



# 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 – 868 0768 6944 /PASSCODE - 102546

DECEMBER 3, 2024 – 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 DECEMBER 3, 2024, AGENDA	
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A. Nominating Committee Update	
13. NEXT MEETING: Regular DART Meeting - <b>Tuesday, January 28, 2025 – 12:00 P.M. (2-hour mtg)</b>	
14. EXEMPT SESSION	63
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

**Resource:** *Brandon Paulson, TRAC Chair*

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A hybrid meeting of the Transit Riders Advisory Committee was held on Wednesday, November 20, 2024, and a quorum was met. Included are key highlights from the meeting's discussion.

- **Reimagine DART Workshop Update:** Planning and Development Manager, Tony Filippini, provided an update on the work that is happening with Jarrett Walker + Associates on the network redesign. This update outlined the scope of work and contrasting concepts that will be presented during the first round of public input that would happen in spring of 2025. TRAC members were able to ask questions about the different phases of this work and when TRAC will be engaged throughout the process.
- **Van Award Program:** Caravan Supervisor, Victoria Henderson-Weber, provided an overview of DART's Caravan program to the committee since most TRAC members were not aware of it. Additionally, an update on the Van Donation program was provided to discuss the changes for the current award cycle and the proposed candidates to receive the two available vehicles in spring of 2025.

The next hybrid TRAC meeting is currently scheduled for Wednesday, December 18, 2024.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
MEETING HOSTED IN-PERSON AND VIRTUALLY  
620 CHERRY STREET, DES MOINES IA 50309  
November 5, 2024**



**(Meeting was held in a hybrid format)**

**Commissioners/Alternates Present and Voting:**

Dean O'Connor, Kelly Stearns, Tara Cox, Srikant Mikkilineni (arrived at 12.10pm), Connie Boesen, Paula Dierenfeld, Angela Connolly, Bridget Montgomery, Russ Trimble and Lauren Campbell

**Commissioners Absent:**

Todd Shafer, Andrew Borcharding, Ross Grooters and Joseph Jones

**CALL TO ORDER**

Chair Russ Trimble called the meeting to order at 12:02 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 Tara Cox and seconded by Dean O'Connor to approve the November 5, 2024, agenda. The motion carried unanimously.

**PUBLIC COMMENT:**

Garland Armstrong from Des Moines presented Chair Russ Trimble with a t-shirt and shared that the traffic light at South 6th Street and Coachlight in West Des Moines is still not working. Chair Trimble thanked him again for the information and stated he will be following up with city West Des Moines staff.

Heather Armstrong from Des Moines, shared some concerns she had with strollers blocking the aisles on the buses. DART staff to follow up appropriately.

Alec Davis, Founder of Momentum Des Moines, invited the DART Commission and staff to attend the annual DART Holiday Crawl on December 14<sup>th</sup>, which supports and celebrates public transportation.

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

TRAC Chair Brandon Paulsen provided an update to the Commission on the last meeting, which occurred on Wednesday, October 30, 2024.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – NOVEMBER 5, 2024**



Brandon shared that the Committee received an update from Transportation Director Lewis Lowry on the new partnership with UZURV and the transition of old/new TRAC members, identifying that he had been asked by DART staff to stay on the committee for another year but not remain chair, which he agreed to do.

**CONSENT ITEMS**

7A – Commission Meeting Minutes – October 8, 2024

7B – FY 2029 Surface Transportation Block Grant (STBG) Approval

7C – September Consolidated Financials

It was moved by Dean O'Connor and seconded by Connie Boesen to approve the consent items. The motion carried unanimously.

**DISCUSSION ITEMS:**

8A – January Commission Meeting Date

Amanda Wanke, Chief Executive Officer, shared that since determining the commission meeting dates for the 2025 DART staff have since realized that January 21 is the Tuesday after Martin Luther King Day. Realizing people maybe out of town it was recommended to move the meeting to January 28.

8B – Member Community Facilitation

Amanda Wanke, Chief Executive Officer, introduced Scott Raecker of the Robert Billie Ray Center who facilitated a conversation between the DART Commission with the primary goals of encouraging transparent understanding of each community's current position as it relates to their membership in DART and their commitment to participating in the Reimagine DART process to inform further work or action needed to move forward.

Mayor Connie Boesen started the conversation by sharing the current thinking related to DART and the city of Des Moines. Following, each member community representative was provided 3 minutes to provide their input.

Scott Raecker summarized the feedback that the DART Commission provided and suggested next steps, including encouraging the Commission to build trust through clarity of communication, candor and relationships of trust, where best intentions are assumed.

Amanda Wanke asked some follow up questions and suggested options for next steps, which she was going to further discuss with the DART Executive Committee.

**QUARTERLY REPORTS:**

Chair Russ Trimble asked the Commission to refer to their packets to review the written quarterly reports.

9A – Quarterly Financial Report

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – NOVEMBER 5, 2024**



9B – Quarterly Investment Report

9C – Quarterly Safety Report

**DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)**

Chair Trimble asked the Commission to refer to their packets to review the monthly department reports, except for the CEO report.

12A – Operations

None

12B – Planning

None

12C - External Affairs

None

12D – Finance/IT/Procurement

None

12E – Human Resources

None

12F – Chief Executive Officer

Amanda Wanke shared the letter received from a concerned resident of Pleasant Hill regarding their withdrawal from DART and a handwritten thank you letter from a DART rider.

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

None

**NEXT MEETING**

Regular DART Meeting - Tuesday, December 3, 2024 – 12:00 P.M.

**CLOSED SESSION**

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – NOVEMBER 5, 2024**



It was moved by Connie Boesen and seconded by Dean O'Connor that the Commission adjourn the regular session and reconvene in closed session to discuss strategy regarding employment conditions for non-union employees.

Roll Call: O'Connor - Yea, Stearns - Yea, Cox - Yea, Mikkilineni - Yea, Boesen - Yea, Borcharding - Nay, Dierenfeld - Yea, Grooters - Nay, Connolly - Yea, Montgomery - Yea, Trimble - Yea, Campbell - Yea.

Chair, Russ Trimble recessed the regular meeting at 1.03 p.m.

No action was taken during the closed session.

At 1.26pm, a voice vote was taken for the closed session to be adjourned, and the regular session be reconvened.

Roll Call: O'Connor - Yea, Stearns - Yea, Cox - Yea, Mikkilineni - Yea, Boesen - Yea, Borcharding - Nay, Dierenfeld - Yea, Grooters - Nay, Connolly - Yea, Montgomery - Yea, Trimble - Yea, Campbell - Yea.

It was moved by Angela Connolly and seconded by Tara Cox to reconvene in open session.

No action from the closed session was taken in open session.

**ADJOURN**

Chair Russ Trimble adjourned the meeting at 1.27 p.m.

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**Chair**

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**Clerk**

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**Date**

## CONSENT ITEM



**7B: FY 2025 CEO Goals Approval**

**Action: Approve CEO Goals for Fiscal Year 2025**

**Staff Resource:** *Amanda Wanke, Chief Executive Officer*

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### **Background:**

As discussed during the CEO FY 2025 review, the DART Commission must approve the CEO goals that will be used for the CEO annual performance review process. The proposed goals were discussed at the October Executive Committee and November 5 Commission meeting with the full Commission.

### **Proposed FY 2025 CEO Goals:**

The focus on the FY 2025 goals is to ensure DART's long-term sustainability. True long-term sustainability will require securing alternative, local revenue sources for transit in Iowa. In the meantime, we need to deliver the best service we can with the level of investment DART member communities are able to make.

The goals outlined below aim to support the Commission's decision-making related to measures of success for regional transit and the level of service DART provides, while also ensuring DART is operating as efficiently and effectively as possible.

In conversation with the Commission, it was agreed that the large number of goals was ambitious and therefore should be prioritized to give clarity on what must be done and aim for significant progress on the others.

### **High-Priority**

- Secure member community consensus on a sustainable 10-year vision for regional transit through Reimagine DART. In FY25 this will require: Commission consensus on process and goals;
  - Raising \$500,000 in grant funding and Commission approval to hire a consulting firm(s).
  - Finalizing success factors for regional transit.
  - Collecting Commission and public input on transit priorities to inform the creation of a redesigned network and creating more informed transit champions by involving business and community leaders throughout the process.
  - Ensuring that alongside the system redesign there is a thorough analysis of cost-savings and revenue opportunities that are presented to the Commission alongside the FY27 budget.
- Negotiate a Collective Bargaining Agreement (CBA) contract that improves recruitment and retention, while maximizing taxpayer resources through improved operational efficiencies and flexibility.

## CONSENT ITEM

### 7B: FY2025 CEO Goals Approval



- Retain 90% of DART's people leaders (anyone who supervises people).

#### **Important: Significant progress needed**

- Increase Caravan vanpools by 25% or greater and ensure a plan to have the program sustainable by the end of FY26.
- Improve on-time performance by 2.5% over FY24.
- Ensure a timely and thorough response to the FTA Triennial Review. Identify implementable resolutions to any findings. Communicate regularly with the Commission throughout the process.
- **Professional Development Goal:** Grow in capacity to lead change within the organization and apply learnings from other industry experts through executive coaching and attendance at public transit conferences and trainings. (Note: This training and coaching does not require any additional budget; it can be done within the existing professional service budget.)

#### **Recommendation:**

- To approve the FY25 CEO Goals as presented.



## CONSENT ITEM



<b>7C:</b>	<b>Occupational Health and Worker Compensation Services</b>
<b>Action:</b>	<b>Approve the three new contracts with an aggregate not-to-exceed amount of \$500,000</b>

**Staff Resource:** *Michael Gulick, Procurement & Contract Manager*

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### **Background:**

- DART's current occupational health and worker compensation contracts are at end of life and expire December 31, 2024. The contracts are with:
  - Central Iowa Hospital Corporation dba Unity Point Health – Des Moines Occupational Medicine
  - DPT Holdings, LLC dba Doctors of Physical Therapy
  - Gadimina Enterprises dba Mid Iowa Occupational Testing

### **Procurement:**

- DART publicly solicited proposals on September 17, 2024, with proposals due October 14, 2024.
- DART received four proposals with one being rejected due to not meeting the requirements of the RFP.
- After evaluation by the cross-functional committee, DART is recommending awarding new contracts with an initial 1-year term and up to 5 additional 1-year term renewals to:
  - Central Iowa Hospital Corporation dba Unity Point Health – Des Moines Occupational Medicine. The costs of these services are covered by our Workers Compensation and Employers Liability Policy.
  - DPT Holdings, LLC dba Doctors of Physical Therapy. The costs of these services are covered by our Workers Compensation and Employers Liability Policy.
  - Gadimina Enterprises dba Mid Iowa Occupational Testing for a not-to-exceed amount of \$500,000 for the life of the contract.

### **Funding:**

- Funding for the Gadimina Enterprises dba Mid Iowa Occupational Testing contract will come from operating funds.

### **Recommendation:**

- Approve the three new contracts with an initial 1-year term and up to 5 additional 1-year term renewals up to the aggregate not-to-exceed amount of \$500,000.

## CONSENT ITEM



**7D: Des Moines Area MPO Staff Representation for DART**

**Action: Appoint DART Staff representatives to serve at MPO meetings**

**Staff Resource:** *Vicky Barr, Executive Manager and Commission Clerk*

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### **Background:**

- The Des Moines Area Metropolitan Planning Organization (MPO) requires annual approval of staff representatives serving as:
  - A voting member (and Alternate) to the Policy Committee.
  - A voting member (and Alternate) to the Technical Committee.

### **Recommendation:**

- Appoint the following DART staff members to serve in 2025 on the MPO Committees:
  - Voting Member on Policy Committee
    - Representative: Amanda Wanke, Chief Executive Officer
    - Alternate 1: Luis Montoya, Chief Operations and Planning Officer
  - Voting Member on Technical Committee
    - Voting Member: Tony Filippini, Planning and Development Manager
    - Alternate 1: Keegan Haines, Transit Planner

## CONSENT ITEM



**7E: 2025 DART Commission Weighted Voting**

**Action: Approve the 2025 weighted votes for each DART participating community**

**Staff Resource: Amanda Wanke, Chief Executive Officer**

### **Background:**

- Per the restated DART 28E agreement, the following procedures are required for a weighted vote.
  - Any Participating Community represented at that meeting may request a population weighted vote on matters regarding: (1) the DART budget, (2) funding, (3) transit service levels, or (4) composition of the Commission, whereupon the vote on that item will automatically be continued to the next regularly scheduled or specially called meeting of the Commission, and notice of the impending population weighted vote will be given in the agenda for that meeting, unless notice of the request for such weighted vote has been given to the Chair of the Commission by the requesting Participating Community at least seven (7) days prior to the date of the scheduled meeting. At such meeting, if a quorum is present, the decision on the question that is the subject of the population weighted vote shall be determined by a vote of at least three-fourths (3/4) of the votes of the members present at such meeting. Each Participating Community shall make its vote during a called weighted vote by and through its elected official member on the Commission from said Participating Community.
  - Upon Commission approval of the population data and proportional assignments to Commission representatives, such populations and proportional assignments shall be binding on all Participating Communities. For each 25,000 in population or portion thereof a Participating Community shall be awarded one (1) vote when a population weighted vote of the Commission is called. Where the Participating Community is a county, such population shall be that of the unincorporated portion of the county.

### **Current MPO Assessment Population Numbers and Resulting Weighted Vote:**

Name	FY 2025 MPO Population	Population per 25,000	Weighted Vote 25,000
Altoona	21,503	0.86	1
Ankeny	72,222	2.89	3
Bondurant	8,710	0.35	1
Clive	18,908	0.76	1
Des Moines	211,034	8.44	9
Grimes	16,295	0.65	1
Johnston	24,390	0.98	1
Pleasant Hill	11,186	0.45	1
Urbandale	46,648	1.87	2
West Des Moines	70,741	2.83	3
Windsor Heights	5,109	0.20	1
Polk County (MPO unincorp)	30,036	1.20	1
<b>Total</b>	<b>536,782</b>		<b>25</b>

**CONSENT ITEM**

**7E: 2025 DART Commission Weighted Voting**



**Recommendation:**

- Approve the 2025 weighted votes for each DART participating community.

