9.00%
#94 - Westown	1,286	1,386	1,412	1,471	1,383	1,488	1,478	1,465	0.89%	2,966	2,649	11.97%
#95 - Vista	3,176	3,132	2,858	2,614	2,318	2,227	2,479	3,221	-23.04%	4,706	5,792	-18.75%
#96 - E.P. True	3,737	3,620	3,372	3,221	2,837	2,826	3,066	3,964	-22.65%	5,892	7,514	-21.59%
#98 - Ankeny	7,635	7,587	7,252	6,801	6,524	6,458	8,401	8,214	2.28%	14,859	14,972	-0.75%
#99 - Altoona	2,700	2,804	2,634	2,649	2,165	1,945	2,276	2,734	-16.75%	4,221	4,920	-14.21%
<b>On-Call/Flex Routes (Operated by Paratransit):</b>												
On-Call: Ankeny	183	162	176	165	175	172	177	224	-20.98%	349	342	2.05%
On-Call: Des Moines	394	479	472	461	392	438	432	430	0.47%	870	734	18.53%
#72 Flex: Urbandale/Windsor Heights	2,219	2,246	2,193	2,285	1,426	683	855	2,316	-63.08%	1,538	4,320	-64.40%
#73 Flex: West Des Moines/Clive	1,553	1,537	1,459	1,485	1,234	1,273	1,627	1,825	-10.85%	2,900	3,389	-14.43%
On-Call: Clive ** (Ran for one week then combined with Flex Rou	1,252	1,130	995	911	0	0	0	817	-100.00%	0	1,534	-100.00%
On-Call: REGIONAL	107	133	139	148	573	542	242	173	39.88%	784	526	49.05%
<b>DART Paratransit Ridership</b>	<b>11,530</b>	<b>12,339</b>	<b>11,036</b>	<b>11,588</b>	<b>11,116</b>	<b>11,351</b>	<b>12,528</b>	<b>13,559</b>	<b>-7.60%</b>	<b>23,879</b>	<b>25,149</b>	<b>-5.05%</b>
Bus/Van	11,065	11,856	10,590	11,070	10,606	10,956	12,112	12,873	-5.91%	23,068	23,834	-3.21%
Cab	465	483	446	518	510	395	416	686	-39.36%	811	1,315	-38.33%
<b>DART RideShare Ridership</b>	<b>24,826</b>	<b>25,232</b>	<b>24,242</b>	<b>24,380</b>	<b>22,846</b>	<b>21,840</b>	<b>23,152</b>	<b>25,904</b>	<b>-15.69%</b>	<b>44,992</b>	<b>47,758</b>	<b>-5.79%</b>
<b>TOTAL RIDERSHIP</b>	<b>379,071</b>	<b>375,839</b>	<b>381,682</b>	<b>397,418</b>	<b>312,477</b>	<b>295,783</b>	<b>557,275</b>	<b>551,753</b>	<b>1.00%</b>	<b>853,058</b>	<b>841,070</b>	<b>1.43%</b>

