



**NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
FEBRUARY 4, 2020 – 12:00 PM**



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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF FEBRUARY 4, 2020 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. TRANSIT RIDERS ADVISORY COMMITTEE UPDATE	
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A. Commission Workshop - Property Tax Formula – Friday, February 7, 2020 – 8:00 A.M	
13. NEXT MEETING: Regular DART Meeting - Tuesday, March 3, 2020 – 12:00 P.M.	
14. ADJOURN	

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



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
620 CHERRY STREET – DES MOINES, IOWA 50309
JANUARY 7, 2020**



ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Kelly Whiting (on phone), Doug Elrod (left at 12:24pm), Michael McCoy (left at 12:56pm), Josh Mandelbaum, Eric Johansen, Paula Dierenfeld (left at 12:33pm), Ross Grooters, Angela Connolly, Bridget Montgomery, Russ Trimble and Joseph Jones

CALL TO ORDER

In the absence of the Chair, Paula Dierenfeld, current Vice Chair called the meeting to order at 12:01p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

In the absence of the Chair, Paula Dierenfeld, current Vice Chair requested a motion to approve the agenda as presented.

It was moved by Vern Willey and seconded by Ross Grooters to approve the January 7, 2020 agenda. The motion carried unanimously.

5 - DART COMMISSION OFFICER ELECTION

Doug Elrod, Nominating Committee member, 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 Hamp (Chair), Elrod and Bales-Henry, have nominated the following Commissioners as officers starting immediately, through the end of calendar year 2020:

- o Chair -- Russ Trimble
- o Vice Chair -- Doug Elrod
- o Secretary/Treasurer -- Josh Mandelbaum
- o At-Large -- Paula Dierenfeld
- o At-Large -- Ross Grooters

It was moved by Angela Connolly and seconded by Michael McCoy to approve the slate of officers as presented. The motion carried unanimously.

RECOGNITION OF NEW COMMISSIONERS

Newly Elected Chair, Russ Trimble, welcomed the new DART Commissioners and Alternates.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 7, 2020**



RECOGNITION OF DART OPERATOR

Elizabeth Presutti, Chief Executive Officer recognized Irena Chalupsky, a DART Operator for an outstanding job showing initiative in safety during one of her routes.

PUBLIC COMMENT

Mr. Washington asked the Commission to investigate how the crossing at SE 14th could be made a little safer for pedestrians waiting for buses.

Mr. Coash requested that the parking meetings at 8th and Pleasant Street in downtown Des Moines be moved as they are currently blocking the bus stop.

Ms. Thompson, Project Director for AARP shared that their offices have recently been moved to SW 9th Street which has limited service on Ingersoll Avenue making it challenging for those she serves to get to their offices. She requested to add more stops a day.

CONSENT ITEMS

7A – Commission Meeting Minutes – December 3, 2019

7B – FY2024 Transportation Alternatives Program (TAP) Grant

7C – November FY2020 Consolidated Financial Report

It was moved by Michael McCoy and seconded by Vern Willey to approve the consent items as presented. The motion carried unanimously.

ACTION ITEMS

8A – 2020 DART Commission Weighted Voting

DART Participating Community	FY 2020 MPO Population	Population per 25,000	Weighted Vote 25,000
Altoona	18,844	0.75	1
Ankeny	65,284	2.61	3
Bondurant	6,646	0.27	1
Clive	17,097	0.68	1
Des Moines	216,853	8.67	9
Grimes	13,562	0.54	1
Johnston	22,040	0.88	1
Pleasant Hill	10,064	0.40	1
Urbandale	43,949	1.76	2
West Des Moines	66,641	2.67	3
Windsor Heights	4,898	0.20	1
Polk County (unincorp)	22,443	0.90	1
Total	514,630		25

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 7, 2020**



Per the restated DART 28E agreement, Elizabeth Presutti, Chief Executive Officer outlined the procedures required for the DART Commission weighted vote and shared that the DART Executive Committee reviewed the population information and corresponding weighted vote calculation at their meeting on Friday, December 13.

There was a correction to this action item. Polk County (MPO incorporated) showed incorrect weighted vote numbers (per 25,000). This was amended. Vern Willey moved to approve the amended 2020 weighted votes for each DART participating community as represented, which was seconded by Ross Grooters. The motion was carried unanimously.

8B – International Brotherhood of Teamsters Local 238 Labor Contract Agreement

It was moved by Vern Willey and seconded by Joseph Jones to approve the Agreement with Teamsters Local 238. The motion carried unanimously.

8C – DART and Bravo Greater Des Moines MOU for Art Shelter Funding

It was moved by Joseph Jones and seconded by Angela Connolly to approve a Memorandum of Understanding between DART and Bravo allocating up to \$250,000 to support art-related shelter expenses upon submission of a project plan by June 30, 2020. The motion carried unanimously.

8D – Transit Bus Shelter Purchase

It was moved by Josh Mandelbaum and seconded by Ross Grooters to approve the purchase of twelve (12) Transit Bus Shelters with options for solar and art display panels for Not to Exceed Amount of \$172,000. The motion carried unanimously.

DISCUSSION ITEMS

9A – FY2021 DART Budget Update

Jamie Schug, Chief Financial Officer provided an update regarding DART's FY 2021 Budget process, noting key upcoming dates.

9B – E-Scooter Update

Luis Montoya, Planning and Development Manager provided an update on DART's involvement in discussions about how to potentially structure a system to allow shared electric scooters (e-scooters). Eight proposals have been received for such scooters and DART staff is working with the City of Des Moines staff along with other regional partners to access the proposals, collect input from local stakeholders, and evaluate best practices from peer communities to develop recommendations for the Des Moines City Council. The DART Commission will be updated appropriately.

9C – Performance Report – November 2019

Elizabeth Presutti, Chief Executive Officer, shared that we had no preventable accidents during the month of November. Ridership is down for November compared to last year, which was contributed by four less school days and one less weekday in 2020. We made changes to Routes 93 and 96 during our October Service Change and are seeing an increase in both routes with the 96 seeing a 50% increase. We are pleased with our marketing efforts around these routes. Looking ahead, the month of December looks good and be on par with 2018.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
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MONTHLY REPORTS

10A – Operations

No Update

10B – External Affairs

Amanda Wanke, Chief External Affairs Officer, shared that RAYGUN is featuring a limited-time shirt supporting public transportation, available in stores. DART, IDOT and IPTA will be promoting the collaboration throughout this month.

10C – Procurement

No Update

10D – Chief Executive Officer

Elizabeth Presutti, Chief Financial Officer reminded the Commission of the upcoming meetings and will send out articles that will help to provide perspective on those service solutions at a national level, giving perspective for Friday's Transit Optimization Commission Workshop.

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

The upcoming Commission Workshop dates were identified to remind the Commission of what was ahead.

Russ Trimble, Chair adjourned the meeting at 1:41 p.m.

Chair

Clerk

Date

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

The next regular DART monthly Commission Meeting is scheduled for February 4, 2020 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



CONSENT ITEM



7B:	Prairie Meadows Legacy Grant Application
Consent:	Authorize submission of a grant application to the Prairie Meadows Legacy Grant program for bus shelters

Staff Resource: *Matt Harris, Business & Community Partnerships Manager*

Background:

- Bus shelters and seating are the top customer amenity request DART receives.
- In August 2018, DART staff shared an overview with the DART Commission demonstrating more than 100 bus stop locations that, based on ridership and other factors, should be considered for bus shelters as funding allows.
- DART primarily relies on completeive grants and Federal formula funding to purchase and install bus shelters, and while partnerships with public and private entities have allowed DART to maximize the effectiveness of those funds, there is still a shortfall to achieve the vision.
- DART staff recommends submitting a grant application for the Prairie Meadows Legacy Grant program to purchase and install bus shelters as described below:

Bus Shelter Program

- The Prairie Meadows Legacy Grant program provides funding in the range of \$100,000 to \$1 million for large-scale, signature projects in central Iowa. This grant would fund the purchase and installation of up to 15 bus shelters throughout DART's service area in the standard "Empire" style. Each shelter is budgeted to include a concrete base and any necessary ADA improvements, with the opportunity to include public art integrated between layers of tamper-resistant glass, selected in coordination with affected member communities and appropriate public art entities.
- DART seeks to request up to \$400,000 from the Prairie Meadows Legacy Grant program.
- The deadline for submitting applications is February 28, 2020.

Recommendation:

- Approve the submission of a Prairie Meadows Legacy grant application to support DART's bus shelter initiative.



CONSENT ITEM



7C:	Volkswagen Clean Air Settlement Grant Funding Application
Action:	Authorize submission of a grant application to the Iowa Department of Transportation (Iowa DOT) towards the replacement of five buses

Staff Resource: *Debra Meyer, Financial Analyst*

Background:

- In 2016, the Environmental Protection Agency (EPA) filed a complaint alleging Volkswagen violated the Clean Air Act by equipping turbocharged direct injection liter diesel engines with "defeat devices" in the form of computer software designed to allow the vehicle to perform differently during normal vehicle operations versus emission testing. Volkswagen agreed to settle some of these allegations that it violated the Clean Air Act.
- The State of Iowa was awarded \$21 million in settlement funds and chose to allocate \$9.45 million of the total towards eligible school, shuttle, and transit bus projects over three separate funding cycles. DART was successful in the first round of the program receiving \$500,000 in 2019 towards the purchase of five diesel vehicles.
- The maximum eligibility per vehicle is listed in the table below with no more than \$500K going to any single organization. Eligible vehicles are 2009 engine model year or older. The deadline for submitting applications to the Iowa DOT is February 17, 2020.

Class 4-8 Buses - Funding Limits

Replacement	Diesel	Alt Fuel/ Hybrid	All- Electric	Electric Charging Infrastructure w/ Replacement
School or Shuttle Bus (Class 4-7)	\$25,000 25%	\$45,000 25%	\$180,000 45%	\$10,000 45%
Transit Bus (Class 8)	\$100,000 25%	\$175,000 25%	\$300,000 45%	\$10,000 45%
Repower	Diesel	Alt Fuel/ Hybrid	All- Electric	Electric Charging Infrastructure w/ Repower
All Class 4-8 Buses	30%	40%	50%	50%

- Due to the low funding threshold on individual awards, DART staff recommends submitting a grant application for \$500,000 total towards the replacement of five diesel buses already specified in the capital plan and are due for retirement. The remaining cost will be covered by budgeted FTA formula, STBG and local funds.

Recommendation:

- Authorize submission of a grant to the Iowa Department of Transportation (Iowa DOT) towards the replacement of five buses.



CONSENT ITEM



7D: Quarterly Investment Report

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 second quarter of FY2020 (October 1, 2019 – December 31, 2019) ended with \$6,564,757 in our investment portfolio. This is up from the prior quarter because of October's property tax receipts.
- The current quarterly statement recognized \$26,894 in accrued income and appreciation.
- Portfolio assets are currently held in high yield money market funds. The quarter ended with a 1.59% interest rate.
- Attached within the packet is DART's Quarterly Investment Report.

Recommendation:

- Approve the recommended quarterly investment report for the second quarter of Fiscal Year 2020 (October 1, 2019 – December 31, 2019).



MILES *Capital*

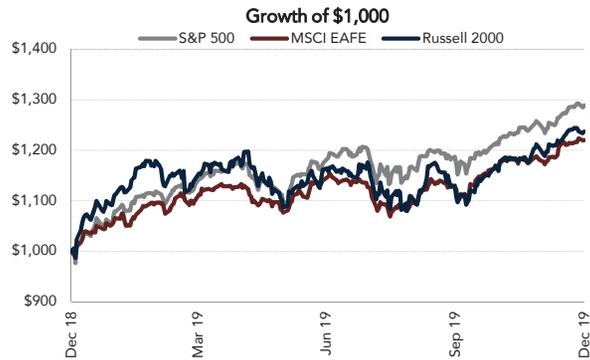
Investment Review

Des Moines Area Regional Transit Authority

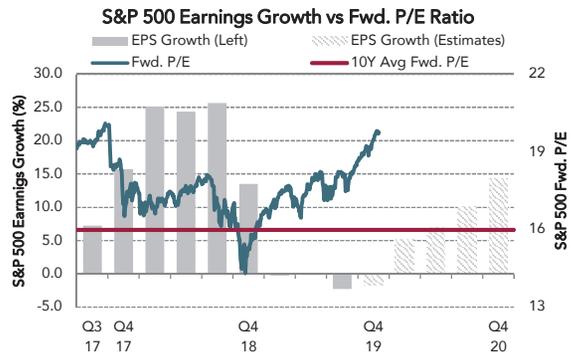
Period: October 1, 2019 – December 31, 2019

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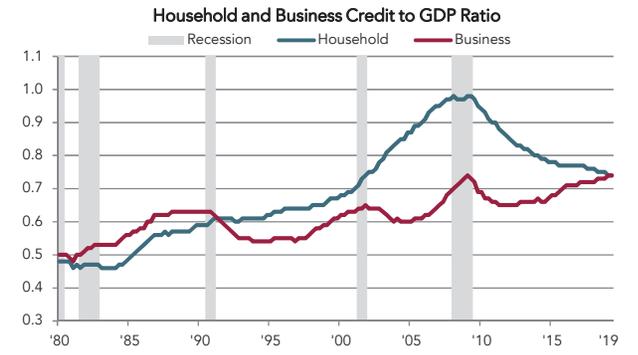
Quarterly Economic Overview | Fourth Quarter 2019



Source: Bloomberg



Source: FactSet



Source: U.S. Federal Reserve

U.S. equities had a strong fourth quarter. Large Cap stocks were up 9.07 percent, while Small Cap stocks did even better, rising 9.94 percent during the quarter. Risk-on sectors (information technology, health care) were the best performing sectors, while defensive sectors (real estate, utilities, and consumer staples) were the detracting sectors.

International equities also rallied as the MSCI EAFE returned 8.17 percent for the quarter. Focus remained on U.S. trade policy with China. After trade talks in Washington in October, a “Phase One” agreement was announced that would provide China some tariff relief in exchange for increased purchase of U.S. agricultural products. In mid-December the U.S. confirmed it would not hit China with a new round of tariffs. Also in December the USMCA (US-Mexico-Canada Agreement) was passed by the House of Representatives and is expected to be passed by the Senate in early 2020, removing further uncertainty in the international markets.