## CONSENT ITEM



<b>7F:</b>	<b>Transit Riders Advisory Committee (TRAC) Membership</b>
<b>Action:</b>	<b>Approve a recommended new TRAC member to begin their term in January 2025 and two term extensions.</b>

**Staff Resource:** *Catlin Curry, Mobility Coordinator*

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### **Background:**

- Following the reconstitution of the DART Commission, the Transit Riders Advisory Committee (TRAC) was restructured to reflect these changes and now consists of 11 members who utilize DART Fixed Route and Mobility Services.
- In 2022, the DART Commission and TRAC approved further changes to the structure of the committee representation to be more inclusive of new services such as DART On Demand.
- The committee meets monthly and seeks to represent key constituencies, such as riders, veterans, refugees, senior citizens, students and more.
- TRAC has been very involved in the Reimagine DART conversations and providing valuable rider insight into future and potential changes. Given these conversations, DART staff decided to offer one-year term extensions to three of our TRAC members outside of their four years on the committee. Two have accepted, and one chose not to extend their term, leaving an opening on TRAC.

### **Current TRAC Membership:**

<b>Name</b>	<b>Membership</b>	<b>City of Residence</b>	<b>Demographics</b>	<b>Term Expiration</b>
David Campbell	Fixed Route (Local)	Des Moines	M, Black, 55-64	4/30/2027
Kaylynn Strain	Fixed Route (Local)	Des Moines	F, Other Race, 45-54	<b>12/31/2025</b>
Jeremy Guenther	Fixed Route (Express)	Urbandale	M, White, 35-44	6/30/2026
MaryAnn Ryan	Fixed Route (Local)	West Des Moines	F, White, 65+	12/31/2026
Matthew Shankles	Fixed Route (Local)	Des Moines	M, White, 25-34	12/31/2028
Brandon Paulson	At-Large	Des Moines	M, Multi, 25-34	<b>12/31/2025</b>
Laurie Jones	At-Large	Des Moines	F, White, 65+	4/30/2027
James Hanold	Mobility Services (Paratransit)	West Des Moines	M, White, 55-64	6/30/2026
Leola Jasinski	Mobility Services (DART on Demand)	Ankeny	F, White, 65+	12/31/2026
Todd Kilzer	Mobility Services (Paratransit)	West Des Moines	M, White, 55-64	4/30/2025

### **Application Process:**

- Online and paper applications were made available publicly through a variety of methods. This included social media posts, targeted email outreach and on-board bus audio.

## CONSENT ITEM

### 7F: Transit Riders Advisory Committee (TRAC) Membership



- To determine a recommended slate, staff took into consideration strategic needs to ensure TRAC reflects a broad cross-section of DART customers, member communities and key constituencies.

#### **Proposed New TRAC Member and Alternate:**

- Staff is recommending Alexis Samano as the primary and David Jennings as the alternate.
- Alexis brings a strong history of public transit use to TRAC. They grew up outside of Iowa using public transportation and has used DART since making Des Moines their home. Alexis manages an apartment complex primarily serving college students attending Drake University so has a strong connection to key demographics of DART riders.

First Name	Last Name	City	Representation	Demographics	Slate
Alexis	Samano	Des Moines	At Large	Nonbinary, Latino, 25-34	Proposed New Member
David	Jennings	Des Moines	At Large	Male, White, 25-34	Proposed Alternate

#### **TRAC Member Extensions:**

- Staff is recommending one-year term extensions through 2025 for two current TRAC Members allowing them to continue to participate in the public input process of Reimagine DART and providing continuity of feedback throughout the process. The two TRAC members are Brandon Paulson and Kaylynn Strain.

#### **Recommendation:**

- Approve the recommended new TRAC member and the proposed alternate in case the recommended member is no longer able to commit to the position.
- Approve one-year term extensions for two current TRAC members to support the committee through the Reimagine DART public input process.

## CONSENT ITEM



**7G: 2024 Van Donation Program Recipients**

**Action: Approve the Award of two retired Caravan vans in accordance with the Van Donation Program**

**Staff Resource: Victoria Henderson Weber, Caravan Supervisor**

### **Background:**

- The Van Donation Program was established with the approval of the DART Board of Commissioners in 2014 and awards retired passenger vans to eligible non-profit organizations and agencies to help fulfill unmet needs within DART's service area.
- Vans were awarded to the following agencies in the prior years of the program:
  - FY15 – Iowa Homeless Youth Centers, Oakridge Neighborhood Services, and YESS
  - FY16 – ArtForce Iowa, CISS, and USCRI
  - FY17 – Genesis Inc., Community Youth Concepts, and ChildServe Community Options
  - FY18 – Latinas/Latinos Al Exito, Eyerly Ball Community Mental Health Services, Helping Our Veterans with Everyday Living
  - FY19 - Children & Families of Iowa, Oakridge Neighborhood Services, Opportunity on Deck
  - FY20 – Anawim Housing, Iowa Congolese Organization and Center on Healing (ICOACH) and Starts Right Here
  - FY21 - Bhutanese Community in Iowa, Iowa Arts in Education, Shalom Covenant Church, Wilkie House, Young Women's Resource Center, Youth Justice Initiative
- In 2023 the DART Commission updated the Van Donation Policy to reflect only government agencies and non-profit organizations designated as public charities would be eligible. Also, due to changes caused by the Bipartisan Infrastructure Law, grantees would be responsible for paying the federal interest that DART will owe for the van.

### **Application Process:**

- DART solicited applications from eligible organizations. Applicants were required to submit copies of their 501(c)(3) documentation, if applicable and were reviewed by a panel of DART staff representing various departments.
- 15 applications were received:

Camp Fire Heart of Iowa	Genesis Youth Foundation
Candeo	God's Love House of Hope
Can Play	Iowa Congolese Organization and Center for Healing
Creative Center for Young Children	Kingdom Connections Outreach Ministry
Central Iowa Shelter & Services	Shalom Community Impact Center
Des Moines Public Schools	US Committee for Refugees & Immigrants
Des Moines Refugee Support	West Des Moines Community Schools
FOCUSS Inc.	

## CONSENT ITEM

### 7G: 2024 Van Donation Program Recipients



- Applications submitted by the following organizations were recommended for selection by the Selection Committee.
  - **Camp Fire Heart of Iowa** – Connecting kids with nature and helping them develop the skills needed for a happy, healthy life now and into the future, with a commitment to inclusivity, diversity, and all abilities.
  - **Des Moines Refugee Support** – Identify and bridge gaps for refugee families as they establish new lives in central Iowa by connecting them with basic needs and essential services.

#### **Recommendation:**

- Approve the 2024 Van Award Selection to Camp Fire Heart of Iowa and Des Moines Refugee Support.



## CONSENT ITEM



**7H: October FY 2025 Consolidated Financial Report**

**Action: Approve the October FY 2025 Consolidated Financial Report**

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

### **Year-to-Date Budget Highlights:**

#### **Revenue:**

- Fixed Route operating revenue is exceeding budget by 32.7% through the first four months of the fiscal year. The spike in ridership from the Iowa State Fair continues to show its effects with the over-budget levels in cash fares and mobile ticketing passes. Many of our annual partner contracts also renew at the beginning of the fiscal year, such as our Ride to Thrive program and some Unlimited Access partners, which also attributes to the spike in revenue early in the year.
- Fixed Route non-operating revenue is trending ahead of budget by 7.1%, with the primary driver being interest income. Even with an increased budget over the prior year, we are still well over that budget target at only four months into the year. We have also been receiving grant funds for shelters, Reimagine DART, and other projects.
- Mobility Services operating revenue is exceeding budget by 11.9% year to date. Polk County funding is seeing the most significant level over budget so far for their contracted trips. Cash fares and mobile ticketing passes are also trending over budget.
- Mobility Services non-operating revenue is exceeding budget by 4.2% year-to-date due to an increased allocation of our 5310 elderly/disabled funds to reimburse expenses from our overflow taxi services.
- Caravan revenues are under budget by 50.4%. Caravan is working to add additional business partners to the program in FY25. We are also finalizing the implementation of a new system, which the Iowa DOT will begin to reimburse for a portion of in the coming months.

#### **Operating Expense:**

- Fixed Route operating expenses are under budget by 4.0% so far in FY25. Services and insurance are the two categories seeing the most budget savings year to date.
- Mobility Services operating expenses are under budget by 4.6% year-to-date. There are budget savings in quite a few areas, including salaries, wages, & fringes and insurance.
- Caravan has budget savings of 33.0% so far in FY25. Fuel and lubricants along with equipment repairs are seeing the most savings to date as a result of fewer vanpools in operation.

### **Recommendation:**

- Approve the October FY2025 Consolidated Financial Report.

### **\*\* TOTAL Un-Audited Performance of October FY2025 Year-to-Date as Compared to Budget:**

Fixed Route	\$ 1,743,413	Reserve for Accidents (See Balance Sheet):
Mobility Services	\$ 176,894	\$218,118
Caravan	\$ (38,373)	
Total	\$ 1,881,934	

## **FY2025 Financials:                      October 2024**

<b>FIXED ROUTE</b>	<b>October 2024</b>			<b>Year-To-Date-(4) Months Ending 10/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	371,029	375,766	(4,737)	1,994,706	1,503,065	491,641
Non-Operating Revenue	2,737,359	2,661,639	75,720	11,400,918	10,646,557	754,361
Subtotal	3,108,388	3,037,405	70,983	13,395,624	12,149,622	1,246,002
Operating Expenses	2,891,636	3,109,311	217,675	11,939,833	12,437,243	497,410
Gain/(Loss)	216,752	(71,905)	288,657	1,455,791	(287,622)	1,743,413

<b>MOBILITY SERVICES</b>	<b>October 2024</b>			<b>Year-To-Date-(4) Months Ending 10/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	65,453	55,583	9,870	248,828	222,333	26,495
Non-Operating Revenue	396,517	397,767	(1,250)	1,658,100	1,591,067	67,033
Subtotal	461,970	453,350	8,620	1,906,928	1,813,400	93,528
Operating Expenses	430,649	453,350	22,701	1,730,034	1,813,400	83,366
Gain/(Loss)	31,321	-	31,321	176,894	-	176,894

<b>CARAVAN</b>	<b>October 2024</b>			<b>Year-To-Date-(4) Months Ending 10/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	18,441	39,939	(21,498)	74,317	159,757	(85,440)
Non-Operating Revenue	8,658	14,992	(6,334)	34,633	59,967	(25,334)
Subtotal	27,099	54,931	(27,832)	108,950	219,723	(110,773)
Operating Expenses	28,457	54,931	26,474	147,323	219,723	72,400
Gain/(Loss)	(1,358)	-	(1,358)	(38,373)	-	(38,373)

<b>SUMMARY</b>	<b>October 2024</b>			<b>Year-To-Date-(4) Months Ending 10/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	454,923	471,289	(16,366)	2,317,851	1,885,155	432,696
Non-Operating Revenue	3,142,534	3,074,398	68,137	13,093,651	12,297,590	796,061
Subtotal	3,597,457	3,545,686	51,771	15,411,502	14,182,745	1,228,757
Operating Expenses	3,350,742	3,617,592	266,850	13,817,190	14,470,367	653,177
Gain/(Loss)	246,715	(71,905)	318,620	1,594,312	(287,622)	1,881,934

## ACTION ITEM



<b>8A:</b>	<b>Reimagine DART Budget for Phase 1 (Choices and Concepts)</b>
<b>Action:</b>	<b>Approve using the Status Quo budget for the Concepts and Choices phase of Reimagine DART</b>

**Staff Resource:** *Erin Hockman, Chief Strategy Officer*

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### **Background:**

- DART is reimagining how it serves Greater Des Moines to establish a sustainable 10-year vision for public transit, focusing on selecting clear goals for transit service, ensuring ADA compliance, and addressing the evolving needs of the region.
- As part of the process, the DART Commission needs to determine what level of service DART member communities are able to fund.
- Staff have developed two budget scenarios for the Commission to consider for the first phase of the work, more details on each are outlined below.
- There will be three primary phases of the network redesign:
  1. Choices & Concepts: Contrasting network concepts will be developed and shared to collect input on what priorities matter most.
  2. Draft Plan: Full draft network designed and shared for input.
  3. Final Plan: Complete network design and analysis.
- The DART Commission will vote on budget parameters for the Choices & Concepts phase in December and for the Draft Plan phase in May 2025. The budget parameters voted on in May will determine total operating expenses and revenue for DART's Fiscal Year 2027 budget.

### **Budget Trends and Assumptions:**

- Average annual operating expense growth from FY17 – FY24 was 4.2%.
- FY25 expense growth was 4.75%. DART has planned for 5% expense growth in FY26 as part of the two-year stability plan.
- Both Reimagine DART Budget scenarios assume 4% annual expense growth and 5% annual property tax revenue growth each year after the initial implementation of the reimagined network at whatever level of service the Commission chooses to fund.
- Both budget scenarios utilize the funding formula adopted in 2021 being phased in over 8 years with FY29 being the final year of the phase-in. It is important to note that each community's service tier could change during the network redesign because service tiers are based on DART's existing transit network. This means the member community contributions estimated for each budget scenario are subject to change based on the redesigned network.

## **ACTION ITEM**

### **8A: Reimagine DART Budget for Phase 1**



#### **Smaller Network Budget**

- Funds 20% less hours of service than DART currently provides, which results in a 4% decrease in total operating expenses in FY27 and limits property tax revenue growth to 1%.
- Windsor Heights, West Des Moines and Des Moines are the only communities that reach and exceed the \$0.95 property tax levy cap. All other communities see levy rate decreases in FY27-FY29.
- Assuming no major changes in service, levy rates flatten out in FY30 once the formula has been fully implemented. Levy rates in FY30 and beyond will be determined by each community's TIF decisions and valuation growth.
- If the City of Des Moines chooses to increase its franchise fee, depending on when that occurs, the City is able to fund its additional contribution using a 2.5% franchise fee through FY29 or potentially longer if the franchise fee is implemented sooner.