**11A: Operations Department**

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

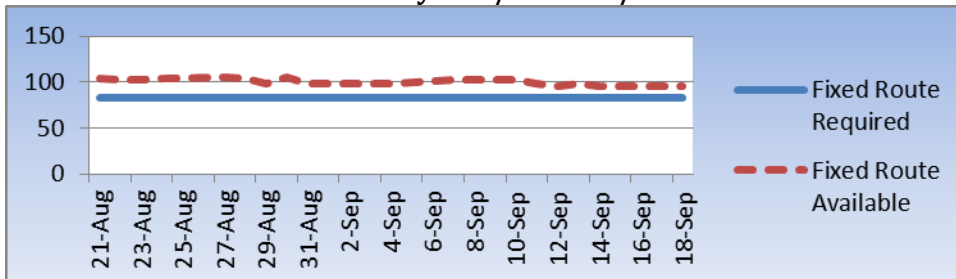
**Operations Performance:**

**Manpower (Transportation) - 08/21 to 09/18:**

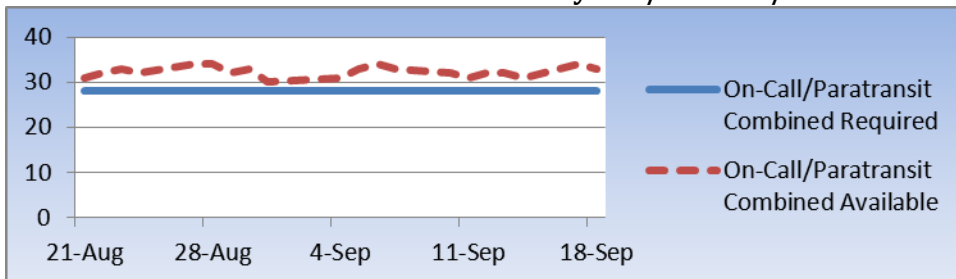


Service needs were met 100% for AM Pullouts with the Extra Board.

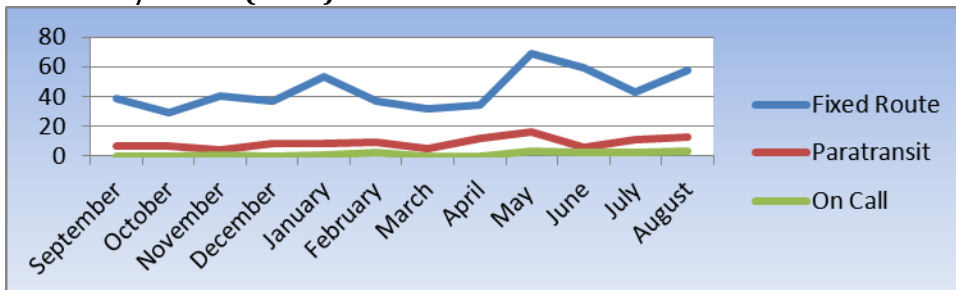
**Fixed Route Vehicle Availability - 08/21 to 09/18:**



**Paratransit and On-Call Vehicle Availability - 08/21 to 09/18:**



**Roadcalls/Month (Fleet) - Past 12 Months:**



Slight increase reflects the State Fair Roadcalls for Fixed Route.

## **MONTHLY REPORT**

### **11A: Operations**



#### ***Transportation - Randy McKern, Manager:***

- This month Fixed Route Operators received Safe Driving Awards.
- Extra Service provided by DART in August was for a photo shoot with the trolleys for the Downtown Community Alliance.
- Randy McKern is visiting with the administrative staff at all Des Moines Public Schools served by DART. His visits are aimed at improving relations with the staff and answering questions about DART's service.

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

- During the transition in the Purchasing Department, the Maintenance staff appreciated the extra effort put in by Danielle Majors (Maintenance) and Bob Wilson (Purchasing).
- Pursuant to the Commission's approval for the purchase of six (6) hybrid bus from New Flyer Industries, Purchasing Manager, Mark Burkman, Scott Reed and Tom Reynolds are starting Pre-production meetings.
- DART received delivery of a 2010 Orion hybrid bus that was used for demonstration purposes. The bus is being inspected and evaluated to determine what changes are required to make it ready for service.
- Five (5) Orion buses have been delivered to DART. The buses are in excellent condition. Staff is making the buses ready for service after an inspection and Danielle Majors, Maintenance Specialist, works to get them registered with the State.
- As new buses come in, older ones get disposed. Purchasing and Maintenance will be working on one of the largest disposal orders containing eight (8) fixed route buses, seven (7) paratransit/on-call buses and sixteen (16) rideshare vans.

