



**NOTICE OF COMMISSION MEETING AND AGENDA**  
**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**

**DART WAY - HUB ROOM, 1100 DART WAY**

<https://ridedart.zoom.us/j/85705620419?pwd=SmRYUkk4bVNCRC9ZL2FaQm5aTS9iQT09&from=addon>

**DIAL IN - +1-312-626-6799/ACCESS CODE – 857 0562 0419/PASSCODE - 157177**

**AUGUST 1, 2023 – 12:00 PM**

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF AUGUST 1, 2023, AGENDA	
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14. NEXT MEETING: Regular DART Meeting - Tuesday, September 5, 2023 – 12:00 P.M.	
15. 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.*



6:	Transit Riders Advisory Committee (TRAC) Update
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**Resource:** *Brandon Paulsen, TRAC Chair*

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A virtual meeting of the Transit Riders Advisory Committee was held on Wednesday, July 26, 2023, and a quorum was not met. Included are key highlights from the meeting's discussion.

- **Destination Signs:** Planning & Development Manager, Tony Filippini, led a discussion on bus destination signs. He offered some options that may make it easier for riders to determine where a bus is going. Tony asked if he could present this topic again in the August meeting as he would like to have a robust discussion on ways the destination signs can improve communication with riders.
- **Customer Service Metrics:** Customer Experience Manager, Steve Wright, provided an overview to TRAC members of FY23 Service levels month-to-month, showing call volumes per service type, average call wait times, and COM (complaints & commendations) trends.
- **CEO Update:** Interim Chief Executive Officer, Sheri Kyras, announced to the committee that Amanda Wanke will serve as DART's next CEO.
- **Key Performance Metrics:** Transportation Director, Lewis Lowry, shared with the committee some of the performance metrics that DART tracks related to the Bus Plus program. These metrics provided a snapshot of information such as ridership, on-time performance, customer feedback and cancelation rates, that the committee was able to ask questions about.

The next hybrid TRAC meeting is currently scheduled for Wednesday, August 30, 2023.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
MEETING HOSTED IN-PERSON AND VIRTUALLY  
620 CHERRY STREET – DES MOINES, IOWA 50309  
JULY 11, 2023**



(Meeting was held in a hybrid format)

**ROLL CALL**

**Commissioners/Alternates Present and Voting:**

Vern Willey, Kelly Stearns, Tara Cox, Srikant Mikkilineni, Josh Mandelbaum, Jake Anderson, Paula Dierenfeld, Ross Grooters, Steve Van Oort, Bridget Montgomery, and Joseph Jones

**Commissioners Absent:**

Russ Trimble

**CALL TO ORDER**

Vice Chair Josh Mandelbaum called the meeting to order at 12:03 p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Vice Chair Josh Mandelbaum requested a motion to approve the agenda as presented.

It was moved by Vern Willey and seconded by Bridget Montgomery to approve the July 11, 2023, agenda. Ross Grooters made a motion to amend the agenda noting that Item # 8A listed Commissioner Grooters instead of Commissioner Montgomery. The motion carried unanimously.

**PUBLIC COMMENT:**

Thomas Washington from Des Moines shared his concerns for DART's disabled and transit dependent riders when future funding discussions are held as many people rely on the DART services provided.

Leah Bogle from Des Moines asked about peak hour services in West Des Moines and Ankeny specifically. DART staff was asked to follow up with Ms. Bogle.

Garland Armstrong from Des Moines presented recognition items he has received from another transit system and encouraged DART to provide similar recognition pieces to retirees.

Evan Schultz from Des Moines enquired about benches at bus stops and experiences he has had with Paratransit services being delayed. DART staff will be following up with Mr. Schultz.

**TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE**

Brandon Paulsen, TRAC Chair advised the Commission that their last meeting was held on June 18<sup>th</sup>, but unfortunately did not have a quorum to make any motions. At this meeting one TRAC

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COMMISSION MEETING MINUTES – JULY 11, 2023**



member shared that he will be riding Route 52 and provide necessary feedback at the next meeting. DART metrics were shared and specifically on the Paratransit services which helped explain some of the delays the service has experienced. The next TRAC Committee meeting will be held on Wednesday, July 26, 2023.

**CONSENT ITEMS**

7A – Commission Meeting Minutes – June 6, 2023

7B – FY2024 Iowa Communities Assurance Pool (ICAP) Renewal

7C – IT Compute Hardware Replacement

7F - 2023 May Consolidated Financial Report

It was moved by Vern Willey and seconded by Ross Grooters to approve the consent items. The motion carried unanimously.

**ACTION ITEMS:**

8A – New DART CEO Selection

Vice Chair Josh Mandelbaum thanked DART staff and Commissioners Stearns, Jones, Dierenfeld and Montgomery, who served on the Search Committee, for their time and efforts throughout the process. A recap of the search activities for a new DART CEO was provided, including engaging Krauthamer & Associates, LLC (K & A), a Transit Executive Search Firm, who was hired to complete a nationwide search for a new CEO. After a six -month search which included the CEO Search Committee reviewing resumes for all qualified candidates, they narrowed the field to finalists for the position and interviewed potential candidates. Through this process, a preferred candidate was determined to be the most qualified and best candidate for the position.

It was moved by Vern Willey and seconded by Paula Dierenfeld to approve the DART CEO Search Committee's recommendation of Amanda Wanke as DART's new Chief Executive Officer. The motion carried unanimously.

8B – New DART CEO Employment Contract

Vice Chair Josh Mandelbaum provided verbally shared the terms of the new CEO employment contract with the Commission.

It was moved by Srikant Mikkilineni and seconded by Bridget Montgomery to approve the employment terms recommended from DART's CEO Search Committee and authorize the Commission Chair to execute an employment contract with the preferred DART CEO candidate. The motion carried unanimously.

8C – Van Donation Policy Approval

Victoria Henderson Weber, DART's Rideshare Supervisor shared that the DART Commission created the Van Donation Program in 2014, to help fulfill unmet transportation needs within DART's service area. Nearly every year since, DART has donated approximately 3 vans to area non-profits or government agencies. Details of the policy was shared, and policy updates identified including

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COMMISSION MEETING MINUTES – JULY 11, 2023**



staff recommendations changes to ensure compliance with federal regulations and to minimize financial impact to DART. These changes were listed in the Commission packets.

It was moved by Vern Willey and seconded by Bridget Montgomery to approve the updated Van Donation Policy, effective August 1, 2023. The motion carried unanimously.

**DISCUSSION ITEMS:**

9A – Strategic Plan Update

Luis Montoya, Chief Planning Officer provided an update on DART's Strategic Plan implementation.

9B – Monthly Performance Report – May 2023

Nate Bleadorn, Business Intelligence Manager shared that May ridership had increased, compared to April and up over 26% over May of last year. Fixed Route and Rideshare ridership have been trending higher also. He also shared that there were no preventable accidents in Fixed Route service. YTD preventable accidents are 0.68 per 100,000 miles, below our goal. Non-preventable accidents occurred at a rate of .47 per 100,000 miles in May, and we are at 1.15 per 100,000 miles YTD. On-Time Performance (OTP) was 79.87% for the month of May. This is below our target of 85%, and our YTD sits at 83.34%. The continued decrease in OTP is due to construction and detours on several routes. DART On Demand continued to perform well in the month of May. At 1,511 completed trips, it was the biggest month thus far.

**DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)**

11A - Operations

None

11B – Planning

Luis Montoya, Chief Planning Officer provided a brief update on the upcoming RAGBRAI service DART will be providing during the event.

11C - External Affairs

None

11D – Finance/IT/Procurement

None

11E – Human Resources

None

11F – Interim Chief Executive Officer

Sheri Kyras, Interim CEO shared that after the disappointing news regarding DART's Bus & Bus Facility Grant, staff have had conversations with FTA and our Regional FTA representative to DART Commission Packet - August 1, 2023

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understand why we did not receive funding and what modifications could be done to improve chances in receiving future funding. FTA shared that our grant application was “Highly Recommended” which is the top rating any application can receive, but unfortunately the demand for funds came in much greater than monies available. She also shared that the current Administration’s funding focused leaned toward funding grants that included electric and zero-emission vehicle projects.

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

None

**NEXT MEETING:**

Regular DART Meeting - Tuesday, August 1, 2023 – 12:00 P.M.

**ADJOURN**

Vice Chair, Josh Mandelbaum, adjourned the meeting at 1:27 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



## ACTION ITEM



**7B: DART Advertising Policy**

**Action: Approve the Policies and Standards for Advertising on or within DART Transit Facilities as presented**

**Staff Resource:** *Erin Hockman, Chief External Affairs Officer*

**Background:**

- DART's advertising policy was established by the DART Commission in 2009 and has been modified by the Commission twice since then, in 2017 and 2019.
- Most recently, the Commission discussed DART's advertising policy in the spring and summer of 2019. The conversation focused on what types of advertising should be excluded in order to:
  - minimize DART's legal risk;
  - maximize advertising revenue;
  - minimize potentially objectionable material; and
  - maintain and enhance relationships with partner organizations.
- As a result of these discussions and in close consultation with DART's legal counsel, the Commission adopted a revised advertising policy in August of 2019 that excluded religious advertising, with a request that the policy be revisited annually moving forward.
- The Commission re-approved the policy with no changes in August 2020, August 2021 and August 2022.
- Brick Gentry conducted a review of applicable case law that may impact DART's Advertising Policy in June and July 2023 and has recommended no changes to DART's current policy. However, Brick Gentry did advise that policy restrictions on religious advertising and political advertising are still key areas of focus in recent Supreme Court case law more generally, and restrictions on religious advertising remain one of the more likely types of restrictions to be challenged. As such, Brick Gentry advises that DART continue to review its policy on an annual basis and be prepared to update it if necessary in the future.
- Brick Gentry also recommended DART adopt written guidance to memorialize "objective, workable standards" for use in the determination of whether an advertisement is acceptable or prohibited under DART's Advertising Policy. This document would serve as additional evidence of DART's reasoned application of its policy. The written guidance is in development by Brick Gentry and should be in place in the coming months.
- Given no current staff, legal counsel or Commission concerns with the advertising policy, staff is not recommending any changes to the policy at this time. The Policies and Standards for Advertising on or within DART Transit Facilities is attached as a reference.

**Recommendation:**

- Approve the Policies and Standards for Advertising on or within DART Transit Facilities as presented.



# Policies and Standards for Advertising on or within DART Transit Facilities



Scope:	DART Employees and Contractors
Responsible Department:	External Affairs
Effective Date:	October 1, 2019
Approved By:	DART Commission – August 2, 2022

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The Des Moines Area Regional Transit Authority (“DART”) is a regional transit system created under section 28M of the Code of the State of Iowa. DART owns and operates buses, bus shelters, a garage and other properties (collectively referred to as “Transit Facilities”) in conjunction with its regional transit system. It is in the public interest to make advertising space available on certain designated transit facilities to generate revenue and help fund the operation of the regional transit system.

## I. PURPOSE

**1.01 Nonpublic Forum; Commercial / Proprietary Functions.** DART will make space on its transit facilities available for limited types of Permitted Advertising (defined in Section 2.02 below) in accordance with the policies and standards contained herein (this “Policy”). By allowing Permitted Advertising on or within its designated Transit Facilities, DART does not intend to create a public forum for public discourse or expressive activity, or to provide a forum for all types of advertisements. The display of Permitted Advertising on designated Transit Facilities is intended only to supplement fare revenue, tax proceeds and other income that fund the regional transit system.

**1.02 Intent of Limits on Advertising.** By placing reasonable limits on Permitted Advertising displayed on or within its Transit Facilities, and by not accepting Excluded Advertising (defined in Section 2.01 below), DART’s intention is to:

- (a) maintain an image of professionalism and decorum;
- (b) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its regional transit system;
- (c) maintain and portray an image of neutrality on political matters and other noncommercial issues that may be the subject of public debate and concern;
- (d) foster a safe and secure environment on or within DART Transit Facilities;
- (e) avoid subjecting its passengers and other members of the public to material that may discourage them from using regional transit services, and avoid any decrease in transit ridership;
- (f) avoid displaying content that is not suitable for minors; and
- (g) preserve and augment revenues by attracting and maintaining the patronage of passengers.

## Policies and Standards for Advertising on or within DART Transit Facilities

Effective Date: October 1, 2019

Approved By: DART Commission – August 2, 2022



### II. ADVERTISING POLICIES, STANDARDS, AND RESTRICTIONS

2.01 **Excluded Advertising.** For the purposes of this Policy, the advertising described in this Section 2.01 is "Excluded Advertising." DART will not accept the following Excluded Advertising for display, posting or placement on or within its Transit Facilities:

- (a) **Alcoholic Beverages.** Advertising, soliciting or promoting the direct sale or use of alcoholic beverages with the exception of the following: images of beer or wine (including logos), which said images may be displayed within advertising that primarily promote eating establishments, grocery or convenience stores, or specific events, festivals or attractions, provided however, any such advertising shall contain a responsible drinking message.
- (b) **Tobacco Products.** Advertising, soliciting or promoting the sale or use of tobacco products including, but not limited to, cigarettes, cigars, and smokeless tobacco.
- (c) **Advertisements Affecting Image or Operation.** Advertising that threatens or adversely affects DART's public image; DART's ability to operate its Transit Facilities; or DART'S ability to attract and maintain the patronage of passengers.
- (d) **Religious Advertising.** Advertising that promotes or opposes any religion, religious practice, religious belief or lack of religious beliefs.
- (e) **False, Misleading, Deceptive or Disrespectful Advertising.** Advertising or any material or information in the advertising that is false, misleading or deceptive, or that is intended to be (or reasonably could be interpreted as being) disparaging, disreputable or disrespectful to persons, groups, businesses or organizations, including but not limited to advertising that portrays individuals as inferior, evil or contemptible because of their race, color, creed, gender, pregnancy, age, religion, ancestry, national origin, marital status, disability, affectional or sexual orientation, or any other characteristic protected under federal, state or local law.
- (f) **Unauthorized Endorsement.** Advertising that implies or declares that DART endorses a product, service, point-of-view, event or program. The prohibition against endorsement does not apply to advertising for a service, event or program for which DART is an official sponsor, co-sponsor or participant, provided DART's Chief Executive Officer or other designated representative gives prior written approval of the endorsement.
- (g) **Obscene or Offensive Material.** Advertising that contains obscene or offensive materials. "Obscene materials" for purposes of this Policy are material(s) that display information that, taken as a whole, appeals to the prurient interest in sex and depicts or describes, in a patently offensive manner, sexual conduct and which, taken as a whole, does not have serious literary, artistic, political, or scientific value, or otherwise qualifies as "obscene material" as that phrase is defined in the Iowa Code section 728.1 (5). "Offensive materials" for purposes of this Policy means displays or information that would be offensive to a reasonably prudent person of average sensitivity in the community, including but not limited to advertising that contains derisive, distorted, immoral, profane or disreputable language or impressions.