#### **Status Quo Budget**

- Funds existing service levels, which results in a 3% increase in expenses and a 9.7% increase in property tax revenue in FY27.
- The higher property tax increase in FY27 is due to using \$2.6 million in one-time funds in FY26. This results in levy rate increases for all communities in FY27. All communities except Windsor Heights, West Des Moines and Des Moines are projected to experience levy rate decreases in FY28 and FY29 as the formula is implemented.
- Windsor Heights, West Des Moines and Des Moines are the only communities that reach and exceed the \$0.95 property tax levy cap.
- Assuming no major changes in service, levy rates flatten out in FY30 once the formula has been fully implemented. Levy rates in FY30 and beyond will be determined by each community's TIF decisions and valuation growth.
- If the City of Des Moines chooses to increase its franchise fee, depending on when that occurs, the City is able to fund its additional contribution using a 2.5% franchise fee through FY28 or potentially longer if the franchise fee is implemented sooner.

#### **Recommendation:**

- Staff reviewed the budget scenarios with the DART Executive Committee at their meeting on November 19. Given that the 20% service reduction only results in a 4% decrease in total expenses and given that the focus of this phase is choosing transit priorities, the Executive Committee directed staff to recommend using the Status Quo budget for phase 1 of Reimagine DART.

## DISCUSSION ITEM



<b>9A:</b>	<b>FY 2026 DART Budget Development Update</b>
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**Staff Resource:** *Dan Washburn, Chief Financial Officer*

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Staff will provide an update regarding DART's upcoming FY 2026 budget development.

## DISCUSSION ITEM



<b>9B:</b>	<b>City of Grimes Withdrawal Public Engagement Update</b>
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**Staff Resource:** *Tony Filippini, AICP, Planning & Development Manager*

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Staff will provide an update regarding public engagement period for the City of Grimes withdrawal as well as an update on the Commission vote regarding Grimes' withdrawal.

# MONTHLY REPORT



## 10A: Operations Team Report - December 2024

**Staff Resources:** *Luis Montoya, Chief Operating and Planning Officer*

### **Winter Weather Preparations:**

Staff from each of the Operations departments have completed steps to prepare to respond to winter weather. Facilities has prepared the equipment to remove snow and spread salt. Fleet maintenance has prepared vehicles and mixed additives into the fuel tanks to ensure that the diesel engine won't gel up. Transportation has issued refresher trainings to staff and worked with Communications to prepare service updates and information for customers.

### **Maintenance – Keith Welch, Fleet Manager**

**Zero Emissions Plan:** DART issued a Request for Quote (RFQ) for consultant services to update its Zero Emissions Fleet Plan. DART's current plan does not examine different options in enough detail or map out a near-term implementation plan constrained by funding and resources. DART staff believe an updated Zero Emissions implementation plan will identify both short- and long-term strategies and increase DART's competitiveness for federal funding.

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

**UZURV Implementation:** DART's new paratransit overflow contractor launched operations on November 4<sup>th</sup>. Approximately 20 trips per day are brokered to UZURV, with the contractor meeting our expectations for customer service and on-time performance.

**Assistance Locating Missing Person:** On November 16<sup>th</sup>, fixed route operator Gerald Washington and dispatcher James Roach worked together to identify a missing teenager and alert the Des Moines Police Department so they could be reunited with their family.

**DMPS Service Modification:** Changes to four school trippers were implemented to address overcrowding. One route was split into two, and two other routes with moderate ridership were combined so that DART could balance student passenger loads without increasing costs to either DMPS or DART.

### **Facilities – Ben Cross, Facilities Manager**

**Pavement Cracks Sealed:** A contractor has completed the work of filling pavement cracks at 1100 DART Way. Staff are extending the life of the pavement rather than repaving to save on costs and as part of the eventual plan to move to a new Operations and Maintenance Facility. Given this, staff are being very selective as to which segments of concrete get replaced, with the rest just being sealed for the time being.

# MONTHLY REPORT



10A1:

## Phase I Operations and Maintenance Facility Report 3500 Vandalia Road, Des Moines, Iowa 50309

**Staff Resources:** *Mike Gulick, Procurement Manager*  
*Luis Montaya, Chief Operating and Planning Officer*

### Construction Activities

- **Progress Update Last 30 days:**

- **Contracting:** Prime Contracts executed.
  - Equipment bid package rebid closing December 4, 2024.
- **Permitting:** Limited up to Vertical Construction permit granted. The general building permit is pending additional information for Fire Department related to EV vehicles. This is expected to be addressed in early December. There is no impact to schedule now.
- **Site Mobilization:** Continues including setup of temporary facilities, utilities, equipment, access roads, fencing, signage, safety measures, and other essential items.
- **Site Work:** Earthmoving is in full progress. Recent rains are starting to have a minor impact on schedule. Building pad base rock and soil are being impacted by moisture from heavy rains. Working through solutions to keep on track.
  - Installing sanitary sewer, water main, and fire protection main 5' from building.



- **Upcoming Activities:**

- Install storm sewer 5' from building
- Install rammed aggregate piers
- Excavation for footings
- MEP deep underground rough ins (5 day building pad moisture content delay)
- Install temporary rock – work surface / laydown
- FPS trench footings



## MONTHLY REPORT

### 10A1: Phase I Operations and Maintenance Facility Report

#### Financial Management Update

- **Budget Status:** On-track; expended \$7,262,550 of approved \$34,789,700. See *Phase I Budget attachment in the packet for details.*
  - See *October construction progress payments attachment for details.*
- **Change Orders:**
  - October 2024: None.
  - November 2024: None
  - December 2024: Three (3) to Five (5) pending.
    - Expecting one for \$23,000 due to increased scope for general building permit request from City of Des Moines Fire Code Review requiring additional rationale and calculations for smoke control system related to battery-powered vehicles.
    - Expecting one for an increased scope of earthwork for temporary storm runoff needed on site and additional earthwork for unknown subsurface conditions that were experienced. Will be using unit prices from bid to calculate change order amount. Expected to be a minor change order.
    - Expecting one related to minor door hardware specification change.
    - Expecting one related to minor design change adding a stoop.
    - Expecting one related to minor design changes to precast.
- **Funding Plan:** On-Track. See *Phase I Funding Plan attachment in the packet for details.*

#### Issues & Risk Management

- **Wet Site Conditions:** Heavy rain in November having minor impact on schedule.

Operations and Maintenance Facility Phase I Construction Budget (as of 12/01/2024)

**Project Overview:**

Project Name	Phase I Maintenance & Parts
Project Location	3500 Vandalia Road, Des Moines, IA 50319
Project Description	Building 76,848 sqft / Driveway & Parking 102,500 sqft
Occupancy Date	May 2026

		Budget	Expenditures to Date
<b>Land Acquisition Costs:</b>		<b>\$3,918,362.00</b>	<b>\$3,871,685.00</b>
Land Acquisition Costs		\$3,910,000.00	\$3,861,078.00
Land Assessment Costs		\$7,500.00	\$9,900.00
Permitting Fees		\$862.00	\$707.00
<b>Architect &amp; Engineering / Constuction Manger Costs:</b>		<b>\$5,665,653.61</b>	<b>\$2,899,421.29</b>
<b>Owner's Representation:</b>	Sidekick Development LLC	<b>\$380,000.00</b>	<b>\$168,000.00</b>
Project Management Fees		\$380,000.00	\$168,000.00
Reimbursable Expenses			
<b>Architect:</b>	Substance, LLC	<b>\$2,618,837.61</b>	<b>\$2,365,778.89</b>
Architectural & Engineering Design Fees		\$2,618,837.61	\$2,365,028.51
Reimbursable Expenses			\$750.38
<b>Construction Manager (as Agent):</b>	DCI Group Inc	<b>\$2,666,816.00</b>	<b>\$365,642.40</b>
Construction Management Fixed Fee		\$810,000.00	\$39,487.50
General Conditions Costs		\$1,856,816.00	\$326,154.90
<b>Construction Costs:</b>	<b>Prime Contractor</b>	<b>\$22,048,536.24</b>	<b>\$445,715.49</b>
Tree Clearing		Wright Outdoor Solutions	\$4,896.49
BP01 - Site demolition, Earthwork, Utilities & Landscaping		Elder Corporation	\$2,073,700.00
BP02 - Concrete & paving		Absolute Group	\$2,669,844.75
BP03 - Masonry		Forrest & Associate Inc	\$516,210.00
BP04 - Steel and precast Total		PDM Precast Inc	\$3,563,092.00
BP05 - General carpentry & finishes		Core Construction Services LLC	\$892,000.00
BP06 - Roofing		T&K Roofing Company	\$940,000.00
BP07 - Overhead & coiling doors		Adams Door Company	\$318,713.00
BP09 - Exterior fencing		Des Moines Steet Fence Co Inc	\$224,900.00
BP10 - Fire suppression		Elite Fire	\$296,880.00
BP11 - Electrical		Kline Electric	\$3,411,300.00
BP12 - Mechanical and plumbing		Baker Mechancial Inc	\$5,600,000.00
BP13 - Equipment		TBD - Rebidding	\$1,537,000.00
<b>Allocated Contingency and Escalation:</b>		<b>\$1,718,838.63</b>	<b>\$0.00</b>
Construction Contingency		\$1,218,838.63	
Design Contingency		\$500,000.00	
<b>Project Soft Costs:</b>		<b>\$987,000.00</b>	<b>\$0.00</b>
Furniture, Fixtures, and Equipment (FFE) OFOI		\$732,000.00	
Moving and Relocation Costs		\$20,000.00	
IT Infrastructure		\$200,000.00	
Training Costs/Commissioning		\$35,000.00	
<b>Legal and Insurance:</b>		<b>\$60,000.00</b>	<b>\$45,558.90</b>
Legal Fees		\$10,000.00	\$13,515.90
Insurance Premiums		\$50,000.00	\$32,043.00
<b>Non-Allocated Contingency and Escalation:</b>		<b>\$400,341.52</b>	<b>\$170.25</b>
Reserved fund for unexpected costs		\$400,341.52	\$170.25
<b>Grand Total Construction Budget:</b>			
<b>Sum of all the above categories</b>		<b>\$34,798,732.00</b>	<b>\$7,262,550.93</b>

Commission Approved Budget (September 5, 2023)

\$34,789,700.00

**Phase I Funding Plan** as of 12/01/2024

Grant Award Number/Description	Federal	Local	Current Spend (Federal + Local)	Grant Year	Status
IA-2023-036	\$ 17,275,000.00	\$ 4,318,750.00	\$ 3,441,174.74	2019	programmed
2021 (IA-2022-007) (5307)	\$ 1,889,200.00	\$ 472,300.00	\$ 1,409,328.78	2021	to be programmed
IA-2024-025	\$ 791,157.00	\$ 197,789.25	\$ 248,073.00	2021	programmed
IA-2024-028	\$ 5,110,580.00	\$ 1,265,605.00		Multiple	programmed
IA-2020-037	\$ 221,608.00	\$ 55,402.00	\$ 277,010.00	2020	programmed
IA-2020-034	\$ 274,892.80	\$ 68,723.20	\$ 343,616.00	2020	programmed
Local Match - Extra		\$ 2,288,492.75	\$ 112,040.00		
Pond Proceeds	\$ 560,200.00		\$ 560,200.00		
	<u>\$ 26,122,637.80</u>	<u>\$ 8,667,062.20</u>	<u>\$ 6,391,442.52</u>		
<b>Budget Approved by Commission Sept 5, 2023</b>		<b>\$34,789,700.00</b>			

Grant Award Number/Description	Federal	Local	Current Spend (Federal + Local)	Grant Year	Status
IA-2024-028	\$ 48,160.00	\$ 12,040.00		2023	programmed
2023 (IA-2024-001) (5307)	\$ 42,534.00	\$ 10,634.00		2023	apportioned, not programmed
	<u>\$ 90,694.00</u>	<u>\$ 22,674.00</u>			
<b>Total Additional Available Funding Pending Commission Approval</b>		<b>\$113,368.00</b>			
<b>Grand Total Available Funding</b>		<b>\$34,903,068.00</b>			

**TO CONTRACTOR:**

DCI Group, Inc.  
220 SE 6th Street, Suite 200  
Des Moines, Iowa 50309

**PROJECT:**

DART O&M Facility  
3500 Vandalia Road  
Des Moines, Iowa 50317

**APPLICATION NO:** 1**INVOICE NO:** 1**PERIOD:** 10/01/24 - 10/31/24**PROJECT NO:** 23005**CONTRACT NO:** BP00\_23-005**CONTRACT DATE:****CERTIFICATE DATE:** 11/07/2024**SUBMITTED DATE:****BILL TO OWNER:**

Des Moines Area Regional Transit Authority  
1100 DART Way  
Des Moines, IA 50309

**FROM SUBCONTRACTOR:**

Wright Outdoor Solutions, Inc  
8000 Raccoon River Drive  
West Des Moines, Iowa 50266

**SUBCONTRACT FOR:** Tree Felling Subcontract**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum		\$4,896.49
2.	Net change by change orders		\$0.00
3.	Contract Sum to date (Line 1 ± 2)		\$4,896.49
4.	Total completed and stored to date (Column G on detail sheet)		\$4,896.49
5.	Retainage:		
	a. 0.00% of completed work	\$0.00	
	b. 0.00% of stored material	\$0.00	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$0.00
6.	Total earned less retainage (Line 4 less Line 5 Total)		\$4,896.49
7.	Less previous certificates for payment (Line 6 from prior certificate)		\$0.00
8.	Current payment due:		\$4,896.49
9.	Balance to finish, including retainage (Line 3 less Line 6)		\$0.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:		\$0.00	\$0.00
Total approved this month:		\$0.00	\$0.00
Totals:		\$0.00	\$0.00
Net change by change orders:		\$0.00	

**Contract #BP00\_23-005****Previous Steps****PM Review**

10/17/2024 at 11:14 AM CDT

**Decision type:** First responder decides ?**Responded****Adam Byrne: Secondary Review**

DCI Group has reviewed this invoice.  
Forwarding on to Substance/Sidekick for  
additional review per required DART  
workflow.

