



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 – 849 3685 7410 /Passcode - 761561

FEBRUARY 1, 2022 – 12:00 PM

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2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
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14. NEXT MEETING: Regular DART Meeting - Tuesday, March 1, 2022 – 12:00 P.M	
15. ADJOURN	

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



6: Transit Riders Advisory Committee (TRAC) Update

Resource: *Carrie Kruse, TRAC Chair*

- A meeting of the Transit Riders Advisory Committee was held on Wednesday, January 12, 2021, in a hybrid format and a quorum was met. Included are key highlights from the meeting's discussion.
 - **Light Duty Bus Purchase:** Fleet Manager, Keith Welch provided an update on a Light Duty Bus purchase to the committee. This new type of bus model prompted lots of discussion and feedback from the committee.
 - **February Service Change:** Senior Transit Planner, Tony Filippini gave an update on the upcoming service change and realignment of some service on the Route 4 extension that serves the Polk County Jail, Bridges of Iowa program and the Hy-Vee Commissary.
 - **Legislative Priorities and Advocacy:** Public Affairs Manager, Amy McCoy and Chief External Affairs Officer, Erin Hockman led the committee through DART's recently approved legislative priorities and ways for committee members to communicate with the elected officials regarding these priorities. Committee members were able to ask questions and discuss the best way to address these priorities.
- The next TRAC meeting is currently scheduled for Wednesday, March 9, 2022.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
 COMMISSION MEETING MINUTES
 MEETING HOSTED IN-PERSON AND VIRTUALLY
 620 CHERRY STREET – DES MOINES, IOWA 50309
 JANUARY 4, 2022**



[The above Commission Meeting was held in a hybrid format].

ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Kelly Whiting, Doug Elrod (participated via zoom), Michael McCoy (arrived at 12.08pm), Josh Mandelbaum (participated via zoom), Jake Anderson (arrived at 12.07pm, participated via zoom), Paula Dierenfeld, Ross Grooters (participated via zoom), Steve Van Oort (participated via zoom), Bridget Montgomery, Russ Trimble and Joseph Jones (participated via zoom).

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 verbally amended with the correct date/year.

It was moved by Vern Willey and seconded by Kelly Whiting to approve the January 4, 2022 agenda. The motion carried unanimously.

5 - DART COMMISSION OFFICER ELECTION

Paula Dierenfeld, Nominating Committee Chair, presented the proposed Officer slate in accordance with the substituted and restated DART 28E agreement that commenced on October 1, 2017 and the proposed Restated Bylaws.

The Nominating Committee, which consisted of Commissioners Dierenfeld (Chair), Connolly and Altringer, nominated the following Commissioners as officers starting immediately, through the end of calendar year 2022:

- | | | |
|-----------------------|----|--------------------|
| o Chair | -- | Doug Elrod |
| o Vice Chair | -- | Josh Mandelbaum |
| o Secretary/Treasurer | -- | Ross Grooters |
| o At-Large | -- | Bridget Montgomery |
| o At-Large | -- | Michael McCoy |

It was moved by Vern Willey and seconded by Joseph Jones to approve the slate of Officers as presented. The motion carried unanimously.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 4, 2022**



At this time, newly elected Chair, Doug Elrod took the Chair seat and lead the meeting.

PUBLIC COMMENT

None

7 - PRESENTATION

7A – PolicyWorks State Legislative Update

Christopher Rants and John Cacciatore from PolicyWorks, who serve as DART's State Lobbyists, provided a verbal update on the 2022 Legislative priorities for DART.

CONSENT ITEMS

8A – Commission Meeting Minutes – December 7, 2021

8B – Updated FY2026 Surface Transportation Block Grant (STBG) Request

8C – November 2021 Financials

It was moved by Bridget Montgomery and seconded by Russ Trimble to approve the consent items. The motion carried unanimously.

ACTION ITEMS

9A – Amalgamated Transit Union (ATU) Local 441 Labor Contract Agreement and Memorandum of Understanding

Todd Sadler, Chief Human Resources Officer, shared the highlights of the new DART and ATU Local 441 tentative agreement for a three-year labor contract. The agreement will be in place from July 1, 2022 until June 30, 2025. In addition, a memorandum of understanding ("MOU") was shared, in conjunction with the 2022-2025 collective bargaining agreement. The purpose of the MOU is to immediately implement several changes agreed upon in the new contract.

It was moved by Vern Willey and seconded by Russ Trimble to approve the for the DART Chief Executive Officer to sign the three (3)-year labor agreement and the memorandum of understanding with the Amalgamated Transit Union Local 441 that includes the outlined provisions as presented. The motion carried unanimously.

9B – Public Transportation Agency Safety Plan

Todd Sadler, Chief Human Resources Officer, provided updates to the Commission on the Public Transportation Agency Safety Plan (PTASP), providing a brief overview, background of new proposed changes and reminded the Commission this will be brought to them on a yearly basis for approval. The complete plan was provided in the Commission packets for review.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 4, 2022**



It was moved by Michael McCoy and seconded by Russ Trimble to approve DART's FY2022 Public Transportation Agency Safety Plan review and changes as presented. The motion carried unanimously.

9C – Light-Duty Bus Purchase

Amanda Wanke, Chief Operations Officer and Deputy Chief Executive Officer shared that over the course of the last year staff has been evaluating vehicle options for the replacement for DART medium-duty vehicles based on several criteria that was provided. Based on these criteria, staff recommended the purchase of the New England Wheels Front Runner buses. These vehicles provide the most flexibility and allow for a transition to a ramp for mobility devices rather than a lift which should improve access for customers and reduce maintenance issues. DART will be utilizing the State of Iowa, Department of Transportation contract for the purchase of the buses.

It was moved by Vern Willey and seconded by Kelly Whiting to approve the purchase of seven (7) New England Wheels Front Runner Light Duty Buses from Hoglund Bus Co. Inc. at a cost Not To Exceed \$1.575 million. The motion carried unanimously.

9D – February 2022 Service Change

Tony Filippini, Senior Transit Planner shared that DART regularly evaluates its services and implements any necessary route and/or schedule changes to improve the efficiency and effectiveness of the fixed-route bus service. The February service change will adjust the schedules for the following routes:

- Route 10—East University Ave. to improve on-time performance.
- Route 4 - E 14th St. to better serve the Hy-Vee Commissary shift times and access to jobs for Bridges of Iowa residents. In particular, transportation for Bridges of Iowa residents to work at the Hy-Vee Fresh Commissary by 6am and to shifts at other jobs by 7am or 8am.

The February service change will also be an opportunity to design operator shifts to account for staffing levels. Since no route will be changed by 25% or more this is considered a minor service and will therefore not impact the Title VI analysis.

It was moved by Rus Trimble and seconded by Bridget Montgomery to approve the February 2022 service changes as presented. The motion carried unanimously.

DISCUSSION ITEMS

10A – FY2023 DART Budget Development Update

Kent Farver, Chief Financial Officer, provided an update on the FY 2023 budget process, noting key upcoming dates.

10B – Performance Report – November 2021

Luis Montoya, Chief Planning Officer introduced Nate Bleadorn, the new Business Intelligence Manager who provided an update on ridership in November sharing it was down compared to the previous month due to the Thanksgiving Holiday and other non-school days, but it was up

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 4, 2022**



35.3% compared to November 2020 and Fixed route was up 40.2% and Paratransit was up 71.5%. Rideshare saw a 5% decrease in ridership from October but is still sitting above last year's level.

Preventable and non-preventable accidents percentages were shared as well as the Fixed Route operating costs per revenue hour sharing that our numbers meet our goal. A brief update was provided on ridership over the last three (3) years.

DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

10A - Operations

None

10B – Planning

None

10C - External Affairs

Erin Hockman, Chief External Affairs Officer shared that DART will be partnering with the Des Moines Playhouse during their upcoming featuring of the musical "Don't Let the Pigeon Drive the Bus". Given the bus theme we are working with them to promote transit and to hopefully have an electric bus onsite as well as a coloring competition. We will also be co-sponsoring the upcoming 2022 Legislative Forecast virtual event on January 11 which is hosted by the Business Record. Our newly elected Chair, Doug Elrod has agreed to say a few words on behalf of DART at the event.

10D – Finance/IT/Procurement

None

10E – Human Resources

None

10F – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer, shared that DART staff continue to work through the pending rules around employee covid testing and vaccine mandates for employers and will keep the Commission apprised of any changes as more information becomes available. As a follow up from the December 9, 2021 Facilities Project Commission Workshop, it was proposed and determined that an Operations and Maintenance Facility Commission Committee would be good to establish. This was discussed at the December Executive Committee meeting and determined that the following Commissioners have asked to serve on this Committee: Commissioner Josh Mandelbaum (Des Moines) – Chair, Commissioner Paula Dierenfeld (Johnston), Commissioner Michael McCoy (Clive), Commissioner Russ Trimble (West Des Moines) and Commissioner Vern Willey (Altoona).

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 4, 2022**



FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

Chair, Doug Elrod reminded the Commission of the upcoming Budget Workshop which will be held on Friday, January 28, 2022 at 11:00 a.m.

ADJOURN

Chair, Doug Elrod, adjourned the meeting at 1:28 p.m.

*****OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

The next regular DART monthly Commission Meeting is scheduled for Tuesday, February 1, 2022 at 12:00 p.m. in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa. Pursuant to Iowa Code section 21.8, the DART Commission has determined that it is still impractical or impossible to require all Commission members, staff, and the public to be physically present for this Commission meeting. Accordingly, both in-person and virtual options for attendance of the February 1, 2022 Commission meeting will be offered as follows: (1) Commission members, staff, and the public will be allowed to attend this Commission meeting in person in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa; and (2) Commission members, staff, and the public will be allowed to attend this Commission meeting via a virtual platform such as Zoom.

Participation directions for such virtual meeting option are as follows:

<https://ridedart.zoom.us/j/84936857410?pwd=SS9FYi8rYIZMR2x2YUJ6ZjA2NVFqQT09>

Meeting ID: 849 3685 7410 /Passcode: 761561

Chair

Clerk

Date



CONSENT ITEM



7B:	2022 DART Commission Weighted Voting
Action:	Approve the 2022 weighted votes for each DART participating community

Staff Resource: *Elizabeth Presutti, 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.
 - Each year, the Executive Committee shall review the most recently available census data for each Participating Community, as adopted annually by the Metropolitan Planning Organization, and shall report this to the Commission.
 - 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.
- The DART Commission Executive Committee reviewed the population information and corresponding weighted vote calculation at their meeting on Wednesday, January 19th, 2022.

CONSENT ITEM

7B: 2022 DART Commission Weighted Voting



Current MPO Assessment Population Numbers and Resulting Weighted Vote:

Name	FY 2022 MPO Population	Population per 25,000	Weighted Vote 25,000
Altoona	19,565	0.78	1
Ankeny	67,887	2.71	3
Bondurant	7,365	0.29	1
Clive	18,601	0.74	1
Des Moines	214,133	8.56	9
Grimes	15,392	0.61	1
Johnston	24,064	0.96	1
Pleasant Hill	10,147	0.40	1
Urbandale	45,580	1.82	2
West Des Moines	68,723	2.74	3
Windsor Heights	5,252	0.21	1
Polk County (MPO unincorp)	22,422	0.89	1
Total	519,131		25

Recommendation:

- Approve the 2022 weighted votes for each DART participating community.



CONSENT ITEM



7C:	Transit Riders Advisory Committee (TRAC) Membership
Action:	Approve the two recommended new TRAC members with terms commencing in March 2022

Staff Resource: *Catlin Curry, Mobility Coordinator*

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 Express Routes, Local Routes, Rideshare, and Paratransit services. The committee meets bi-monthly and seeks to represent key constituencies such as veterans, refugees, senior citizens, students and more. DART staff are seeking approval from the DART Commission of two (2) new members, two (2) alternates, and one (1) member slot to be held open for additional recruitment.

CURRENT MEMBERSHIP:

Name	Membership	City of Residence	Term Expiration
Kirk Gustafson	Express Route	Des Moines	12/31/2024
Vacant	Express Route		TBD
Carrie Kruse	Local Route	Windsor Heights	12/31/2022
Kaylynn Strain	Local Route	Des Moines	12/31/2024
Vacant	Local Route		TBD
Zacharey Bradley	At-large	Des Moines	12/31/2022
Brandon Paulson	At-large	Des Moines	12/31/2024
Susan Wells	At-large	Des Moines	12/31/2022
Emmanuel Smith	Paratransit	Des Moines	12/31/2022
Justin Bates	Paratransit	Des Moines	12/31/2024
Vacant	Rideshare		TBD

APPLICATION PROCESS:

- Utilized previous applications and rider outreach from the Transit Optimization Study public meetings to recruit riders who have an interest in serving on the committee.
- Online and paper application were made available publicly through a variety of methods. This included social media posts and targeted email outreach.
- 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.