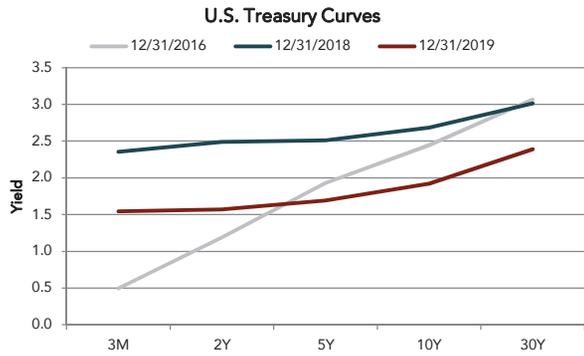
Earnings growth for the third (most recently reported) quarter was -2.21 percent growth year-over-year. That is the third consecutive quarter of earnings declines. This was better than feared as the estimated earnings decline was -3.7 percent at the end of September. For the fourth quarter, earnings are expected to decline by 1.65 percent, but earnings growth is expected to turn around in 2020. Projections are for 5-15 percent growth in each quarter of 2020.

The equity market rally has been driven by multiple expansion (P/E ratio increasing). The current forward P/E ratio is now very close to where it was at the end of 2017 just before the corporate tax cuts helped valuations to decrease. With valuations well above long term averages, earnings growth will have to do the heavy lifting to drive equity markets higher in 2020.

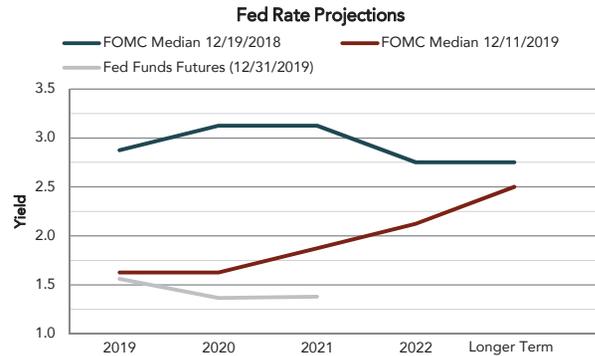
Debt held by businesses as a % of U.S. Gross Domestic Product (GDP) is climbing and has reached a level not seen since the great recession. The increase in debt has been primarily used to fund M&A activity and share repurchases. On its face this would be a worrying statistic, but due to the continued low interest rate environment, today’s corporate debt is lower cost and of much longer maturities than that of the prior period. Moreover, on the positive side, Household Debt as a percent of GDP is considerably lower and continues to decline.

The levels, characteristics, and trends of business and household debt indicate that there is unlikely to be a serious risk to the economy from a buildup of leverage in the financial system. Consequently, there does not seem to be any asset bubbles (funded by debt) to pop and drive asset values and confidence lower.

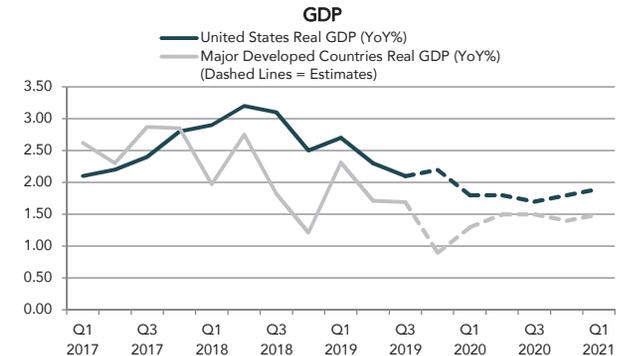
Quarterly Economic Overview | Fourth Quarter 2019



Source: Bloomberg



Source: Bloomberg



Source: Bloomberg

The graph above shows the changes in the U.S. treasury curve from the 3 month maturity to the 30 year maturity for 12/31/16, 12/31/18, and 12/31/19. The three curves show that the treasury curve has “flattened”, meaning shorter treasury rates have risen and become closer to longer rates.

The 12/31/19 curve shows that the curve in general has lowered from 12/31/18 due to the Federal Reserve (Fed) lowering rates three times during the year. The treasury curve did show pockets of “inversion” in 2019, where shorter rates are higher than longer rates. However the Fed has now indicated that they are on rate pause until higher inflation occurs and the percentage of global debt at negative yields has declined, both of which helped normalize the shape of the yield curve. This has mitigated the fear of the inversion being indicative of a recession.

This graph illustrates both the Federal Reserve’s Federal Open Market Committee (FOMC) projections for treasury rates as well as Fed Funds Futures, which represents the financial markets participant’s projections for treasury rates.

The Fed had two stance shifts for 2019, from potential increases to a pause to lowering rates. The Fed has since lowered rates three times during 2019. They also indicated to the markets that they would be inclined to stay on the sidelines unless prompted by higher inflation. This is represented by the second graph at 12/11/19 which shows the more neutral stance by the Fed. The bottom graph shows the financial market participant’s expectations for no rate changes. This is the first time in quite a while that Fed projections have mostly aligned with market expectations.

Our base case is that the Fed is on hold until inflation, or a major economic event causes them to adjust rates. This is of course a fluid situation which we constantly monitor.

Recessions have two general causes; debt-fueled asset bubbles that finally pop and the Fed raising rates aggressively to put the brakes on the economy and stem the threat of inflation. With the Fed on the sidelines and no discernable debt-fueled asset bubbles, the threat of a recession seems relatively low at this point.

Moreover, many of the potential threats to economic growth are abating. The cooling of the trade dispute between the U.S. and China and the FOMC indicating they are willing to let the economy overshoot their inflation target imply that principle risks of a recession are off the table for the near-term. The timing of tariff relief and uncertainty surrounding the U.S. elections will likely provide some headwinds to growth, but we do not believe these are enough to offset a robust job market, strong consumption, and a low interest rate environment. The result is likely to be continued low-level, but positive, economic growth.



Des Moines Area Regional Transit Authority

As of: December 31, 2019

Economic & Market Commentary:

During the fourth quarter, the economy continued to experience both concerns about and cross currents from global economic growth and trade. However, the Federal Reserve (Fed) lowered rates three times this year, with one rate cut this quarter. These rate actions had both economic and financial markets results. There was also a better tone to trade as the markets received positive indications that Phase One of the deal may be completed soon and the previous deal with Mexico and Canada may be passed. The continued strength of the economy has been driven by the strong buying power of the U.S. consumer, representing 70% of economic activity. The consumer is buoyed by low unemployment of 3.5% and higher consumer confidence. Both the fixed income markets as well as the equity markets experienced good fourth quarters and generally a good year as well.

Strategy & Market Drivers:

The Fed has reversed course from the 2018 rate increases, cutting three times in 2019. This has had a pronounced effect on fixed income markets and rates. The Fed also indicated during the quarter that, pending a pronounced inflation increase, they would pause interest rate actions. As a result, for the quarter short maturity treasury's decreased. The one month maturity decreased 43 basis points and the 2 year maturity decreased 5 basis points. Longer term maturities actually increased during the quarter, bringing a more normalized shape to the yield curve. For the year, treasury rates dropped across the treasury maturity spectrum due to the interest rate cuts and the impact of negative global bond yields.

Outlook:

Going back to 1920, the S&P 500 has been positive 67 percent of the time in years following a 25 percent increase, with an average return around 6 percent. The rally in 2019 was driven by multiple expansion; with valuations well above long term averages, there is little room for multiples to expand further, leaving earnings to do the heavy lifting in 2020. Slow but steady growth in the U.S., supportive monetary policy around the world, and easing tensions between the U.S. and China all indicate that 2020 could continue the rally of 2019. However, surprises from a number of directions, including hiccups in the China/U.S. trade negotiations, global economic slowdowns, and the U.S. presidential election could cause 2020 to fall short of expectations.

Des Moines Area Regional Transit Authority

As of: December 31, 2019

Portfolio Appraisal

Cusip/Ticker	Quantity	Security Name	Rating	Coupon	Maturity	Purchase Cost		Market Value		% of Assets	Estimated Annual Income	Yield
						Average Cost	Total Cost	Price	Value			
Short Term Liquidity												
Cash/Cash Equivalents												
GOIXX	755	FEDERATED GOVT OBLI FD-IS	NR	1.490		1.00	755	1.00	755	0.0	11	1.50
SA0004000	6,555,269	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	NR	1.545		100.00	6,555,269	100.00	6,555,269	100.0	101,279	1.59
TOTAL Cash/Cash Equivalents							6,556,024		6,556,024	100.0	101,290	1.59
TOTAL PORTFOLIO							6,556,024		6,556,024			
TOTAL ACCRUED INCOME									8,733			
TOTAL PORTFOLIO + ACCRUED INCOME									6,564,757			

Estimated Annual Yield (EAY) as shown is calculated using Yield to Maturity on Market Price (YTM) for fixed income securities and Current Yield for equity securities. Cost basis information should not be relied upon for tax purposes."

Des Moines Area Regional Transit Authority

As of: December 31, 2019

Portfolio Performance

TOTAL RETURN (%)	QTD	YTD	1-year	3-year	5-year	Since Inception*
<small>(periods greater than 12 months annualized)</small>						
Client Portfolio (Gross)	0.42	2.23	2.23	1.74	—	1.52
Client Portfolio (Net)	0.40	2.16	2.16	1.66	—	1.45

*Since Inception date: April 1, 2016

Des Moines Area Regional Transit Authority:

Periods greater than one year are annualized. Past performance is not indicative of future performance. All performance figures include dividends and income, but do not include management fees.

Des Moines Area Regional Transit Authority

As of: December 31, 2019

Account Activity Summary

Portfolio Value on 10/1/2019	\$3,038,358
Deposits/Withdrawals	\$3,500,222
Management Fees	(\$717)
Income	\$22,997
Appreciation	(\$1)
Change In Accrued Income	\$3,898
Portfolio Value on 12/31/2019	\$6,564,757

Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
Short Term Liquidity							
Purchase							
10/01/2019	10/01/2019	2	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$2.17	
10/01/2019	10/01/2019	6,145	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$6,144.99	
10/22/2019	10/22/2019	5,000,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$5,000,000.00	
11/01/2019	11/01/2019	6,430	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$6,430.07	
11/01/2019	11/01/2019	2	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1.83	
12/01/2019	12/02/2019	1	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1.43	
12/01/2019	12/02/2019	10,416	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$10,416.09	
TOTAL Purchases						\$5,022,996.58	
Sell							
10/24/2019	10/24/2019	83	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$83.33	
11/25/2019	11/25/2019	211	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$210.99	
12/23/2019	12/23/2019	201	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$201.15	
12/27/2019	12/27/2019	1,500,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$1,500,000.00	
TOTAL Sales						\$1,500,495.47	

Des Moines Area Regional Transit Authority

As of: December 31, 2019

Disclosures:

The information provided in these reports is confidential and intended for existing client use only. All information contained herein is believed to be correct, but accuracy cannot be guaranteed and should not be relied upon for legal or tax reporting purposes. These reports are not intended for clients to use as a replacement for custodial statements, which should be considered the official record. Miles Capital encourages clients to compare and verify the information in this report with the custodial statement.

All expressions of opinion and predictions in this report are subject to change without notice. This report is not intended to be nor should it be relied upon in any way as a forecast or guarantee of future events regarding a particular investment or the markets in general. The information in this document derived from sources other than Miles Capital is believed to be accurate and is not independently verified nor guaranteed to be accurate or valid. If shown in this report, security and portfolio level analytics with respect to fixed income portfolios are derived opinions and market assumptions made by Miles Capital. Some of the assumptions with respect to fixed income portfolios and the underlying investments include, but are not limited to, expected levels of volatility, prepayment rates, default rates and recovery rates of certain assets held in the portfolio. Future market experience may differ from these opinions and assumptions.

Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.

No chart, graph or formula can by itself determine which securities an investor should buy or sell.

Cost Basis in this statement reflects estimated unrealized or realized gains or losses for informational purposes only. Cost basis information is not verified by Miles Capital and should not be relied upon for legal or tax purposes. This statement should not be used for tax preparation without assistance from a tax consultant. Miles Capital does not report capital gains or losses for securities to the IRS.

Estimated Annual Income (EAI), when available, is used in this report to reflect the amount a client would earn on a security if its current position and related income remained consistent for a year. EAI reflects only the income generated by an investment. It does not reflect changes in its price, which may fluctuate.

Estimated Annual Yield (EAY), when available, is used in this report to reflect the current EAI divided by the current value of the security as of the statement closing date.

EAI and EAY are estimates and the actual income and yield may be lower or higher than the estimated amounts. The information used to derive these estimates is obtained from various outside vendors; Miles Capital is not responsible for estimated annual income and yields which are either missing or incorrect.

 **CONSENT ITEM**



7E:	December FY2020 Consolidated Financial Report
Action:	Approve the December 2020 Consolidated Financial Report

Staff Resource: *Amber Dakan, Finance Manager*

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue year to date is 1.52% below of budget projections. Mobile Ticketing, Unlimited Access Revenue, and Other Contracted Services are all trending ahead of budget while Cash Fares and Advertising are under budget year to date.
- Fixed Route Non-Operating revenue is 0.31% under budget. Interest Income, State Operating Assistance and State Backfill are trending above budget year to date. Timing of the CMAQ funding is attributed to the under budget level.
- Paratransit Operating revenue is under budget by 24.13%. Other Contracted Services trips account for the majority of the shortfall in revenue. The exit of MCO broker United Healthcare and entrance of Iowa Total Care continues to disrupt the Paratransit division.
- Paratransit Non-Operating revenue is 8.18% under budget resulting from grant timing as well as fewer eligible expenses tied to 5310 Funds.
- Rideshare revenues are 23.31% below budget. The Rideshare department is currently working on a targeted marketing plan to increase revenue.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 2.04% under budget. Services, Fuel & Lubricants, and Insurance expense are the three categories seeing the most savings.
- Paratransit Budget Summary – Operating expenses are 10.32% under budget. Equipment Repair Parts, Insurance Expense, Fuel, and Salaries, Wages, & Fringes are the top categories seeing savings.
- Rideshare Budget Summary – Rideshare has a budget savings of 20.24% year to date. Many categories are seeing savings year to date. Equipment Repair Parts did see a spike in usage for the month of December due to multiple accident repairs. The category overall is still underbudget.

