



DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
SEPTEMBER 3, 2013 – 5:00 p.m.
DART MULTIMODAL ROOM, 620 CHERRY STREET

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2.	ROLL CALL AND ESTABLISHMENT OF QUORUM	
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15.	NEXT MEETING: Regular DART Meeting Tuesday, October 8, 2013 – 5:00 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.

CONSENT ITEM



7A: FY2015 ICAAP Applications

Action: Authorize submission of two applications to the Iowa Clean Air Attainment Program (ICAAP) Fund 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 two grant applications for the State of Iowa's Clean Air Attainment Program (Federal CMAQ funds) to support the following initiatives described below:

1. Route #51 Merle Hay Crosstown Service.

DART is requesting second-year funding for the newly implemented Route #51, Merle Hay Crosstown. The weekday route travels from Merle Hay Mall to DART Central Station with 30-minute frequencies during the peak period and 60-minute frequencies during the off-peak period. The route intersects with the #3 University at Merle Hay Road, which allows travel to/from the Merle Hay corridor to West Des Moines without having to go downtown to transfer. Total cost of the service less farebox revenue is \$265,391. DART is requesting 80% or \$212,312 in grant funding.

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

DART is requesting first-year funding for additional trips on three of the most heavily used express routes. Routes #92-Hickman and #93-NW 86th Express will receive four additional trips (2 AM and 2 PM); Route #98-Ankeny Express will receive six additional trips (3 AM and 3 PM). These service improvements were recommended for years one and three of the *DART Forward 2035* plan. Total cost of the service less farebox revenue is \$307,218. DART is requesting 80% or \$245,774 in grant funding.

The deadline for submitting these applications to the DMAMPO is September 13, 2013, with submission to IDOT by October 1, 2013.

Recommendation:

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

DES MOINES AREA REGIONAL TRANSIT AUTHORITY
AUTHORIZING RESOLUTION
ICAAP PROJECTS

Upon MOTION MADE by _____ and SECONDED by
_____ the following resolution was duly adopted.

Resolution authorizing the submission of an application to the Iowa Department of Transportation for the Iowa Clean Air Attainment Program (ICAAP).

WHEREAS, said program allows for funding to be provided to public entities for eligible transportation projects or programs that will contribute to meeting attainment of National Ambient Air Quality Standards; and

WHEREAS, DART staff has evaluated the projects and has deemed that the transit service improvements being proposed will reduce emissions and/or congestion in the region.

NOW, THEREFORE, BE IT RESOLVED BY THE DART COMMISSION:

1. The DART Commission supports and approves an application for Iowa’s Clean Air Attainment Program funding for: Routes #51 & #92/93/98 Express Service Improvements.
2. The DART Commission hereby commits matching funds as required by Iowa’s Clean Air Attainment Program and directs staff to include the appropriate amount of local match in the FY 2015 budget.
3. The DART Commission hereby commits to accepting and maintaining these improvements.
4. The DART General Manager or appointed designee is authorized to execute and file the application on behalf of DART.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
CERTIFICATE**

The undersigned duly qualified and acting Secretary/Treasurer of the Des Moines Regional Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the DART Commission held on September 3, 2013

ATTEST: Bob Mahaffey, Secretary/Treasurer

Steve Van Oort, Chair

September 3, 2013
Date

CONSENT ITEM



7B: Prairie Meadows Legacy Grant

Action: Authorize submission of a grant application for the Bus Rapid Transit project to the Prairie Meadows Legacy Grant Program

Staff Resource: Debra Meyer, Financial Analyst

Background:

DART is developing a large-scale, signature transit corridor in the urban core of the city of Des Moines. The new route, Route 60, launched as a local route in November 2012, operating as a bi-directional loop along University and Ingersoll Avenues between 42nd Street and downtown Des Moines. In August 2013, DART increased the frequency of service and extended the hours of operation later into night on weekdays and weekends.

The Route 60 corridor is planned to be developed into the metro's first Bus Rapid Transit line, a popular transit service in many cities because it delivers train-like amenities with rubber-wheel vehicles at a fraction of the cost. Work is ongoing between DART and the City of Des Moines to prepare for this development and to fund the project.

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 for \$500,000, under the Economic Development category.

Recommendation:

- Approve the submission of the grant for \$500,000 by the deadline of October 7, 2013.

**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 7, 2013 deadline,

NOW THEREFORE BE IT RESOLVED by the 3rd of September that DART's following Legacy grant application be submitted to Prairie Meadows for the October 7, 2013 application deadline:

Bus Rapid Transit Project for the University/Ingersoll Corridor.

Passed and adopted this 3rd day of September, 2013

Steve Van Oort, Chair

ATTEST:

Bob Mahaffey, Secretary/Treasurer

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

**620 Cherry Street – Des Moines, IA 50309
July 2, 2013**

ROLL CALL

Commissioners Present: Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Bob Mahaffey, Steve Van Oort

Commissioner Absent: Gaye Johnson

Alternates Present: Ruth Randleman

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Affairs Manager; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Kirstin Baer-Harding, Marketing Director; Tony Filippini, Transit Planner; Georgia Parkey, Paratransit Operations Manager; Matt Pitstick, Facilities Manager; Teresa Cashman, Scheduling Manager; Matt Johnson, Operations Supervisor; Debra Meyer, Financial Analyst; Greg Schmitt, Training Manager; Jim Tishim, Planning Director; Ethan Standard, Planning Intern; Jennifer Greiner, Marketing Coordinator; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: John Halsband, DART Customer

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 5:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

Mr. Van Oort introduced and welcomed Ms. Joann Muldoon, DART's newly appointed Commissioner.

APPROVAL OF AGENDA

Mr. Van Oort called for approval of the July 2, 2013 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey to approve the July 2, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

EMPLOYEE RECOGNITION

Cherie Shippy was recognized by the Commission for receiving the IPTA Professional Driver of the Year Award.

Aaron Johnson was recognized by the Commission for receiving the IPTA Professional Driver of the Year Award.

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

JULY 2, 2013

Kurt Mackel-Wiederanders was recognized by the Commission for placing 3rd in the small bus competition at the State of Iowa Roadeo.

CONSENT ITEMS

7A – June 4, 2013 Minutes

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

ACTION ITEMS

8A – Architectural & Engineering Services Contract

Ms. Schug reported on the contract to the Commission and provided points of clarification. Staff is proposing to award Substance Architecture with a 5 year task order based service contract, not to exceed \$3 million dollars.

Commissioners requested to be advised prior to any work being scheduled.

It was moved by Mr. Conkling and seconded by Ms. Hensley that the Commission approve the Architectural & Engineering Services Contract. The motion carried unanimously.

8B – Audit Services Contract

Ms. Schug updated the Commission on the Audit Services Contract. Staff is proposing a 3 year contract with Baker Tilly with 2 one-year optional extensions not to exceed \$190,000.

The Commission discussed the RFP process and the evaluation teams' scoring at length. Ms. Schug explained that in order to be federally compliant, DART is not allowed to have a local preference based on current procurement guidelines.

It was moved by Ms. Hensley and seconded by Mr. Conkling to send the Audit Services Contract back to the Audit Committee for further review. The motion carried unanimously.

8C – August 2013 Service Change Title VI Analysis

Mr. Filippini and Mr. Olson provided the Commission with a presentation outlining the August 2013 Service Change Equity Analysis.

Mr. Olson provided the schedule of the upcoming Public Informational Sessions.

Mr. Filippini noted that the service change will benefit minority and low income populations as much as non-minority and non-low-income populations.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the August 2013 Service Change Title VI Analysis. The motion carried unanimously.

8D – Sheldahl's Participating Community Status

Ms. Presutti provided an update on Sheldahl's participating status.

Sheldahl's share of the outstanding debt has been verified as \$913.91. Sheldahl's withdrawal will take effect on July 1, 2014. It is the recommendation to the Commission that we approve the withdrawal of the City of Sheldahl with the provision that they pay a lump sum of \$913.91.

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

JULY 2, 2013

It was moved by Ms. Connolly and seconded by Mr. Conkling that the Commission accept the City of Sheldahl's withdrawal from DART. The motion carried unanimously.

8E – May 2013 Financials

Ms. Schug presented the May financials to the Commission. Fixed Route, Paratransit and RideShare operating revenue and expenses continue below budget.

It was moved by Ms. Connolly and seconded by Mr. Mahaffey that the Commission approve the May 2013 Financials. The motion carried unanimously.

DISCUSSION ITEM

9A – FY 2014 DART Marketing Plan

Ms. Baer-Harding, Ms. Greiner and Mr. Olson provided a presentation to the Commission. Commissioners were provided a draft copy of the Marketing and Communications Plan.

- Marketing will focus on public attention on the expanded and improved transit system.
- A new online trip planner will be launched this fall.
- Other marketing initiatives include campaigns targeted at specific routes, special event services and an annual report.

9B – Federal Lobbying Services

Ms. Presutti updated the Commission on the federal lobbying services, and the intent to partner with Polk County to add transit to their lobbying initiatives.

