



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 – 823 9537 6226/Passcode - 302349

AUGUST 3, 2021 – 12:00 PM

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
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15. NEXT MEETING: Regular DART Meeting - Tuesday, September 7, 2021 – 12:00 P.M	
16. ADJOURN	

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



DISCUSSION ITEM



6A: State Legislative Update

Staff Resource: Erin Hockman, Chief External Affairs Officer

- Staff will provide an update on initial plans to pursue a transit hotel/motel tax during the 2022 legislative session. DART State Lobbyists, Christopher Rants and John Cacciatore from PolicyWorks, will advise the Commission on preparation for the upcoming session.



7: Transit Riders Advisory Committee (TRAC) Update

Resource: *Carrie Kruse, TRAC Chair*
Catlin Curry, DART Mobility Coordinator

A meeting of the Transit Riders Advisory Committee was held on Wednesday, July 14, 2021, via Zoom and a quorum was met. Included are key highlights from the meeting's discussion.

- **Protective Barrier Update:** Chief Operating Officer, Amanda Wanke, updated TRAC on the different types of protective barriers being tested by DART on various fixed route vehicles.
- **Paratransit Update:** Transportation Manager, Steve Wright, provided an update on Paratransit scheduling as well as giving feedback on the recent audit of Paratransit service and the recommendations that came out of this project.
- **Transit Optimization Study Outreach Update:** Chief Planning Officer, Luis Montoya gave an overview of the Transit Optimization Study and upcoming public outreach efforts. TRAC members were asked to provide feedback on proposed outreach ideas to get the feedback that DART is looking for.

The next TRAC meeting is currently scheduled for Wednesday, September 15, 2021. This meeting is being planned as a hybrid meeting; with an in-person and virtual option for members.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED BY ZOOM
620 CHERRY STREET – DES MOINES, IOWA 50309
JULY 13, 2021**



[The above Commission Meeting was held via Zoom. The Commission determined that it is impossible and impractical for all members of the Commission, staff and members of the public to be physically present at this Commission meeting due to the Covid-19 pandemic, and that it is necessary to conduct this Commission meeting by electronic means.]

ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey (arrived at 12:15 pm, left at 1:53 pm), Marketa Oliver (arrived at 12:05 pm) Michael McCoy (left at 1:34 pm), John Edwards, Josh Mandelbaum (left at 2:00 pm), Jake Anderson, Paula Dierenfeld (left at 2:02 pm), Ross Grooters, Steve Van Oort, Bridget Montgomery, Russ Trimble and Joseph Jones

Commissioners Absent:

Kelly Whiting, Doug Elrod, Jill Altringer and Angela Connolly

CALL TO ORDER

Chair, Russ Trimble called the meeting to order at 12:02 pm Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

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

It was moved by Joseph Jones and seconded by Josh Mandelbaum to approve the July 13, 2021 agenda. The motion carried unanimously.

PUBLIC COMMENT

None

CONSENT ITEMS

6A – Commission Meeting Minutes – June 1, 2021

6B – Public Transit Infrastructure Grant Program (PTIG) Application

6C – May 2021 Financials

It was moved by Michael McCoy and seconded by Josh Mandelbaum to approve the consent items, with the amendment of approving the May 2021 Financials not April 2021 Financials as listed on the agenda. The motion carried unanimously.

ACTION ITEMS

7A – Microtransit Technology Contract

Luis Montoya, Chief Planning Officer shared the background and procurement process which consisted of nine (9) proposals received and all were deemed responsive. After initial review from DART staff interviews were conducted Via Mobility LLC was selected as the highest rank firm due to several factors including competitive pricing and experience with other transit agencies.

It was moved by Marketa Oliver and seconded by Michael McCoy to approve a contract with Via Mobility LLC to provide a Microtransit Technology platform. The contract will be one (1) year with four (4) individual one (1) year options. Not to Exceed \$355,000. The motion carried unanimously.

7B – "Sustainable Transit for a Healthy Planet" Challenge Application

Luis Montoya, Chief Planning Officer shared that on June 15, 2021, the FTA launched the Sustainable Transit for a Healthy Planet Challenge to encourage transit agencies to build on progress already made and to further reduce GHG emissions from public transportation to support the federal government's GHG reduction goals. The details of the challenge were outlined to the Commission.