Recommendation:

- Approve the December 2020 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of December FY2020 Year to Date as Compared to Budget:**

Fixed Route	\$	234,860	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(69,246)	\$233,499.98
Rideshare	\$	<u>(11,979)</u>	
Total	\$	153,635	

FY2020 Financials:

December 2019

FIXED ROUTE	December 2019			Year-To-Date-(6) Months Ending 12/31/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	364,686	471,419	(106,733)	2,785,437	2,828,517	(43,079)
Non-Operating Revenue	2,159,273	2,116,809	42,464	12,661,842	12,700,855	(39,012)
Subtotal	2,523,960	2,588,229	(64,269)	15,447,279	15,529,371	(82,092)
Operating Expenses	2,352,327	2,586,020	233,694	15,199,169	15,516,122	316,952
Gain/(Loss)	171,633	2,208	169,425	248,110	13,250	234,860

PARATRANSIT	December 2019			Year-To-Date-(6) Months Ending 12/31/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	74,425	108,583	(34,158)	494,317	651,500	(157,183)
Non-Operating Revenue	155,330	161,913	(6,583)	891,993	971,479	(79,486)
Subtotal	229,755	270,497	(40,742)	1,386,310	1,622,979	(236,669)
Operating Expenses	226,559	270,497	43,938	1,455,555	1,622,979	167,424
Gain/(Loss)	3,196	-	3,196	(69,246)	-	(69,246)

RIDESHARE	December 2019			Year-To-Date-(6) Months Ending 12/31/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	57,179	77,958	(20,780)	358,720	467,750	(109,030)
Non-Operating Revenue	-	-	-	2,400	-	2,400
Subtotal	57,179	77,958	(20,780)	361,120	467,750	(106,630)
Operating Expenses	63,661	77,958	14,297	373,099	467,750	94,651
Gain/(Loss)	(6,482)	-	(6,482)	(11,979)	-	(11,979)

Summary	December 2019			Year-To-Date-(6) Months Ending 12/31/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	496,290	657,961	(161,671)	3,638,474	3,947,767	(309,293)
Non-Operating Revenue	2,314,603	2,278,722	35,881	13,556,235	13,672,334	(116,098)
Subtotal	2,810,893	2,936,683	(125,790)	17,194,709	17,620,100	(425,391)
Operating Expenses	2,642,546	2,934,475	291,929	17,027,824	17,606,851	579,027
Gain/(Loss)	168,347	2,208	166,139	166,885	13,250	153,635



ACTION ITEM



8A: FY2021 Budget Public Hearing Date

Action: Approve a Public Hearing on the FY2021 Budget

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- Staff began preparing the FY2021 DART Budget this past fall and apprised the DART Commission monthly on any changes to the assumptions used to develop the proposed budget.
- A workshop was held with Commission members on January 17th where staff outlined the proposed FY2021 Budget in detail.
- The staff also met with the member government city managers on January 29th following the same format as the commission workshop.
- Updated summary revenue and expense charts for the proposed FY 2021 budget based on the feedback from the DART Commission budget workshop are attached.

FY 2021 Budget:

- Over the last year, the DART Commission and staff have worked diligently to identify cost saving opportunities while also expanding access to public transit throughout the region. The DART FY 2021 budget aims to continue this progress over the next year with the following strategic initiatives:
 - Introduction of seven electric buses;
 - Determining how best to invest DART's limited capital funds towards an operations and maintenance facility;
 - Completion of a Transit Optimization Study, analyzing other business models that could be used to meet regional mobility needs;
 - Advancing the Commission's direction of any changes to the Property Tax Formula and Governance Structure;
 - Creation of a shelter plan that aims to add 100 bus shelters in the region over the next five years, some of which will include art;
- FY 2021 revenue assumptions include:
 - Residential rollback at 55.0743%, down from 56.918% in FY2020
 - Commercial rollback at 90%
 - Multi-Residential rollback decreased to 71.25% and will continue to drop by 3.75% per year for another two budget years. Impact of \$303,021 in FY21 and approx. \$1.6M cumulatively
 - Taxable valuation growth of 6.64%
 - No property tax levy increase
 - Increase in advertising revenue by 20% or \$60,000
 - Medicaid revenue reduced by \$169,000



ACTION ITEM

8A: FY2021 Budget Public Hearing Date

- Increase in state operating funds of \$25,000
- Reduction in RideShare program revenue by 12.45%
- Federal funding operating revenue remains flat over prior year
- FY 2021 expenditure assumptions include:
 - Average of 3% pay increase for staff based upon 2 labor contracts and administrative staff
 - 8% premium increase in health insurance expense for employees currently enrolled
 - IPERS rates steady at FY20 levels
 - Employee rate 6.29%
 - Employer rate 9.44%
 - Additional service added to Bondurant to meet economic growth needs
 - Additional maintenance expense planned for DART Way location
 - Shift of professional service budget within IT and marketing departments to salaries for 3 FTEs
 - Full year of utility expenses for electric buses
 - Additional capital funds programmed into local match for capital facility funding
- The DART team is continuously working to provide the best regional transportation solutions as efficiently and effectively as possible. As a result, the proposed FY 2021 budget maintains existing service levels without a levy increase.
- Several initiatives were identified and not included in the proposed budget. Those initiatives included a pilot project to begin testing new service models identified in the Transit Optimization Study, and additional software configuration and staff resources in accounting to support rebuilding DART's financial system to support new types of service, like Flex Connect. The Commission is still considering whether to move forward with all or part of these initiatives. Should the Commission choose to fund the above initiatives in their entirety a levy increase of 1-cent would be required.

Timeline:

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 3, 2020
12:00 P.M.
DART Offices – 620 Cherry Street
Des Moines, Iowa 50309

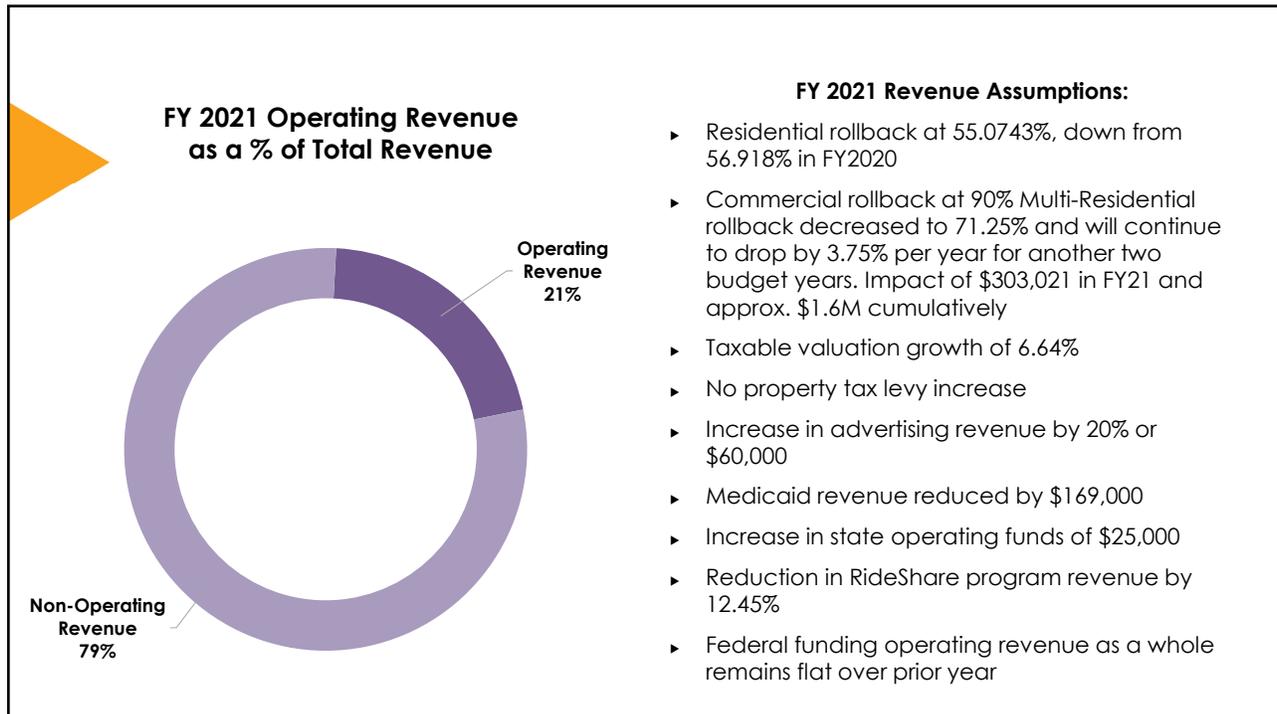
The hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider adoption of the FY2021 budget in advance of the 28M Agreement's deadline of March 15, 2020.

Recommendation:

- Approve a Public Hearing on the FY2021 Budget

FY 2021 Consolidated Budget Overview

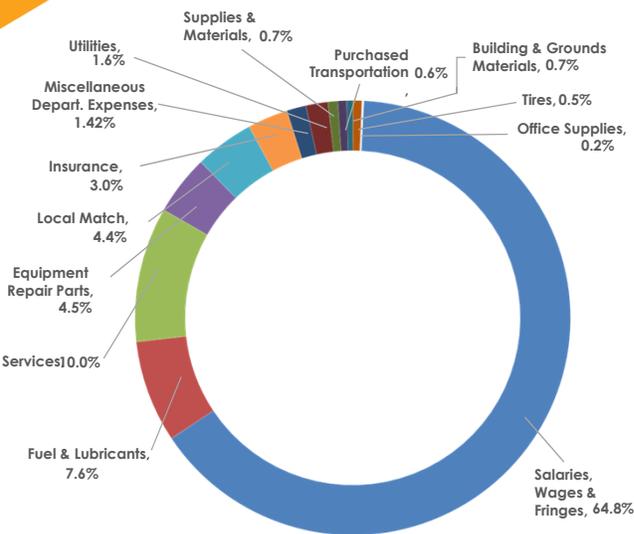
FY 2021 Budget	
Operating Revenue	\$7,879,410
Non-Operating Revenue	\$28,938,600
Total Revenue	\$36,818,010
Total Expenses	\$36,818,010
Surplus (Deficit)	\$0



Budget Summary – Operating Revenue

	Actual FY 2018	Actual FY 2019	Adopted FY 2020	Budget FY 2021	% Change FY2020/ FY2021
OPERATING REVENUE					
Cash Fares	\$3,984,638	\$3,941,929	\$4,775,033	\$4,704,130	(1.48%)
Other Contracted Services	\$2,080,071	\$2,143,113	\$2,097,500	\$1,900,280	(9.40%)
Polk County Funding	\$569,100	\$568,997	\$705,000	\$847,000	20.14%
West Des Moines Funding	\$0	\$0	\$18,000	\$68,000	277.78%
Advertising Income	\$283,933	\$333,237	\$300,000	\$360,000	20.00%
TOTAL Operating Revenue	\$6,917,742	\$6,987,276	\$7,895,533	\$7,879,410	(0.20%)
NON-OPERATING REVENUE					
Interest Income (Expense)	(\$139,688)	(\$57,620)	(\$120,500)	(\$25,000)	(79.25%)
Sale Of Scrap	\$4,824	\$4,340	\$7,500	\$7,500	0.00%
DCS Rental Income	\$27,121	\$21,344	\$28,000	\$28,000	0.00%
Miscellaneous Income	\$118,222	\$144,312	\$61,000	\$64,500	5.74%
Property Tax Revenue	\$17,286,723	\$19,404,588	\$20,924,667	\$22,313,850	6.64%
Municipal Operating Assistance	\$680,000	\$0	\$0	\$0	0.00%
State Operating Assistance	\$1,607,610	\$1,542,389	\$1,675,000	\$1,700,000	1.49%
State Fellowships	\$64,830	\$40,377	\$0	\$0	0.00%
State Property Tax Backfill	\$634,140	\$732,457	\$610,000	\$700,000	14.75%
State Special Projects	\$0	(\$2,896)	\$0	\$0	0.00%
State Grant Funds	\$10,200	\$0	\$0	\$0	0.00%
CMAQ Funds	\$105,144	\$304,585	\$315,000	\$313,750	(0.40%)
FTA ADA - 5307	\$375,000	\$375,000	\$375,000	\$475,000	26.67%
FTA Cabs - 5310	\$177,052	\$131,251	\$185,000	\$70,000	(62.16%)
FTA Operating Income	\$2,595,000	\$2,595,000	\$2,595,000	\$2,600,000	0.19%
FTA Planning Income	\$0	\$52,420	\$0	\$0	0.00%
FTA 5311 Rural	\$11,507	\$14,343	\$14,000	\$16,000	14.29%
FTA Lease Funds	\$710,449	\$687,102	\$675,000	\$675,000	0.00%
TOTAL Non-Operating Revenue	\$24,268,134	\$25,988,992	\$27,344,667	\$28,938,600	5.83%
TOTAL REVENUE	\$31,185,876	\$32,976,268	\$35,240,200	\$36,818,010	4.48%

FY 2021 Operating Expenses by Category



FY 2021 Expense Assumptions:

- ▶ Average of 3% pay increase for staff based upon 2 labor contracts and administrative staff
- ▶ 8% premium increase in health insurance expense for employees currently enrolled
- ▶ IPERS rates steady at FY20 levels
- ▶ Employee rate 6.29%
- ▶ Employer rate 9.44%
- ▶ Additional service added to Bondurant to meet economic growth needs
- ▶ Additional maintenance expense planned for DART Way location
- ▶ Shift of professional service budget within IT and marketing departments to salaries for 3 FTEs
- ▶ Full year of utility expenses for electric buses
- ▶ Additional capital funds programmed into local match for capital facility funding



Budget Summary – Operating Expenses

	Actual FY 2018	Actual FY 2019	Adopted FY 2020	Budget FY 2021	% Change FY2020/ FY2021
Salaries, Wages and Fringes	\$19,938,011	\$20,687,374	\$22,417,970	\$23,861,200	6.44%
Services	\$3,715,764	\$3,696,047	\$3,891,695	\$3,696,370	(5.02%)
Building and Grounds Materials	\$265,851	\$223,643	\$179,000	\$240,000	34.08%
Office Supplies	\$71,131	\$58,508	\$64,000	\$56,300	(12.03%)
Fuels and Lubricants	\$2,038,914	\$2,434,963	\$2,678,950	\$2,796,200	4.38%
Tires	\$152,718	\$114,861	\$165,800	\$170,380	2.76%
Equipment Repair Parts	\$1,568,147	\$1,504,653	\$1,594,250	\$1,639,880	2.86%
Supplies and Materials	\$218,254	\$326,491	\$286,600	\$271,700	(5.20%)
Utilities	\$449,302	\$549,471	\$560,750	\$600,370	7.07%
Insurance	\$914,194	\$511,027	\$1,099,000	\$1,107,920	0.81%
Purchased Transportation	\$256,129	\$201,211	\$229,500	\$238,000	3.70%
Miscellaneous Depart. Expenses	\$685,168	\$1,155,476	\$549,340	\$524,400	(4.54%)
Local Match	\$1,481,674	\$1,263,438	\$1,496,846	\$1,615,290	7.91%
TOTAL EXPENSES	\$31,755,257	\$32,727,163	\$35,213,701	\$36,818,010	4.56%



