



DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
JANUARY 7, 2014 – 12:00 p.m.
DART MULTIMODAL ROOM, 620 CHERRY STREET

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JANUARY 7, 2014 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
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A. DART Commission Vice Chair position	
12. OTHER – Communications	
13. NEXT MEETING: Regular DART Meeting Tuesday, February 4, 2014 – 12:00 p.m.	
14. 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



6A: Des Moines Area MPO and CIRTPA Staff Representation for DART

Action: Appoint DART Staff representatives to serve at certain MPO and CIRTPA meetings

Staff Resource: Whitney Davidson, Executive Coordinator

Background:

- The Des Moines Area Metropolitan Planning Organization (MPO) and the Central Iowa Regional Transportation Planning Alliance (CIRTPA) require annual approval of staff representatives serving as:

MPO

- A voting member to the Policy Committee.
- A voting member to the Transportation/Technical Committee.

CIRTPA

- An advisory member on the Policy Committee
- A voting member on the Technical Committee

Recommendation:

Appoint the following DART staff members to serve in 2014 on the MPO and CIRTPA Committees:

MPO:

Voting Member on Policy Committee

Representative: Elizabeth Presutti, General Manager
Alternate 1: Jamie Schug, Chief Financial Officer
Alternate 2: Jim Tishim, Planning Director

Voting Member on Technical Committee

Voting Member: Jim Tishim, Planning Director
Alternate 1: Tony Filippini, Transit Planner
Alternate 2: Ethan Standard, Transit Planner

CIRTPA:

Advisory Member on Policy Committee

Representative: Jim Tishim, Planning Director
Alternate: Tony Filippini, Transit Planner

Voting Member on Technical Committee

Voting Member: Jim Tishim, Planning Director
Alternate: Tony Filippini, Transit Planner

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

**620 Cherry Street – Des Moines, Iowa 50309
December 3, 2013**

ROLL CALL

Commissioners Present: Skip Conkling, Tom Gayman, Christine Hensley (5:29pm), Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Van Oort

Commissioner Absent: Steve Brody , Angela Connolly

Alternates Present: Steve Peterson, Mark Wandro

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Affairs Manager; Mark Burkman, Buyer; Amber Dakan, Staff Accountant; Kirstin Baer-Harding, Marketing Director; Jim Tishim, Planning Director; Mike Tiedens, Purchasing Manager; PJ Sass, Customer Service Manager; Teresa Cashman, Scheduling Manager; Tony Filippini, Transit Planner; Tony Lafata, Chief Operations Officer; Ethan Standard, Transit Planner; Matt Pitstick, Facilities Manager; Greg Schmitt, Training Manager; Mike Kaiser, Service Management Manager; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: Jim McCullon, Weitz; Ben Bruns, Weitz; Jennifer Roberts, Polk County Mobility Manager; Zach Young, MPO

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 5:01pm. 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 December 3, 2013 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Mr. Peterson to approve the December 3, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

DART CENTRAL STATION LEED STATUS PRESENTATION

Mr. Van Oort announced the award of LEED Platinum Status for DART Central Station. Mr. Van Oort thanked everyone who was involved in the project. Ms. Presutti provided a short presentation on the "Green" functionality of the facility and the cost savings thus far.

Ms. Presutti presented the award and photos were taken of the Commission with the vendors and contractors in attendance.

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

DECEMBER 3, 2013

TRAC UPDATE

Mr. Van Genderen thanked the Commission for the opportunity to represent TRAC over the last year and the ability to work with DART staff. Rod gave an update to the Commission on the last TRAC Meeting:

- Elected officers for next year
 - Greg Boeschon – Chair
 - Cyrilla Gregory – Vice Chair
- Heard a presentation from the Planning department regarding shelter locations.
- Snow removal at the various bus stops. This will be discussed further at the next meeting.

CONSENT ITEMS

8A – November 5, 2013 Minutes

It was moved by Mr. Conkling and seconded by Mr. Mahaffey that the consent item be approved. The motion carried unanimously.

ACTION ITEMS

9A – Medium-Duty Bus Purchase

Mr. Tiedens provided background to the Commission regarding the 10 medium-duty bus replacements. We will be using the state of Minnesota contract for this purchase through Hoglund Bus Company at a cost not to exceed \$1,350,000.

It was moved by Mr. Peterson and seconded by Ms. Muldoon that the Commission approve the Medium-Duty Bus Purchase. The motion carried unanimously.

9B – Heavy-Duty Bus Purchase

Mr. Tiedens provided background to the Commission regarding the 6 heavy-duty bus replacements. We will be using the state of Minnesota contract for this purchase through New Flyer at a cost not to exceed \$2,700,000.

It was moved by Ms. Mahaffey and seconded by Mr. Peterson that the Commission approve the Heavy-Duty Bus Purchase. The motion carried unanimously.

9C – Bus Shelter Vandalism Policy

Mr. Standard provided background to the Commission regarding the policy. Mr. Van Oort would like to see how this works and come back to make adjustments if needed.

It was moved by Mr. Gayman and seconded by Ms. Johnson that the Commission approve the Bus Shelter Vandalism Policy.

Vote: Peterson-Yea, Wandro-Yea, Gayman-Yea, Hensley-Yea, Johnson-Yea, Mahaffey-Yea, Muldoon-Yea, Conkling-Nay, Van Oort-Yea. The motion carried unanimously.

9D – Revised 2013 DART Title VI Program Update

Mr. Filippini provided an update to the Commission regarding the Title VI Program with the clarifying requests made by FTA.

Ms. Hensley arrived at 5:29pm.

It was moved by Mr. Peterson and seconded by Mr. Conkling that the Commission approve the Revised 2013 DART Title VI Program Update. The motion carried unanimously.

9E - October 2013 Financials

Ms. Amber Dakan presented the October financials to the Commission.

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

DISCUSSION ITEM

10A - FY 2015 Budget

Ms. Schug gave a brief update to the Commission on the FY 2015 budget and schedule.

10B - Route 73 Planning Study

Mr. Tishim provided an update on the Planning Study for the Urbandale Business Park area to the Commission. We met with Curtis Brown, Director of Economic Development in Urbandale. Mr. Tishim thanked Commissioner Gayman for his assistance in setting up the meeting and the work that city staff is putting into this study. Staff will look to come back to the Commission with a recommendation in early 2014.

10C - October 2013 Performance Report

Ms. Presutti updated that ridership is up, and has been up since the beginning of the fiscal year. Ridership is up by 5% year to date. The Ankeny Express hit over 10,000 rides for the month of October for the first time. Route 1 is up 22% over last year, and route 4 and 7 are doing really well this year. Route 60 is up to 35,000 rides last month.

MONTHLY REPORTS

Operations Report

Mr. Lafata introduced Pat Daley, DART's newest Operations Supervisor.

Marketing Report

Ms. Baer-Harding reminded the Commission of the Business After Hours event that is being hosted by DART from 4:30 - 7:00pm tomorrow night, with a presentation at 5:30pm.

DART will be donating all fares for the day on December 12th to the Fares for Food charity event. The money collected will be donated to the Food Bank of Iowa.

Route 11 will continue staying on detour until all 5 lanes have been reopened to stay on schedule.

Planning Report

No update

General Manager

Ms. Presutti updated that we will be bring back the Open Data Policy and Advertising Policy at the January meeting.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

OTHER - Communications

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

DECEMBER 3, 2013

Next Meeting

January 7, 2014 at 12:00pm

ADJOURNMENT

A motion by Mr. Peterson and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 5:57pm. The motion carried unanimously.

Future 2014 Meeting Dates

Jan 7, Feb 4, Mar 4, Apr 1, May 6, Jun 3,
Jul 1, Aug 5, Sep 2, Oct 7, Nov 4, Dec 2

Chair

Clerk

Date

ACTION ITEM



7A: DART Bus Stop & Amenity Design Guidelines

Action: Approve the DART Bus Stop & Amenity Design Guidelines

Staff Resource: Ethan Standard, Transit Planner

Background:

- The purpose of this document is to identify the various components of a DART bus stop, set standard guidelines for the design and placement of bus stops and amenities, and describe the process for developing and maintaining both current and future DART bus stops.
- Addresses elements such as bus stop spacing, location of shelters, accessibility issues, physical design and layout of bus stop infrastructure etc.
- Updates and builds upon the Transit Passenger Shelter Plan, developed in 2005, and the Bus Shelter Plan of 1992.

Recommendation:

- Approve the DART Bus Stop & Amenity Design Guidelines.



Bus Stop & Amenity Design Guidelines

2014 Revision

CONTACT
Ethan Standard
515-645-9385
estandard@ridedart.com

Des Moines
Area Regional
Transit Authority

620 Cherry Street
Des Moines, Iowa
50309-4530

515-283-8100
Fax 515-283-8135
ridedart.com

ACKNOWLEDGEMENTS

Bus Stop Design Guidelines Committee:

Ethan Standard, Transit Planner - Project Oversight, Contributor

Tony Filippini, Transit Planner - Contributor, Document Review

Greg Schmitt, Training Manager - Contributor, Document Review

Teresa Cashman, Scheduling Manager - Contributor, Document Review

Jim Tishim, Planning Director - Contributor, Document Review

Any questions or comments about the contents of this report can be sent to:

Ethan Standard

estandard@ridedart.com

(515) 645-9385

Last Update: January 2014, Des Moines Area Regional Transit Authority

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Photo 1.1

I. EXECUTIVE SUMMARY

Bus stops are the most basic element of any transit agency, and perhaps the most important. The following guidelines have been created to provide direction for maintaining and developing bus stops.

These guidelines are the result of an extensive data collection and evaluation process that helped identify recommendations for inclusion. The DART Forward 2035 Transit Services Plan was consulted in order to ensure consistency between the two documents.

The purpose of this document is to:

- 1) Identify the various components of a DART bus stop,
- 2) Set standard guidelines for the design and placement of bus stops and amenities, and
- 3) Describe the process for developing and maintaining both current and future DART bus stops.