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

- Kudos to Supervisors and Dispatchers for their due diligence in ensuring that service levels are met. Some AM pullouts with higher absenteeism rates occurred in September and they quickly overcame the challenges by getting extra personnel and even driving the buses themselves.

#### ***Paratransit - Chet Bor, Director:***

- On September 20th, Paratransit once again provided transportation support for the Polk County volunteer recognition banquet held at Veteran's Memorial Auditorium. Paratransit had a scheduled trips for twenty (20) eligible volunteers to the banquet.
- Paratransit earned their 13th Safety Award Lunch for going ninety (90) consecutive days without a recordable work injury. The department will celebrate on Wednesday, September 26th.
- Paratransit completed FY12 with an on time performance rate of 94.8%. To be in compliance with federal standards, the on time performance must be at least 90%. Once again, DART's Paratransit has more than exceeded the standard in providing our passengers exceptional service.
- Paratransit provided outreach to:
  - Behavioral Technologies - Staff

**MONTHLY REPORT**  
**11A: Operations**



- This month seven (7) operators earned Safe Driving Awards including twenty-four (24) years for Fred Cardines. Way to go, Fred!

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

- Paratransit Director Chet Bor and Training Manager Greg Schmitt attended the FTA Bus Safety & Security Program Orientation hosted by the Iowa DOT in Ames on September 19th.
- The September Safety meetings covered the following topics:
  - Paratransit and Fixed Route covered an update on the new flashing yellow arrows.
  - Paratransit and Fixed Route reviewed boarding and alighting procedures for customers with mobility devices.
  - All three departments received a new TSI course entitled, “**Curbing Transit Employee Distracted Driving.**” The multimedia training included a short test that allowed staff to receive a USDOT TSI training certificate.
  - Paratransit continued with AVL/MDT procedures training.
  - Maintenance covered shop procedures and new buses.
- Paratransit had another good month with an exceptional YTD accident frequency rate (AFR) of 0.48 accidents per 100,000 miles. Fixed Route’s nine (9) preventable accidents calculated out for a YTD AFR of 2.35. Below is the AFR report:

FY13	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD AFR
<b>Fixed Route</b>													
Accidents	2	9											11
Mileage	203,354	265,668											469,022
AFR	101,677	29,519	0	0	0	0	0	0	0	0	0	0	42,638
Per 100K Miles	0.98	3.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.35
<b>Paratransit</b>													
Accidents	0	1											1
Mileage	100,080	107,401											207,481
AFR	100,080	107,401	0	0	0	0	0	0	0	0	0	0	207,481
Per 100K Miles	0.00	0.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.48
<b>DART</b>													
Accidents	2	10	0	0	0	0	0	0	0	0	0	0	12
Mileage	303,434	373,069	0	0	0	0	0	0	0	0	0	0	676,503
AFR	151,717	37,307	0	0	0	0	0	0	0	0	0	0	56,375
Per 100K Miles	0.66	2.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.77

**Training - Greg Schmitt, Manager:**

- Three (3) Fixed Route Operators graduated from training. Currently, four (4) students are in training for Fixed Route.
- As a follow-up to the recent TSI Instructors Course in Operator Training, several Behind-the-Wheel Instructors and Supervisors sharpened their skills by presenting instructional material at Safety Meetings this month. Instructors Greg Moore, Mike Kinney, and Mike Shriner, along with Operations Supervisor Brad Deaton, and Operations Supervisor Neil Hampton, provided training on the procedures for boarding and alighting customers with mobility devices

## MONTHLY REPORT

### 11A: Operations



- The USDOT Transportation Safety Institute invited DART to be the first transit agency in the nation to conduct a newly developed course, "***Curbing Transit Employee Distracted Driving.***" Training Manager Greg Schmitt conducted the training as part of the September Safety Meetings for the Fixed Route, Paratransit, and Maintenance Departments. More than two hundred (200) DART employees received the training.