FY 2021 Tax Levy Rates

Jurisdiction	FY 2021 DART Levy	FY2021 Annual Cost for \$200K Home	Jurisdiction	FY 2021 DART Levy	FY2021 Annual Cost for \$200K Home
Altoona	\$0.714	\$78.65	Johnston	\$0.655	\$72.15
Ankeny	\$0.664	\$73.14	Pleasant Hill	\$0.634	\$69.83
Bondurant	\$0.603	\$66.42	Unincorporated Polk County	\$0.537	\$59.15
Clive	\$0.658	\$72.48	Urbandale	\$0.707	\$77.88
Des Moines	\$0.93975	\$103.51	West Des Moines	\$0.808	\$89.00
Grimes	\$0.602	\$66.31	Windsor Heights	\$0.950	\$104.64

ADDITIONAL BUDGET CONSIDERATIONS

Budget Item	Description of Item	Cost of Item
Transit Optimization Study Pilots	<ul style="list-style-type: none"> DART will complete the Transit Optimization Study at the beginning of FY2021. As an output of the investment in the study, DART will be provided with near-term recommendations to implement. These pilots could include microtransit partnerships with private transportation providers, and micromobility. Funding for these pilots would allow DART to test emerging technologies and service delivery models. The overall goal of this proposal is to improve the efficiency and effectiveness of how we move people around the region. 	\$150,000
Funding Diversification	<ul style="list-style-type: none"> To further the Commission priority of exploring new service delivery methods, staff has identified some challenges with our current financial system that will require additional resources. DART currently has one general fund through which all revenues and expenses flow, which limits financial reporting capabilities. It will be necessary to make changes to demonstrate to the FTA that we are using our federal money appropriately. In order to accomplish this, staff proposes adding one Staff Accountant to staff (\$70,000). New resources will allow for the ability to manage different funding streams and segregate them from beginning to end on both the operating and capital budgets. Additionally, staff anticipates a one time consulting need in order to convert the Financial System itself to accommodate the new methodologies (\$69,000). 	\$139,000
Total		\$289,000

FY 2021 Tax Levy Rates – 1 cent

Jurisdiction	FY 2021 DART Levy	FY2021 Annual Cost for \$200K Home	Jurisdiction	FY 2021 DART Levy	FY2021 Annual Cost for \$200K Home
Altoona	\$0.724	\$79.75	Johnston	\$0.665	\$73.25
Ankeny	\$0.674	\$74.24	Pleasant Hill	\$0.644	\$70.94
Bondurant	\$0.613	\$67.52	Unincorporated Polk County	\$0.547	\$60.25
Clive	\$0.668	\$73.58	Urbandale	\$0.717	\$78.98
Des Moines	\$0.94975	\$104.61	West Des Moines	\$0.818	\$90.10
Grimes	\$0.612	\$67.41	Windsor Heights	\$0.950	\$104.64



ACTION ITEM



8B:	Transit Technology Consulting Services Contracts
Action:	Approve Contracts with IBI Group and Ross & Baruzzini to provide Transit Technology Consulting Services for the Not to Exceed Amount of \$750,000

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART is seeking to establish contracts with one or more consultants to provide transit specific technology consulting services to DART. The selected consultants will have knowledge and expertise in transit technology and related fields. The consultants will work with DART staff on an as-needed basis for specific projects as they arise.
- The contract term will be three years with two individual one year options.
- The services include, but are not limited to the following areas:
 - Development and integration of long range plans (technology, disaster recover, business continuity, etc.)
 - Maintain or update existing transportation systems:
 - Communications (radio, cellular)
 - Fare Collection
 - CAD/AVL System
 - Scheduling and Routing
 - Customer Information
 - Fleet / Maintenance Planning
 - Optimization of existing or new enterprise systems
 - Support new and innovative mobility solutions

Procurement and Evaluation:

- DART conducted a Request for Proposals (RFP) the services. The RFP was published on November 1, 2019 and proposals were due on December 6, 2019.
- Six (6) proposals were received for the requested services. Based upon the evaluation criteria identified in the RFP, the evaluation team scored the firms in the following order:
 - IBI Group – 4.025
 - Ross & Baruzzini – 3.888
 - nMomentum – 3.7
 - Left Turn Right Turn – 3.675
 - Four Nines – 3.625
 - True North Consulting – 2.525



ACTION ITEM

8B: Transit Technology Consulting Services Contracts

Agency Background:

- IBI Group has 20 years experience in the technology consulting industry and has worked with over 75 transit agencies nationwide. Experience with similar sized agencies include: Ann Arbor, Dayton, Hampton Roads, MTTA in Tulsa.
- Ross & Baruzzini has over 65 years of experience in the industry. They are based in St. Louis and they have a local office in Kansas City. Their experience with other transit systems include GTrans in Gardena, CA and the Jacksonville Transit Authority.

Pricing Summary:

Average Hourly Rate per Year:

Year	Senior Advisor	Project Manager	Consultant/Engineer	Analyst
Year 1	\$245	\$190	\$155	\$106
Year 2	\$255	\$197	\$160	\$110
Year 3	\$264	\$203	\$166	\$114
Year 4	\$273	\$210	\$171	\$118
Year 5	\$283	\$217	\$177	\$122

Funding:

- Funding will come from budgeted capital or operating funds as needs arise.

Recommendation:

- Approve contracts with IBI Group and Ross & Baruzzini to provide Transit Technology Consulting Services for the Not to Exceed Amount of \$750,000.



ACTION ITEM



8C:	Planning Consulting Services Contract
Action:	Approve a Contract with Transportation Management & Design (TMD) to provide On Call Planning Consulting Services for the Not to Exceed Amount of \$1,000,000

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART is seeking to establish contracts with a consultant to provide transit specific planning consulting services. The selected consultants will have knowledge and expertise in transit planning and focus on new emerging trends as well as strategic planning and technical assistance to the organization. The consultants will work with DART staff on an as-needed basis for specific projects as they arise.
- The contract term will be three years with two individual one year options.
- The services include, but are not limited to the following areas:
 - Transit Planning Services
 - Short and mid-term and long range service planning
 - Capital project planning
 - Service scheduling, blocking, run-cutting
 - Surveying (satisfaction, rider, non-rider)
 - Title VI analysis and compliance
 - Management Planning Services
 - Financial planning and analysis
 - Safety and security planning
 - Governance, staffing and operational planning and support
 - Grant development
 - Strategic planning

Procurement:

- DART conducted a Request for Proposals (RFP) the services. The RFP was published on November 8, 2019 and proposals were due on December 20, 2019.
- Four (4) proposals were received for the requested services and through an initial evaluation, 3 of the 4 were selected as finalists for on-site interviews:
 - Left Turn Right Turn
 - SRF Consulting (Finalist)
 - Transportation Management & Design (Finalist)
 - WSP (Finalist)



ACTION ITEM

8C: Planning Consulting Services Contract

Evaluation Summary:

- Interviews were conducted with finalists on January 15, 2020.
- Scoring Summary:
 1. TMD – 4.575
 2. WSP – 4.1
 3. SRF Consulting – 3.9
 4. Left Turn Right Turn – 2.925
- Based upon the evaluation criteria identified in the RFP and the on-site interviews, DART has identified TMD as scoring the highest and providing the best value to DART.

Pricing Summary:

Hourly Rates per Year:

Year	Principal	Project Manager	Senior Consultant	Consultant
Year 1	\$248	\$160	\$132	\$102
Year 2	\$260	\$168	\$139	\$107
Year 3	\$273	\$176	\$146	\$113
Year 4	\$287	\$184	\$153	\$118
Year 5	\$301	\$194	\$161	\$124

Funding:

- Funding will come from budgeted capital or operating funds as needs arise.

Recommendation:

- Approve a contract with Transportation Management & Design (TMD) to provide On Call Planning Consulting Services for the Not to Exceed Amount of \$1,000,000.



ACTION ITEM



8D:	Van Donation Program Recipients
Action:	Approve the donation of three retired RideShare vans in accordance with the Van Donation Program

Staff Resource: *Catlin Curry, Mobility Coordinator*

Background:

- The DART Commission approved implementation of the RideShare Van Donation Program at their September 2, 2014 meeting. This is the sixth year of the program. This annual program provides up to three passenger vans to eligible non-profit organizations and governmental agencies to enhance access to transportation within DART's service area.
- Vans were awarded to the following agencies in the prior years of the program:
 - FY15 – Iowa Homeless Youth Centers, Oakridge Neighborhood Services, and YESS
 - FY16 – ArtForce Iowa, CISS, and USCRI
 - FY17 – Genesis Inc., Community Youth Concepts, and ChildServe Community Options
 - FY18 – Latinas/Latinos Al Exito, Eyerly Ball Community Mental Health Services, Helping Our Veterans with Everyday Living
 - FY19 - Children and Families of Iowa, Oakridge Neighborhood Services, Opportunity on Deck

Application Process:

- DART issued a press release and solicited applications from area human service providers and eligible organizations. All agencies were required to submit copies of their 501(c)(3) documentation, if applicable.
- Applications were reviewed by a panel of DART staff consisting of the Business and Community Partnerships Manager, Mobility Coordinator, Procurement Manager, Finance Manager, and RideShare Supervisor.
- 25 applications were received:

<ul style="list-style-type: none"> ○ Adaptive Sports Iowa ○ Anawim Housing ○ Ankeny Beyond Transition Program ○ Broadlawn Medical Center Foundation ○ Faith Missionary Baptist Church ○ God's Outreach Deliverance Intl. ○ Forest Avenue Outreach, dba Good Vibes Yoga ○ Iowa Congolese Organization and Center for Healing (ICOACH) 	<ul style="list-style-type: none"> ○ Iowa Harm Reduction Coalition ○ Isiserettes Drill & Drum Corps ○ Justice League of Food ○ Mount Olive Lutheran Church & School ○ Passageway ○ Plymouth Place ○ Polk County Conservation Board ○ Shalom Covenant Church ○ Social Action, Inc.
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ACTION ITEM

8D: Van Donation Recommendation

- St. Paul African Methodist Transformation Center
 - Starts Right Here
 - Urbandale Community Action Network
 - United Upper Nile Association
 - Vietnamese Evangelical Church
 - Willkie House
 - Youth & Shelter Services, Inc.
 - Youth Emergency Services & Shelter
- Applications submitted by Anawim Housing, the Iowa Congolese Organization and Center for Healing (ICOACH) and Starts Right Here were recommended for selection.
 - **Anawim Housing** works to break the cycle of homelessness and give vulnerable individuals a foundation through stable housing and supportive services. Utilizing evidence-based practices and the Housing First model, Anawim Housing believes safe, affordable housing is essential to building stronger communities. Over 1,200 individuals (students, families, single-parents and refugees) currently reside in Anawim-owned properties. A donated van would be utilized to transport clients who participate in Full Circle, a weekly support group that provides emotional support and community connections.
 - **Starts Right Here** encourages and educates young people living in disadvantaged and oppressive circumstances using the arts, entertainment, hip hop music, programs and a variety of other methods with the objective of breaking down the barriers of fear, intimidation and other damaging factors leading to a sense of being disenfranchised, forgotten and rejected. A donated van would be used to transport students between homes, schools and the SRH campus at 455 SW 5th St., Des Moines. It would also allow for the expansion of partnerships with Des Moines Police Department and DMACC.
 - **ICOACH** works with Congolese refugees new to Iowa to provide healing, education, advocacy and programs that expand economic opportunities. ICOACH represents clients in Central Iowa speaking over twenty-four different Congolese languages. A donated van would be utilized to expand current transportation services and extend access to jobs, essential destinations and summer reading programs.

Recommendation:

- Approve donation of three (3) retired RideShare vehicles to Anawim Housing, the Iowa Congolese Organization and Center for Healing (ICOACH) and Starts Right Here in accordance with the Van Donation Program.
- Applicants not selected for donation will have the opportunity to purchase a retired RideShare van subject to availability.



DISCUSSION ITEM



9A: Operations and Maintenance Facility Update

Staff Resource: Jamie Schug, Chief Financial Officer

- Staff will provide an update regarding DART's operations and maintenance facility.



DISCUSSION ITEM



9B: Electric Bus Project Update

Staff Resource: *Jamie Schug, Chief Financial Officer*

- Staff will provide an update regarding DART's electric bus pilot project.



DISCUSSION ITEM



9C: Transit Optimization Study Update

Staff Resource: *Luis Montoya, Planning and Development Manager*

- Staff will provide an update regarding the Transit Optimization Study.



DISCUSSION ITEM



9D: Quarterly Financial Review

Staff Resource: Amber Dakan, Finance Manager

Revenue

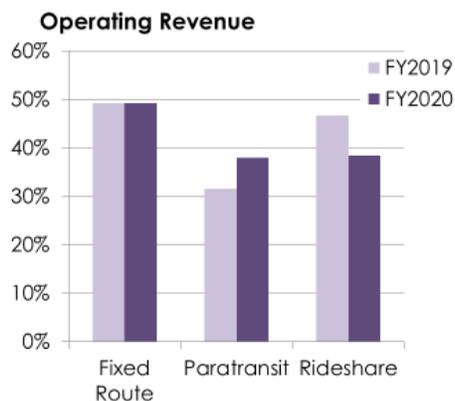
Operating Revenue

- Fixed Route Operating Revenue for the first half of FY20 is 49.19%. This is the same level of performance as compared to the first half of FY19 which came in at 49.20%. Unlimited Access Partnerships, higher adoption of Mobile Ticketing, and Other Contracted Services are the biggest drivers of performance for both years.
- Paratransit Operating Revenue for the first six months of FY20 has collected \$10,600 less than over the same period in FY19. In terms of budget utilization, FY20 Operating Revenue is 37.94% of budget and FY19 was at 31.56% year to date. Other Contracted Services has collected less than the year prior.
- RideShare Operating Revenue for the first half of FY20 is down over the same period of FY19 at 38.35% and 46.66% respectively. This equates to a difference of approximately \$40,000.



Operating Revenue, Percent of Budget

July - December



Non-Operating Revenue

- Fixed Route Non-Operating Revenue is at 49.89% of budget year to date as compared to 51.13% in FY19. An increase in Property Tax Revenues and State Operating Assistance are two categories that have had the growth over the prior year.
- Paratransit Non-Operating Revenue for Q2 YTD year over year is down by approximately \$81,700. In comparison to budget, FY20 YTD is 45.44% and FY19 is at 50.44%. This is primarily attributed to the change in 5310 funding levels.