CONSENT ITEM

7C: Transit Riders Advisory Committee (TRAC) Membership

PROPOSED NEW TRAC MEMBERS AND ALTERNATES:

First Name	Last Name	City	Representation	Slate
James	Hanold	West Des Moines	Express Route	Proposed New Member
William	Erixon	Des Moines	Local Route	Proposed New Member
Paul	Podbielski	Des Moines	Local Route	Proposed Alternate
Matt	Hardin	Des Moines	Local Route	Proposed Alternate
OPEN			Rideshare	Hold open for additional recruitment

RECOMMENDATION:

- Approve the two (2) recommended new TRAC members with terms commencing in March 2022



CONSENT ITEM



7D: Transportation Improvement Program (TIP) Amendments

Action: Approve TIP Amendments

Staff Resource: Timothy Ruggles, Grants Program Administrator

Background:

The Transportation Improvement Program (TIP) is a compilation of surface transportation projects that are eligible for federal aid within the planning area of the Des Moines Area Metropolitan Planning Organization (MPO). The TIP covers a period of no less than four years and is updated annually for compatibility with the Statewide Transportation Improvement Program (STIP).

- The TIP is a federal requirement which must be developed in coordination with the state and public transit providers and has to be fiscally constrained.
- DART capital and operating projects selected during the planning/budgeting process must be listed in the TIP with funding amount and source to be programmed in annual federal and state grants, both formula and discretionary.
- There are two types of revisions, amendments and administrative modifications. Amendments are considered major changes and require approval by the MPO board whereas administrative modifications are considered minor and can be approved by staff. DART was informed last year that going forward, all amendments must first be approved by the agency commission before they can be submitted to the MPO.
- TIP Amendments accepted by the MPO are then supplied to the state to be included in the Statewide Transportation Improvement Program (STIP).

Amendments:

DART is requesting the following amendments to the FY2022 TIP. These edits allow a reprogram of remaining funds from the FY2019 5307 formula grant to be used for the radio project and will allow DART to draw down and close out the grant in a timely manner. The proposed changes are cost neutral between the existing FY2022 TIP and upcoming FY2023 TIP.

- Formula Projects – Adjust funding between TIP elements.
 - Radio Replacement Project – This project reflects the primary purpose of amendment to utilize FY2019 grant funds toward the radio replacement project. This decreases the total in FY2023 by \$363,125 and shifts the increase to FY2022 total by the same amount.
 - Rideshare Vehicles – Adjustment to move funds from FY2019 grant projects to FY2022 grant projects. FY2022 TIP is impacted as an increase of \$600,000 for 19 vehicle replacements.
 - DCS Platform Signage – Move project funds from FY2019 grant to FY2022 grant. FY2022 TIP impacts are an increase to FY2022 funding in the following categories: Computer Hardware total by \$75,000, Computer Software total by \$25,000 and Miscellaneous Equipment total by \$25,000

Recommendation:

Approve the proposed amendments as submitted.



CONSENT ITEM



7E: Quarterly Investment Report

Action: Approve the recommended quarterly investment report for the second quarter of Fiscal Year 2022.

Staff Resource: Amber Dakan, Finance Manager

Background:

- DART began investing its reserve dollars in April 2016 with the intent to maximize the value of our assets.
- The 2nd quarter of FY2022 (October 1 – December 31, 2021) ended with \$5,590,965.92 in our investment portfolio.
- The current quarterly statement recognized \$2,779.01 in interest income.
- Portfolio assets are primarily held in a market-based savings deposit account. The quarter ended with a .20% interest rate. The Finance Staff continue to work with PMA to maximize earning interest vehicles.
- Attached within the packet is DART's Quarterly Investment Report.

Recommendation:

- Approve the recommended quarterly investment report for the second quarter of Fiscal Year 2022 (October 1 – December 31, 2021).



PMA Quarterly Statement

(39427-101) Investment Account

Statement Period

Oct 1, 2021 to Dec 31, 2021

Statement for the Account of:

Des Moines Area Regional Transit Authority

Des Moines Area Regional Transit Authority

Amber Dakan
620 Cherry Street
Des Moines, IA 50309



Des Moines Area Regional Transit Authority

Statement Period

Oct 1, 2021 to Dec 31, 2021

SDA / MMA TRANSACTION ACTIVITY

FEDERATED FUNDS			BEGINNING BALANCE			\$87,592.98
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
20973	10/25/21	Withdrawal		(\$83.33)		\$87,509.65
20995	10/31/21	Interest			\$1.86	\$87,511.51
21007	11/24/21	Withdrawal		(\$83.33)		\$87,428.18
21020	11/30/21	Interest			\$1.80	\$87,429.98
21041	12/31/21	Withdrawal		(\$83.33)		\$87,346.65
21066	12/31/21	Interest			\$1.86	\$87,348.51
TOTALS FOR PERIOD			\$0.00	(\$249.99)	\$5.52	
			ENDING BALANCE			\$87,348.51

BANK IOWA			BEGINNING BALANCE			\$5,500,843.92
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
247074	10/31/21	Interest			\$934.34	\$5,501,778.26
248092	11/30/21	Interest			\$904.50	\$5,502,682.76
249186	12/31/21	Interest			\$934.65	\$5,503,617.41
TOTALS FOR PERIOD			\$0.00	\$0.00	\$2,773.49	
			ENDING BALANCE			\$5,503,617.41

Questions? Please call 630 657 6400

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Des Moines Area Regional Transit Authority

Statement Period

Oct 1, 2021 to Dec 31, 2021

FIXED INCOME INVESTMENTS

INTEREST

Type	Holding ID	Transaction Date	Description	Interest
MMA	20995	10/31/21	Federated Funds	\$1.86
SDA	247074	10/31/21	Savings Deposit Account - BANK IOWA	\$934.34
MMA	21020	11/30/21	Federated Funds	\$1.80
SDA	248092	11/30/21	Savings Deposit Account - BANK IOWA	\$904.50
MMA	21066	12/31/21	Federated Funds	\$1.86
SDA	249186	12/31/21	Savings Deposit Account - BANK IOWA	\$934.65
Totals for Period:				\$2,779.01



Des Moines Area Regional Transit Authority

Statement Period
Oct 1, 2021 to Dec 31, 2021

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
MMA		21066-1		12/31/21		Federated - Government Obligations Fund	\$87,348.51	0.03%	\$87,348.51	\$87,348.51
SDA	CC	249186-1		12/31/21		Savings Deposit Account - BANK IOWA	\$5,503,617.41	0.20%	\$5,503,617.41	\$5,503,617.41
Totals for Period:							\$5,590,965.92		\$5,590,965.92	\$5,590,965.92

Deposit Codes:
5) Promontory

Weighted Average Portfolio Yield: 0.000 %
Weighted Average Portfolio Maturity: 0.00 Days

Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
MMA	1.57%	\$87,348.51	Money Market Account
SDA	98.43%	\$5,503,617.41	Savings Deposit Account

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

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

"Rate" is the Net Yield to Maturity.

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

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

Questions? Please call 630 657 6400

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Quarterly Statement

About Your Account and Statement

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

Fixed Rate Investment Activity

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

Money Market Fund

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

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

Additional Disclosures

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

Debt Securities

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

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

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

How to Contact PMA

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

How to Contact Pershing, LLC

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

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

Questions? Please call 630 657 6400

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



ACTION ITEM



7F: December FY2022 Consolidated Financial Report

Action: Approve the December 2021 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue year to date is 7.9% ahead of budget projections. Other Contracted Services, Unlimited Access, Reduced Fare Passes and Cash Fares account for the accelerated revenues.
- Fixed Route Non-Operating revenue is ahead of budget by 11.5% year to date. CARES funding, State Operating Assistance, and FTA Lease Funds are tracking ahead of budget.
- Paratransit Operating revenue is trending above budget by 63.8%. All categories are at or exceeding budget with Polk County Funding being the highest driver.
- Paratransit Non-Operating revenue is 27% under budget year to date resulting from grant fund timing.
- Rideshare revenues are 9.4% above budget year to date. December concluded the TPI partnership, however revenue from passenger fares continue to exceed budget.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are seeing a 6.1% savings year to date in comparison to budget projections. Salaries, Wages & Fringes, Fuel & Lubricants, and Equipment Repair Parts are the categories that continue seeing the most savings year to date.
- Paratransit Budget Summary – Operating expenses are .2% over budget. Fuel & Lubricants, and Insurance-Vehicle & Other are the two categories seeing the most savings year to date. Salaries, Wages & Fringes and Equipment Repair Parts are two categories with slight increases over budget.
- Rideshare Budget Summary – Rideshare has a budget savings of 12.6% year to date. Services and Salaries, Wages, & Fringes and Equipment Repair Parts continue to see the highest savings.

Recommendation:

- Approve the December FY2022 Consolidated Financial Report.

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

Fixed Route	\$	2,898,353	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(312,523)	\$188,605.40
Rideshare	\$	<u>(52,320)</u>	
Total	\$	2,533,510	

FY2022 Financials: December 2021

FIXED ROUTE	December 2021			Year-To-Date-(6) Months Ending 12/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	271,810	346,217	(74,407)	2,242,287	2,077,300	164,987
Non-Operating Revenue	3,096,913	2,472,240	624,672	16,532,966	14,833,442	1,699,525
Subtotal	3,368,722	2,818,457	550,265	18,775,254	16,910,742	1,864,512
Operating Expenses	2,818,819	2,818,457	(362)	15,876,900	16,910,742	1,033,841
Gain/(Loss)	549,903	-	549,903	2,898,353	-	2,898,353

PARATRANSIT	December 2021			Year-To-Date-(6) Months Ending 12/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	43,036	29,075	13,961	285,716	174,450	111,266
Non-Operating Revenue	197,866	261,022	(63,156)	1,145,398	1,566,132	(420,734)
Subtotal	240,901	290,097	(49,196)	1,431,113	1,740,582	(309,468)
Operating Expenses	393,239	290,097	(103,142)	1,743,636	1,740,582	(3,055)
Gain/(Loss)	(152,337)	-	(152,337)	(312,523)	-	(312,523)

RIDESHARE	December 2021			Year-To-Date-(6) Months Ending 12/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	24,951	30,000	(5,049)	196,841	180,000	16,841
Non-Operating Revenue	-	17,508	(17,508)	-	105,049	(105,049)
Subtotal	24,951	47,508	(22,557)	196,841	285,049	(88,208)
Operating Expenses	36,962	47,508	10,546	249,161	285,049	35,888
Gain/(Loss)	(12,011)	-	(12,011)	(52,320)	-	(52,320)

SUMMARY	December 2021			Year-To-Date-(6) Months Ending 12/31/2021		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	339,796	405,292	(65,496)	2,724,844	2,431,750	293,094
Non-Operating Revenue	3,294,778	2,750,770	544,008	17,678,364	16,504,622	1,173,742
Subtotal	3,634,574	3,156,062	478,512	20,403,208	18,936,372	1,466,836
Operating Expenses	3,249,020	3,156,062	(92,958)	17,869,698	18,936,372	1,066,674
Gain/(Loss)	385,554	-	385,554	2,533,510	-	2,533,510



ACTION ITEM



8A: FY2023 Budget Public Hearing Date

Action: Approve the Public Hearing on the FY2023 Budget

Staff Resource: Kent Farver, Chief Financial Officer

Background:

- Staff began preparing the FY2023 DART Budget this past fall and apprised the DART Commission regularly on the revenue and expense assumptions used to develop the proposed budget.
- A workshop was held with Commission members on January 28th where staff outlined the proposed FY2023 Budget in detail.
- The staff also met with the member government city managers on January 31st following the same format as the commission workshop.
- Updated summary revenue and expense charts for the proposed FY2023 budget based on the feedback from the DART Commission budget workshop are attached.
- Per the 28M Agreement, the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget. A public hearing on the proposed budget is scheduled for:

Tuesday, March 1, 2022
12:00 P.M.
DART Offices – 620 Cherry Street
Des Moines, Iowa 50309

- The hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider adoption of the FY2023 budget in advance of the 28M Agreement’s deadline of March 15, 2020.