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

- DART is please to welcome the new Building Supervisor for DART Central Station, Mr. Keith Welch. As soon as he arrived at DART, the learning process began. Manager, Jim Garrett had him over at the new facility he was processed so he could get first-hand knowledge of the systems being commissioned that day. Keith brings a wealth of knowledge of electrical, HVAC and other systems from his previous positions in the construction and service fields.
- A good number of systems within DART Central Station will be commissioned over the next thirty (30) days and Jim Garrett is very active in working with the contractors.
- DART's concrete contractor has been very busy replacing sections along the west side of Maintenance. Operations staff worked up alternative routes to bypass the construction and employees are being cautious in their bus movements around the property.
- The bus wash had intermittent problems last month and all the issues have been resolved.
- The older section of the bus storage facility has undergone work on updating its heating systems and emissions monitoring units.



## 11B: Marketing and Communications, Customer Service and RideShare Departments

### **DART Central Station Grand Opening**

Planning for the grand opening of DART Central Station is well underway. Here is a brief summary of the ceremonies:

**Tuesday, October 23 – A Ribbon Cutting Ceremony** will be held at 2 p.m. for stakeholders, supporters and allies of DART. The event will include speeches, a ceremonial cutting of the ribbon to “open” the facility, and self-guided tours with tours hosts stationed throughout the facility to answer questions.

**Saturday, October 27 – An Employee Open House** will be held to give all of DART’s employees and their families a chance to explore the new facility before it is opened to the general public.

**Sunday, October 28 – A Customer Open House** will be held for DART’s customers, providing them an opportunity to see the facility before it opens to bus traffic as well as see parts of the facility that will be closed to the general public in the future.

### **Marketing Planning: Kirstin Baer-Harding, Marketing and Advertising Manager**

- Staff is working on all the details and for the DART Central Station scheduled events in October beginning with the ribbon cutting, October 23, the employee open house, October 27, and the public open house, October 28.
- Staff is preparing and designing materials for the informational sessions for November service change. At the informational sessions there will be a brief presentation on the changes, new route schedules will be available to pass out, and staff will assist with route and schedule information. Outreach for the informational sessions will include radio, flyers, newspaper ad, outdoor, email and social media.
- Staff is preparing and coordinating all the information for the November Service Changes from hang tags, emails, flyers to the distributing of all the schedules.
- Staff has been designing a “MyDART Book” which lays out each individual routing change including new maps, description of the routes, frequency and downtown bus stop information. This book will provide valuable information to customers about DART Central Station from a map of the facilities to bus routing to the rules of conduct.
- Staff is developing marketing materials for the new services including Routes 52 and 60 that will be available during the Thanksgiving weekend, starting on “Black Friday.” DART is offering free rides Friday through Sunday that weekend to help people reach shopping destinations and to promote DART’s new services.
- Staff has been working with Trapeze on the Real-Time information screens which will be located interior and exterior at DART Central Station and preparing the roll out of the real-time information at DART Central Station.
- Staff is making the final timepoint changes on the new maps and schedules for the November schedule changes and preparing the files for the printer.
- Marketing and Planning departments have signed off on the Online Trip Planner and it is moving into the last development stage of Spanish translation. Plans are being finalized for the roll out.

# MONTHLY REPORT

## 11B: Marketing and Communications, Customer Service and RideShare



- Staff has been promoting the Route #91 through newspaper advertising and working with area apartment complexes on distributing schedules and information to tenants.
- Staff has been promoting DART Express services to apartment complexes along routes. Schedules have been distributed to 32 complexes.