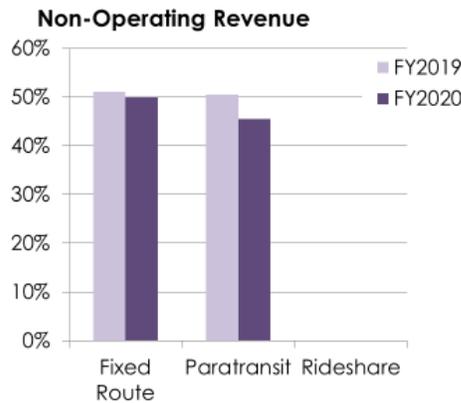
DISCUSSION ITEM

9D: Quarterly Financial Review

- Paratransit Operating Expense is down as a comparison of budget in FY20 over FY19. FY20 Operating Expenses were 44.57% year to date and 47.13% in FY19. Services, Fuel & Lubricants, Equipment Repair Parts, Insurance, and Cab Contracts are all lower than the prior year's usage.



Non-Operating Revenue, Percent of Budget
July - December

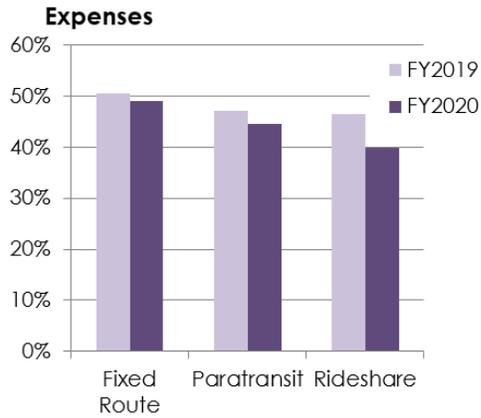


Expenses

- Fixed Route Operating Expenses as a percentage of budget is lower in FY20 than it was as compared to FY19. FY19 Q2 YTD utilized 50.49% of the expense budget while FY20 Q2 YTD is 49.02% of budget utilization. Services, Repairs to Building & Grounds, Supplies & Materials and Fuel & Lubricant expenses are seeing lower budget utilization over last year. Conversely, Salaries, Wages & Fringes, Equipment Repair Parts, and Insurance are trending higher in FY20 year to date.
- Paratransit Operating Expense is down as a comparison of budget in FY20 over FY19. FY20 Operating Expenses were 44.57% year to date and 47.13% in FY19. Services, Fuel & Lubricants, Equipment Repair Parts, Insurance, and Cab Contracts are all lower than the prior year's usage.
- RideShare operating expense utilization in FY20 was down in comparison to second quarter of 2019. Operating Expenses are 39.88% of budget for FY20 and 46.52% for the year prior. With the exception of Salaries, Wages, and Fringes; every category in the RideShare division is lower in FY20 than in FY19.



Expenses, Percent of Budget July - December





DISCUSSION ITEM

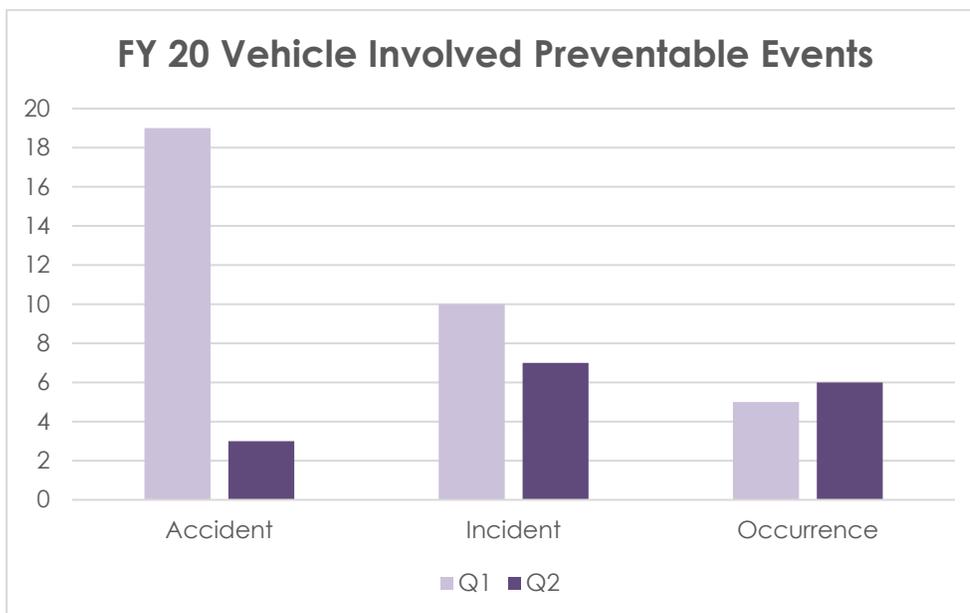


9E: Quarterly Safety Report

Staff Resource: Pat Daly, Safety Manager

Overview:

Preventable Vehicle Events – The second quarter saw a 53% reduction in vehicle involved preventable accidents, occurrences, and incidents, including an 84% reduction in accidents.



Accident – A collision with a motor vehicle regardless of damage and any collision with a fixed object that results in a DART vehicle being removed from service.

Incident – A collision with a fixed object that results in damage to a DART vehicle or property that will require repair but does not remove the bus from service or that causes a major disruption in service.

Occurrence – An event in which a part of a DART vehicle makes contact with a fixed object, the ground, or bus parked in the garage but does not require repairs or cause a disruption in service.

Key Points:

- Fixed route has a goal of 1.95 accident per 100,000 miles. It is currently at 1.88
- Paratransit has a goal of 2.00 accidents per 100,000 miles. It is currently at 1.09
- There were no collisions with occupied motor vehicles between September 21st and the end of the quarter - 102 days
- There were no collisions with unoccupied motor vehicles between October 8th and the end of the quarter – 85 days

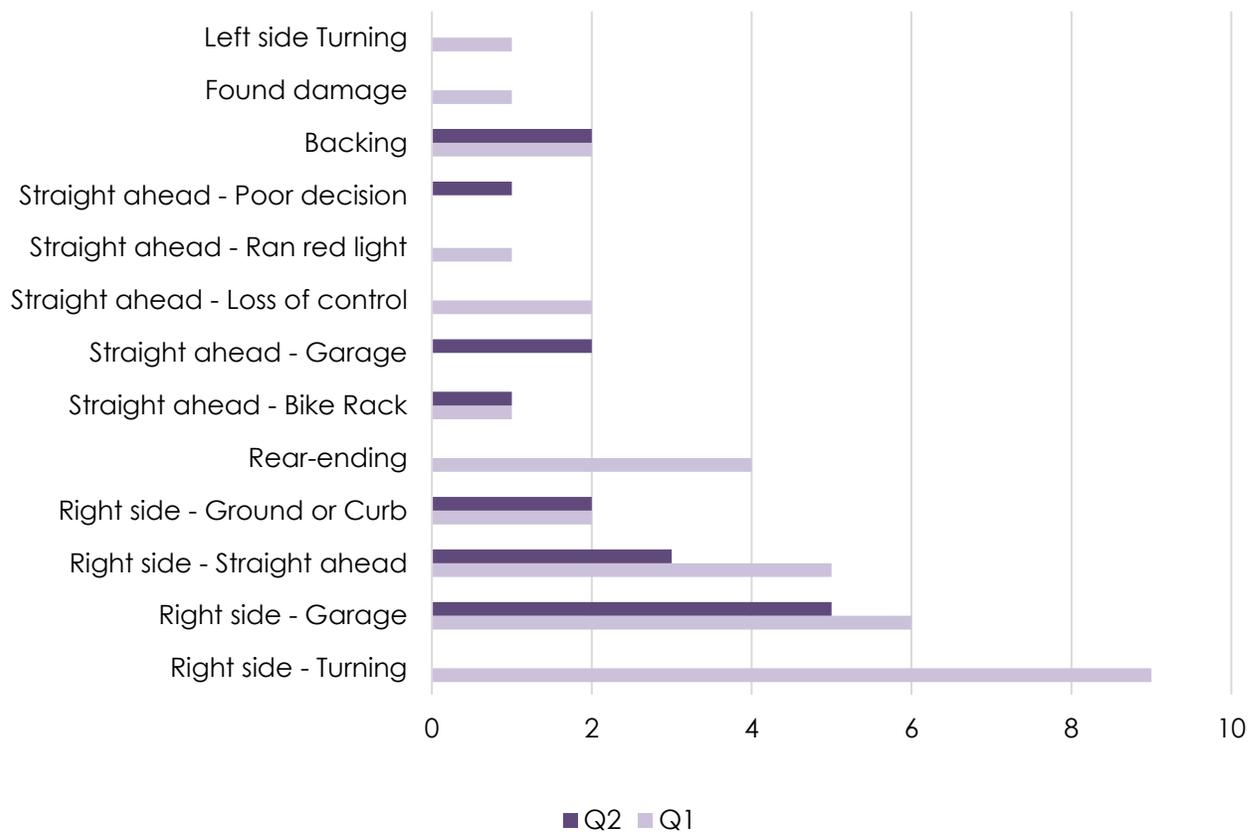
DISCUSSION ITEM
9E: Quarterly Safety Report



Trends and Mitigation Strategies:

Right Side of Bus – Events involving the right side of buses account for 32 or out of 41 or 78% of contact events.

FY 20 Event Types



A number of strategies are employed to mitigate the types of actions that lead to contact events, they include

- The operators that are involved in preventable contact events are required to attend skills refresher training,
- Video from recent events is shown at the month Safety meeting so that operators might understand what happened and learn from another's experience.
- Various methods are used to keep safety messages in front of the operators. These include: flyers, table tents, text messages to the bus MDT, LED signboards, and personal interaction.
- The trends are reviewed at the monthly Safety Committee meeting to look for contributing issues such as route planning, route timing, detours, bus equipment, etc...
- In the case of new operators, their time in training maybe evaluated for emerging trends.

DISCUSSION ITEM
9E: Quarterly Safety Report



Operator Experience – Operators within their first two years out of training account for 63% of all contact events.

Tenure Combined	Number of Event by Tenure	% of Events by Tenure
0-1 Year	15	33%
1-2 Years	14	30%
2-5 Years	9	20%
5-10 Years	6	13%
10-20 Years	2	4%
Over 20 Years	0	0%
TOTAL	46	

Fixed Route

0-1 Year	11	28%
1-2 Years	14	35%
2-5 Years	7	18%
5-10 Years	6	15%
10-20 Years	2	5%
Over 20 Years	0	0%
TOTAL	40	

Paratransit

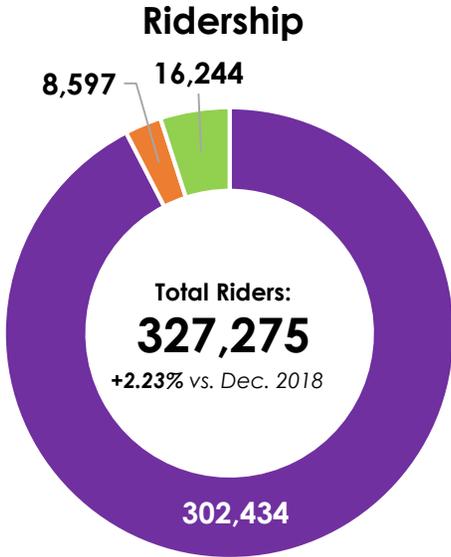
0-1 Year	4	67%
1-2 Years	0	0%
2-5 Years	2	33%
5-10 Years	0	0%
10-20 Years	0	0%
Over 20 Years	0	0%
TOTAL	6	

The strategies employed to mitigate the inexperience of new operators include:

- The training program has added approximately two weeks to the training program and now requires skills competency as opposed to skills completion.
- Operations and Safety staff are engaging more frequently with new operators to encourage them to ask questions and to reinforce our decision making process of Safety – Service – Schedule.
- Staff also warns operators of emerging hazards and remind them of the safety steps to take.