Adding transit to the lobbying agreement will be approximately \$30,000.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the Federal Lobbying Services. The motion carried unanimously.

9C – May 2013 Performance Report

Ms. Presutti updated that we retained a significant amount of ridership for Route 60 from the April promotion. Route 52 has also seen a significant increase. We will end up the year within a few points of last fiscal year.

Ms. Hensley departed at 6:13pm.

Ms. Presutti also updated that we are still waiting for final sign off from FTA on the lease agreement for the vendor space.

MONTHLY REPORTS

Operations Report

No update

Marketing Report

No update

Planning Report

No update

General Manager

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

JULY 2, 2013

Ms. Presutti announced that we have a new Chief Operating Officer. There were 26 applicants that were narrowed down to 8, then finally down to 3. Mr. Van Oort met with all 3 of the final candidates last week. Tony Lafata, from St. Louis, MO was recommended. Tony comes to DART with over 36 years of experience in Operations and Maintenance, and will begin on September 9th.

DART was awarded with a plaque from FTA for having the largest increase in ridership from FY11 to FY12.

FUTURE AGENDA ITEMS

We will not have a DART Commission Meeting in August. The Commission will have a telephonic meeting later in the month. The meeting date and time will be published in advance.

September 29th – October 2nd is the APTA Annual Meeting in Chicago. If anyone is interested in attending, please let us know.

Commissioners also discussed moving the October meeting to October 8th to accommodate the APTA Annual Meeting. The clerk will send out a meeting update.

COMMISSIONER ITEMS

Next Meeting

September 3, 2013 at 5:00pm

ADJOURNMENT

The regular Commission Meeting was adjourned at 6:19pm.

Future 2013 Meeting Dates

Sep 3, Oct 8, Nov 5, Dec 3

Chair

Clerk

Date

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

**620 Cherry Street – Des Moines, IA 50309
July 17, 2013**

ROLL CALL

Commissioners Present (via phone): Steve Brody, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson; Bob Mahaffey, Joann Muldoon (2:10pm), Steve Van Oort

Commissioner Absent: Skip Conkling

Alternates Present:

Staff Present: Elizabeth Presutti, General Manager; Amber Dakan, Staff Accountant; Jamie Schug (via phone), Chief Financial Officer; Kyle McCann, Attorney, Brick Gentry, P.C.

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 2:05pm. 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 July 17, 2013 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Mr. Gayman to approve the July 17, 2013 Agenda. The motion carried unanimously

ACTION ITEMS

5-A – Audit Services Contract

The Commission discussed in detail the qualifications that set Baker Tilly apart from other audit respondents. Baker Tilly offered substantial transit experience in comparison to the other audit firms.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey to approve the Audit Services Contract.

Vote: Brody-Yea, Connolly-Yea, Gayman-Nay, Hensley-Yea, Johnson-Yea, Mahaffey-Yea, Muldoon-Yea, Van Oort-Yea.

OTHER – Communications

None

Next Meeting

September 2013, 2013 at 5:00pm

ADJOURNMENT

The regular Commission Meeting was adjourned at 2:20pm. It was moved by Mr. Mahaffey and seconded by Ms. Johnson. The motion carried unanimously.

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

JULY 17, 2013

Future 2013 Meeting Dates

Sep 3, Oct 8, Nov 5, Dec 3

Chair

Clerk

Date

ACTION ITEM



8A: Bus Shelter Installation Contract

Action: Approve a five year contract with A & B Contracting not to exceed \$500,000 for Bus Shelter Installation Services.

Staff Resource: Mike Tiedens, Procurement Manager

Project Lead: Jim Tishim, DART Planning Director

Background:

- As a direct recipient of FTA funds, DART is required to expend one (1) percent of its annual apportionment on transit improvements (i.e. shelters and other amenities).
- DART's prior contract for shelter installation with PIP Construction expired in November 2010.
- The DART Commission awarded a shelter new contract to Tolar Manufacturing in May 2011 along with an initial purchase of 15 shelters. The shelters have been delivered to DART and are now awaiting installation.
- DART has identified several locations for potential shelter locations.

Funding:

- The shelter program is funded through FTA 5307 formula funds and the corresponding DART local match.
- Approximately \$475,000 is programmed for the shelter program over the next 6 years.

Solicitation Process:

The selected method of procurement for this project was Request for Proposal. There were multiple factors deemed to carry as much, or more importance than price. Those factors are:

- Potential for multiple projects over multiple years
 - Schedules will vary based on funding, timing, and season
 - Construction schedule not the same as a large project
- Flexibility needed to meet timelines
- Flexibility needed to meet different project objectives and project combinations (remove shelter, remove shelter + pad, install pad, solely concrete work, install solar panels, install electrical connections)

A qualifications-based proposal rather than lowest bid is the best method to ensure high quality of work and flexibility for the installation of the shelters.

Submittals Received:

Three (3) submittals were received from the following vendors:

ACTION ITEM

8A: Bus Shelter Installation Contract



- A & B Contracting (Disadvantaged Business Enterprise)
- AZCON Construction
- PIP Construction Services

The pricing matrix is attached.

Evaluation Milestones:

Initial Evaluations Completed Date:

August 14, 2013

Evaluation Team Meeting:

The evaluation form was sent to the evaluation team on July 31, 2013. The evaluation team consisted of:

- Jim Tishim – Planning Director
- Matt Pitstick – Building and Grounds Supervisor
- Tony Filippini – Planner
- Scott Reed – Maintenance Manager

The evaluations were completed and returned on August 19, 2013. The evaluation summary was compiled by Mark Burkman on August 19, 2013. The evaluation scores are attached.

Price Fair and Reasonable:

Determination of Responsiveness & Responsibility: Only one response out of the three received was deemed responsive to the RFP. A & B Contracting was responsive and the other two bidders (PIP Construction Services and AZCON Construction) were missing required documentation. During evaluation of the highest scoring bidder, who is A & B Contracting, it was determined that they are a responsible bidder:

- The bidder has the technical and physical capacity to complete the work
- The bidder shows financial responsibility
- The bidder has the ability to get insurance as required in the solicitation
- The bidder has produced references to past performance of work

Contract Award and Contract Type:

The contract is recommended to be awarded to A & B Construction. The contract term will be five (5) years and the price is not to exceed \$500,000. This will be a firm, fixed price per unit for the duration of the contract. Notice of Intent to Award (pending Commission approval) was sent on August 19, 2013. Protest period ended on close of business August 23, 2013. There were no protests to the award.

Recommendation:

- Approve a five-year contract not to exceed \$500,000 for Bus Shelter Installation and Site Prep Services.

ACTION ITEM
8A: Bus Shelter Installation Contract



Price Comparison:

FY14-R-001 Bus Shelter Installation and Site Preparation	
14-Aug-13	
A & B Contracting LLC.	Year 1 - Shelter "A"
Install new concrete pad per specifications 6' X 14'	\$1,850.00
Cement price per cubic yard for additional sidewalk installation, shelter right-of-way, and reseeding according to City Code	\$950.00
Transport shelter "A" 4' X 12' from 1100 DART Way to site location and installation	\$1,900.00
Installation of electrical connection as required	\$1,800.00
Total Price	\$6,500.00
PIP Construction	Year 1 - Shelter "A"
Install new concrete pad per specifications 6' X 14'	\$1,410.00
Cement price per cubic yard for additional sidewalk installation, shelter right-of-way, and reseeding according to City Code	\$280.00
Transport shelter "A" 4' X 12' from 1100 DART Way to site location and installation	\$2,540.00
Installation of electrical connection as required	\$2,100.00
Total Price	\$6,330.00
Azcom Inc.	Year 1 - Shelter "A"
Install new concrete pad per specifications 6' X 14'	\$4,637.00
Cement price per cubic yard for additional sidewalk installation, shelter right-of-way, and reseeding according to City Code	\$568.00
Transport shelter "A" 4' X 12' from 1100 DART Way to site location and installation	\$11,247.00
Installation of electrical connection as required	\$4,097.00
Total Price	\$20,549.00

ACTION ITEM
8A: Bus Shelter Installation Contract



Evaluation Summary:

FY14-R-001 Bus Shelter Installation and Site Preparation											
14-Aug-13											
A & B Contracting LLC.	A & B Contracting LLC.	Experience and Past Performance With Similar Work	30%	Reasonableness of Cost	30%	Ability to provide Required Service	20%	Ability to meet Flexible Requirements Schedule	20%	TOTAL	
Jim Tishim	Evaluator #1	8	2.4	5	1.5	8	1.6	8	1.6	7.1	
Matt Pitstick	Evaluator #2	10	3	9	2.7	10	2	10	2	9.7	
Tony Filippini	Evaluator #3	8	2.4	5	1.5	9	1.8	7	1.4	7.1	
Scott Reed	Evaluator #4	7	2.1	7	2.1	8	1.6	8	1.6	7.4	
										Overall Score	31.30
PIP Construction	PIP Construction	Experience and Past Performance With Similar Work	30%	Reasonableness of Cost	30%	Ability to provide Required Service	20%	Ability to meet Flexible Requirements Schedule	20%	TOTAL	
Jim Tishim	Evaluator #1	8	2.4	10	3	8	1.6	8	1.6	8.6	
Matt Pitstick	Evaluator #2	8	2.4	8	2.4	6	1.2	8	1.6	7.6	
Tony Filippini	Evaluator #3	9	2.7	9	2.7	4	0.8	0	0	6.2	
Scott Reed	Evaluator #4	7	2.1	8	2.4	2	0.4	2	0.4	5.3	
										Overall Score	27.70
Azcom Inc.	Azcom Inc.	Experience and Past Performance With Similar Work	30%	Reasonableness of Cost	30%	Ability to provide Required Service	20%	Ability to meet Flexible Requirements Schedule	20%	TOTAL	
Jim Tishim	Evaluator #1	6	1.8	1	0.3	6	1.2	6	1.2	4.5	
Matt Pitstick	Evaluator #2	9	2.7	7	2.1	10	2	10	2	8.8	
Tony Filippini	Evaluator #3	0	0	1	0.3	0	0	0	0	0.3	
Scott Reed	Evaluator #4	3	0.9	2	0.6	6	1.2	4	0.8	3.5	
										Overall Score	17.10
Result Totals	Score										
A & B Contracting LLC.	31.30										
PIP Construction	27.70										
Azcom Inc.	17.10										

ACTION ITEM



8B: DART Payroll ACH Limit

Action: Approve Increase in Payroll ACH Limit to \$300,000

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- Currently, DART processes payroll biweekly for all employees. A significant portion of staff receive their funds via direct deposit.
- In the last few years, DART has required all new employees to sign up for direct deposit payroll in order to increase efficiency of disbursement and increase security of the payroll process. This, coupled with the increase in staff hours from service expansion, has increased the dollar amount that is required to be transmitted via ACH biweekly.
- DART's current Payroll ACH limit is \$250,000; however, funds required to process payroll now exceed the current limit. This overage requires manual confirmation of the transfer by the Staff Accountant or Chief Financial Officer each pay period. Manual confirmation typically entails phoning the Treasury Department or approving the overage via a secure email portal offered through Banker's Trust.
- The average dollar value of the last five ACH batches is \$267,821.03. The lowest amount has been \$251,315.53 and the highest has been \$305,594.45 (State Fair Payroll).

Recommendation:

- Approve the increase of the Payroll ACH limit from \$250,000 to \$300,000. This increase will accommodate the funds needed to meet August service expansion payroll expenses.

ACTION ITEM



8C:	June FY2013 Consolidated Financial Report
Action:	Approve the June FY2013 Consolidated Financial Report

Staff Resource(s): Amber Dakan, Staff Accountant
 Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue comes in at 6.9% under projected levels for the fiscal year. A decrease in June over prior months was attributed to academic summer break.
- Fixed Route Non-Operating Revenue ended at 1.3% over projected levels for FY2013. This equates to a variance of \$219,000 over budgeted levels.
- Paratransit Operating Revenue continues to operate approximately 17% below budgetary expectations. Polk County Funding, a significant portion of Paratransit Revenue, continues to be the primary reason for the shortfall. FY14 Budget projections have been adjusted to reflect the change in revenue.
- Rideshare Revenues concluded FY2013 at 5% under budget expectations; consistent with prior months performance.

Operating Expense:

- Fixed Route Budget Summary – Fixed Route expenses ended at 3.25% below budget for the year. Savings were held in Fuels and Lubricants, Equipment Repairs, and Salaries and Wages.
- Paratransit Budget Summary –Paratransit Operating expenses were approximately 2.5% below projected levels at the close of FY2013.
- Rideshare Expenses remained below budgetary expectations by approximately 10%. This savings offsets the 5% revenue shortfall for the fiscal year as expected. Continued savings are accounted for in the Fuel and Lubricants categories as well as Equipment Repair Parts, and Salaries.

Recommendation:

- Approve the June FY2013 Consolidated Financial Report.

**** TOTAL Un-Audited Year-End June FY2013 as Compared to Budget:**

Fixed Route	\$	578,689	Reserve For Accidents	(See Balance Sheet):
Paratransit	\$	(406,158)		FY2013 \$1,428,123
Rideshare	\$	49,905		
Total	\$	222,436		

FY2013 Financials:

June 2013

FIXED ROUTE	June 2013			Year-To-Date-(12) Months Ending 06/30/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	231,381	387,087	(155,706)	4,322,244	4,644,296	(322,052)
Non-Operating Revenue	1,655,160	952,267	702,893	16,880,930	16,661,858	219,072
Subtotal	1,886,541	1,339,354	547,187	21,203,174	21,306,154	(102,980)
Operating Expenses	2,326,281	1,769,251	(557,030)	20,290,284	20,971,953	681,669
Gain/(Loss)	(439,739)	(429,897)	(9,843)	912,890	334,201	578,689

PARATRANSIT	June 2013			Year-To-Date-(12) Months Ending 06/30/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	160,886	210,487	(49,601)	2,076,432	2,517,000	(440,568)
Non-Operating Revenue	83,660	63,331	20,329	715,302	759,213	(43,911)
Subtotal	244,547	273,818	(29,271)	2,791,734	3,276,213	(484,479)
Operating Expenses	257,217	259,776	2,559	3,029,966	3,108,287	78,321
Gain/(Loss)	(12,670)	14,042	(26,713)	(238,232)	167,926	(406,158)

RIDESHARE	June 2013			Year-To-Date-(12) Months Ending 06/30/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	78,726	83,337	(4,611)	953,768	1,000,000	(46,232)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	78,726	83,337	(4,611)	953,768	1,000,000	(46,232)
Operating Expenses	76,401	83,638	7,237	899,634	995,770	96,136
Gain/(Loss)	2,324	(301)	2,625	54,135	4,230	49,905

ACTION ITEM



8D: July FY2014 Consolidated Financial Report

Action: Approve the July FY2014 Consolidated Financial Report

Staff Resource(s): Amber Dakan, Staff Accountant
Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue year to date comes in at 2.8% under projected levels. An uptick from the month prior, but still affected from the academic school break.
- Fixed Route Non-Operating Revenue year to date is 7.9% lower than budget due to timing related matters as well as the academic break as well.
- Paratransit Operating Revenue is 4.6% higher than projected levels in the first month of FY2014. Budget expectations for 2014 have been adjusted to meet performance levels of FY2013.
- Rideshare Revenues came in at 2% lower than budget level expectations. Revenue for the month of July was an increase over prior months due to modest fare increases taking effect this month.

Operating Expense:

- Fixed Route Budget Summary – Fixed Route is 4.6% below budget level for the start of FY014. Savings were seen in many areas attributed to being the first month of the fiscal year; and thus low activity.
- Paratransit Budget Summary –Paratransit expenses were 2.25% higher than budgetary expectations for the month of July. As with Fixed Route Operating Expenses, many categories report savings due to the start of the new fiscal year. The exception for Paratransit being slightly higher Fringe Benefits.
- Rideshare Expenses is exhibiting a 4.5% savings in Operating Expenses YTD for FY2014. As with Fixed Route and Paratransit, Rideshare also is seeing savings across many accounts from the start of a new fiscal year.

Recommendation:

- Approve the July FY2014 Consolidated Financial Report.

**** TOTAL Un-Audited Year-End July FY2014 as Compared to Budget:**

Fixed Route	\$	(131,804)	Reserve For Accidents	(See Balance Sheet):
Paratransit	\$	(5,630)		FY2014 \$1,436,180
Rideshare	\$	1,921		
Total	\$	(135,513)		

FY2014 Financials:

July 2013

FIXED ROUTE	July 2013			Year-To-Date-(1) Months Ending 07/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	270,207	375,033	(104,826)	270,207	375,033	(104,826)
Non-Operating Revenue	1,404,953	1,525,154	(120,201)	1,404,953	1,525,154	(120,201)
Subtotal	1,675,160	1,900,187	(225,027)	1,675,160	1,900,187	(225,027)
Operating Expenses	1,773,577	1,866,800	93,223	1,773,577	1,866,800	93,223
Gain/(Loss)	(98,416)	33,387	(131,804)	(98,416)	33,387	(131,804)

PARATRANSIT	July 2013			Year-To-Date-(1) Months Ending 07/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	181,744	173,750	7,994	181,744	173,750	7,994
Non-Operating Revenue	61,250	68,833	(7,584)	61,250	68,833	(7,584)
Subtotal	242,994	242,583	410	242,994	242,583	410
Operating Expenses	273,378	267,338	(6,040)	273,378	267,338	(6,040)
Gain/(Loss)	(30,384)	(24,755)	(5,630)	(30,384)	(24,755)	(5,630)

RIDESHARE	July 2013			Year-To-Date-(1) Months Ending 07/31/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	83,730	85,685	(1,955)	83,730	85,685	(1,955)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	83,730	85,685	(1,955)	83,730	85,685	(1,955)
Operating Expenses	81,555	85,432	3,877	81,555	85,432	3,877
Gain/(Loss)	2,175	253	1,921	2,175	253	1,921

DISCUSSION ITEM



9A:	New DART Member Government Process
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Staff Resource: Gunnar Olson, Public Affairs Manager
Jamie Schug, Chief Financial Officer

- A presentation will be given on the process for a new DART Member Government.