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- (h) **Unlawful Goods or Services.** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage the use or possession of unlawful or illegal goods or services.
  - (i) **Unlawful Conduct.** Advertising or any material or information in the advertising that: depicts, promotes or reasonably appears to encourage unlawful or illegal behavior or conduct, including but not limited to unlawful behavior of a violent or antisocial nature; is libelous or an infringement of copyright; is otherwise unlawful or illegal; or is likely to subject DART to liability.
  - (j) **Adult Entertainment.** Advertising that promotes or displays content associated with adult bookstores, adult video stores, nude dance clubs and other adult entertainment establishments, adult telephone services, adult internet sites or escort services.
  - (k) **Graffiti.** Advertising that uses images or symbols that depict or represent graffiti.
  - (l) **Firearms and Weapons.** Advertising that contains images or depictions of firearms or other weapons, or the use of firearms or other weapons.
  - (m) **Internet Addresses and Telephone Numbers.** Advertising that directs viewers to internet addresses or telephone numbers that contain materials, images or information that would violate this Policy if the materials, images or information were contained in advertising displayed or posted on or within DART Transit Facilities.
  - (n) **Distractions and Interference.** Advertising that incorporates or displays any rotating, revolving, or flashing devices or other moving parts or any word, phrase, symbol or character, any of which are likely to interfere with, mislead or distract traffic or conflict with any traffic control device or motor vehicle regulation.
- 2.02 Permitted Advertising.** Subject to the viewpoint-neutral standards in this Policy, DART will accept Permitted Advertising for play, display, or placement on or within designated DART Transit Facilities. For the purposes of this Policy, Permitted Advertising is advertising that:
- (a) Does not qualify as Excluded Advertising under Section 2.01;
  - (b) Generally relates to the economic interests of the advertiser and its audience or is a type of advertising set forth in Section 2.03 or 2.04 below;
  - (c) Is paid advertising; and
  - (d) Is delivered through electronic, audio, and printed media.
- 2.03 Political or “Issues” Advertising.** In addition to the requirements of Section 2.02 above and the other terms of this Policy, DART has the following disclaimer requirements for the types of Permitted Advertising listed below. The disclaimer must be placed on each advertisement and be legible five (5) feet from the advertisement.
- (a) **Political Candidates.** On an advertisement that is authorized and paid for by a candidate or his/her campaign committee, the disclaimer must identify who paid for the advertisement.
  - (b) **Political Candidate Advertisement Paid by a Different Party.** On an advertisement that is authorized by a candidate or his/ her campaign committee, but is paid for by a third party the disclaimer notice must:

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- Identify who paid for the advertisement.
- Indicate that the candidate authorized the message.

(c) **Political Advertisement Not For Political Candidate.** On an advertisement that is not authorized by a particular candidate or his/her campaign committee, the disclaimer notice must:

- Identify who paid for the advertisement.
- State that the advertisement was not authorized by any candidate or candidate's campaign committee.
- List the permanent address, telephone number or world wide web address of the third party who paid for the advertisement.

(d) **Political Issue or Other Non-Commercial Issue Advertisements.** The disclaimer notice must:

- Identify who paid for the advertisement.
- List the permanent address, telephone number or web address of the party that paid for the advertisement.

**2.04 Public Service Announcements.** DART may make advertising space available for Permitted Advertising proposed by governmental entities, academic institutions or tax-exempt, 501(c)3 nonprofit organizations (examples include: advertisements focusing on personal health or wellness issues, or advertisements informing the public about programs, services or events). In addition to the requirements of Section 2.02 above and the other terms of this Policy, the types of Permitted Advertising under this section must comply with the requirements in this section. Nonprofit entities must confirm and/or verify their IRS tax exempt status. Costs associated with the design, production, installation and removal of public service announcements are the responsibility of the group or organization requesting the public service announcement. Unless the source of the advertising or public service announcement is obvious from the content or copy, the advertisement or public service announcement must specifically identify the sponsor of the advertisement or public service announcement.

**2.05 Prohibitions on Literature or Product Distribution and Leafleting.** DART'S purpose in operating a regional transit system is to meet the public's need for efficient, effective and safe public transportation. DART Transit Facilities are not intended to be public forums for public discourse or expressive activity. Literature or product distributions, leafleting and similar activities can disrupt or delay passengers who are boarding and exiting buses and other transit vehicles, distract passengers, distract bus operators, cause maintenance issues, and otherwise create safety issues for passengers, operators and surrounding traffic. Accordingly, political campaign activities, distribution of political or issues campaign literature, leafleting, and other informational or campaign activities are prohibited on or within DART Transit facilities. Notwithstanding the provisions of this Policy that allow Permitted Advertising on designated DART Transit Facilities, nothing in this Policy authorizes or permits advertisers to distribute literature, leaflets, coupons, products, samples or other items on or within DART Transit Facilities.

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On a limited basis and provided DART's Chief Executive Officer or other designated representative has given prior written approval, DART may allow an advertiser to distribute Permitted Advertising on or within DART Transit Facilities. Any distribution of literature, leaflets, coupons, products, samples or other items must comply strictly with terms and conditions established by DART.

- 2.06 Space Availability.** DART limits the amount of space on or within its Transit Facilities available for advertising and does not represent that it can accommodate all requests for advertising space. Advertising space will be made available only on DART Transit Facilities designated by DART. No advertising, signs and other types of postings or messages may be played, displayed, posted or placed on or within any other DART Transit Facilities.
- 2.07 Reservation of Rights.** This Policy may be reviewed by the DART Commission on an annual basis. Notwithstanding the foregoing, DART reserves the right to amend this Policy at any time. Subject to any then existing contractual obligations, DART reserves the right to discontinue any or all advertising on or within DART Transit Facilities. DART reserves the right to limit the availability of advertising space on or within its Transit Facilities and remove advertising that does not comply with this Policy, subject to any contractual obligations.

### III. ADVERTISING PROGRAM AND ADMINISTRATION

- 3.01 Advertising Contractor.** DART shall, from time to time, select an "Advertising Contractor" who shall be responsible for the administration of DART's advertising program, in a manner consistent with this Policy and the terms of its agreement with DART. The advertising program shall include, but not be limited to, promotion, solicitation, sales, accounting, billing, collections, fabrication, posting of advertising displays, and playing of audio advertisements on or within DART Transit Facilities.
- (a) DART will designate a DART staff person to be the primary contact for the Advertising Contractor. Questions regarding the terms, provisions, and requirements of this Policy shall be addressed initially to the designated DART staff person.
  - (b) The Advertising Contractor shall provide, or shall subcontract for, all employees and equipment necessary to perform the work and provide the services required by DART.
  - (c) The Advertising Contractor shall comply with this Policy and shall review all proposed advertising with reference to the standards set forth herein. The Advertising Contractor shall make all initial decisions whether to accept or reject proposed advertising in accordance with this Policy. If the Advertising Contractor has any question(s) regarding application of the terms, provisions, and/or requirements of this Policy to any proposed advertising, the Advertising Contractor shall present such proposed advertising to the designated DART staff person for review. In any such case, the designated DART staff person shall work with the Advertising Contractor to resolve the Advertising Contractor's question(s), and the Advertising Contractor shall determine whether the proposed advertising will be accepted.

### IV. APPEAL OF ADVERTISING DECISIONS

- 4.01 Initial Reviews.** As set forth in Paragraph 3.01 above, DART's Advertising Contractor will make all initial decisions about accepting or rejecting all proposed advertising in

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accordance with this Policy. DART's Advertising Contractor will work with advertisers to resolve issues about advertisements that do not comply with this Policy and the procedures contained herein. Resolution may include modification of the art, copy, or both.

- 4.02 Appeals to Advertising Review Committee.** An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with the Advertising Review Committee (defined below) within ten (10) business days after the rejection or removal decision. The advertiser's request must state why the advertiser disagrees with the decision in light of this Policy. The "Advertising Review Committee" consists of the following DART personnel: DART's Marketing and Communications Manager, DART's Chief External Affairs Officer, and DART's Chief Operations Officer. The Advertising Review Committee may consult with DART'S legal counsel. The Advertising Review Committee will review the basis for the rejected or removed advertisement and will consider the advertiser's reasons for filing the request. The Advertising Review Committee will make a decision on the request and will notify the advertiser of its decision in writing within fifteen (15) business days of receipt of the advertiser's request.
- 4.03 Further Review by Chief Executive Officer.** An advertiser who disagrees with a decision of the Advertising Review Committee may request DART'S Chief Executive Officer to review the Advertising Review Committee's decision. The advertiser's written request for further review must be received within five (5) business days after receipt of the Advertising Review Committee's adverse decision. The Chief Executive Officer may accept, reject or modify the Advertising Review Committee's decision and will notify the advertiser of the Chief Executive Officer's decision within five (5) business days after the Chief Executive Officer receives the advertiser's request for further review. The Chief Executive Officer's decision is final.



## CONSENT ITEM



<b>7C:</b>	<b>Quarterly Investment Report &amp; Update of Approved Depository Resolution</b>
<b>Action:</b>	<b>Approve the recommended 4<sup>th</sup> quarter investment report for FY 2023 &amp; Update Approved Depository Resolutions</b>

**Staff Resource:** *Amber Dakan, Finance Director*

### Background:

- DART maintains an Investment Policy with the purpose of defining the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for DART'S investment activities that must be exercised to ensure effective and judicious fiscal and investment management of DART'S funds. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.
- The objectives of DART's investment program in order of importance are as follows:
  - Safety - Preservation of the capital in the overall portfolio is DART's top priority. This also includes mitigating credit and interest rate risk.
  - Liquidity - The portfolio of investments should maintain enough liquidity to meet all operating expense requirements that can be reasonably anticipated.
  - Return – Investments will be designed to attain a market rate of return throughout budgetary and economic cycles.
- DART's current investment program started in April 2016 with the intent to maximize the value of our assets with its current reserve levels.

### Approved Depository Resolution

- In conjunction with the Investment Policy and the State Code of Iowa, DART also maintains a listing of approved financial institutions authorized to serve as depositories for DART funds. This listing is used to solicit financial institutions when placing DART funds.
- This list of Financial Institutions approved as allowable depositories was updated and approved by the commission in March of 2020. This last update expanded the approved list to more banks and credit unions in the metro.
- Upon recent review of the list, there are minor changes recommended to reflect name changes and one bank closure:
  - American Trust and Savings Bank is now MidWest One
  - Bank of the West is now BMO Harris Bank National Association
  - Peoples Bank in Carlisle, correct name is Peoples Savings Bank
  - University of Iowa Community Credit Union is now Greenstate Credit Union
  - MetaBank has permanently closed

#### **Quarter Four, FY 2023 Overview**

- The 4th quarter of FY2023 (April 1, 2023 – June 30, 2023) ended with \$20,846,571.20 in our investment portfolio.
- The current quarterly statement recognized \$108,551.06 in interest income.
- Portfolio assets are being spread between a market-based savings deposit account and two short term CD's (3 and 6 month).
- The weighted average portfolio yield for this quarter is 5.136% interest rate.
- The Finance Staff continues to work with our investment advisor PMA as well as PFM (Public Financial Management) in order to maximize available dollars and earning interest vehicles.
- Attached within the packet is DART's Quarterly Investment Report.

#### **Recommendation:**

Approve the recommended quarterly investment report for the fourth quarter of Fiscal Year 2023 (April 1, 2023 – June 30, 2023) as well as update the Approved Depository Resolution.



# RESOLUTION



## DART DEPOSITORY APPROVAL RESOLUTION

WHEREAS, the Iowa Code, Chapter 12C.2 requires approval and adoption by the Agency governing board the depositories and deposit limits for DART funds; and

WHEREAS, previously approved financial institutions require updating to reflect changes in qualifying parties; and

WHEREAS, it is necessary to provide parameters to Iowa Public Agency Investment Trust/PMA Financial in conjunction with DART Investment Policy;

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

That the following depository institutions and limits are hereby approved:

Depository	Maximum Exposure
MidWest One, West Des Moines	\$20,000,000
Bankers Trust Company, Des Moines	\$20,000,000
Bank Iowa, Altoona	\$20,000,000
BMO Harris Bank National Association	\$20,000,000
City State Bank, Norwalk	\$20,000,000
Community State Bank, Des Moines	\$20,000,000
First National Bank of Omaha, Glenwood	\$20,000,000
Freedom Financial Bank, West Des Moines	\$20,000,000
Lincoln Savings Bank, Clive	\$20,000,000
Luana Savings Bank, Clive	\$20,000,000
Midwest Heritage Bank, Des Moines	\$20,000,000
State Savings Bank, West Des Moines	\$10,000,000
Peoples Savings Bank, Carlisle	\$20,000,000
TruBank, West Des Moines	\$20,000,000
GreenState Credit Union, West Des Moines	\$20,000,000
US Bank, N.A.	\$20,000,000
Veridian Credit Union, West Des Moines	\$20,000,000
Wells Fargo Bank, N.A.	\$20,000,000
West Bank, West Des Moines	\$20,000,000

FURTHER, LET IT BE RESOLVED BY THE DART COMMISSION:

That deposits with full FDIC protection in any Iowa depository are permitted for investment of public funds are approved.

Passed and adopted this 3rd day of March 2020

\_\_\_\_\_  
Commissioner Russ Trimble – Commission Chair

ATTEST:

\_\_\_\_\_  
Commissioner Ross Grooters – Commission Secretary



## PMA Quarterly Statement

(39427-101) Investment Account

**Statement Period**

April 1, 2023 to June 30, 2023

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**Statement for the Account of:**

Des Moines Area Regional Transit Authority

**Des Moines Area Regional Transit Authority**

Amber Dakan

620 Cherry Street

Des Moines, IA 50309

(39427-101) Investment Account | Page 1 of 5



Des Moines Area Regional Transit Authority

Statement Period

April 1, 2023 to June 30, 2023

SDA / MMA TRANSACTION ACTIVITY

FEDERATED FUNDS			BEGINNING BALANCE			\$88,355.73
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
21649	04/26/23	Withdrawal		(\$83.33)		\$88,272.40
21684	04/30/23	Interest			\$338.75	\$88,611.15
21694	05/09/23	Deposit	\$15,000,000.00			\$15,088,611.15
21695	05/10/23	Withdrawal		(\$3,000,000.00)		\$12,088,611.15
21704	05/19/23	Withdrawal		(\$12,000,000.00)		\$88,611.15
21712	05/25/23	Withdrawal		(\$83.33)		\$88,527.82
51757	05/31/23	Interest			\$16,812.29	\$105,340.11
21771	06/23/23	Withdrawal		(\$294.81)		\$105,045.30
21873	06/30/23	Interest			\$421.92	\$105,467.22
<b>TOTALS FOR PERIOD</b>			<b>\$15,000,000.00</b>	<b>(\$15,000,461.47)</b>	<b>\$17,572.96</b>	
			<b>ENDING BALANCE</b>			<b>\$105,467.22</b>

BANK IOWA			BEGINNING BALANCE			\$5,650,125.88
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
275477	04/30/23	Interest			\$22,290.91	\$5,672,416.79
276406	05/10/23	Deposit	\$3,000,000.00			\$8,672,416.79
276980	05/31/23	Interest			\$32,911.87	\$8,705,328.66
278480	06/30/23	Interest			\$35,775.32	\$8,741,103.98
<b>TOTALS FOR PERIOD</b>			<b>\$3,000,000.00</b>	<b>\$0.00</b>	<b>\$90,978.10</b>	
			<b>ENDING BALANCE</b>			<b>\$8,741,103.98</b>

Questions? Please call 630 657 6400

(39427-101) Investment Account | Page 2 of 5



Des Moines Area Regional Transit Authority

Statement Period

April 1, 2023 to June 30, 2023

**FIXED INCOME INVESTMENTS**

**INTEREST**

Type	Holding ID	Transaction Date	Description	Interest
MMA	20549-1	04/30/23	Federated Funds	\$338.75
SDA	1285181-1	04/30/23	Savings Deposit Account - BANK IOWA	\$22,290.91
MMA	20549-1	05/31/23	Federated Funds	\$32,911.87
SDA	1285181-1	05/31/23	Savings Deposit Account - BANK IOWA	\$16,812.29
MMA	20549-1	06/30/23	Federated Funds	\$421.92
SDA	1285181-1	06/30/23	Savings Deposit Account - BANK IOWA	\$35,775.32

**Totals for Period: \$108,551.06**



## Des Moines Area Regional Transit Authority

**Statement Period**

April 1, 2023 to June 30, 2023

### CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
MMA	N	20549-1		06/30/23		Federated - Government Obligations Fund	\$105,467.22	4.900%	\$105,467.22	\$105,467.22
SDA	IA	1285181-1		06/30/23		Savings Deposit Account - BANK IOWA	\$8,741,103.98	5.000%	\$8,741,103.98	\$8,741,103.98
CD	IA	295882-1		05/19/23	08/17/23	CD - U.S. BANK NATIONAL ASSOCIATION	\$9,000,000.00	5.150%	\$9,000,000.00	\$9,000,000.00
CD	IA	295881-1		05/19/23	11/15/23	CD - U.S. BANK NATIONAL ASSOCIATION	\$3,000,000.00	5.210%	\$3,000,000.00	\$3,000,000.00
<b>Totals for Period:</b>							<b>\$20,846,571.20</b>		<b>\$20,846,571.20</b>	<b>\$20,846,571.20</b>

Weighted Average Portfolio Yield: 5.136 %  
 Weighted Average Portfolio Maturity: 53.31 Days  
 Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
MMA	0.506%	\$105,467.22	Money Market Account
SDA	41.931%	\$8,741,103.98	Savings Deposit Account
CD	57.563%	\$12,000,000.00	Certificate of Deposit

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA Investments).