These guidelines recognize that partnerships with local municipalities, neighborhoods, and individual property owners are crucial to the successful implementation of any DART program. DART should continue to work with member communities to improve infrastructure near bus stops, including sidewalks, safe street crossings, wheelchair accessible curb ramps, and bicycle lanes that all provide access to bus stops. Outstanding quality conditions and continued maintenance of a streetscape are necessary to ensure the success of the bus stop development program outlined in this document.

These guidelines document DART's criteria and methodology for reviewing and selecting bus stop locations for on-street passenger amenities and outline the procedures for amenity installation approval. The criteria and methodology for passenger amenity site selection have been designed to allow DART staff to review stops on an as needed basis. These guidelines update and build upon the foundation provided by the Transit Passenger Shelter Plan, developed in 2005, and the Bus Shelter Plan, developed in 1992, which were utilized to determine the placement of DART's existing passenger shelters. This document will be reviewed and updated biannually.

II. INTRODUCTION

As a passenger's usual first point of entry into the transit system, bus stops must be customer friendly, informative, and promote continued use of the system. This plan provides guidelines and standards for passenger amenity location, design, and maintenance that are necessary for safe and efficient delivery of transit service while enhancing accessibility, reliability, and customer convenience. The construction or installation of passenger amenities by DART will be guided by the standards established in this plan.

In order for transit to be a more attractive transportation choice, DART must make ongoing investments to ensure service reliability, a safe riding environment, and a quality experience on and off the bus. Passenger amenities are just one of the many investments DART makes to ensure that these general goals are met. However, due to limited investment resources DART must utilize planning tools like this document to maximize the impact and cost-effectiveness of their investment in passenger amenities.

An investment in passenger amenities enhances the overall transit experience of current passengers by making transit more comfortable, safe, and efficient. Strategically placed amenities have the potential to increase ridership and attract non-riders to the system by making transit more accessible and easier to use. Additionally, passenger amenities provide a distinct and visible identity for DART throughout the metropolitan area, and can even serve as an effective and cost efficient advertising medium that generates revenue for DART.



Photo 1.2

The main purposes of this document are to: 1) Identify the various elements of a DART bus stop, 2) Set standard guidelines for the design and placement of bus stops and amenities, 3) Describe the process for managing and developing both current and future DART bus stops, and 4) Present DART's process for enhancing the overall transit experience through investment in on-street passenger amenities. Through the use of explanations, illustrations, and diagrams, this report provides the tools that are needed to plan bus stops and related amenities within the DART service area.

Basic Bus Stop Objectives:

- A basic bus stop should consist of an accessible area and easily identifiable and consistent signage. Other bus stop amenities may be provided in accordance with a set of identified criteria.
- Bus stops should be placed to provide both safety and convenience for customers, pedestrians, bus operators, and other vehicles.
- Bus stops should be clearly and easily recognizable with up-to-date information for riders about services at the bus stop.
- DART should respond promptly to comments and complaints from all customers on any potential bus stop installations and changes.
- All Americans with Disabilities Act (ADA) regulations should be followed in the design of both new and improved bus stops.
- Whenever possible, bus stops will be universally accessible.
- Bus stops shall be located to support institutions, large employers, and community centers.
- Bus stops will be spaced in a manner that maximizes the efficiency of transit service operations.
- DART will work with member communities and developers to build sidewalk connections to bus stops, advocate for street crossings that enhance safety and comfort, and improve the overall pedestrian environment near bus stops.
- Bus stops will be well maintained and DART may establish partnerships that share responsibility for performing basic upkeep of bus stops.
- Damaged bus stop features shall be replaced or repaired as soon as possible.
- DART may utilize advertising on bus shelters and other amenities to help generate revenue, when local ordinances allow.
- Provide appropriate passenger amenities to attract and retain ridership.
- Develop a methodology and criteria for evaluating bus stops as locations for passenger amenities.
- Develop a process for installing and maintaining passenger amenities at bus stop locations.
- Review existing passenger amenity locations to determine if they should be replaced with new amenities or removed.
- Create a map identifying DART passenger amenity locations.

III. ROLES & RESPONSIBILITIES

Passenger amenity placement will be the result of a collaborative process within DART. Planning will have the lead role supported by the following divisions:

- Transportation
- Building and Grounds
- Marketing/Advertising

All passenger amenity placements and removals will be reviewed and approved by DART's Planning Director or assigned manager.

Other stakeholders in the passenger amenity design and location process may include but are not limited to:

- Other DART departments, as needed
- DART Member Communities
- Des Moines Area Metropolitan Planning Organization (DMAMPO)
- Transit Riders Advisory Committee (TRAC)
- Stakeholder agencies (i.e. Transportation Management Association, Department of the Blind, etc.)
- Employers/businesses
- Neighborhood or civic groups

Amenities that will be considered for placement under the criteria set forth in this plan include: landing pads, shelters, benches, trash cans, lighting, customer information, and bike racks.

IV. LOCATION & SPACING

Target Spacing

The location and spacing of all bus stops will always depend on individual circumstances; however, a certain set of criteria should serve as a basis when trying to determine the best place for a bus stop to be located. A wide variety of factors including service frequency, population density, traffic counts, speed limits, traffic generators, and other related factors should be considered when determining appropriate spacing of bus stops. The following diagram depicts the desired target spacing distances in a visual form:

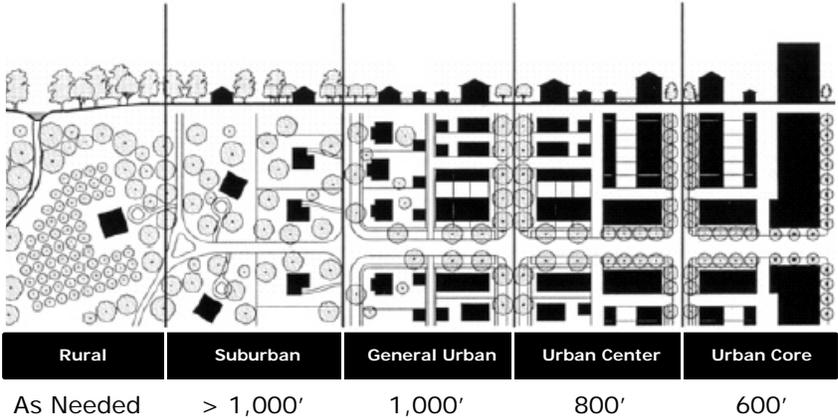


Photo 1.3

Rural

Regions typically defined by large lot zoning and very low density populations spread out over large areas of land. Minimal non-traditional bus stops are developed in these service areas.

Suburban

Typical suburban areas are defined by land use patterns that consist of single family housing subdivisions with few access points, commercial strip development set back from the street, and large regional employment campuses. Bus stops should be placed no closer than 1,000 feet apart in order to adequately serve the populations in these areas, and will likely be located at main access points to retail centers, employment centers, apartment complexes, and residential subdivisions along collector streets.

General Urban

Land in this category usually falls on the border between urban and suburban areas. Street patterns may follow the grid network commonly found in urban centers, but have the beginning signs of more suburban street patterns with curved roads and fewer access points to main collector streets and arterials. Bus stops should be placed around 1,000 feet apart to provide efficient service in these regions.

Urban Center

Land immediately surrounding the urban core area falls into this classification. Small residential lots, mid-rise multi-family units, and office buildings make up the majority of these areas. Bus stops should be placed approximately 800 feet apart to adequately serve these neighborhoods.

Urban Core

Downtown areas classified by very high density employment and population are considered to make up the urban core. High rise office buildings, apartment buildings, and hotels frame this area. Bus stops should be spaced around 600 feet apart to avoid overcrowding at some stops.

Factors

There are many factors that affect the spacing of bus stops along each route. Some situations may call for spacing that deviates from the preferred target spacing identified. Exceptions should be kept to a minimum in order to ensure that routes operate as efficiently as possible and provide reliable service to passengers. Spacing distances should deviate from the target distance by no more than 20 percent in order to maintain systemwide consistency.

Location of Stops

There are three main types of bus stop locations: nearside, farside, and midblock. Nearside stops are placed before an intersection, farside stops are placed beyond an intersection, and midblock stops are placed between intersections. Off-street stops are another type of stop that can be used to serve major transit generators that cannot be adequately served by an on-street stop, such as malls, hospitals, or transit centers. Each location provides some advantages and disadvantages, and these are explained in Section V – Stop Placement.

V. STOP PLACEMENT

Type of Stop	Advantages	Disadvantages
Nearside	<ul style="list-style-type: none"> Eliminates potential for double stopping at signalized intersections Allows closest crosswalk access to buses for passengers Allows for boarding and alighting while bus is stopped at red light Provides the driver entire width of the intersection to pull away from curb and maneuver back into traffic Minimizes traffic interference on the far side of the intersection Buses enter intersection at lower rate of speed, increasing time for corrective action to avoid potential collision 	<ul style="list-style-type: none"> Increases conflicts with right-turning vehicles Increases sight distance problems for crossing pedestrians Increase sight distance problems for other vehicles traveling in the same direction May block the view of curbside traffic control devices for pedestrians May congest traffic in the through lane during peak traffic hours Encourages pedestrians to cross in front of the bus rather than behind the bus May result in stopping at green light to board passengers and then sitting at a red light
Farside	<ul style="list-style-type: none"> Minimizes conflicts between right turning vehicles and buses Provides additional right turn capacity by making curb lane available to other traffic Minimizes sight distance problems on approaches to intersection Encourages pedestrians to cross behind the bus rather than in front of the bus Allows for shorter deceleration distances for buses since the bus can decelerate in the intersection Allows bus drivers to take advantage of gaps in traffic created at signalized intersections Can greatly improve travel times if coordinated with traffic signal priority Eliminates buses sitting at green lights to board passengers 	<ul style="list-style-type: none"> Could cause traffic to queue into the intersection when stuck behind a bus stopped in the travel lane May obscure sight distance for crossing vehicles and pedestrians Can lead to buses stopping far side after stopping for a red light May increase rear-end accidents due to motorists not expecting buses to stop immediately after a red light Buses enter intersection at higher rate of speed, decreasing time for corrective action to avoid potential collision
Midblock	<ul style="list-style-type: none"> Minimizes sight distance problems for both vehicles and pedestrians May result in waiting areas that experience less pedestrian congestion Allows multiple stops to be combined at a midpoint distance 	<ul style="list-style-type: none"> Requires more distance for no-parking restrictions Encourages pedestrians to cross the street illegally at mid-block Increases walking distance for passengers crossing at intersections
Off-Street	<ul style="list-style-type: none"> Provides safe access to bus stop Can help generate additional ridership due to more customized service Provides a safe layover point for buses at the end of a line 	<ul style="list-style-type: none"> Adds time to schedule to pull off of main roads to serve the bus stop

The exact placement of a bus stop influences several factors including safety, accessibility, comfort, and efficiency. The following chart lists several different scenarios that may be encountered along a bus route and identifies the preferred placement given that particular situation. While these preferences take into account a wide variety of issues, exceptions may be made in certain circumstances. Each bus stop should be evaluated by the context of that stop alone and the determination shall be made based off of that evaluation.

