



NOTICE OF COMMISSION MEETING AND AGENDA

DES MOINES AREA REGIONAL TRANSIT AUTHORITY

DART MULTIMODAL ROOM, 620 CHERRY STREET/[ZOOM](#)

Dial In - +1-312-626-6799/Access Code – 817 2401 5356/Passcode - 222180

SEPTEMBER 7, 2021 – 12:00 PM

	PAGE:
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF SEPTEMBER 7, 2021 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. PRESENTATION	2
A. Quarterly Investment Report	
7. CONSENT ITEMS	
A. Commission Meeting Minutes – August 3, 2021	9
B. FY 2023 Iowa Clear Air Attainment Program (ICAAP) Grant Application	14
C. Microsoft Services Contract Annual Renewal	15
D. June 2021 Financials	16
E. July 2021 Financials	18
F. Quarterly Investment Report	20
8. ACTION ITEMS	
A. November Service Change - Ankeny Microtransit Pilot Implementation	21
B. Paratransit Consulting Services Contract	22
9. DISCUSSION ITEMS	
A. 2021 Iowa State Fair Update	24
B. Operator Hiring Update	25
C. Finance Update	26
D. Performance Report – July 2021	27
10. DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)	
A. Operations	32
B. Planning	35
C. External Affairs (Including State and Federal Legislative Updates)	36
D. Finance/IT/Procurement	43
E. Human Resources	45
F. Chief Executive Officer	47
11. FUTURE AGENDA ITEMS	48
12. COMMISSIONER ITEMS	
13. NEXT MEETING: Regular DART Meeting - Tuesday, October 5, 2021 – 12:00 P.M	
14. ADJOURN	

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



DISCUSSION ITEM



6A: Quarterly Investment Review

Staff Resource: *Amber Dakan, Finance Manager*

- A presentation regarding the DART's investment portfolio with emphasis on the fourth quarter of fiscal year 2021 (April 1 – June 30) will be given by Charles Czachor, Senior Vice President of Investment Services with PMA Financial Network.
- DART's Quarterly Investment Report is included in the Commission packet for review and approval as part of the Consent agenda.



PMA Monthly Statement

(39427-101) Investment Account

Statement Period

Jun 1, 2021 to Jun 30, 2021

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



Des Moines Area Regional Transit Authority

Statement Period

Jun 1, 2021 to Jun 30, 2021

SDA / MMA TRANSACTION ACTIVITY

FEDERATED FUNDS			BEGINNING BALANCE				\$273.47
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance	
20861	06/24/21	Withdrawal		(\$139.69)		\$133.78	
TOTALS FOR PERIOD			\$0.00	(\$139.69)	\$0.00		
ENDING BALANCE						\$133.78	
FIRST NATIONAL BANK OF OMAHA - M			BEGINNING BALANCE				\$5,587,521.07
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance	
241757	06/30/21	Interest			\$137.69	\$5,587,658.76	
TOTALS FOR PERIOD			\$0.00	\$0.00	\$137.69		
ENDING BALANCE						\$5,587,658.76	



Des Moines Area Regional Transit Authority

Statement Period

Jun 1, 2021 to Jun 30, 2021

FIXED INCOME INVESTMENTS

INTEREST

Type	Holding ID	Transaction Date	Description	Interest
SDA	241757	06/30/21	Savings Deposit Account - FIRST NATIONAL BANK OF OMAHA - M	\$137.69
Totals for Period:				\$137.69



Des Moines Area Regional Transit Authority

Statement Period

Jun 1, 2021 to Jun 30, 2021

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
MMA		20861-1		06/30/21		Federated - Government Obligations Fund -	\$133.78	0.010%	\$133.78	\$133.78
SDA	5	241757-1		06/30/21		Savings Deposit Account - FIRST NATIONAL BANK OF OMAHA - M	\$5,587,658.76	0.030%	\$5,587,658.76	\$5,587,658.76
Totals for Period:							\$5,587,792.54		\$5,587,792.54	\$5,587,792.54

Weighted Average Portfolio Yield: 0.000 %

Weighted Average Portfolio Maturity: 0.00 Days

Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
MMA	0.00%	\$133.78	Money Market Account
SDA	100.00%	\$5,587,658.76	Savings Deposit Account

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 thirdparty pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a thirdparty pricing service are listed at "Cost".

Deposit Codes:

5) Promontory



Monthly Statement



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 are 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 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, charges 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 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.

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, Illinois 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) 288-9999, FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at www.finra.org.

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**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED IN-PERSON AND VIRTUALLY
620 CHERRY STREET – DES MOINES, IOWA 50309
AUGUST 3, 2021**



[The above Commission Meeting was held in a hybrid format. The Commission determined that it is impossible and impractical for all members of the Commission, staff and members of the public to be physically present at this Commission meeting due to the Covid-19 pandemic, and that it is necessary to provide the Commission an electronic option.]

ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Kelly Whiting, Doug Elrod, John Edwards, Josh Mandelbaum (arrived at 12:06pm), Jill Altringer, Jake Anderson (arrived at 1:18pm), Paula Dierenfeld (arrived at 12:30pm), Len Murray (in person), Angela Connolly, Russ Trimble and Joseph Jones

Commissioners Absent:

Michael McCoy, Ross Grooters, Bridget Montgomery

Others Present – Non-Voting:

A.J. Johnson (City of Urbandale), Christopher Rants (Policy Works) John Cacciatore (Policy Works), Matt Brick (Legal Counsel)

CALL TO ORDER

Chair, Russ Trimble called the meeting to order at 12:01 p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Chair, Russ Trimble requested a motion to approve the agenda as presented.

It was moved by John Edwards and seconded by Doug Elrod to approve the August 3, 2021 agenda with an amendment to the agenda from Commissioner Kelly Whiting to provide an update to the DART Commission on the Ankeny Transit Study. The motion carried unanimously.

PUBLIC COMMENT

None

6 - PRESENTATION

6A – Erin Hockman, Chief External Affairs Officer provided an update on initial plans to pursue a transit hotel/motel tax during the 2022 legislative session. DART State Lobbyists, Christopher Rants and John Cacciatore from PolicyWorks, advised the Commission on preparation for the upcoming legislative session.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – AUGUST 3, 2021**



CONSENT ITEMS

8A – Commission Meeting Minutes – July 13, 2021

8B – Special Commission Meeting Minutes – July 23, 2021

8C – FY2022 Des Moines Public Schools Contract Pricing

8D – DART Advertising Policy

It was moved by John Edwards and seconded by Josh Mandelbaum to approve the consent items. The motion carried unanimously.

ACTION ITEMS

9A – Polk County Transportation Services Contract

Mike Tiedens, Procurement Manager, provided a background on the paratransit services DART provides to Polk County Department of Community, Family & Youth Services and Polk County Health Services and shared that DART and Polk County have agreed on the scope of work and are finalizing negotiations to agree on indemnification language and insurance coverage provisions. The costs of the contract were outlined and outlined what will be included in the agreement. The Polk County Board of Supervisors is scheduled to vote on this contract on August 10, 2021.

It was moved by John Edwards and seconded by Vern Willey to authorize DART's CEO to execute the transportation services contract with Polk County upon final review and approval by legal counsel. The motion carried unanimously.

9B – FY22 Safety Targets

Pat Daly, Safety Manager provided key safety results and safety performance targets for FY21 based on DART's requirements to set and track safety performance targets in specific categories of each mode of service DART delivers. In FY 2021 DART's Public Agency Transportation Plan (PTAC) was adopted and approved by the DART Commission in December 2020. The FY 22 proposed safety targets were presented.

It was moved by Doug Elrod and seconded by John Edwards to approve DART's FY 2022 Safety Performance Targets as required by the Public Transportation Agency Safety Plan guidelines. The motion carried unanimously.

DISCUSSION ITEMS

10A – Transit Optimization Study

Luis Montoya, Chief Planning Officer, outlined in a presentation the public outreach strategy for the Transit Optimization Study recommendations that were shared at a prior DART Commission a.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – AUGUST 3, 2021**



10B – Paratransit Service Analysis Next Steps

Amanda Wanke, Chief Operating Officer and Deputy CEO provided an update on the implementation of the recommendations from the Paratransit Service Analysis as well as next steps and additional consulting needs.

10C – Electric Bus Update

Amanda Wanke, Chief Operating Officer and Deputy CEO provided a six-month update on the operations and performance of the Electric Bus Pilot.

10D – State Fair Update

Amanda Wanke, Chief Operating Officer and Deputy CEO provided Staff will provide an update on DART's Park and Ride service for the 2021 Iowa State Fair.

QUARTERLY AND PERFORMANCE REPORTS:

11A - Monthly Performance Report – June 2021

Chair, Russ Trimble directed the Commission to review the written performance report for June 2021 is provided in their packets.

11B – Quarterly Safety Report

Chair, Russ Trimble reminded the Commission that this information was shared within agenda item 9B and directed the Commission to review any additional information in their packets.

DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

11A - Operations

None

11B – Planning

None

11C - External Affairs

Erin Hockman, Chief External Affairs Officer shared DART continues to work on a variety of ridership strategies and one of the ways this is done is through events such as the Yankee Doodle Pops and the downtown farmers market. This year we will be providing shuttle service by adding a minimal additional service to our route 15 to the River View Festival on September 4th, 2021. This is a DART sponsored event so we believe this will be good exposure to DART and the services we offer.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – AUGUST 3, 2021**



11D – Finance/IT/Procurement

None

11E – Human Resources

None

11F – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer, shared that Todd Sadler will be starting as DART's new Chief Human Resources Officer on August 23. We are excited to have him join our team. He comes to DART from the State of Iowa, Judicial Branch and previously worked at the Iowa DOT and Des Moines Water Works. She also reminded the Commission that DART will be holding the September 7 Commission meeting in-person and would welcome feedback on how the hybrid meeting technology worked for today's meeting.

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

Matt Brick, legal Counsel advised the Commission that a body may not take action or discuss any item that does not appear on the posted agenda if a 24-hour notice has not been provided. There is an exception for impossibility or impracticality to this rule. The first is if the body determines by majority vote that an emergency situation exists. The term "emergency" is limited to work stoppages or crippling disasters. The second exception is if the body finds by a two-thirds vote of those present, or if less than two-thirds of the body is present, by unanimous vote, that there is a need to take immediate action on an item and the need for action came to the attention of the local agency subsequent to the posting of the agenda. In addition to these exceptions, there are several limited exceptions to the no discussion on non-agenda items rule.

Chair, Russ Trimble recognized Commissioner Kelly Whiting from Ankeny to provide an update on the Ankeny Transit Study.