FY2023 Budget:

- Over the last 18 months, DART staff have continued to respond to COVID-19 challenges and corresponding personnel shortages to provide public transportation to those who need it as safely and efficiently as possible. The DART FY2023 budget aims to continue these restorative and improvement efforts over the next year with the following strategic initiatives:
 - Preparation of a 5-year financial plan and budget that focuses on historical accounting from 2017 – present. PFM will assist in the financial planning process and this work will begin following the completion of the annual financial audit and the Federal Transit Association (FTA) Triennial review process which are occurring this winter and early spring. This financial planning will incorporate the property tax levy amount not increasing by more than the change in overall valuation amounts.



ACTION ITEM

8A: FY2023 Budget Public Hearing Date

- Funding diversification will remain a top legislative priority. The current focus is on a local option transit hotel-motel tax that would provide property tax levy rate reductions for member communities by as much as \$.10 to \$.50 per \$1,000 valuation.
- Implementation through recommendations learned from the Transit Optimization Study. The recommendations that were finalized in FY2022 will be implemented during the end of FY2022 and throughout FY2023.
- Addressing the Mobility on Demand structure and service delivery that DART administers including Flex Connect, Paratransit (Contracted and ADA), Microtransit, and On Call. The new budget includes 1.5 new employee positions in order to accommodate the new structure and growth that is occurring in these areas.
- Implementation of safety projects, including the system wide radio upgrade and the installation of protective barriers for the Operators.
- Fleet diversification and optimization including the introduction of light duty vehicles into the Mobility on Demand fleet.
- Continue to work through the process of finding a suitable location so that the necessary historical and environmental reviews can be completed for an approved location for the construction of a new operations and maintenance facility for DART. Upon completion of this work, further design and development work can move forward.
- FY2022 revenue assumptions include:
 - Residential rollback 54.1302%, Commercial rollback 90%.
 - Multi-Residential rollback decreased to 63.75% and will match Residential rollback in the next budget year. Impact of \$579,800 in FY 2023 and approx. \$2.5M cumulatively.
 - Property tax valuation growth for member communities averaged 5.8%.
 - Implementation year two of new property tax formula used to calculate DART levy rates. Rates are based 80% on old formula and 20% on new formula.
 - Farebox revenues estimated at 10% growth over FY2022 trends.
 - Loss of \$120,000 in property tax backfill due to new legislation (7-year phase out).
 - CARES Act funding is budgeted to cover expenses and revenue shortfall - \$4.5 Million.
- FY2022 expenditure assumptions include:
 - Maintain existing service levels (MOD pilot projects are included).
 - 8% premium increase in health insurance expense for employees currently enrolled.
 - 12% premium increase in property insurance.
 - IPERS rates steady at FY2022 levels.
 - Retention and market costs for front line staff are increasing (operators and maintenance staff).
 - 1 1/2 FTEs included for Mobility on Demand Department.
 - Increased maintenance expense due to increase in number of shelters.



ACTION ITEM

8A: FY2023 Budget Public Hearing Date

- CARES Act funding is budgeted to cover increased expenses and estimated revenue shortfall.
- Local match budgeted to meet needs for FY2023 FTA formula funding

Recommendation:

- Approve the Public Hearing on the FY2023 Budget.



ACTION ITEM



8B: Bus Shelter and Bench Purchase

Action: Approve the purchase of bus shelters and benches from Tolar Manufacturing at a cost Not to Exceed \$650,000.

Staff Resource: Luis Montoya, Chief Planning Officer

Background:

- In December 2021, the Commission approved a five (5) year contract with Tolar Manufacturing to provide transit bus shelters.
- In 2022, DART plans to install approximately twenty-six (26) bus shelters with associated amenities, as well as and twenty (20) benches at bus stops.
- These items will be purchased in 2-3 batches, depending on project readiness.
- Most of the shelters will integrate colored art glass.
- Stand-alone benches at bus stops have not previously been a focus for DART, but are a cost effective solution at moderate ridership bus stop locations or where public right-of-way is too limited for a full bus shelter.
- The City of Des Moines is discontinuing their contract with an advertising firm that currently deploys benches at roughly 100 bus stops. DART staff are working with Des Moines City staff on a plan for DART to install benches at some of the locations where advertising benches will be removed. Ten (10) such locations are planned for 2022 as part of this purchase approval.
- The useful life of the bus shelters and benches is ten (10) years.
- The installation of bus shelters and benches will be completed by a separate contractor at an additional cost, through a contract previously approved by the Commission.

Procurement:

- DART conducted a request for proposals in September and October 2021 for the contract to produce and deliver bus shelters and associated amenities (i.e., glass, art glass, solar power option, benches).
- Tolar Manufacturing was awarded the contract to provide the shelters for the following reasons:
 - Strong references among the industry
 - Demonstrated high quality design and strength of materials
 - Aesthetic match to current DART shelters already erected
 - Lowest shelter pricing submitted amongst the proposals
- Pricing average =
 - \$16,420 per shelter (including solar)
 - \$6,600 art glass



ACTION ITEM

8B: Bus Shelter and Bench Purchase

- \$800 per bench
- 5% contingency

Funding:

- Funding for the shelters, art glass and benches will come from DART's capital improvement budget and the corresponding local match, a Transportation Alternatives Program grant from the MPO, a grant from Bravo Greater Des Moines, as well as revenue generated from the Center Street Parking Garage.

Recommendation:

- Approve the purchase of bus shelters and benches from Tolar Manufacturing at a cost Not to Exceed \$650,000.



DISCUSSION ITEM



9A: Transit Optimization Study Update

Staff Resources: *Luis Montoya, Chief Planning Officer*

- Staff will provide a final version of the Transit Optimization Study for the Commission to consider for adoption at its March 2022 meeting.



DISCUSSION ITEM



9B: Electric Bus Pilot - Year One Update

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

- Staff will provide an update on the Electric Bus Pilot, sharing data and information about performance and next steps following the one-year anniversary of having the buses in service.



DISCUSSION ITEM



9C: Mobility Coordinator Update

Staff Resource: Catlin Curry, Mobility Coordinator

-
- DART's Mobility Coordinator will provide an update on recent community outreach and mobility training activities completed to-date in fiscal year 2022.



MONTHLY REPORT



10A: Monthly Performance Report - December 2021

Staff Resource: *Nate Bleadorn, Business Intelligence Manager*

Summary of December 2021 Monthly Performance:

- Ridership was down in December compared to the previous months due to the Holiday Season and other non-school days, but it was still up significantly compared to this same time last year. Total December ridership was up 41% compared to December 2020. Fixed route was up 42% and Paratransit was up 79%. RideShare was flat in ridership from November, and is still sitting above last year's level.
- In total for the fiscal year, preventable accidents occurred at a rate of 1.03 per 100,000 miles, which is up compared to last year and slightly above our target of 1 per 100,000 miles. Non-preventable accidents occurred at a rate of 0.80 per 100,000 miles, which is an improvement over last year.
- On-Time Performance has saw a slight increase at 86.01% for the month and 84.91% for the year, which is just below our benchmark of 85%.
- Fixed Route operating costs per revenue hour are \$128.98 this fiscal year to date which meets our goal of \$150. These costs are down 1% compared to December of last year, and just over a dollar higher than FY 21 YTD.
- Road calls per 100,000 miles, where our buses need service while in operation, are down 16.8% this fiscal year compared to last year. December saw a decreased number of Calls/100K miles after a higher month in November.



Performance Summary - December 2021

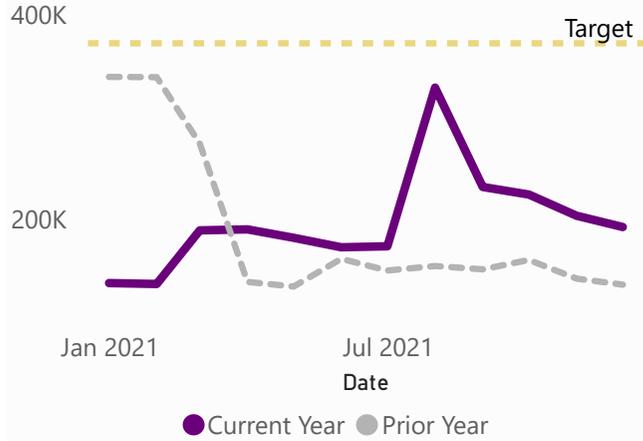
1/1/2021

12/31/2021

Ridership

Monthly **192,815** YTD **1,356,350**

FY21: 136,483 (+41.27%) FY21: 895,922 (+51.39%)



Preventable Accidents/100k Miles

Monthly **0.86** YTD **1.03**

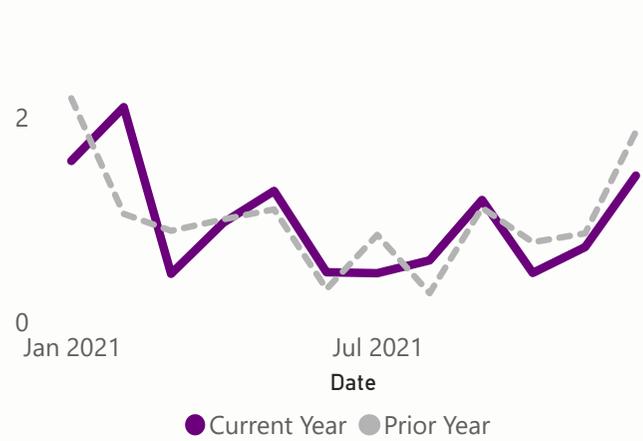
FY21: 0.27 (-222.91%) FY21: 0.74 (-40.47%)



Non-Preventable Accidents/100k

Monthly **1.43** YTD **0.80**

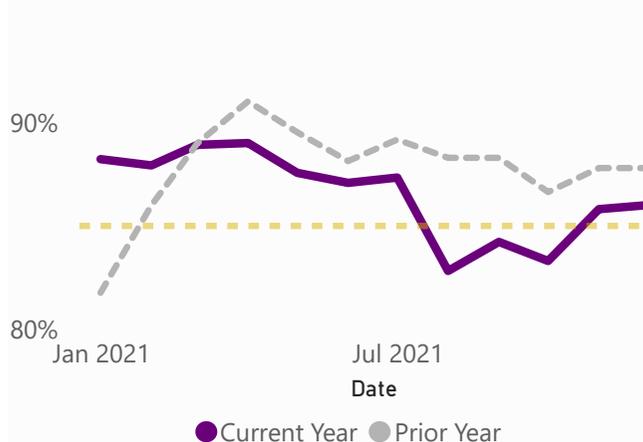
FY21: 1.86 (+23.12%) FY21: 0.97 (+17.67%)



On-Time Performance

Monthly **86.01%** YTD **84.91%**

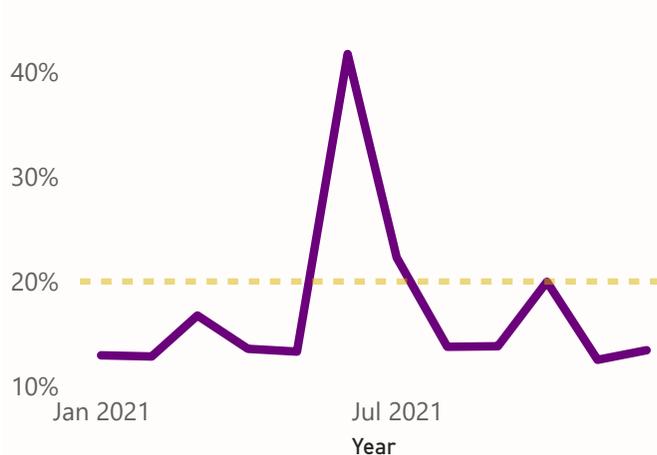
FY21: 87.81% (-2.04%) FY21: 88.00% (-3.52%)



Farebox Recovery Ratio

Monthly **13.43%** YTD **16.07%**

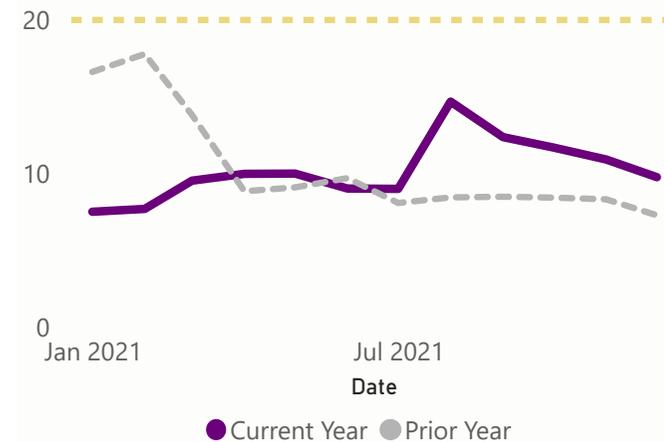
FY21: 10.44% (+28.63%) FY21: 11.98% (+34.17%)