It was moved by Josh Mandelbaum and seconded by Bridget Montgomery to approve DART's involvement in the Healthy Planet Challenge program and commit to developing a climate action strategy. The motion carried unanimously.

7C – Security Services Contract

Amanda Wanke, Chief Operations Officer provided an update on the background of security services at DART Central Station and 1100 DART Way and shared the procurement process. Three (3) proposals were received, and interviews conducted. After these interviews American Security was highest ranked due to several factors including customer service, excellent training and competitive pricing.

It was moved by Joseph Jones and seconded by Vern Willey to approve a three (3) year contract with two (2), one (1) year options with American Security and Investigations for Security Services for the amount Not to Exceed \$1,200,000. The motion carried unanimously.

DISCUSSION ITEMS

8A – DART Radio System

Shane Galligan, IT Director provided an update regarding the status and health of DART's radio system, and the analysis that is being conducted to determine the best next steps to address the issues.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JULY 13, 2021**



8B – FY22 DART Business Plan

Luis Montoya, Chief Planning Officer, provided an overview of DART's Fiscal Year 2022 Business Plan including the goals, priorities, relevant projects and key performance indicators to monitor progress, and to coordinate activities to achieve strategic objectives.

8C – Transit Optimization Study

Luis Montoya, Chief Planning Officer, provided additional information about the draft recommendations for the Transit Optimization Study that were shared with the Commission at the workshop in June and information that will be shared with the public this Fall for additional input. Cost neutral proposed Service Changes were identified and could be implemented in the near-term. Future Vision service proposals were outlined which could improve access and quality of service provided to DART's existing Fixed Route network. Longer-term service proposals show how DART anticipates its service may need to evolve as the region grows and develops. Modest Enhancements were identified at an estimated \$1.8 million annually. This would include but not limited to extending weekend hours and adding weekend service on select routes and strengthening microtransit. Long-term Service Additions & Further Enhancement were identified at an annual estimated cost of \$4.7 million in which DART could make a series of enhancements in addition to those listed above.

10D – Monthly Performance Report – May 2021

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

DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

11A - Operations

None

11B – Planning

None

11C - External Affairs

Erin Hockman, Chief External Affairs Officer shared that we will be bringing the DART Advertising Policy to the Commission for approval in August. No proposed changes are anticipated

11D – Finance/IT/Procurement

None

11E – Human Resources

None

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JULY 13, 2021**



11F – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer, thanked Commissioners Trimble, Mandelbaum, Connolly and Montgomery for attending the van donation presentation on June 28, 2021. The Commission was reminded that we will be planning to be going back to in person meetings for our September 7, 2021 meeting as well as that the Iowa State Fair is coming up and were invited to join DART staff if interested.

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

None

CLOSED EXEMPT SESSION

It was moved by Vern Willey and seconded by Marketa Oliver that the Commission adjourn the regular session and reconvene in closed session.

Roll Call: Willey - Yea, Oliver – Yea, McCoy - Yea, Mandelbaum - Yea, Anderson – Yea, Dierenfeld, Yea, Grooters - Yea, Van Oort – Yea, Montgomery – Yea, Trimble – Yea and Jones - Yea

Chair, Russ Trimble recessed the meeting at 1:18 p.m.

Chair, Russ Trimble moved that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session pursuant to section 20.17 and 21.9 of the Iowa Code to discuss strategy in matters relating to employment conditions.

No action was taken during the closed session.

At 2:12 p.m., Chair Russ Trimble adjourned the closed session due to a quorum not being met.

MEETING RECONVENED IN OPEN SESSION

14. OPTIONAL ACTION: ITEM PURSUANT TO IOWA CODE SECTIONS 20.17 AND 21.9

No action was taken.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JULY 13, 2021**



ADJOURN

Chair, Russ Trimble, adjourned the meeting at 2:13 pm.