**Architect Review**

11/6/2024 at 10:36 AM CST

**Decision type:** First responder decides ?**Responded****Matt Rodekamp: Approve****Owner's Rep Review**

11/7/2024 at 8:58 AM CST

**Decision type:** First responder decides ?**Responded****Angie Pfannkuck: Approve**

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 1  
APPLICATION DATE: 10/25/2024  
PERIOD: 10/01/24 - 10/31/24

Contract Lines										
A	B		C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	2-20500.000.Subcontract TreeFelling.Subcontract	Tree Shear and Brush Clearing	\$2,577.10	\$0.00	\$2,577.10	\$0.00	\$2,577.10	100.00%	\$0.00	\$0.00
2	2-20500.000.Subcontract TreeFelling.Subcontract	Tree Removal	\$2,319.39	\$0.00	\$2,319.39	\$0.00	\$2,319.39	100.00%	\$0.00	\$0.00
TOTALS:			\$4,896.49	\$0.00	\$4,896.49	\$0.00	\$4,896.49	100.00%	\$0.00	\$0.00

Grand Totals										
A	B		C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK		SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:			\$4,896.49	\$0.00	\$4,896.49	\$0.00	\$4,896.49	100.00%	\$0.00	\$0.00

**TO CONTRACTOR:**

DCI Group, Inc.  
220 SE 6th Street, Suite 200  
Des Moines, Iowa 50309

**PROJECT:**

DART O&M Facility  
3500 Vandalia Road  
Des Moines, Iowa 50317

**APPLICATION NO:** 1**INVOICE NO:** 1**PERIOD:** 10/01/24 - 10/31/24**PROJECT NO:** 23005**CONTRACT NO:** BP01\_23-005**CONTRACT DATE:** 09/18/2024**CERTIFICATE DATE:** 11/18/2024**SUBMITTED DATE:****BILL TO OWNER:**

Des Moines Area Regional Transit Authority  
1100 DART Way  
Des Moines, IA 50309

**FROM SUBCONTRACTOR:**

Elder Corporation  
5088 E University Ave  
Des Moines, Iowa 50327

**SUBCONTRACT FOR:** Site Demo, Earthwork, Utilities, & Landscaping Contract**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$2,073,700.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$2,073,700.00
4.	Total completed and stored to date (Column G on detail sheet)	\$382,650.00
5.	Retainage:	
	a. <u>5.00%</u> of completed work	\$19,132.50
	b. <u>0.00%</u> of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$19,132.50
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$363,517.50
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$0.00
8.	Current payment due:	\$363,517.50
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$1,710,182.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

**PM Review**

11/6/2024 at 1:07 PM CST

**Decision type:** First responder decides ?**Responded****Adam Byrne:** Secondary Review

DCI Group has reviewed and agrees with  
the amounts being billed this period.

**Architect Review**

11/15/2024 at 8:56 AM CST

**Decision type:** First responder decides ?**Responded****Matt Rodekamp:** Approve**Owner's Rep Review**

11/15/2024 at 9:24 AM CST

**Decision type:** First responder decides ?**Responded****Angie Pfannkuch:** Approve

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 1

APPLICATION DATE: 10/25/2024

PERIOD: 10/01/24 - 10/31/24

## Contract Lines

A	B		C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Mobilization / General Conditions	\$74,500.00	\$0.00	\$65,750.00	\$0.00	\$65,750.00	88.26%	\$8,750.00	\$3,287.50
2	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Site Grading (Labor/Equipment)	\$418,150.00	\$0.00	\$280,524.94	\$0.00	\$280,524.94	67.09%	\$137,625.06	\$14,026.25
3	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Site Grading (Material)	\$17,850.00	\$0.00	\$11,975.06	\$0.00	\$11,975.06	67.09%	\$5,874.94	\$598.75
4	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Subgrade Prep @ Building Pad (Labor/Equipment)	\$4,400.00	\$0.00	\$4,400.00	\$0.00	\$4,400.00	100.00%	\$0.00	\$220.00
5	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Subgrade Prep @ Paving (Labor/Equipment)	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,000.00	\$0.00
6	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Temp Rock (Labor/Equipment)	\$29,909.82	\$0.00	\$4,847.62	\$0.00	\$4,847.62	16.21%	\$25,062.20	\$242.38
7	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Temp Rock (Material)	\$93,490.18	\$0.00	\$15,152.38	\$0.00	\$15,152.38	16.21%	\$78,337.80	\$757.62
8	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	CL E Rip Rap (Labor/Equipment)	\$21,437.17	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,437.17	\$0.00
9	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	CL E Rip Rap (Material)	\$22,562.83	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,562.83	\$0.00
10	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Survey (Labor/Equipment)	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00

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A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
11	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Erosion Control	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$125,000.00	\$0.00
12	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Aggregate Piers	\$115,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$115,000.00	\$0.00
13	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Landscaping	\$252,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$252,000.00	\$0.00
14	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Sanitary (Labor/Equipment)	\$215,802.83	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$215,802.83	\$0.00
15	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Sanitary (Material)	\$133,863.17	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$133,863.17	\$0.00
16	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Storm (Labor/Equipment)	\$115,639.25	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$115,639.25	\$0.00
17	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Storm (Material)	\$194,460.75	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$194,460.75	\$0.00
18	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Water (Labor/Equipment)	\$74,016.43	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$74,016.43	\$0.00
19	31-310000.000.Subcontract BP01 - Site Demolition, Earthwork, Utilities, & Landscaping	Water (Material)	\$123,617.57	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$123,617.57	\$0.00
<b>TOTALS:</b>			<b>\$2,073,700.00</b>	<b>\$0.00</b>	<b>\$382,650.00</b>	<b>\$0.00</b>	<b>\$382,650.00</b>	<b>18.45%</b>	<b>\$1,691,050.00</b>	<b>\$19,132.50</b>



Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$2,073,700.00	\$0.00	\$382,650.00	\$0.00	\$382,650.00	18.45%	\$1,691,050.00	\$19,132.50

**TO CONTRACTOR:**

DCI Group, Inc.  
220 SE 6th Street, Suite 200  
Des Moines, Iowa 50309

**PROJECT:**

DART O&M Facility  
3500 Vandalia Road  
Des Moines, Iowa 50317

**APPLICATION NO:** 1**INVOICE NO:** 1**PERIOD:** 10/01/24 - 10/31/24**PROJECT NO:** 23005**CONTRACT NO:** BP11\_23-005**CONTRACT DATE:** 09/19/2024**CERTIFICATE DATE:** 11/18/2024**SUBMITTED DATE:****BILL TO OWNER:**

Des Moines Area Regional Transit Authority  
1100 DART Way  
Des Moines, IA 50309

**FROM SUBCONTRACTOR:**

Kline Electric  
6355 NE 14th Street  
Des Moines, Iowa 50313

**SUBCONTRACT FOR:** Electrical, Low Voltage, Data & Security Contract**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$3,411,300.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$3,411,300.00
4.	Total completed and stored to date (Column G on detail sheet)	\$23,120.00
5.	Retainage:	
	a. <u>5.00%</u> of completed work	\$1,156.00
	b. <u>0.00%</u> of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$1,156.00
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$21,964.00
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$0.00
8.	Current payment due:	\$21,964.00
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$3,389,336.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

**PM Review**

11/14/2024 at 2:31 PM CST

**Decision type:** First responder decides ?**Responded**✓ **Adam Byrne:** Secondary Review

DCI Group has reviewed and approves of  
the amount shown to be billed this period.

**Architect Review**

11/15/2024 at 8:56 AM CST

**Decision type:** First responder decides ?**Responded**✓ **Matt Rodekamp:** Approve**Owner's Rep Review**

11/15/2024 at 9:24 AM CST

**Decision type:** First responder decides ?**Responded**✓ **Angie Pfannkuch:** Approve

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing  
Contractor's signed Certification is attached.  
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 1  
APPLICATION DATE: 10/25/2024  
PERIOD: 10/01/24 - 10/31/24

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	26-260000.000.Subcontract BP11 - Electrical	Bonds	\$23,120.00	\$0.00	\$23,120.00	\$0.00	\$23,120.00	100.00%	\$0.00	\$1,156.00
2	26-260000.000.Subcontract BP11 - Electrical	26 05 00 - Temporary Wiring (Material)	\$71,880.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$71,880.00	\$0.00
3	26-260000.000.Subcontract BP11 - Electrical	26 05 00 - Temporary Wiring (Labor)	\$85,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,500.00	\$0.00
4	26-260000.000.Subcontract BP11 - Electrical	26 05 13 - Wires and Cables (Material)	\$295,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$295,000.00	\$0.00
5	26-260000.000.Subcontract BP11 - Electrical	26 05 13 - Wires and Cables (Labor)	\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$180,000.00	\$0.00
6	26-260000.000.Subcontract BP11 - Electrical	26 05 26 - Grounding (Material)	\$19,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,500.00	\$0.00
7	26-260000.000.Subcontract BP11 - Electrical	26 05 26 - Grounding (Labor)	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
8	26-260000.000.Subcontract BP11 - Electrical	26 05 29 - Raceways and Fittings (Material)	\$199,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$199,000.00	\$0.00
9	26-260000.000.Subcontract BP11 - Electrical	26 05 29 - Raceways and Fittings (Labor)	\$327,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$327,000.00	\$0.00
10	26-260000.000.Subcontract BP11 - Electrical	26 09 33 - Lighting Controls (Material)	\$36,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$36,400.00	\$0.00
11	26-260000.000.Subcontract BP11 - Electrical	26 09 33 - Lighting Controls (Labor)	\$19,850.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,850.00	\$0.00
12	26-260000.000.Subcontract BP11 - Electrical	26 20 00 - Service Entrance (Material)	\$26,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,900.00	\$0.00
13	26-260000.000.Subcontract BP11 - Electrical	26 20 00 - Service Entrance (Labor)	\$18,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,500.00	\$0.00
14	26-260000.000.Subcontract BP11 - Electrical	26 22 00 - Dry Type Transformers (Material)	\$17,450.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,450.00	\$0.00
15	26-260000.000.Subcontract BP11 - Electrical	26 22 00 -Dry Type Transformers (Labor)	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,500.00	\$0.00
16	26-260000.000.Subcontract BP11 - Electrical	26 24 13 - Switchboards/Panelboards (Material)	\$226,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$226,200.00	35 \$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	BP11 - Electrical									
17	26-260000.000.Subcontract BP11 - Electrical	26 24 13 - Switchboards/Panelboards (Labor)	\$58,550.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$58,550.00	\$0.00
18	26-260000.000.Subcontract BP11 - Electrical	26 27 26 - Wiring Devices (Material)	\$41,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$41,000.00	\$0.00
19	26-260000.000.Subcontract BP11 - Electrical	26 27 26 - Wiring Devices (Labor)	\$18,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,500.00	\$0.00
20	26-260000.000.Subcontract BP11 - Electrical	26 28 13 - Disconnects/Fuses (Material)	\$19,850.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,850.00	\$0.00
21	26-260000.000.Subcontract BP11 - Electrical	26 28 13 - Disconnects/Fuses (Labor)	\$14,860.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,860.00	\$0.00
22	26-260000.000.Subcontract BP11 - Electrical	26 29 23 - VFDs (Material)	\$56,350.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$56,350.00	\$0.00
23	26-260000.000.Subcontract BP11 - Electrical	26 29 23 - VFDs (Labor)	\$9,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,400.00	\$0.00
24	26-260000.000.Subcontract BP11 - Electrical	26 33 53 - UPS (Material)	\$47,380.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$47,380.00	\$0.00
25	26-260000.000.Subcontract BP11 - Electrical	26 33 53 - UPS (Labor)	\$9,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,200.00	\$0.00
26	26-260000.000.Subcontract BP11 - Electrical	26 43 00 - Transfer Switch & GCC-1 (Material)	\$162,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$162,800.00	\$0.00
27	26-260000.000.Subcontract BP11 - Electrical	26 43 00 - Transfer Switch & GCC-1 (Labor)	\$19,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,500.00	\$0.00
28	26-260000.000.Subcontract BP11 - Electrical	26 51 19 - LED Lighting (Material)	\$174,160.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$174,160.00	\$0.00
29	26-260000.000.Subcontract BP11 - Electrical	26 51 19 - LED Lighting (Labor)	\$73,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$73,000.00	\$0.00
30	26-260000.000.Subcontract BP11 - Electrical	26 52 15 - Lighting Inverter (Material)	\$179,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$179,800.00	\$0.00
31	26-260000.000.Subcontract BP11 - Electrical	26 52 15 - Lighting Inverter (Labor)	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
32	26-260000.000.Subcontract BP11 - Electrical	27 05 28 - Cable Tray (Material)	\$17,850.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,850.00	\$0.00
33	26-260000.000.Subcontract BP11 - Electrical	27 05 28 - Cable Tray (Labor)	\$16,416.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,416.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
34	26-260000.000.Subcontract BP11 - Electrical	Site and Underground (Material)	\$34,161.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$34,161.00	\$0.00
35	26-260000.000.Subcontract BP11 - Electrical	Site and Underground (Labor)	\$53,739.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$53,739.00	\$0.00
36	26-260000.000.Subcontract BP11 - Electrical	27 10 00 - Communications (Material)	\$38,436.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$38,436.00	\$0.00
37	26-260000.000.Subcontract BP11 - Electrical	27 10 00 - Communications (Labor)	\$83,238.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$83,238.00	\$0.00
38	26-260000.000.Subcontract BP11 - Electrical	28 13 00 / 28 23 00 - Controls (Material)	\$244,788.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$244,788.00	\$0.00
39	26-260000.000.Subcontract BP11 - Electrical	28 13 00 / 28 23 00 - Controls (Labor)	\$121,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$121,000.00	\$0.00
40	26-260000.000.Subcontract BP11 - Electrical	28 31 12 - Fire Alarm (Material)	\$272,522.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$272,522.00	\$0.00
41	26-260000.000.Subcontract BP11 - Electrical	28 31 12 - Fire Alarm (Labor)	\$68,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$68,000.00	\$0.00
TOTALS:			\$3,411,300.00	\$0.00	\$23,120.00	\$0.00	\$23,120.00	0.68%	\$3,388,180.00	\$1,156.00

## Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%( G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$3,411,300.00	\$0.00	\$23,120.00	\$0.00	\$23,120.00	0.68%	\$3,388,180.00	\$1,156.00

**TO CONTRACTOR:**

DCI Group, Inc.  
220 SE 6th Street, Suite 200  
Des Moines, Iowa 50309

**PROJECT:**

DART O&M Facility  
3500 Vandalia Road  
Des Moines, Iowa 50317

**APPLICATION NO:** 1**INVOICE NO:** 1 - 282040**PERIOD:** 10/01/24 - 10/31/24**PROJECT NO:** 23005**CONTRACT NO:** BP12\_23-005**CONTRACT DATE:** 09/27/2024**CERTIFICATE DATE:** 11/18/2024**SUBMITTED DATE:****BILL TO OWNER:**

Des Moines Area Regional Transit Authority  
1100 DART Way  
Des Moines, IA 50309

**FROM SUBCONTRACTOR:**

Baker Group  
PO Box 401  
Des Moines, Iowa 50302

**SUBCONTRACT FOR:** Mechanical and Plumbing Contract**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$5,600,000.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$5,600,000.00
4.	Total completed and stored to date (Column G on detail sheet)	\$58,250.00
5.	Retainage:	
	a. <u>5.00%</u> of completed work	\$2,912.50
	b. <u>0.00%</u> of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$2,912.50
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$55,337.50
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$0.00
8.	Current payment due:	\$55,337.50
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$5,544,662.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

**PM Review**

11/6/2024 at 1:09 PM CST

**Decision type:** First responder decides ?**Responded****Adam Byrne:** Secondary Review

DCI Group has reviewed and finds the  
amounts being billed this period  
acceptable.