DISCUSSION ITEM



9B:	Future Procurements and Approach
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Staff Resource: Jamie Schug, Chief Financial Officer
Mike Tiedens, Procurement Manager

- A presentation will be given on DART's future procurement projects and approach.

DISCUSSION ITEM



9C:	Title VI Update
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Staff Resource: Jim Tishim, Planning Director

- DART's 2013-2016 Title VI Program was approved by the Commission at the regularly scheduled May 2013 meeting. This document is updated every three years and outlines DART's policies and procedures for complying with the requirements of the U.S. Department of Transportation Title VI (49 CFR part 21), and Civil Rights Act of 1964 and its amendments (42 U.S.C. 2000d), collectively known as Title VI, which prohibits discrimination on the basis of race, color, or national origin in programs and activities that receive Federal funds.
- On July 1, 2013, FTA notified DART staff that the program was considered "In Review" and identified areas within the plan that needed further clarification. A major element of the review was the need to create a concise document limited to the scope of the Title VI review which is also user friendly.
- In response to the review by FTA, the program has been condensed into a 70 page document, from the original 266 page document) addressing the areas of concern. Changes included:
 - removing documentation not specific to Title VI
 - removing all attachments and summarizing the required information within the document
 - organizing the document to match the organization of the FTA guidance for ease of finding information, and
 - formatting changes to emphasize major policies and elements of the program.
- The updated program was submitted to FTA on July 30, 2013.
- Three items were identified for further clarification and those have been addressed.
- There have been no changes to any of the data or information approved by the Commission.

DISCUSSION ITEM



9D:	August Service Change and State Fair Update
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Staff Resource: Gunnar Olson, Public Affairs Manager

Background:

- DART has been working to improve and expand the regional transit system by following the long-range vision established in the DART Forward 2035 Transit Services Plan. On Sunday, August 18, 2013, DART made several service changes as part of Year 2 of the plan's implementation. Improvements include:
 - A new route, the Merle Hay Crosstown Route 51, was launched, connecting downtown Des Moines to Merle Hay Mall with a fast route that utilized Interstate 235.
 - Frequency of service was increased on Routes 11, 60 and 99.
 - An additional day of service was added to the Ankeny On Call.
 - Routes serving the East side of Des Moines and Altoona were added to the mix of night services.
 - Expanded weekday and weekend hours on Routes 1, 3, 4, 6, 7, 14, 15, 16, 17, 52, 60 and 72.
- DART has provided service to the state fairgrounds for the Iowa State Fair for decades, and this year saw a 7 percent increase in ridership over the previous year with more than 200,000 rides given.



System Summary Performance Report

June 2013

	December 2012	January 2012	February 2012	March 2012	April 2012	May 2013	June 2013	June 2012	Percent Change 2013/2012	FY13 Year To Date	FY12 Year To Date	Percent YTD Change 2013/2012
DART Fixed Route												
Total Ridership	274,548	326,769	306,426	315,315	354,582	349,345	270,790	279,056	-2.96%	4,048,093	4,148,884	-2.43%
OTT Ridership	16,626	17,197	15,976	17,157	16,501	19,283	19,820	19,333	2.52%	212,129	228,119	-7.01%
Unlimited Access Ridership	26,436	37,527	37,164	37,267	33,494	37,174	32,488	31,206	4.11%	428,972	432,219	-0.75%
Bike Rack Usage	2,053	1,705	1,738	2,106	3,549	5,095	5,370	4,781	12.32%	44,815	45,292	-1.05%
Passengers/Revenue Hour	18.25	19.69	20.14	19.40	21.36	21.05	17.40	18.38	-5.35%	21.19	22.71	-6.73%
Avg. Passengers Weekday	12,930	13,541	14,145	13,688	14,990	14,783	12,041	11,926	0.97%	14,768	15,048	-1.86%
Avg. Passengers Weekend Day	2,625	3,609	2,941	2,786	3,102	3,016	2,996	3,179	-5.75%	3,080	14,560	-78.85%
Complaints/100,000 Riders	34.97	33.66	15.34	32.98	27.07	25.19	26.22	36.55	-28.27%	26.63	26.95	-1.18%
Commendations/100,000 Riders	2.91	2.75	2.94	5.71	3.38	3.72	4.43	3.58	23.66%	3.61	2.72	32.42%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	2.02	1.67	1.83	1.37	2.24	1.34	3.51	2.06	70.49%	1.94	1.62	19.84%
Non-Preventable/100,000 Miles	1.51	2.09	5.03	0.91	1.79	0.45	1.50	0.51	192.26%	1.01	0.45	127.46%
Maintenance:												
Total Miles Operated	198,064	238,856	218,565	218,919	223,608	224,466	199,368	194,227	2.65%	2,635,127	2,414,795	9.12%
Road Calls/100,000 Miles	10.60	13.82	17.39	11.42	14.76	17.37	22.57	30.38	-25.70%	18.10	22.32	-18.90%
Active Vehicles in Fleet	107	113	111	118	117	117	116	109	6.42%	113	120	-5.23%
DART Paratransit												
Total Ridership	9,905	12,257	10,740	12,060	12,511	12,180	11,335	11,124	1.90%	140,180	143,601	-2.38%
Passengers/Revenue Hour	2.87	3.01	2.95	3.10	3.13	3.06	3.12	3.01	3.65%	3.02	3.05	-0.82%
Average Trip Length	6.38	6.01	6.31	6.02	6.11	6.13	6.35	6.46	-1.70%	5.96	5.76	3.60%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.68	2.85	3.11	0.00	4.14	0.00	4.45	4.38	1.73%	1.67	1.33	25.85%
Non-Preventable/100,000 Miles	1.68	0.00	1.55	0.00	1.38	0.00	1.48	0.00	0.00%	0.84	0.85	-1.12%
Maintenance:												
Total Miles Operated	59,434	70,193	64,396	68,858	72,441	70,514	67,344	68,512	-1.70%	836,170	826,825	1.13%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
DART RideShare												
Total Ridership	17,352	23,250	21,076	22,546	23,780	22,514	20,086	22,846	-12.08%	260,756	285,912	-8.80%
Total Vans in Circulation	93	93	93	94	93	93	93	94	-1.06%	93	96	-2.96%
Total Rideshare Customers	815	813	805	805	882	807	799	854	-6.44%	822	872	-5.72%
Accident Frequency Rate by Service:												
Preventable	0.00	0.61	0.66	0.00	0.00	0.00	0.00	1.82	0.00%	0.10	0.05	0.00%
Non-Preventable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.68	-100.00%
Maintenance:												
Total Miles Operated	137,393	165,239	150,437	163,869	174,504	172,387	155,224	165,175	-6.02%	1,939,190	2,067,904	-6.22%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	104	-3.38%