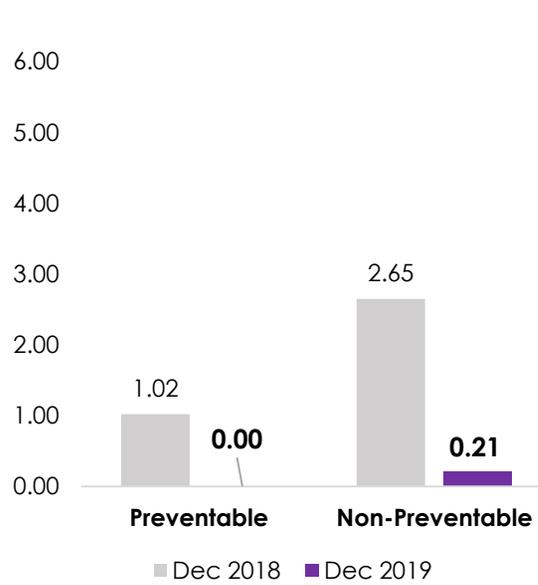


Performance Summary – December 2019

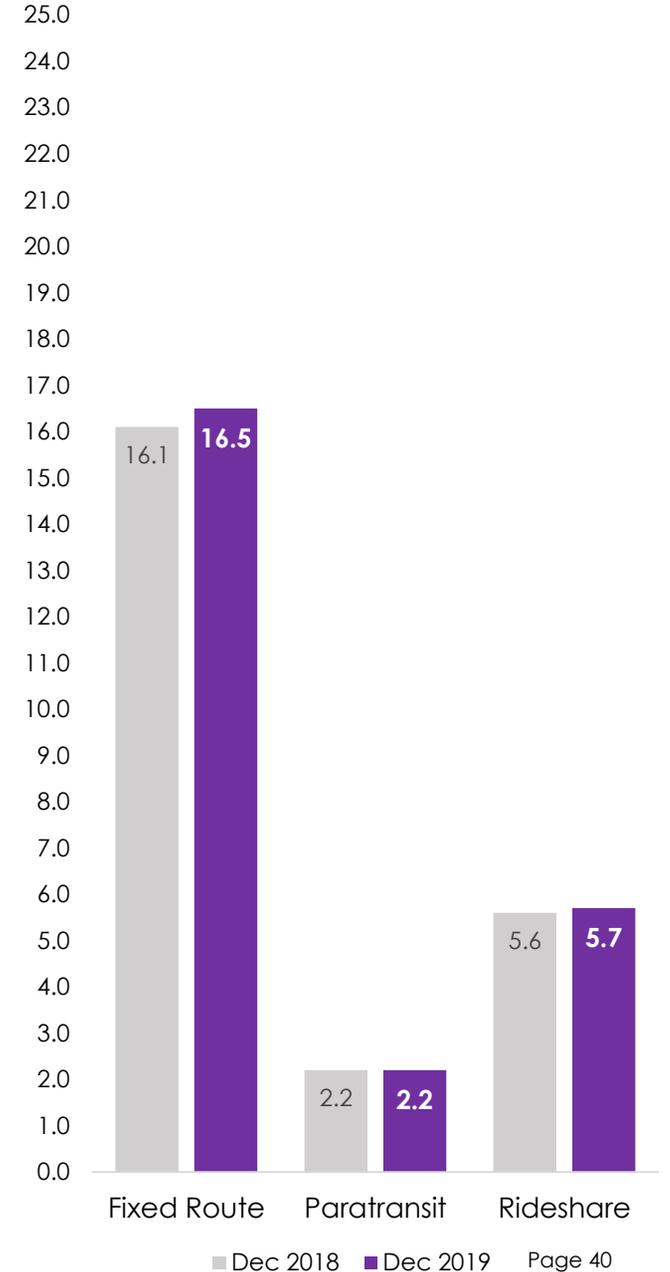


■ Fixed Route ■ Paratransit ■ Rideshare

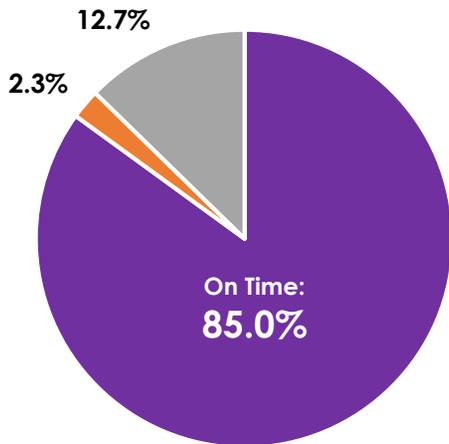
Accidents / 100K Miles



Passengers Per Revenue Hour

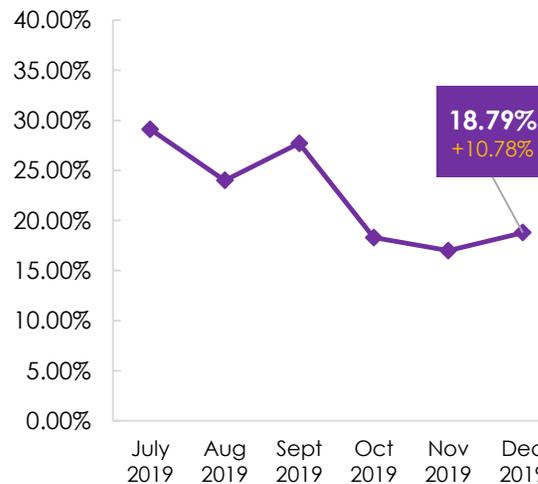


On Time Performance



■ On Time ■ Early ■ Late

Cost Recovery Ratio



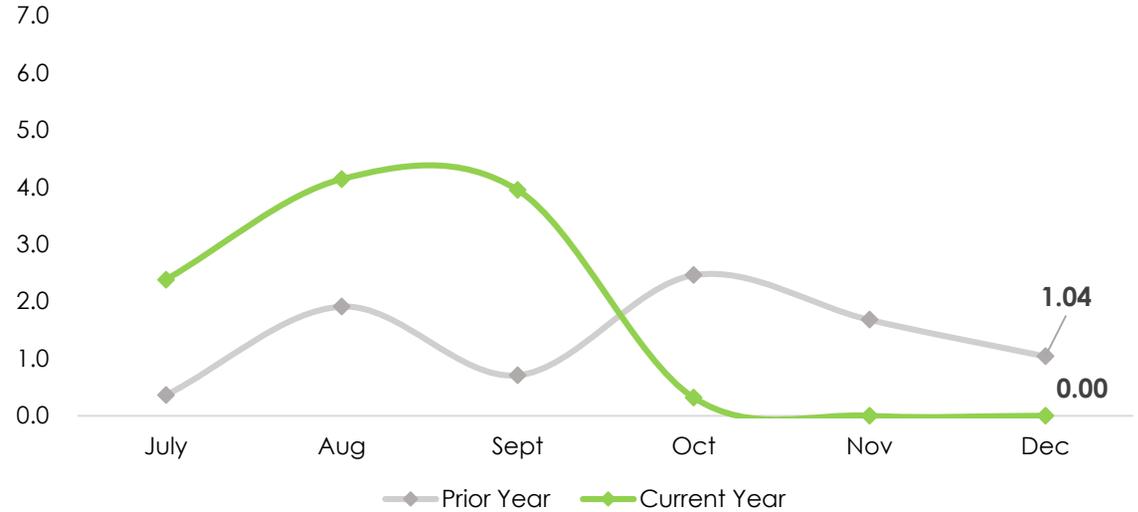


Safety Performance – December 2019

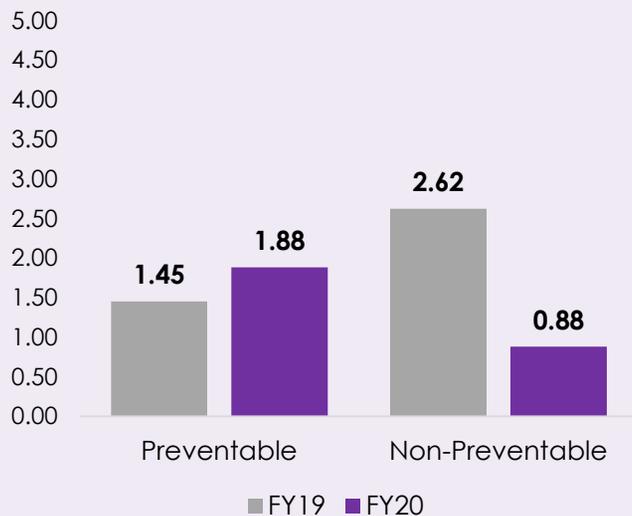
Preventable Accident Report December 2019

	Accidents	Per 100,000 Miles
July 2019	10	1.96
Aug 2019	16	2.80
Sept 2019	12	2.44
Oct 2019	1	0.19
Nov 2019	0	0.00
Dec 2019	0	0.00
YTD 2020	39	1.27
YTD 2019	37	1.17
YTD Change	+2	+8.0%

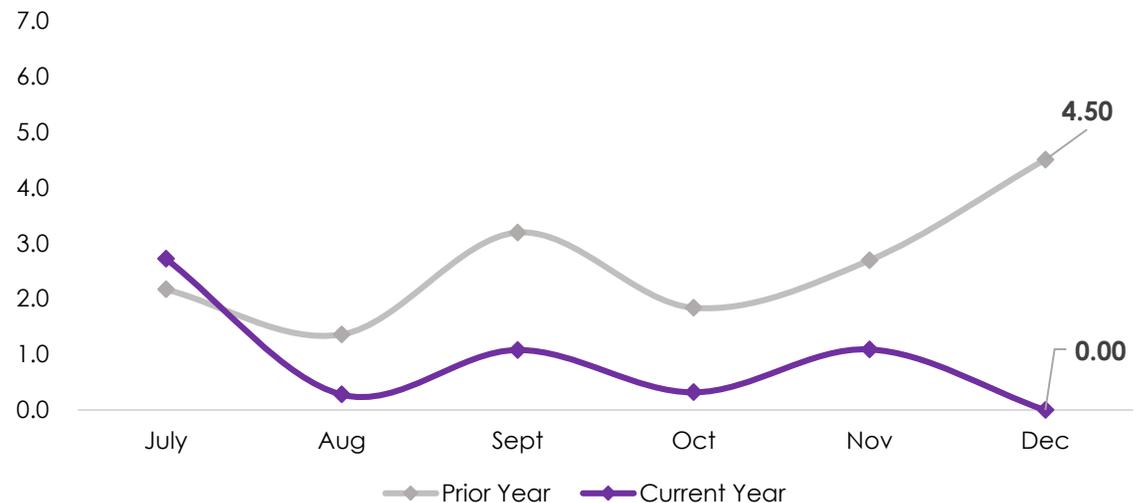
Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



Year To Date – Fixed Route Accidents Per 100,000 Miles



Non-Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



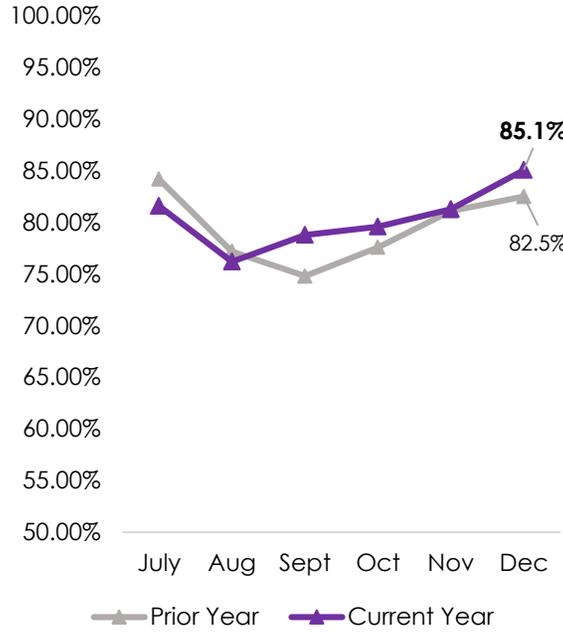


Fixed Route Performance – December 2019

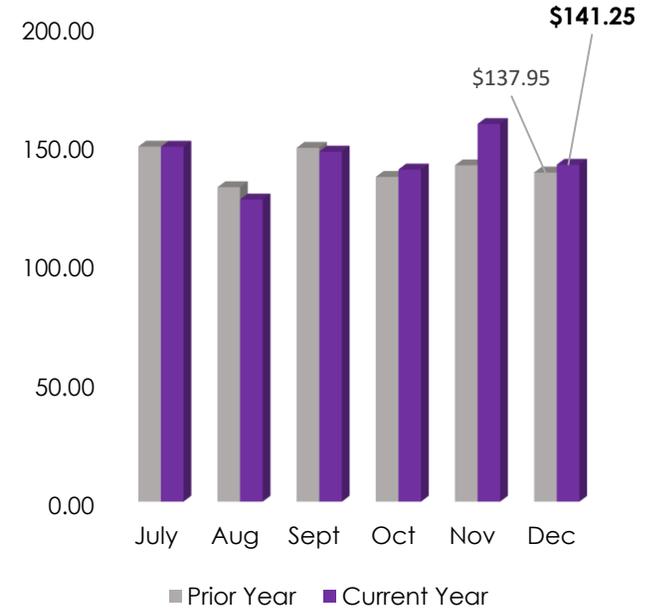
Total Ridership



On Time Performance



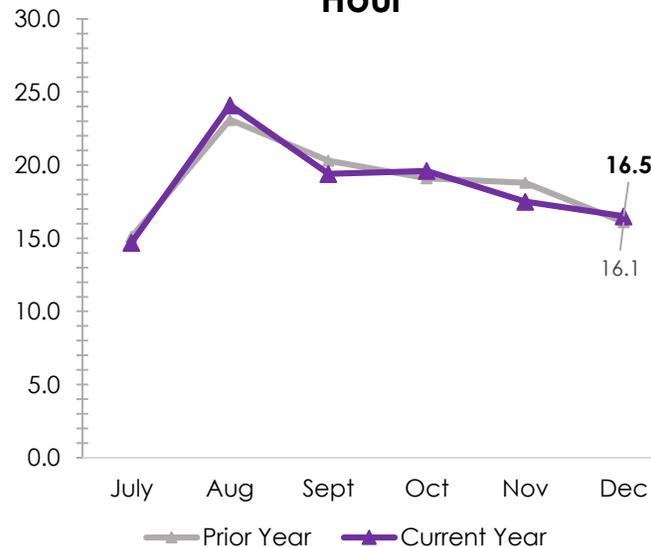
Operating Cost Per Revenue Hour



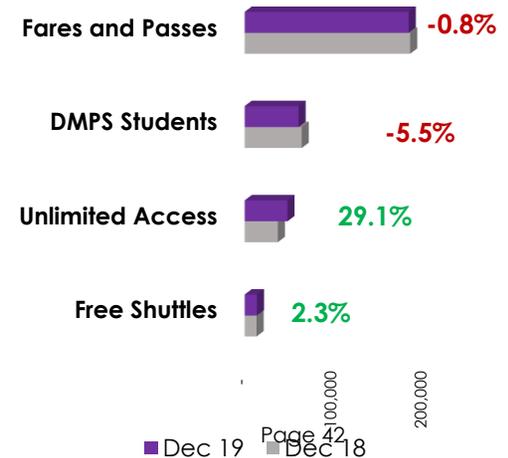
YTD Report – Fixed Route

Metrics	FY19	FY20	% Change
Customer Service			
On Time Performance	79.56%	80.44%	1.11%
Complaints p/100K Cust.	17.30	12.28	-29.02%
Roadcalls p/100K Miles	16.49	15.10	-8.42%
Passengers Per Revenue Hour	19.0	18.9	-0.49%
Financial			
Cost Per Revenue Hour	\$140.14	\$142.08	1.38%
Ridership			
Fixed Route Ridership	2,225,382	2,207,013	-0.83%

Passengers Per Revenue Hour



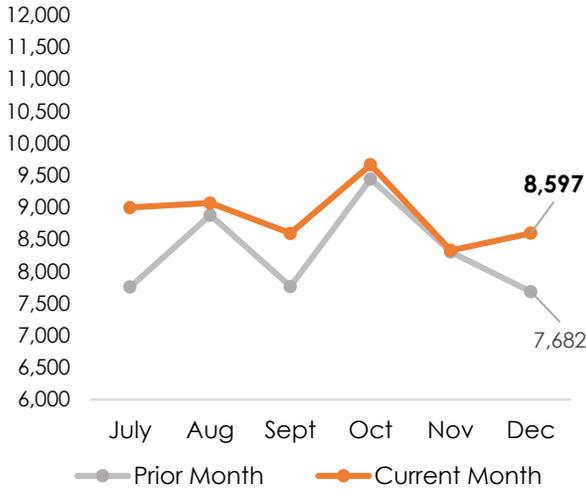
Ridership Change by Fare Type



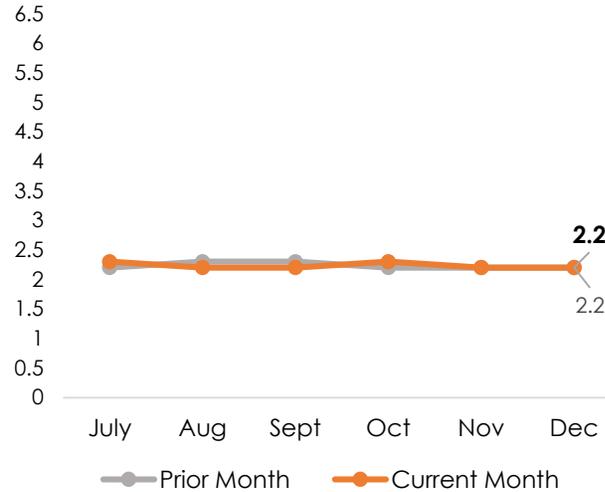
dart Paratransit & Rideshare Performance – December 2019