**Architect Review**

11/15/2024 at 8:57 AM CST

**Decision type:** First responder decides ?**Responded****Matt Rodekamp:** Approve**Owner's Rep Review**

11/15/2024 at 9:25 AM CST

**Decision type:** First responder decides ?**Responded****Angie Pfannkuch:** Approve

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 1

APPLICATION DATE: 10/25/2024

PERIOD: 10/01/24 - 10/31/24

## Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Mobilization/Bonds	\$90,000.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	50.00%	\$45,000.00	\$2,250.00
2	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Drafting/Engineering/Management (Labor)	\$265,000.00	\$0.00	\$13,250.00	\$0.00	\$13,250.00	5.00%	\$251,750.00	\$662.50
3	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Underground Storm (Material)	\$82,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$82,000.00	\$0.00
4	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Underground Storm (Labor)	\$98,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$98,000.00	\$0.00
5	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Underground Sanitary (Material)	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,000.00	\$0.00
6	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Underground Sanitary (Labor)	\$101,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$101,000.00	\$0.00
7	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Underground Water Entrance (Material)	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,000.00	\$0.00
8	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Underground Water Entrance (Labor)	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,000.00	\$0.00
9	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Sand/Oil Interceptor (Material)	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00	\$0.00
10	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Sand/Oil Interceptor (Labor)	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,000.00	\$0.00
11	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Above Ground Storm (Material)	\$61,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$61,000.00	\$0.00
12	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Above Ground Storm (Labor)	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$52,000.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
13	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Above Ground Plumbing Rough-In (Material)	\$124,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$124,000.00	\$0.00
14	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Above Ground Plumbing Rough-In (Labor)	\$167,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$167,000.00	\$0.00
15	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Rack Pipe Hangers (Material)	\$43,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$43,000.00	\$0.00
16	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Rack Pipe Hangers (Labor)	\$62,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$62,000.00	\$0.00
17	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Bulk Fluid Piping (Material)	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$46,000.00	\$0.00
18	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Bulk Fluid Piping (Labor)	\$173,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$173,000.00	\$0.00
19	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Compressed Air Piping (Material)	\$167,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$167,000.00	\$0.00
20	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Compressed Air Piping (Labor)	\$142,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$142,000.00	\$0.00
21	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Compressed Air Equipment (Material)	\$92,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$92,000.00	\$0.00
22	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Compressed Air Equipment (Labor)	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,000.00	\$0.00
23	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Plumbing Equipment (Material)	\$68,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$68,000.00	\$0.00
24	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Plumbing Equipment (Labor)	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,000.00	\$0.00
25	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Plumbing Fixtures (Material)	\$241,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$241,000.00	\$0.00
26	23-230000.000.Subcontract	Plumbing Fixtures (Labor)	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$38,000.00	\$0.00



A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	BP12 - Mechanical and Plumbing									
27	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	In-Floor Radiant Tube (Material)	\$89,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$89,000.00	\$0.00
28	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	In-Floor Radiant Tube (Labor)	\$97,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$97,000.00	\$0.00
29	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Hydronic Piping (Material)	\$156,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$156,000.00	\$0.00
30	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Hydronic Piping (Labor)	\$227,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$227,000.00	\$0.00
31	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Mechanical Room Equipment (Material)	\$112,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$112,000.00	\$0.00
32	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Mechanical Room Equipment (Labor)	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,000.00	\$0.00
33	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Terminal Units - TAB, FTAB, UH, SS (Material)	\$96,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$96,000.00	\$0.00
34	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Terminal Units - TAB, FTAB, UH, SS (Labor)	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$34,000.00	\$0.00
35	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Rooftop Equipment - RTU, ERV, MAU, EF (Material)	\$820,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$820,000.00	\$0.00
36	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Rooftop Equipment - RTU, ERV, MAU, EF (Labor)	\$168,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$168,000.00	\$0.00
37	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Ductwork Distribution (Material)	\$173,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$173,000.00	\$0.00
38	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Ductwork Distribution (Labor)	\$299,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$299,000.00	\$0.00
39	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Flues, Intakes, Exhaust Ductwork (Material)	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
40	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Flues, Intakes, Exhaust Ductwork (Labor)	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,000.00	\$0.00
41	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Grilles, Registers, Diffusers (Material)	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
42	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Grilles, Registers, Diffusers (Labor)	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$23,000.00	\$0.00
43	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Piping Insulation (Material)	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00	\$0.00
44	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Piping Insulation (Labor)	\$78,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$78,000.00	\$0.00
45	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Ductwork Insulation (Material)	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
46	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Ductwork Insulation (Labor)	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,000.00	\$0.00
47	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Controls Engineering (Labor)	\$162,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$162,000.00	\$0.00
48	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Controls Rough-In (Material)	\$107,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$107,000.00	\$0.00
49	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Controls Rough-In (Labor)	\$187,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$187,000.00	\$0.00
50	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Controls Equipment (Material)	\$145,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$145,000.00	\$0.00
51	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Controls Equipment (Labor)	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,000.00	\$0.00
52	23-230000.000.Subcontract BP12 - Mechanical and Plumbing	Controls Programming (Labor)	\$72,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$72,000.00	\$0.00
<b>TOTALS:</b>			<b>\$5,600,000.00</b>	<b>\$0.00</b>	<b>\$58,250.00</b>	<b>\$0.00</b>	<b>\$58,250.00</b>	<b>1.04%</b>	<b>\$5,541,750.00</b>	<b>\$2,912.50</b>

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$5,600,000.00	\$0.00	\$58,250.00	\$0.00	\$58,250.00	1.04%	\$5,541,750.00	\$2,912.50

10B

## Planning Team Report

**Staff Resources:** *Tony Filippini, AICP – Planning & Development Manager*

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### Department Projects

- **November Service Change:** The November service change went into effect on Sunday, November 24, 2024.
  - Saturday, November 23, 2024 was the final day of service for the D-Line Downtown Shuttle.
  - Staff have installed 17 new bus stops and 36 bus stops were removed as a result of the changes.
  - Planning staff are evaluating the first days of service on the following routes which had schedule adjustments made: 4, 5, 15, 17, 52 and 74.
- **Reimagine DART Network Redesign Update:**
  - On November 11 and 12, consultants from Jarrett Walker + Associates and Transpo Group were on-site for our formal network redesign kick-off. Over the two days, the consultant team met with a broad number of staff during eight total group sessions.
  - DART staff are actively compiling data requested by the consultant team for initial analysis tasks.

### Regional Coordination

- **Planning Coordination with City of Johnston:** DART planning staff met with City of Johnston planning and community development staff to discuss impacts of the City of Grimes withdrawal and review service proposals for Route 93 in Johnston. In addition, staff reviewed current and upcoming planning priorities in the City of Johnston and discussed opportunities to collaborate on development review and planning transit amenities.

# MONTHLY REPORT



10C

## External Affairs Team Report

**Staff Resources:** Erin Hockman, Chief Strategy Officer

- **Joint Legislative Luncheon:** DART sponsored the Joint Legislative Luncheon hosted by the Urbandale Chamber of Commerce in partnership with Windsor Heights, Johnston, Grimes and Ankeny. As a sponsor, DART CEO Amanda Wanke had several minutes to speak about the importance of public transit and share how Reimagine DART will evaluate how DART can maximize limited taxpayer dollars to ensure as many residents as possible have access to opportunities throughout the metro.
- **Trump Administration Priorities:** DART is active in The Bus Coalition and the American Public Transportation Association's legislative efforts on behalf of the transit industry. Post-election recaps have highlighted several anticipated priorities for the Trump Administration, including a focus on deregulation and an emphasis on funding for highways over public transit. Sean Duffy, former Wisconsin Congressman, has been nominated for transportation security.

### Marketing

- **Caravan Relationship Development with Businesses:** To increase the number of vanpools in operation, staff are developing materials to engage with medium-size manufacturers to consider starting a vanpool program. An area of east-central Iowa has been determined as a starting point and a list of leads was generated.
- **Materials Supporting Member Communities:** We have heard from some member communities about the desire for us to share materials and stories that highlight the value of DART services in their community. Marketing staff are completing the design of a double-sided panel card customized for each member community for distribution to the public.

### Marketing Analytics Report

Metric	May 2024	June 2024	July 2024	August 2024	Sept. 2024	Oct. 2024	Oct. 2023	Year Prior
MyDART App Accounts	73,392	74,327	75,289	84,487	85,470	86,426	63,935	35%
Website Unique Visitors	23,309	20,591	24,981	46,573	19,686	19,197	18,878	2%
Facebook Followers	6,435	6,458	6,549	6,574	6,582	6,604	6,328	4%
X Followers	2,591	2,591	2,592	2,595	2,592	2,561	2,562	0%
Instagram Followers	1,828	1,837	1,851	1,861	1,873	1,887	1,737	9%
LinkedIn Followers	1,174	1,178	1,195	1,211	1,220	1,224	1,048	17%
Email Subscribers	6,575	6,572	6,585	6,643	6,644	6,715	14,553	-54%
Trip Plans	55,978	53,548	56,306	75,279	66,253	68,388	61,916	10%
Real-time Map	35,635	38,016	37,166	52,690	45,656	46,141	44,988	3%
Next DART Bus	557,876	528,578	577,852	607,319	597,272	625,682	578,531	8%
SMS Text Messaging	71,008	65,266	67,337	76,504	77,522	74,421	72,158	3%

**MONTHLY REPORT**  
**10C: External Affairs Team Report**



**MyDART App Report**

Metric	May 2024	June 2024	July 2024	August 2024	Sept. 2024	Oct. 2024	TOTAL FY 2025
Downloads	1,010	1,399	1,302	6,978	1,554	1,484	11,318
iOS	482	425	395	3,442	592	493	4,922
Android	528	974	907	3,563	962	991	6,423
Accounts Created	1,000	935	962	9,198	983	956	12,099
Orders Placed	7,035	6,857	7,354	21,751	7,204	7,585	43,894
Passes Purchased	9,294	9,284	10,155	45,389	9,734	10,272	75,550
Revenue	\$34,846	\$35,895	\$38,504	\$71,152	\$37,566	\$39,736	\$186,958

**Communications – Sarah Welch, Communications Manager**

- **Reimagine DART Communications Plan:** Staff is working with the consulting team to identify strategies and a timeline for keeping several different audiences informed and engaged throughout the network redesign, starting with an introduction to the project scope and process in January, followed by sharing the Choices & Concepts report. The team also has been meeting with community organizations to gather feedback on how to provide public input opportunities to authentically engage the individuals they serve.
- **Winter Weather Preparedness:** The team drafted a comprehensive winter weather communications plan in partnership with the operations team. The plan outlines how DART will proactively educate riders on DART's winter weather operations and protocols, as well as provide riders with regular updates when snow or ice lead to significant delays or detours.
- **DART Blog:** The Communications team has continued to create content to feature on the Making Moves [blog](#). A recent article published on the blog offers an in-depth look at [when DART does and does not have service](#), which is one of the questions DART riders search most frequently on [ridedart.com](#). Two blog articles explaining how to ride DART safely during winter weather and how to reach warming centers with DART will be published and shared with riders soon.

**DART in the News**

[Des Moines reaffirms DART commitment, tamps down fears](#)  
 Axios, 11/25/24

[Des Moines, suburbs reach agreement to rescue DART bus lines for next 18 months](#)  
 Des Moines Register, 11/25/24

[DART providing free rides on Election Day](#)  
 WOI-TV, 10/24/24

## MONTHLY REPORT





### 10C: External Affairs Team Report



#### Caravan – Victoria Henderson Weber, Caravan Supervisor

- **Caravan Recovery & Data:** The External Affairs team is actively engaged in revitalizing DART's vanpool program. Our comprehensive recovery strategy includes the implementation of an enhanced technology platform, the refinement of our fare policy, a rebranding initiative, and increased outreach efforts to attract both new participants and vanpool partners. Our target is to ensure each vanpool has a minimum of seven passengers, which is a measure of program efficiency. The program has consistently met or exceeded this goal.

Staff is committed to expanding the number of operational vanpools, with a goal of reaching 46 vanpools in service by the end of FY25. Based on ongoing conversations with several large employers, staff are on track to achieve this key metric.

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
FY23	27	5.86	3,347,794
FY24	22	8.41	2,688,773
July 2023 <sup>4</sup>	22	9.18	188,288
August 2024	23	8.43	204,820
September 2024	23	7.78	204,041
October 2024	23	8.35	241,492
FY25 EOY Target	46	7.69	7,383,192

- **Van Donation:** This year, DART selected two full-sized vans that meet disposal and donation requirements for award. Led by Caravan staff, a committee composed of representatives from IT, Planning, Human Resources, and Business Partnerships reviewed 15 applications. After a thorough evaluation based on criteria including demonstrated community benefit, estimated van usage, clarity and quality of the application, the organization's ability to maintain service, and capacity to pay the federal interest, two organizations were selected: [Camp Fire Heart of Iowa](#) and [Des Moines Refugee Support](#). Pending commission approval, the awards will be officially announced, with the delivery of the vehicles estimated for February 2025.