System Performance Ridership Report

June 2013

	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	June 2012	Percent Change 2012/2011	FY13 Year To Date	FY012 Year To Date	Percent YTD Change 2013/2012
DART Fixed Route Ridership	274,548	326,769	306,426	315,315	354,582	349,345	270,790	279,056	-2.96%	4,048,093	4,148,884	-2.43%
Local Routes:												
#1 - Fairgrounds	15,667	19,831	19,351	18,375	21,273	21,557	14,141	14,814	-4.54%	420,165	429,167	-2.10%
#3 - University	36,203	34,718	31,410	32,326	36,919	38,353	34,560	64,156	-46.13%	599,517	845,601	-29.10%
#4 - Urbandale	13,971	16,463	15,468	16,531	17,646	17,411	14,156	26,061	-45.68%	254,778	381,954	-33.30%
#5 - Clark	3,308	4,165	4,368	4,725	4,126	4,103	1,517	13,987	-89.15%	107,377	198,918	-46.02%
#6 - Indianola	18,314	20,851	19,545	20,058	22,664	22,309	19,951	44,460	-55.13%	396,989	619,811	-35.95%
#7 - Ft. Des Moines	27,147	33,713	32,513	30,748	34,111	33,621	24,481	40,914	-40.16%	445,179	538,074	-17.26%
#8 - South Union	4,131	5,336	4,982	4,427	5,601	5,711	3,029	9,323	-67.51%	102,840	154,556	-33.46%
#11 - Ingersoll Ave.	1,963	2,400	2,175	2,291	2,785	2,861	2,456	18,482	-86.71%	109,762	227,690	-51.79%
#13 - SE Park Ave.	4,826	7,272	7,134	5,255	7,761	7,246	1,272	628	102.55%	67,006	63,511	5.50%
#14 - Beaver Ave.	16,854	19,731	18,676	18,498	20,681	20,815	15,674	0	100.00%	136,081	0	#DIV/0!
#15 - 6th Ave.	19,558	24,305	22,739	23,019	25,480	25,215	19,152	0	100.00%	165,998	0	#DIV/0!
#16 - Douglas Ave.	30,406	35,999	33,064	34,422	37,598	37,263	28,324	0	100.00%	246,284	0	#DIV/0!
#17 - Hubbell Ave.	13,795	16,986	15,301	15,510	16,541	16,800	14,543	0	100.00%	114,240	0	#DIV/0!
#52 - Valley West/Jordan Creek	8,270	8,916	8,689	10,544	10,138	10,027	10,028	0	100.00%	68,766	0	#DIV/0!
#60 - Ingersoll/University	15,763	19,909	19,124	21,261	32,401	26,620	21,098	0	100.00%	160,604	0	#DIV/0!
#71 - Ankeny/Delaware**	0	0	0	0	0	0	0	806	-100.00%	3,294	11,532	-71.44%
Shuttle Routes:												
Link Shuttle	866	984	865	981	1,023	944	797	636	25.31%	12,755	13,517	-5.64%
Dline	14,053	14,601	14,431	17,332	18,429	20,446	17,916	16,900	6.01%	208,332	195,906	6.34%
DMACC	0	0	0	0	0	0	0	18	-100.00%	0	1,981	-100.00%
Lincoln/McCombs	6,563	9,465	8,416	8,408	8,993	8,943	750	76	886.84%	88,785	75,858	17.04%
Express Routes:												
#90 - Airport South Business Park	0	0	0	0	0	0	0	174	-100.00%	0	10,833	-100.00%
#91 - Merle Hay Express	848	1,198	1,085	1,187	1,113	1,035	935	1,021	-8.42%	11,686	18,373	-36.40%
#92 - Hickman Express	2,523	3,754	3,284	3,356	3,668	3,408	2,910	2,785	4.49%	37,453	33,235	12.69%
#93 - NW 86th Express	2,847	3,614	3,441	3,458	3,551	3,531	3,289	4,247	-22.56%	43,120	55,892	-22.85%
#94 - Westown	1,425	1,727	1,212	1,230	1,311	1,294	1,090	1,383	-21.19%	16,660	16,136	3.25%
#95 - Vista	1,624	2,125	1,940	2,090	2,000	2,011	1,925	2,318	-16.95%	24,736	34,879	-29.08%
#96 - E.P. True	1,862	2,721	2,399	3,065	3,153	3,260	2,700	2,837	-4.83%	33,691	41,760	-19.32%
#98 - Ankeny	6,076	9,018	8,465	9,605	8,743	8,268	7,663	6,524	17.46%	97,865	86,540	13.09%
#99 - Altoona	1,573	2,120	1,914	1,976	1,842	1,816	1,630	2,165	-24.71%	23,110	29,529	-21.74%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	122	146	161	185	204	203	193	175	10.29%	2,099	2,031	3.35%
On-Call: Des Moines	231	276	294	271	291	263	224	392	-42.86%	3,541	4,704	-24.72%
On-Call: Johnston/Grimes	380	640	668	662	611	687	522	541	-3.51%	7,180	541	1227.17%
#73 Flex: Urbandale/Windsor Heights	725	949	725	792	784	683	615	1,426	-56.87%	9,352	24,685	-62.11%
#72 Flex: West Des Moines/Clive	2,553	2,750	2,492	2,605	3,045	2,563	2,878	1,234	133.23%	26,786	19,207	39.46%
On-Call: Clive ** (Ran for one week then combined with Flex Rout	0	0	0	0	0	0	0	0	#DIV/0!	0	10,274	-100.00%
On-Call: REGIONAL	101	86	95	122	96	78	371	573	35.25%	2,062	2,189	-5.80%
DART Paratransit Ridership	9,905	12,257	10,740	12,060	12,511	12,180	11,335	11,116	1.97%	140,180	143,361	-2.22%
Bus/Van	9,315	11,687	10,206	11,431	11,863	11,500	10,605	10,606	-0.01%	133,466	137,060	-2.62%
Cab	590	570	534	629	648	680	730	510	43.14%	6,714	6,301	6.55%
DART RideShare Ridership	17,352	23,250	21,076	22,546	23,780	22,514	20,086	22,846	-12.08%	260,756	285,912	-8.80%
TOTAL RIDERSHIP	301,805	362,276	338,242	349,921	390,873	384,039	302,211	313,018	-3.45%	4,449,029	4,578,157	-2.82%



System Summary Performance Report July 2013

	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	July 2013	July 2012	Percent Change 2013/2012	FY14 Year To Date	FY13 Year To Date	Percent YTD Change 2014/2013
DART Fixed Route												
Total Ridership	326,769	306,426	315,315	354,582	349,345	270,790	284,305	263,187	8.02%	284,305	263,187	8.02%
OTT Ridership	17,197	15,976	17,157	16,501	19,283	19,820	21,095	18,837	11.99%	21,095	18,837	11.99%
Unlimited Access Ridership	37,527	37,164	37,267	33,494	37,174	32,488	33,715	33,373	1.02%	33,715	33,373	1.02%
Bike Rack Usage	1,705	1,738	2,106	3,549	5,095	5,370	6,470	5,156	25.48%	6,470	5,156	25.48%
Passengers/Revenue Hour	19.69	20.14	19.40	21.36	21.05	17.40	17.13	17.77	-3.61%	17.13	17.77	-3.61%
Avg. Passengers Weekday	13,541	14,145	13,688	14,990	14,783	12,041	11,834	11,246	5.23%	11,834	11,246	5.23%
Avg. Passengers Weekend Day	3,609	2,941	2,786	3,102	3,016	2,996	2,994	3,001	-0.25%	2,994	3,001	-0.25%
Complaints/100,000 Riders	33.66	15.34	32.98	27.07	25.19	26.22	24.27	32.68	-25.73%	24.27	32.68	-25.73%
Commendations/100,000 Riders	2.75	2.94	5.71	3.38	3.72	4.43	3.87	1.14	239.43%	3.87	1.14	239.43%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.67	1.83	1.37	2.24	1.34	3.51	1.79	1.01	76.37%	1.79	1.01	76.37%
Non-Preventable/100,000 Miles	2.09	5.03	0.91	1.79	0.45	1.50	0.89	1.01	-11.82%	0.70	0.76	-7.43%
Maintenance:												
Total Miles Operated	238,856	218,565	218,919	223,608	224,466	199,368	223,893	197,437	13.40%	223,893	197,437	13.40%
Road Calls/100,000 Miles	13.82	17.39	11.42	14.76	17.37	22.57	12.06	25.32	-52.38%	12.06	25.32	-52.38%
Active Vehicles in Fleet	113	111	118	117	117	116	117	107	9.35%	117	107	9.35%
DART Paratransit												
Total Ridership	12,257	10,740	12,060	12,511	12,180	11,335	12,254	11,351	7.96%	12,254	11,351	7.96%
Passengers/Revenue Hour	3.01	2.95	3.10	3.13	3.06	3.12	3.19	3.08	3.57%	3.19	3.08	3.57%
Average Trip Length	6.01	6.31	6.02	6.11	6.13	6.35	6.19	6.46	-4.14%	5.86	6.24	-6.03%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	2.85	3.11	0.00	4.14	0.00	4.45	4.18	0.00	#DIV/0!	4.18	0.00	#DIV/0!
Non-Preventable/100,000 Miles	0.00	1.55	0.00	1.38	0.00	1.48	0.00	1.41	0.00%	0.00	1.41	-100.00%
Maintenance:												
Total Miles Operated	70,193	64,396	68,858	72,441	70,514	67,344	71,823	70,799	1.45%	71,823	70,799	1.45%
Active Vehicles in Fleet	29	29	29	29	29	29	29	29	0.00%	29	29	0.00%
DART RideShare												
Total Ridership	23,250	21,076	22,546	23,780	22,514	20,086	21,080	21,840	-3.48%	21,080	21,840	-3.48%
Total Vans in Circulation	93	93	94	93	93	93	93	93	0.00%	93	93	0.00%
Total Rideshare Customers	813	805	805	882	807	799	797	852	-6.46%	797	852	-6.46%
Accident Frequency Rate by Service:												
Preventable	0.61	0.66	0.00	0.00	0.00	0.00	1.18	0.00	0.00%	1.18	0.00	0.00%
Non-Preventable	0.00	0.00	0.00	0.00	0.00	0.00	0.59	0.00	#DIV/0!	0.59	0.00	#DIV/0!
Maintenance:												
Total Miles Operated	165,239	150,437	163,869	174,504	172,387	155,224	168,997	162,124	4.24%	168,997	162,124	4.24%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	100	0.00%