"Cost" is comprised of the total amount you paid for the investment including any fees and commissions.

"Rate" is the Net Yield to Maturity.

"Face/Par" is the amount received at maturity.

"Market Value" reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

#### Deposit Codes

N	Single FEIN
IA	Iowa State

Questions? Please call 630 657 6400

(39427-101) Investment Account | Page 4 of 5



## Quarterly Statement

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### About Your Account and Statement

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC operated under common ownership and are affiliated with Prudent Man Advisors, LLC.

#### Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

#### Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, changes and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represent past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

#### Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

#### Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

**PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.**

#### How to Contact PMA

Please call (630)657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, IL 60563.

#### How to Contact Pershing, LLC

Please call (201)413-3330 or write to Pershing LLC, One Pershing Plaza, Jersey City, New Jersey, 07399.

In accordance with FINRA Rule 2267, PMA Securities, LLC is providing the following information in the event you wish to contact FINRA. You may call (301)590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999. FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at [www.finra.org](http://www.finra.org).

**Questions?** Please call 630 657 6400

**(39427-101) Investment Account | Page 5 of 5**



## DISCUSSION ITEM



**8A: Operations and Maintenance Facility Next Steps**

*Staff Resource: Sheri Kyras, Interim CEO  
Luis Montoya, Chief Planning Officer*

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- Staff will provide options and seek Commission direction on how to proceed with DART's proposed new Operations and Maintenance Facility.



## DISCUSSION ITEM



8B: Iowa State Fair Update

*Staff Resource: Brandon Smiley, Chief Operations Officer*

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- Staff will provide an update on DART's Park and Ride service for the 2023 Iowa State Fair.



## MONTHLY REPORT



9A: Performance Report – June 2023

*Staff Resource: Nate Bleadorn, Business Intelligence Manager*

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### Summary of June 2023 Monthly Performance:

- With school being out, June ridership was down 22.7% compared to May, but was up 8.9% over June of last year. Total Ridership for the fiscal year increased over 24%.
- For June, we had 1.44 preventable accidents per 100,000 miles. Our YTD preventable accidents are 0.76 per 100,000 miles. This is meets and is below our goal of being under 1 per 100K miles, and for the year, we improved by more than 30% compared to FY22. Non-preventable accidents occurred at a rate of .57 per 100,000 miles in June, and we finished at 1.19 per 100,000 miles YTD.
- On-Time Performance (OTP) was 78.52% for the month of June. This is below our target of 85%, and our YTD finished at 82.97%. The continued decrease in OTP is due to construction and detours on several routes.
- Road calls per 100,000 miles, where our buses need service while in operation, were 5 for the month of May.
- DART On Demand saw a slight downturn in overall riders for the month. We expect this during the summer. We have also rolled out our two new zones and look forward to studying ridership and efficiency metrics in the coming months.
- Rideshare data for June was not available at the time of this report.



# Performance Summary - June 2023

7/1/2022

6/30/2023

(Rideshare Data Not Available)

## Ridership

Monthly

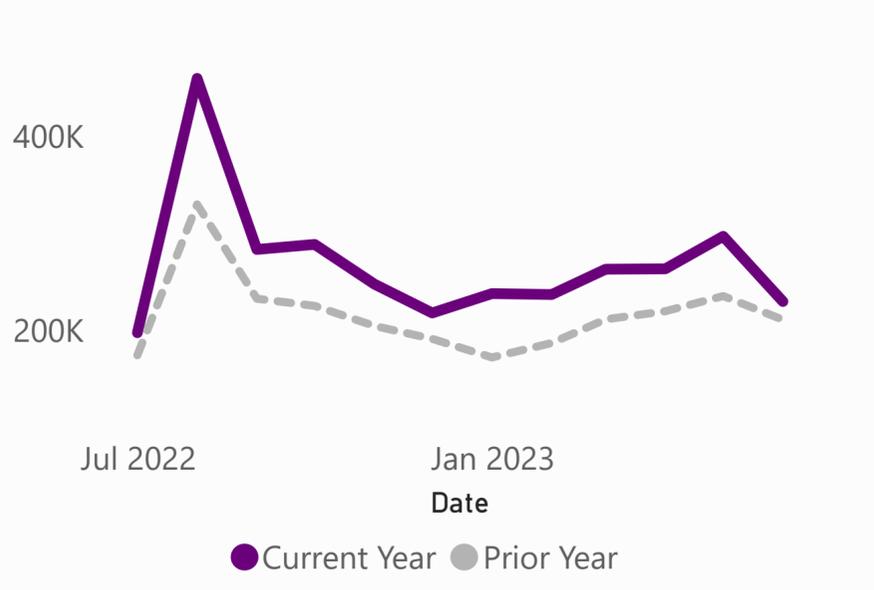
**229,229**

FY22: 210,471 (+8.91%)

YTD

**3,217,068**

FY22: 2,588,686 (+24.27%)



## Preventable Accidents/100k Miles

Monthly

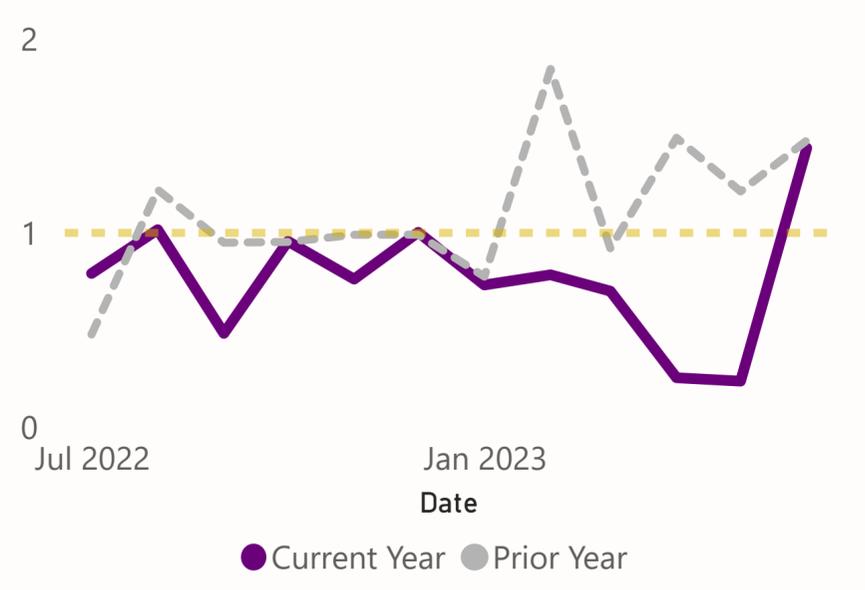
**1.44**

FY22: 1.48 (+2.62%)

YTD

**0.76**

FY22: 1.10 (+31.38%)



## Non-Preventable Accidents/100k

Monthly

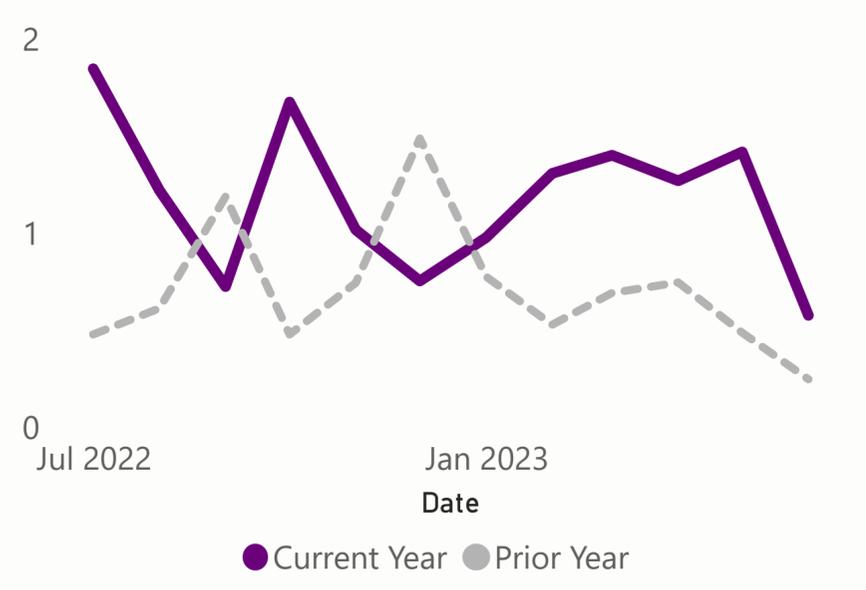
**0.57**

FY22: 0.25 (-133.71%)

YTD

**1.19**

FY22: 0.70 (-69.04%)



## On-Time Performance

Monthly

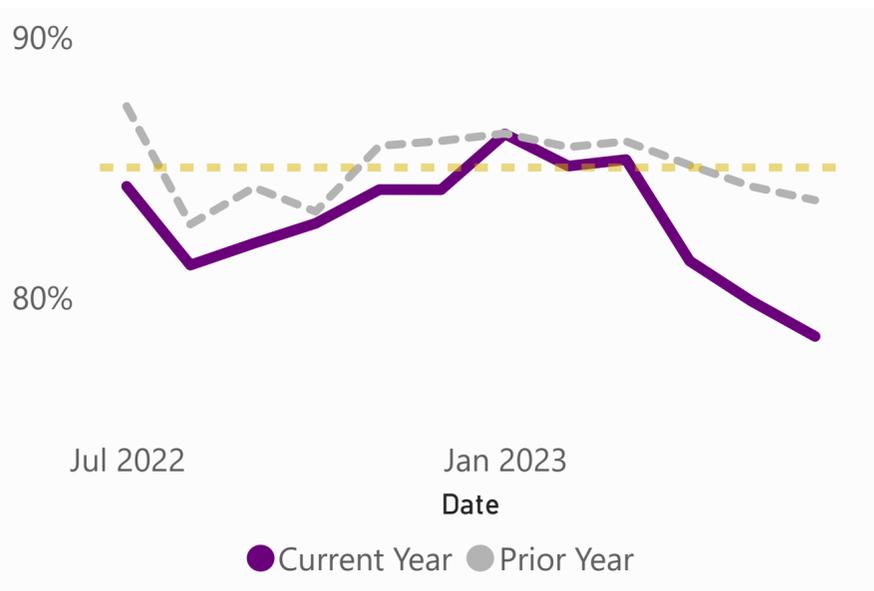
**78.52%**

FY22: 83.74% (-6.24%)

YTD

**82.97%**

FY22: 85.06% (-2.45%)



## Farebox Recovery Ratio

Monthly

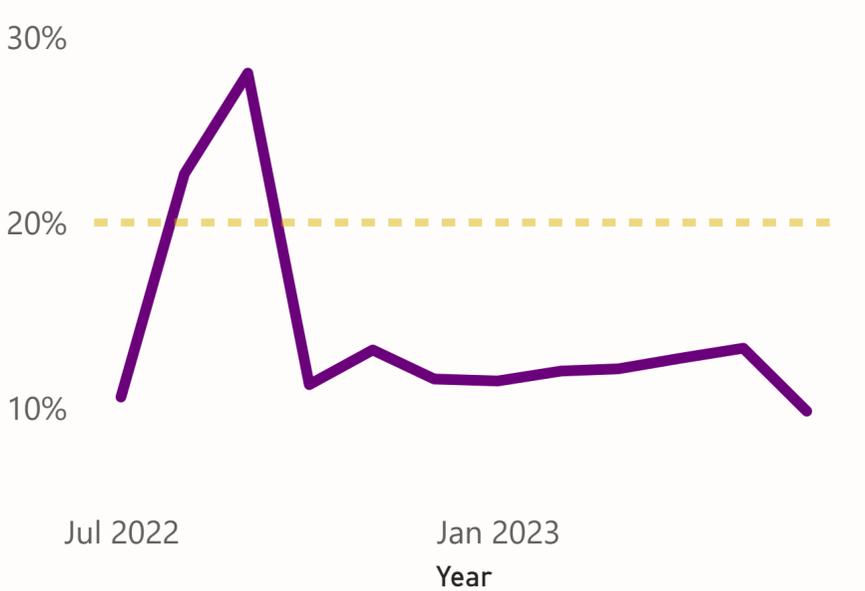
**9.81%**

FY22: 14.91% (-34.18%)

YTD

**13.76%**

FY22: 13.73% (+0.22%)



## FR Passengers / Revenue Hour

Monthly

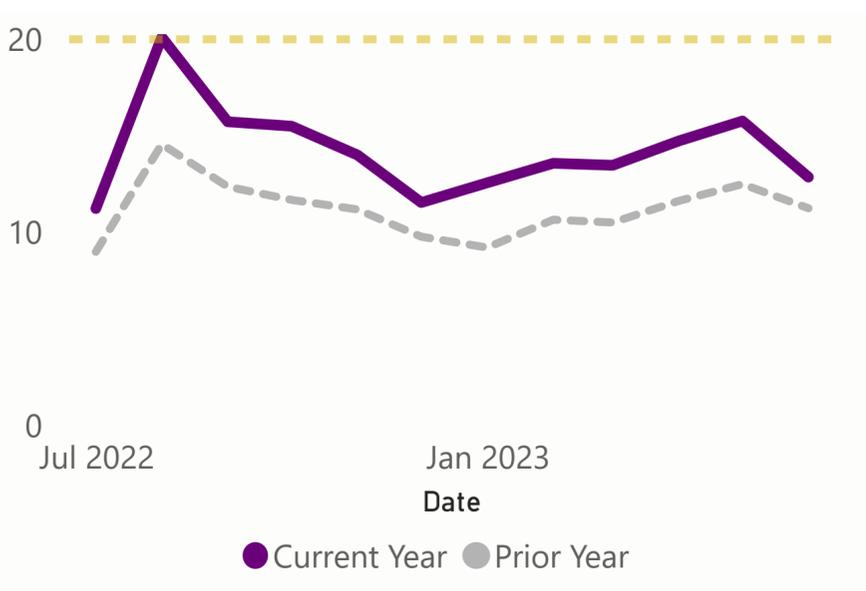
**12.86**

FY22: 11.25 (+14.33%)

YTD

**14.40**

FY22: 11.25 (+27.96%)





# Fixed Route Performance

7/1/2022

6/30/2023

(Rideshare Data Not Available)