Commissioner Whiting shared highlights of the report and stated that as it was impossible and impractical for her to put a motion on the agenda as it was brought up at the City of Ankeny's work session the night before, Commissioner Whiting moved and seconded by Doug Elrod to approve that the formula funding data which was requested of DART, be provided to the City of Ankeny so they can move forward with their study.

Elizabeth Presutti, Chief Executive Officer, provided an update and shared that the information requested by the City of Ankeny and their consultant was requested the week prior. Elizabeth shared that some of the information that Ankeny has asked for related to the formula was being prepared by staff in a format that would be easier to understand than the complicated spreadsheet model. Staff worked to provide the information requested even though some were out of town on vacation. Luis Montoya, Chief Planning Officer shared that the consultant had only requested the assumptions which DART had provided but the format of the formula was more

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – AUGUST 3, 2021**



complicated to provide quickly and so it was understood by DART staff that they could provide this information at a later date.

After conversation and understanding, Chair, Russ Trimble concluded that the information will be provided by DART to the City of Ankeny as soon as possible despite any misunderstanding.

Based on the discussion, Commissioner Whiting withdrew the motion to approve the formula funding data has been requested of DART, be provided to the City of Ankeny so they can move forward with their study.

ADJOURN

Chair, Russ Trimble, adjourned the meeting at 1:33 p.m.

*****OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:
The next regular DART monthly Commission Meeting is scheduled for Tuesday, September 7, 2021 at 12:00 p.m. in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa. Pursuant to Iowa Code section 21.8, the DART Commission has determined that it is still impractical or impossible to require all Commission members, staff, and the public to be physically present for this Commission meeting. Accordingly, both in-person and virtual options for attendance of the September 7, 2021 Commission meeting will be offered as follows: (1) Commission members, staff, and the public will be allowed to attend this Commission meeting in person in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa; and (2) Commission members, staff, and the public will be allowed to attend this Commission meeting via a virtual platform such as Zoom. Participation directions for such virtual meeting option are as follows:
<https://us02web.zoom.us/j/81724015356?pwd=SHBNbHFIZmZKTnFTalM4TWZ2ekhtdz09>
Meeting ID: 817 2401 5356/Passcode: 222180**

Chair

Clerk

Date



CONSENT ITEM



7B:	FY2022 Iowa Clear Air Attainment Program (ICAAP) Grant Application
Action:	Authorize submission of a grant to the Iowa Department of Transportation (Iowa DOT) and the Des Moines Area Metropolitan Planning Organization (DMAMPO) for the Route #17 Extension

Staff Resource: *Timothy Ruggles, Grants Program Administrator*

Background:

- DART staff recommends submitting a grant application for the FY2022 State of Iowa Clean Air Attainment Program to support the initiative described below:

Route 17 Extension to Bondurant

- DART was awarded a grant in FY2021 to extend the existing Route #17 to service the Amazon facility in Bondurant. Successful projects can be funded for up to three years and therefore staff is proposing to submit the same project for a second year of funding. In October 2020 Route 17 was extended from the Outlets of Des Moines for four daily roundtrips to the new facility located at 1st Street N and NE 62nd Avenue in Bondurant.
- The estimated annual cost is \$83,000 with DART asking for \$53,000 in grant funding, which is 80% of the net project cost.

The deadline for submitting applications to the Iowa DOT is October 1, 2021.

Recommendation:

- Approve the submission of a grant to the Iowa Department of Transportation (Iowa DOT) and the Des Moines Area Metropolitan Planning Organization (DMAMPO) for the Route #17 extension to Bondurant.



CONSENT ITEM



7C: Microsoft Services Contract Annual Renewal

Action: Approve the renewal of the annual Microsoft services contract through CDW-G for an amount not to exceed \$100,875.

Staff Resource: *Shane Galligan, Information Technology Director*

Background:

- DART has capital investments in various systems and software to help manage the administrative as well as the transportation functions of the organization. As part of this investment, there is software maintenance and support that is required on an annual basis. The software maintenance is recommended for many reasons:
 - Enhancements to the functionality of the software
 - Security updates and bug fixes
 - Support from the vendor and upgrades when available
 - Support integrations between multiple systems
- The extended renewal will minimize the administrative effort.
- DART also wishes to term the agreements to the DART fiscal year to assist the budgeting function as well as coordinate the payments with the fiscal calendar.

Procurement:

- CDW-G will be the contracting entity to provide the software licenses
 - DART will utilize the existing contract through the State of Iowa, Department of Administrative Services

Product:

- Microsoft Office 365
 - All Microsoft applications (Outlook, Word, Excel, PowerPoint, BI, etc.)
 - All Sharepoint, SQL, and Azure Active Directory Servers
 - DART receives government pricing for the Microsoft Office 365 products
- Total cost for FY 2022 renewal is \$100,875.

Funding:

- Funding will come from FY 2022 budgeted operating funds.

Recommendation:

- Approve the renewal of the annual Microsoft services contract through CDW-G for an amount not to exceed \$100,875.

CONSENT ITEM



7D:	June FY2021 Consolidated Financial Report
Action:	Approve the June 2021 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue is 41% below budget projections year to date. All categories finished with under budget levels. Advertising, Monthly Passes, and School Funding were the highest performers at 94%, 85.5%, and 84.6% of budget respectively. Cash Fares is seeing the most negative impacts due to COVID-19 conditions.
- Fixed Route Non-Operating revenue is ahead of budget by 41.83%. The largest factor is CARES Funding drawn down in the amount of \$10 million in alignment with the CARES Spending Plan.
- Paratransit Operating revenue is under budget by 77.2%. All areas of this service group were impacted by COVID-19 as many programs have been limited or suspended.
- Paratransit Non-Operating revenue ended on budget primarily as a result of CARES funding specific to rural funding (5311 Program) which offset shortfalls in the 5310 grant funds.
- Rideshare revenues ended at 56.5% below budget. The program has continued to be significantly impacted by COVID-19.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses report an 11.67% below budget level. Miscellaneous (where COVID-19 specific expenses are shown) expenses is the only category not seeing savings year to date. Salaries, Wages, & Fringes, Services, and Fuel & Lubricants continue to see the most savings years to date.
- Paratransit Budget Summary – Operating expenses are 29.13% under budget year to date. Salaries, Wages, & Fringes and Fuel & Lubricants are ending with the largest savings which is reflective of the reduced ridership levels.
- Rideshare Budget Summary – Rideshare has a budget savings of 47.67% year to date. All categories are seeing savings with the exception of Salaries, Wages, and Fringes coming in on budget and Utilities reporting over budget. This level of savings is indicative of the continued COVID-19 impacts on the program.

Recommendation:

- Approve the June 2021 Consolidated Financial Report.

TOTAL Un-Audited Performance of June FY2021 Year to Date as Compared to Budget:

Fixed Route	\$ 12,698,622*	Reserve for Accidents (See Balance Sheet):
Paratransit	\$ 5,095	\$198,228
Rideshare	\$ (74,103)	
Total	\$ 12,629,614	

*This balance reflects the CARES Spending Plan dollars which shall be allocated into reserve accounts for Operating, Capital, and Stabilization dollars by year end. DART planned to draw down \$10 million in Fiscal Year FY2021 which was completed.

FY2021 Financials:

June 2021

FIXED ROUTE	June 2021			Year-To-Date-(12) Months Ending 06/30/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	314,555	477,438	(162,884)	3,402,378	5,729,260	(2,326,882)
Non-Operating Revenue	5,661,120	2,236,001	3,425,119	38,057,338	26,832,010	11,225,328
Subtotal	5,975,675	2,713,439	3,262,235	41,459,716	32,561,270	8,898,446
Operating Expenses	3,006,927	2,713,439	(293,488)	28,761,094	32,561,270	3,800,176
Gain/(Loss)	2,968,748	-	2,968,748	12,698,622	-	12,698,622

PARATRANSIT	June 2021			Year-To-Date-(12) Months Ending 06/30/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	29,356	110,792	(81,436)	303,351	1,329,500	(1,026,149)
Non-Operating Revenue	226,393	187,270	39,123	2,236,324	2,247,240	(10,916)
Subtotal	255,749	298,062	(42,313)	2,539,675	3,576,740	(1,037,065)
Operating Expenses	229,899	298,062	68,162	2,534,581	3,576,740	1,042,159
Gain/(Loss)	25,850	-	25,850	5,095	-	5,095

RIDESHARE	June 2021			Year-To-Date-(12) Months Ending 06/30/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	37,420	67,917	(30,497)	354,576	815,000	(460,424)
Non-Operating Revenue	-	333	(333)	-	4,000	(4,000)
Subtotal	37,420	68,250	(30,830)	354,576	819,000	(464,424)
Operating Expenses	47,724	68,250	20,526	428,679	819,000	390,321
Gain/(Loss)	(10,304)	-	(10,304)	(74,103)	-	(74,103)

SUMMARY	June 2021			Year-To-Date-(12) Months Ending 06/30/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	381,330	656,147	(274,817)	4,060,306	7,873,760	(3,813,454)
Non-Operating Revenue	5,887,513	2,423,604	3,463,909	40,293,662	29,083,250	11,210,412
Subtotal	6,268,843	3,079,751	3,189,093	44,353,968	36,957,010	7,396,958
Operating Expenses	3,284,550	3,079,751	(204,799)	31,724,354	36,957,010	5,232,656
Gain/(Loss)	2,984,293	-	2,984,293	12,629,614	-	12,629,614



ACTION ITEM



7E: July FY2022 Consolidated Financial Report

Action: Approve the July 2021 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue is ahead of budget by 55.7% for the first month of the year. D-Line Funding under Other Contracted Services, and Unlimited Access are the two categories trending highest above budget.
- Fixed Route Non-Operating revenue is under budget by 10.2% for the first month of the year. This is primarily a timing issue on grant funding.
- Paratransit Operating revenue is trending above budget by 35.4%. Cash Fares and Polk County funding are seeing the higher performance levels for the first month of the year.
- Paratransit Non-Operating revenue is 27% under budget year to date resulting from grant fund timing.
- Rideshare revenues are 31% above budget year to date.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 8% below budget projections. Many categories are seeing savings this early in the year with the exception of Tires. Salaries, Wages, & Fringes and Local Match are right on budget.
- Paratransit Budget Summary – Operating expenses are 14.36% under budget. Many categories are seeing savings this early in the year.
- Rideshare Budget Summary – Rideshare has a budget savings of 13% year to date. Many categories are seeing savings in the first month.