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 Tuesday, August 3, 2021 at 12:00 p.m. in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa. Pursuant to Iowa Code section 21.8, the DART Commission has determined that it is still impractical or impossible to require all Commission members, staff, and the public to be physically present for this Commission meeting. Accordingly, both in-person and virtual options for attendance of the August 3, 2021 Commission meeting will be offered as follows: (1) Commission members, staff, and the public will be allowed to attend this Commission meeting in person in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa; and (2) Commission members, staff, and the public will be allowed to attend this Commission meeting via a virtual platform such as Zoom. Participation directions for such virtual meeting option are as follows:
<https://us02web.zoom.us/j/82395376226?pwd=MIU2RzR2R2EzWWxNRDZDY1VOeml3dz09> -
Meeting ID: 823 9537 6226/Passcode: 302349**



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
SPECIAL COMMISSION MEETING MINUTES
MEETING HOSTED BY ZOOM
620 CHERRY STREET – DES MOINES, IOWA 50309
JULY 23, 2021**



[The above Special Commission Meeting was held via Zoom. The Commission determined that it is impossible and impractical for all members of the Commission, staff and members of the public to be physically present at this Special Commission meeting due to the Covid-19 pandemic, and that it is necessary to conduct this Special Commission meeting by electronic means.]

ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Kelly Whiting, Doug Elrod (arrived at 11:15 am), John Edwards, Josh Mandelbaum (arrived at 11:03 am), Jake Anderson (arrived at 11:05 am), Paula Dierenfeld, Ross Grooters, Angela Connolly, Bridget Montgomery, Russ Trimble, Joseph Jones

Commissioners Absent:

Michael McCoy and Jill Altringer

CALL TO ORDER

Chair, Russ Trimble called the meeting to order at 11:01 am. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

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

It was moved by John Edwards and seconded by Angela Connolly to approve the July 23, 2021 agenda. The motion carried unanimously.

CLOSED EXEMPT SESSION

It was moved by John Edwards and seconded by Vern Willey that the Commission adjourn the regular session and reconvene in closed session.

Roll Call: Willey - Yea, Whiting – Yea, Elrod – Not Present, Edwards – Yea, Mandelbaum – Not Present, Anderson – Not Present, Dierenfeld - Yea, Grooters - Yea, Connolly - Yea, Montgomery – Yea, Trimble – Yea and Jones - Yea

Chair, Russ asked for a motion to recess the meeting and reconvene in closed session the meeting at 11:03 am.

Chair, Russ Trimble moved that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session pursuant to section 20.17 and 21.9 of the Iowa Code to discuss strategy in matters relating to employment conditions.

No action was taken during the closed session.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
SPECIAL COMMISSION MEETING MINUTES – JULY 23, 2021**



11:24 am MEETING RECONVENED IN OPEN SESSION

Roll Call: Willey - Yea, Whiting – Yea, Elrod – Yea, Edwards - Yea, Mandelbaum - Yea, – Anderson – Yea, Dierenfeld - Yea, Grooters - Yea, Connolly - Yea, Montgomery – Yea, Trimble – Yea and Jones - Yea

6. OPTIONAL ACTION: ITEM PURSUANT TO IOWA CODE SECTIONS 20.17 AND 21.9

It was moved by John Edwards and seconded by Doug Elrod to approve the temporary increase in paratransit pay for current operators with the option of a flexible end date. The motion carried unanimously.

ADJOURN

Chair, Russ Trimble, adjourned the meeting at 11:29 a.m.

Chair

Clerk

Date



CONSENT ITEM



8C: FY 2022 Des Moines Public Schools Contract Pricing

CONSENT: Approve the Des Moines Public Schools Contract Value of \$761,376.97 for the 2021-2022 School Year.

Staff Resource: Luis Montoya, Chief Planning Officer

Background:

- DART has been providing Des Moines Public School middle and high school students transportation to and from school since 1993.
- Over 2,500 student trips per day are provided on DART's regular fixed route services as well as additional bus routes that include slight variations off a DART route.
- As part of the contract, DART provides:
 - Unlimited ridership privileges to eligible students every day of the week throughout the entire year including all break periods (Christmas Break, Spring Break, and Summer Break).
 - Unlimited ridership privileges for eligible summer-school students.
 - Unlimited access to all DART transit services for any of the approximately 5,000 Des Moines Public School District employees.
- DMPS compensates DART for the true cost of DART services, not an estimated amount based on student passes issued. The district's payment will be guaranteed and received in 10 equal monthly payments during the school year.
- The DART Commission approved a new five-year contract with Des Moines Public Schools in July 2018.

Costs:

- DART anticipates providing service to all school tripper routes for the entire academic year (167 days).
- DMPS will pay DART an amount of \$761,376.97 in Year 4 subject to the addition or deletion of any existing routes, school days, or major cost escalation (fuel).
- Additional details can be found in the attached cost breakdown sheet.