## Ridership

Monthly

YTD

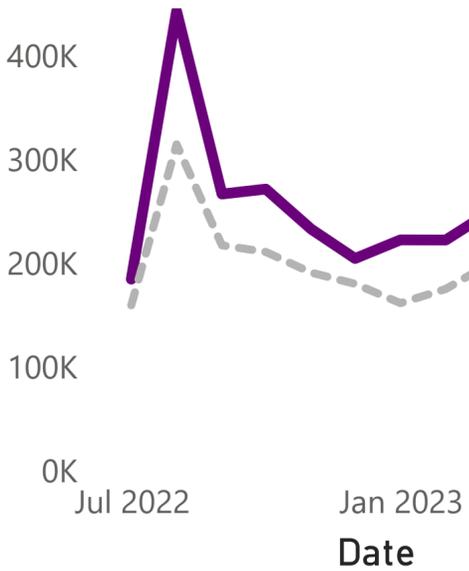
219,437

3,041,545

FY22: 196,820 (+11.49%)

FY22: 2,429,844

(+25.17%)



## On-Time Performance

Monthly

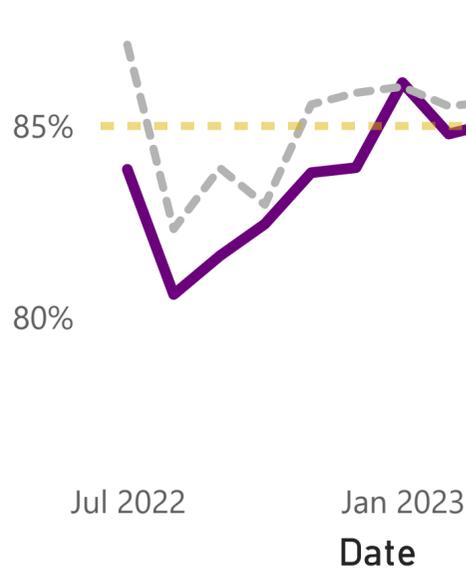
YTD

77.58%

82.54%

FY22: 83.40% (-6.97%)

FY22: 84.74% (-2.6%)



## Operating Cost/Rev. Hour

Monthly

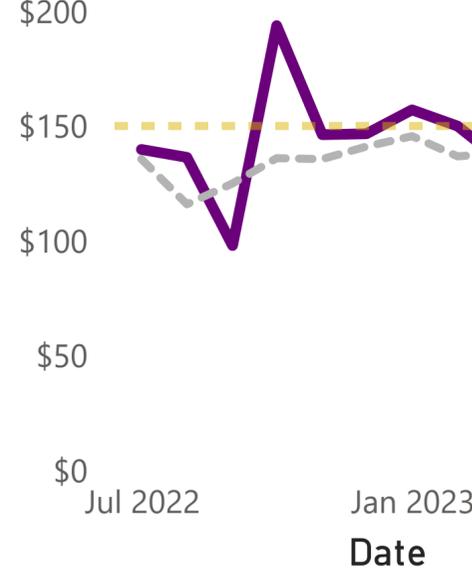
YTD

\$113.35

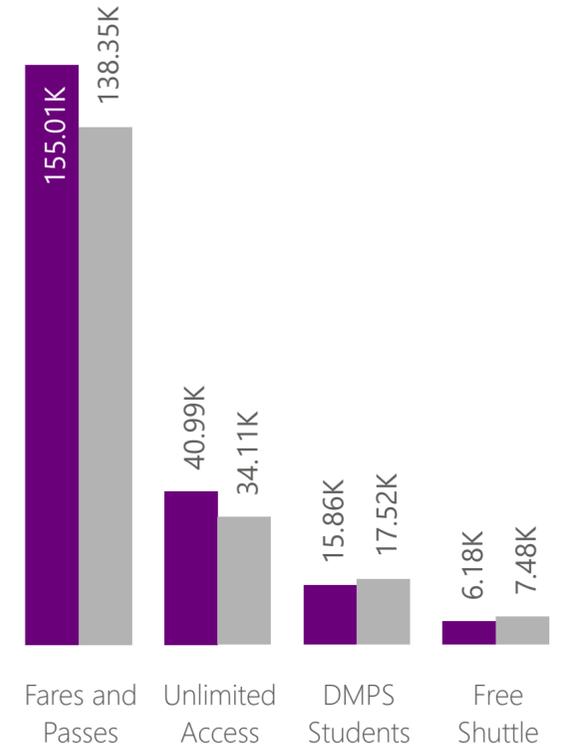
\$140.41

FY22: \$28.51 (-297.63%)

FY22: \$124.90 (-12.42%)



## Monthly Ridership by Fare Group



## Preventable Acc./100k

Monthly

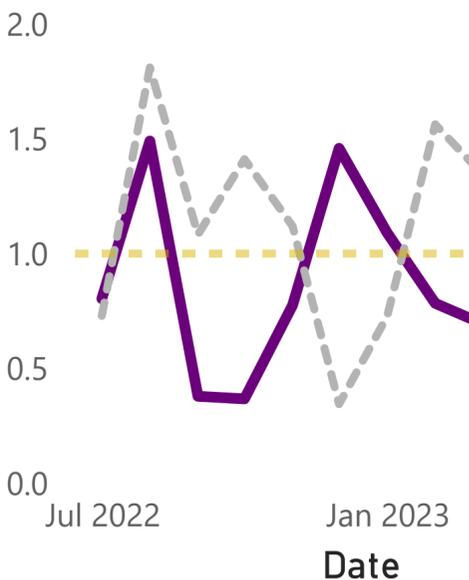
YTD

1.15

0.76

FY22: 1.49 (+22.6%)

FY22: 1.19 (+35.54%)



## Non-Preventable Acc./100k

Monthly

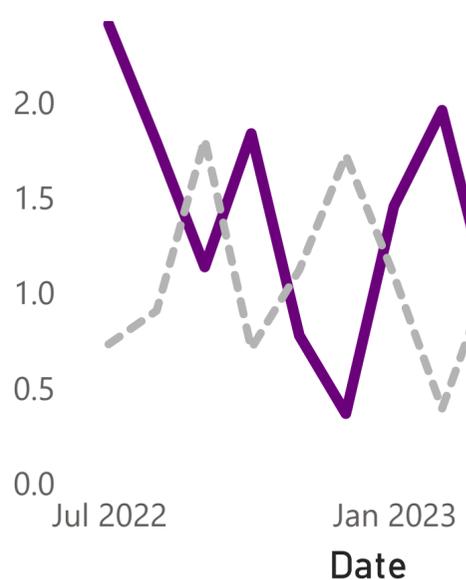
YTD

0.38

1.44

FY22: 0.37 (-3.2%)

FY22: 0.98 (-46.9%)



## Road Calls/100k Miles

Monthly

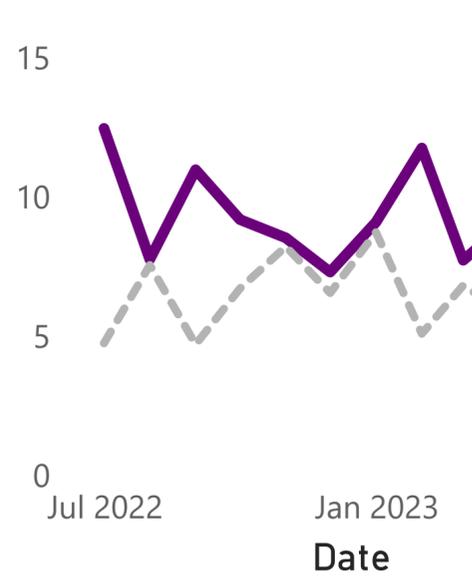
YTD

5.00

8.78

FY22: 16.39 (+69.51%)

FY22: 7.74 (-13.42%)



## Complaints/100k Passengers

Monthly

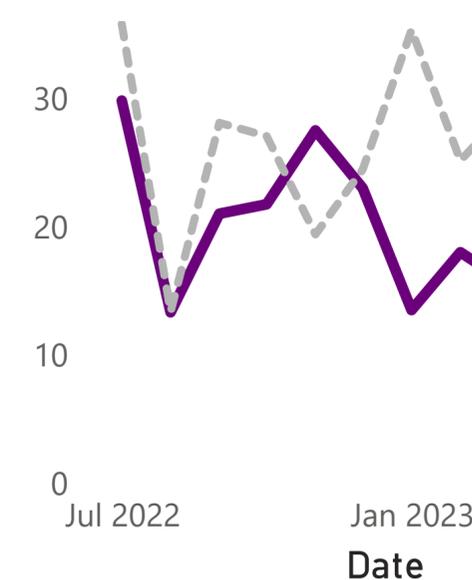
YTD

30.99

20.25

FY22: 29.47 (-5.16%)

FY22: 24.53 (+17.43%)





# Paratransit Performance

7/1/2022

6/30/2023

(Rideshare Data Not Available)

## Ridership

## On-Time Performance

## Operating Cost/Passenger

## Paratransit Customer Type Breakdown

Monthly

YTD

9,792

111,255

FY22: 7,785 (+25.78%)

FY22: 84,057 (+32.36%)

Monthly

YTD

92.46%

90.30%

FY22: 90.33% (+2.35%)

FY22: 91.53% (-1.35%)

Monthly

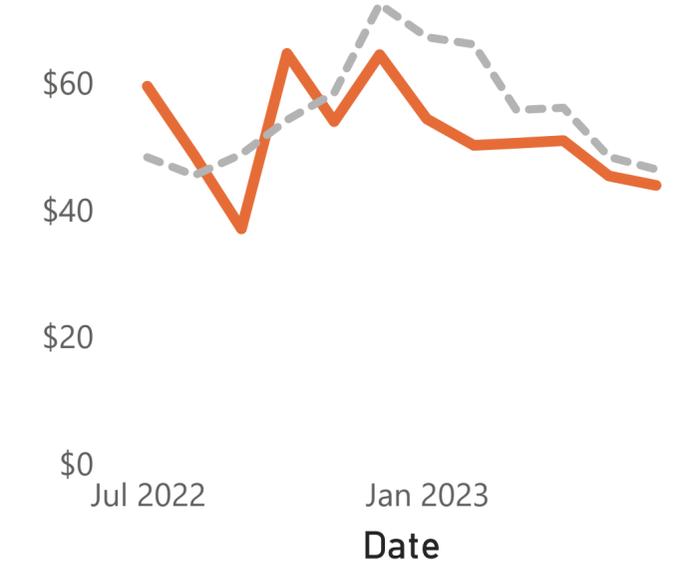
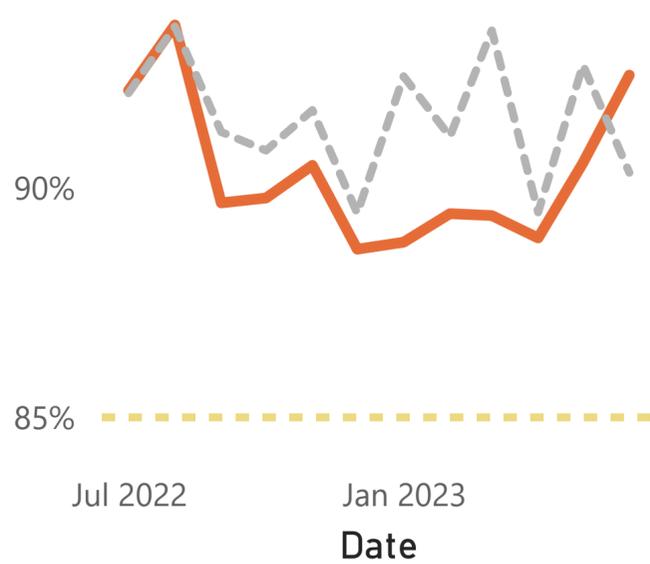
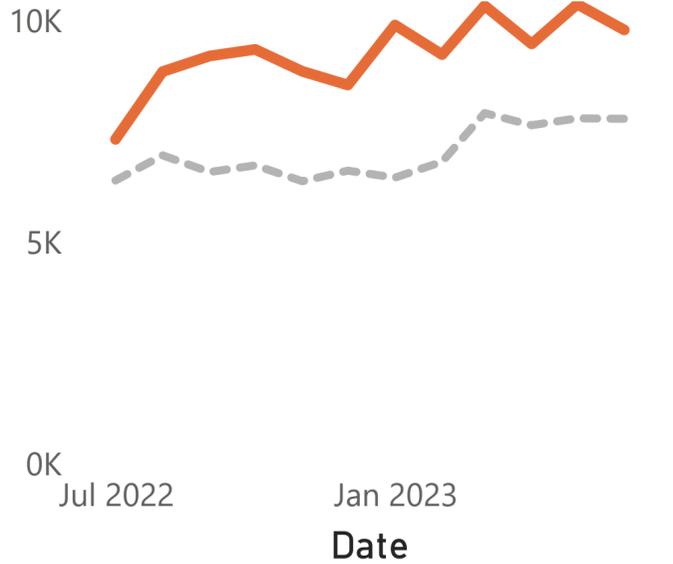
YTD

\$43.84

\$51.63

FY22: \$46.37 (+5.46%)

FY22: \$55.35 (+6.73%)



## Preventable Acc./100k

## Non-Preventable Acc./100k

## RideShare - Ridership

## RideShare - Op. Cost/Passenger\*

Monthly

YTD

2.28

1.02

FY22: 2.56 (+10.84%)

FY22: 1.50 (+32.38%)

Monthly

YTD

1.14

0.91

FY22: 0.00

FY22: 0.25 (-265.15%)

Monthly

YTD

64,268

FY22: 74,785 (-14.06%)

Monthly

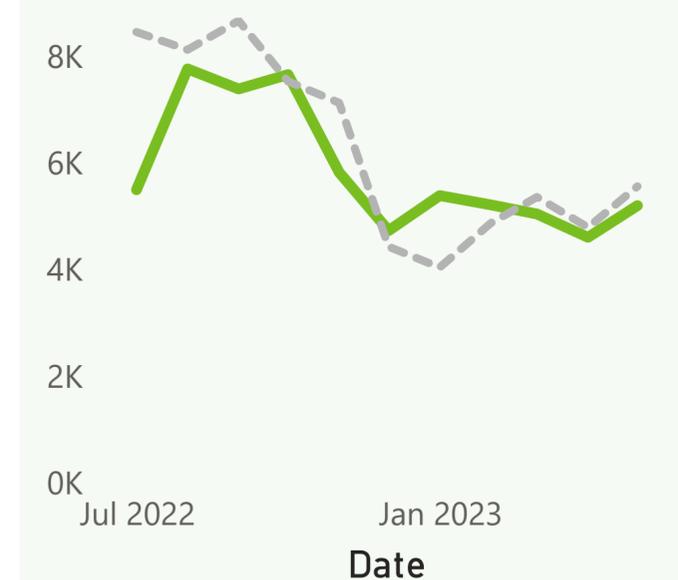
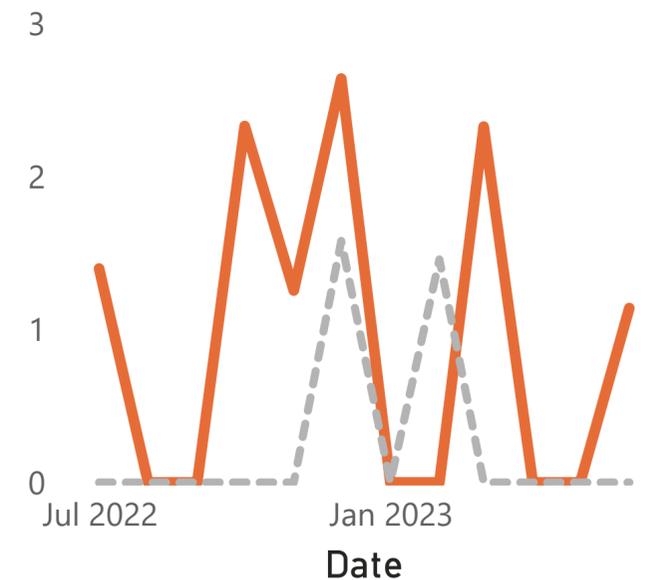
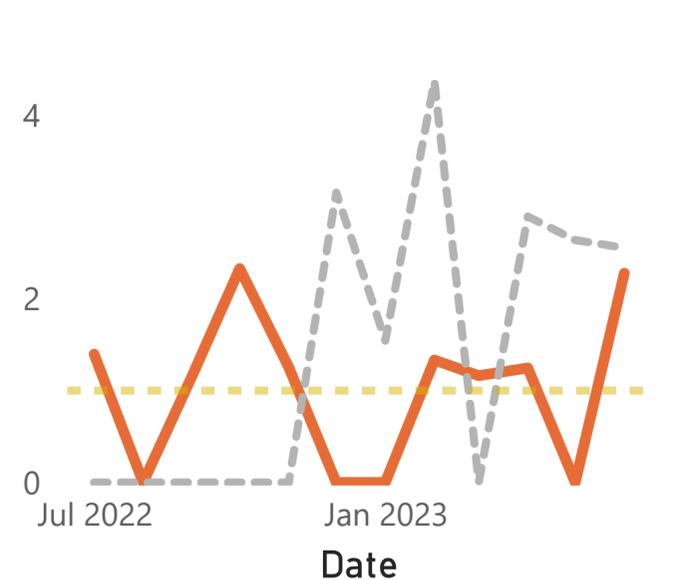
YTD