Recommendation:

- Approve the July FY2022 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of July FY2022 Year to Date as Compared to Budget:**

Fixed Route	\$	165,879	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(18,522)	\$196,592
Rideshare	\$	<u>(1,989)</u>	
Total	\$	145,368	

FY2021 Financials:

July 2021

FIXED ROUTE	July 2021			Year-To-Date-(1) Month Ending 07/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	539,157	346,217	192,941	539,157	346,217	192,941
Non-Operating Revenue	2,220,029	2,472,240	(252,211)	2,220,029	2,472,240	(252,211)
Subtotal	2,759,186	2,818,457	(59,271)	2,759,186	2,818,457	(59,271)
Operating Expenses	2,593,308	2,818,457	225,149	2,593,308	2,818,457	225,149
Gain/(Loss)	165,879	-	165,879	165,879	-	165,879

PARATRANSIT	July 2021			Year-To-Date-(1) Month Ending 07/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	39,371	29,075	10,296	39,371	29,075	10,296
Non-Operating Revenue	190,542	261,022	(70,480)	190,542	261,022	(70,480)
Subtotal	229,913	290,097	(60,184)	229,913	290,097	(60,184)
Operating Expenses	248,435	290,097	41,662	248,435	290,097	41,662
Gain/(Loss)	(18,522)	-	(18,522)	(18,522)	-	(18,522)

RIDESHARE	July 2021			Year-To-Date-(1) Month Ending 07/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	39,321	30,000	9,321	39,321	30,000	9,321
Non-Operating Revenue	-	17,508	(17,508)	-	17,508	(17,508)
Subtotal	39,321	47,508	(8,188)	39,321	47,508	(8,188)
Operating Expenses	41,309	47,508	6,199	41,309	47,508	6,199
Gain/(Loss)	(1,989)	-	(1,989)	(1,989)	-	(1,989)

SUMMARY	July 2021			Year-To-Date-(1) Month Ending 07/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	617,849	405,292	212,557	617,849	405,292	212,557
Non-Operating Revenue	2,410,571	2,750,770	(340,200)	2,410,571	2,750,770	(340,200)
Subtotal	3,028,420	3,156,062	(127,642)	3,028,420	3,156,062	(127,642)
Operating Expenses	2,883,052	3,156,062	273,010	2,883,052	3,156,062	273,010
Gain/(Loss)	145,368	-	145,368	145,368	-	145,368



CONSENT ITEM



7F: Quarterly Investment Report

Action: Approve the recommended quarterly investment report for the fourth quarter of Fiscal Year 2021.

Staff Resource: Amber Dakan, Finance Manager

Background:

- DART began investing its reserve dollars in April 2016 with the intent to maximize the value of our assets.
- The 4th quarter of FY2021 (April 1 – June 30) ended with \$5,587,658.76 in our investment portfolio.
- The current quarterly statement recognized \$137.69 in interest income.
- Portfolio assets are primarily held in a market-based savings deposit account. The quarter ended with a .00% interest rate. The Finance Staff are working with PMA to move funds into a higher earning interest vehicle.
- Attached within the packet is DART's Quarterly Investment Report.

Recommendation:

- Approve the recommended quarterly investment report for the fourth quarter of Fiscal Year 2021 (April 1 – June 30).



ACTION ITEM



8A: November Service Change - Ankeny Microtransit Pilot Implementation

Action: Approve the November Service Change

Staff Resource: Luis Montoya, Chief Planning Officer

Background:

- DART regularly evaluates its services and implements any necessary route and/or schedule changes to continue to improve the efficiency and effectiveness of its bus service.
- DART strives to test innovative solutions to meet customer preferences and provide the best service. New technologies have become available to allow customers to book trips with more flexibility and more customer information.
- As an outgrowth of the Transit Optimization Study, “Microtransit” has been identified as a new service DART can provide in areas of the metro with demand for public transportation options which have not yet realized the conditions for fixed-route transit services.
- The City of Ankeny has been identified to be the pilot Microtransit zone.
- In March 2021, DART staff held online engagement activities with members of the public for the Ankeny Microtransit Pilot.
- The expanded hours for the Microtransit Pilot were approved in the FY2022 budget year.
- The Commission approved Via Mobility LLC as the technology platform for the Microtransit Pilot in July 2021.

Proposed Changes:

1. Implement a Microtransit pilot in Ankeny by enhancing the existing On Call service

- A Microtransit service enables on-demand reservations as opposed to on call service, which requires a reservation to be made at least one day in advance.
- Microtransit is available by reserving a trip using the app or by calling DART Customer Service.
- The technology platform will enable DART to dynamically create routes to string together the most efficient trip in real-time as customer make requests for new trips.
- The service change will expand the hours of operation from the current span of 9:00 am to 4:00 pm, to the hours of 6:00 am to 6:30 pm Monday through Friday, expanding opportunities for connecting residents to jobs.
- The Microtransit zone will be condensed to cover the core area of Ankeny where current on call customers travel in effort to manage wait time during the pilot period. The zone covers approximately 19 square miles within the City of Ankeny with the boundaries of: NORTH: NW 36th St., EAST: 29th St., SOUTH: NE 62nd Ave., WEST: NW Irvinedale Dr.
- Staff is recommending that the service start with a promotional fare of \$1.00 per trip.

Recommendation:

- Approve the November Service Change which includes the above listed service changes to the Ankeny on call zone effective November 2021.



ACTION ITEM



8B: Paratransit Consulting Services Contract

Action: Approve a two (2) year contract with Transportation Management & Design, Inc. (TMD) Paratransit Consulting Services for the amount Not to Exceed \$175,000.

Staff Resource: Mike Tiedens, Procurement Manager

Background:

- DART is seeking a contractor with significant paratransit experience to partner with staff to finalize and implement several recommendations and findings from a recent external study. The goal of these recommendations is to ensure DART's ADA complementary paratransit service is operating as efficiently and effectively as possible and to ensure the organization is structured and resourced in this area to effectively meet growing needs for microtransit, contracted services, and other new innovative services as well as paratransit.
- Specific tasks include:
 - An organizational assessment and recommendations to ensure resources and structures appropriate to effectively meet new innovative services being considered and added.
 - Reviewing, updating, and creating policies and procedures.
 - Identifying, recommending, and helping to implement potential improvements in program certification and eligibility.
 - Identifying, analyzing, and recommending options to the Commission for potential changes in Paratransit service area boundaries along with the benefits and consequences of making those changes.
 - Determining and facilitating all necessary public outreach and communications for any changes.

Procurement:

- DART conducted a Request for Proposals (RFP) for the contract. The RFP was published on June 21, 2021 and proposals were due at 1:00 PM CDT on July 15, 2021.
- Three (3) proposals were received, and all proposals were deemed responsive:
 - IBI Group
 - The Collaborative
 - TMD Inc.
- Interviews were conducted with all proposers on August 10 and 11.
 - After interviews were completed, TMD was selected as the highest ranked firm.



ACTION ITEM

8B: Paratransit Consulting Services Contract

Selection Factors:

- Significant paratransit operational and consulting experience.
- Thorough understanding of DART and its automated scheduling, dispatch and reservations systems.
- Experience in implementation.
- Demonstrated ability to understand national trends and also think outside the box.

Funding:

- Funding will come from budgeted operating funds.

Recommendation:

- Approval of a two (2) year contract with Transportation Management & Design, Inc. (TMD) for the amount Not to Exceed \$175,000.
 - Contract Pricing Summary:
 - \$159,500 base proposal
 - 10% contingency



DISCUSSION ITEM



9A: 2021 Iowa State Fair Update

Staff Resources: *Amanda Wanke, Chief Operations Officer and Deputy Chief Executive Officer*

- Staff will provide an update on DART's 2021 Iowa State Fair Service.



DISCUSSION ITEM



9B: Operator Hiring Update

Staff Resources: *Amanda Wanke, Chief Operations Officer and Deputy Chief Executive Officer*

- Staff will provide an update on hiring challenges, with a focus specific on continued operator shortages.



DISCUSSION ITEM



9C: Finance Update

Staff Resources: *Amber Dakan, Finance Manager & Kent Farver, Chief Financial Officer*

- Staff will provide a summary of the FY 2021 financial performance, CARES Act drawdown progress, the reserve account balances, and the Chart of Accounts project.



MONTHLY REPORT



9D: Monthly Performance Report - July 2021

Staff Resource: *Luis Montoya, Chief Planning Officer*

Summary of July 2021 Monthly Performance:

- Total fixed route ridership increased 0.11% in July compared to June. Total July ridership was up 9.95% compared to July 2020. Fixed route was up 12.79%, Paratransit was up 97.09%, and RideShare was up 36% compared to July 2020.
- In total for the fiscal year, preventable accidents occurred at a rate of 0.60 per 100,000 miles, meeting our goal of less than 1 preventable accident per 100,000 miles. Non-preventable accidents occurred at .60 per 100,000 miles for the fiscal year.
- On-Time Performance has continued to exceed internal benchmarks and previous performance, with a performance of 87.35% this month, which also meets our target of 85%.
- The farebox recovery ratio has continued to steadily grow and was 8.9 in July, a 22% increase compared to July 2020.
- Fixed Route operating costs per revenue hour are \$137.84 this fiscal year to date which meets our goal of \$150. These costs are up 9.47% compared to last year.
- Road Calls per 100,000 miles, where our buses need service while in operation, were down 45.7% this fiscal year compared to last year.