System Performance Ridership Report July 2013

	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	July 2013	July 2012	Percent Change 2013/2012	FY14 Year To Date	FY013 Year To Date	Percent YTD Change 2014/2013
DART Fixed Route Ridership	326,769	306,426	315,315	354,582	349,345	270,790	284,305	263,187	8.02%	284,305	263,187	8.02%
Local Routes:												
#1 - Fairgrounds	19,831	19,351	18,375	21,273	21,557	14,141	14,563	13,327	9.27%	14,563	13,327	9.27%
#3 - University	34,718	31,410	32,326	36,919	38,353	34,560	33,832	59,404	-43.05%	33,832	59,404	-43.05%
#4 - Urbandale	16,463	15,468	16,531	17,646	17,411	14,156	14,354	24,619	-41.70%	14,354	24,619	-41.70%
#5 - Clark	4,165	4,368	4,725	4,126	4,103	1,517	1,729	13,847	-87.51%	1,729	13,847	-87.51%
#6 - Indianola	20,851	19,545	20,058	22,664	22,309	19,951	19,741	42,059	-53.06%	19,741	42,059	-53.06%
#7 - Ft. Des Moines	33,713	32,513	30,748	34,111	33,621	24,481	23,677	37,477	-36.82%	23,677	37,477	-36.82%
#8 - South Union	5,336	4,982	4,427	5,601	5,711	3,029	3,311	10,009	-66.92%	3,311	10,009	-66.92%
#11 - Ingersoll Ave.	2,400	2,175	2,291	2,785	2,861	2,456	2,916	17,890	-83.70%	2,916	17,890	-83.70%
#13 - SE Park Ave.	7,272	7,134	5,255	7,761	7,246	1,272	651	584	11.47%	651	584	11.47%
#14 - Beaver Ave.	19,731	18,676	18,498	20,681	20,815	15,674	15,427	0	100.00%	15,427	0	#DIV/0!
#15 - 6th Ave.	24,305	22,739	23,019	25,480	25,215	19,152	18,498	0	100.00%	18,498	0	#DIV/0!
#16 - Douglas Ave.	35,999	33,064	34,422	37,598	37,263	28,324	27,911	0	100.00%	27,911	0	#DIV/0!
#17 - Hubbell Ave.	16,986	15,301	15,510	16,541	16,800	14,543	14,301	0	100.00%	14,301	0	#DIV/0!
#52 - Valley West/Jordan Creek	8,916	8,689	10,544	10,138	10,027	10,028	10,339	0	100.00%	10,339	0	#DIV/0!
#60 - Ingersoll/University	19,909	19,124	21,261	32,401	26,620	21,098	22,943	0	100.00%	22,943	0	#DIV/0!
#71 - Ankeny/Delaware**	0	0	0	0	0	0	0	689	-100.00%	0	689	-100.00%
Shuttle Routes:												
Link Shuttle	984	865	981	1,023	944	797	861	937	-8.11%	861	937	-8.11%
Dline	14,601	14,431	17,332	18,429	20,446	17,916	31,075	16,363	89.91%	31,075	16,363	89.91%
DMACC	0	0	0	0	0	0	0	0	#DIV/0!	0	0	#DIV/0!
Lincoln/McCombs	9,465	8,416	8,408	8,993	8,943	750	0	0	#DIV/0!	0	0	#DIV/0!
Express Routes:												
#91 - Merle Hay Express	1,198	1,085	1,187	1,113	1,035	935	1,001	677	47.86%	1,001	677	47.86%
#92 - Hickman Express	3,754	3,284	3,356	3,668	3,408	2,910	3,104	2,797	10.98%	3,104	2,797	10.98%
#93 - NW 86th Express	3,614	3,441	3,458	3,551	3,531	3,289	3,456	3,861	-10.49%	3,456	3,861	-10.49%
#94 - Westown	1,727	1,212	1,230	1,311	1,294	1,090	1,065	1,488	-28.43%	1,065	1,488	-28.43%
#95 - Vista	2,125	1,940	2,090	2,000	2,011	1,925	1,975	2,227	-11.32%	1,975	2,227	-11.32%
#96 - E.P. True	2,721	2,399	3,065	3,153	3,260	2,700	2,803	2,826	-0.81%	2,803	2,826	-0.81%
#98 - Ankeny	9,018	8,465	9,605	8,743	8,268	7,663	8,099	6,458	25.41%	8,099	6,458	25.41%
#99 - Altoona	2,120	1,914	1,976	1,842	1,816	1,630	1,670	1,945	-14.14%	1,670	1,945	-14.14%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	146	161	185	204	203	193	315	172	83.14%	315	172	83.14%
On-Call: Des Moines	276	294	271	291	263	224	269	438	-38.58%	269	438	-38.58%
On-Call: Johnston/Grimes	640	668	662	611	687	522	518	595	-12.94%	518	595	-12.94%
#73 Flex: Urbandale/Windsor Heights	949	725	792	784	683	615	562	683	-17.72%	562	683	-17.72%
#72 Flex: West Des Moines/Clive	2,750	2,492	2,605	3,045	2,563	2,878	3,070	1,273	141.16%	3,070	1,273	141.16%
On-Call: Clive ** (Ran for one week then combined with Flex Rout	0	0	0	0	0	0	0	0	#DIV/0!	0	0	#DIV/0!
On-Call: REGIONAL	86	95	122	96	78	371	269	542	-50.37%	269	542	-50.37%
DART Paratransit Ridership	12,257	10,740	12,060	12,511	12,180	11,335	12,254	11,351	7.96%	12,254	11,351	7.96%
Bus/Van	11,687	10,206	11,431	11,863	11,500	10,605	11,594	10,956	5.82%	11,594	10,956	5.82%
Cab	570	534	629	648	680	730	660	395	67.09%	660	395	67.09%
DART RideShare Ridership	23,250	21,076	22,546	23,780	22,514	20,086	21,080	21,840	-3.48%	21,080	21,840	-3.48%
TOTAL RIDERSHIP	362,276	360,102	349,921	390,873	384,039	302,211	317,639	296,378	7.17%	317,639	296,378	7.17%

10A: Operations Department

Staff Resources: Elizabeth Presutti, General Manager

Transportation - Randy McKern, Manager

- Safety Meeting highlights.
 - A presentation from Fran Gordie of Employee & Family Resources (EAP) about services available to DART employees.
 - A presentation from PJ Sass, Customer Service Manager, on Des Moines Public Schools and Riding DART is Easy training at DART Central Station.
 - A presentation from Jim Tishim, Planning Director, regarding August 18, 2013 Service changes.
 - Presentation to Operators regarding Iowa State Fair services.
- Assisting Cindy Nelson, Human Resources, with planning for admin staff for the Iowa State Fair. A lot of new administrative faces to DART since last year, and everyone did a great job!
- Coordinated Transit Ambassadors for the first day of Des Moines Public Schools; August 22, 2013. Thanks to all administrative staff that helped with school administrator and student questions before and after school.

Maintenance - Scott Reed, Manager

- AVL installation is moving forward on our 2010 Orion hybrid, five 2012 Orion buses and six New Flyer hybrids. Project completion scheduled for August 30th, 2013.
- Scott Reed, Jose Alvizures and Scott Belcher have been working together on updating and revamping the Maintenance Department Apprenticeship program. A draft program has been assembled and will be submitted to our new COO Tony Lafata when he comes on board.
- A Technician and Service department shift bid was completed in July and the new shifts implemented on August 18th, 2013 due to the change in service. The major change from the old schedule resulted in evening shift technicians in place on Saturday and Sunday.

Paratransit – Georgia Parkey, Manager

- Paratransit Operators earned their 14th Award for working 120 days without a work comp. injury. They were treated to a BBQ cooked by Human Resources and Paratransit staff.
- Fran Gorde from Employee Family Resources spoke at the monthly safety meeting. She gave information on what resources are available to DART employees and how to access it.
- Mark Edge and Cynthia Cloud from the Iowa Dept. for the Blind also presented at the meeting, giving tips on “Passenger Assistance Techniques”.

Training - Greg Schmitt, Manager

- Nine Fixed Route Operators and two Paratransit Operators have graduated from training. Currently there are two Fixed Route and three Paratransit Operators in training.

MONTHLY REPORT
10A: Operations Department



- Interviews are underway for two part-time Operations Instructor positions.
- Updated “Operator’s Turn Guides” were made available to the Fixed Route Operators for August service changes. Updates included turn-by-turn instructions for the Route 51 Merle Hay Crosstown and a new platform map of DART Central Station to include Route 51. Thank you to the Marketing team for assistance in maintaining this valuable tool.
- Vehicle familiarity sessions were made available for the August service changes. Two Fixed Route Operators took advantage of the opportunity to review the D-Line Trolley and Opus buses.

Facilities – Matt Pitstick, Manager

- The concrete project at 1100 Dart Way is nearly complete. A & B construction has another 4 cubic yards of concrete to pour, then project will be closed out.
- The Maintenance Shop lighting project is complete. The bays have been retrofitted with energy efficient fixtures. We have begun changing out the fixtures in the paint booth and the wash bay. Rebate sheet will be submitted to Mid American energy upon completion of the retrofit.
- We have scheduled the 10 month warranty walk thru of the Central Station. We have been tracking issues well and don’t expect any issues.
- We have reconfigured the information and safety area of the main shop. We now have a “One Stop Shop” for all the safety needs of the technicians. This will lower the cost of having to supply multiple smaller stations with less capability and avoid confusion in the event of an emergency.

Service Management - Mike Kaiser, Manager

- New Supervisor, Mike VanderLinden has completed training and has assumed full duties as Service Management Supervisor.
- Supervisor shift hours have been adjusted to ensure coverage for extended hours of operation and to provide daily coverage at DART Central Station.