NaN

FY22: \$8.65 (+NaN%)

\$11.84

FY22: \$11.57 (-2.34%)





# DART On Demand Performance

(Rideshare Data Not Available)

Request Zone  
All

Booking Type  
All

7/1/2022

6/30/2023

## Completed Trips

Monthly

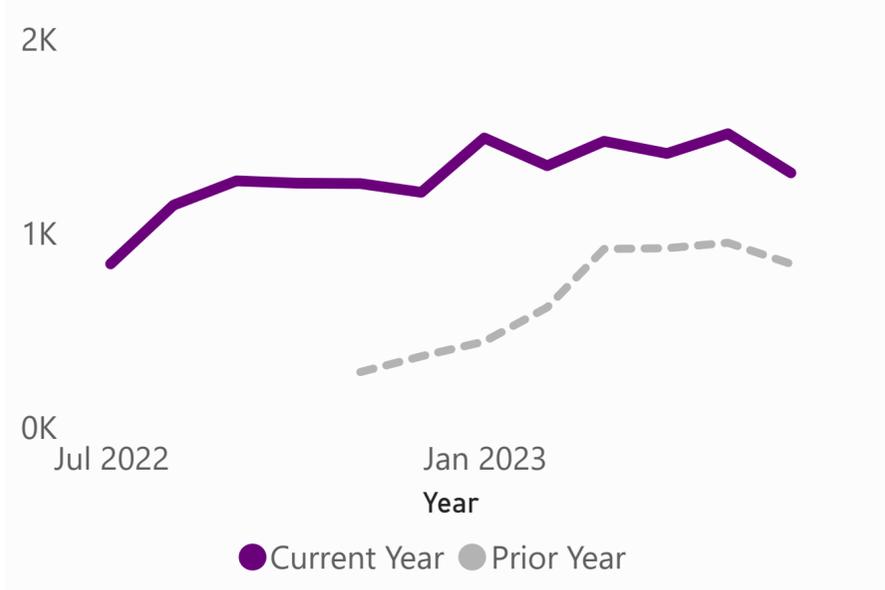
**1309**

FY22: 840 (+55.83%)

YTD

**15506**

FY22: 5330 (+190.92%)



## Avg. Wait Time (On Demand)

Monthly

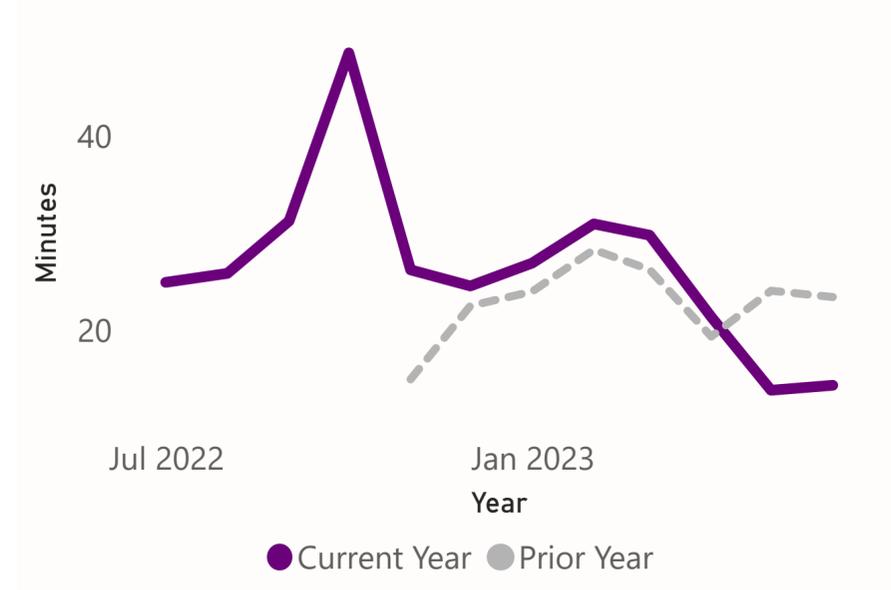
**14.30**

FY22: 23.39 (+38.87%)

YTD

**26.64**

FY22: 23.57 (-13.05%)



## Mobile Booking Rate

Monthly

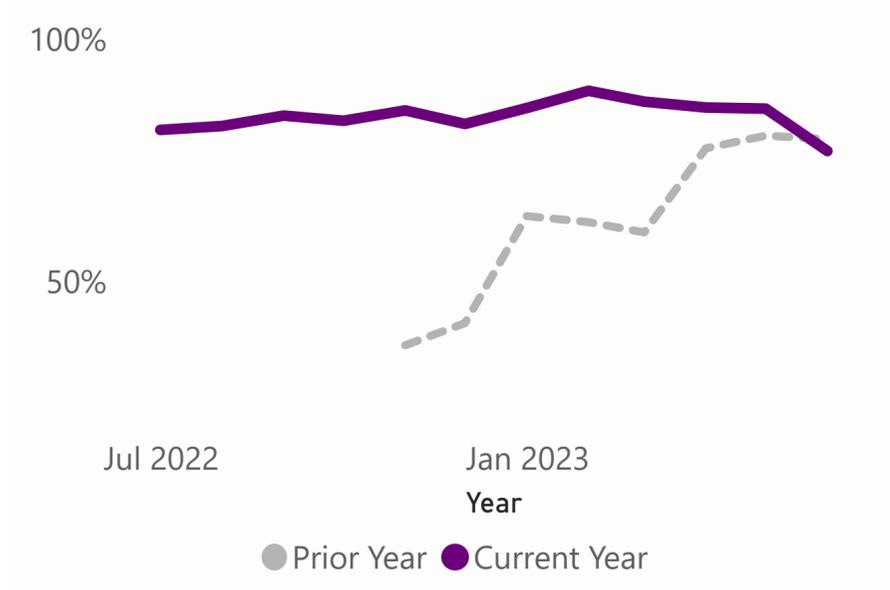
**76.87%**

FY22: 79.31% (-3.07%)

YTD

**84.38%**

FY22: 70.31% (+20.01%)



## Unique Active Riders

Monthly

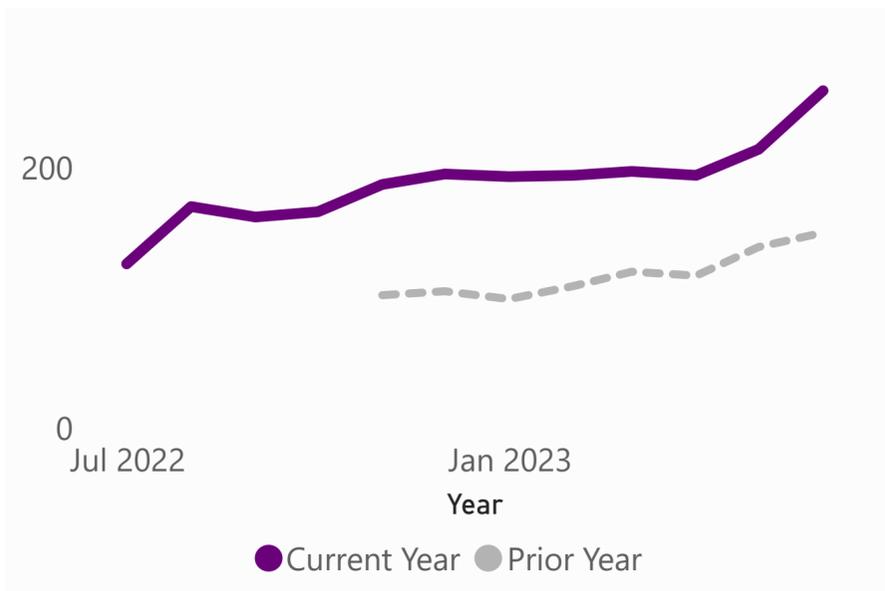
**259**

FY22: 150 (+72.67%)

YTD

**808**

FY22: 438 (+84.47%)



## New Accounts Created

Monthly

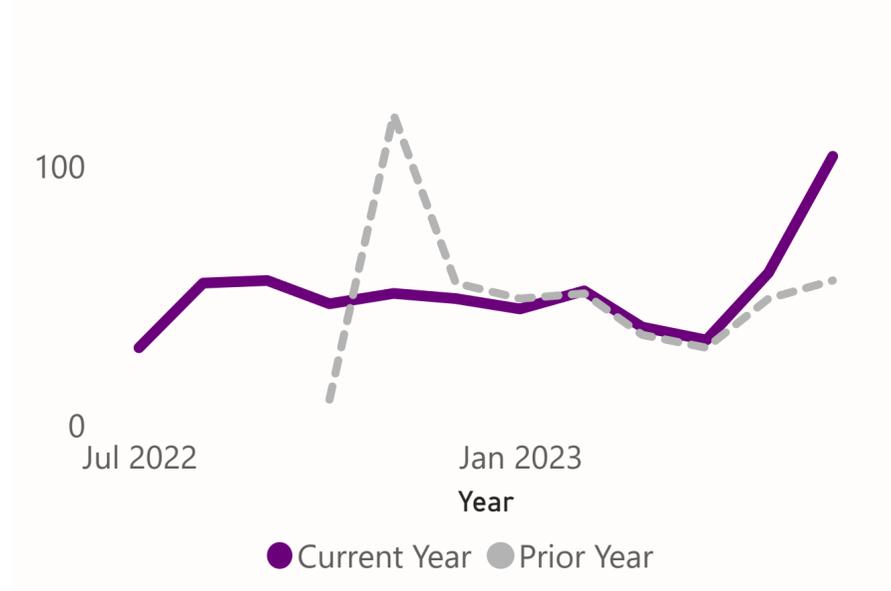
**104**

FY22: 56 (+85.71%)

YTD

**619**

FY22: 455 (+36.04%)



## First Time Riders

Monthly

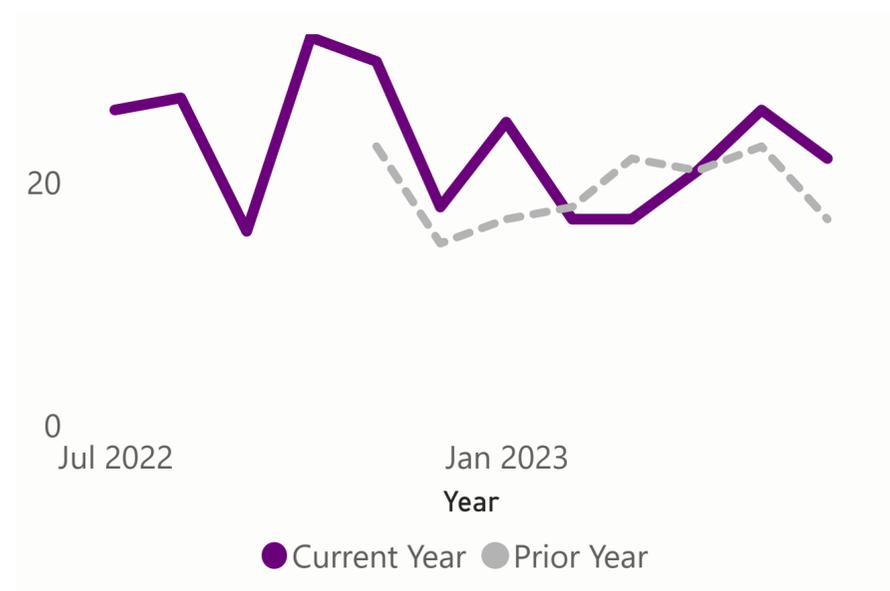
**22**

FY22: 17 (+29.41%)

YTD

**32**

FY22: 40 (-20%)





# Route Details

(Rideshare Data Not Available)

Month

June 2023



Program	Route	Month Ridership	Month Last Year	YTD Ridership	Last Year YTD Ridership	YTD Change	YTD Change %	YTD Passengers/Revenue Hour	YTD On-Time Performance
1. Local	#1 - Fairgrounds	8,124	7,723	345,774	251,390	94,384	37.5%	24.40	67.63%
	#3 - University	27,558	23,806	288,492	244,943	43,549	17.8%	15.79	84.22%
	#4 - E. 14th	11,509	10,063	119,617	105,396	14,221	13.5%	11.75	86.39%
	#5 - Franklin Ave/Johnston	7,747	5,475	105,362	75,381	29,981	39.8%	9.83	77.43%
	#6 - Indianola	16,365	14,499	247,956	187,346	60,610	32.4%	19.49	85.56%
	#7 - SW 9th St.	23,009	18,524	299,213	250,494	48,719	19.4%	25.20	87.75%
	#8 - Fleur Dr.	1,345	1,547	25,392	24,827	565	2.3%	13.30	84.23%
	#10 - East University	851	691	11,781	9,939	1,842	18.5%	6.92	84.15%
	#11 - Ingersoll/Valley Junction	1,966	1,668	33,542	15,061	18,481	122.7%	15.94	78.02%
	#13 - Evergreen	759	928	47,662	36,940	10,722	29.0%	33.75	83.14%
	#14 - Beaver Ave.	10,899	10,023	158,554	128,250	30,304	23.6%	14.87	85.06%
	#15 - 6th Ave.	13,843	12,813	196,803	154,038	42,765	27.8%	19.25	82.60%
	#16 - Douglas Ave.	26,451	22,847	316,059	244,096	71,963	29.5%	17.35	80.55%
	#17 - Hubbell Ave.	20,148	16,467	222,519	173,678	48,841	28.1%	14.07	83.97%
	#50 - Euclid	6,141	4,511	63,399	46,601	16,798	36.0%	7.94	87.45%
	#52 - Valley West/Jordan Creek	10,928	9,342	110,724	90,404	20,320	22.5%	8.49	87.12%
	#60 - Ingersoll/University	17,793	19,827	254,306	225,787	28,519	12.6%	14.39	81.58%
	#72 - West Des Moines Loop	3,417	4,124	51,291	36,496	14,795	40.5%	5.19	82.08%
	#74 - NW Urbandale	422	408	6,130	3,756	2,374	63.2%	3.87	86.98%
2. Shuttle	Link Shuttle	346	414	9,138	6,194	2,944	47.5%	2.72	79.79%
	Downtown Shuttle	5,709	6,710	71,210	67,005	4,205	6.3%	10.39	86.28%
3. Express	#92 - Hickman	386	369	4,490	5,401	-911	-16.9%	3.46	77.67%
	#93 - NW 86th	734	656	8,006	6,882	1,124	16.3%	3.43	79.01%
	#94 - Westtown	365	590	4,324	5,314	-990	-18.6%	5.08	79.81%
	#95 - Vista	234	101	2,526	1,528	998	65.3%	4.39	72.01%
	#96 - E.P. True	632	632	9,462	6,601	2,861	43.3%	7.86	77.05%
	#98 - Ankeny	1,460	1,615	22,885	20,443	2,442	11.9%	6.31	80.80%
	#99 - Altoona	277	300	3,194	4,350	-1,156	-26.6%	3.14	78.69%
5. On Call	Ankeny			1	584	-583	-99.8%	Infinity	
	NW Johnston / Grimes								
	Regional	19	147	47	197	-150	-76.1%	4.16	92.25%
6. DART On Demand	DART On Demand - Ankeny	1,349	840	15,621	5,247	10,374	197.7%	3.21	
Cab	Paratransit: Taxi	766	400	8,046	5,123	2,923	57.1%	4.03	
Paratransit	Paratransit: Bus/Van	7,720	6,595	87,511	72,808	14,703	20.2%	1.88	90.30%
RideShare	RideShare		5,866	64,268	74,785	-10,517	-14.1%	4.68	
<b>Total</b>		<b>229,272</b>	<b>210,521</b>	<b>3,215,305</b>	<b>2,587,285</b>	<b>628,020</b>	<b>24.3%</b>	<b>11.54</b>	<b>82.97%</b>



## DISCUSSION ITEM



**9B: Quarterly Safety Report – Q3 FY 2023**

*Staff Resource: Pat Daly, Safety Manager*

### Agency Safety Plan Safety Performance Safety Targets

DART's Public Transit Agency Safety Plan is required to set and track safety performance targets. There are seven safety performance areas tracked for the four modes of service DART delivers.