Performance Summary - July 2021

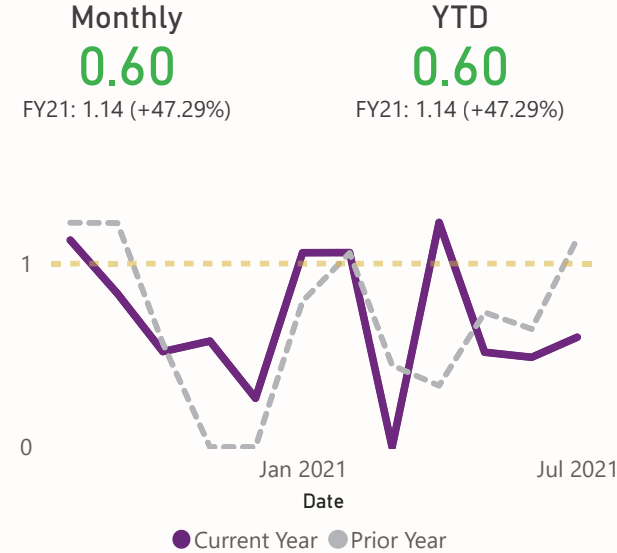
8/1/2020

7/31/2021

Ridership



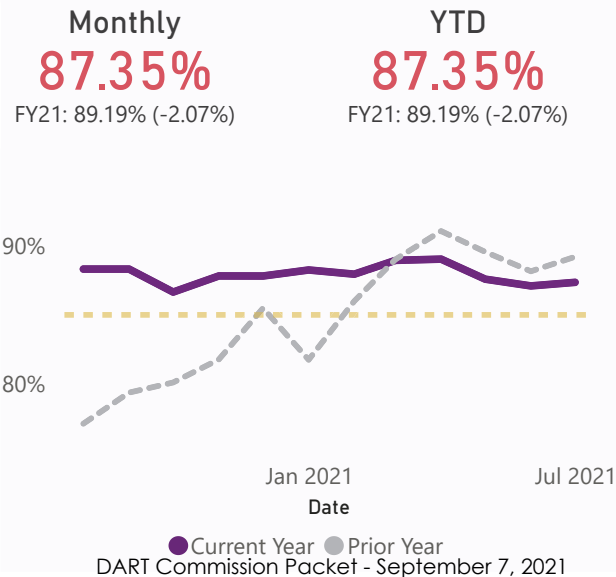
Preventable Accidents/100k Miles



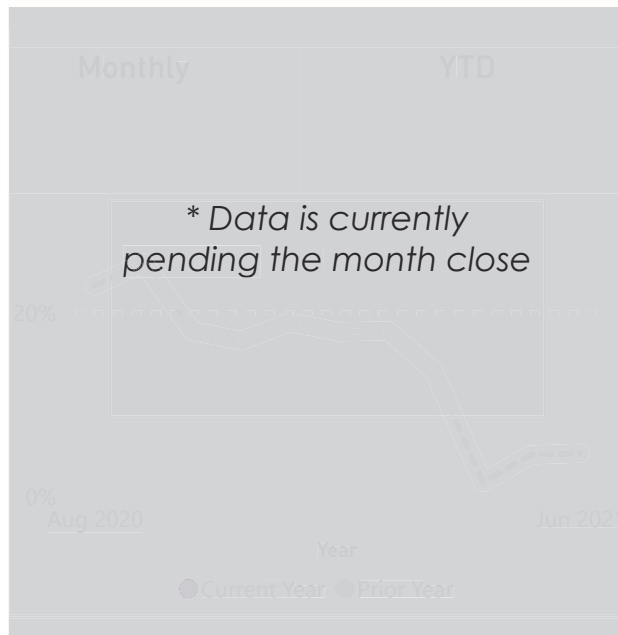
Non-Preventable Accidents/100k



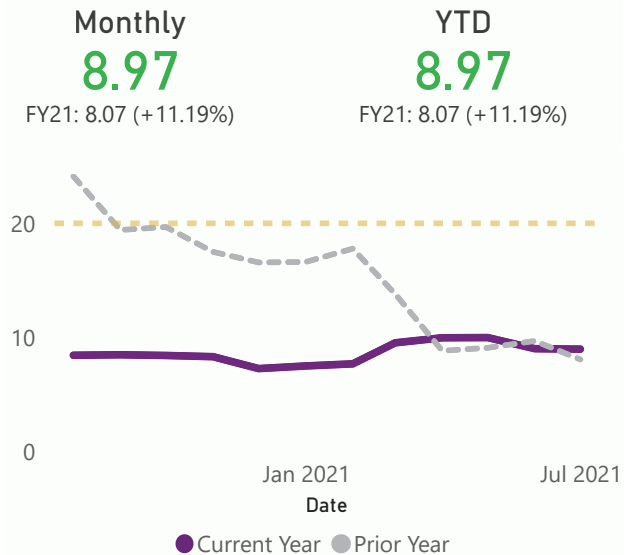
On-Time Performance



Farebox Recovery Ratio



FR Passengers / Revenue Hour





Fixed Route Performance

1/1/2021

7/31/2021

Ridership

Monthly

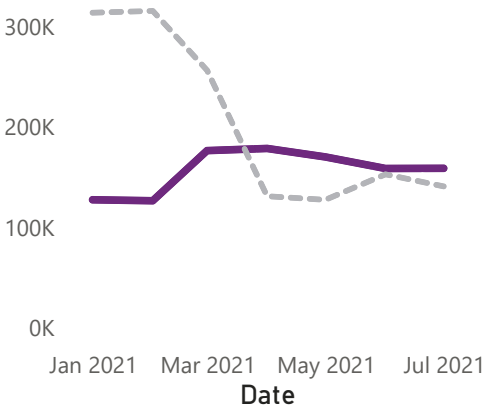
158,792

FY21: 140,791 (+12.79%)

YTD

158,792

FY21: 140,791 (+12.79%)



● Current Year ● Prior Year

On-Time Performance

Monthly

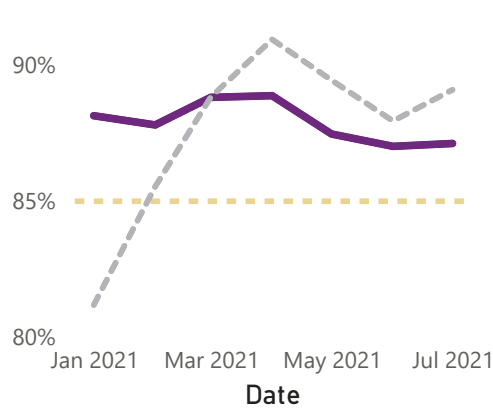
87.12%

FY21: 89.10% (-2.21%)

YTD

87.12%

FY21: 89.10% (-2.21%)



● Current Year ● Prior Year

Operating Cost/Rev. Hour*

Monthly

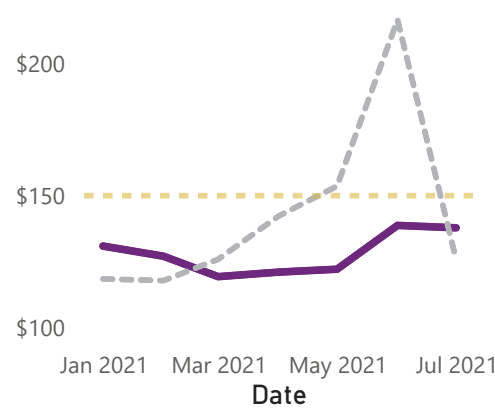
\$137.84

FY21: \$125.91 (-9.47%)

YTD

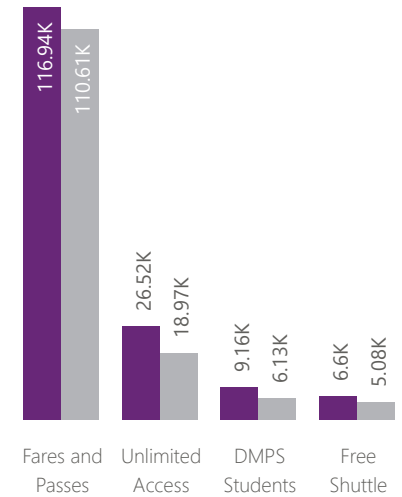
\$137.84

FY21: \$125.91 (-9.47%)



● Current Year ● Prior Year

Monthly Ridership by Fare Group



● Current Year ● Prior Year

Preventable Acc./100k

Monthly

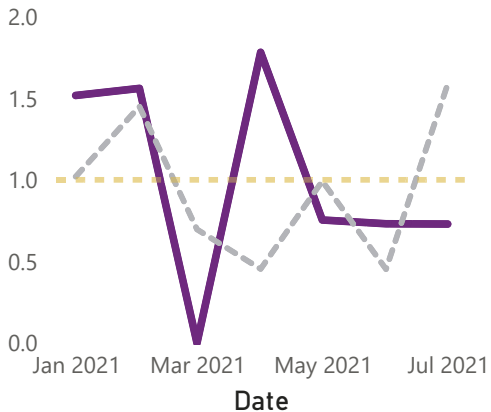
0.73

FY21: 1.59 (+54.05%)

YTD

0.73

FY21: 1.59 (+54.05%)



● Current Year ● Prior Year

Non-Preventable Acc./100k

Monthly

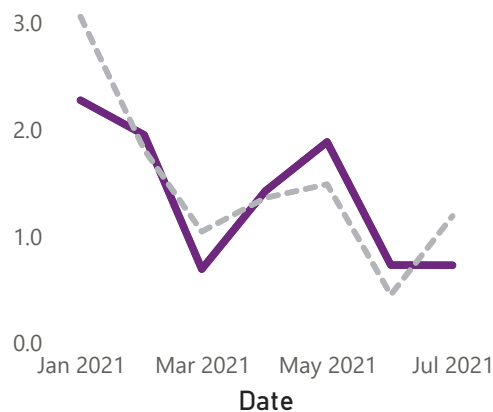
0.73

FY21: 1.19 (+38.73%)

YTD

0.73

FY21: 1.19 (+38.73%)



● Current Year ● Prior Year

Road Calls/100k Miles

Monthly

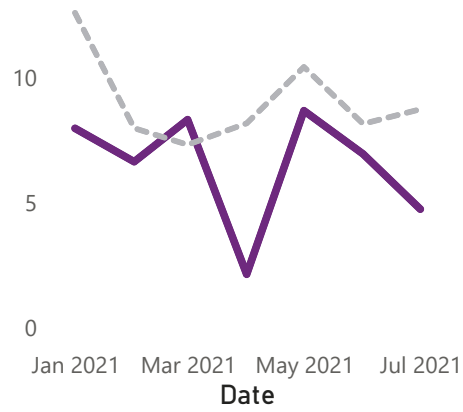
4.74

FY21: 8.73 (+45.7%)

YTD

4.74

FY21: 8.73 (+45.7%)



● Current Year ● Prior Year

Complaints/100k Passengers

Monthly

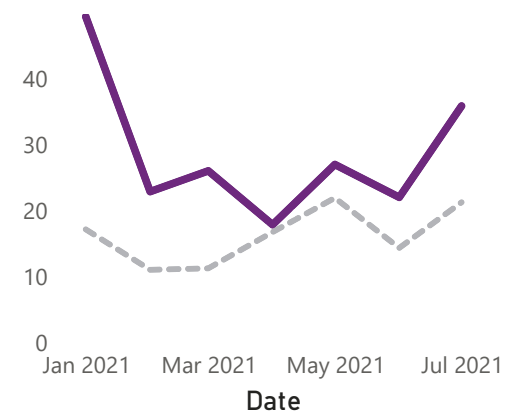
35.90

FY21: 21.31 (-68.46%)