Recommendation:

- Approve the 2020-2021 school year contract value of \$761,376.97.

Appendix II 2021 -2022 Transportation Costs

<u>Labor Costs</u>	<u>2019-2020</u>	<u>2020-2021</u> <small>MS start Oct 26 MS and HS start Nov 10</small>	<u>2021-2022</u>
PT Wage	\$ 19.11	\$ 19.58	\$ 20.17
PT Benefit Cost	\$ 7.57	\$ 7.84	\$ 8.11
PT Total	\$ 26.68	\$ 27.42	\$ 28.28
FT Wage	\$ 24.38	\$ 24.99	\$ 25.74
FT Benefit Cost	\$ 10.06	\$ 10.41	\$ 10.78
FT Subtotal	\$ 34.44	\$ 35.40	\$ 36.52
FT Total With Overtime	\$ 51.66	\$ 53.10	\$ 54.78
Labor Rate Average	\$ 35.01	\$ 35.98	\$ 37.11
<i>(2/3 part-time, 1/3 full-time at OT)</i>			
Total Hours	71.00	64-76	71.00
Labor Costs	\$ 417,547.81	\$ 362,956.46	\$ 440,019.85
<i>Calculations are based on # of school days:</i>			
	168	134	167
<u>Mileage Costs</u>			
Total Mileage	645.50	615-670	645.50
Mileage Rate	\$ 2.00	\$ 2.04	\$ 2.08
Mileage Costs	\$ 216,474.56	\$ 181,906.18	\$ 224,307.12
Estimated School Service Costs	\$ 634,022.37	\$ 544,862.64	\$ 664,326.97
<u>Other Costs</u>			
Printing Costs	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Supervisor	\$ 20,000.00	\$ 23,000.00	\$ 26,000.00
Support Costs	\$ 21,000.00	\$ 24,000.00	\$ 27,000.00
TOTAL DMPS-DART SERVICE	\$ 655,022.37	\$ 568,862.64	\$ 691,326.97
One-ride tickets - 1,000	\$ 750.00	\$ 750.00	\$ 750.00
All Students/All Employees Ride Free (*See Clarifications Below)	\$ 69,292.40	\$ 69,300.00	\$ 69,300.00
TOTAL DMPS-DART CONTRACT	\$ 725,064.77	\$ 638,912.64	\$ 761,376.97

***Clarifications**

- Ride DART Free Privileges for secondary school students assigned to DART routes and all DMPS employees
- Students not assigned to DART buses may ride DART free during all non-school hours (after 4:30 pm on school days as well as all-day on weekends/breaks/ summer)

ONE-RIDE TICKETS:

DART will provide DMPS with 1,000 one-ride tickets. Additional tickets can be provided at \$0.75 each.

2021-2022 DAILY RATE:

The daily rate for DART to provide service for additional school days is \$3,978
 The daily rate for virtual days during the course of the school year is \$2,635 (daily savings of \$1,343)
 The daily rate for DART to provide service for additional school days is \$3,978
 DART Open House Agenda Packet - August 3, 2021



ACTION ITEM



8D: DART Advertising Policy

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

Staff Resource: Erin Hockman, Chief External Affairs Officer

Background:

- DART's advertising policy was established by the DART Commission in 2009 and has been modified by the Commission twice since then, in 2017 and 2019.
- Most recently, the Commission discussed DART's advertising policy in the spring and summer of 2019. The conversation focused on what types of advertising should be excluded in order to:
 - minimize DART's legal risk;
 - maximize advertising revenue;
 - minimize potentially objectionable material; and
 - maintain and enhance relationships with partner organizations.
- As a result of these discussions and in close consultation with DART's legal counsel, the Commission adopted a revised advertising policy in August of 2019 that excluded religious advertising, with a request that the policy be revisited annually moving forward.
- The Commission re-approved the policy with no changes in August 2020.
- Given no current staff, legal counsel or Commission concerns with the advertising policy, staff is not recommending any changes to the policy at this time. The Policies and Standards for Advertising on or within DART Transit Facilities is attached as a reference.