Scenario	Preferred Placement
Non-signalized intersection where bus stops in travel lane	Nearside
Signalized intersection where bus stops in travel lane	Farside
Intersections where bus turns	Farside
Intersection with heavy right turn traffic	Farside
Complex intersections with multi-phase signals and dedicated right turn lanes	Farside
If two or more consecutive stops have signals	Alternating, starting with nearside
If there is obvious heavy single-direction transfer activity	One farside, one nearside
If blocks are too long to meet preferred spacing distances	Midblock
Major traffic generators not located or accessible at intersections	Midblock
Midblock pedestrian crossing with signage, striping, and/or signal	Midblock, after crossing
Transit center	Off-street
Major transit generator that cannot be adequately served by an on-street stop	Off-street

VI. AMENITY PLACEMENT

A passenger amenity is defined as any item of comfort and convenience available to the general riding public at a bus stop, such as a landing pad, shelter, or schedule information box. New passenger amenities may be added to any new or existing bus stop if the placement meets the criteria established in this plan. At the beginning of the annual process for each Capital Improvement Plan, Planning and the DART General Manager will determine the appropriate number of new passenger amenities to be installed. This determination will be based on the need for amenities, funding availability, and a review of the effectiveness of existing passenger amenities. Utilizing the most recent passenger count data, Planning will review the boarding counts of all bus stops. In addition to stops recommended for shelters by passengers or other stakeholders, Planning will begin the amenity placement review process on the top 30 boarding stops without amenities. Potential bus stop locations will then be identified and reviewed utilizing the review process established in this plan. Additional requests for passenger amenities will be referred to Planning for evaluation and determination of further action. If the request is rejected, Planning will initiate a follow-up in writing explaining why the request was rejected to the source of the request.



Photo 1.4

Any municipalities, businesses, developers, community organizations, or other private parties may pay for and install passenger amenities on DART bus routes that serve specific developments, neighborhoods, shopping malls, employment, and activity centers. Planning will work directly with parties interested in providing passenger amenities. The design elements of a privately provided passenger shelter need to meet DART, municipal, and ADA guidelines. All designs must be compatible with customer needs and operational safety considerations. Prior to installation, an agreement on ownership and maintenance must be signed between DART and the private provider. DART must provide final approval on the design configurations for these amenities. Privately provided amenities may consist of a thematic or artistic design that is compatible with the major design features or the surrounding buildings or neighborhoods as long as essential security, safety, and accessibility criteria are met. DART reserves the right to discontinue service to privately provided passenger shelters if a route is changed, the provider fails to comply with these requirements, and/or the provider fails to comply with the requirements established in the agreement between DART and the provider.

Amenity Placement Evaluation

The evaluation of a bus stop location for amenity placement is a three-step evaluation process that involves:

- Step 1: Evaluating bus stop utilizing location criteria
- Step 2: Conducting an on-site visit of bus stop
- Step 3: Receiving final approval for amenity placement

Each bus stop will be evaluated based on a determined set of criteria identified on the next page. It should be noted that even if a bus stop meets the general criteria for placement of passenger amenities that physical constraints, municipal codes, property restrictions, and the needs of vehicle or pedestrian traffic might limit DART's ability to install amenities at some stops.



Photo 1.5

The comfort, convenience, and safety of passenger amenities are key factors in attracting and retaining transit passengers. The location of passenger amenities at bus stops will be based on a number of important criteria, although special needs or circumstances may also be considered. Stops will be evaluated using a wide variety of criteria including average daily boardings, number of routes, availability of transfers, proximity of senior and multi-

family housing, other demographic data, opportunity for ridership growth, and cost sharing potential. Each of the criteria to be used in the evaluation is discussed below:

- Passenger Boardings – Boardings are a good measure of stop performance and show passenger activity at a location. Amenities should be located at stops that are effectively utilized by passengers in order to maximize the benefits of the amenities and increase the visibility of DART. The most recent passenger count data will be used to determine average daily boardings by stop.
- Number of Routes – When multiple routes serve a single bus stop, the potential for use by passengers of several different routes becomes a factor. Stops that are served by multiple routes should be given additional preference.
- Availability of Transfers – Stops that allow for transfers between different routes are important points of connection within the DART bus network. Transfer points should be considered for increased preference to provide transferring passengers additional comfort while making their transfer.
- Proximity to Senior & Multi-Family Housing – Special consideration for amenity placement should be given to stops that are in close proximity to senior and multi-family housing facilities. Physical site evaluations and digital mapping tools will be used to determine the proximity of a bus stop to a senior or multi-family housing facility.
- Opportunity for Ridership Growth - Some bus stops may be at locations that present an opportunity to increase ridership due to new development, particularly in suburban areas and at Park and Ride facilities.
- Cost Sharing Potential – Some businesses or private entities may want a shelter or other amenity on their property even if it has not been identified as a potential site by DART. By offering to participate in cost sharing for the amenity placement with DART, the amenity may then become a viable option.
- Accessibility – Access to a bus stop from the local sidewalk network and surrounding land uses should be adequate for all passengers to get to the bus stop. If sidewalk access to the bus stop is not currently present, it would need to be plausible to include in the installation of any amenity. In some instances, bus stops will have to be placed at locations that may be inaccessible for some passengers due to extenuating circumstances that DART has no ability to control. DART will work with member communities to limit the amount of poorly accessible stops whenever possible.

VII. SHELTER PLACEMENT

DART shelter placement guidelines are as follows:

- Shelter placement site plans must be developed and submitted to the local government jurisdiction, as required, for approval.
- Shelters should be placed parallel to the existing outer curb or edge of paved roadway on a concrete pad or paved area constructed according to the shelter manufacturer's specifications.
- There must be a minimum clear space 5' wide by 8' deep from the curb either in front of or adjacent to the shelter to meet ADA requirements.
- The shelter can be oriented to face away from the street to protect waiting passengers from snow buildup, splashing water, or wind.
- Placing shelters in front of store windows or businesses should be avoided.
- Shelters placed directly adjacent to a building must have a clear space between the shelter and the building to permit trash removal, cleaning of the shelter, and access to perform electrical and other maintenance work.
- Shelter placement will be within the existing public right-of-way or an approved area by the owner if placed on private property in the form of a legal easement agreement.
- Shelters must be connected to the local sidewalk network in order to provide access for passengers.



Photo 1.6

The stability of routes and stops is important to develop and maintain ridership over time. For this reason it is DART's policy to maintain passenger shelters at established locations. However, passenger shelters may be evaluated for relocation or removal if appropriate conditions, such as the following, apply:

- Transit service to the bus stop is discontinued due to service change or route realignment.
- A safety or security problem exists.
- Stop generates little or no ridership.
- Site will be impacted by new construction.

Shelter Vandalism Procedure

Any vandalism that occurs at a DART shelter will be dealt with in accordance with the DART Shelter Vandalism Policy which reads as follows:

- At shelters where repeated instances of vandalism or defacement occur DART reserves the right to remove glass panels, or to remove shelters entirely.
- If glass panels at a shelter are broken or defaced beyond repair, they will be replaced up to three occurrences in one rolling calendar year before the glass panels are converted to metal mesh panels specifically designed and retrofitted for the shelter.
- If vandalism continues to occur at the shelter after the metal mesh panels have been installed, the shelter may be removed altogether.



Photo 1.7

VIII. LAYOUT & DESIGN

Standard Bus Stop Elements

DART Pole & Sign

- The pole and sign are the main elements of all bus stops. All DART signs should be placed on a dedicated pole owned and installed by DART. Some exceptions may apply in certain jurisdictions where streetscaping standards require special types of poles that are provided for DART to use, or if DART is unable to install a pole in which case an existing pole will be used. The pole should be no closer than 3 feet from the curb, and the DART sign will be placed at the top of the pole with the bottom of the sign at least 7 feet from the ground. The sign should be oriented so that the rounded edge is facing towards the street.

Route Stickers

- Route identification stickers are to be placed in a consistent manner on every DART sign in the system. Bus stops that are served by multiple routes should have the stickers in order from smallest number to largest number going from the outer edge of the sign in towards the pole. The stickers should each be placed a quarter of an inch apart. At bus stops that are served by more than 5 routes, the DART sign will be left blank. Bus stops served by school routes will have school route number stickers that will be placed after all local and express route stickers. Special services such as route 40 - The Link and route 42 - D-Line, will not have route stickers placed on the DART sign (see page 18).