YTD

35.90

FY21: 21.31 (-68.46%)



● Current Year ● Prior Year



Paratransit Performance

1/1/2021

7/31/2021

Ridership

Monthly

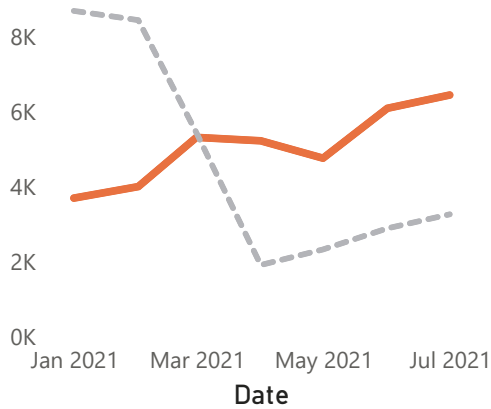
6,445

FY21: 3,270 (+97.09%)

YTD

6,445

FY21: 3,270 (+97.09%)



● Current Year ● Prior Year

On-Time Performance

Monthly

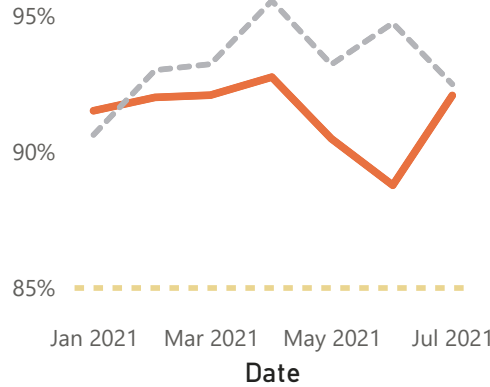
92.08%

FY21: 92.49% (-0.45%)

YTD

92.08%

FY21: 92.49% (-0.45%)



● Current Year ● Prior Year

Operating Cost/Passenger*

Monthly

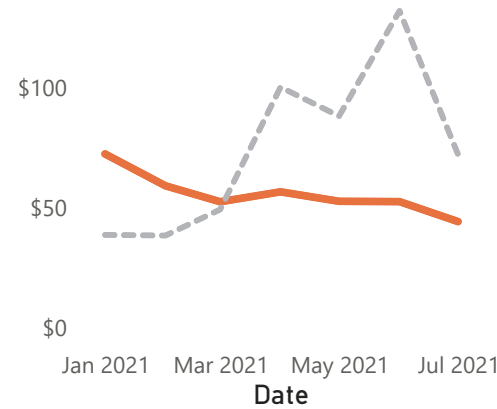
\$44.12

FY21: \$72.03 (+38.75%)

YTD

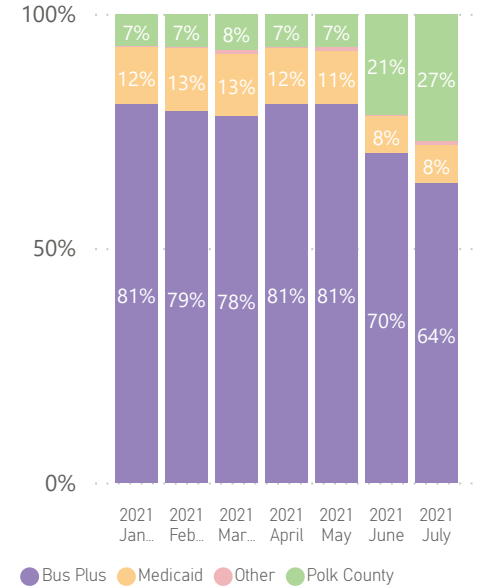
\$44.12

FY21: \$72.03 (+38.75%)



● Current Year ● Prior Year

Paratransit Customer Type Breakdown



Preventable Acc./100k

Monthly

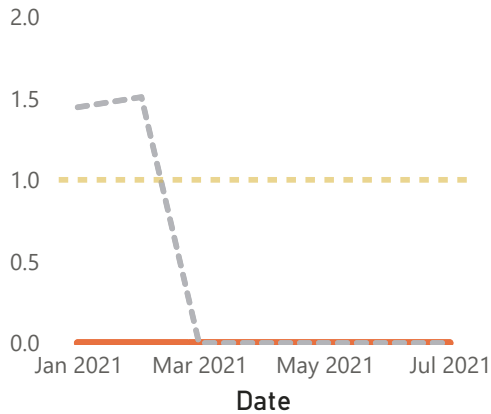
0.00

FY21: 0.00

YTD

0.00

FY21: 0.00



● Current Year ● Prior Year

Non-Preventable Acc./100k

Monthly

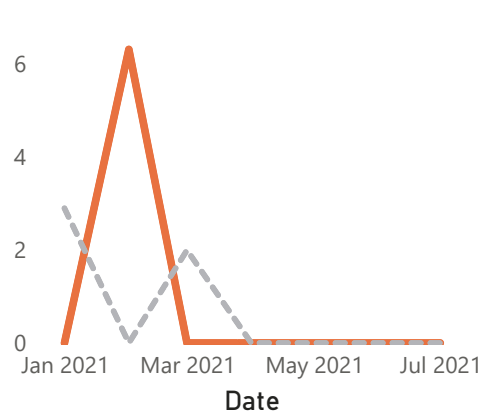
0.00

FY21: 0.00

YTD

0.00

FY21: 0.00



● Current Year ● Prior Year

RideShare - Ridership

Monthly

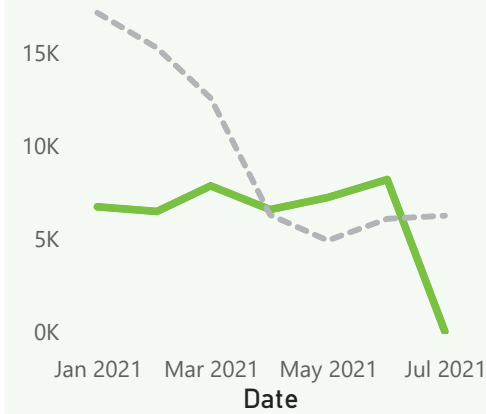
0

FY21: 6,226 (-100%)

YTD

0

FY21: 6,226 (-100%)



● Current Year ● Prior Year

RideShare - Op. Cost/Passenger*

Monthly

NaN

FY21: \$9.24 (+NaN%)

YTD

NaN

FY21: \$9.24 (+NaN%)



● Current Year ● Prior Year



Route Details

Month

July 2021

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	7,146	4,805	7,146	4,805	2,341	48.7%	8.31	81.69%
	#3 - University	19,332	19,935	19,332	19,935	-603	-3.0%	12.51	86.99%
	#4 - E. 14th	8,408	5,835	8,408	5,835	2,573	44.1%	9.59	89.29%
	#5 - Franklin Ave/Johnston	4,291	3,692	4,291	3,692	599	16.2%	5.57	89.01%
	#6 - Indianola	11,565	10,271	11,565	10,271	1,294	12.6%	11.22	89.93%
	#7 - SW 9th St.	17,029	15,439	17,029	15,439	1,590	10.3%	17.43	91.39%
	#8 - Fleur Dr.	937	722	937	722	215	29.8%	6.06	83.07%
	#10 - East University	483	714	483	714	-231	-32.4%	3.25	95.09%
	#11 - Ingersoll/Valley Junction	1,075	902	1,075	902	173	19.2%	6.47	61.57%
	#13 - Evergreen	280		280		280	Infinity	4.42	70.04%
	#14 - Beaver Ave.	8,101	6,700	8,101	6,700	1,401	20.9%	9.35	91.79%
	#15 - 6th Ave.	9,174	8,891	9,174	8,891	283	3.2%	10.94	81.53%
	#16 - Douglas Ave.	17,247	16,194	17,247	16,194	1,053	6.5%	11.28	87.43%
	#17 - Hubbell Ave.	13,552	12,388	13,552	12,388	1,164	9.4%	9.97	89.12%
	#50 - Euclid	3,243	3,988	3,243	3,988	-745	-18.7%	4.72	92.58%
	#52 - Valley West/Jordan Creek	7,476	5,235	7,476	5,235	2,241	42.8%	6.77	84.00%
	#60 - Ingersoll/University	16,483	14,605	16,483	14,605	1,878	12.9%	10.97	86.96%
#72 - West Des Moines Loop	2,797	2,960	2,797	2,960	-163	-5.5%	3.31	79.52%	
#74 - NW Urbandale	296	240	296	240	56	23.3%	2.17	91.01%	
2. Shuttle	Link Shuttle	955		955		955	Infinity	3.31	98.48%
	Downtown Shuttle	5,412	5,129	5,412	5,129	283	5.5%	8.97	91.00%
3. Express	#92 - Hickman	307	246	307	246	61	24.8%	1.43	86.68%
	#93 - NW 86th	546	307	546	307	239	77.9%	2.41	84.79%
	#94 - Westown	331	300	331	300	31	10.3%	3.83	90.97%
	#95 - Vista	152	173	152	173	-21	-12.1%	2.00	85.29%
	#96 - E.P. True	377	236	377	236	141	59.7%	2.66	79.52%
	#98 - Ankeny	1,238	532	1,238	532	706	132.7%	3.31	78.92%
	#99 - Altoona	395	251	395	251	144	57.4%	2.38	84.09%
5. On Call	Ankeny	128	97	128	97	31	32.0%	2.87	83.62%
	NW Johnston / Grimes								
	Regional	36	4	36	4	32	800.0%	3.16	100.00%
Cab	Paratransit: Taxi	384	184	384	184	200	108.7%	2.75	
Paratransit	Paratransit: Bus/Van	6,061	3,086	6,061	3,086	2,975	96.4%	8.06	92.08%
RideShare	RideShare		6,226		6,226	-6,226	-100.0%		
Total		165,237	150,287	165,237	150,287	14,950	9.9%	8.89	87.35%



10A: Operations Team Report

Staff Resources: *Amanda Wanke, Chief Operations Officer and Deputy CEO*

- **Iowa State Fair Service:** Staff from the entire organization once again helped ensure a smooth and seamless delivery of DART's 2021 Iowa State Fair Park & Ride Service. While ridership was down approximately 44% from 2019, with 141,050 rides, the service was run safely and effectively considering the COVID-19 pandemic. The DART team implemented a few key differences to improve the customer experience and ensure the safety of our staff and riders. These include:

1. Availability of credit card readers at each of our ticket booths to offer customers the option to pay via credit card in addition to cash.
2. The federal mask mandate was still in place. Masks were available on all of our buses and at the ticket booths for each park & ride location. There were extensive communication efforts to ensure that riders were aware of the requirement. In general, customer compliance was high.
3. Buses were filled with near full capacities, with full seating and approximately 80% of standing capacity.