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

Staff Resources: Kirstin Baer-Harding, Marketing Director

Marketing Updates:

- Staff promoted the Des Moines RAGBRAI event on July 23. Transit ambassadors assisted visitors at the RAGBRAI camp site and the downtown festival event. Over 10,000 rides were provided that day on the D-Line. The event was promoted with DART service flyers through the RAGBRAI event coordinators along with interior bus flyers, website information, email and social media pushes.
- Staff participated in the Pleasant Hill parade on July 27. Staff handed out route information and free ride tickets to promote the services in Pleasant Hill.
- DART staff serviced the Iowa State Fair and promoted the DART's services to the fair through brochures, newspaper ads, radio, email and social media pushes.
- Staff prepared and distributed all the schedules and marketing materials for Aug. 18 service changes.
- Staff also prepared and distributed the schedules for the upcoming start of the Des Moines Public School on Aug. 22.
- DART celebrated the expand service hours with a DART Date Night promotion on Aug. 23 with free rides on all Local, Express, Flex and On Call services after 5 p.m. The event was promoted with interior bus flyers, website information, email, social media pushes and radio ads.
- DART sponsored and participated in the Ingersoll Live event on Aug. 23. Staff was on hand with a bus and promoted the expanded service hours from the August schedule change.
- Staff continues working with Trapeze on the final product development for the online trip planner. Staff has been able to gather additional feedback and testing from customers at August informational sessions and DART staff.
- Staff is preparing to be at the Downtown Wednesday Farmers' Market on September 4, 11 and 25 to promote the expand services and answer any questions.
- Staff is working on an October RideShare marketing campaign to promote new ridership.
- Staff is working on targeted marketing efforts for routes in September along with a Ride for a Reason campaign in October.

MONTHLY REPORT

10B: Marketing and Communications, Customer Service and RideShare



Communication Updates – Gunnar Olson:

- Staff organized and held the July meeting of the Transit Riders Advisory Committee (TRAC). TRAC members spent most of the time testing the new DART Trip Planner and providing valuable feedback to staff members.
- Staff joined other DART team members in attending the 2013 Transit Midwest Conference in Kansas City in early August.
- Staff organized and held a series of seven informational sessions around the metro area to help prepare riders for the service changes that were going into effect Sunday, August 18. Total attendance was 71.
- Staff gave an interview for the Mediacom Newsleaders program on MC22. Staff previewed the August service changes, reviewed previous changes under the DART Forward 2035 Plan and previewed upcoming changes such as the online trip planner.
- Staff arranged for a D-Line trip between the Capitol and the Greater Des Moines Partnership for a conference of state and federal government officials.
- Staff issued a press release and assisted with other communications regarding the August 18 service changes.
- Staff ghost-wrote an article for the Planning and Paratransit Departments for publication in the Iowa Public Transit Association newsletter. The article was about the challenges and complexity of starting Flex Routes, as DART did in June 2012.
- Staff wrote a short article to appear in the forthcoming special publication by the Des Moines Business Record titled “Celebrating 125 Years: Standing on the Shoulders of Giants,” which commemorates the 125 years of the Greater Des Moines Partnership and its predecessors.
- Staff responded to press inquiries into a letter from DART General Manager Elizabeth Presutti to the City of Des Moines requesting changes to code to prohibit anti-transit ads from bus benches in the city right of way in the same way that DART’s advertising policy would prohibit such advertisements from being placed on DART ad space.
- Staff responded to press inquiries regarding the complaint against DART regarding its service to the Iowa State Fair and the FTA opinion finding that DART was in keeping with federal charter regulations.
- Staff coordinated with DART’s Operations staff and the Polk County Health Department to provide free DART rides to the county’s only overnight cooling shelter on the nights of Monday through Thursday, Aug. 26-29, to help people without air conditioning escape the dangerous heat levels. On the first night, eight people spent the night at the cooling shelter – and six of them arrived by bus.
- Staff helped host a meeting of the Greater Des Moines Convention and Visitors Bureau at DART Central Station. Staff gave a brief presentation on the many recent improvements to DART service, and also provided a short tour of the station.
- Staff gave a presentation at the Iowa Department for the Blind regarding the Aug. 18 service changes. Approximately 20 people attended.

MONTHLY REPORT

10B: Marketing and Communications, Customer Service and RideShare



Advertising Program:

New July/August Advertisers

- Iowa State Fair
- DMACC
- Houck Advertising
- Alcoholics Anonymous

Customer Service Report – PJ Sass:

June/July Employer and Group Presentations:

June

- Principal Orientation (seven visits)
- Marketing Unlimited Access with Unity Point
- Marketing Meeting with EMC
- 23rd Annual Iowa Juneteenth Observance
- Susan Osby – System Improvement Committee Meeting DART Presentation
- EMC Benefit Fair
- Travel Training
- Probation and Parole DART Presentation

July

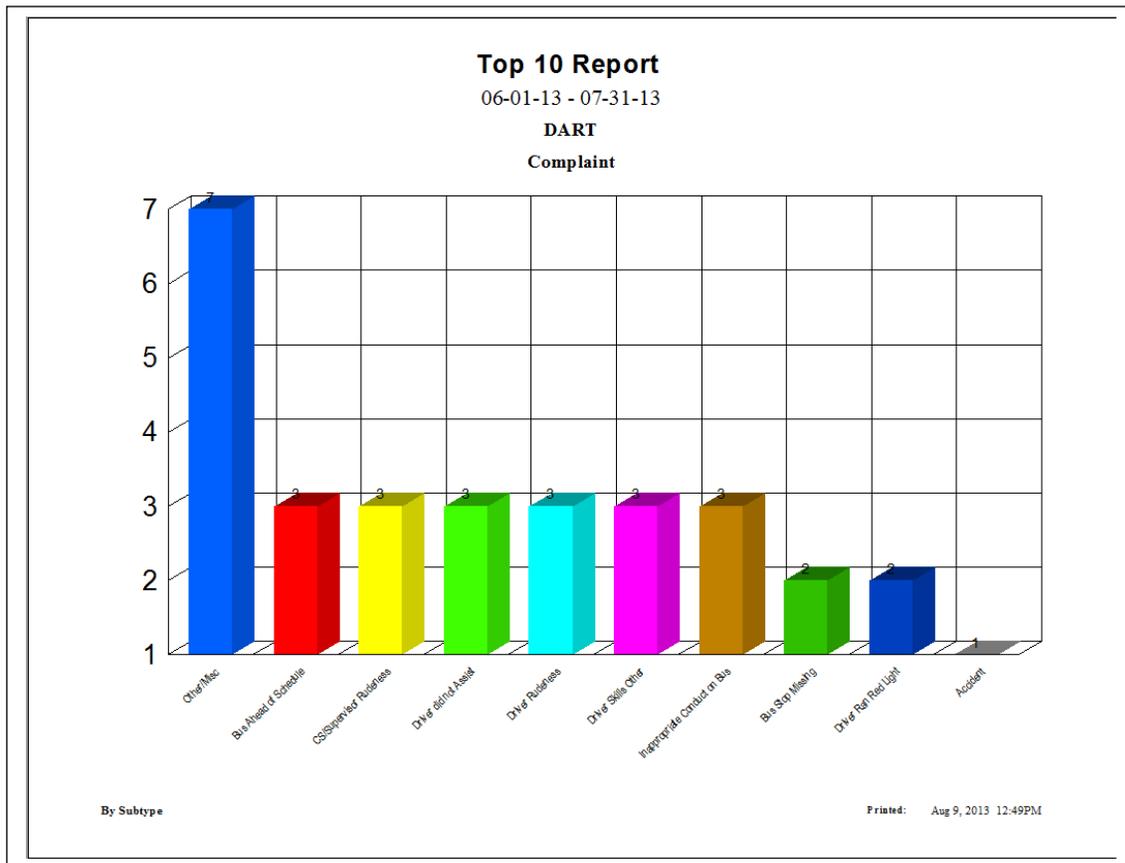
- OPTMA DART Bus Training (two classes)
- Nationwide Health Fair
- Grab & Go Downtown Food Court
- Travel Training

June/July Customer Service Statistics:

- Bus Stop/Shelter Requests – June 2, July 2
- Customer Service Requests – June 53, July 123
- Feedback – June 27, July 34
- Other/Miscellaneous – 13
- Voicemails – June 194, July 87 (approximately 10% needing callbacks)

Total Calls for June/July 2013

- Schedule Information – June 13,158, July 12,505
- Spanish Line – June 150, July 140
- Receptionist – June 646, July 717



- The top five comments for June and July were: Other/Misc., Bus Ahead of Schedule, CS/Supervisor Rudeness, Driver Did Not Assist, Driver Rudeness. We had 71 comments in June and 69 in July. Out of the 140 comments investigated 17 are still being investigated and 31 were founded which is 0.26% of the total completed comments for this month.

Travel Training:

A Travel Training class at DART Central Station was held on July 22 for 20 attendees. Attendees completed a detailed training on how to read the schedules and utilize the DART system. After touring DCS, attendees boarded a bus and discussed fares, proper etiquette for bus riding and securing mobility devices. Attendees’ practiced taking the bike on and off the bike rack. The next training will be held Sept. 25.