### Customer Service Report: PJ Sass

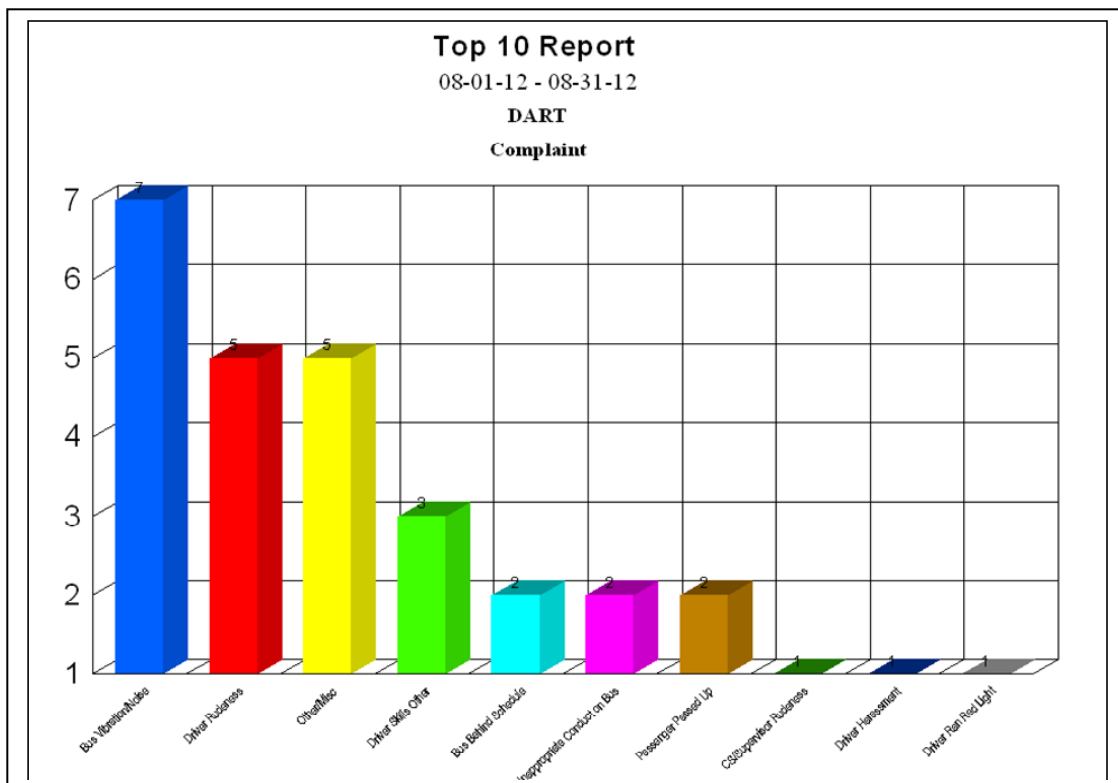
#### *August Employer and Group Presentations:*

- Principal Orientation – 4 visits
- Ft. DSM Senior Housing
- DMACC Ankeny Grab & Go -- 2 visits/Provided free ride coupons for students

#### *August Customer Service Statistics:*

- 189 emails
- 320 voicemails answered
- 104 complaints received
- 29 commendations received
- 27 inquiries/suggestions

Comments were up slightly this month. The top five comments for August were: Vehicle Noise, Driver Rudeness, Other Misc., Driving Skills and Bus behind schedule. Out of the 104 comments, 19 are still in the investigation process and 29 were founded which is 28% of the total comments for this month. D-Line comments were minimal this month transportation is still monitoring the service very closely and utilizing the GSP system. The vehicle noise complaint was driven by the “Location Activated Stop Announcements” on the bus. Staff is currently reactivating the buses with the new quieter announcements.



## MONTHLY REPORT

### 11B: Marketing and Communications, Customer Service and RideShare



**Customer Service Enhancements:** Staff is completing the final changes for the Integrated Voice Response (IVR) system that will go live in November. Customer Service staff continues to utilizing the AVL system for locating buses. Staff is able to provide more accurate information; they are very excited about all the new technology.

Point of Sale machine (POS) is being prepared for installation at DART Central Station by the grand opening.

**Refugee Half Fare Program** is going very well. Daily the DART Customer Service staff assists customers in obtaining their half fare ID cards. To date staff has made 316 ID's for refugees.