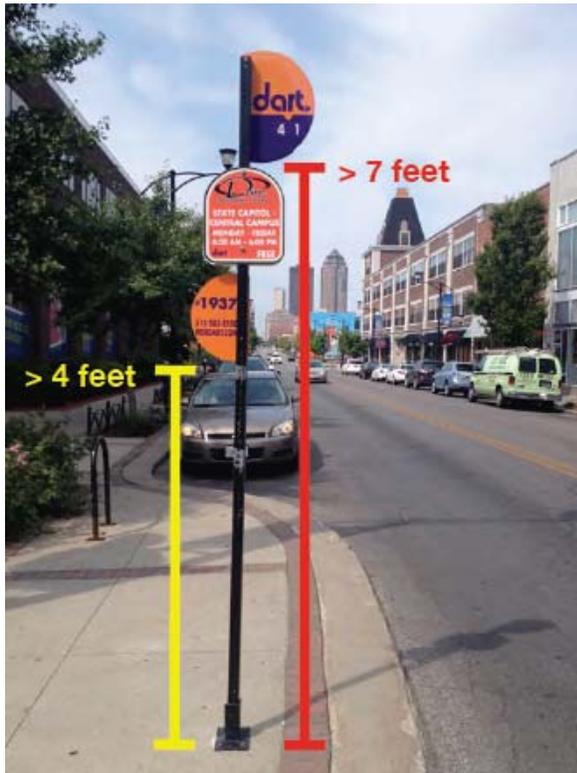


Photo 1.8

Left: DART bus stop installed at proper height requirements.



Photo 1.9

Right: Front and back sides of a standard DART sign with four route stickers.



Photo 2.1

ID Sign

- The bus stop ID sign is necessary to uniquely identify each bus stop. They are required at all bus stops that are in service so that customers may access real time schedule information by using the stops unique ID number. The ID sign will be placed directly below the DART sign and the bottom of the sign must be at least 4 feet from the ground.

ID Stickers

- Each bus stop has a unique identification number assigned to it, and this number will be printed on a sticker to be placed on the ID sign. The ID sticker should be placed on the ID sign between the # symbol and the edge of the sign, center justified. The sign should be oriented so that the rounded edge is facing away from the street.



Photo 2.2

Examples of special signage used throughout the DART network.

Left: Park & Ride sign attached to bus stop.



Photo 2.3

Right: Signs used for The Link and D-Line.



Photo 2.4

Special Signs

- Some bus stops may require the addition of a separate sign for a particular service (D-Line Shuttle, The Link, Park & Rides). These special signs should be placed between the DART sign and the ID sign.

Optional Bus Stop Amenities

Optional amenities that DART may install and maintain at bus stops include:

Landing Pads

- 5 foot by 8 foot concrete areas and additional pathways that connect the sidewalk to the curb are desirable at all stops within the system. Passenger boardings and available funding will determine which stops will receive landing pads. DART will work with member communities and developers on landing pad installation whenever opportunities arise.

Shelters

- Placement of shelters throughout the DART service area will be determined through the evaluation of all bus stops using the criteria identified in Section VI – Amenity Placement. These guidelines were designed to evaluate bus stops using a combination of boarding data, population density, demographic information, and other factors to ensure the most efficient, effective, and equitable placement of amenities.

Lighting

- Any bus stop that has a shelter may include the element of lighting. Hard wired shelters are the preferred option, though other options may be explored if hard wiring is not feasible.

Customer Information

- Some bus stops may benefit from the inclusion of route and schedule information. This information may be presented in print form or via a digital display.

Benches

- At certain bus stops, seating may be installed in the form of a 4' to 8' bench for use by passengers while waiting for a bus to arrive.

The following ***optional amenities are not installed or maintained by DART***, but DART will work with private companies and member communities willing to install and maintain them on their own:

Trash Cans

- Litter control in the form of trash cans routinely emptied and maintained may be justified at certain bus stops.

Bike Racks

- Access to bus stops in certain areas may be enhanced with the inclusion of bicycle specific amenities such as bike racks. Bike racks may be installed at some bus stops to encourage passengers to use bicycles to access DART services.

IX. ACCESSIBILITY

ADA Compliance

All components of infrastructure that are installed at a bus stop must be compliant with current Americans with Disabilities Act (ADA) Standards for Accessible Design. While all bus stops will not meet these current standards, all new stops, relocated stops, or upgraded stops that experience some form of investment will be required to comply with them.

Bus Zone Dimensions

Nearside (NS) Bus Zones - preferred length is 90' measured from the bus stop sign. In some cases nearside bus zones may be shortened to a minimum length of 60', though this may prevent the bus from entirely clearing the lane of travel. At intersections with pedestrian crosswalks, the bus stop should be a minimum of 10' from the crosswalk to provide an adequate sightline for other drivers to see pedestrians using the crosswalk. Parking should not be allowed in this area.

Farside (FS) Bus Zones - preferred length is 90' measured from the crosswalk. In some cases farside bus zones may be shortened to a minimum length of 60', though this may prevent the bus from entirely clearing the lane of travel. In all cases the rear of the bus must entirely clear the crosswalk.

Farside bus zones that will frequently accommodate at least two buses at a time should be at least 100' in length. The bus stop sign should be placed at least 20 feet before the end of the zone.

Midblock (MB) Bus Zones - preferred length is 100' measured from the bus stop sign.

Minimum midblock bus zone lengths will be determined on a case-by-case basis. Midblock bus zones are the most infrequently used type of bus zone, but may be used to break up long city blocks, pair with a stop at a "T" intersection, and along roadways with very few intersections.

*For all types of bus zones, add 20' for articulated bus use, 50' for each regular bus simultaneously using bus stop, and add 70' for each articulated bus simultaneously using bus stop.

(R7-7 Signs should be used to designate bus zones)



Photo 2.5

Sidewalks & Local Connectivity

In order to ensure pedestrian access to the bus stop, connectivity to the local area sidewalk network is of the highest importance. Although some stops will have to be located in areas that do not have sidewalks in place, construction of sidewalks to bus stops should be actively pursued. Concrete walkouts that connect the curb to the sidewalk are also highly desired at bus stops to provide passengers with a direct connection from the door of the bus to the sidewalk network. Any newly constructed or replaced sidewalks and walkouts will be wide enough to comply with both ADA standards and municipal codes. The construction of new sidewalks and walkouts should be coordinated with the local municipality and funding for such improvements may be discussed as a joint effort.

X. ALTERNATIVE TREATMENTS

This section discusses various types of infrastructure improvements that may be made at bus stops. DART does not have the authority to make decisions on these elements, but may have input in the decision-making process within member communities. Therefore, these are simply the types of alternative infrastructure improvements that DART would like to encourage to be put in place at bus stops within the system.

Bump-Outs

Curb extensions, commonly referred to as bump-outs, are extensions of the sidewalk further into an intersection to provide better sight-lines for pedestrians and motorists. Bump-outs also improve safety when they are paired together on both sides of the street so that they shorten the distance required for a pedestrian to cross an intersection. Bump-outs also provide many benefits for transit such as:

- Providing buses with curb access in the lane of travel, requiring no deviation or merging actions and reducing the time spent at the stop.
- Providing a waiting area for passengers that is separate from pedestrian traffic on the sidewalk.
- Providing space for bus stop amenities and streetscape features.
- Creating a visual effect that a street or transit corridor is pedestrian friendly.
- Improved visibility and sight lines for both pedestrians and motorists.

Cut-Outs

A cut-out is designed to remove a bus from the lane of travel to prevent them from interrupting the traffic flow. Due to the fact that cut-outs reduce the timing efficiency of a route, they are not generally actively sought after by DART but will be considered for the following reasons:

- Buses will be parked at the stop for several minutes.
- Posted speed limit is at or above 35 miles per hour
- Safety issues are present



Photo 2.6



Photo 2.7

XI. FUTURE CONSIDERATIONS

DART staff wishes to note that the following items are not directly related to the guidelines for bus stops and amenities, but they may have a direct impact on the effectiveness of bus stops and should be considered for future implementation. Consideration must also be given to the fact that despite the obvious benefits mentioned below, the current financial and technological capacities of DART makes many of the items' implementation neither desirable nor feasible. However, the items are noteworthy for consideration during future improvements.

REAL-TIME INFORMATION SYSTEMS: Length of wait times can be a factor in passengers' feelings of safety at a bus shelter. Real-time information systems are useful in providing electronic updates to passengers as to how long their wait will be. GPS based automatic vehicle location (AVL) enables transit agencies to track buses en route and provide real-time schedule information using predictive software. Real-time information may then be made available to passengers via LED displays at bus shelters, kiosks, cellular phones, PDA's, Internet, and landline telephones.

INFORMATION KIOSKS: There are numerous configurations and applications for information kiosks. Kiosks could be installed at major activity centers and would allow passengers to check route and schedule information, view maps, get information on programs and services, and plan trips. Kiosks may or may not utilize real-time information systems.

BIKE LOCKERS: Bike lockers are another amenity that may be installed where demand for bicycle access has been expressed. Some bus stops may benefit from the installation of secure bicycle storage options, particularly at Park and Ride facilities.

SOLAR POWERED LIGHTING: Solar powered lights, some of which can be activated by passengers, are available for use in shelters where electricity is not available.

XII. REFERENCES

Photo Credits

Photo 1.1 DART Photo Archives

Photo 1.2 DART Photo Archives

Photo 1.3 "Rethinking The Transect As A Living System | Laying The Groundwork.
"Laying The Groundwork | community transformation through research, planning and design. N.p., n.d. Web. 24 June 2013.
<<http://layingthegroundwork.wordpress.com/2011/04/16/125/>>.

Photo 1.4 DART Photo Archives

Photo 1.5 DART Photo Archives

Photo 1.6 DART Photo Archives

Photo 1.7 DART Photo Archives

Photo 1.8 DART Photo Archives

Photo 1.9 DART Photo Archives

Photo 2.1 DART Photo Archives

Photo 2.2 DART Photo Archives

Photo 2.3 DART Photo Archives

Photo 2.4 DART Photo Archives

Photo 2.5 "No Parking Bus Stop Sign R7-7 | Safeway Sign Company." Traffic Signs, Sign Hardware, Custom Signs | Safeway Sign Company. N.p., n.d. Web. 24 June 2013.
<<http://www.safewaysign.com/signDetail.php?id=113&category=8>>.