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

- **Unlimited Access:** As of October 31, FY2025 ridership by Unlimited Access partners is trending nearly 13% higher year-over-year, led by DMACC, Anawim Housing, Newbury Living, Drake University, Conlin Properties, and Principal. On average, ridership by all Unlimited Access partners accounts for more than 33,000 monthly passenger trips for DART.
- **Mobility Coordination:** YTD mobility outreach training and participation through October 2024 is shown in the chart below. Highlights include introducing the DMACC Strive classroom to

## MONTHLY REPORT

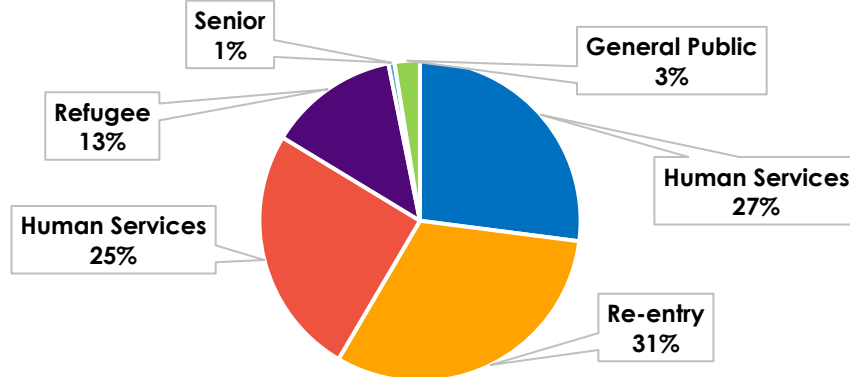
### 10C: External Affairs Team Report



DART on Demand in Ankeny and attending the Ankeny Senior Expo to answer questions around DART on Demand and Paratransit program, as well as presenting on Reimagine DART to the Young Professionals Connection Board and providing a Lunch and Learn training with the Central Iowa Center for Independent Living (CICIL) staff.

#### FY25 Mobility Outreach Participants

980 Total Participants as of October 2024





# MONTHLY REPORT



## 10D: Finance/Procurement/IT Team Report

**Staff Resources:** Dan Washburn, Amber Dakan, Mike Gulick, and Kyle Foster

### Finance Department – Amber Dakan, Finance Director

- **HRIS System Implementation:** DART's new UKG/Kronos payroll module went live with the first payroll check occurring in this system on 07/12/24. The focus has transitioned to getting multiple integrations live between UKG and third party providers.
- **FY2026 Budget Preparation:** The team is currently working on preparation for an FY2026 budget kickoff to begin in December.
- **Capital Planning:** DART's Grant Program Administrator is working on capital planning needs for the upcoming year and beyond to build out a Capital Plan for the next 3-5 years.
- **Calendar Year End:** The payroll team is working to prepare for the year end filing of W-2's within the new HRIS system as well as the related processes of year end reporting for payroll and 1099's.

### Procurement Department – Mike Gulick, Procurement Manager

- **Heavy Duty Bus Procurement:** Four 30-foot and ten 40-foot heavy duty buses approved by the Commission on May 7, 2024. Estimated delivery is May/June 2025.
- **Light Duty Bus Procurement:** Five light duty buses approved by the Commission on May 7, 2024. Estimated delivery is late 2024/early 2025.
- **Zero Emission Fleet Planning Services Procurement:** DART is seeking services from a well-qualified contractor for zero emission fleet planning services and implementation strategy. The deliverables will include a propulsion technology overview, recommended fleet fuel and propulsion technologies specifically for DART, and implementation strategy.
  - Quotes are due December 13, 2024.
- **Occupational Health & Worker Compensation Services Procurement:** DART requires drug and alcohol testing, occupational health medical services, and Worker Compensation Medical Services. DART current contracts expire December 31, 2024.
  - December Commission Consent Item

### 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.
  - Network equipment is the only hardware that has not been fully upgraded. A plan is being developed to handle this along with handling the new O&M facility.

## MONTHLY REPORT

### 10D: Finance/Procurement/IT Team Report

- All major software has been upgraded to within 2 major releases of current except for Trapeze OPS. This was slated to be upgraded on November 16<sup>th</sup>, 2024, but an issue arose that we had to postpone. This is being rescheduled.
  - An upgrade roadmap is currently being designed so that we can build out a re-occurring cadence for all major hardware and software upgrades.
- **Disaster Recovery/Incident Response:** DART IT staff has completed 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. IT staff will be working on building out a tabletop exercise from this to vet out procedures. We will also work with all departments to make sure they have DR plans in place to handle what happens when technology is being brought back online.
- **Document Management:** DART has utilized many different solutions to store documents over time, which has caused inefficiencies and challenges in finding historical documents. It was identified as a priority to establish a single solution for all document management needs. We have defined the single solution to use for document management going forward to be our hosted SharePoint environment.
  - We have a FY25 goal set to interview all departments and build the framework for all their document management needs
  - A main landing page has been created
  - Departmental meetings have begun along with some initial libraries built for immediate needs.
  - An overall plan and framework have been developed that we are using as a template for each department.
  - IT, Procurement, HR, and Accounting have all started.
- **FrontRunner install:** DART decided to do our own buildout and technology installation for the 5 new light duty FrontRunners. This is saving money by avoiding vendor costs, as well as helping us to tweak our installation process for better efficiency and overall cost reduction on parts. This buildout was completed, and the vehicles are now in service. We've been able to update our parts requirements and processes to make future orders more efficient and cost effective. This updated process is being implemented for the next order that will be arriving in December/January.

## MONTHLY REPORT



10E: Human Resources/Training/Safety Team/Customer Service Report

Staff Resources: Kelley Burgess – Chief People Officer

### Employee Engagement

- **Employee of the Month Recognition** – The winner of DART's Employee of the Month award for October is **Mike Gulick**. Way to go! Mike was recognized for demonstrating accountability by providing a simple return on investment (ROI) example for an equipment purchase. He pointed out in a constructive and helpful manner an opportunity to be more efficient with resources.



### Human Resources – Alaina Severino, Human Resources Manager

- **Recruitment Update:** The HR department is currently interviewing for the following openings:
  - Bus Operator (Para & Fixed)
- **Recent Hires:**
  - 5 – Fixed Route Operators
  - 1 – Service Person
  - 1 – Mobility Services Operator
  - 1 – PT Customer Service Representative
- **Turnover Rate:** YTD as of 11/19/2024 – 24%

## MONTHLY REPORT

### 10E: Human Resources/Training/Safety/Customer Service Team Report

#### Training – Matt Johnson, Training Manager

- **Fixed Route New Hire Trainees:** Training continues for five Fixed Route operators.
- **Mobility Services New Hire Trainees:** Training continues for one Mobility Services operator.
- **Fixed Route Training Graduates:** Two new operators completed all training requirements and graduated to Part-Time Fixed Route Operator.
- **Mobility Services Training Graduates:** One new operator completed all training requirements and graduated to Part-Time Mobility Services Operator.
- **Safety and Customer Service Training:** Monthly safety meetings were held for all operators. A focus of this month was personal health and safety with training covering fire and fire extinguisher preparation and personal wellness during cold and flu season. Customer service also provided an update on commendations and customer service trends.

#### Safety – Pat Daly, Safety Manager

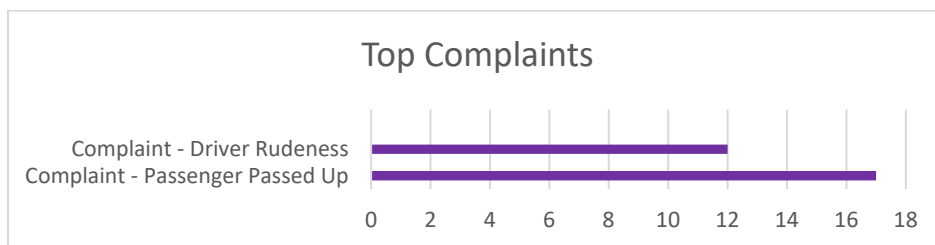
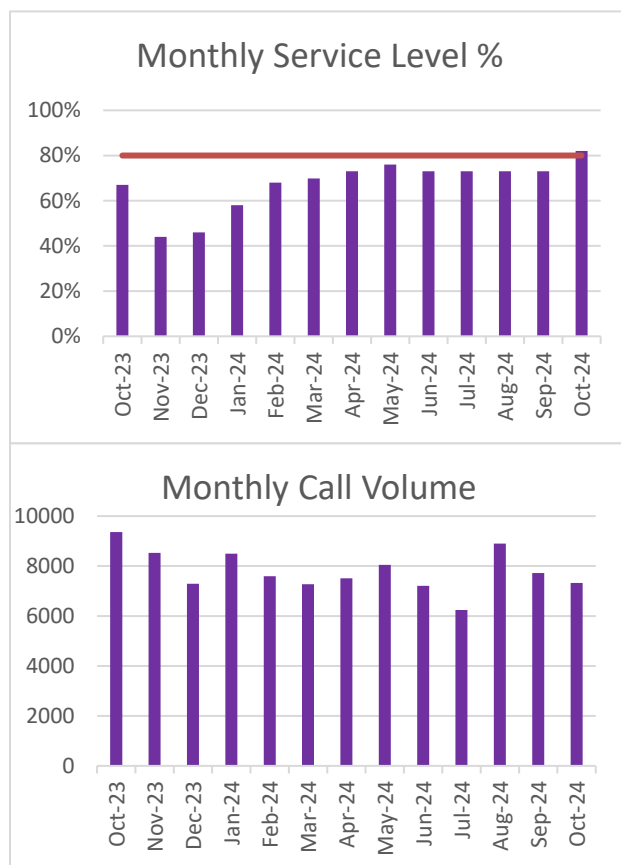
- **Emergency Preparedness:** I served as a panel member at the Polk County Emergency Management Agency's Residential Care Symposium. The symposium was in response to area residential care facility managers' concerns regarding the ability to transport their residents in the case of an emergency evacuation of their facility
- **Operator Assault Prevention:** Staff completed the initial assessments call for in the FTA's General Directive 24-1 - Required Actions Regarding Assaults on Transit Workers.

#### Customer Experience – Alyson Reimers, Customer Service Supervisor:

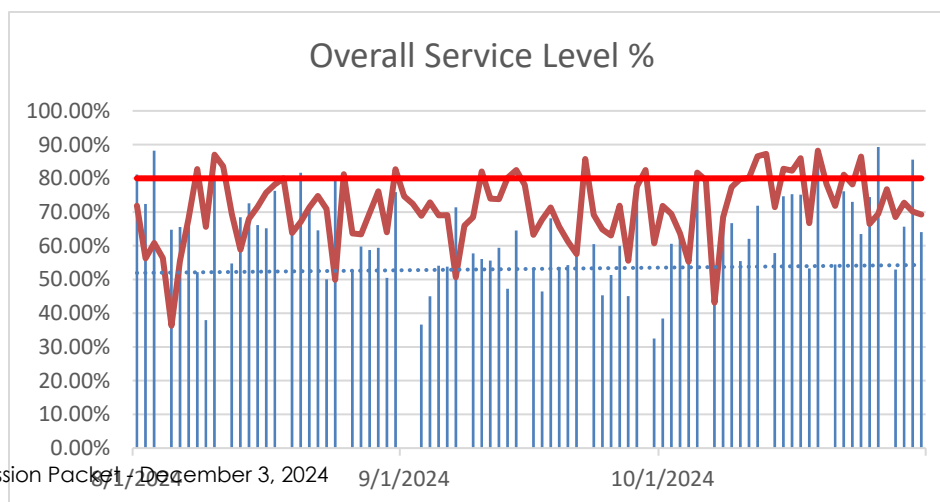
- **Service Levels:** I can proudly say our service level goal of 80% was finally met. We ended October with a service level of 82%. We haven't hit our goal since April 2023.
- **Call Trends:** We have continued to see normal call trends: schedule questions, Paratransit questions/reservations, etc.

# MONTHLY REPORT

## 10E: Human Resources/Training/Safety/Customer Service Team Report



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



## MONTHLY REPORT



**10F: Chief Executive Officer**

**Staff Resource:** *Amanda Wanke, Chief Executive Officer*

- **DART Executive Committee:** The DART Executive Committee met on Tuesday, November 19, 2024. The discussion items presented during the meeting included:
  - 2024 DART Commission Weighted Vote Update
  - Grimes Withdrawal
  - Van Donation
  - Member Community Conversations
  - Reimagine DART
- **Iowa Commercial Real Estate Association:** I was invited to present at the November 7 Iowa Commercial Real Estate Association breakfast meeting. This was a great opportunity to network and share historical and current information about DART and the value of public transportation. The information was well received, and I am grateful to have had the opportunity to share DART's story to a diverse and locally influential audience.
- **WesleyLife Social Worker Conference:** On November 8, I had the great opportunity to present and partner with Brooke Ramsey, Business Manager at HIRTA, to a group of local social workers to educate them on the importance of public transportation and the services DART and HIRTA provide in their communities.
- **Member City Council Presentations:** I have continued to present at several member city councils over the last month, sharing the launch of Reimagine DART, community route and ridership information, and answering any questions each council may have about the DART service in their community. I would like to thank the communities and councils I have had the opportunity to meet with so far, for their time. I will be wrapping up these presentations early 2025.
- **DART Mission in Action:** On November 25, DART received a call from DMPD to assist in transporting a male from the airport to Mercy Hospital. Due to the size of the passenger, the paramedics were unable to transport in an ambulance, so DART staff agreed to assist directly with DMPD. I would like to thank staff members, Pat Daly (Safety Manager) and Jake Comstock (Safety and Training Specialist) for taking a bus to the male patient to Mercy with no issues. DART staff partnered with the paramedics, assisting them with loading and unloading the passenger from the bus. I am proud to share moments like this when DART staff continue to go above and beyond to Enrich Lives, Connect Communities and Expand Opportunities.
- **Leadership Resignations:** Dan Washburn, our CFO, has decided to take a job with Trees Forever as their CFO. Dan's last day at DART will be Friday, December 6. Dan has had a close hand in preparing and running financial models for our upcoming ATU negotiations, the Reimagine DART budget, our property tax formula and more. Additionally, Lewis Lowry has accepted a position as the General Manager of Paratransit at Bi-State Development, the parent organization for St. Louis Metro. We will certainly miss Lewis's experience, expertise, and good humor, and I would like to thank him for his service to DART employees and customers. I am working closely on next steps with these teams and will share more about those plans in the weeks to come.