FR Passengers / Revenue Hour

Monthly **9.75** YTD **11.50**

FY21: 7.27 (+34.16%) FY21: 8.16 (+40.87%)





Fixed Route Performance

6/1/2021 12/31/2021

Ridership

Monthly

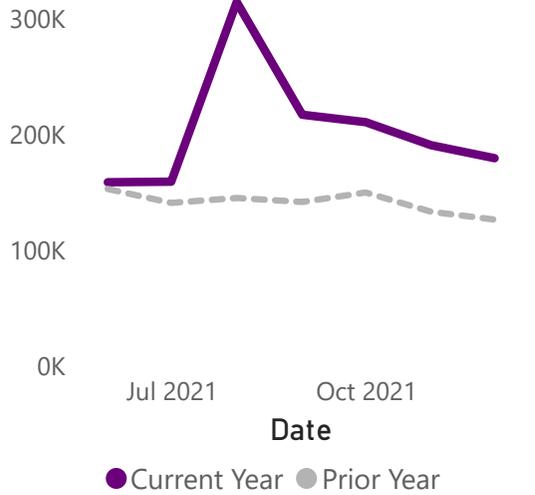
179,382

FY21: 126,378 (+41.94%)

YTD

1,270,704

FY21: 836,722 (+51.87%)



On-Time Performance

Monthly

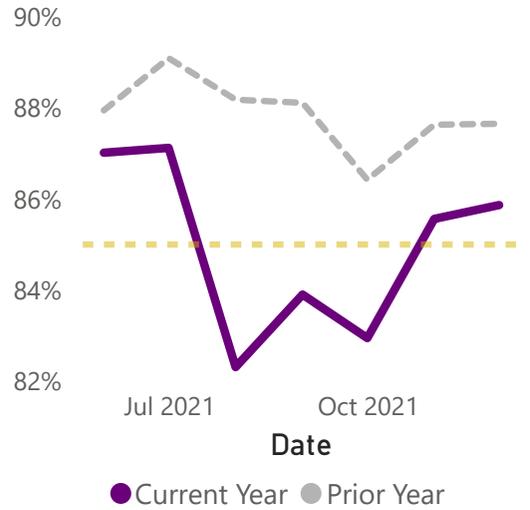
85.87%

FY21: 87.65% (-2.04%)

YTD

84.60%

FY21: 87.84% (-3.68%)



Operating Cost/Rev. Hour

Monthly

\$127.81

FY21: \$129.41 (+1.24%)

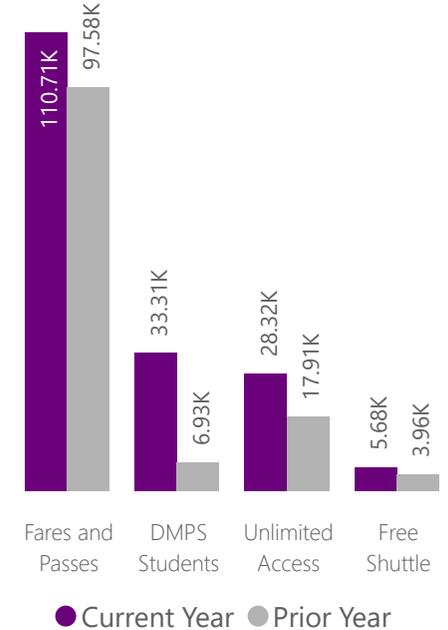
YTD

\$128.98

FY21: \$127.49 (-1.17%)



Monthly Ridership by Fare Group



Preventable Acc./100k

Monthly

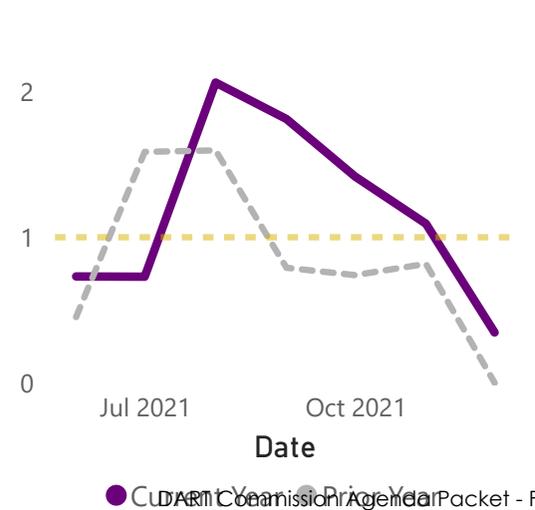
0.35

FY21: 0.00

YTD

1.27

FY21: 0.91 (-39.06%)



Non-Preventable Acc./100k

Monthly

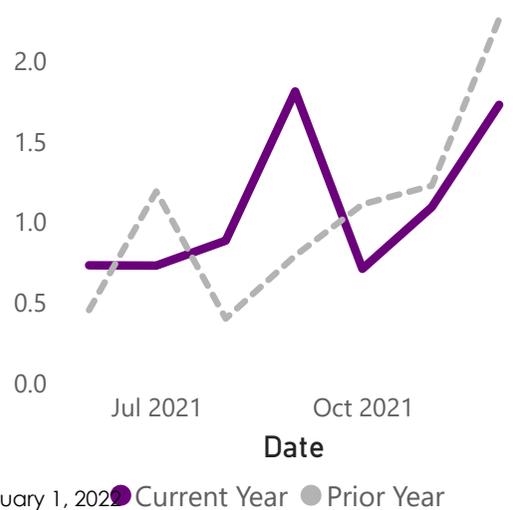
1.73

FY21: 2.26 (+23.59%)

YTD

1.15

FY21: 1.17 (+1.67%)



Road Calls/100k Miles

Monthly

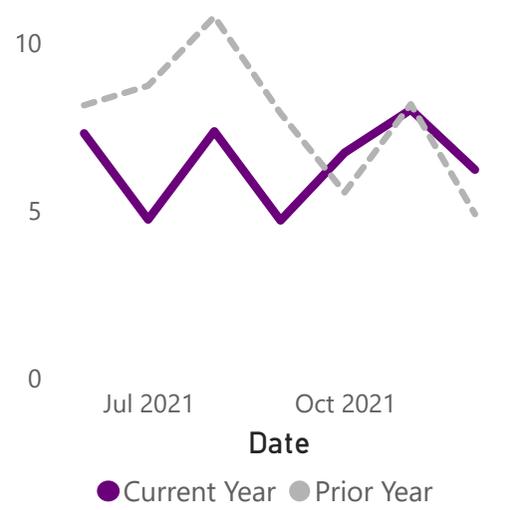
6.22

FY21: 4.90 (-26.95%)

YTD

6.34

FY21: 7.62 (+16.8%)



Complaints/100k Passengers

Monthly

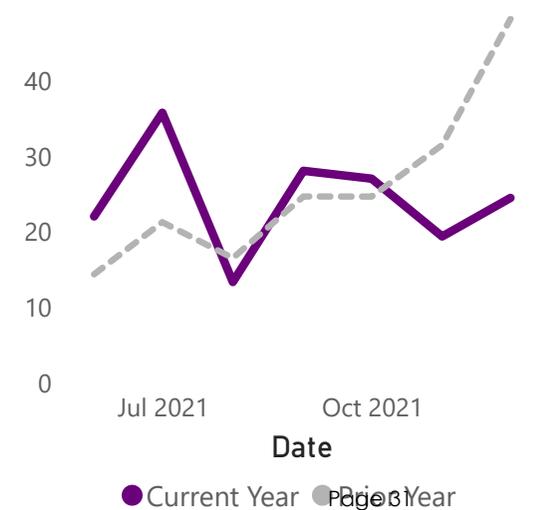
24.53

FY21: 48.27 (+49.18%)

YTD

23.45

FY21: 27.37 (+14.31%)





Paratransit Performance

6/1/2021 12/31/2021

Ridership

Monthly

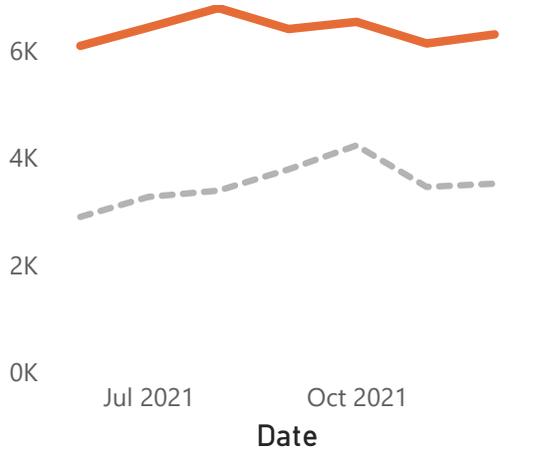
6,307

FY21: 3,518 (+79.28%)

YTD

38,626

FY21: 21,650 (+78.41%)



● Current Year ● Prior Year

On-Time Performance

Monthly

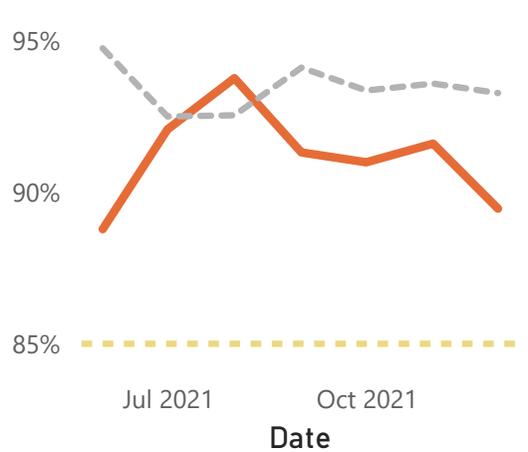
89.46%

FY21: 93.27% (-4.09%)

YTD

91.57%

FY21: 93.24% (-1.79%)



● Current Year ● Prior Year

Operating Cost/Passenger

Monthly

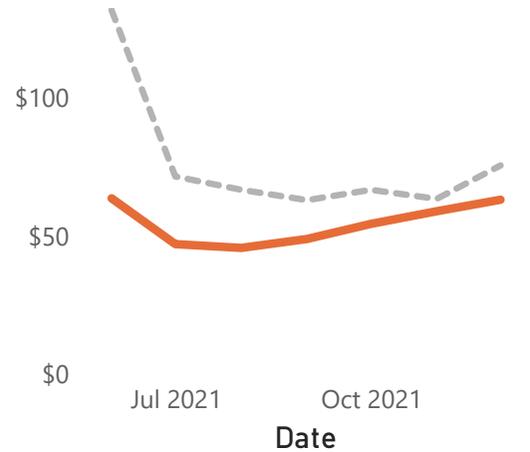
\$63.12

FY21: \$75.54 (+16.44%)

YTD

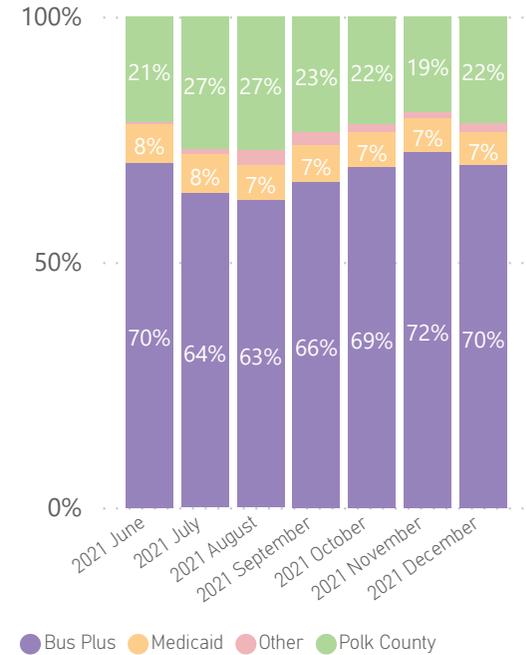
\$52.88

FY21: \$67.70 (+21.9%)



● Current Year ● Prior Year

Paratransit Customer Type Breakdown



Preventable Acc./100k

Monthly

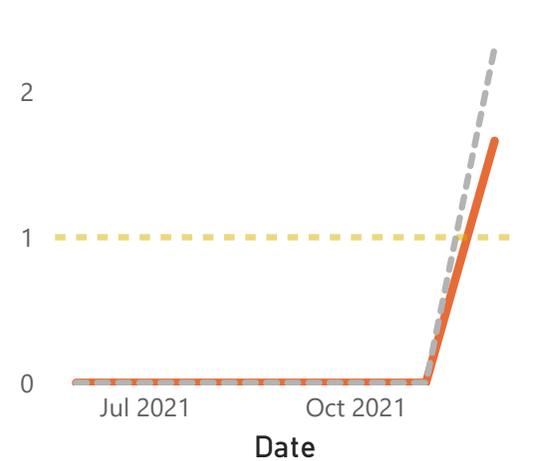
1.66

FY21: 2.30 (+27.74%)