On September 5, 2012, DART received an award from US Committee for Refugees and Immigrants. The program president flew in from Washington DC to present the award in person for DART's creativity and commitment to refugees.

To date we have distributed the following to agency clients:

Refugee Half Fare Cards Issued	
Agency	# of Cards
Bureau of Refugee Services	56
Catholic Charities	73
Lutheran Services of Iowa	76
Office of Asian and Pacific Islander Affairs	1
Visiting Nurses Services	7
US Committee for Refugees	103
<b>Total</b>	<b>316</b>

#### **New Staff Members:**

- Customer Service Supervisor -- John Clark
- Rideshare Program Coordinator --Jennifer Long

#### **RideShare: Jennifer Long**

- After several months of declining ridership, September is ending on a positive note Rideshare gained three additional riders.
- RideShare has several pending contracts for new riders in October and November.
- Staff is working on a request for bid for 20 new vans.
- Staff is compiling a procedure manual to make any future staff transitions smoother.

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

- Staff publicized the increase in annual DART ridership in a press release. The news was carried by several outlets including ABC 5 TV, WHO TV and the Des Moines Register.
- Staff worked with the weekly newsmagazine Cityview on an article by reporter Chad Taylor, who parked his car for two weeks and used DART as his primary means of transportation. The reporter

## MONTHLY REPORT

### 11B: Marketing and Communications, Customer Service and RideShare



then wrote about his experience in a September 5th cover story titled “Two Weeks on the Bus.” The article highlighted DART’s strengths, as well as its weaknesses.

- Staff arranged for a tour on September 5 of DART Central Station for a reporter, photographer and editorial writer of the Des Moines Register. The tour resulted in a prominently placed Register article on September 7 titled “Hub design promotes safety, sustainability.” The article covered the many benefits that the new station will offer customers.
- The Des Moines Register on September 6 published a Register editorial under the headline “DART aims to serve metro region: Challenge now is to attract new riders to the bus.” The editorial articulated DART’s position of being on the verge of major changes: “Now, passengers are about to feel the full impact of the transformation of the Des Moines Area Regional Transit Authority.”
- The Des Moines Register, also on September 6, published an article about DART’s having received a certificate of appreciation from the U.S. Committee for Refugees and Immigrants. The article highlighted DART’s new half-fare program for refugees.
- Staff gave a presentation on the future plans of DART to a meeting put on by the Des Moines Convention and Visitors Bureau for staff members of area hotels. DART’s plans for expansion were shared, including the new Crosstown Route 52.
- A Des Moines Business Record email newsletter included a short item on DART’s recent customer satisfaction survey. The item highlighted the survey finding that more than 90 percent of riders believe DART provides an “extremely valuable” or “very valuable” service to the Greater Des Moines Region.
- Staff organized the September meeting of the Transit Riders Advisory Committee. It was the second to the last meeting of the year, and much of the meeting dealt with preparations for the coming year. Five sitting members are due to retire at year’s end, having reached their term limits. Another six members are completing their first terms and are eligible for possible second terms.
- Staff finalized the schedule of the informational sessions for the November service changes. Eleven sessions will be held November 7-8 and 13-15. These sessions are designed to help customers transition to the new route structure being put in place as part of the November service changes, as well as to familiarize them with new downtown routing and the configuration and features of DART Central Station.
- Staff has been developing content for a “MyDART” service booklet that will be handed out to customers as part of the overall effort to prepare customers for the November service changes and the opening of DART Central Station.
- Staff published a Frequently Asked Questions page on DART’s website. The page answers common questions about the opening of DART Central Station and the service changes that take place in November.