Paratransit

Total Ridership



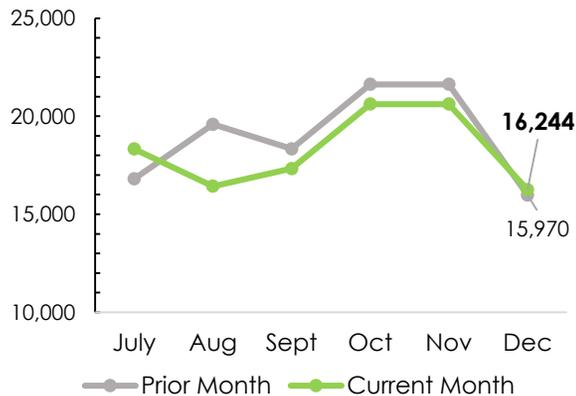
Passengers Per Revenue Hour



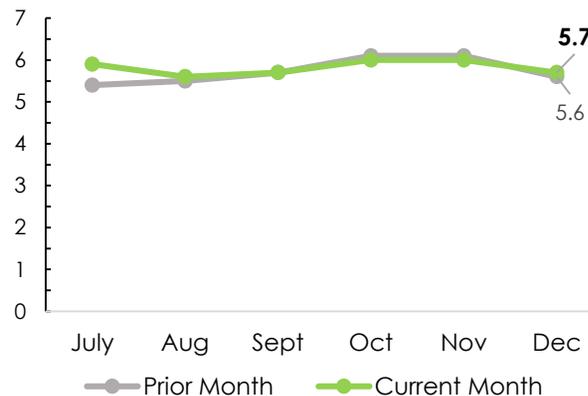
YTD Report	FY19	FY20	% Change
Customer Service			
On Time Performance	82.88%	89.32%	7.76%
Complaints p/100K Cust.	152.53	150.00	-1.66%
Roadcalls p/100K Miles	5.85	3.53	-39.81%
Passengers Per Revenue Hour	2.2	2.2	0.19%
Financial			
Operating Cost Per Run	\$416.29	\$405.53	-2.58%
Ridership			
Total Passengers	49,826	53,334	7.04%

Rideshare

Total Ridership



Passengers Per Revenue Hour



YTD Report	FY19	FY20	% Change
Customer Service			
Passengers Per Revenue Hour	5.7	5.4	0.84%
Financial			
Operating Cost Per Passenger	\$6.02	\$6.25	3.82%
Ridership			
Total Passengers	112,053	104,650	-6.61%



Detailed Ridership Report – December 2019

	19-Sep	19-Oct	19-Nov	19-Dec	18-Dec	Dec % Change FY19	FY20 Dec YTD	FY19 Dec YTD	YTD % Change FY20
Fixed Route	351,430	391,932	308,709	302,434	296,486	2.01%	2,207,013	2,225,382	-0.83%
1. Local									
#1 - Fairgrounds	18,248	20,658	14,937	14,304	13,590	5.25%	349,749	330,399	5.86%
#3 - University	34,208	37,384	31,040	30,068	29,842	0.76%	200,970	191,294	5.06%
#4 - E. 14th	15,878	18,514	14,115	14,260	13,476	5.82%	95,274	95,177	0.10%
#5 - Franklin Ave/Johnston	11,766	13,429	9,921	9,923	8,367	18.60%	61,520	58,070	5.94%
#6 - Indianola	29,977	34,468	26,772	26,644	24,680	7.96%	164,465	160,901	2.22%
#7 - SW 9th St	36,436	41,710	31,635	32,035	30,560	4.83%	198,060	194,621	1.77%
#8 - Fleur Dr	3,919	4,217	2,924	2,635	3,452	-23.67%	17,657	25,459	-30.65%
#10 - East University	3,327	2,811	1,490	1,439	2,652	-45.74%	14,589	17,801	-18.04%
#11 - Ingersoll/Valley Junction	1,904	2,167	1,879	1,948	1,659	17.42%	11,661	11,770	-0.93%
#13 - Evergreen	6,097	6,544	4,423	4,377	5,048	-13.29%	24,202	31,679	-23.60%
#14 - Beaver Ave	19,378	21,406	16,824	16,418	15,452	6.25%	101,029	109,572	-7.80%
#15 - 6th Ave	26,726	29,743	21,801	21,124	23,811	-11.28%	136,648	149,603	-8.66%
#16 - Douglas Ave	33,920	37,398	31,068	31,092	28,934	7.46%	193,878	203,216	-4.60%
#17 - Hubbell Ave/Altoona	21,549	24,319	20,274	20,184	20,639	-2.20%	128,233	144,516	-11.27%
#50 - Euclid	5,238	5,670	4,303	4,387	3,958	10.84%	30,433	16,608	83.24%
#52 - Valley West/Jordan Creek	12,373	13,383	12,213	11,907	12,925	-7.88%	75,470	79,486	-5.05%
#60 - Ingersoll/University	33,633	37,424	29,131	28,163	26,755	5.26%	185,208	186,712	-0.81%
#72 - West Des Moines Loop	3,468	4,039	4,158	4,060	2,938	38.19%	22,951	20,828	10.19%
#74 - NW Urbandale	525	781	724	515	600	-14.17%	3,752	4,023	-6.74%
2. Shuttle									
Hy-Vee Shuttle	0	0	0	0	0		0	1,560	-100.00%
D-Line	14,974	16,117	13,480	12,879	13,052	-1.33%	89,645	86,717	3.38%
Link Shuttle	600	661	534	508	326	55.83%	4,268	2,494	71.13%
3. Express									
#92 - Hickman	2,404	2,880	1,983	1,788	2,002	-10.69%	13,552	13,757	-1.49%
#93 - NW 86th	2,614	3,123	2,761	2,516	2,328	8.08%	16,458	16,997	-3.17%
#94 - Westtown	991	976	823	770	847	-9.09%	5,588	6,105	-8.47%
#95 - Vista	1,009	920	664	583	795	-26.67%	4,922	6,146	-19.92%
#96 - E.P. True	2,845	3,065	2,519	2,364	1,608	47.01%	14,848	12,111	22.60%
#98 - Ankeny	5,963	6,512	5,105	4,217	4,880	-13.59%	32,913	37,440	-12.09%
#99 - Altoona	1,113	1,398	1,070	1,227	974	25.98%	7,324	7,952	-7.90%
4. Flex									
#73 - Urbandale/Windsor Heights	161	66	0	0	174		640	1,001	-36.06%
5. On Call									
Deer Ridge	11	1	0	0	0		29	63	-53.97%
Ankeny	77	101	138	99	98	1.02%	615	628	-2.07%
Johnston/Grimes	98	47	0	0	63		399	624	-36.06%
Regional	0	0	0	0	1		63	52	21.15%
Paratransit	8,606	9,699	8,329	8,597	7,682	11.91%	53,334	49,826	7.04%
Medicaid	925	1,001	909	927	1,134	-18.25%	5,981	7,635	-21.66%
ADA BusPlus	4,530	5,153	4,694	4,888	4,074	19.98%	28,723	25,615	12.13%
Rideshare	17,331	20,617	15,704	16,244	15,970	1.72%	104,650	112,053	-6.61%
Total Ridership	377,367	422,248	332,742	327,275	320,138	2.23%	2,364,997	2,387,261	-0.93%
Flex Connect		144	204	204	219		627		
Taxi		16	0	0	0		0		
Uber		128	204	204	219		627		



10A: Operations Team Report

Staff Resources: *Amanda Wanke, Interim Chief Operating Officer*

- **Snow days:** Central Iowa experienced several days with snowfall and icing in January. As to be expected, we experienced delays across the system as well as a few minor, weather-related accidents. The operations team did an awesome job and was well prepared for the severe weather and deserves credit for how well DART was able to respond during the weather events.
- **Snow-related student transportation:** The operations team responded quickly and smoothly to the first weather-related early out of Des Moines Public Schools on January 10. In addition to the quick response from operators who needed to come in early, staff also added several buses to help transport students from North High School who didn't have other transportation due to the weather.
- **Time study:** Supervisors and dispatchers will be doing a time study over two weeks in February. These positions have numerous responsibilities, and so the purpose of the study is to understand how much time each responsibility takes up in order to look for areas to reallocate or reprioritize in order to be as effective as possible.
- **Des Moines Public Schools (DMPS) Partnership:** DART and DMPS staff continue to work together on student transportation and any related issues in order to establish clear processes and protocol for both students and operators.



MONTHLY REPORT



10B: External Affairs Team Report

Staff Resources: Amanda Wanke, Chief External Affairs Officer

Marketing and Communications – Erin Hockman, Marketing and Communications Manager

- **February service change:** The marketing team has updated all of the route maps and schedules impacted by the February service change. A rider communications plan has also been deployed to ensure riders are aware of what is changing.
- **Legislative affairs:** Staff have updated the legislative packet used during the 2019 session to provide an overview of DART, the services we provide and how those services are funded. This year staff also developed a Medicaid one-pager and a maximizing resources one-pager to explain the impact of Medicaid on DART's revenue and all of the initiatives the Commission and staff have undertaken over the last two years to ensure DART is operating as efficiently and effectively as possible.

Marketing Analytics Report

Metric	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Dec. 2018	Year Prior
MyDART App Accounts	12,655	15,929	16,960	17,791	18,472	19,018	8,859	115%
Website Unique Visitors	38,745	32,904	35,843	39,894	29,413	29,231	20,698	41%
Facebook Likes	4,216	4,245	4,310	4,357	4,359	4,414	3,570	24%
Twitter Followers	2,236	2,243	2,255	2,268	2,278	2,284	2,150	6%
Instagram Followers		1,206	1,210	1,235	1,243	1,256		100%
LinkedIn Followers				329	344	364		100%
Email Subscribers	14,690	14,750	14,780	14,810	14,860	15,120	14,691	3%
Trip Plans	30,073	43,110	41,483	42,821	38,984	33,732	19,704	71%
Real-time Map	19,400	28,555	24,911	29,913	24,949	20,632	28,580	-28%
Next DART Bus	207,145	243,074	205,723	255,069	255,132	289,298	115,312	151%
SMS Text Messaging	138,611	154,160	150,011	172,406	140,734	142,068	194,978	-27%
IVR Phone Calls	8,541	9,447	8,893	9,309	7,218	7,177	8,121	-12%

MyDART App Report

Metric	June 2019	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	TOTAL
Downloads	747	984	3,213	1,473	747	681	870	22,490
iOS	254	232	1,127	320	286	235	253	7,387
Android	493	752	2,086	1,153	461	411	617	15,068
Accounts Created	675	795	3,274	1,031	831	681	546	19,018
Orders Placed	5,504	3,613	7,216	3,479	3,311	3,427	3,468	72,929
Passes Purchased	6,852	4,429	12,960	4,437	4,816	4,399	4,283	105,255
Revenue	\$22,698	\$23,970	\$32,162	\$23,186	\$22,956	\$21,583	\$24,012	\$481,706

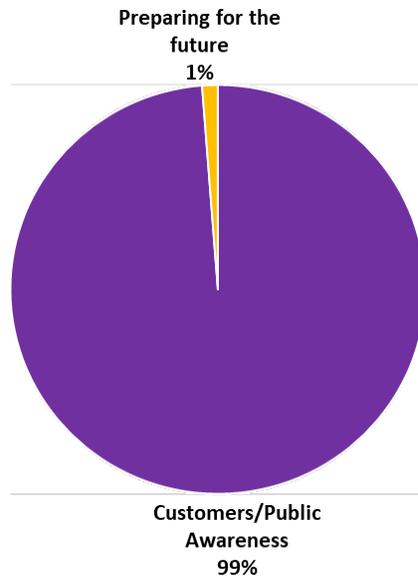
MONTHLY REPORT
10B: External Affairs



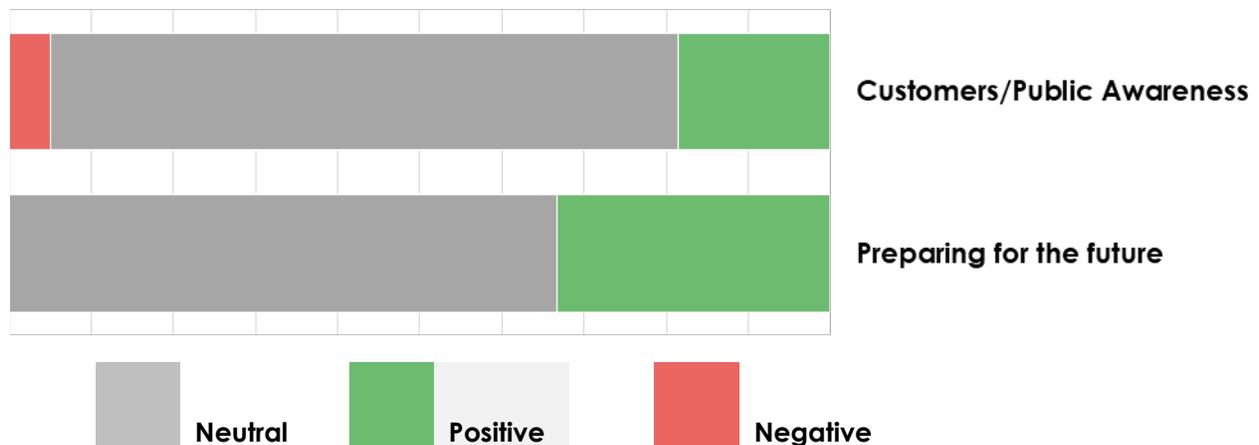
DART in the News

Date	Headline	Source	Medium	Reach	Sentiment	Strategic Priority
16-Jan-20	Des Moines could receive freezing rain, 3 to 4 inches of snow in weekend storm	The Des Moines Register	Online	1,357,821	Neutral	Customers / Public Awareness
8-Jan-20	For the first time in recent years, Iowa State Fair ticket prices will rise in 2020	techballad	Online	133,788	Neutral	Customers / Public Awareness
8-Jan-20	Iowa State Fair to raise admission for the first time in four years	The Des Moines Register	Online	1,357,821	Neutral	Customers / Public Awareness
30-Dec-19	Des Moines Police steps up New Year's Eve enforcement	WHO Radio	Online	23,801	Neutral	Customers / Public Awareness
1/16/2020	First Annual Index Ranks Climate Impact of Transportation for 100 Largest U.S. Metro Areas - Civil + Structural Engineer magazine	StreetLight Press Release	Online	9,169,447	Neutral	Customers / Public Awareness
7-Jan-20	Local 5 News Midday	WOI-DM (ABC)	Broadcast	4,973	Neutral	Planning for the future
7-Jan-20	Good Morning Iowa	WOI-DM (ABC)	Broadcast	642	Neutral	Planning for the future
1-Jan-20	Good Morning Iowa	WOI-DM (ABC)	Broadcast	1,646	Neutral	Customers / Public Awareness
31-Dec-19	Local 5 News at Five	WOI-DM (ABC)	Broadcast	7,498	Neutral	Customers / Public Awareness
23-Dec-19	Channel 13 Live at 5	WHO-DM (NBC)	Broadcast	33,224	Neutral	Customers / Public Awareness
23-Dec-19	Channel 13 News at Four	WHO-DM (NBC)	Broadcast	25,421	Neutral	Customers / Public Awareness
Total Reach				12,116,082		

DART NEWS AND SOCIAL MEDIA COVERAGE BY TOPIC



DART NEWS AND SOCIAL MEDIA SENTIMENT BY TOPIC



Planning – Luis Montoya, Planning and Development Manager

- **Transit Optimization Study:** A DART Commission workshop was held in January in which the consultant team shared an evaluation of DART’s fixed route service performance, as well as an analysis of regional land use, demographics and travel patterns. An overview of shared use mobility services was also shared, and the Commission discussed how to evaluate the various types of services to see what might be appropriate for DART to partner with or lead in our region.
- **Uber Microtransit Technology Pilot:** DART staff will be testing new technology developed by Uber to allow transit agencies to book and deliver on-demand transit service through Uber’s platform. Uber representatives will visit Des Moines in March and observe as operations, training, customer service, and planning staff test the technology to see whether it might be appropriate to use locally. The pilot comes at no cost to DART and allows DART to better understand the opportunities and constraints of this emerging technology and service model.