YTD

0.28

FY21: 0.39 (+28.24%)



● Current Year ● Prior Year

Non-Preventable Acc./100k

Monthly

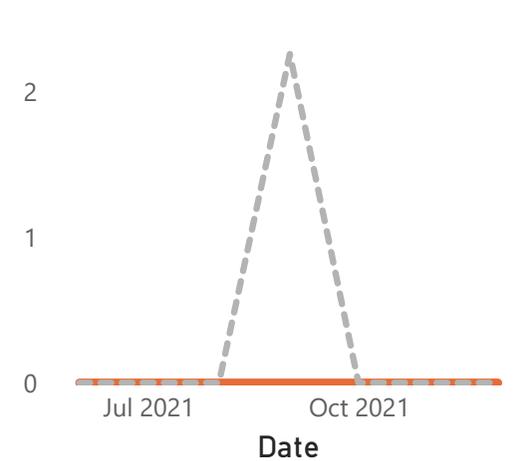
0.00

FY21: 0.00

YTD

0.00

FY21: 0.39 (+100%)



● Current Year ● Prior Year

RideShare - Ridership

Monthly

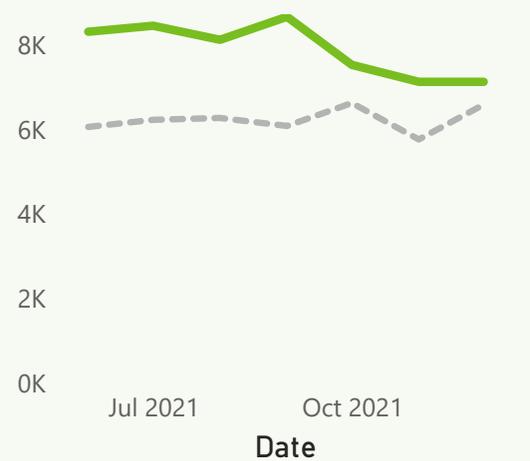
7,126

FY21: 6,587 (+8.18%)

YTD

47,020

FY21: 37,550 (+25.22%)



● Current Year ● Prior Year

RideShare - Op. Cost/Passenger*

Monthly

\$12.46

FY21: \$10.22 (-21.9%)

YTD

\$11.09

FY21: \$10.32 (-7.5%)



● Current Year ● Prior Year

DAW Commission Agency Packet - February 1, 2022



Route Details

Month

December 2021

Program	Route	Month Ridership	Month Last Year	YTD Ridership	Last Year YTD Ridership	YTD Change	YTD Change %	YTD Passengers/Revenue Hour	YTD On-Time Performance
1. Local	#1 - Fairgrounds	8,401	5,291	198,388	33,563	164,825	491.1%	23.09	69.55%
	#3 - University	19,455	17,163	119,202	113,644	5,558	4.9%	12.98	86.78%
	#4 - E. 14th	8,363	6,220	53,693	38,833	14,860	38.3%	10.34	90.73%
	#5 - Franklin Ave/Johnston	5,943	3,025	37,506	21,184	16,322	77.0%	7.96	87.51%
	#6 - Indianola	14,478	7,939	90,812	56,623	34,189	60.4%	14.28	87.70%
	#7 - SW 9th St.	19,360	13,476	125,869	93,280	32,589	34.9%	21.00	90.35%
	#8 - Fleur Dr.	1,928	878	11,894	5,091	6,803	133.6%	12.27	76.74%
	#10 - East University	716	503	5,140	3,252	1,888	58.1%	5.86	85.00%
	#11 - Ingersoll/Valley Junction	1,093	724	6,811	5,158	1,653	32.0%	6.94	66.06%
	#13 - Evergreen	2,821	189	15,763	1,106	14,657	1325.2%	26.41	84.71%
	#14 - Beaver Ave.	10,144	6,266	63,573	41,301	22,272	53.9%	12.17	85.90%
	#15 - 6th Ave.	12,099	8,006	75,786	52,324	23,462	44.8%	14.59	77.71%
	#16 - Douglas Ave.	19,004	15,422	118,744	98,040	20,704	21.1%	13.13	83.37%
	#17 - Hubbell Ave.	13,401	10,469	84,786	70,709	14,077	19.9%	10.51	86.78%
	#50 - Euclid	4,312	3,102	22,878	20,632	2,246	10.9%	5.64	93.25%
	#52 - Valley West/Jordan Creek	7,322	6,212	45,022	37,079	7,943	21.4%	6.89	86.32%
	#60 - Ingersoll/University	17,367	13,158	112,556	85,686	26,870	31.4%	12.67	82.63%
	#72 - West Des Moines Loop	2,504	2,489	17,233	16,896	337	2.0%	3.45	79.41%
	#74 - NW Urbandale	248	209	1,811	1,219	592	48.6%	2.25	83.64%
2. Shuttle	Link Shuttle	130	90	3,130	693	2,437	351.7%	1.83	96.25%
	Downtown Shuttle	5,365	3,715	33,316	26,851	6,465	24.1%	7.14	89.62%
3. Express	#92 - Hickman	279	145	2,485	1,510	975	64.6%	1.93	78.48%
	#93 - NW 86th	503	218	3,300	1,603	1,697	105.9%	2.44	85.30%
	#94 - Westown	419	234	2,527	1,577	950	60.2%	4.84	88.13%
	#95 - Vista	101	123	858	840	18	2.1%	1.91	79.35%
	#96 - E.P. True	502	230	3,160	1,582	1,578	99.7%	3.70	80.18%
	#98 - Ankeny	1,502	664	9,858	4,261	5,597	131.4%	4.40	81.80%
	#99 - Altoona	338	156	2,236	1,658	578	34.9%	2.26	82.75%
5. On Call	Ankeny		62	582	496	86	17.3%	3.50	79.49%
	NW Johnston / Grimes								
	Regional			46	31	15	48.4%	2.92	99.47%
Cab	Paratransit: Taxi	503	136	3,353	1,103	2,250	204.0%	5.00	
Paratransit	Paratransit: Bus/Van	5,582	3,382	34,881	20,547	14,334	69.8%	1.84	91.57%
RideShare	RideShare		6,587	39,894	37,550	2,344	6.2%	4.24	
Total		184,183	136,483	1,347,093	895,922	451,171	50.4%	9.66	84.91%



10B: Quarterly Financial Report, October 1 - December 31, 2021

Staff Resource: Amber Dakan, Finance Manager

Revenue

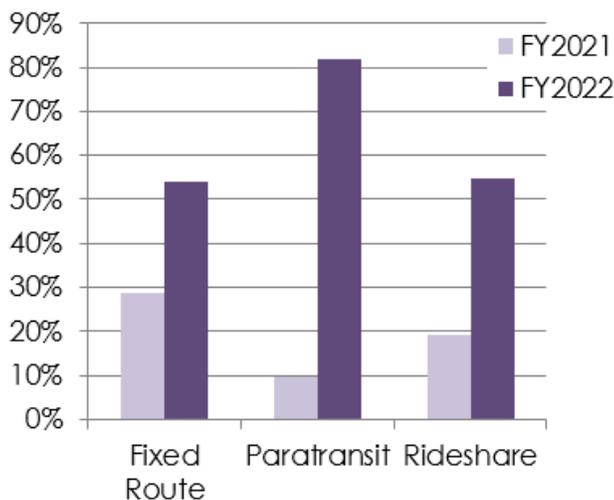
Operating Revenue

- Fixed Route Operating Revenue year to date for the second quarter of the fiscal year performed at 53.97% of the annual budget. This is higher than FY21 levels of 28.55% largely due to the ongoing recovery from COVID-19. Most categories with the exception of Monthly passes and Full & Reduced Fare Tokens have experienced increases in comparison to the prior year.
- Paratransit Operating Revenue for Quarter 2 year to date of FY22 is 81.89% of budget. This is a large improvement over FY21 which performed at 9.60%. In terms of dollars, FY22 collected approximately \$158,000 more than the prior year's quarter. The slow recovery from the impact on COVID-19 was evident in all categories of operating revenue.
- RideShare Operating Revenue for FY22 is up compared to FY21 at 54.68% and 19.31% respectively for the second quarter year to date. This equates to an increase of approximately \$39,500 for the quarter.



**Operating Revenue, Percent of Budget
July – December**

Operating Revenue



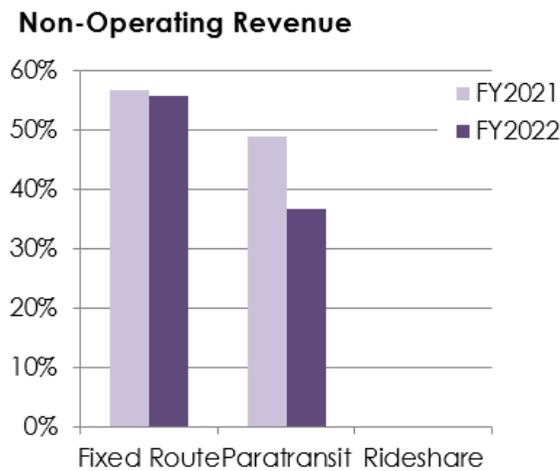


Non-Operating Revenue

- Fixed Route Non-Operating Revenue for Q2 of FY22 is slightly lower than FY21's second quarter year to date at 55.73% and 56.65% respectively. The differentiation is an increased budget in the current year in FY22 compared to FY21.
- Paratransit Non-Operating Revenue for FY22 year to date is slightly under performing as compared to the prior year at 36.57% and 48.76% respectively. In terms of dollars, this is a difference of approximately \$49,900 and is a result of an increased budget and less grant dollars drawn. Finance staff plan to do a CARES grant draw for Paratransit in the third quarter of the fiscal year.
- RideShare did not have any Non-Operating Revenue in the second quarter as well is in the prior year second quarter.



Non-Operating Revenue, Percent of Budget July – December





Expenses

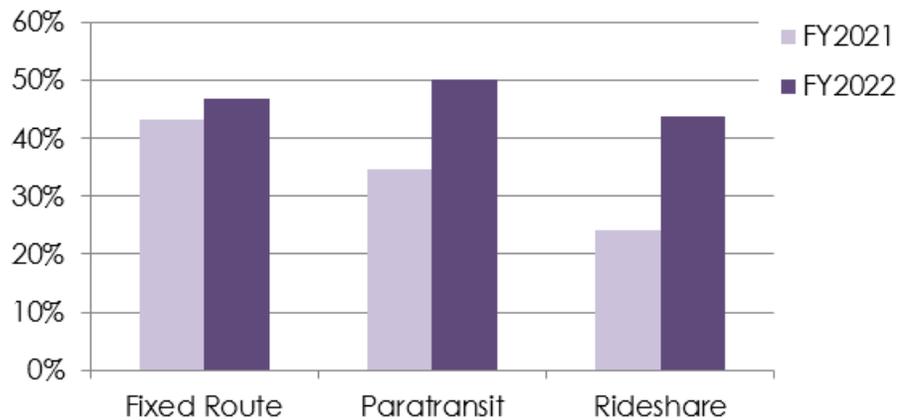
- Fixed Route Operating Expenses as a percentage of budget is higher in FY22 than it was as compared to FY21. Second quarter FY21 year to date utilized 43.24% of the expense budget while FY22 is 46.94% of budget utilization for the same period.
- Paratransit Operating Expense is up as a comparison of budget in FY22 over FY21. Second quarter FY22 Operating Expenses were 50.08% and 34.58% in FY21. Salaries, Wages, & Fringes, Fuels and Lubricants, Tires, Equipment Repairs Parts, Supplies and Materials, Purchased Transportation Services and Misc. Departmental Expenses are all higher than the prior year's usage. These categories are all a factor and in alignment with operator wage adjustments and ridership increasing correlating to increased direct expenses.
- RideShare operating expense utilization in the current year has increased in the current year over the prior year as some vanpools have returned to the workplace. Quarter 2 of FY22 year to date is a 43.70% utilization as compared to FY21 at 24.08%. Most categories are seeing an increase over the prior year, namely Salaries, Wages & Fringes, Fuel & Lubricants and Misc. Departmental Expenses.