We have already begun the planning process for the 2022 State Fair in order to continuously drive improvement.

- **Operator Staffing Update:** Local and national hiring challenges continue to prove difficult for DART with the current impact being greatest in the operations division. DART has approximately 15 part-time Fixed Route operator and 10 part-time and full-time Paratransit operator positions open. This has resulted in significant mandatory overtime for operators in order to deliver service. Operator retention and recruitment are a top priority with several initiatives in place on this front. In addition, the operations and planning team are working closely together to identify opportunities to change how the runs are cut for the operators in order to minimize the mandatory overtime needs. Staff will give a detailed update at the September Commission meeting.

Maintenance – Keith Welch, Fleet Manager

- **Gillig Bus Order:** DART has placed the order for its next five 30' buses. Production will start the first week in September with an estimated delivery date being the end of October through the beginning of November. DART will have a technician onsite week of September 12, 2021 to inspect the buses as they come off the line.
- **New Flyer Bus Order:** DART has placed an order for ten 40' buses. Production will start the last week in August, with an estimated delivery date being the first week in October through the middle of November. DART will have a technician onsite week of September 26, 2021 to inspect the buses as they come off the line.



MONTHLY REPORT
10A: Operations Team Report

Transportation – Steve Wright, Transportation Manager

- **First Day of School:** The first day of DART's Des Moines Public Schools (DMPS) service ran extremely well this year. While there were the usual minor hiccups the first day brings with a few lost kids, delays due to construction/long parent drop off lines, and some ID confusion, the operations supervisor and dispatch team were well-prepared and positioned at key points to provide assistance as needed.

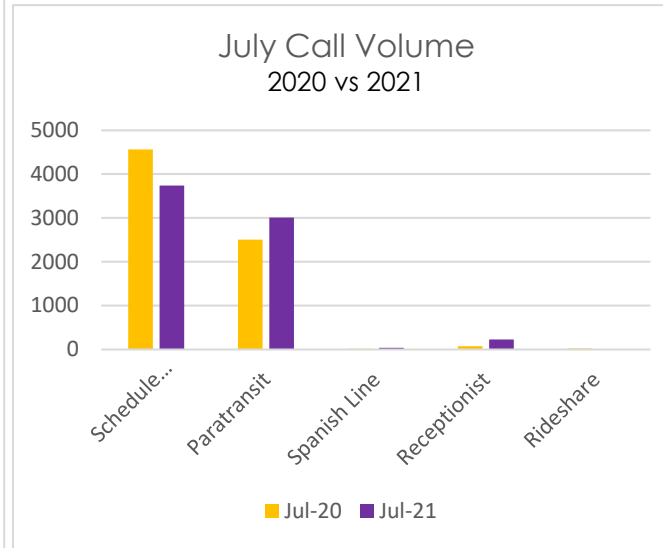
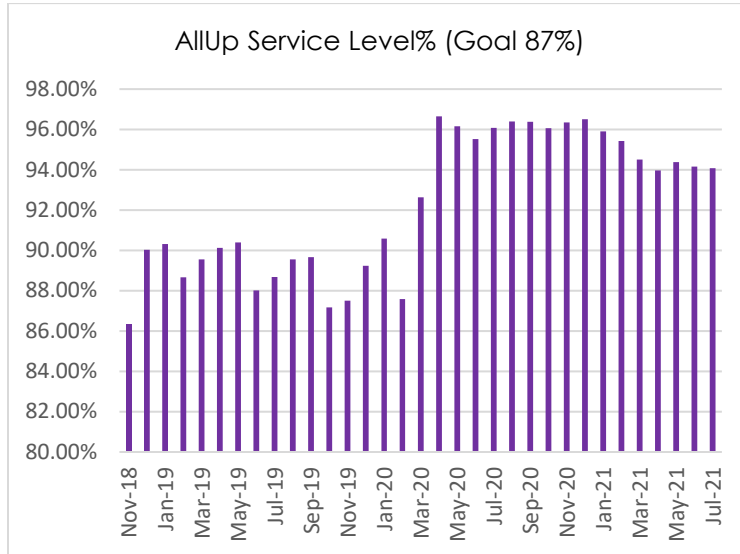
Facilities – Zach Ashmore, Facilities Manager

- **New Facilities Manager:** Zach Ashmore recently began in the position of Facilities Manager. He comes to DART with extensive facilities operation, production, and project manager experience in construction project management, production scheduling, safety compliance, energy management, and building systems.

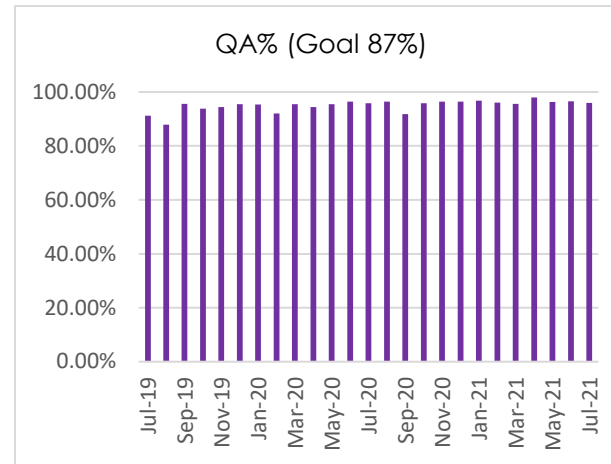
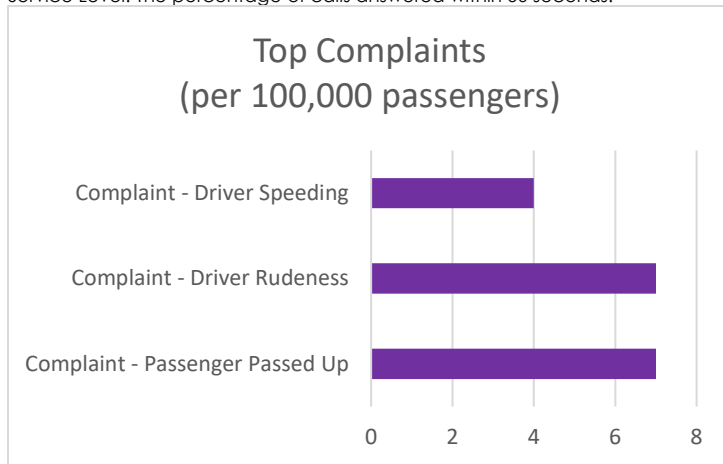
MONTHLY REPORT
10A: Operations Team Report



Customer Experience – Ashley Lara, Customer Experience Manager



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



Quality Assurance: Measures Customer Service representatives average scores for the month. Scoring includes accuracy of information and appropriate soft skills used with customers.



10B: Planning Team Report

Staff Resources: *Luis Montoya, Chief Planning Officer*

- **August Service Change:** A service change was implemented on August 22 in which DART resumed DMPS school tripper service as well as restored D-Line service to its normal 10-minute frequency. One additional trip of Route 98—Ankeny Express was also be added back.
- **Transit Optimization Study:** Staff will lead a comprehensive public outreach effort to share the TOS recommendations with the public in September and October. Outreach methods will include in-person engagement, as well as an interactive project website, virtual public meetings, on-board rider communications, and various social and traditional media spotlights.
- **Ankeny Microtransit Pilot:** A contract with Via Mobility Solutions was finalized and the project launch has preparations are underway.
- **Bus Stop Benches:** Staff are exploring a program to install benches at DART bus stops. Benches at bus stops in the City of Des Moines have historically been provided through a third party advertising firm. As the contract for that advertising firm is expiring, the City of Des Moines and DART are exploring how DART might assume responsibility for benches at bus stops within the City right-of-way, replacing the advertising benches and focusing on the locations that would best serve DART customers. DART staff are currently developing a cost estimate on sample locations to inform the budget process and identify adequate funding for a phased approach that will result in replacement of many of the existing benches in Des Moines as well as add benches at eligible locations throughout our service area.



MONTHLY REPORT



10C: External Affairs Team Report

Staff Resources: Erin Hockman, Chief External Affairs Officer

Marketing and Communications – Rick Pallister, Marketing and Communications Manager

- **Transit Optimization Study:** Marketing staff continues to collaborate with the Planning team and others across DART for the promotion of the second phase of public input for the Transit Optimization Study. DART plans to host a series of events throughout the months of September and October, as well as use an online engagement tool to collect feedback from riders and the general public on potential service recommendations.
- **Conlin/Deer Ridge onboarding:** Marketing is providing support to the Business and Community Partnerships team to onboard Deer Ridge (Conlin Properties) as a new residential unlimited access partner.
- **Labor Day service:** Communications were sent to riders and the public through a variety of channels that DART did not have service on Labor Day, Monday, Sept. 6.
- **Electric Bus Promotion:** In partnership with MidAmerican Energy, DART had an electric bus by the MidAmerican building at the Iowa State Fair on Friday, August 20. Fairgoers were able to tour the bus, participate in bus themed coloring activities, ask questions about the electric bus, and get a mini replica bus.
- **Community Events:** Staff continues to participate in community events. In September and October, the focus will be on gathering public input on the short- and long-term service recommendations. Community events since the last Commission meeting include:
 - August 11 – Iowa State Fair Parade
 - August 12 – FUSE Chamber sponsorship
 - August 19 – Pleasant Hill Chamber sponsorship
 - August 20 – Electric bus at the Iowa State Fair
 - August 24 – East Polk Breakfast (Bondurant Chamber sponsorship)
 - August 31 – Urbandale Chamber sponsorship
 - Sept. 1 – West Des Moines Chamber DEI event sponsorship
 - Sept. 2 – Ankeny Leadercast Chamber sponsorship



MONTHLY REPORT
10C: External Affairs Team Report



Marketing Analytics Report

Metric	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	July 2020	Year Prior
MyDART App Accounts	24,686	25,077	25,502	25,964	26,541	27,104	21,868	19%
Website Unique Visitors	14,231	14,514	14,034	13,563	16,345	17,020	12,595	26%
Facebook Likes	4,870	4,919	4,954	4,972	4,991	5,056	4,704	7%
Twitter Followers	2,424	2,433	2,441	2,442	2,446	2,451	2,358	4%
Instagram Followers	1,395	1,405	1,413	1,417	1,425	1,441	1,346	7%
LinkedIn Followers	535	541	549	560	565	572	475	17%
Email Subscribers	14,248	14,240	14,153	13,131	13,130	13,131	16,628	-27%
Trip Plans	18,398	20,925	18,212	19,648	21,315	14,587	14,359	2%
Real-time Map	13,232	14,451	14,817	14,661	18,023	18,646	9,867	47%
Next DART Bus	112,493	144,277	140,119	118,819	136,369	142,272	106,465	25%
SMS Text Messaging	90,851	108,298	110,499	112,445	107,720	110,631	116,533	-5%
IVR Phone Calls	4,007	5,359	5,093	4,919	5,844	6,195	4,506	27%