MONTHLY REPORT
10B: External Affairs



- **February Service Change:** On February 23rd DART will implement minor bus schedule changes to improve on-time performance and respond to customer and operator feedback. The changes were approved by the DART Commission in December.
- **Electric Scooter Sharing:** DART staff are working with the City of Des Moines and other local partners to develop recommendations for how to potentially design a shared e-scooter permitting system that fosters innovation and promotes mobility while protecting public interests. A report back to the Des Moines City Council is tentatively scheduled for late February.

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

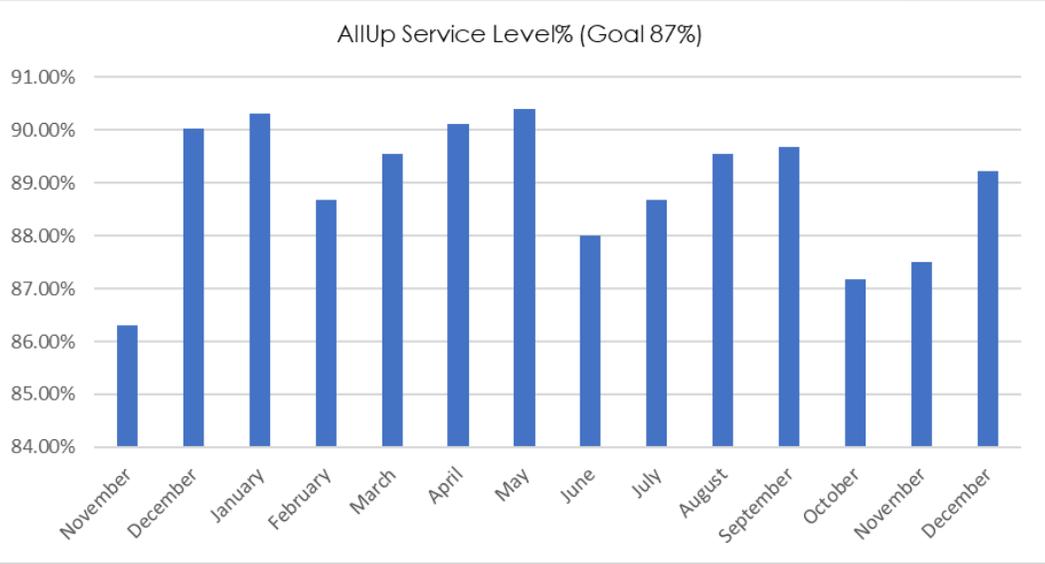
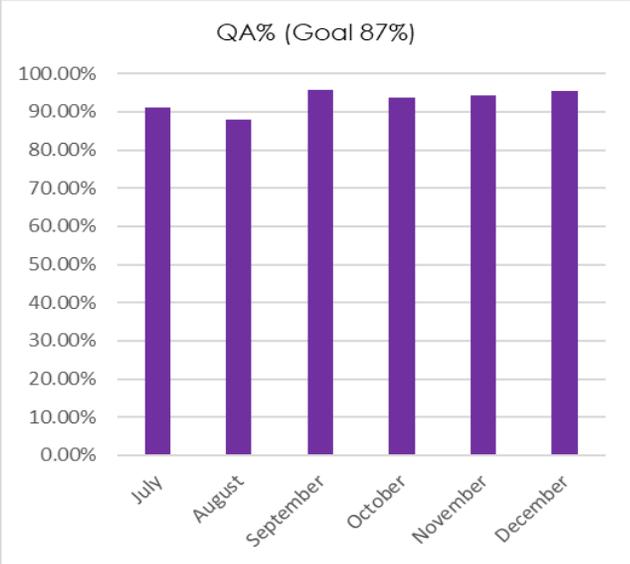
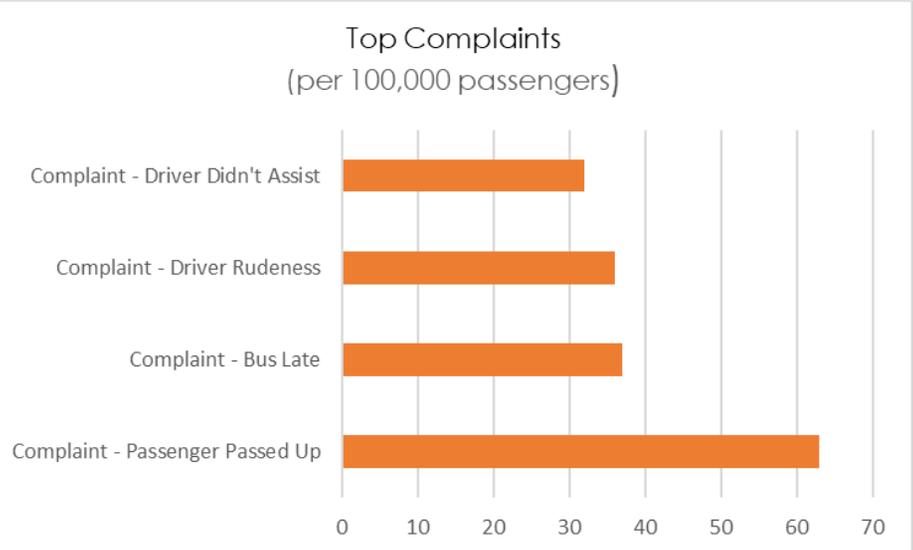
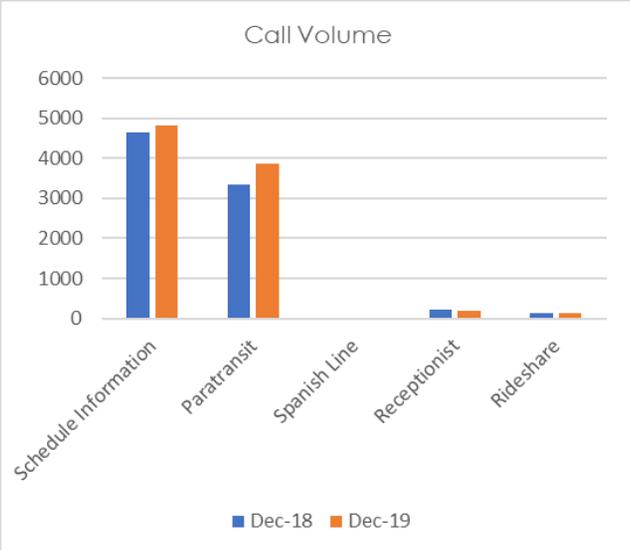
- **Art Shelters:** DART staff continue to engage local and regional stakeholders in planning for art shelters as part of upcoming streetscape improvement projects and other private development opportunities.
- **Fundraising Feasibility Study:** Community stakeholder conversations will take place in early 2020 as part of a feasibility study to identify potential fundraising opportunities for art shelters and other DART programs.
- **Mobility Coordination Outreach:** DART's mobility coordination outreach is a collaboration with Polk County Division of Children, Family and Youth Services. Efforts include transportation resource coordination and public education through ongoing travel training and human services outreach as well as participation in transit stakeholder meetings and community engagement events.
- **Reduced Fare Task Force:** An internal review of DART's reduced fare programs is underway and will identify opportunities for streamlining processes to reduce barriers to transit for populations in need of access. Task force input, along with feedback from external partners, will inform recommendations to be brought to the DART Commission in 2020.
- **Unlimited Access Partnerships:** Agreements with six current Unlimited Access partners are up for renewal in calendar year 2020, including the Des Moines Street Collective, Grandview University, Principal, Ruan Transportation, the Des Moines MPO and Wellmark.

FY2020 Mobility Coordination Training & Outreach Totals	Dec 2019	FY20 YTD
Education/Schools	102	258
General Public	4	50
Human Services	13	419
Re-Entry	107	606
Refugee	16	163
Senior	0	108
Total Participants	242	1,604



MONTHLY REPORT
10B: External Affairs

Customer Experience – Stephen Wright, Customer Experience Manager



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

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



MONTHLY REPORT



10C:	Procurement
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Staff Resource: *Mike Tiedens, Procurement Manager*

Upcoming Procurements:

Gate 1 Replacement – DART is soliciting quotes from qualified contractors to replace a Gate 1 and the associated gate controls at DART Central Station. Gate 1 was damaged by a non-agency vehicle. The work will include demolition, fabrication of a new gate, installation and completion of all hook-ups and associated work.

- Request for Quotes published in January 2020

Contracts and Task Orders Approved Recently:

Skid Steer Loader – DART is looking to purchase a heavy duty, enclosed cab track skid steer to replace the existing skid steer which has met its useful life and is due for replacement. The skid steer will be used for general grounds maintenance as well as snow removal.

- DART will be utilizing the State of Iowa, Department of Administrative Services (DAS) Contract to purchase the Skid Steer Loader. The contracted vendor is Capital City Equipment and the contract price, including a credit for trade-in is \$60,629.16

Future Procurements:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Outdoor Signage Displays • Marketing Support Services • State Lobbying Services • Federal Lobbying Services | <ul style="list-style-type: none"> • E-Procurement System • Heat Pump Replacement (DCS) • RideShare Vans • Bus Shelter Cleaning Services |
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MONTHLY REPORT



10D:	Chief Executive Officer
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Staff Resource: *Elizabeth Presutti, Chief Executive Officer*

- **DART Executive Committee:** The DART Executive Committee met on Friday, January 24, 2020. The discussion items presented during the meeting included:
 - Van Donation Program Recommendation
 - Electric Bus Project Update
 - DART Future Planning
 - Planning Committee
 - FY2021 Budget Update

The next DART Executive Committee meeting is scheduled for Friday, February 21, 2020 at 7:30 a.m.

- **Federal Lobbyist Update:** Due to the recent incidents that have transpired publicly around our Federal Lobbyist firm, Federal Advocates and that our contract with them is due, we will be looking to do a procurement for a new Federal Lobbyist firm and will keep you updated on the procurement process.
- **DART Planning Committee Meeting:** Due to the many Commission initiatives and continued discussions on the tax formula and Transit Optimization Study, the DART Executive Committee has recommended that we suspend the monthly Planning Committee meetings. We will revisit the need for these meetings once the planning process for the Transit Optimization Study is farther along.
- **HIRTA Update:** As a follow-up to the email I sent out last month, the January MPO meeting discussed coordinating transit funding between DART and HIRTA. As shared previously one of the Des Moines Area MPO's responsibilities is to ensure that federal transportation funds within its planning area are used appropriately. I have met with Todd as well as the executive director of HIRTA, Julia Castillo, to discuss how we proceed. Todd is also having conversations with the communities most impacted by this population growth—specifically Waukee, Carlisle and Norwalk—to understand their public transportation needs. I will be meeting again with Todd and Julia in the coming weeks to discuss the outcomes of the meetings with the Waukee, Carlisle and Norwalk.
- **Transportation Research Board (TRB) and The Bus Coalition Board Meeting:** During the month of January, I had the opportunity to attend the Transportation Research Board (TRB) which was held in Washington, DC. During the conference I participated on a panel and presented on role of governance in transit. In addition, I attended the Bus Coalition Board meeting in Phoenix, AZ where we discussed our advocacy strategy for bus and bus facility funding in the next surface transportation reauthorization bill.
- **Property Tax Formula Workshops:** As the Commission works through the property tax formula with Scott Raecker, it has been identified that it will be necessary to schedule additional future workshops. Our last one on the calendar is Friday, February 7, 2020 at 8:00 am. The additional meeting dates are February 28th at 7:30 am and March 27th at 7:30 am. Calendar meeting appointments will be sent out for these dates.



FUTURE DART COMMISSION ITEMS



Future Agenda Items:

March 3, 2020 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> FY 2021 Budget Rideshare Minivan Contract Reserve Fund Policy Investment Fund Policy 	<ul style="list-style-type: none"> Mobility Coordinator Update E-Scooter Update Property Tax Funding Formula Update Legislative Priorities June Service Change Transportation Gaps Analysis
April 7, 2020 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> June Service Change 	<ul style="list-style-type: none"> DART Operations and Maintenance Facility Update Transit Riders Advisory Committee Update Uber Microtransit Update Transit Optimization Study Update
May 5, 2020 – 12:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> Quarterly Investment Report Quarterly Financial Update Quarterly Safety Report

Other Future Agenda Items:

- Departure Sign Replacements

Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee	February 21, 2020	7:30 a.m.	DART Central Station
Property Tax Formula Commission Workshop #3	February 7, 2020	8:00 a.m.	DART Central Station
Property Tax Formula Commission Workshop #4	February 28, 2020	7:30 a.m.	DART Central Station
Property Tax Formula Commission Workshop #5	March 27, 2020	7:30 a.m.	DART Central Station
Transit Optimization Study Workshop	April 24, 2020	8:00 a.m.	DART Central Station