Expenses, Percent of Budget

July – December

Expenses





DISCUSSION ITEM



10C: Quarterly Safety Report – Q2 FY 2022

Staff Resource: Pat Daly, Safety Manager

Agency Safety Plan Safety Performance Safety Targets

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

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

FY 2022 Safety Performance Targets							
Mode of Transit Service	Fatalities	Fatalities per 100/K Miles	Injuries	Injuries per 100/K Miles	Safety Events	Safety Events per 100/K Miles	System Reliability (Major Road Calls)
Fixed Route							
FY 22 - Target	0	0	10.0	1.25	12.0	1.50	10,500
FY 22 - Actual	0	0	3.0	.54	5.0	0.54	17,059.19
FY 21 - YTD	0	0	2.0	.20	5.0	0.49	14,225.03
Paratransit							
FY 22 - Target	0	0	2.0	1.0	2.0	0.4	400,000
FY 22 - Actual	0	0	0.0	0.0	0.0	0.0	31,419.94
FY 21 - YTD	0	0	0.0	0.0	0.0	0.0	-----
Rideshare							
FY 22 - Target	0	0	1.0	1.0	1.0	0.17	138,000
FY 22 - Actual	0	0	0.0	0.0	1.0	0.26	-----
FY 21 - YTD	0	0	0.0	0.0	1.0	0.00	-----
Taxi							
FY 22 - Target	0	0	1.0	1.0	1.0	0.17	7,400
FY 22 - Actual	0	0	0.0	0.0	0.0	0.00	-----
FY 21 - YTD	0	0	0.0	0.0	0.0	0.00	-----

DISCUSSION ITEM

10C: Quarterly Safety Report – Q2 2022



Safety Performance Targets

For the second quarter there were a total of two safety events. Fixed route saw a non-preventable motor crash after which the other vehicle was towed from the scene. A fixed route passenger also incurred a non-preventable fall on a bus and was transported to a hospital by EMS.

Preventable Vehicle Accidents

For FY 22, DART has the goal of less than 1.00 preventable accident per 100/K miles of revenue service. Through the end of the second quarter, we were at 1.03 preventable accidents per 100/K of revenue service which is an improvement over the 1st quarter.

We continue to review and analyze preventable accident data and develop recommendations to address any trends.



MONTHLY REPORT



11A: Operations Team Report

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

Maintenance – Keith Welch, Fleet Manager

- **New Flyer Bus Order:** DART has received all 10 New Flyer 40' buses and all were put into service the week of January 19, 2022.
- **Supply Chain Impacts:** DART's fleet maintenance department continues to be impacted by parts shortages due to supply chain challenges that have resulted from the COVID-19 pandemic. Staff are monitoring inventory closely, adjusting ordering as needed, and scenario planning to do everything possible so that this shortage doesn't have an impact on regularly scheduled service.
- **Supply Cost:** DART has seen an increase in cost in parts (20%), tires (7-10%), and petroleum oil lubricants, such as grease and transmission fluid (40%). Staff continues to monitor and adjust ordering as needed.
- **New Light-Duty Buses:** Following last month's Commission approval of the purchase of seven (7) New England Wheels Front Runner Light-Duty buses from Hogleund Bus Co., staff are working on design and layout of these buses to get an order placed as soon as possible.

Transportation – Steve Wright, Transportation Manager

- **Service Reductions:** The light is closer to the end of the tunnel as it relates to our operator shortages. Training classes continue to move forward, and we are starting to see new operators on the road. With that said, we have seen a drastic uptick in Covid amongst operators and have had to temporarily reduce service on a few routes that will result in a minimal customer impact to build extra capacity during this time.
- **Paratransit Project Update:** As staff continue to work with consultants to improve the efficiency and effectiveness of DART's paratransit service, one area we are looking at this month is the continuing issues we see with the taxi service, as well as creating process inspection on weekend trip bookings.
- **Weather Event:** With the major snow event January 15-16, we were very proud that there were only two minor incidents with no injuries. Planning and preparation included reminding operators of winter driving safety tips, especially as we have many new operators on the road.

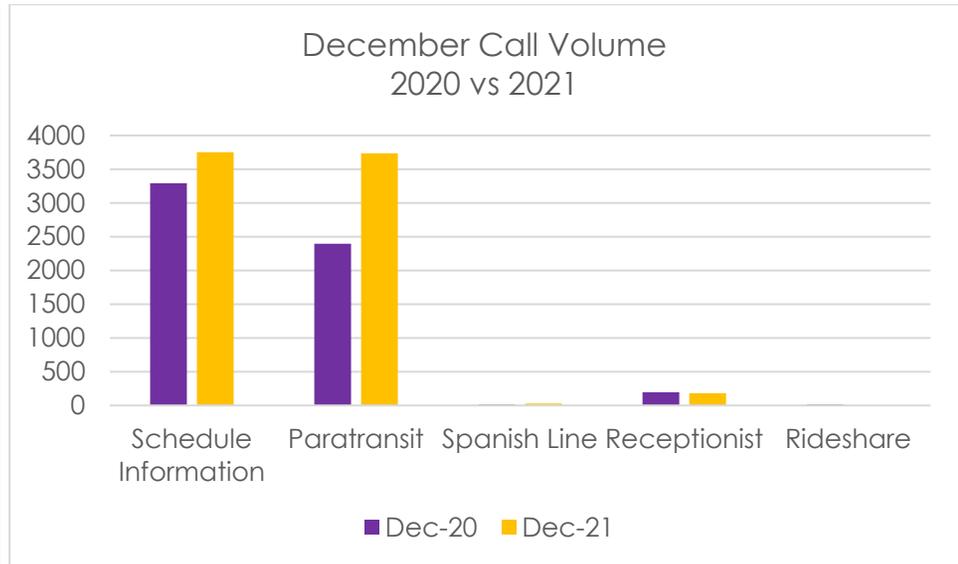
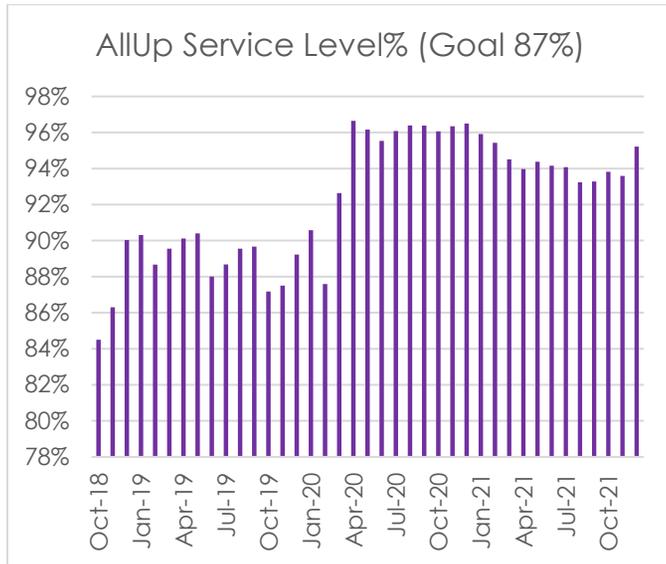
Facilities – Zach Ashmore, Facilities Manager

- **Stop and Shelter Snow Removal:** Staff continues to work both internally and with external partners to remove snow at shelters and high-frequency stops. The first two snows went well and have helped staff improve routes and processes for snow removal.
- **Security Updates:** DART staff, DMPD and American Security hold quarterly safety meetings to proactively discuss trends, issues management, and continue to improve processes and procedures. With the cold weather, there has been an uptick in loitering and other issues at DART Central Station. This is being addressed by ensuring that security is more visible as well as balancing enforcement of unacceptable behavior with care for customers.

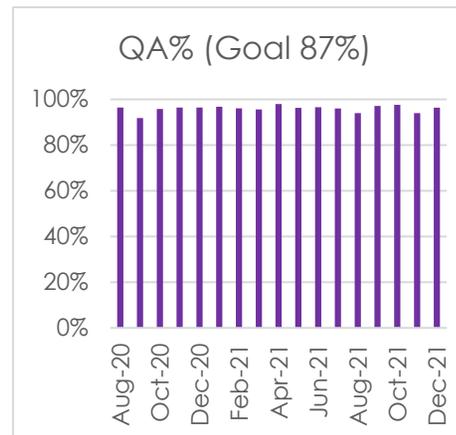
MONTHLY REPORT
11A: Operations Team Report



Customer Experience – Ashley Caruthers, Customer Experience Manager



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



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



MONTHLY REPORT



11B: Planning Team Report

Staff Resources: Luis Montoya, Chief Planning Officer

- **Transit Optimization Study:** The project team prepared a final report which brings together the various pieces of technical work and public input that had been reviewed with the Commission includes the existing conditions and market analysis, public input and recommendations.
- **DART on Demand (Microtransit) Pilot:** Service launched in Ankeny on November 15th, a table below shows key performance metrics for the first three weeks of January. Ridership has been steady, if slightly higher than December, and about 7 new people are trying the service each week. Average wait times are roughly 20 minutes, but in the early afternoons on some days rider demand is exceeding our ability to provide trips, which we will continue to monitor.

Week		Ridership				Customer Experience			Service Adoption			
		Number of Trips	Number of Passengers	Total Unique Riders (who booked)	First Time Users (who booked)	No Proposed Trip Available (percent of requests)	Average Wait Time: on-demand only	Average Ride Duration	Booking Method	Unique Mobile On-Demand Customers	Accounts Created (total)	
Jan. 3-7	Week	77	92	30	11	45	22.7 minutes	10.3 Minutes	Call-In: 38%	10	27 New	
	Cumulative	535	660		80	24%			Mobile: 61%			330 Total
									Web: 1%			
Jan. 10-14	Week	99	115	33	7	26	23.4 minutes	8.7 Minutes	Call-In: 37%	11	31 New	
	Cumulative	634	775		87	12%			Mobile: 62%			361 Total
									Web: 1%			
Jan. 17-21	Week	92	92	32	7	26	18.9 minutes	10.1 Minutes	Call-In: 33%	8	17 New	
	Cumulative	726	867		94	14%			Mobile: 61%			378 Total
									Web: 7%			

- **Title VI Program Update:** Staff are preparing a required update of DART's plan to ensure that members of the public are not denied service based on race, ethnicity or national origin. Many policies were updated in 2019, and the 2022 update is expected to refresh data and report on policy implementation.
- **Bus Stop Improvements:** Staff are preparing a list of bus stop improvements planned for 2022 which will include shelters, shelters with public art, benches and other ADA accessibility improvements.



MONTHLY REPORT



11C: External Affairs Team Report

Staff Resources: Erin Hockman, Chief External Affairs Officer

Marketing and Communications

- **Triennial Review:** Documentation was assembled for various topics required for the Federal Transportation Association's (FTA) Triennial Review. Marketing staff compiled evidence of service change communications and public input efforts since 2018 for inclusion in the review.
- **Winter Transportation Updates:** Staff provided regular updates to riders throughout January regarding free rides to and from warming centers and shelters in Polk County, as well as shared emergency detours and service delay information during times of heavy snowfall and winter storms.
- **February Service Change:** Communications were prepared and shared with riders beginning in late January notifying them of the upcoming service change. Schedules will change for Local Routes 4 and 10 on Sunday, Feb. 20. Communications included signage at DART Central Station, bus audio announcements, on bus hang-tag newsletters, social media posts, website updates and rider emails.
- **6th Avenue Art Shelters:** The 6th Avenue shelter art garnered some recent media attention. The shelter art was showcased as part of a story in the [Jan/Feb dsm magazine](#) and also covered in the dsm weekly e-newsletter on January 19. The e-news featured a link to [this promotional video](#).