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

#### *New August Advertisers*

- Mattress Firm

# MONTHLY REPORT



<b>11C: Planning Department</b>
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**Staff Resource:** Jim Tishim – Planning Director

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**AVL/RTIS & Trip Planner Update:**

- Vehicle installation:
  - The last 7 new buses were surveyed on August 20 for AVL installation. Trapeze will put together the installation kits and set-up a time to complete the work.
  - The Engine Control Module (ECM) programming is the last item of concern. Trapeze is working on the problem.
- INFO-Web/Mobile Trip Planner Program:
  - The main look and feel of the web site has been finalized.
  - We are still working out the last of the changes required to put the program out to the public.
- INFO-IVR Trip Planner Program:
  - We are completing our second round of changes for development.
- INFO-Agent Trip Planner Program:
  - After considerable testing and program adjustments it became apparent that more was required to improve the reliability of the trip plans being produced.
  - Transit Planner, Steve Swan rebuilt the Trapeze FX database route by route, pattern by pattern and bus stop by bus stop.
  - We are currently testing the changes and have come back with a great improvement in the trip plans being produced.
- Schedule Information Staff Training was completed August 2, 2012 on the new AVL tracking system.

**Service Planning and Other Projects:**

- The new shelters arrived at DART on August 16, 2012.
- Planning Technicians Ethan Standard and Jake Heil have been working since the beginning of May updating current route bus stop signs and the installation of all the new Express and Flex routes bus stop signs for June 10, 2010.
  - The new ID signs, ID and route number stickers have arrived.
  - They are currently working on installing the new ID signs and stickers and the bus stop sign placement for the new route changes in November.
- The City of Windsor Heights and Wal-Mart approached DART to work together on a design for a new staging area at the Wal-Mart and Sam's Club in Windsor Heights.

**MONTHLY REPORT**  
**11C: Planning Department**



- DART transports a large number of passengers to and from Wal-Mart on a daily basis. The current bus stop eastbound is insufficient to handle the number of passengers and shopping carts. In addition there is no shelter from the elements for passengers waiting for the bus.
- I have been working with Todd Garner at Substance Architecture on the preliminary design for the new staging area for the eastbound buses.
- The new design has been turned over to the City of Windsor Heights and Wal-Mart for construction. The plan is to have the site finished before winter.
- Once Wal-Mart completes the construction of the site, DART will install two of our new shelters.
- This is the first stage in the development of the site. We have discussed plans to redesign the westbound bus stop next year.
- In addition, they have agreed to use the parking lot directly northwest of the site as a DART Park & Ride lot.

**Transit Planner, Tony Filippini:**

- Our new Transit Planner, Tony Filippini will have his first day with DART on October 1, 2012.
- Tony graduated from Iowa State University with a degree in Urban Design and Transportation.
- Tony became the Senior Planner for Tyler, Texas and the Area Metropolitan Planning Organization. After working with the Tyler Transit Department on planning projects, he was given an opportunity to become the Transportation Operations Coordinator.
- As the Transportation Operations Coordinator he managed the fixed route operations. His duties included daily operations, Supervisor of operations staff, scheduling, manage capital projects, grant administration, system planning and analysis, and budgeting.

## MONTHLY REPORT



<b>11D:</b>	<b>General Manager</b>
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**Staff Resource:** Elizabeth Presutti, General Manager

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### **Meetings and Presentations:**

- Des Moines Register DART Central Station Tour - On September 5, 2012, staff, Commissioner Van Oort and the DART Central Station Design Team gave a tour of DART Central Station to the Des Moines Register. The tour went very well and generated a great story on the front page of the metro section a few days later.
- MPO Map-21 Ad Hoc Committee - I served on the MPO Map-21 Ad Hoc Committee that met on September 6, 2012. The committee discussed potential recommendations to the State regarding STP funds.
- Conlin Properties - Commissioner Hensley, Jim Tishim and I met with Jim Conlin and his staff to discuss his plans for a residential development on Hubbell Avenue and how transit can be incorporated into it.
- Walnut Street - I met with City and Downtown Community Alliance staff to discuss the turnover of Walnut Street to regular traffic. As part of DART vacating Walnut Street, DART will be responsible for removing the glass out of the shelters and DART and/or transit specific signage on the street.