MyDART App Report

Metric	Feb. 2021	Mar. 2021	April 2021	May 2021	June 2021	July 2021	TOTAL
Downloads	655	740	661	676	800	852	35,763
iOS	159	189	164	180	224	224	10,757
Android	496	551	497	496	576	628	25,006
Accounts Created	429	391	425	462	577	563	27,104
Orders Placed	2,215	2,782	2,491	2,514	2,197	2,900	112,106
Passes Purchased	3,070	3,920	3,506	3,516	3,922	3,890	164,490
Revenue	\$14,664	\$18,129	\$16,762	\$16,811	\$18,415	\$17,889	\$751,094

DART in the NEWS

Top Stories

[DART and WHO 13 partner to offer Park & Ride service to the Iowa State Fair](#)

[DART to require masks to and from Iowa State Fairgrounds](#)

Reach

Broadcast	18,902,874
Online	722,122
Total Reach	19,624,996



RideShare – Victoria Lundgren, RideShare Supervisor

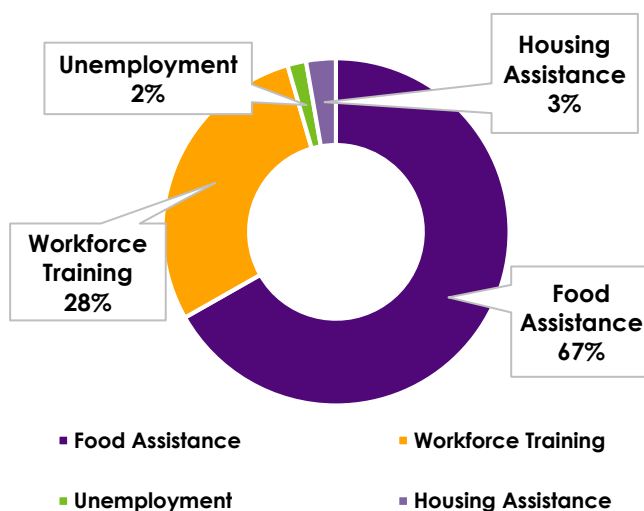
- **Prospective vanpooling partnerships:** Staff are continuing to field interest in RideShare from multiple businesses seeking to address workforce transportation needs, particularly in the food production and manufacturing sectors throughout central, southern, and eastern Iowa.
- **Marketing & Communications Projects:** A series of rider training video tutorials and new customer communications projects are underway to support the continued return of passengers to the RideShare program and onboarding of new vanpool partners.
- **Part time fare structure:** The recent approval of a new part-time fare structure by the DART Commission is helping support a more flexible return to work option for RideShare customers who are returning to the office.
- **New systems RFP:** DART will soon issue a Request for Proposals to seek a new technology platform to manage RideShare customer and fleet information more efficiently.

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

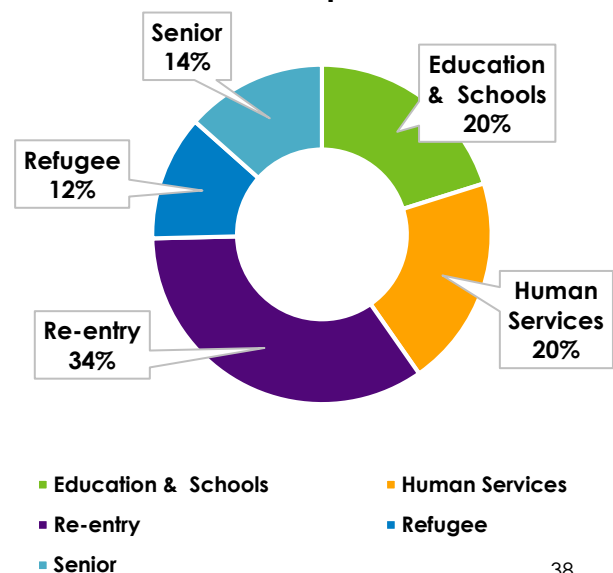
- **New Unlimited Access Partner:** Roll out of a new partnership with Conlin Properties is currently underway and will provide unlimited access to DART for residents of Deer Ridge Apartments in Des Moines. A soft launch of the partnership will begin in September and builds off a prior shuttle program and the expansion of Local Route 11 to the development in 2019.
- **Art Shelters:** Installation of the first five art shelters along the **6th Avenue Corridor** in Des Moines is expected early Fall 2021. Art shelter concepts are complete for the **Roosevelt Cultural District** (2 shelters) and the **Johnston Town Center** (1 shelter). Distribution of a pre-qualified artist roster for project stakeholders to reference when undertaking art shelter projects is in progress. Follow up to all DART member communities and major project stakeholders to coordinate art shelter planning and artist selection is ongoing.
- **Half Fare Pilot and Mobility Coordination Update:** Year-to-date half fare pilot enrollment and mobility outreach participation are shown below. A recommendation to extend the Half Fare Pilot through FY2022 was approved by the DART Commission and added housing assistance as a form of enrollment eligibility.

Half Fare Pilot Enrollment by Eligibility

289 Total Participants



FY2021 YTD Mobility Outreach Participants



MONTHLY REPORT
10C: External Affairs Team Report



Public Affairs – Amy McCoy, Public Affairs Manager

● **Federal Initiatives:**

- DART staff monitored federal progress on the surface transportation reauthorization bill and federal infrastructure package. More details are included in the Cardinal Infrastructure report.
- Monitoring and preparation continued for a federal Notice of Funding Opportunity (NOFO) for the 2021 Bus and Bus Facilities Grant, which is expected to be issued this fall. DART staff have begun preparing requests for letters of support from Congressional delegation members and local entities such as the Greater Des Moines Partnership and the Des Moines Area Metropolitan Planning Organization (MPO).

● **State Initiatives:**

- DART staff continued coordination with PolicyWorks, DART's contracted lobbyists, to begin meeting with legislators before the 2022 legislative session. Those discussions will focus on funding diversification including potential updates to the last year's proposed transit hotel/motel tax legislation. More details can be found in the PolicyWorks report.
- DART staff participated in IPTA's first legislative committee meeting in preparation for the 2022 legislative session.

● **Regional Initiatives:**

- DART staff prepared a presentation which DART leadership presented to the [Metro Advisory Council](#). The presentation in early August covered DART services, the Transit Optimization Study, DART's new property tax formula and efforts to further diversify DART's funding structure.
- The September 2021 [Greater Des Moines Partnership's DMDC series](#) trip to Washington DC has been cancelled. DART had planned to sponsor an event during the trip and began production of a video highlighting the value of DART and featuring DART Commissioners. That video will be used in other stakeholder communications and DART promotions in the coming months.

● **Other Initiatives:**

- DART sponsored the West Des Moines Chamber's inaugural [Diversity, Equity and Inclusion Workplace Excellence Awards](#) ceremony. As a sponsor, DART was featured in a video shared during the event and provided materials for event attendees featuring DART's role in ensuring equitable access to opportunity and previewing upcoming public outreach for the Transit Optimization Study.



**State Legislative Update for Des Moines Area Regional Transit Authority
Prepared by PolicyWorks on August 26, 2021**

- Met with the DART Commission August 3 to discuss modest changes to the hotel/motel tax legislation and legislative strategy to pursue approval of the legislation.
- Arranged to meet with Sen. Dawson, R-Council Bluffs, chair of Senate Ways and Means, in early September to discuss the changes and get his feedback and support.
- Reached out to Rep. Gobble, R-Ankeny, and advised that DART has some changes to the hotel/motel tax legislation and will schedule time to discuss with him.
- Discussed with staff and sent an outline for legislative outreach to discuss the hotel/motel tax legislation as well as Iowa Public Transit Association (IPTA) engagement and legislative outreach.
- Discussed legislator outreach process with IPTA's lobbyist to continue collaboration on the hotel/motel tax legislation.

Federal Legislative Update for Des Moines Area Regional Transit Authority Prepared by Cardinal Infrastructure on August 30, 2021

Activities Conducted by Cardinal Infrastructure

Cardinal Infrastructure continues to engage alongside APTA and the Bus Coalition on advocating for transit funding in the Senate's bipartisan infrastructure bill.

We continue to monitor Senate Banking Committee and House Transportation and Infrastructure Committee activities with respect to drafting language for the budget reconciliation package. As necessary, we will weigh-in with the delegation and relevant committee staff.

We will continue to correspond with the delegation as necessary, to communicate DART's policy priorities and seek active support for the Operations and Maintenance Facility project application to the Buses and Bus Facilities grant program.

Bipartisan Infrastructure Bill

On August 10, 2021, the Senate voted 69-30 to pass the bipartisan infrastructure bill, the Infrastructure Investment and Jobs Act, which includes reauthorization of the Surface Transportation Program. Senator Grassley was among the 19 Republicans that votes in favor of the package. The House set a deadline of September 27th vote on the Senate's bipartisan infrastructure package.

The infrastructure bill provides \$1.2 trillion in spending over five years; of which, \$550 billion is new federal investments. The bill provides \$91.2 billion in funding for the Federal Transit Administration over five years, of which \$40.4 billion is "above baseline" spending increases provided by the bill. The \$91.2 billion is made up of \$69.9 billion in contract authority and \$21.3 billion in general fund appropriations. The bill also authorizes an additional \$15.75 billion in appropriations from general revenues for FTA over the next five fiscal years.