The following table compares DART's Safety Performance Target goals to actual fiscal year-to-date performance and the prior year's performance for the same time frame.

\*Note – Per 100/K miles and system reliability data was not available for Rideshare

FY 2023 Safety Performance Targets							
Mode of Transit Service	Fatalities	Fatalities per 100/K Miles	Injuries	Injuries per 100/K Miles	Safety Events	Safety Events per 100/K Miles	System Reliability (Major Road Calls)
<b>Fixed Route</b>							
FY 23 - Target	0	0	7	0.30	12	0.57	15,801
FY 23 - Actual	0	0	11	0.51	14	0.65	12,450
FY 22 - YTD	0	0	11	0.49	14	0.62	14,617
<b>Paratransit</b>							
FY 23 - Target	0	0	1	0.13	1	0.14	27,744
FY 23 - Actual	0	0	0	0.0	2	0.24	65,363
FY 22 - YTD	0	0	1	0.13	2	0.27	49,488
<b>Rideshare</b>							
FY 23 - Target	0	0	1	1.0	2	0.26	138,000
FY 23 - Actual	0	0	2	*	2	*	*
FY 22 - YTD	0	0	0	0.0	1	0.15	-----
<b>Taxi</b>							
FY 23 - Target	0	0	1	1.0	1	0.17	7,400
FY 23 - Actual	0	0	0	0.0	0	0.00	-----
FY 22 - YTD	0	0	0	0.0	0	0.00	-----

**DISCUSSION ITEM**

**9B: Quarterly Safety Report – Q4 2023**



**Fixed Route:**

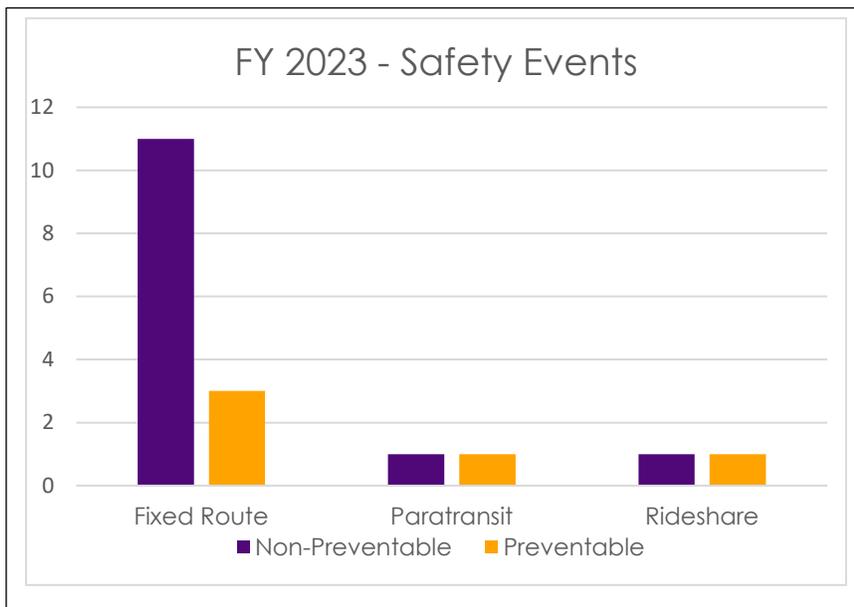
- Preventable Injuries – 4
- Preventable Safety Events – 3
  - o Two motor vehicle collisions resulting in two vehicles being towed and two injuries.
  - o Two injuries due to a sudden stop.
- Non-Preventable Injuries – 7
- Non-Preventable Safety Events - 11
  - o One passenger assaulted by another passenger.
  - o One pedestrian struck when they ran into the street from in front of a vehicle.
  - o Nine motor vehicle collisions resulting in five injuries and nine vehicles being towed.

**Paratransit:**

- Preventable Safety Events – 1
  - o One motor vehicle collision resulting in a vehicle being towed.
- Non-Preventable Safety Events –
  - o One motor vehicle collision resulting in a vehicle being towed.

**Rideshare:**

- Preventable Safety Events – 1
  - o One motor vehicle collision resulting in a vehicle being towed.
- Non-Preventable Injuries – 2
- Non-Preventable Safety Events – 1
  - o One motor vehicle collision resulting in a vehicle being towed and two injuries.



**DISCUSSION ITEM**

**9B: Quarterly Safety Report – Q4 2023**



**Preventable Vehicle Accidents**

For FY 23, DART has the goal of less than 1.00 preventable accident per 100/K miles of revenue service. The fiscal year ended with DART at 0.76 preventable accidents per 100/K of revenue service.

	<u>FY 23</u>	<u>FY 22</u>
- Fixed route:	0.76	1.19
- Paratransit:	1.02	1.50
- Rideshare:	0.32	0.37

Its noteworthy that the paratransit preventable accident rate is essentially on goal even with the addition of 25 new operators in FY 23. Fixed route added only 9 new operators in FY 23, which may have contributed to the low preventable accident rate.

**Other FY 23 Safety Achievements:**

**Employee Injuries:**

While we saw an increase in reported injuries, we saw a drop in injuries requiring days away from work and light or restricted duty. For the first time in at least seven years, we had no injuries related to mobility device securement that required medical evaluation.

	<u>FY 23</u>	<u>FY 22</u>
- Reported employee injuries	35	25
- Days away from work	5	18
- Light or restricted duty days	1009	1258

**Passenger falls on buses:**

For FY 23, DART had the goal of reducing falls on buses by 10%. Through a number of initiatives, we exceed that goal.

	<u>FY 23</u>	<u>FY 22</u>
- Total	40	68
- With injury	9	20

**Accident rate:**

In FY 23, DART achieved at 28% reduction across all categories of preventable accidents. Notably, on-property accidents were down by 47.4%

We believe that investments in a fulltime trainer, bringing behind-the-wheel trainers into the classroom with new operators, new technology on buses, enhancements to the hiring process, and adding structured time to the classroom portion of training for new operators to meet with Customer Service, Dispatch and Supervisors, and Safety and a return to in-person safety meeting all play a part in this progress.



# MONTHLY REPORT



**10A: Operations Team Report**

*Staff Resources: Brandon Smiley, Chief Operations Officer*

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- **Iowa State Fair:** Staff is continuously preparing for this year's Iowa State Fair. In an effort to successfully plan for this event, staff has moved from biweekly to weekly meetings to discuss various "event related" topics: the event plan, routing, staffing requirements, operational restraints, service changes, etc. Staff will provide an event update on DART's Park and Ride service for the 2023 Iowa State Fair during the August 1<sup>st</sup> Commission meeting.
- **RAGBRAI:** Wednesday, July 26<sup>th</sup>, thousands of bicyclists made their way through several Iowa communities as they participated in RAGBRAI 2023. During this event, DART successfully provided shuttle service to and from downtown Des Moines to Water Works Park for thousands of event goers and community visitors. The Operations Department held periodic (sometimes hourly) event status meetings with staff to update everyone regarding issues that were occurring during the event in order to provide a better service. DART was able to provide rides for everyone at the end of the evening and completed service at approximately 11:15 p.m.
- **State Refugee Employment Coordination:** Staff has begun discussions with other Iowa transit organizations and state entities (Iowa Department of Human and Health Services & Office of Refugee Resettlement (ORR)) focusing on program development that would allow local refugees the opportunity to learn/obtain the necessary skills and certifications needed to begin a career in the transit industry. This project possibility is still in the introductory phase.
- **Bus Plus Project:** Staff is working diligently on updating DART's current fare structure to allow "eligible" Bus Plus users free accessibility on DART fixed route service, while also implementing a premium fare to book trips that travel outside of the required ¾ mile regulated zone. The anticipated "go live" date for each of these policy changes are scheduled for November 1, 2023 with Commission review of the fare policies at the September meeting.

**Maintenance – Keith Welch, Fleet Manager**

- **Gillig 30' Buses (4):** All 4 buses were received in May and ITS installations were started in May. Placed in service week of 7/10/23.
- **Bus Barrier installs:** Permanent barrier installs were started first week in July and should be completed by the end of August.

**Transportation – Lewis Lowry, Transportation Director; Joy Crutcher, Fixed Route Manager; Skip Herbold, Mobility Services Manager**

- **DART Bus Operator Helps a Lost Child:** On July 13<sup>th</sup> at approximately 9:15pm, bus operator Bruce Ounlokham noticed a 7-year-old boy standing at a bus stop in Windsor Heights. The

**MONTHLY REPORT**  
**10A: Operations**



individual appeared to be lost and wasn't sure where he was going. Operator Ounlokham contacted dispatch and suggested that the police be contacted. Des Moines Police Department (DMPD) picked up the little boy and took him to the police station. The boy was later reunited with his family, who reported the missing child. Operator Ounlokham received a commendation from the transportation department for his heroic efforts.

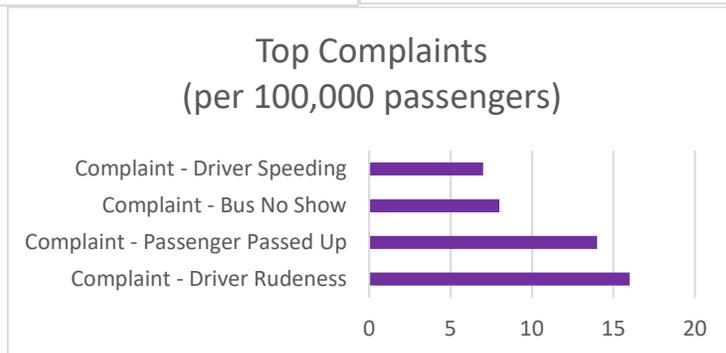
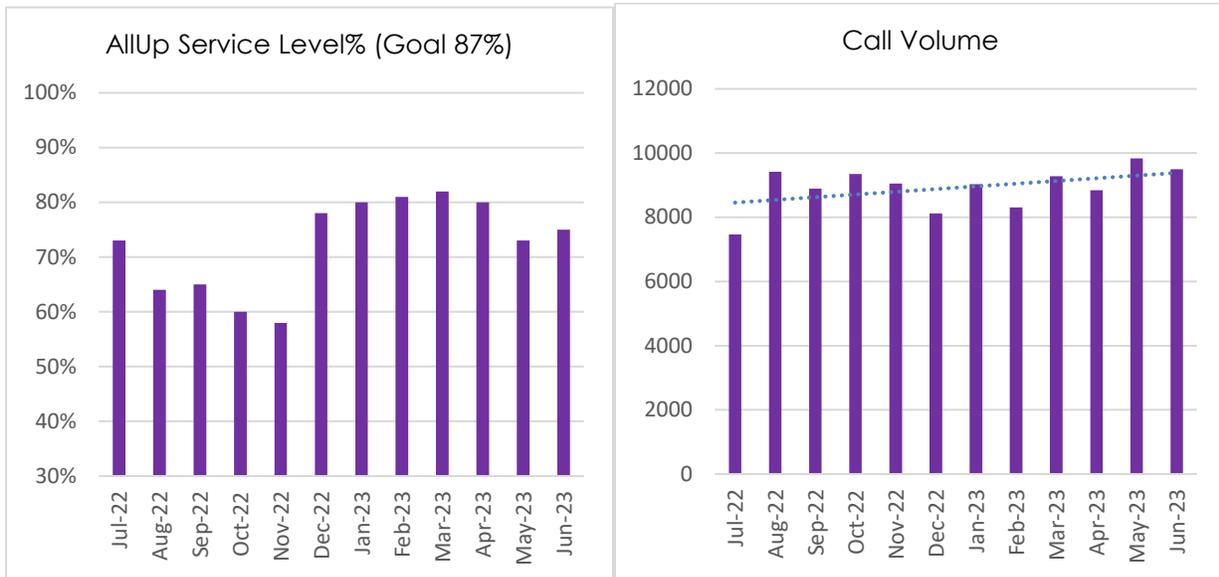
- August Service Change Bids: Bus operators bids are currently taking place for the August Service Change. The new service schedules will take effect on Sunday, August 20, 2023.

**Facilities – Ben Cross, Facilities Manager**

- **Security Upgrade:** Baker Group has started the exterior speaker installation at Dart Way in preparation for overnight remote security services.

**Customer Experience – Steve Wright, Customer Experience Manager**

Service Level: The percentage of calls answered within 60 seconds.





# MONTHLY REPORT



## 10B: Planning Team Report

Staff Resources: Luis Montoya, Chief Planning Officer

- **RAGBRAI Special Event Service:** DART provided more than 4000 rides on a special event bus service on July 26<sup>th</sup> operated between Water Works Park and downtown Des Moines to help RAGBRAI participants explore Des Moines and to help local residents attend the free concert at Water Works Park. Customers were very appreciative of the transit access to/from the crowded events, they were impressed with our professional bus operators, and they were happy to escape the heat in our air conditioning. One account below from social media highlights that appreciation:





## MONTHLY REPORT

### 9B: Planning

- **Operations and Maintenance Facility:** Staff have developed options to share with the DART Commission for how to move forward on the proposed new Operations and Maintenance facility. The executive Committee discussed these options on July 25<sup>th</sup> and the full Commission will discuss on August 1<sup>st</sup>, with the goal of voting on a preferred option on September 5<sup>th</sup>.
- **New Service Requests:** DART staff are developing proposals in response to requests from businesses in SE Des Moines and Urbandale, as well as Polk County Conservation. The proposals would require outside funding, such as through unlimited access partnerships.
- **DART on Demand:** DART launched two new DART On Demand zones in June. Ridership has initially been low, which was expected for the Jordan Creek DOD since DMACC West is not in full session. Staff are monitoring functionality and ridership and will evaluate the effectiveness of these two additional deployments.
- **Art Shelters:** DART is partnering with the Des Moines, Urbandale and Windsor Heights on several upcoming art shelters.
- **August Service Change:** A service change will go into effect on August 20<sup>th</sup> with minor changes to the alignment of Route 14-Beaver Ave and minor updates to select Express Route Schedules.