## MONTHLY REPORT

### 11F: Chief Executive Report

- **DEI Certification:** Kelley Burgess, DART's Chief People Officer, has recently completed the DEI Management Certification Program sponsored by the Greater Des Moines Partnership. Kelley and other graduates were recognized at the Partnership's Inclusion Summit on November 8. I would like to thank Kelley, for her work and learning to continue to strengthen our DART culture!

<b>10G:</b>	<b>Performance Report – October 2024</b>
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**Staff Resource:**     *Nate Bleadorn, Business Intelligence Manager*

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**Summary of October 2024 Monthly Performance:**

- Total October ridership was up 12.38% compared to last October, and up 6.11% YTD.
  - Fixed Route ridership was up 13.33% compared to October of last year.
  - Paratransit ridership was 2.83% lower compared to prior year.
  - DART On Demand ridership was up 3.71% compared to prior year.
  - Caravan ridership for October was down 8.58% from October of 2023, and down 6.75% YTD.
- Preventable accidents were 1.18 per 100,000 miles in October. Our monthly non-preventable accidents were .94 per 100,000 miles.
- On-Time Performance (OTP) was 71.21% in October. On-Time Performance has been negatively impacted by construction throughout the warm weather months, as well as increased traffic and ridership on some routes. DART made schedule changes to several routes in the November service change to try and improve reliability, and DART bus operators are being coached on best practices to manage their time to minimize delays.
- Road calls per 100,000 miles, when buses need service while in operation, were 9.15 for fixed route in October. This doesn't meet our goal of 7 and reflects DART's aging fleet.





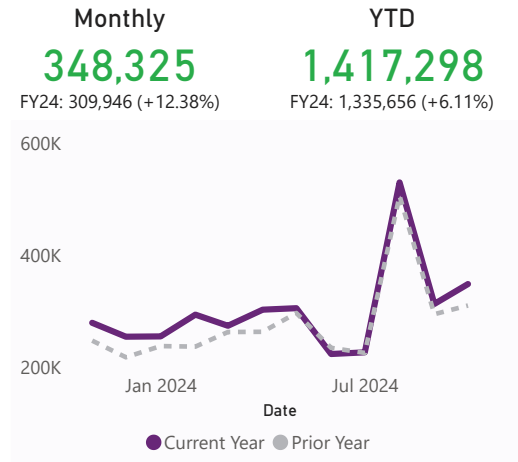
# Performance Summary -

## October 2024

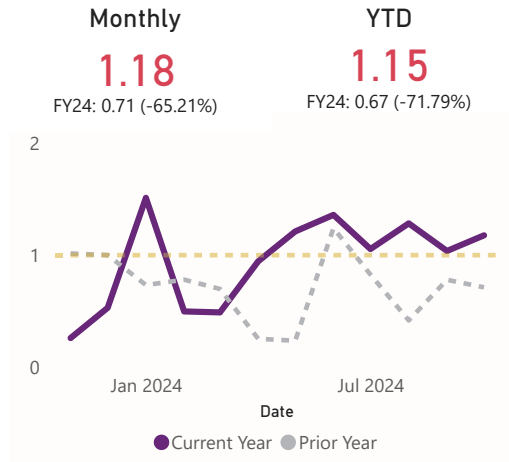
11/1/2023

10/31/2024

### Ridership



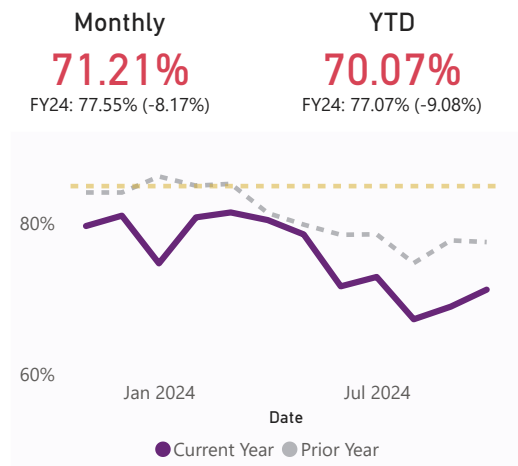
### Preventable Accidents/100k Miles



### Non-Preventable Accidents/100k



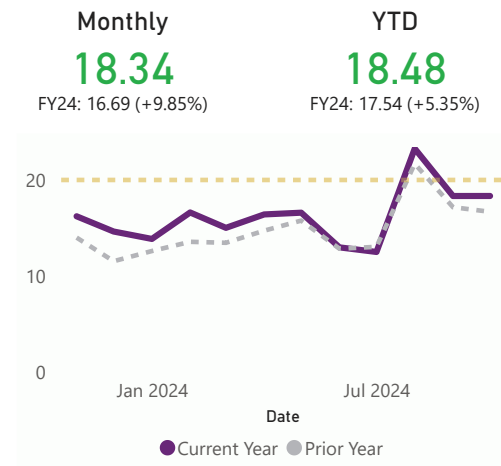
### On-Time Performance



### Farebox Recovery Ratio



### FR Passengers / Revenue Hour

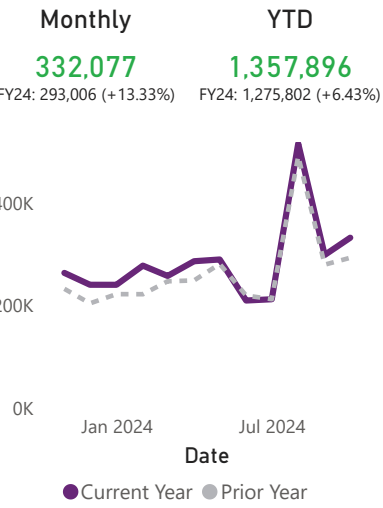




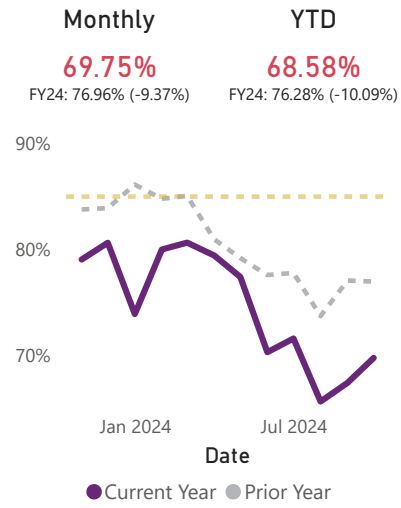
# Fixed Route Performance

11/1/2023 10/31/2024

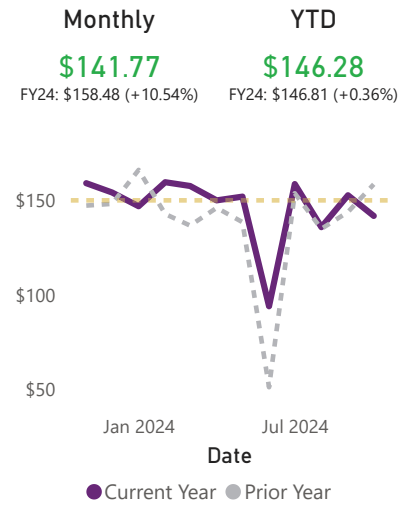
## Ridership



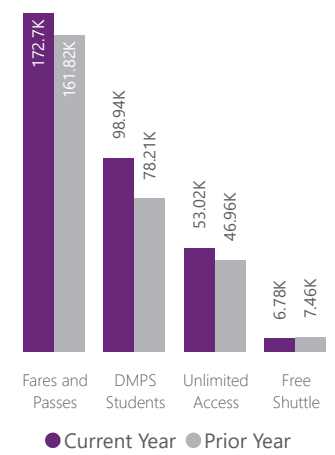
## On-Time Performance



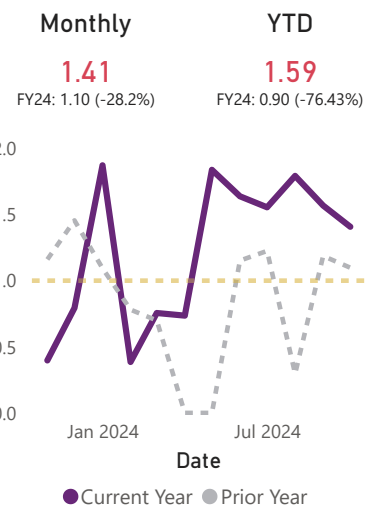
## Operating Cost/Rev. Hour



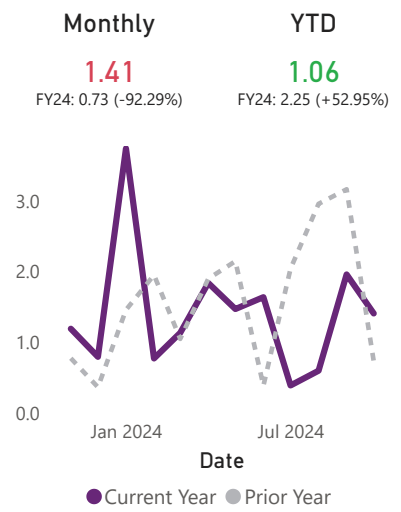
## Monthly Ridership by Fare Group



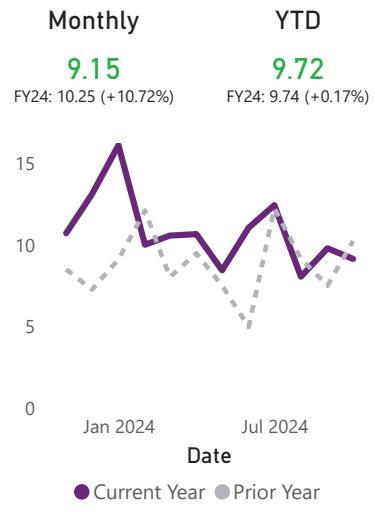
## Preventable Acc./100k



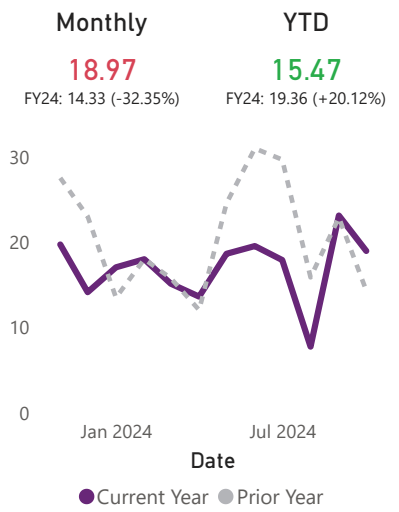
## Non-Preventable Acc./100k



## Road Calls/100k Miles



## Complaints/100k Passengers





## Paratransit Performance

11/1/2023

10/31/2024

### Ridership

Monthly

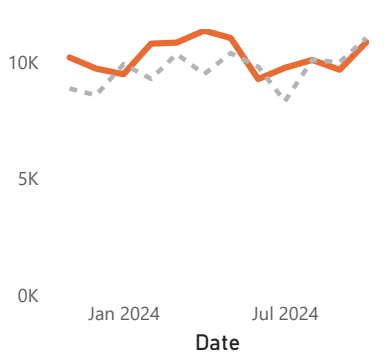
8,828

YTD

33,693

FY24: 9,085.00 (-2.83%)

FY24: 32,782 (+2.78%)



● Current Year ● Prior Year

### On-Time Performance

Monthly

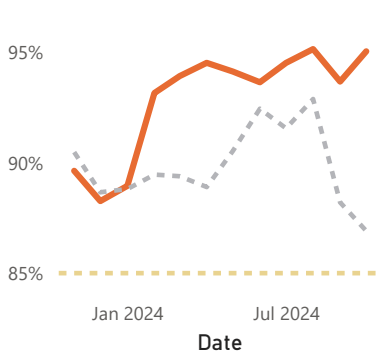
95.06%

YTD

94.63%

FY24: 86.91% (+9.38%)

FY24: 89.82% (+5.35%)



● Current Year ● Prior Year

### Operating Cost/Passenger

Monthly

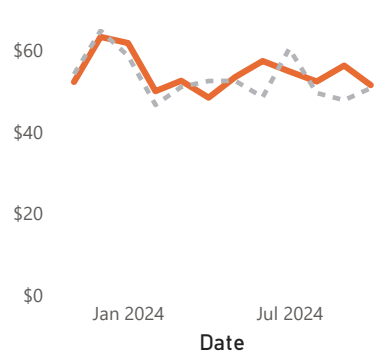
\$51.43

YTD

\$53.61

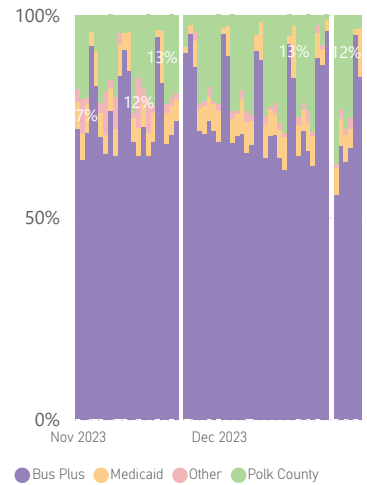
FY24: \$50.69 (-1.46%)

FY24: \$51.68 (-3.74%)