Photo 2.6 "SDOT Blog » 2011 » September." SDOT Blog » 2011 » September. N.p., n.d. Web. 16 Aug. 2013. <<http://sdotblog.seattle.gov/2011/09/page/2/>>.

Photo 2.7 "AATA OKs Bus Stop Deal with Ann Arbor." The Ann Arbor Chronicle RSS. N.p., n.d. Web. 16 Aug. 2013. <<http://annarborchronicle.com/2011/04/01/aata-oks-bus-stop-deal-with-ann-arbor/>>.

References

Tri-Met Bus Stop Design Guidelines

Washington Metropolitan Area Transit Authority Guidelines: Design and Placement of Transit Stops

Omnitrans Bus Stop Design Guidelines

TCRP Report 19 – Guidelines for the Location and Design of Bus Stops

Federal Transit Authority

United States Department of Transportation

XIII. APPROVAL

Justification

The enactment of this plan will establish guidelines to provide consistency on where bus stops and passenger amenities will be located and the type of facility that should be provided. These standards are designed to ensure that passenger accessibility and the provision of passenger amenities will be provided in a consistent and non-discriminatory manner. This plan will ensure that the legal provisions from the Americans with Disabilities Act are incorporated in the development of all new passenger amenities.

Title VI Statement

The location of passenger amenities at bus stops will be based on a number of important criteria, although special needs or circumstances may also be considered. Stops will be evaluated using a wide variety of criteria including average daily boardings, number of routes, availability of transfers, proximity of senior and multi-family housing, other demographic data, opportunity for ridership growth, and cost sharing potential.

Responsibility

The Des Moines Area Regional Transit Authority (DART) shall have responsibility for the implementation of this plan. Implementation shall also include a biannual review of effectiveness of the plan and a recommendation to the DART Commission on whether the plan should be amended or retained without change.

Effective Date

This plan shall become effective immediately following approval of the Commission on:
_____/_____/_____

Approval

This plan was reviewed and approved by the Des Moines Area Transit Authority Commission on:
_____/_____/_____



ACTION ITEM



7B: Pilot Public Art Demonstration Program

Action: Approve the pilot Public Art Demonstration Program

Staff Resource: Kirstin Baer-Harding, Marketing Director

Background:

- Public Art in Transit has been a staple in most transit agencies across the country for many years. With the building of DART Central Station and the installation of three Public Art pieces, DART has seen positive affects public art brings to communities. Art in transit strengthens community partnerships, captures the spirit and vitality of the region, inspires creativity and enhances the riders experience making travel by public transit more attractive and inviting.
- General Manager Elizabeth Presutti, Marketing Director Kirstin Baer-Harding, Commissioner Hensley, Public Art Foundation Jessica Rowe were presented with a pilot Art in Transit Program by Ms. Emily Newman and Mr. Edward Kelly, both are Art Professors at Drake Univeristy. The proposed Art is Transit program would incorporate artistic elements inside DART buses. These could include but not limited to 3-D and 2-D artwork displayed at specified locations, interior ad space, seat covers to vinyl decals. The program would be a pilot program for DART with the intentions to developing a long term program. The program would build community engagement and interaction with the arts and enhance riders transit experience.
- The program and artwork selection process would be handled by the Ms. Emily Newman and Mr. Edward Kelly with assitance from DART. All artwork would comply with DART's Advertising Policies and Standards.
- Staff has reviewed and provided Ms. Newman and Mr. Kelly several options within a bus where artwork may be incorporated and more defined criteria and requirements will be established once program is approved.
- The pilot program would kick-off in February with the hope of installing the art pieces in the bus in June to time with the Des Moines Arts Festival.
- A presentation regarding the program will be provided at the DART Commission Meeting.

Recommended Action:

Approve the pilot Public Art Demonstration program.

ACTION ITEM



7C:	FY2013 Audited Financial Statements
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Action:	Accept the FY2013 Audited Financial Statements
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Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- Jodi Dobson, Partner with Baker Tilly Virchow Krause, LLP, DART's auditor, will summarize the findings and recommendations as part of their completed FY2013 Annual Audit.
- The 28M Agreement creating the Regional Transit Authority requires such an annual audit be conducted per Iowa State Law. Additionally, the Federal Transit Administration requires such an audit.

Recommendation:

- Accept the FY2013 Audited Financial Statements.

ACTION ITEM



7D: November FY2014 Consolidated Financial Report

Action: Approve the November 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 comes in at 6.7% higher than budget expectations year to date. Stronger than forecasted cash fares as well as earnings from the State Fair are the primary drivers.
- Fixed Route Non-Operating Revenue year to date is 3% lower than budget; and improvement from October. The semiannual invoicing for Municipal Operating Assistance was the driver. The below budget difference is been seen in Advertising Revenue as well as grant related timing.
- Paratransit Operating Revenue are 2.8% lower than budget for the month of November year to date. Cash fares and contracted revenue are on target, while Polk County Funding is slightly below budget.
- Rideshare Revenues are 7% below budgeted levels year to date. Rideshare expense savings year to date continue to offset the decrease in revenue.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses for Fixed Route are 6% below budget year to date. Savings are seen in multiple categories including Contracted Services, Insurance, and Fuel.
- Paratransit Budget Summary – Year to date, Paratransit expenses are 4% under projected levels. Fuel and Purchased Transportation are two of the categories experiencing savings.
- Rideshare Expenses are below budgetary expectations by 10%. Fuel and Equipment Repair Parts are the two main categories contributing to the savings.

Recommendation:

- Approve the November FY2014 Consolidated Financial Report.

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

Fixed Route	\$	522,699	Reserve For Accidents (See Balance Sheet):	
Paratransit	\$	13,718	FY2014	\$143,524.21
Rideshare	\$	14,432		
Total	\$	550,849		

FY2014 Financials:

November 2013

FIXED ROUTE	November 2013			Year-To-Date-(5) Months Ending 11/30/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	351,592	375,033	(23,441)	1,999,907	1,875,165	124,742
Non-Operating Revenue	1,406,222	1,526,571	(120,349)	7,441,889	7,632,855	(190,966)
Subtotal	1,757,814	1,901,604	(143,790)	9,441,796	9,508,020	(66,224)
Operating Expenses	1,801,484	1,874,058	72,574	8,781,367	9,370,290	588,923
Gain/(Loss)	(43,670)	27,546	(71,216)	660,429	137,730	522,699

PARATRANSIT	November 2013			Year-To-Date-(5) Months Ending 11/30/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	151,370	173,750	(22,380)	844,350	868,750	(24,400)
Non-Operating Revenue	64,584	68,833	(4,249)	329,035	344,167	(15,132)
Subtotal	215,954	242,583	(26,629)	1,173,385	1,212,917	(39,532)
Operating Expenses	274,496	267,405	(7,091)	1,283,774	1,337,024	53,250
Gain/(Loss)	(58,542)	(24,821)	(33,721)	(110,389)	(124,107)	13,718

RIDESHARE	November 2013			Year-To-Date-(5) Months Ending 11/30/2013		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	79,373	85,685	(6,312)	399,342	428,427.08	(29,085)
Non-Operating Revenue	-	-	-	2,748	-	2,748
Subtotal	79,373	85,685	(6,312)	402,090	428,427	(26,337)
Operating Expenses	78,315	85,685	7,370	387,658	428,427.08	40,769
Gain/(Loss)	1,058	-	1,058	14,432	-	14,432

DISCUSSION ITEM



8A:	FY 2015 Budget Development
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Staff Resource: Jamie Schug, Chief Financial Officer

- A presentation on the development of the FY 2015 Budget will be provided at the meeting.

DISCUSSION ITEM



8B:	Open Data Update
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Staff Resource: Gunnar Olson, Public Affairs Manager

- A presentation on open data for schedule and real-time information will be provided at the meeting.

DISCUSSION ITEM



8C:	Fare Policy Update
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Staff Resource: Gunnar Olson, Public Affairs Manager

- A presentation on the fare policy update will be provided at the meeting.