RideShare – Jennifer Long:

June 2013

- Staff received delivery of 10 new 15-passenger vans and two new minivans. Eight more vans are set to arrive next month. Staff is working with other departments to get the vans ready for service.
- Staff accompanied Customer Service on a couple Grab & Go’s.
- Staff met with individuals from Customer Service to teach them more about RideShare and conduct cross training.

MONTHLY REPORT

10B: Marketing and Communications, Customer Service and RideShare



July 2013

- Staff received delivery of one new 15-passenger van and seven new minivans. Staff is working with other departments to get the vans ready for service.
- New software for monthly vanpool reporting was updated to include a feature to track drivers.
- Five people attended driver's training this month.
- Fare increase of 2% was instituted.

Staff Commendations:

- Tonya called into SI and wanted us to know how wonderful Priscilla in Customer Service is. She usually get Priscilla when she calls in and she wanted us to know that she is always very pleasant, patient and helpful. She likes her spunky attitude and that she is always happy.
- Caller said that the driver for the Flex Route 72, heading westbound, was super friendly, makes his customers feel appreciated and goes above his call of duty. He makes sure passengers are going to the right place.
- Caller said that he boarded Local Route 3 westbound on 35th and University. He said the driver, Vicky, is friendly happy. She is a great driver and he likes drivers like that and wishes we had more like her.

10C: Planning Department

Staff Resource: Jim Tishim – Planning Director

Transit Master AVL/RTIS & Trip Planner Update:

- Trip Planner programs INFO-Web and INFO-Web/Mobile are in their final review and testing.
 - Planning and IT Department staff are continually working to improving the information produced by the system.
 - All new route surveys were completed. This required a physical computer verification of the exact longitude and latitude coordinates for every bus stop and platform location at DART Central Station for every route.
 - We are anticipating completing the INFO-Web and INFO-Web/Mobile programs by mid-September.
- Three of the six DART Central Station platform-display monitors' warranty repairs have been completed. The last three have been shipped to the manufacturer. We expect their return in 5-8 weeks.
- Over the past few months, Trapeze and the IT Department staff have worked to move all but one of the back-office trip-planner programs from the servers at 1100 DART Way to the new servers at DART Central Station. The IT Department is in the process of working through issues with moving the INFO-IVR phone-based Trip Planner system. It will take time to work through combining the program with our new phone system.

Planning Department Projects:

- An in-depth study of the 73 Urbandale/Windsor Heights Flex route has commenced. Public meetings were held in April 2013, along with a survey to gain feedback on services for the August service expansion. Based on the route 73 information we received, schedule adjustments were implemented on June 9, 2013 to reduce travel time, dwell time and improve connections to the #92 Hickman Express. Ridership has not improved as expected. Public meetings are being scheduled for the end of September to gain further public participation in improving the service. Furthermore, staff will be conducting surveys of riders and previous On-Call riders along with other research. Recommendations will be presented to the Commission later this fall with possible implementation at the February 2014 service change.
- RAGBRAI came to Des Moines on Tuesday, July 23, 2013. DART provided expanded D-Line service from the Water Works Park campground to and from the main events downtown. The additional service operated from 10:30 a.m. to around 12:00 midnight. The D-Line produced 9,265 additional rides for the event.
- The Planning Department worked with Principal on their 801 Grand building-construction project. Principal incorporated in their design a bump-out expansion of the curb at Grand Avenue and 9th Street to accommodate a bus stop and future shelter location for our planned BRT service. The bump-out will be capable of handling the length of our buses. Principal also incorporated the bus stop at High Street and 8th Street into their design. In addition, DART

MONTHLY REPORT
10C: Planning Department



worked with Principal on their new skywalk, which is being constructed over 8th Street between Park and Pleasant Streets.

- Development and implementation of the 2013 Iowa State Fair Service:
 - I participated on the annual committee to refine the 2013 Iowa State Fair Incident Action Plan.
 - All State Fair services were built into the Trapeze FX Scheduling Program database to facilitate tracking of every bus on the Transit Master AVL system.
- A Bus Shelter Installation and Site Preparation Request for Proposal (RFP) was completed. The RFP was issued on July 3, 2013. All proposals were required to be submitted by July 30, 2013. The RFP was completed by August 19, 2013. The RFP will be submitted for DART Commission approval at the September 3, 2013 Commission Meeting.
- DART worked with Southridge Mall on their new mall design and construction project. Included in their design is the new Des Moines Area Community College (DMACC) Southridge Center. The DART bus stop staging area will remain at the same location on the west side of Target. Southridge Mall agreed to install a shelter, and approved the location as a park & ride.
- The Des Moines Public School District requested that DART evaluate their routes that are not currently operated by DART to find ways to move more students onto DART services and reduce overall costs. Several options were presented to the school district. A few options contained quick-and-easy solutions to implement at the beginning of the 2013-2014 school year. DART Scheduling Manager, Teresa Cashman, worked with the Des Moines Public Schools Transportation Department to adjust services to incorporate the new students onto our services for the first day of school, August 22, 2013.
- August 18, 2013 Service Changes:
 - The Planning Department has worked several months on the DART Forward 2035 Transit Plan year #2 service expansion. Service improvements include:
 - Addition of the new weekday route #51 Merle Hay Crosstown
 - Extend night service to the east side of Des Moines and Altoona. The Des Moines On-Call service was discontinued with this expansion of service.
 - One additional hour on weekday night services routes 1, 3, 4, 6, 7, 14, 15, 16, 17, 52, 60 and 72.
 - Increase service by one morning and one afternoon trip on routes #11 Valley Junction/Ingersoll and #99 Altoona Express
 - Increased frequency on the #60 University/Ingersoll Loop. Midday service increased from 30 minutes to 20 minutes. Weekday night service, Saturday and Sunday frequency increased from 60 minutes to 40 minutes.
 - Increase the Ankeny On-Call from 2 days (Tuesday and Wednesday) to 3 days. The additional day was placed on Friday.
 - Saturday service hours were extended 1 hour earlier and 4.5 hours later.
 - Sunday service hours were extended 1 hour later.
 - Public informational meetings were held on July 29 through August 1, 2013, to present the new passenger schedules and to assist customers with planning their trips.
 - In addition, staff supervised the implementation of all Des Moines Public School services.

MONTHLY REPORT



10D:	General Manager
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Staff Resource: Elizabeth Presutti, General Manager

- **DART's New Chief Operating Officer** –New DART Chief Operating Officer Tony Lafata's first day will be September 9th. Tony did come to Des Moines during the State Fair to observe the operation and meet with staff. Tony, Commissioner Van Oort and I had the opportunity to load buses at the capital on the afternoon of the second Friday of the fair. We had a great time!
- **Standard and Poor's Credit Rating** – Standard and Poor's conducted an analysis of DART's credit rating as a result of DART's General Obligation (GO) Bonds. The analysis reaffirmed DART's credit rating of AA and stable. The report is attached.
- **Iowa State Fair Service** – On July 17, 2013, DART received a Request for Cease and Desist from Windstar Lines, Inc. in regards to the additional Route 1 service DART provides to the Iowa State Fair. DART submitted a response to the request to FTA on July 19, 2013. FTA reviewed the matter and provided an opinion back to both DART and Windstar Lines on July 31, 2013 deeming that the additional service did not constitute charter service and that DART did not have to cease and desist. It was recommended that DART modify its fare policy to allow for a one-way fare, which DART complied with.
- **APTA Reauthorization Task Force** – I serve on the APTA Reauthorization Task Force to work on the industry's position on the next Federal Surface Transportation bill. The task force met in Chicago on August 29th to develop consensus on APTA's priorities for the next bill.



FUTURE DART COMMISSION ITEMS

September 3, 2013

October 1, 2013 - 5:00 P.M.	
Action Items	Information Items
- Bus Stop and Shelter Guidelines	
November 5, 2013 - 5:00 P.M.	
Action Items	Information Items
- On Call Technology Services - On Call Planning Services	- FY 2015 Budget
December 3, 2013 - 5:00 P.M.	
Action Items	Information Items
- FY 2013 Audit	- FY 2015 Budget - Open Records Policy - Records Retention Policy
January 7, 2014 - 5:00 P.M.	
Action Items	Information Items
- Farebox System Contract	- FY 2015 Budget
February 4, 2014 - 5:00 P.M.	
Action Items	Information Items
	- FY 2015 Budget - Fare Policy
March 4, 2014 - 5:00 P.M.	
Action Items	Information Items
- FY 2015 Budget - Fare Policy - Taxi Cab Contract	

Key Meetings/Dates:
<ul style="list-style-type: none"> - September 16-18, 2013 – Annual Mid-Sized Bus Performance Benchmarking Meeting – St. Petersburg, FL - September 29–October 2, 2013 – APTA Annual Meeting Chicago, IL

CLOSED SESSION - REVISED



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

Staff Resource: Elizabeth Presutti, General Manager

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 discuss strategy with council in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
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.