Recommendation:

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



Policies and Standards for Advertising on or within DART Transit Facilities



Scope:	DART Employees and Contractors
Responsible Department:	External Affairs
Effective Date:	October 1, 2019
Approved By:	DART Commission – August 4, 2020

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

I. PURPOSE

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

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

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

Policies and Standards for Advertising on or within DART Transit Facilities

Effective Date: October 1, 2019

Approved By: DART Commission – August 4, 2020



II. ADVERTISING POLICIES, STANDARDS, AND RESTRICTIONS

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

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

Policies and Standards for Advertising on or within DART Transit Facilities

Effective Date: October 1, 2019

Approved By: DART Commission – August 4, 2020



- (h) **Unlawful Goods or Services.** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage the use or possession of unlawful or illegal goods or services.
- (i) **Unlawful Conduct.** Advertising or any material or information in the advertising that: depicts, promotes or reasonably appears to encourage unlawful or illegal behavior or conduct, including but not limited to unlawful behavior of a violent or antisocial nature; is libelous or an infringement of copyright; is otherwise unlawful or illegal; or is likely to subject DART to liability.
- (j) **Adult Entertainment.** Advertising that promotes or displays content associated with adult bookstores, adult video stores, nude dance clubs and other adult entertainment establishments, adult telephone services, adult internet sites or escort services.
- (k) **Graffiti.** Advertising that uses images or symbols that depict or represent graffiti.
- (l) **Firearms and Weapons.** Advertising that contains images or depictions of firearms or other weapons, or the use of firearms or other weapons.
- (m) **Internet Addresses and Telephone Numbers.** Advertising that directs viewers to internet addresses or telephone numbers that contain materials, images or information that would violate this Policy if the materials, images or information were contained in advertising displayed or posted on or within DART Transit Facilities.
- (n) **Distractions and Interference.** Advertising that incorporates or displays any rotating, revolving, or flashing devices or other moving parts or any word, phrase, symbol or character, any of which are likely to interfere with, mislead or distract traffic or conflict with any traffic control device or motor vehicle regulation.

2.02 Permitted Advertising. Subject to the viewpoint-neutral standards in this Policy, DART will accept Permitted Advertising for play, display, or placement on or within designated DART Transit Facilities. For the purposes of this Policy, Permitted Advertising is advertising that:

- (a) Does not qualify as Excluded Advertising under Section 2.01;
- (b) Generally relates to the economic interests of the advertiser and its audience or is a type of advertising set forth in Section 2.03 or 2.04 below;
- (c) Is paid advertising; and
- (d) Is delivered through electronic, audio, and printed media.

2.03 Political or “Issues” Advertising. In addition to the requirements of Section 2.02 above and the other terms of this Policy, DART has the following disclaimer requirements for the types of Permitted Advertising listed below. The disclaimer must be placed on each advertisement and be legible five (5) feet from the advertisement.

- (a) **Political Candidates.** On an advertisement that is authorized and paid for by a candidate or his/her campaign committee, the disclaimer must identify who paid for the advertisement.
- (b) **Political Candidate Advertisement Paid by a Different Party.** On an advertisement that is authorized by a candidate or his/ her campaign committee, but is paid for by a third party the disclaimer notice must:

Policies and Standards for Advertising on or within DART Transit Facilities

Effective Date: October 1, 2019

Approved By: DART Commission – August 4, 2020



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

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

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

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

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

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

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

Policies and Standards for Advertising on or within DART Transit Facilities

Effective Date: October 1, 2019

Approved By: DART Commission – August 4, 2020



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

2.06 Space Availability. DART limits the amount of space on or within its Transit Facilities available for advertising and does not represent that it can accommodate all requests for advertising space. Advertising space will be made available only on DART Transit Facilities designated by DART. No advertising, signs and other types of postings or messages may be played, displayed, posted or placed on or within any other DART Transit Facilities.

2.07 Reservation of Rights. This Policy may be reviewed by the DART Commission on an annual basis. Notwithstanding the foregoing, DART reserves the right to amend this Policy at any time. Subject to any then existing contractual obligations, DART reserves the right to discontinue any or all advertising on or within DART Transit Facilities. DART reserves the right to limit the availability of advertising space on or within its Transit Facilities and remove advertising that does not comply with this Policy, subject to any contractual obligations.

III. ADVERTISING PROGRAM AND ADMINISTRATION

3.01 Advertising Contractor. DART shall, from time to time, select an "Advertising Contractor" who shall be responsible for the administration of DART's advertising program, in a manner consistent with this Policy and the terms of its agreement with DART. The advertising program shall include, but not be limited to, promotion, solicitation, sales, accounting, billing, collections, fabrication, posting of advertising displays, and playing of audio advertisements on or within DART Transit Facilities.