10C: External Affairs Team Report

Staff Resources: Erin Hockman, Chief External Affairs Officer

- **CEO Announcement:** Intentional internal and external communications were deployed following the Commission selecting a new CEO at the July Commission meeting. Incoming CEO, Amanda Wanke, held a “Coffee with the CEO” from 5-7:30 a.m. on Friday, July 7, to talk with operators and maintenance staff. A Town Hall meeting was held with administration staff later in the morning on Friday, July 7, where staff had the opportunity to hear from DART Commissioner Josh Mandelbaum and Amanda.
- **Hiring:** DART staff recently completed interviews for a Communications Manager position. This position has evolved from the Public Affairs manager position to include responsibility for all internal and external communication and will supervise a Communications Coordinator.
- **FY25 Budget Planning:** Staff is working with HNTB and PFM to develop financial scenarios for funding DART in FY25 and beyond. These scenarios will be shared at a Commission workshop in September.

Marketing and Communications – Carissa Meredith, Marketing and Communications Manager

- **Rebranding RideShare to Caravan:** Beginning on Saturday, July 1, DART began the process to refresh RideShare marketing materials and messaging to reflect its newly branded name: Caravan by DART. The name Caravan was guided by feedback from current users of the service during DART’s branding research process.
- **August Service Change:** The team is gearing up to launch several external communications to bring awareness to minor service changes taking place on Sunday, August 20. The service change will impact Routes 14, 17, 92, 93, 95, 98, 99, as well as several additional Local Routes to support the DMPS school year. The external communications will begin on Wednesday, July 26, and will include targeted rider emails, bilingual audio announcements and hangtags displayed on buses, signage at DART Central Station, plug-and-play toolkits shared with community partners, social media posts and more.
- **RAGBRAI:** The marketing team executed a promotional plan for DART’s special RAGBRAI service. Tactic included partnering with Catch Des Moines (event hosts) and the Greater Des Moines partnership, social media outreach, bus stop signage, event signage, a press release and rider communications.
- **DART On Demand Ribbon Cutting and Outreach:** DART hosted a ribbon cutting to further celebrate the new River Bend zone and to thank our sponsors. The external affairs team continues to work on outreach and rider communications in the zone to promote ridership.





**DART in the News**

**Top Stories:**

[RAGBRAI's 50<sup>th</sup> anniversary ride is coming to Des Moines! Here's what to know](#)

-Des Moines Register, 7/25/2023

[Extreme Temperature Plan in effect in Polk County](#)

-KCCI, 7/24/2023

[Amanda Wanke returns to Des Moines Area Regional Transit Authority as CEO](#)

-Des Moines Register, 7/12/2023

[Wanke to return to DART as CEO](#)

-Business Record, 7/11/2023

[Amanda Wanke returns to DART as CEO](#)

-Mass Transit, 7/12/2023

[Free DART shuttle to Yankee Doodle Pops Concert](#)

-WHO 13, 07/03/23

**Marketing Analytics Report**

Metric	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	June 2022	Year Prior
MyDART App Accounts	48,214	49,177	51,647	52,390	54,871	55,507	39,470	41%
Website Unique Visitors	23,482	18,627	21,469	20,632	22,551	23,307	22,199	5%
Facebook Followers	6,199	6,210	6,224	6,227	6,247	6,267	6,074	3%
Twitter Followers	2,558	2,552	2,547	2,547	2,542	2,543	2,519	1%
Instagram Followers	1,615	1,627	1,641	1,646	1,650	1,674	1,552	8%
LinkedIn Followers	915	929	945	949	958	971	743	31%
Email Subscribers	14,330	14,327	14,329	14,416	14,432	14,435	13,550	7%
Trip Plans	46,979	47,027	48,479	49,176	52,706	56,001	44,412	26%
Real-time Map	33,892	31,777	33,488	35,530	39,784	43,561	34,609	26%
Next DART Bus	360,694	541,033	406,783	412,866	465,376	465,509	341,649	36%
SMS Text Messaging	116,365	115,289	127,199	125,269	140,106	151,839	128,733	18%

**MyDART App Report**

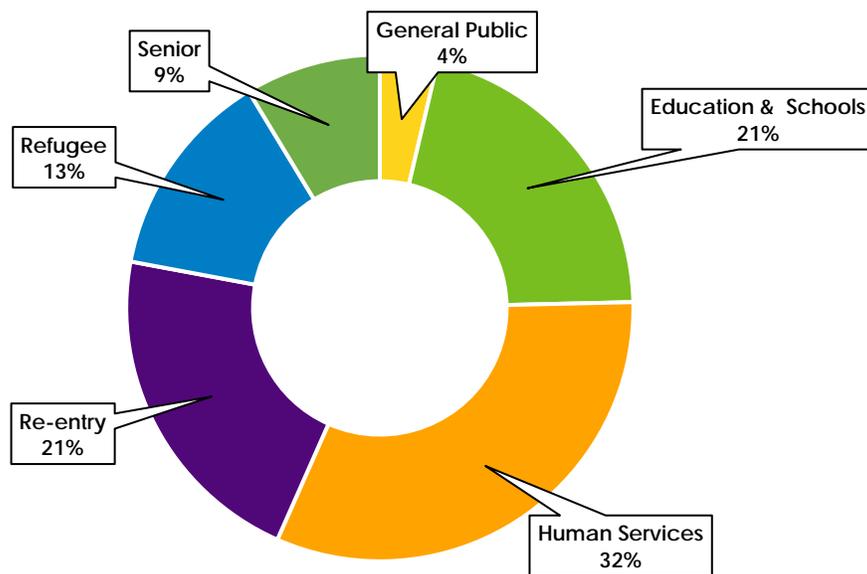
Metric	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	TOTAL FY 2023
Downloads	1,197	963	1,181	1,654	894	942	15,675
iOS	342	241	352	322	349	375	5,082
Android	855	722	829	1,332	545	567	10,593
Accounts Created	987	705	933	743	613	636	12,374
Orders Placed	5,259	5,420	6,213	5,936	5,766	6,101	69,789
Passes Purchased	7,284	7,478	8,563	7,947	7,891	8,193	100,185
Revenue	\$31,261	\$30,305	\$34,262	\$30,825	\$32,642	\$39,163	\$387,982



**Business & Community Partnerships – Matt Harris, Business & Community Partnerships Manager**

- **Unlimited Access Program** – Principal Financial Group has returned to a multi-year Unlimited Access agreement with DART through 2026, continuing their investment in a free transit benefit for their regional workforce. The City of Des Moines also renewed their Unlimited Access partnership for their employees, and a partnership renewal is in progress with Nationwide Insurance. Ridership by Unlimited Access partners was 27% higher in the month of June than at the same time in 2022, with YTD ridership for all Unlimited Access partners up more than 35% year-over-year.
- **Ride to Thrive Program** – More than 600 individuals have enrolled in the Ride to Thrive program, with more than 50% of participants qualifying via food assistance, with the remaining participants enrolling with housing or workforce assistance. A full report of the program's first year will be presented during an upcoming DART Commission meeting.
- **Mobility Coordination** - Mobility outreach training through June 2023 is shown in the chart below. Participation in mobility training is 50% higher than at the same time in 2022. Recent highlights include participation at a resource fair at Mill Pond Senior Retirement Community in Ankeny and the Urbandale Police Bike Camp, as well as outreach to residents of Silver Oaks, a senior living community within the Oakridge Neighborhood.

**FY2023 Mobility Outreach Participants**  
1,985 Total Participants as of June 2023



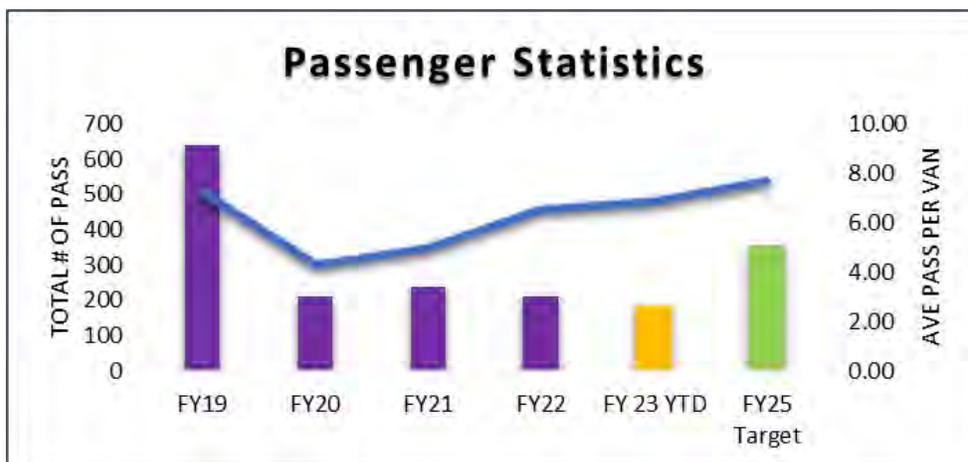
■ General Public ■ Education & Schools ■ Human Services ■ Re-entry ■ Refugee ■ Senior

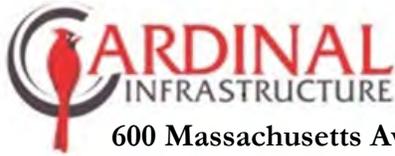


RideShare – Victoria Henderson Weber, RideShare Supervisor

- New Technology Systems Implementation:** DART staff is continuing to work with HBSS to finalize the new vanpool platform. The new system will allow riders to search, book, and pay for joining the vanpool program. The portal is a significant upgrade to the customer experience and will make converting interested passengers into vanpool participants a more streamlined process for the passenger and DART staff.
- Van Donation:** Staff is preparing for our annual van disposition and as part of that process it is estimated there will be two to three (2-3) vans available for donation this year. Final vehicle availability will be determined as vehicles are inspected as they are taken out of service in the coming weeks. Over the next few months staff will prepare and promote applications, review submissions, and make recommendations for final approval with the goal of donating the vehicles this fall.
- RideShare Recovery:** The entire External Affairs team is working to rebuild DART's vanpool program. The recovery strategy includes implementing the improved technology platform, updating the fare policy, rebranding the program, increasing awareness to attract new vanpool participants and new vanpool partners. This fiscal year, staff has been focused on retiring vanpools with too few passengers and increasing the number of passengers in each vanpool to ensure the vans we are operating are generating expected corresponding revenue. Our goal is for each vanpool to have a minimum of 5-7 passengers. The chart below shows that to-date this fiscal year, the program has on average more than 6 people per vanpool, achieving the target for this key performance indicator. Staff is now focused on increasing the number of vanpools in service and have set a target to have 46 vanpools in operation by the end of FY25, which staff projects will generate enough fare revenue to fully fund the operating cost of the vanpools in service.

FY	Vanpools	Ave. Pass Per Van	Pass Miles
FY19	88	7.24	8,467,267
FY20	49	4.29	6,197,708
FY21	48	4.96	3,074,463
FY22	32	6.53	3,318,638
FY 23 YTD	27	6.85	3,155,939
FY25 Target	46	7.69	7,383,192





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## **Monthly Federal Update for Des Moines Area Regional Transit Authority**

*Prepared by Cardinal Infrastructure*

*Prepared July 27, 2023*

### **Congressional Update**

The House Appropriations Committee has released text for its FY24 Transportation, Housing and Urban Development bill. There is good news and bad news for transit agencies.

First the good news. Despite massive cuts across much of the bill, the transit formula funds matched the IJA reauthorization levels of \$13.9 billion. Earlier this year we provided agencies with a rough analysis of FY24 formula funding and what to anticipate given that FTA will use 2020 population data and post-covid 2022 revenue vehicle miles to calculate FY24 apportionments. Those agencies with lower vehicle miles traveled in FY22 or with less population growth than other urban areas are less likely to see a significant loss of formula funding due to this bill matching funding levels established by IJA.

The bad news is the House THUD bill imposes significant cuts to transportation spending including RAISE, Mega, Capital Investment Grants, and Bus and Bus facilities grants.

RAISE and Mega grants received no additional funding beyond what IJA already appropriated for FY24 in this bill. The FY24 advanced appropriations for Mega is \$1 billion and RAISE is \$1.5 billion. In FY23, Raise received an additional \$800 million through the annual appropriations process.

In FY23, The Bus and Bus Facilities and Lo-No grant program received \$140 million above IJA advance appropriations. This bill would eliminate the \$140 million in additional funds above IJA levels.

This bill funds the Capital Investment Grant program at \$1.9 billion (a figure that includes the \$1.6 billion in advanced IJA approps). In FY23, Congress funded the CIG program at \$4.3 billion including the IJA advanced appropriations of \$1.6 billion. This is a 56% cut below FY23 CIG funding levels. In essence the bill provides \$388 million in additional New Starts funding above IJA advanced approps levels.

Finally, we note that the bill contains significant cuts to Amtrak and intercity passenger rail.

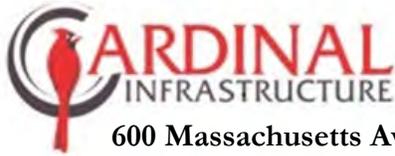
The Senate Appropriations Committee passed their Transportation, Housing and Urban Development (THUD) appropriations bill last week.

Like the House THUD bill, the Senate provided for *full funding of the transit formula programs*.

In contrast to the House THUD bill, the *Senate provided \$2.45 billion for Capital Investment Grants, a \$240 million increase over fiscal year 2023; \$161.8 million for Buses and Bus Facilities; \$50 million for Low- and No-emissions buses; \$45 million for areas of persistent poverty; and \$43 million for urban and rural ferry programs*. These amounts are in addition to the IJA advance appropriations.

**RAISE Grants:** The bill provides \$800 million for the RAISE Grant program to continue investing in transportation infrastructure projects that have a significant local or regional impact.

**Highways and Bridges:** The bill provides \$45 million for the Active Transportation Infrastructure Investment Program, \$150 million for PROTECT Grants (multimodal), and \$1.145 billion for bridges.



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Section 168 of the Senate THUD bill amends Section 5323(q) of title 49, USC by broadening both the scope of what property can be bought before NEPA completion (real property interests is a broader term than right-of-way) and it eliminates the current corridor preservation limitation. This should make property acquisition for things like bus facilities more streamlined and aligns FTA and FHWA property acquisition rules.

Cost Escalations.—The Committee recognizes that cost escalations can reduce the impact of prior transit grant awards. The Committee encourages the FTA to work with grantees when cost adjustments or other factors impacting the completion of projects become necessary to address.

### **RAISE Grant Program**

DOT [announced](#) more than \$2.2 billion in awards from the competitive RAISE discretionary grant program to 162 different infrastructure projects across the country. Like last year, demand for RAISE funding was higher than available funds. This year, DOT received \$15 billion in requests for the \$2.26 billion available. The full list of projects can be viewed [here](#).

### **LowNo and Bus and Bus Facilities Grant Program**

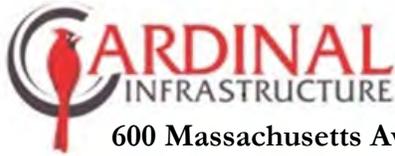
FTA announced 130 awards totaling nearly \$1.7 billion from President Biden's Bipartisan Infrastructure Law for transit projects in 46 states and territories. This funding invests in more than 1,700 American-built buses that will be manufactured with American parts and labor. Nearly half of these buses will be zero-emission models, bringing the total number of zero-emission transit buses funded by the Bipartisan Infrastructure Law over two years to more than 1,800 – and more than doubling the number of zero-emission transit buses on America's roadways.

DART held a debrief with FTA staff and heard that their project met 5/6 “highly recommended” categories in the scoring rubric. The feedback from FTA will be helpful towards pursuing this grant again in 2024. This is the most competitive program from DOT and there were hundreds of unsuccessful applications. A challenge for DART receiving federal funds is the Iowa state laws which restrict workforce development and labor initiatives, as well as those which limit local government's ability to raise revenues and secure a local match.