Program funding includes, but is not limited to:

- Urbanized Area Formula - \$33.54 billion
- State of Good Repair - \$23.15 billion
- Bus and Bus Facilities Formula - \$3.16 billion
- Bus and Bus Facilities Discretionary - \$7.6 billion
- Low or No Emission Vehicle Grant Program- \$5.625 billion
- Capital Investment Grant Program - \$24 billion
- RAISE (BUILD/TIGER) - \$7.5 billion
- Reconnecting Communities - \$1 billion
- EV Charging Infrastructure formula - \$5 billion
- Bridge Investment Grant Program - \$40 billion
- Charging and Fueling Infrastructure Grants - \$7.5 billion
- Congestion Relief Program - \$250 million
- Surface Transportation Block Grant Program - \$72 billion
- Congestion Mitigation and Air Quality Improvement Program - \$13.2 billion
- Promoting Resilient Operations for Transformative, Efficient and Cost-saving Transportation (PROTECT) Grant Program - \$1.4 billion discretionary/\$7.3 billion formula
- Strengthening Mobility and Revolutionizing Transportation Grant Program - \$500 million

Budget Reconciliation

Senate Democrats passed a \$3.5 trillion budget resolution with reconciliation instructions. Reconciliation is a process that directs committees to, among other things, report legislation that changes spending or generates revenues in accordance with reconciliation instructions issued by the Budget Committees. The process also affords the opportunity for the Senate to pass the reconciliation legislation without a filibuster and by a simple majority, compared to 60 votes.

An August 9, 2021 memorandum issued to Democratic Senators on the FY 2022 Budget Resolution Agreement Framework provides instructions of \$332 billion to the Senate Committee on Banking, Housing, and Urban Affairs, as well as \$67 billion to the Senate Committee on Environment and Public Works – addressing “...investments in CDBG, zoning, land use, and transit improvements...” as well as “[i]nvestments in clean vehicles.” The reconciliations instructions also direct the Senate Committee on Finance to advance “[c]lean energy, manufacturing, and transportation tax incentives.”

With respect to mandatory spending, the reconciliation bill would result in approximately \$41 billion in additional transportation funding (above baseline and not counting the bipartisan infrastructure bill funding). It remains to be seen how this \$41 billion will be distributed, considering the President's assurance to Senators that the reconciliation bill will not direct spending on physical infrastructure addressed (or purposefully not addressed) in the Senate bipartisan Infrastructure Investments and Jobs Act.

On August 24th, the House adopted, by a vote of 220-212, the budget resolution with reconciliation instructions, providing committees with a non-binding deadline of September 15th (same as Senate) to draft legislation for the package. The budget was “deemed” adopted alongside the House rule on debate of the Senate's infrastructure bill, which requires a vote on the infrastructure bill by September 27th.

According to reports, it is anticipated that Senate Democrats will bypass the standard committee process and intentionally miss the September 15th deadline. This enables Senate Majority Leader Schumer to assemble Democratic Caucus priorities outside the committee process and bring the reconciliation bill directly to the floor for a vote.

While the budget resolution allows for up to \$3.5 trillion in spending, some Democrats, including Senator Manchin (D-WV) and Senator Sinema (D-AZ), as well as House moderate Democrats, have expressed they will not vote for a package of that size; leading to the possibility of the bill being paired down.

Transportation Mask Mandate

The Transportation Security Administration (TSA) has extended the face mask requirement for all transportation networks, including public transportation, through January 18, 2022. The previous TSA mask order was set to expire on September 13, 2021.

The Centers for Disease Control and Prevention (CDC) order requires face masks be worn by all travelers on airplanes, ships, trains, subways, buses, taxis and ride-shares and at transportation hubs such as airports, bus or ferry terminals, train and subway stations, and seaports (though no longer required in outdoor transit hubs or spaces). The CDC mask order has no expiration date.



MONTHLY REPORT



10D:	Finance, IT & Procurement Team Report
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Staff Resources: *Kent Farver, Chief Financial Officer*

Finance Department – Amber Dakan, Finance Manager

- **Fiscal Year End Audit-** The Finance Team continues to work on year end reconciliations in preparation for the annual Financial Audit and National Transit Database reporting scheduled in September. Our audit partner, Baker Tilly, will be performing the audit virtually for the second year due to the rise in COVID-19 cases.
- **Payroll Review Engagement –** The Finance and Human Resources teams are partnering on an engagement with RSM to conduct a thorough review of DART's payroll process, identify gaps, and provide recommendations to improve efficiencies. This need was recognized in the retirement of key staff in the process and as new faces transition in. The current payroll process involves team members from Finance, Maintenance, Operations, and Human Resources.
- **Iowa State Fair Conclusion–** With the conclusion of the Iowa State Fair, the Finance team is happy to report the roll out of credit card payment options went smoothly. There was a total of 1,692 transactions processed over the 11 days and \$5,971.25 collected through this method.

IT Department – Shane Galligan, IT Director

- **Paratransit System Update (PASS):** IT has been working directly with 3rd party consultants to update the functionality of our PASS environment. Additional work under this project includes the development of standard operating procedures and manuals for use by the dispatch group to help facilitate increased efficiency and reporting from this system.

Procurement Department – Mike Tiedens, Procurement Manager

Upcoming Projects and Procurements:

- **Bus Shelter Manufacture –** DART is seeking a contractor to complete the modular fabrication/construction and delivery of transit bus shelters and benches. The contract will encompass the shelters DART intends to purchase and install over the next 3 – 5 years. The shelters shall match DART's current shelter design as well as allowing options for art glass, solar power and ad panels. The shelter design will meet applicable building codes.
 - Request for Proposals to be published in September 2021.

Contracts and Task Orders Approved Recently:

- **Square Terminals –** DART purchased 5 Square terminals to allow for cash-less transactions during to purchase bus tickets during the Iowa State Fair. The purchase price was \$1,600.0



MONTHLY REPORT

10D: Finance, IT & Procurement Team Report

Future Procurements:

- Copier/Printing Services
- Light Duty Buses
- Vanpool Management System
- Banking Services
- Bond/Financing Counsel Services
- Construction Management Services
- Outdoor Signage Displays

Operations and Maintenance Facility Update – Kent Farver, CFO

- DART's work on the NEPA (National Environmental Policy Act) clearance for the proposed Operations and Maintenance Facility site at SE 25th and Maury Street is progressing. We are scheduled to meet with our State Historical Preservation Office (SHPO) and tribal representative's consultation group on Wednesday September 15th, with preliminary fieldwork on an archaeology survey beginning on September 20th. We hope to have this work completed by mid-October. This survey will dictate the next steps that DART will need to take to complete the NEPA review. Our hope is to get the second part of the archaeology survey completed in November/December 2021, with a review and approval by the SHPO and FTA to follow in early 2022.
- As the NEPA clearance work continues, work on the 30% design criteria is well underway and scheduled to be completed in September, with the cost estimating to be concluded by October 2021. We will be bringing this information to the Commission once it has been completed.



MONTHLY REPORT



10E:	Human Resources, Training & Safety Team Report
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Staff Resource: *Todd Sadler, Chief Human Resources Officer*

Human Resources – Danie Gohr, HR Manager

- **Payroll Process Evaluation:** With recent staff transitions, the HR and Finance team have uncovered areas of opportunity within our payroll function. The teams are engaging a third party (RSM) to engage in the evaluation of the entire payroll process and provide solutions and best practices moving forward. This will be a several month process and will involve cross departmental teamwork.
- **Recruitment Update:** Recruitment is a large focus area for DART right now. We are facing an operator shortage as well as increased admin turnover and therefore are getting creative on ways to attract talent. We have implemented a 5-week radio ad that is reaching across 3 stations in the metro.
 - Current Openings:
 - Human Resources Manager
 - Part-time Fixed Route Operator
 - Part-time Paratransit Operator
 - Senior Staff Accountant
 - Business Intelligence Manager
 - Employee Relations Coordinator
 - Safety & Training Specialist
 - Paratransit Coordinator
- **COVID-19 Update:** Since the beginning of 2021 we have had 15 positive tests. Notable statistics include that our total vaccination rate is 58%. We are continuing to showcase the benefit of getting vaccinated to our employees. We have updated our COVID FAQ's, documentation process as well as created a vaccination form to be filled out by all new employees.

Training – Matt Johnson, Training Manager

- **Fixed Route Trainees:** Training continued for five Fixed Route Operators in training. Three are working to obtain their CDL, while two with licensing work through route training.
- **Fair Training for Administrative Staff:** Training sessions were held for all administrative staff to prepare for supporting service during the fair. Sessions were conducted in person, as well as virtual, and pre-recorded this year.
- **Temporary State Fair Operators:** Seven temporary operators were trained to support additional efforts during the fair.



MONTHLY REPORT

10E: Human Resources, Training and Safety Team Report

- **DART Operator Fair Training:** Route training was conducted to familiar DART operators with fair service. Additionally, a service overview training video was published to inform operators of the service.

Safety – Pat Daly, Safety Manager

- **DART Safety Plan:**
 - Continued review, revision, and development of DART's emergency preparedness plans.
 - Continued implementation plan timeline development
- **Iowa State Fair:**
 - Provided safety oversight before and during State Fair operations
 - Observe bus operations
 - Monitor weather conditions
 - Monitor staff well-being



MONTHLY REPORT



10F: Chief Executive Officer

Staff Resource: *Elizabeth Presutti, Chief Executive Officer*

- **DART Executive Committee** – The August Executive Committee was cancelled. Our next scheduled meeting is on Friday, September 17 at 7.30 a.m.
- **Iowa Disability Employment Summit** – In conjunction with the summit, Matt Harris, our Business and Community Partnerships Manager and I had the great pleasure of touring the new Tom and Ruth Harkin Center which is located at Drake University. We also attended the summit dinner on August 18. Matt, along with our Mobility Coordinator, Catlin Curry attended the summit the following day.
- **Iowa Department of Transportation (IDOT)** – Our representatives from Iowa DOT visited the DART Operations and Maintenance facility on August 31 to discuss current priorities and tour the facility.
- **Partnership's Featured Priority Tour with Senator Grassley** - As part The Des Moines Partnerships advocacy efforts, they are working with all members of Iowa's Congressional delegation to plan events in the DSM region during the remainder of 2021 to discuss featured priorities for the region. On Tuesday, Aug. 31 I attended an event with Senator Grassley with a focus on infrastructure.



FUTURE DART COMMISSION ITEMS



Future Agenda Items:

October 5, 2021 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Privacy Policy 	<ul style="list-style-type: none"> Transit Riders Advisory Committee Update Radio Project Update Marketing Update Business Partnerships Update
November 2, 2021 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> STBG Grant Bus Shelter Fabrication Contract Rideshare Van Purchase Rideshare Software Contract 	<ul style="list-style-type: none"> FY 2023 DART Budget Update Commission Nominating Committee Transit Optimization Study Update
December 7, 2021 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Audited FY20 Financials Transit Optimization Study Approval 	<ul style="list-style-type: none"> Transit Riders Advisory Committee Update FY 2023 DART Budget Update

Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee	Friday, September 17, 2021	7:30 a.m.	Zoom Meeting