System Summary Performance Report November 2013

	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	November 2012	Percent Change 2013/2012	FY14 Year To Date	FY13 Year To Date	Percent YTD Change 2014/2013
DART Fixed Route												
Total Ridership	349,345	270,790	284,305	520,188	369,520	430,464	349,845	337,521	3.65%	1,954,322	1,850,318	5.62%
OTT Ridership	19,283	19,820	21,095	22,582	23,163	19,194	23,121	16,885	36.93%	109,155	89,569	21.87%
Unlimited Access Ridership	37,174	32,488	33,715	37,097	37,430	37,702	32,135	35,943	-10.59%	178,079	187,422	-4.99%
Bike Rack Usage	5,095	5,370	6,470	6,996	6,707	6,618	3,804	3,295	15.45%	30,595	23,199	31.88%
Passengers/Revenue Hour	21.05	17.40	18.43	31.12	21.90	23.12	18.78	21.93	-14.36%	22.32	23.36	-4.44%
Avg. Passengers Weekday	14,783	12,041	11,834	22,153	16,710	17,197	16,467	15,520	6.10%	16,890	16,150	4.58%
Avg. Passengers Weekend Day	3,016	2,996	2,994	3,647	3,925	4,368	3,698	3,014	22.67%	3,728	3,219	15.81%
Complaints/100,000 Riders	25.19	26.22	24.27	21.34	32.47	30.66	23.15	22.52	2.82%	26.25	25.18	4.23%
Commendations/100,000 Riders	3.72	4.43	3.87	3.08	2.16	4.41	3.43	1.48	131.55%	3.38	3.51	-3.87%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.34	3.51	1.78	1.24	1.67	2.97	0.83	1.73	-52.39%	1.72	1.89	-8.66%
Non-Preventable/100,000 Miles	0.45	1.50	0.89	1.24	3.33	2.23	2.06	0.00	#DIV/0!	1.23	0.65	89.36%
Maintenance:												
Total Miles Operated	224,466	199,368	225,271	241,562	240,203	269,550	242,195	230,630	5.01%	1,218,781	1,113,281	9.48%
Road Calls/100,000 Miles	17.37	22.57	11.99	15.73	16.24	18.18	15.69	19.08	-17.76%	15.67	21.83	-28.20%
Active Vehicles in Fleet	117	116	117	117	117	130	127	125	1.60%	122	112	8.57%
DART Paratransit												
Total Ridership	12,180	11,335	12,254	12,306	11,274	12,700	10,545	11,554	-8.73%	59,079	59,192	-0.19%
Passengers/Revenue Hour	3.06	3.12	3.19	3.03	3.02	2.99	2.92	2.98	-2.01%	3.03	3.00	0.87%
Average Trip Length	5.79	5.94	5.86	5.81	5.91	6.16	6.11	6.01	1.62%	5.97	6.13	-2.69%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	4.45	4.18	1.40	4.51	2.56	0.00	1.44	-100.00%	2.55	0.83	208.87%
Non-Preventable/100,000 Miles	0.00	1.48	0.00	0.00	3.00	0.00	1.55	1.44	0.00%	0.85	0.83	2.96%
Maintenance:												
Total Miles Operated	70,514	67,344	71,823	71,472	66,581	78,271	64,422	69,461	-7.25%	352,569	362,990	-2.87%
Active Vehicles in Fleet	29	29	29	29	25	26	20	29	-31.03%	26	29	-11.03%
DART RideShare												
Total Ridership	22,514	20,086	21,080	21,624	20,520	23,660	19,066	20,752	-8.12%	105,950	110,152	-3.81%
Total Vans in Circulation	93	93	93	93	93	93	93	93	0.00%	93	93	0.22%
Total Rideshare Customers	807	799	797	779	772	784	758	823	-7.90%	778	828	-6.04%
Accident Frequency Rate by Service:												
Preventable	0.00	0.00	1.18	0.59	1.28	1.14	0.00	0.00	0.00%	0.85	0.00	0.00%
Non-Preventable	0.00	0.00	0.59	0.59	0.00	0.57	1.34	0.00	#DIV/0!	0.61	0.00	#DIV/0!
Maintenance:												
Total Miles Operated	172,387	155,224	168,997	170,116	156,758	176,158	148,715	156,349	-4.88%	820,744	820,137	0.07%
Active Vehicles in Fleet	100	100	100	120	120	120	100	100	0.00%	112	100	12.00%



System Performance Ridership Report November 2013

	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	November 2012	Percent Change 2013/2012	FY14 Year To Date	FY013 Year To Date	Percent YTD Change 2014/2013
DART Fixed Route Ridership	349,345	270,790	284,305	519,494	367,644	427,853	349,845	337,521	3.65%	1,954,322	1,843,387	6.02%
Local Routes:												
#1 - Fairgrounds	21,557	14,141	14,563	223,225	23,428	27,437	21,386	20,842	2.61%	310,039	289,970	6.92%
#3 - University	38,353	34,560	33,832	37,726	37,389	42,962	35,274	65,711	-46.32%	187,183	355,028	-47.28%
#4 - Urbandale	17,411	14,156	14,354	15,784	20,006	22,938	18,682	26,822	-30.35%	91,764	143,132	-35.89%
#5 - Clark	4,103	1,517	1,729	2,102	3,898	4,906	3,438	13,460	-74.46%	16,073	81,065	-80.17%
#6 - Indianola	22,309	19,951	19,741	22,935	26,097	31,025	24,401	44,881	-45.63%	124,199	253,297	-50.97%
#7 - Ft. Des Moines	33,621	24,481	23,677	27,903	34,965	41,626	34,116	44,200	-22.81%	162,287	228,845	-29.08%
#8 - South Union	5,711	3,029	3,311	3,872	5,456	6,014	5,288	12,396	-57.34%	23,941	69,623	-65.61%
#11 - Ingersoll Ave.	2,861	2,456	2,916	2,863	2,451	2,545	2,199	14,482	-84.82%	12,974	92,831	-86.02%
#13 - SE Park Ave.	7,246	1,272	651	2,921	7,108	7,715	6,154	6,931	-11.21%	24,549	19,309	27.14%
#14 - Beaver Ave.	20,815	15,674	15,427	18,607	22,780	26,073	21,784	5,152	100.00%	104,671	5,152	100.00%
#15 - 6th Ave.	25,215	19,152	18,498	23,956	29,748	34,102	27,181	6,530	100.00%	133,485	6,530	100.00%
#16 - Douglas Ave.	37,263	28,324	27,911	32,215	37,277	45,586	36,082	9,208	100.00%	179,071	9,208	100.00%
#17 - Hubbell Ave.	16,800	14,543	14,301	16,296	18,545	22,772	18,955	4,764	100.00%	90,869	4,764	100.00%
#51 - Merle Hay Crosstown				694	1,876	2,611	1,987	0	100.00%	7,168	0	100.00%
#52 - Valley West/Jordan Creek	10,027	10,028	10,339	11,885	11,380	14,073	12,220	2,154	100.00%	59,897	2,154	100.00%
#60 - Ingersoll/University	26,620	21,098	22,943	24,071	30,260	35,040	28,983	4,428	100.00%	141,297	4,428	100.00%
#71 - Ankeny/Delaware**	0	0	0	0	0	0	0	435	-100.00%	0	3,294	-100.00%
Shuttle Routes:												
Link Shuttle	944	797	861	679	652	857	676	1,478	-54.26%	3,725	6,295	-40.83%
Dline	20,446	17,916	31,075	19,712	18,241	18,585	14,886	16,347	-8.94%	102,499	91,124	12.48%
Lincoln/McCombs	8,943	750	0	3,660	10,977	11,304	9,491	10,367	-8.45%	35,432	37,247	-4.87%
Express Routes:												
#91 - Merle Hay Express	1,035	935	1,001	987	849	1,065	859	1,062	-19.11%	4,761	4,285	11.11%
#92 - Hickman Express	3,408	2,910	3,104	2,890	2,936	3,498	3,016	2,698	11.79%	15,444	14,550	6.14%
#93 - NW 86th Express	3,531	3,289	3,456	3,324	3,002	3,421	2,584	3,455	-25.21%	15,787	19,389	-18.58%
#94 - Westown	1,294	1,090	1,065	1,424	1,176	1,338	1,144	1,534	-25.42%	6,147	7,371	-16.61%
#95 - Vista	2,011	1,925	1,975	2,090	1,830	2,089	1,830	2,032	-9.94%	9,814	11,021	-10.95%
#96 - E.P. True	3,260	2,700	2,803	2,761	2,614	3,078	2,405	2,672	-9.99%	13,661	14,531	-5.99%
#98 - Ankeny	8,268	7,663	8,099	9,386	8,892	10,121	8,104	7,830	3.50%	44,602	40,027	11.43%
#99 - Altoona	1,816	1,630	1,670	1,744	1,697	2,110	1,704	1,894	-10.03%	8,925	10,239	-12.83%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	203	193	315	209	181	234	167	165	1.21%	1,106	885	24.97%
On-Call: Des Moines	263	224	269	153	0	0	0	250	-100.00%	422	1,691	-75.04%
On-Call: Johnston/Grimes	687	522	518	518	471	531	415	474	-12.45%	2,453	3,010	-18.50%
#73 Flex: Urbandale/Windsor Heights	683	615	562	550	621	791	667	887	-24.80%	3,191	4,079	-21.77%
#72 Flex: West Des Moines/Clive	2,563	2,878	3,070	2,896	2,644	3,886	3,682	1,858	98.17%	16,178	7,900	104.78%
On-Call: REGIONAL	78	371	269	150	73	131	85	122	-30.33%	708	1,113	-36.39%
DART Paratransit Ridership	12,180	11,335	12,254	12,306	11,274	12,700	10,545	11,554	-8.73%	59,079	59,192	-0.19%
Bus/Van	11,500	10,605	11,594	11,563	10,584	11,879	9,775	11,004	-11.17%	55,395	56,859	-2.57%
Cab	680	730	660	743	690	821	770	550	40.00%	3,684	2,333	57.91%
DART RideShare Ridership	22,514	20,086	21,080	21,624	20,520	23,660	19,066	20,752	-8.12%	105,950	110,152	-3.81%
TOTAL RIDERSHIP	384,039	302,211	317,639	553,424	399,438	464,213	379,456	369,827	2.60%	2,119,351	2,012,731	5.30%

9A: Operations Department

Staff Resources: Anthony Lafata, Chief Operating Officer

Transportation - Randy McKern, Manager

- Carmella Comito presented to Operators at the December 2013 Safety Meeting on Accident and Incident Reporting. Ms. Comito emphasized the importance of completing the reports accurately with all pertinent information since Operators might have to testify 2 to 3 years after the accident.
- On December 20, 2013, Des Moines Public Schools delayed the start of school by 2 hours. Dispatcher, Skip Herbold, and I were challenged with altering school services for students with little notice. Skip did an outstanding job in getting the word out to our school only route Operators of the change in school hours.

Maintenance - Scott Reed, Manager

- Items covered during our December Safety Meeting included Harassment in the Workplace review and a brief training session on maximizing warranty recovery.
- Specifications were finalized and purchase orders issued for our medium and heavy duty bus purchases. Projected heavy duty delivery is the last quarter of 2014. Medium duty projected delivery is mid-2014.
- Representatives from Topeka MTA were on site on December 16th for a tour of our facilities and a brief question and answer session with management.