Marketing Analytics Report

Metric	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Dec 2020	Year Prior
MyDART App Accounts	27,104	29,353	32,290	32,955	33,524	34,117	23,850	30%
Website Unique Visitors	17,020	27,500	21,414	20,827	19,238	16,515	11,800	29%
Facebook Likes	5,056	5,110	5,138	5,179	5,205	5,312	4,804	10%
Twitter Followers	2,451	2,462	2,462	2,466	2,470	2,481	2,404	3%
Instagram Followers	1,441	1,453	1,458	1,462	1,474	1,468	1,383	6%
LinkedIn Followers	572	580	586	600	645	659	530	20%
Email Subscribers	13,131	13,121	13,121	13,403	13,335	13,349	14,424	-8%
Trip Plans	14,587	10,189	32,384	30,022	25,089	25,214	18,074	28%
Real-time Map	18,646	13,330	26,157	24,854	20,802	18,700	11,018	41%
Next DART Bus	142,272	184,349	214,985	189,754	173,743	191,519	111,390	42%
SMS Text Messaging	110,631	115,472	132,265	120,902	122,839	122,099	99,955	18%
IVR Phone Calls	6,195	6,899	6,511	6,321	5,948	5,572	4,478	20%



YTD MyDART App Report

Metric	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	TOTAL FY 2022
Downloads	852	2,056	885	950	834	880	6,457
iOS	224	889	280	291	236	247	2,167
Android	628	1,167	605	659	598	633	4,290
Accounts Created	563	2,249	688	665	569	593	5,327
Orders Placed	2,900	5,040	3,097	3,349	2,910	2,993	20,289
Passes Purchased	3,890	9,380	3,872	4,756	4,247	4,050	30,195
Revenue	\$17,889	\$25,407	\$19,185	\$21,384	\$18,679	\$18,779	\$121,323

DART in the NEWS

Top Stories:

[DART reducing service due to staff shortages](#)

[DART offering free rides to warming shelters](#)

RideShare – Victoria Lundgren, RideShare Supervisor

- **New technology systems RFP:** DART has prepared a Request for Proposals to seek a new technology platform to manage RideShare customer and fleet information more efficiently and to position the program as a turnkey, attractive solution for future partners and riders. Opportunities for program efficiencies and collaboration with the Iowa DOT are also being explored to help respond to sustained interest from employers statewide.
- **New vanpools formed:** In partnership with Pella Corporation, multiple new vanpools are now on the road traveling between Carroll and Denison.
- **Fleet management update:** Staff are updating fleet management plans to absorb inventory from paused or discontinued vanpools and to accommodate supply chain challenges impacting production of new full-size vans. All vans previously utilized by TPI Composites have been returned. Select dispositions of vans that have met useful life thresholds are in progress.

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

- **Unlimited Access Program:** Ridership by Unlimited Access partners remains mostly steady, with modest seasonal declines in December across select industries along with gains from manufacturing partner employees. An Unlimited Access partnership renewal remains in progress with UnityPoint. Upcoming partnership renewals include the City of Des Moines, Des Moines University and DMACC.
- **Residential Partnerships:** Staff are responding to multiple developers within Des Moines and West Des Moines who are interested in prospective residential Unlimited Access partnerships modeled after successful partnerships launched to date with Newbury Living and Conlin Properties.
- **Art Shelters:** The first three art shelters along the 6th Avenue Corridor in Des Moines have been installed. Artist selection is underway for art shelter locations along The Avenues of Ingersoll

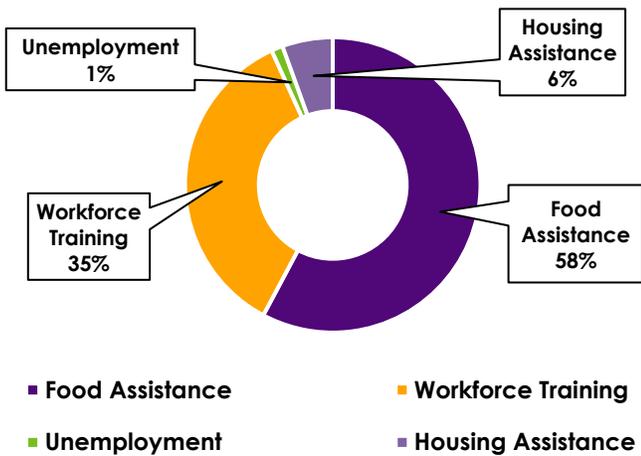
MONTHLY REPORT
11C: External Affairs Team Report



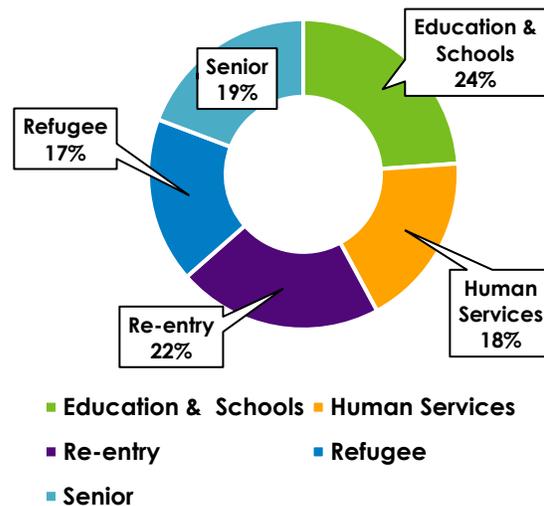
and Grand in Des Moines and the University Avenue streetscape in Windsor Heights. Art processes have also been initiated for locations in Altoona, Ankeny, Urbandale, and West Des Moines. Art shelter designs are being finalized for fabrication for locations in Johnston and the Roosevelt Cultural District in Des Moines.

- **Half Fare Pilot:** An evaluation of the half fare pilot program is in progress to prepare for a forthcoming recommendation to the DART Commission that will inform a future update to DART's fare policy. Half Fare Pilot enrollment through December 31, 2021, is shown below.
- **Mobility Coordination:** Mobility outreach participation YTD through December 31, 2021, is shown below.

Half Fare Pilot Enrollment by Eligibility
 398 Total Participants



Mobility Outreach Participants
 603 Total Participants FYTD



Public Affairs – Amy McCoy, Public Affairs Manager

- **Federal Initiatives:**
 - DART staff continue to participate in federal webinars and other learning opportunities related to infrastructure funding. DART is awaiting formula updates to better understand what funding may become available and new requirements around those funds.
- **State Initiatives:**
 - With the start of the 2022 legislative session, DART staff have been coordinating nearly daily with PolicyWorks, DART's contracted lobbyists. Work is focused on gaining legislative support for including a local option transit hotel-motel tax in tax policy proposals.
 - DART staff provided hotel-motel revenue estimates related to the proposed tax to transit systems across the state who may also support the legislative proposal. Additionally, DART continued coordination with the Iowa Public Transit Association (IPTA) as it supports the proposal and asks legislators to pass a provision that would provide property taxpayer relief while diversifying public transit funding.

MONTHLY REPORT
11C: External Affairs Team Report



- A letter of support signed by mayors of DART's member communities was drafted and will be shared with legislators in the coming weeks.
- **Regional Initiatives:**
 - Additionally, DART continues to work with the Greater Des Moines Partnership on how to best engage members of the Transit Future Workgroup to support the transit hotel-motel tax proposal.
 - Staff met with Polk County conservation officials to better understand their strategy and successful efforts last fall in achieving voter approval for bonding for the Polk County Water and Land Legacy.
- **Other Initiatives:**
 - Significant staff resource was utilized to prepare FY 2023 Budget Book and budget presentation materials for the Commission workshop at the end of January and the following submissions as required by code.
 - A New Year's e-greeting was sent to more than 700 stakeholders in early January.
 - A new ad, shown below, was developed for member communities' chamber publications, focusing on the strong connection between transit and workforce.



DART: Getting central lowans to work, supporting economy vitality

The number one reason people ride DART is to get to work, and we're providing more ways than ever to get people to their jobs and wherever else they need to go.

A strong public transit system contributes to regional economic vitality by ensuring everyone has access to job opportunities and that employers have more workforce options.



[Ridedart.com/transit-benefits](https://ridedart.com/transit-benefits)





**State Legislative Update for Des Moines Area Regional Transit Authority
Prepared by PolicyWorks on January 24, 2022**

- Met with Iowa House Speaker Pat Grassley to brief his team on the local option transit hotel/motel tax and asked for support. Speaker Grassley asked about the level of property tax reduction that could occur in each DART community and DART is following up with early estimates.
- Worked with DART staff to arrange meetings with legislators to discuss DART's legislative priorities.
- Along with DART staff, researched administrative tools/solutions/information legislators could use through the Administrative Rules Review Committee to assist with Medicaid reimbursement concerns. This includes research on state requirements and reporting.
- Asked Senate Human Resource Chair Jeff Edler to continue encouraging Iowa Medicaid to come up with an administrative solution to the Medicaid reimbursement issue.
- Met with individual legislators to discuss DART's priorities including Rep. Olson, Rep. Garrett Gobble, Rep. Kenan Judge, Sen. Janet Petersen. Rep. Judge volunteered he would reach out to the Mayor of Waukee to encourage Waukee to become a DART member.
- Coordinated with Iowa Public Transit Association (IPTA) lobbyists to communicate with key legislators about the Medicaid transportation issue.
- Followed up with AARP's lobbyist to ask for their support of the local option transit hotel/motel tax.
- Consulted DART staff regarding a new lodging trade association and their potential interest in the local option transit hotel/motel tax.
- Updated the Commission on legislative activities at their January 4 meeting.
- Continued monitoring other legislation including COVID business requirements and biofuel bills that could impact DART if passed.

Federal Legislative Update for Des Moines Area Regional Transit Authority Prepared by Cardinal Infrastructure on January 25, 2022

Activities Conducted by Cardinal Infrastructure

Cardinal Infrastructure continued to discuss strategy related to the Buses and Bus Facilities grant program and issues related to the Operations and Maintenance Facility. Additionally, our team is continuing to meet with DART leadership to discuss the Infrastructure Investment and Jobs Act ("bipartisan infrastructure law") and the resulting opportunities for DART.

Our team has corresponded with industry-supporting organizations and the Federal Transit Administration with respect to changes made as a result of the bipartisan infrastructure law to bus discretionary programs; specifically, the new requirement for a zero-emission bus transition plan.

We continue to engage alongside APTA and the Bus Coalition on advocating for transit funding and favorable policy language in the form of the Build Back Better Act budget reconciliation and Fiscal Year (FY) 2022 transportation appropriations.

We will continue to engage with DART and correspond with the delegation as necessary to communicate DART's policy priorities.

Appropriations

The current continuing resolution (CR) for government funding expires February 18, 2022. Senate and House leadership and top lawmakers on the Senate and House Appropriations Committees continue to meet to negotiate a funding package for the remainder of the fiscal year. While Democrats want to pass an omnibus appropriations bill that includes congressionally directed spending, challenges continue which may result in another short-term continuing resolution – either into March or April.

Budget Reconciliation

The Build Back Better Act is currently on hold. It has been reported that Democrats may use much of February to make a deal with Senator Manchin (D-WV) and other key members on a scaled-back version or "mini-packages" of the \$1.8 trillion legislation. In so doing, Congress could pass, and the President sign a legislative win prior to the State of the Union on March 1, though many political obstacles stand in the way of realizing such an effort.

In its current form, the bill provides, among other funding provisions, \$9.75 billion for the newly created Affordable Housing Access Program Competitive grants program, to be issued jointly by the Federal Transit Administration (FTA) and the Department of Housing and Urban Development to support access to affordable housing and the enhancement of mobility for residents in disadvantaged communities or neighborhoods, in persistent poverty communities, or for low-income riders generally.

FTA Funding

On January 7, the FTA held a briefing on the Infrastructure Investment and Jobs Act (IIJA). Senior FTA officials mentioned that successful FY 2021 Buses and Bus Facilities awards will be published prior to FY 2022 notices of funding opportunities (NOFOs) for bus discretionary programs are released. Typically, FTA has not published NOFOs for these programs until a full year appropriation has passed; however, with the IIJA, these programs are now funded by the Highway Trust Fund contract authority and advanced appropriations. FTA also noted that they intend to publish a partial apportionment notice in January.

FTA Planning Emphasis Areas

On December 30, 2021, the FTA and FHWA jointly issued updated Planning Emphasis Areas (PEAs). These PEAs are intended to be used by metropolitan planning organizations (MPOs), state departments of transportation, transit agencies, and federal land management agencies in their Unified Planning Work Programs (UPWP) and State Planning and Research Work Programs.

The updated PEAs reflect the Biden-Harris Administration's goals of advancing equity and environmental justice in transportation planning, including national greenhouse gas reduction goals, advancing racial equity and support for underserved and disadvantaged communities, safety for all road users, public engagement, as well as infrastructure and connectivity needs to federal lands, data sharing and management.

RAISE Grant

The U.S. Department of Transportation has issued a notice of funding opportunity for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program. Applications are due by 5:00 pm ET on April 14, 2022. The NOFO will be amended on or before January 30, 2022, to reflect changes made in the IJA.

Projects will be evaluated based on safety, environmental sustainability, quality of life, mobility and community connectivity, economic competitiveness and opportunity to include tourism opportunity, state of good repair, partnership and collaboration, innovation, project readiness and cost effectiveness.

The amended NOFO will likely continue to highlight the Biden-Harris Administration's priorities to invest in projects that result in good-paying jobs, improve safety, apply transformative technology, and explicitly address climate change, racial equity, and environmental justice.

FHWA Memo on Funding Priorities

The Federal Highway Administration (FHWA) issued a memo that urges its staff to promote climate-friendly projects and prioritize "the repair, rehabilitation, reconstruction, replacement, and maintenance of existing transportation infrastructure..." This memo does not introduce new laws or regulations, but it does provide a significant shift in the approach that FHWA has typically taken in distributing highway funding.