### **Neighborhood Access Program**

The Department of Transportation is combining two major discretionary grant programs, the Reconnecting Communities Pilot (RCP) and Neighborhood Access and Equity (NAE) programs, into one Notice of Funding Opportunity (NOFO). Together, this combined program is known as the Reconnecting Communities and Neighborhoods (RCN) Program and has over \$3 billion available.

Funds for the fiscal year (FY) 2023 RCN grant program are to be awarded on a competitive basis to support planning, capital construction, and regional partnership activities that aim to restore community connectivity through the removal, retrofit, mitigation or replacement of highways, roadways, or other infrastructure facilities that create barriers to mobility, access or economic development. DOT wants to see “community-centered transportation connection projects” that improve access to daily needs.



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There is a variety of eligible expenses in this program should DART or its partner municipal governments want to pursue a grant.

### **Senate Hearing on Infrastructure Implementation**

The U.S. Senate Committee on Environment and Public Works held a [hearing](#) with FHWA Administrator Bhatt to examine the implementation of the Bipartisan Infrastructure Law (BIL) and the Inflation Reduction Act. Bhatt's testimony can be found [here](#).

The I-95 partial collapse in Philadelphia was the highlight of the hearing. The I-95 partial collapse occurred after a tanker truck caught on fire underneath the highway. Additionally, Chairman Tom Carper (D-DE) highlighted the lack of implementation on the national vehicle-miles-travelled pilot required under the BIL.

### **USDOT Updates**

USDOT, in collaboration with the DOE and the Joint Office of Energy and Transportation, released a [free technical resource](#) to help larger communities take full advantage of Federal funding for electric vehicle (EV) charging stations and other forms of electric transportation. It follows the Rural EV toolkit released last year. The new guide provides a comprehensive resource for communities, metropolitan planning organizations (MPOs), transportation providers, businesses, and property owners and developers by including information on how to scope, plan, and identify ways to best leverage IIJA funding.

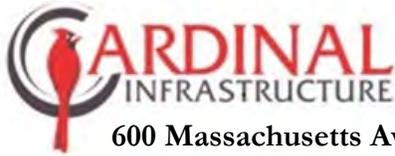
FRA [announced awards](#) for the FY22 Rail Crossing Elimination program. Along with projects that build or upgrade physical infrastructure at railroad crossings, FRA awarded \$15.7 million for planning activities and \$33.1 million for project development and design activities that will build a pipeline of projects for future funding.

The Biden Administration released an [interactive map](#) that tracks the public and private investments as a result of the American Rescue Plan, Bipartisan Infrastructure Law, CHIPS and Science Act, and Inflation Reduction Act.

FHWA's National Highway Institute (NHI) is offering a new [Overview of Roadside Safety](#) (FHWA-NHI-380079) virtual course. This free web-based training focuses on avoiding roadside crashes to the extent possible, while also exploring methods to either recover from roadway departures or minimize the severity of crashes that occur on the roadside.

Applications for FHWA's Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program, which supports projects that improve the resilience of surface transportation systems, including highways, public transportation, pedestrian facilities, ports, and intercity passenger rail, are [due on August 18, 2023](#). FHWA encourages applicants to use the application checklist when preparing their application.

The [Smart Community Resource Center](#) (SCRC), maintained by USDOT's Intelligent Transportation Systems Joint Program Office, includes resources that can be used to develop intelligent transportation systems and smart community transportation programs. SCRC is designed to connect states, Tribal



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governments, and local communities with resources that can be used to develop intelligent transportation systems and smart community transportation programs.

The Department of Labor [released](#) a Training and Employment Guidance Letter inviting states to apply for QUEST (Quality Jobs, Equity, Strategy, and Training) grants. Last year, the Delaware Department of Transportation was awarded \$11 million for job training in partnership with Amtrak through this opportunity. Applications are due August 4, 2023.

The [10,000 Communities Initiative](#) is supported by the Milken Institute with other private and public organizations to provide technical assistance designed to help interested communities access the expertise, training, capital and partnerships needed to advance infrastructure projects. The Initiative invites community-based organizations, utilities, cities, counties, states and project developers to submit local community projects to its Community Infrastructure Center (CIC) platform designed to connect underserved community projects to a range of resources available at no cost.

A report from Eno presents a few [recommendations](#) to improve data sharing and usage in U.S. cities for moving toward an urban mobility system that is sustainable, accessible, and equitable. These are primarily applicable to cities, but also can apply to the federal government, private mobility service providers, and nonprofits.



10D: Finance/IT/Procurement Team Report

Staff Resources: Amber Dakan, Mike Gulick, and Kyle Foster

Finance Department – Amber Dakan, Finance Director

- FY 2023 Conclusion Preparation – The Finance Team continues to work on closing out the FY23 financials, as well as the onsite audit by Baker Tilly in the fall. These activities include, but are not limited to, year end adjustments, account reconciliations, and physical inventory of assets.
FY 2024 Budget Rollout – With the onset of the new fiscal year, the Finance team is working on rolling out updated department budget documents and engaging with department managers on the changes to their line item allowances.
FTA Grant Work – DART's Grant Program Administrator is working to finalize multiple grant allocations with the FTA in order to utilize those funds for capital projects such as shelters, Rideshare software deployment, and the receipt of seven (7) light duty buses for Mobility Services.
Disadvantaged Business Enterprise (DBE) Agency Goal – DART has an established DBE program in accordance with U.S. DOT regulation 49 CFR Part 26. This program is a requirement of receiving federal financial assistance. The primary remedial goal and objective of the DBE program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts. The Finance team is currently working to update its DBE Policy and participation goal as required every three years (FY 2024 – FY 2026) and will provide more information at the conclusion of this project.

Procurement Department – Mike Gulick, Procurement Manager

Upcoming Projects and Procurements:

- Human Resource Information System (HRIS) - DART is seeking a fully HRIS integrated cloud solution, including software and subscription, implementation, data conversion, integrations, training, hardware, other additional services, and managed services.
Working through Contract Negotiations
Projecting September Commission Action Item
Passenger Information Display System (PIDS) – DART is seeking to replace the current non-supported PIDS.
Currently evaluating seven (7) proposals
Projecting September Commission Action Item

Future Procurements:

- Transportation Services
Property, Risk, Vehicle, Flood, Crime, Cyber
Bond/Financing Counsel Services
Art Wall Refresh

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10D: Finance/IT/Procurement



- Insurance Broker Services
- FY2024 Fleet Order
- Appraiser(s) Services

**IT Department – Kyle Foster, IT Director**

- **Technology Roadmap** – Underutilization of existing software and solutions, as well as aging infrastructure equipment were two key points identified in a technology audit.
  - System wide upgrades of software, along with consolidation of duplicate solutions are a key focus to 2023. The goal will be to have all solutions upgraded to the latest versions by the end of the year.
    - Half of our systems have been updated, the remainder of them will be completed in the next 2 quarters.
    - Staff training coordination has begun/been completed for systems we've already upgraded to the latest versions.
  - Server hardware is getting past its useful life. Storage, servers, and network equipment are all in the process of being upgraded in 2023/2024.
    - Storage has been replaced and cut over as of Q1.
    - Compute servers are being ordered with estimated delivery dates of 6-8 weeks. The hope is to have the install and cutover completed by November
    - Network equipment will be audited this fall, with anticipated replacement purchases in early 2024.
- **Disaster Recovery/Incident Response** – DART IT staff are currently undergoing a full update/re-write of our DR and Incident Response Plan. Cyber Security threats, loss of power, loss of facility, and individual system failures are all being taken into consideration to meet all critical system recovery time objectives.
  - The first draft of the re-write was completed as of 4/19/2023.
  - All systems are being tested individually to finalize processes and procedures over the next few months. The goal is to have an end-to-end test procedure built by year end.
  - We will be spending time with our cyber insurance provider, Cowbell, in the next 2 months, to review our plan and obtain any suggestions they have to improve upon it.
  - We will also be engaging some third party resources provided by the State of Iowa to help do an end-to-end test of our final plan early 2024.
- **Document Management Discovery** – DART has utilized many different solutions to store documents over time, which has caused some confusion in where to find things at. It was identified that we need to establish a single solution for all document management needs.
  - Departmental discovery has been completed to identify DART's business requirements for a future document management solution.
  - RSM has been engaged to do an audit of our existing Sharepoint implementation over the next month.

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**10D: Finance/IT/Procurement**



- o RSM is putting together a final writeup for recommendations on a conversion path and solution suggestion to move forward. We have a review call scheduled for August 5<sup>th</sup>.



# MONTHLY REPORT



**10E: Human Resources/Training/Safety Team Report**

*Staff Resource: Beth Hanson, Chief Administrative Officer*

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**Human Resources – Alaina Severino, Human Resource Manager**

- **Recruitment Update:** The HR department is currently interviewing for the following openings.
  - Bus Operator (Para)
  - Maintenance Tech
  - Communications Manager
  - Electric & Diesel Transit Mechanic
  - Procurement Coordinator
- **Recent Hires:**
  - 1 - Paratransit Operator – July
  - 1 – Service Person - July
  - 13 - Iowa State Fair Operators - July
- **Four-Week Call Off Average:** Fixed route 12.06%, Paratransit is 3.71%
- **Turnover Rate** – July 1.3%, June 1% YTD 14.9%
- **Year-End Performance Review Process** – June 1- July 31
- **Employee Engagement Survey** – Open for employees to complete June 26 – July 14. 114 employees participated (40.7%)

**Training – Matt Johnson, Training Manager**

- **Paratransit Graduates:** Seven Paratransit Operators completed training to graduate to Part-Time Operators.
- **Fixed Route Graduates:** Three Operators Transferred from Paratransit to Fixed Route Operators. All three then successfully completed Fixed Route training and graduated to Part-Time Operators.
- **Operator and Maintenance Safety Meetings:** Safety Meetings were held with all operators and maintenance personnel. Topics highlighted included review of safe driving practices, customer service and comments review, RAGBRAI, and State Fair events.
- **State Fair Temporary Operator Training:** Fourteen temporary outside operators completed training to work for DART during the State Fair.
- **State Fair Training:** Training began for administrative employees for DART State Fair Service. State Fair specific training for operators continues in preparation for service during the Fair. This includes Policy and Procedure training in person and via pre-recorded trainings, and route tour trainings offered to all operators. Finally, six Paratransit Operators continue in extra training to help out with State Fair specific service.
- **RAGBRAI:** Training was conducted for DART service to assist with RAGBRAI. Administrative staff were provided with a basic overview of the service, and operators were given a guide, as well as a brief route tour via pre-recorded video.



## MONTHLY REPORT

### 10E: Human Resources, Training and Safety Team Report

#### Safety – Pat Daly, Safety Manager

- Delivered two new employee safety orientations that included an overview of DART's Agency Safety Plan, the Employee Safety Report Program, and the hazard and near miss reporting program.
- Met with one new bus operator on their day of classroom training to discuss various topics related to the safe operation of their bus.
- Delivered FY23 accident and injury review summary presentation to bus operators at Safety Meetings. The presentations highlighted the gains made in FY23 in reducing preventable bus accidents, passengers falls on buses, and employee injuries.
- Chaired the Safety Committee July meeting, reviewed the FY23 safety metrics and received valuable feedback from the members representing the employees that may lead to increased safety suggestions, hazard and near miss reports, and incident reports in general. That feedback will be incorporated into September's safety meetings.
- Conducted Hazard/Risk analyses for planning on two stops that are being moved.



## MONTHLY REPORT



10F: Chief Executive Officer

*Staff Resource: Sheri Kyras, Interim Chief Executive Officer*

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- **DART Executive Committee** - The DART Executive Committee met on Tuesday, July 25, 2023. The discussion items presented during the meeting included:
  - DART Maintenance and Operations Facility Update
  - CEO Transition
  - Closed Session
- **DART Maintenance and Operations Facility** – The Interim CEO has been working with DART's Leadership Team over this past month to identify possible options to improve DART's Operations & Maintenance Facility infrastructure in light of not receiving a grant award in FTA's latest round of Buses & Bus Facilities grants. The results of this past month's work will be shared with the DART Commission at this meeting; however, the Interim CEO and Leadership Team members are committed to developing materials, meeting with and informing all member jurisdictions about this important DART project over the month of August so that Commissioners are comfortable in deciding a direction on the facility at the September Commission meeting. It is important that the Commission determine the direction forward with this facility at the September meeting, especially if the decision requires construction, so that optimal bidding dates are met that will allow DART to receive competitive pricing.
- **Transition with Amanda Wanke (new DART CEO)** – Since the announcement of Amanda Wanke as DART's new CEO, the Interim CEO has been meeting with her on a regular basis to discuss the transition, which has included discussions regarding current and internal projects, as well as DART's current organizational structure so that she is set up for success as she joins the organization in September. Amanda has requested the ability to reach out to the Interim CEO in an advisory capacity through the end of the year. The DART Executive Committee will work with the Interim CEO and the Brick Law Firm to draft an amendment to her contract to reflect this request.



## FUTURE DART COMMISSION ITEMS



### Future Agenda Items:

September 5, 2023 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> <li>O&amp;M Facility Approval</li> <li>HRIS System Approval</li> <li>November Service Change</li> <li>Fare Policy Changes</li> <li>CEO Transition Plan</li> <li>Passenger Information Displays (PIDS)</li> </ul>	<ul style="list-style-type: none"> <li>Transit Riders Advisory Committee Update</li> <li>Mobility Coordinator Update</li> <li>FY 25 Budget/Service Reduction Discussion</li> </ul>
October 3, 2023 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> <li>Privacy Policy</li> <li>Substance/Sidekick/DCI (New O&amp;M Facility) Contracts Update</li> </ul>	<ul style="list-style-type: none"> <li>Transit Riders Advisory Committee Update</li> </ul>
November 7, 2023 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> <li>PTASP Approval</li> <li>STBG Grant</li> <li>Security Services</li> </ul>	<ul style="list-style-type: none"> <li>Transit Riders Advisory Committee Update</li> <li>FY 2023 DART Budget Update</li> <li>FY 25 Budget/Service Reduction Public Input Process</li> <li>Quarterly Investment Report</li> <li>Quarterly Financial Update</li> <li>Quarterly Safety Report</li> <li>Commission Nominating Committee</li> </ul>

### Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
August DART Executive Committee	Wednesday, August 16, 2023	12:00 p.m.	Zoom
Commission FY25 Service and Budget Planning Workshop	September (potential dates Sept. 25, 26 or 27 – more information to come)	TBD	Hybrid



## CLOSED SESSION



**13:** Closed Session

**Action:** The Commission meeting will be recessed and reconvened in closed session pursuant to Section 21.5(1)(c) of the Iowa Code.

**Staff Resource:** *Sheri Kyras, Interim Chief Executive Officer*  
*Paul Drey, DART's Legal Counsel*

**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 Commission Chair asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with the following language:  
"I move that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session to discuss strategy with counsel in matters that are presently pending in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage DART's position."
3. Motion is seconded.
4. Roll Call Vote is taken in open session.
5. All visitors and staff not related to the topic leave the meeting.
6. Detailed minutes and an audio recording of the closed session must be taken and be kept by the Commission clerk for a period of at least one year from the date of the closed session, except as otherwise required by law.
7. The Chair will adjourn the closed session when discussion is over, and the meeting will reconvene in open session.
8. The Chair will state for the record that no action was taken during the closed session.
9. Action may be taken in open session on any discussion made in the closed session.

**10. Closed Session:**

The Commission will discuss with counsel pertaining to pending or potential litigation matters where its disclosure would be likely to prejudice or disadvantage the position of the Des Moines Area Regional Transit Authority (DART) in such litigation.