Paratransit - Georgia Parkey, Manager

- In our December Safety Meeting we did a refresher on how to accurately fill out Accident and Incident Reports.
- Four Operators received Service Awards and two operators received Safety Awards, Dale Spencer received his for eleven (11) years of safe driving.
- In December Paratransit Operators reached their 15th goal of working 120 consecutive days without a work incurred injury.

Training - Greg Schmitt, Manager

- Three Fixed Route Operators have graduated from training. Currently we have one Fixed Route Operator and one Paratransit Operator in training. Next group of new Operators is scheduled to begin on January 20, 2014.
- Fixed Route Operators Bruce Paige and Justin Hazebroek have begun training to become Route Instructors. Route Instructors are experienced; model Operators who provide instruction to new Operator trainees learning how to provide safe services to our customers.

MONTHLY REPORT
9A: Operations Department



Facilities - Matt Pitstick, Manager

- Snow removal operations are continuing as needed. Equipment is up and running. This year we are pretreating DCS and 1100 Dart Way with brine. The pretreatment is working well and reducing our need for bulk salt.
- We are conducting design review for the money room project. Working toward 65%. Project will be ready for a February bid.
- We have begun changing out fixtures as they go bad at the 1100 location. Prior, we would change out ballasts as they fail. To date, we have replaced failed fixtures with energy efficient LED fixtures with a goal to reduce energy and labor costs.

Service Management - Mike Kaiser, Manager

- New Operations Supervisor shifts have been developed to provide better coverage of the service area and DART Central Station, and will be implemented soon.

9B: Marketing, Communications, Customer Service and RideShare Departments

Staff Resources: Kirstin Baer-Harding, Marketing Director
Gunnar Olson, Public Affairs Manager
PJ Sass, Customer Service and RideShare Manager

Marketing Updates:

- Staff coordinated the Business after Hours at DART Central Station on Wednesday, December 4 from 4:30 to 7 p.m. Thanks to Bob Mahaffey, Skip Conkling, Chris Hensley, Steve Pederson, and Commission Van Oort for attending. A special thanks to the Des Moines Chamber for promoting the event to their downtown members and assisting at the sign in table and to all the DART staff that assisted with the event. About 75 guests attended the event.
- Staff distributed communications and materials for the DART's Fares for Food event on Thursday, December 12. DART donated all cash fares, and any amount beyond a standard fare, collected in the fare boxes to the Food Bank of Iowa. \$5,300.00 was collected from the Fare Boxes and a check was presented to the Food Bank of Iowa on Wednesday, December 18.
- Staff prepared and deployed materials for Route 11 returning to regular route on December 22. Website, social media, emails, bus stop signs, bus audio announcements, panel cards and new schedules were distributed.
- Staff continues to deploy route specific marketing materials in Altoona/Pleasant Hill, Ankeny, Carlisle, Johnston and West Des Moines. Newsletter articles, newspaper ads and posters were distributed to promote DART services within the areas.
- Staff developed, designed and deployed materials for the Holiday Service hours. Website, social media, emails, mailing, bus audio announcements, and interior signage were distributed.
- Staff participated in four vendor presentations for the RFP of new Fare Boxes.
- Staff continues working with Trapeze on product development for the upcoming technology deployment which includes Real Time Map and MyDART Alerts (TransitNow).
- Staff is working with Human Resources and RideShare on a new display board for upcoming events. Human Resources will utilize the board at job fairs and Rideshare will utilize the board at business grab and go's and benefits fairs.
- Staff is beginning to prepare materials for the next schedule change slated for February 23, 2014. Staff will be updating the system map and route schedules at this time.
- Staff continues working with Webspec design on the DART's new website. The new design will launch in first quarter of 2014.

MONTHLY REPORT

9B: Marketing and Communications, Customer Service and RideShare



Communication Updates – Gunnar Olson:

- Staff attended the Greater Des Moines Partnership's 2014 Legislative Agenda Lunch. The panel of speakers included President of the Iowa Senate Pam Jochum, Speaker of the Iowa House Kraig Paulsen, state Senator Rick Bertrand and state Representative Ako Abdul-Samad. During the Question and Answer Session, the executive director of the National Association of Social Workers, Denise Rathman, asked about additional funding for public transit. The panel, in particular Jochum, spoke to the importance of transit.
- Staff supported the Marketing Department in hosting a celebration of the LEED Platinum certification of DART Central Station on December 4. Staff drafted remarks for the speakers and developed a video to be shown at the event.
- Staff joined General Manager Elizabeth Presutti on a DART bus tour with Commissioner Tom Gayman and state Sen. Brad Zaun on December 6. Discussion ranged from the role of public transit, the recent expansion of DART, and the challenges facing transit providers.
- Staff supported Commission Chair Steve Van Oort and General Manager Elizabeth Presutti in providing a DART update to the Ankeny City Council on December 9.
- Staff supported Commission Chair Steve Van Oort and General Manager Elizabeth Presutti in providing a DART update to the Urbandale City Council on December 17.
- Staff attended the kickoff event of Urban Land Institute Iowa District Council, held December 18 at the Equitable Building. The institute advocates for the type of urban development that public transit is well suited to support, including dense transit corridors with activity nodes – concepts embraced in The Tomorrow Plan.
- Staff coordinated a meeting between DART staff members and Teva Dawson, who has joined the Des Moines Area Metropolitan Planning Organization to revamp the Transportation Management Association as well as help implement The Tomorrow Plan.
- Staff worked with General Manager Elizabeth Presutti on a letter to Governor Terry Branstad and Transportation Director Paul Trombino regarding the funding concepts recently released by the Department of Transportation. In the letter, DART makes the case for increased state investment in public transit due to the historically low funding levels, the ongoing need for capital investment statewide, and the shifting demographics that stand to increase transit use among Iowans.
- Staff publicized Fares for Food Day with a press release and gave interviews to WHO TV and WHO Radio. Following the event, the results of the drive were publicized by a second release and additional interviews.
- Staff publicized the return of Route 11 to regular route, following an extended detour due to the reconstruction of the Grand Avenue bridge at 63rd Street.

Advertising Program:

New December Advertisers

- Outselling Inc.

MONTHLY REPORT

9B: Marketing and Communications, Customer Service and RideShare



Customer Service Report – PJ Sass:

November Employer and Group Presentations:

- Principal Orientation (four visits)
- Visiting Nurses Services
- Home School Parents/Students How to Ride Training
- How to Ride Training-monthly
- Kali O'Brien - Sports Services and Volunteer Coordinators, How to ride training, two classes

Bus Stop/Shelter Request = 7

Customer Service Request = 81

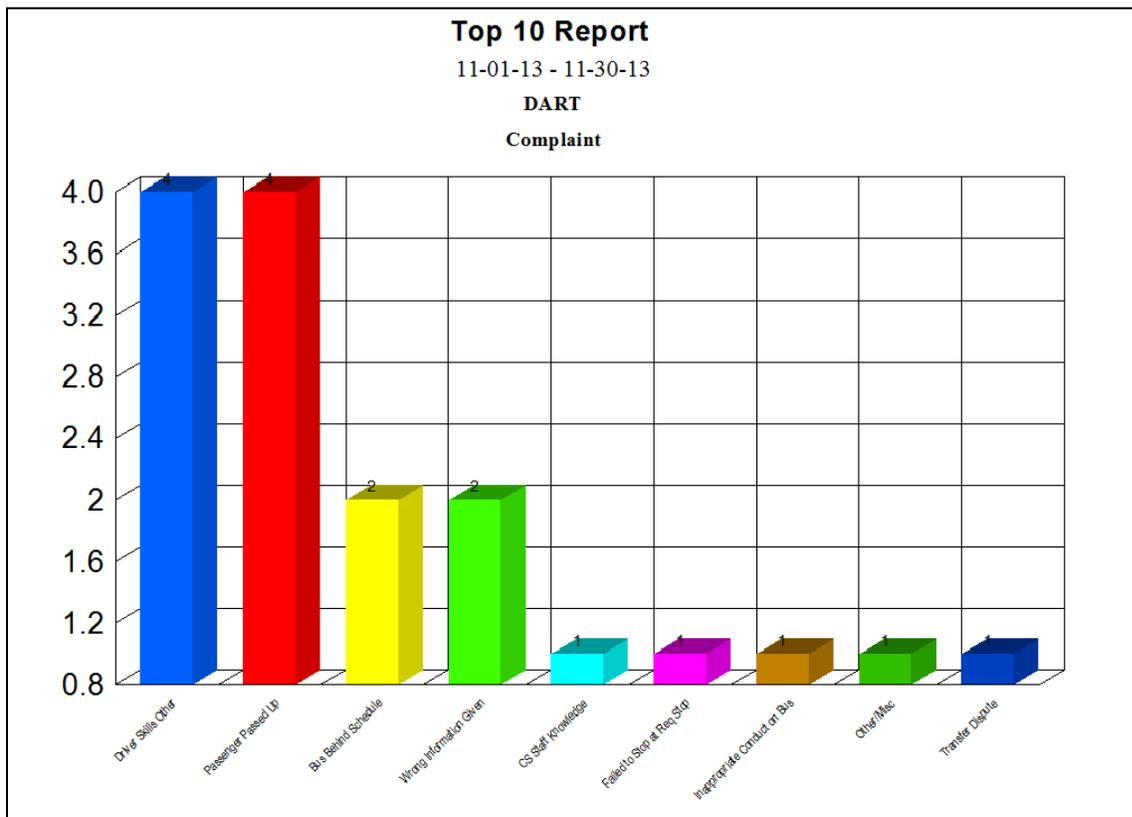
Contact/Feedback Form = 23

Other/Misc. = 12

Voicemails = 120 (approx. 26 required reply)

Total Calls for November 2013

- Schedule Information – 11,587
- Spanish Line – 146
- Receptionist – 479
- RideShare - 408



MONTHLY REPORT

9B: Marketing and Communications, Customer Service and RideShare



The top five comments for November were: Driver Skills/Other, Passenger Passed Up, Bus behind schedule, Wrong Information Given and CS Staff Knowledge. In summary we had 76 complaints, 4 commendations and 11 suggestions. Out of the 76 complaints 14 are still being investigated and 17 were founded which is 27% of the total completed complaints for this month.