● Current Year ● Prior Year

### Paratransit Customer Type Breakdown



### Preventable Acc./100k

Monthly

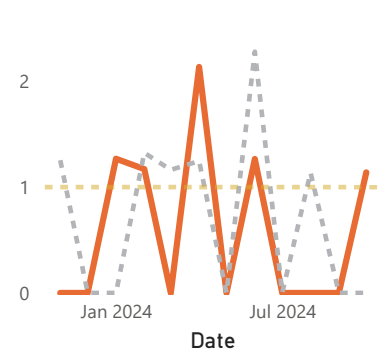
1.14

YTD

0.30

FY24: 0.00

FY24: 0.30 (-0.68%)



● Current Year ● Prior Year

### Non-Preventable Acc./100k

Monthly

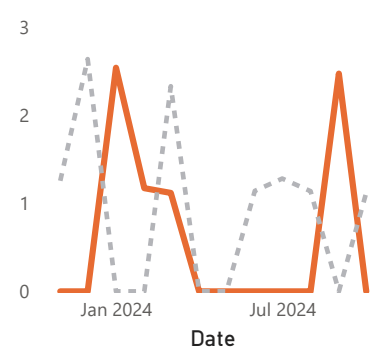
0.00

YTD

0.60

FY24: 1.12 (+100%)

FY24: 0.89 (+32.88%)



● Current Year ● Prior Year

### RideShare - Ridership

Monthly

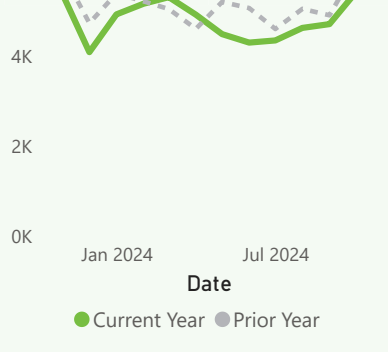
5,405

YTD

19,071

FY24: 5,912 (-8.58%)

FY24: 20,451 (-6.75%)



● Current Year ● Prior Year

### RideShare - Op. Cost/Passenger\*

Monthly

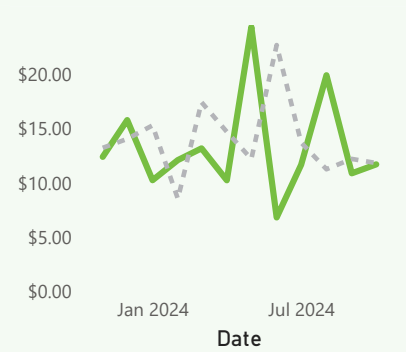
\$11.70

YTD

\$13.48

FY24: \$11.82 (+1%)

FY24: \$12.19 (-10.52%)



● Current Year ● Prior Year



# DART On Demand Performance

Request Zone

All

Booking Type

All

11/1/2023

10/31/2024

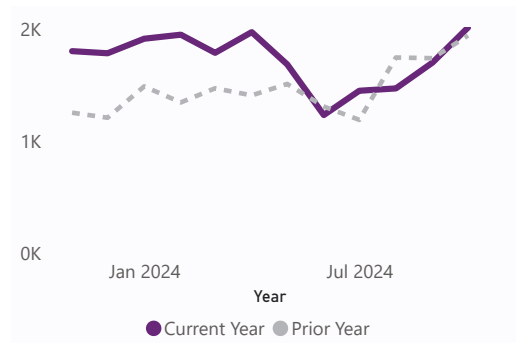
## Completed Trips

Monthly  
**2015**

FY24: 1943 (+3.71%)

YTD  
**6638**

FY24: 6621 (+0.26%)



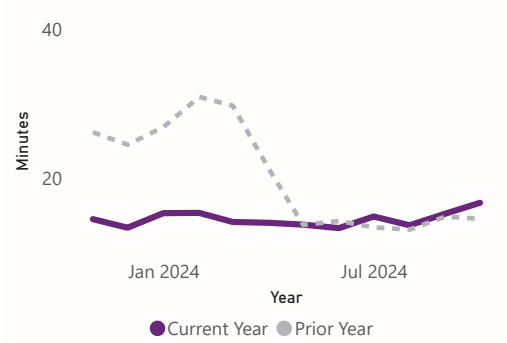
## Avg. Wait Time (On Demand)

Monthly  
**16.75**

FY24: 14.60 (-14.69%)

YTD  
**15.14**

FY24: 14.04 (-7.78%)



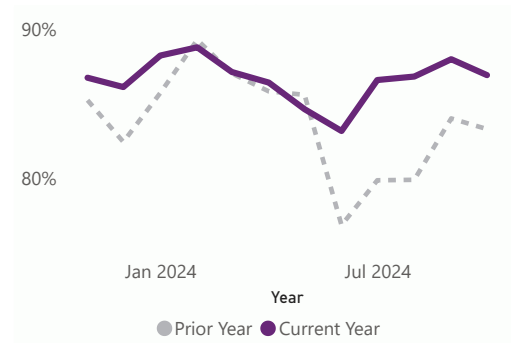
## Mobile Booking Rate

Monthly  
**86.92%**

FY24: 83.31% (+4.34%)

YTD  
**87.11%**

FY24: 81.97% (+6.27%)



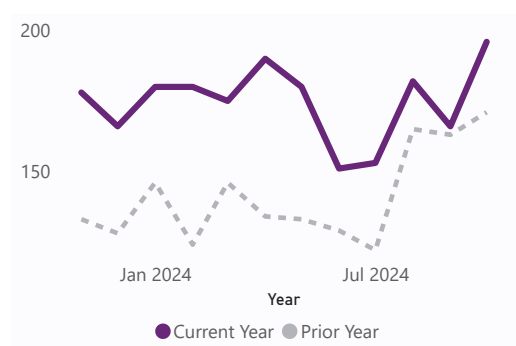
## Unique Active Riders

Monthly  
**196**

FY24: 171 (+14.62%)

YTD  
**308**

FY24: 275 (+12%)



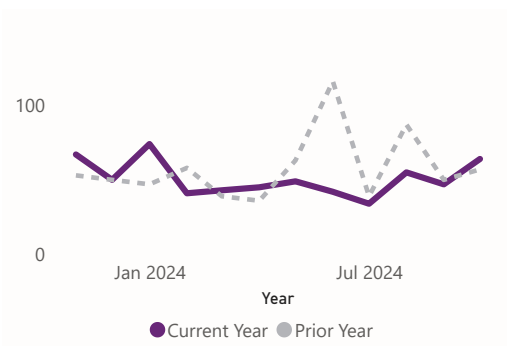
## New Accounts Created

Monthly  
**64**

FY24: 57 (+12.28%)

YTD  
**200**

FY24: 233 (-14.16%)



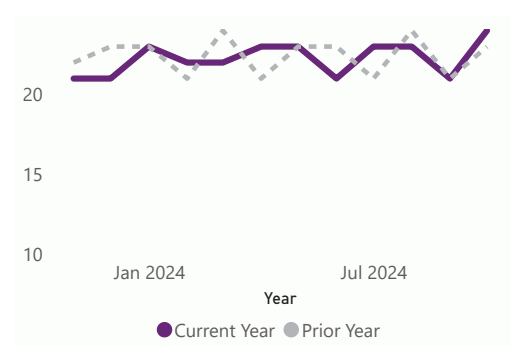
## First Time Riders

Monthly  
**24**

FY24: 23 (+4.35%)

YTD  
**88**

FY24: 86 (+2.33%)





## Route Details

Month

October 2024



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	14,716	11,484	321,163	284,087	37,076	13.1%	39.13	46.58%
	#2 - Maury St	122		572		572	Infinity	3.20	77.54%
	#3 - University	29,509	26,633	114,604	104,788	9,816	9.4%	18.30	60.97%
	#4 - E. 14th	14,011	12,658	49,733	46,381	3,352	7.2%	14.57	73.71%
	#5 - Franklin Ave/Johnston	15,229	13,546	45,112	43,592	1,520	3.5%	11.82	68.51%
	#6 - Indianola	36,776	28,813	108,174	91,244	16,930	18.6%	25.28	85.79%
	#7 - SW 9th St.	38,055	31,548	118,020	106,928	11,092	10.4%	29.42	81.54%
	#8 - Fleur Dr.	3,398	2,892	9,877	12,032	-2,155	-17.9%	14.92	72.64%
	#10 - East University	1,820	1,488	5,286	4,459	827	18.5%	9.23	77.88%
	#11 - Ingersoll/Valley Junction	4,301	4,289	12,493	12,782	-289	-2.3%	17.73	54.80%
	#13 - Evergreen	7,895	6,237	17,404	14,917	2,487	16.7%	45.04	70.96%
	#14 - Beaver Ave.	18,404	16,099	52,652	53,054	-402	-0.8%	14.69	75.95%
	#15 - 6th Ave.	25,090	22,713	77,663	73,983	3,680	5.0%	22.73	68.69%
	#16 - Douglas Ave.	33,475	30,469	118,216	113,052	5,164	4.6%	19.52	65.11%
	#17 - Hubbell Ave.	25,018	22,969	88,105	85,657	2,448	2.9%	16.47	67.02%
	#50 - Euclid	6,821	7,110	23,020	25,305	-2,285	-9.0%	8.48	73.65%
	#52 - Valley West/Jordan Creek	14,692	11,526	53,831	46,174	7,657	16.6%	12.17	68.33%
	#60 - Ingersoll/University	27,798	26,782	92,941	90,206	2,735	3.0%	15.43	67.72%
	#72 - West Des Moines Loop	3,222	3,217	12,329	11,362	967	8.5%	6.92	77.02%
	#74 - NW Urbandale	476	428	1,789	1,748	41	2.3%	3.44	81.27%
2. Shuttle	Link Shuttle	1,072	1,378	3,396	3,828	-432	-11.3%	2.97	71.50%
	Downtown Shuttle	4,426	5,423	17,393	23,880	-6,487	-27.2%	7.38	76.87%
3. Express	#92 - Hickman	453	724	1,694	2,042	-348	-17.0%	4.04	65.69%
	#93 - NW 86th	896	903	3,152	3,699	-547	-14.8%	4.14	64.37%
	#94 - Westown	399	363	1,429	1,620	-191	-11.8%	5.12	75.89%
	#95 - Vista	311	244	906	782	124	15.9%	4.59	62.28%
	#96 - E.P. True	713	752	2,682	2,606	76	2.9%	6.47	75.22%
	#98 - Ankeny	2,429	2,328	8,545	7,438	1,107	14.9%	7.02	71.21%
	#99 - Altoona	548	293	1,820	1,115	705	63.2%	5.50	69.30%
5. On Call	Ankeny								
	NW Johnston / Grimes								
	Regional	2		25		25	Infinity	6.38	80.00%
6. DART On Demand	#31 - DART On Demand - Jordan Creek		2		13	-13	-100.0%		
	#32 - DART On Demand - River Bend		6		26	-26	-100.0%		
	DART On Demand - Ankeny	2,015	1,937	6,342	6,592	-250	-3.8%	3.13	
Cab	Paratransit: Taxi	960	1,469	3,430	3,812	-382	-10.0%	3.39	
Paratransit	Paratransit: Bus/Van	7,868	7,614	30,263	29,169	1,094	3.8%	1.84	94.63%
RideShare	RideShare	5,405	5,912	19,071	20,451	-1,380	-6.7%	5.30	
Total		348,325	310,249	1,423,132	1,328,824	94,308	7.1%	14.74	70.61%

## FUTURE DART COMMISSION ITEMS



### Future Agenda Items:

January 28, 2025 – 12:00 P.M. (Annual Meeting)	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> <li>Audited FY24 Financials</li> <li>Public Transportation Agency Safety Plan Approval</li> <li>Officer Election/Executive Committee Slate</li> <li>Privacy Policy</li> </ul>	<ul style="list-style-type: none"> <li>Transit Advisory Committee Update</li> <li>FY 2026 DART Budget Update</li> <li>Signature Policy Update</li> <li>Bus Procurement</li> </ul>
March 4, 2024 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> <li>FY 2026 Set Budget Hearing Date</li> <li>FTA FY 2024 Buses and Bus Facilities Grants Program Application</li> <li>Signature Policy Approval</li> <li>Bus Procurement Approval</li> </ul>	<ul style="list-style-type: none"> <li>Transit Riders Advisory Committee Update</li> <li>June 2025 Service Change</li> <li>Quarterly Investment Report</li> <li>Quarterly Financial Update</li> <li>Quarterly Safety Report</li> </ul>
April 1, 2024 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> <li>FY 2026 Budget Hearing Date</li> <li>DART General Reserve Fund</li> <li>June 2025 Service Change</li> <li>State Consolidated Grant Funding Application FY 2026</li> </ul>	<ul style="list-style-type: none"> <li>Transit Advisory Committee Update</li> <li>Reimagine DART Concepts</li> </ul>

### Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
<b>DART Executive Committee Meeting</b>	Wednesday, December 18, 2024	12.30 PM	Zoom

## EXEMPT SESSION



<b>14:</b>	<b>Exempt Session</b>
<b>Action:</b>	<b>The DART Commission meeting be recessed and reconvened in exempt session pursuant to Section 21.9 of the Iowa Code.</b>
<b>Staff Resource:</b>	<b><i>Kelley Burgess, Chief People Officer</i></b> <b><i>Luis Montoya, Chief Operations and Planning Officer</i></b> <b><i>Erin Clanton, DART Legal Counsel</i></b>

### **Background:**

Iowa Code §20.17(3) provides that "Negotiating sessions, strategy meetings of public employers, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of Chapter 21."

### **Procedures for Exempt Session:**

1. The Commission Chair asks for a motion to recess the meeting and reconvene in exempt session.
2. The Commission Chair announces that:  
"The Des Moines Area Regional Transit Authority will go into exempt session pursuant to section 21.9 of the Iowa Code to discuss strategy regarding employment conditions for non-union employees."
3. All visitors leave the meeting/zoom (*except for all DART Commission members, Legal Counsel, Executive Manager/Commission Clerk and the Executive Leadership Team*).
4. No action may be taken in an exempt session. There shall be no conversation regarding individual employees, but rather employment conditions as a whole.
5. The Commission Chair asks for a motion to close the Exempt session and reconvene into open session.
6. If any action is necessary following the exempt session, it will be placed as an action item at a subsequent open meeting.

### **Exempt Session:**

The Commission will hold an exempt session pursuant to the above.

### **Upon Reconvening in Open Session:**

- No action will be taken.