## FUTURE DART COMMISSION ITEMS SEPTEMBER 25, 2012

<b>October 30, 2012 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Electronic Document Management System</li> <li>- DART Central Station Services Contracts</li> <li>- STP Application Consent</li> </ul>	<ul style="list-style-type: none"> <li>- DART Central Station Update</li> <li>- Quarterly Safety Report</li> </ul>
<b>November 27, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- Legislative Priorities</li> <li>- STP Application Consent</li> <li>- Paratransit No-Show Policy</li> </ul>	<ul style="list-style-type: none"> <li>- DART Central Station Update</li> <li>- TRAC Update</li> <li>- Establish Records Retention Committee</li> <li>- November Service Change update</li> <li>- FY 2014 Budget</li> </ul>
<b>December 18, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> </ul>	<ul style="list-style-type: none"> <li>- DART Central Station Update</li> <li>- Records Retention Policy</li> <li>- November Service Change update</li> <li>- FY 2014 Budget</li> </ul>
<b>January 29, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> </ul>	<ul style="list-style-type: none"> <li>- Records Retention Policy</li> <li>- November Service Change update</li> <li>- FY 2014 Budget</li> <li>- TRAC Update</li> </ul>
<b>February 26, 2012 - 5:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>- FY 2014 Budget</li> <li>- FY 2014 Grants</li> </ul>	<ul style="list-style-type: none"> </ul>

### Key Meetings/Dates:

- September 27-28, 2012 – Annual Mid-Sized Bus Performance Benchmarking Meeting  
Vancouver, WA

- September 30 – October 3, 2012 – APTA Annual Meeting  
Seattle, WA

### Other Future Items:



## COMMISSIONER ITEM



### 13A: Commission Meeting Dates And Times

**Staff Resource:** Whitney Davidson, Executive Coordinator & Commission Clerk

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- Based on current meeting dates the proposed 2013 DART Commission Meeting dates are:

#### **Commission Meeting Dates 2013:**

- **January 29**
  - **February 26**
  - **March 26**
  - **April 30**
  - **May 28**
  - **June 25**
  - **July 30**
  - **August 27**
  - **September 24**
  - **October 29**
  - **November 26**
  - **December 17**
- The meeting time for the October 30, 2012 Commission Meeting has been moved to 12:00 pm.
  - DART staff would like to recommend that the November 27, 2012 Commission Meeting be moved to 12:00 p.m. This will assist in allowing staff to serve as Service Ambassadors during the rush hour commute that evening.

## CLOSED SESSION



<b>14:</b>	<b>Closed Session – To Discuss Strategy with Counsel</b>
<b>Action:</b>	<b>The Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subparagraph I of the Iowa Code.</b>

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

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### **Background:**

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

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

1. The Chairman asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with following language:  
“I move that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.”
3. Motion is seconded.
4. Roll Call Vote is taken.
5. All visitors leave the room.
6. A special tape must be recorded and kept by the commission clerk for a period of one year of the closed session.
7. No action may be taken in a closed session.
8. The Chair will adjourn the closed session when discussion is over.
9. **The Chair will state for the record that no action was taken during the closed session.**
10. Action may be taken at this time on any discussion made in the closed session.

### **Closed Session:**

- The Commission will discuss and consider approving the DART General Manager’s Contract.



September 19, 2012

Dear Mayor Van Oort and Members of the DART Commission:

It has come to my attention that the DART Commission will evaluate my performance as General Manager at its meeting on the 25<sup>th</sup> of September, 2012. In order to prevent needless and irreparable injury to my reputation I hereby request that my evaluation be conducted in Closed Session.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Elizabeth Presutti", is written over a light blue horizontal line.

Elizabeth Presutti

General Manager