Travel Training:

Travel Training class was held on December 14, we had 20 attendees. The next class will be held on January 15, 2014.

RideShare – Jennifer Long:

- RideShare cross trained Customer Service department on how to take RideShare payments.
- Six people attended driver's training this month.
- Staff matched several vans to potential riders and sent out several solicitation emails and phone calls.

Staff Commendations:

DART had several comments this month pertaining to the fair service and how awesome our drivers and administration staff is.

- Thank you for providing a coffee shop at DART. Awesome idea. Keep up the great ideas! "You guys do a great job! I'm new to Iowa and have been so impressed by the efficiency of the routes and the drivers on the #14 and #16 have been great! Please let them all know."
- Caller wanted us to know how very much the Pioneer Columbus mealsite appreciates Paul Flohrs. Caller stated Paul always makes out trips lots of fun and always very interesting. The other drivers are nice but Paul is really missed when he is gone.
- I just wanted to take a moment to let DART know what an awesome driver you have. While I unfortunately have never gotten his name, I've had him as my driver on multiple occasions and he has always been friendly, polite, cheerful and the safest driver I have yet encountered - he's also always on time, too! I really, really enjoy having this gentleman as my driver, and I hope he continues driving for DART for as long as possible. He rocks! Thank you Russ Powell

MONTHLY REPORT



9C: Planning Department

Staff Resource: Jim Tishim – Planning Director

Transit Master AVL/RTIS & Trip Planner Update:

- AVL/RTIS Technical Compliance Matrix Review: The Trapeze AVL/RTIS system installation is coming to a close. There are a few open action items that we are still working on to complete the project. The Planning and IT Departments have been evaluating the Trapeze Contract and the AVL/RTIS Technical Compliance Matrix to determine if there are any other required items that need to be added to the Action Item list. Our evaluation is completed and we found no outstanding items.
- The Planning Department has been diligently working through all the data in our Trapeze FX Scheduling Program to improve accuracy of the real-time information.
 - All routes have new route pattern traces built into the FX Scheduling Program, which is required to track each vehicle.
 - All routes have been surveyed with a special tool that measures distance and determines exact longitude and latitude information on every bus stop and time point in the system.
 - Every route that operates through DART Central Station was redesigned and surveyed to resolve problems we had providing accurate movement through the facility.
 - All deadhead and interline deadhead pattern traces and connections have been completed.
 - We are currently working on surveying all deadhead and interline deadheads.

Planning Department Projects:

- The Ankeny Hy-Vee Drugstore at 849 South Ankeny Blvd closed due to the opening of the new Hy-Vee store at 2510 SW State Street. Their lease to the property ended on January 1, 2014. The Hy-Vee Drugstore has been a DART Park and Ride lot for many years. We worked with the property owner and the City of Ankeny to try and maintain the site as a Park & Ride, but to no avail.

Planning staff completed a passenger survey and talked with our customers to establish their places of origin and the Park and Ride locations they currently use to determine the best area for another Park and Ride lot. The information we received still indicated a need for a Park and Ride lot on the south side of Ankeny.

We were able to work with the Des Moines Area Community College (DMACC) to secure their Lot "L" for a Park and Ride location. This site is directly on the current route and will only require minor adjustments to the service. We are working to move to the new site on Monday, January 13, 2014.

MONTHLY REPORT

9C: Planning Department



- The #11 Ingersoll Ave/Valley Junction route returned to regular route service on Monday, December 23, 2013 with the opening of all five lanes on the Grand Avenue and 63rd Street Bridge.
- Our second new shelter has been installed at Southridge Mall.
- All the new bus stop ID signs are in place and available for use on the trip planner.

MONTHLY REPORT



9D:	General Manager
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Staff Resource: Elizabeth Presutti, General Manager

- **DART Commission Bus Rides** – I had had the opportunity to take a bus ride on Route 92 with Commissioners Gayman and Senator Zaun. The ride was very informative for all and was a great testament to how customers utilize DART on a daily basis.
- **City Council Presentations** – In December staff presented to the Urbandale City Council, Altoona City Council and Ankeny City Council. Staff will be presenting to the Johnston City Council in February.
- **Topeka Metro Visit** – Staff and Board Members visited with DART Staff on December 16th and 17th. It was a great opportunity for information sharing between the two organizations. Thank you to Commissioner Mahaffey and Conkling for joining us one morning to talk about DART from a Commissioner’s perspective.
- **DOT Funding Concepts** – A letter was sent to the Governor Branstad, Iowa DOT Director Paul Trombino and to the Iowa legislators that represent DART’s member government’s regarding the proposed DOT Funding Concepts. A copy of the letter is attached.
- **DART Teamster Union Contract** – DART staff continues collective bargaining negotiations with the Teamsters Local 238 which represents DART’s Paratransit Operators.



December 16, 2013

The Honorable Terry Branstad
Governor
Office of the Governor and Lt. Governor
State Capitol
1007 E Grand Avenue
Des Moines, Iowa 50319

Re: Iowa Department of Transportation Funding Concepts

Dear Governor Branstad:

Now is certainly the time to think strategically about how the state invests in transportation – not only because of the road use tax fund shortfall, but also due to shifting demographics and changing demands. First, please accept our thanks to you and State Transportation Director Paul Trombino for leading a statewide conversation on transportation funding.

Secondly, I would like to appeal to you to champion public transit as increasingly important in Iowa's transportation network, worthy of investment from diverse funding sources. Public transit supports many priorities of your office: connecting employees to jobs, students to classrooms and internships, and patients to health care providers.

- Demand for public transit is rising, especially among older and younger generations, in both rural and urban areas. Consider:
- The number of Iowans ages 65 and older will increase to a projected 1 in 5 residents by 2030. AARP Iowa advocates for improved mobility options – especially alternatives for those who don't drive – as a lifeline to preventative health care.

Young professionals drive less and prefer walking, biking and public transit, the 2013 "Millennials & Mobility" report found. The Greater Des Moines Partnership supports creating a robust transit system to attract and retain young talent to the workforce.

Public transit has begun a dramatic modernization in Greater Des Moines. The Des Moines Area Regional Transit Authority (DART), created in 2006, has developed and begun implementing a long-range plan aimed at better connecting communities and, thereby, connecting more people with more opportunities. Highlights:

- DART Central Station opened in downtown Des Moines.
- The network of bus routes has been redesigned and expanded.
- Buses now operate more frequently and earlier and later in the day.
- An online trip planner launched and DART schedules have been added to Google Maps.

**Des Moines
Area Regional
Transit Authority**

620 Cherry Street
Des Moines, Iowa
50309-4530

515-283-8100
Fax 515-283-8135
ridedart.com

The improvements are paying off, with ridership steadily increasing. More than 427,000 rides were given in October alone, a 22 percent jump over the previous October. There were more than 4.5 million rides in the past fiscal year, and ridership is up 6 percent so far this fiscal year.

Despite these advances, DART still has significant work to do to deliver the level of service that Greater Des Moines will need going forward to compete nationally and globally. Like anything worth doing, this will take time and investment.

The concept for a Trails and Transit Fund is certainly welcomed, particularly as a potential funding source for developing Bus Rapid Transit (BRT) in Greater Des Moines, a regional priority identified in both the Capital Crossroads plan and The Tomorrow Plan. BRT has proven to be a successful low-cost alternative to rail in other major cities such as Kansas City and Cleveland.

However, the funding concepts fall short of addressing the core needs of the state's transit agencies – primarily buses, the unsung workhorses of public transit. Without regular replacement, buses break down more often, become more costly to operate, and hinder agencies from providing adequate service to people who depend on them. There are more than 1,000 buses in the state that are beyond their useful lives, costing transit systems more each year to operate and maintain them. The cost to replace those buses far exceeds \$80 million, and the backlog of vehicles grows each year due to lack of funding. We believe \$10 million in annual funding would, in time, help to address this critical need and maintain the service Iowa has today.

To truly grow public transit will require a bigger commitment by the state – to move it up the priority list of transportation needs. We would love to have that conversation with you, answer any questions you might have, and work together to improve the state of Iowa.

In closing, I would like to invite you, Director Trombino and Lt. Governor Kim Reynolds to DART Central Station for a tour of its operations and to meet some of the people who benefit from public transit.

Sincerely,



Elizabeth Presutti
General Manager

CC: Director Paul Trombino, Iowa DOT
Central Iowa Legislators



FUTURE DART COMMISSION ITEMS

JANUARY 7, 2014

February 4, 2014 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Farebox System Contract 	<ul style="list-style-type: none"> - FY 2015 Budget - Fare Policy
March 4, 2014 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - FY 2015 Budget - Taxi Cab Contract - On-Call Technology Services - On-Call Planning Services 	<ul style="list-style-type: none"> - Fare Policy
April 1, 2014 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - Open Records Policy - Records Retention Policy 	<ul style="list-style-type: none"> - Open Records Policy - Records Retention Policy
May 6, 2014 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> -
June 3, 2014 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> -
July 1, 2014 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> -

<u>Key Meetings/Dates:</u>
<ul style="list-style-type: none"> - January 13-15, 2014: Sustainable Communities Leadership Academy: Transition to Implementation, Salt Lake City, Utah
<ul style="list-style-type: none"> - February 5, 2014: IPTA Legislative Day at State Capitol
<ul style="list-style-type: none"> - February 8-11, 2014: APTA CEO's Seminar, New Orleans, LA
<ul style="list-style-type: none"> - February 19, 2014: IPTA Federal Legislative Briefing, Washington, D.C.
<ul style="list-style-type: none"> - March 9-11, 2014: APTA Legislative Conference, Washington, D.C.
<ul style="list-style-type: none"> - May 4-7, 2014: APTA Bus & Paratransit Conference, Kansas City, MO