Notably, "FHWA will implement policies and undertake actions to encourage—and where permitted by law, require—recipients of Federal highway funding to select projects that improve the condition and safety of existing transportation infrastructure within the right-of-way before advancing projects that add new general purpose travel lanes serving single occupancy vehicles."

State Infrastructure Czars

White House infrastructure coordinator Mitch Landrieu sent a letter asking governors to appoint state-level coordinators to help implement the IJA. The letter provides, "This individual would work with your budget team and across departments responsible for transportation, water, broadband, and energy investments to coordinate implementation of the various infrastructure programs."

Landrieu also stated in the letter that his team is working on putting together formal guidance in conjunction with the Office of Management and Budget for state and local governmental agencies "on financial oversight and reporting, labor, Made in America/Buy America, equity, climate and resilience, and environmental justice."

OSHA Vaccine Mandate

On January 13, the Supreme Court issued an opinion blocking the Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard on vaccination or testing for employers with 100 or more employees. Responding to the decision, President Biden said, "...[I]t is now up to States and individual employers to determine whether to make their workplaces as safe as possible for employees, and whether their businesses will be safe for consumers during this pandemic by requiring employees to take the simple and effective step of getting vaccinated."

Property Disposition for Affordable Housing

Congress passed and the President signed the FY 2022 National Defense Authorization Act (NDAA). While the NDAA authorizes nearly \$770 billion in Department of Defense spending, it includes a provision

on property disposition for affordable housing. The provision allows for transfer of assets, following authorization from the Secretary of Transportation to a local government authority, nonprofit, or other third party to create a transit-oriented development if:

- The asset is necessary to the proposed transit-oriented development project;
- The project will increase transit ridership;
- At least 40 percent of the housing units offered are affordable to tenants or owners with incomes below 60 percent of the area median income;
- The asset will remain in this use for at least 30 years after the asset is transferred; and
- For third parties, the local government or nonprofit must be unable to receive the asset, the benefit of transferring to a third party is greater than that of liquidation, and the third party has a successful history of construction or operating affordable housing.



11D: Finance, IT & Procurement Team Report

Staff Resources: Kent Farver, Chief Financial Officer

Operations and Maintenance Facility Update – Kent Farver, CFO

- We continue to research and pursue other potential locations for the placement of the proposed Operations and Maintenance Facility. We are meeting with the City of Des Moines in late January and will meet with the FTA regional office in early February to discuss planning for a new proposed site and lay out a potential schedule for the work. Once we have identified and evaluated potential sites, we will convene the new facility committee to meet and discuss.

FY 2021 Audit Update

- After presenting at the December Executive Committee meeting regarding a draft of DART's financial statements, our auditors disclosed to us that they had two staff auditors leave their firm during our audit. When reviewing their work, they discovered that they could not find documentation that they expected and needed for the audit from these staff and started reproducing it. They are now completing the NTD review work and are expected to have the documentation and audit work wrapped up this month. DART was also going through the review process with FTA for the programming of the 2021 formula grant during December and January, and the review process has still not been completed through FTA. The expectation is that this will be complete and finalized in February. We will be bringing the final FY 2021 audited financial statements and audit report to the Commission at the March Commission meeting.

Finance Department – Amber Dakan, Finance Manager

- **FY2023 Budget Process** – The Finance Team has finalized the proposed FY2023 Budget. The Commission Budget Workshop this year is scheduled for January 28th to review the proposal in more detail.
- **Triennial Review**- The Finance Team is working through our respective portions of DART's Triennial Review request and updating documentation that will be provided to FTA.
- **Comprehensive Leave Manager Update**- The first payroll of the 2022 calendar year was a go live of our Comprehensive Leave Manager Implementation. This was installed to better manage the multiple accrual schedules of each employee class (Vacation, Sick Leave, FMLA, etc.). The upgrade went smoothly, and the payroll team is already benefiting from its functionality.
- **Year End Processing**- With the close of 2021, the finance team is working to send out employee W-2's and vendor 1099's prior to the end of January.



Procurement Department – Mike Tiedens, Procurement Manager

Upcoming Projects and Procurements:

- **Banking Services** – DART will be seeking a certified bank to provide full banking services to the organization. Services will include, but not be limited to general banking, ACH and wire services, disaster control, conversion, reporting, analysis, fare coin/currency/token processing, custodial and trust services, repurchase agreements, credit card services and others.
 - Request for Proposals published in January 2022.
- **Executive Consulting Services** – DART is seeking a strategic consultant to serve as an advisor to its leadership team on matters related to executive communications and strategy. The consultant in this role may also interact members of the Marketing and Communications staff and/or with the DART Commission on occasion.
 - Request for Proposals to be published in January 2022.
- **Desktop Radio Consoles** – DART is soliciting bids for four (4) single band, phase 2 desktop dispatch radio consoles. The consoles will be integrated with the new radio system installed and will be utilized by the Operations department.
 - Request for quotes to be published in January 2022.

Future Procurements:

- Copier/Printing Services
- Fire Panel Replacement (DCS)
- Vanpool Management System
- Facilities Truck Replacement
- Bond/Financing Counsel Services
- Construction Management Services
- Outdoor Signage Displays
- Barriers (Bus Operator Area)

IT Department – Shane Galligan, IT Director

- **Technology Plan (Health Assessment) Development:** We are in the planning stages of creating a detailed schedule and project plan to develop a comprehensive evaluation of our current state of technology which includes:
 - Analyzing the existing conditions and adequacy
 - Documenting issues and challenges facing the business
 - Benchmarking/industry scan and documentation of industry best practices
 - Compare processes and technology in use at DART against best practices and recommended technology across transit
 - Evaluate and score the overall technology systems and processes at DART and highlight systems/infrastructure that requires attention
 - On-site interviews conducted the week of 01/17/2022 with key stakeholders from each department.

MONTHLY REPORT

11D: Finance/IT/Procurement



- We have provided the following documents to our consultant for review prior to the scheduled interviews.
 - System Topology Map and network diagram
 - Listing of all non-web-based software platforms w/ current version numbers
 - Listing of all customized systems with detailed use cases
 - A breakdown of our current fare collection systems
 - Vehicle equipment listing of all electronics and supporting software
- Consultant is now in the development phase where they are working to create the first draft of the technology plan and industry research papers for best practices regarding specific topics directed by DART Leadership.
- **Radio Replacement Project** – The radio system evaluation has been completed and we have provided our initial recommendations to the Commission during the November meeting. We have developed a project budget and timeline for review that includes all phases of the project from application to the ISICS environment to completion of the hardware installation and programming.
 - The ISICS Board has approved our application to become a Level 3 (free) member.
 - We have kicked off the execution phase of the project with R&B and Vontas to begin the first phase of the project, which will be to transition vehicle data from radio to cellular.
 - We have begun the procurement process and expect to have the order for equipment submitted by the end of January.
- **Phone System Transition** – DART is transitioning from Skype for Business to Zoom phone. The Zoom phone platform has been activated and we have finalized the connectivity to our active directory so we can connect existing accounts and enable single sign on (SSO). We also have the Zoom phone profile built in our KACE platform so that we can remotely deploy and manage the software on end user computers. We are currently working to evaluate and develop a clean and efficient call queue process with Customer Service and Dispatch to ensure that we are creating an environment that is easy to use from an internal perspective and for all of our riders.
 - The call queue has been evaluated and approved by Customer Service and Dispatch managers and supervisors.
 - We have worked with RSM to develop the timeline and training schedule for the complete transition over to Zoom
- **Ankeny Microtransit Pilot** – The Dart on Demand pilot was launched on November 15th as scheduled.
 - Developed and deployed a new operator category in OPS so that we can specifically capture the hours that Operators who are working the DART on Demand shift inside of our existing systems.

MONTHLY REPORT
11D: Finance/IT/Procurement



- **Comprehensive Leave Manager –**

- Deployed a new module to our GP environment to update the process for calculating PTO accrual to improve accuracy and reduce manual verification processes.



MONTHLY REPORT



11E: Human Resources, Training & Safety Team Report

Staff Resource: Todd Sadler, Chief Human Resources Officer

Human Resources – Jamie Wilson, HR Manager

- **Recruitment Update: Current Openings:**

- Bus Service Person
- Part-time Fixed Route Operator
- Part-time Paratransit Operator
- Marketing & Communications Manager
- Customer Service Specialist
- Operations Supervisor

- **Upcoming Openings:**

- Paratransit Coordinator
- Employee Relations Coordinator

- **Recent Hires:**

- 2 Bus Service started 01/03
- 2 Para Transit started 01/03
- 2 Fixed route started 01/03
- 1 Para Transit started on 01/17
- 2 Fixed Route started 01/17
- Customer Service Specialist to start on 01/31
- 2 Fixed Route Operators to start 01/31
- 2 Paratransit Operators to start 01/31
- 1 Bus Service Person to start on 01/31

- **COVID-19 Update:** Since the beginning of 2022 we have had 26 positive tests. Notable statistics include that our total vaccination rate is 68.48%. We are continuing to showcase the benefit of getting vaccinated to our employees. We have updated our COVID FAQ's, documentation process as well as created a vaccination form to be filled out by all new employees.

Training – Matt Johnson, Training Manager

- **Fixed Route Trainees:** Training continues for ten Fixed Route Operators in training. Seven are now fully licensed, while three are training to obtain their CDL,



MONTHLY REPORT

11E: Human Resources, Training and Safety Team Report

- **Paratransit Trainees:** Training continues for twelve Paratransit Operators in training. Six are now fully licensed, while five are training to obtain their CDL, and one is working to complete their CDL permit.
- **Paratransit New Operators:** Two paratransit operators completed all training requirements and graduated to full-time positions in paratransit.
- **Fixed Route New Operator:** A fixed route operator completed all training requirements and graduated to a fixed route operator role.

Safety – Pat Daly, Safety Manager

- **Investigation/Safety Reviews:**
 - Conducted hazard-risk assessments on the City of Des Moines proposed SW 11th St. bike lanes and for placing a Link stop mid-block on 6th between Cherry and Mulberry.
- **COVID Transports:**
 - At the request of Polk County, facilitated an increasing number of transports for people that tested positive for COVID-19 and needed to get to the isolation shelter and for Central Iowa Shelter and Services as they needed to move residents from their Mulberry location to motels to lessen their census.
- **DART Safety Plan:**
 - Continued work on the safety plan implementation.



MONTHLY REPORT



11F: Chief Executive Officer

Staff Resource: *Elizabeth Presutti, Chief Executive Officer*

- **DART Executive Committee** - The DART Executive Committee met on Wednesday, January 19. The discussion items presented during the meeting included:
 - Proposed Temporary Service Reductions
 - Banking RFP
 - Review of DART Weighted Voting (based on MPO Assessment Population Numbers)
 - FY2023 Budget Update
 - 2022 Executive Committee Meeting Schedule
- **2022 Legislative Forecast (Business Record)** – On January 11, 2022, DART was invited to participate in the Business Record's Legislative Forecast event. This event was held virtually and provided us an opportunity to share updates on our legislative priorities for 2022, particularly highlighting on the hotel/motel tax initiative that the DART Commission supports. I would like to thank our Chair, Doug Elrod for representing DART and sharing our priorities and initiatives during this meeting.
- **Ankeny Meeting** – Myself and Luis Montoya, Chief Planning Officer met with David Jones and his team on Wednesday, January 19th to provide them an update on the DART on Demand Ankeny Pilot after the first 8 weeks. We will continue to meet over the upcoming months and update the Commission appropriately as the meetings occur.
- **Bus Coalition Board Retreat** – On January 24th, I attended the Bus Coalition Board Retreat, which was held in Washington, DC. During this meeting we had the opportunity to meet with the Federal Transit Association (FTA). In addition, we discussed legislative initiatives and goals for the coalition.



FUTURE DART COMMISSION ITEMS



Future Agenda Items:

March 1, 2022 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> FY 2023 Budget Audited FY21 Financials New TRAC Members Transit Optimization Study adoption 	<ul style="list-style-type: none"> FTA Triennial Review Update Rideshare Update Half Fare Update Protective Barrier Update
April 5, 2022 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> State Grant Application 	<ul style="list-style-type: none"> Transit Riders Advisory Committee Update June Service Change Capital Crossroads "Here We Grow" Initiative Title VI Program Update Paratransit Path Forward
May 3, 2022 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> June Service Change Title VI Program Update Rideshare Fleet and Customer Management Software Contract 	<ul style="list-style-type: none"> Quarterly Investment Report Quarterly Financial Update Quarterly Safety Report

Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee	Tuesday, February 15	12:00 p.m.	Zoom