(a) DART will designate a DART staff person to be the primary contact for the Advertising Contractor. Questions regarding the terms, provisions, and requirements of this Policy shall be addressed initially to the designated DART staff person.

(b) The Advertising Contractor shall provide, or shall subcontract for, all employees and equipment necessary to perform the work and provide the services required by DART.

(c) The Advertising Contractor shall comply with this Policy and shall review all proposed advertising with reference to the standards set forth herein. The Advertising Contractor shall make all initial decisions whether to accept or reject proposed advertising in accordance with this Policy. If the Advertising Contractor has any question(s) regarding application of the terms, provisions, and/or requirements of this Policy to any proposed advertising, the Advertising Contractor shall present such proposed advertising to the designated DART staff person for review. In any such case, the designated DART staff person shall work with the Advertising Contractor to resolve the Advertising Contractor's question(s), and the Advertising Contractor shall determine whether the proposed advertising will be accepted.

IV. APPEAL OF ADVERTISING DECISIONS

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

Policies and Standards for Advertising on or within DART Transit Facilities

Effective Date: October 1, 2019

Approved By: DART Commission – August 4, 2020



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

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

4.03 Further Review by Chief Executive Officer. An advertiser who disagrees with a decision of the Advertising Review Committee may request DART'S Chief Executive Officer to review the Advertising Review Committee's decision. The advertiser's written request for further review must be received within five (5) business days after receipt of the Advertising Review Committee's adverse decision. The Chief Executive Officer may accept, reject or modify the Advertising Review Committee's decision and will notify the advertiser of the Chief Executive Officer's decision within five (5) business days after the Chief Executive Officer receives the advertiser's request for further review. The Chief Executive Officer's decision is final.



ACTION ITEM



9A:	Polk County Transportation Services Contract
Action:	Authorize DART's CEO to finalize a three-year contract with Polk County for transportation services for disadvantaged, low-income, elderly and disabled residents of Polk County.

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART provides paratransit services to Polk County Department of Community, Family & Youth Services and Polk County Health Services.
- Polk County helps support DART's Opportunities Through Transit program as well as the half fare pilot program.
- Polk County also supports the position of Mobility Coordinator as it seeks to help residents learn how to connect with public transportation options in the county.
- DART and Polk County have agreed on the scope of work and are finalizing negotiations to agree on indemnification language and insurance coverage provisions.

Costs:

- Polk County will pay DART an amount not to exceed \$933,440 in the first year of this agreement with a 3% annual increase in the subsequent years.
- As part of the agreement, Polk County will:
 - Provide \$50,000 annually as a capital contribution to support capital investments that are needed to support Polk County paratransit services.
 - Provide \$25,000 annually to support DART's Mobility Coordinator for Polk County position.
 - Provide \$33,000 annually to support transportation access for eligible populations served by the OTT program and half fare pilot program.
- The Polk County Board of Supervisors is scheduled to vote on this contract on August 10, 2021.

Recommendation:

- Authorize DART's CEO to execute the transportation services contract with Polk County upon final review and approval by legal counsel.



ACTION ITEM



9B: FY 2022 Safety Performance Targets

Action: Approve DART's FY 2022 Safety Performance Targets as required by the Public Transportation Agency Safety Plan guidelines.

Staff Resource: Pat Daly, DART Safety Manager

Background:

- DART is required, under its Public Transportation Agency Safety Plan (PTASP), to establish and monitor seven Safety Performance Targets for each mode of service provided.
- The DART Commission approved DART's PTASP in December 2020.
- The seven Safety Performance Targets that are monitored are:
 - 1) Number of fatalities
 - 2) Fatalities per 100/K miles of revenue service
 - 3) Number of injuries
 - Injuries recorded are those that require an individual to be immediately transported from the scene for medical attention.
 - 4) Injuries per 100/K miles of revenue service
 - 5) Number of safety events
 - Safety events are defined as any number of incidents that result in:
 - A vehicle being towed from a scene.
 - Property damage in excess of \$25,000.
 - There is an evacuation for left safety
 - An individual is transported immediately away from the scene for medical attention
 - 6) Safety events per 100/K of revenue service
 - 7) System Reliability – miles between major road calls.
- The FY 21, Safety Performance Targets were an average of the previous four years.
- For FY 21, DART met or exceeded every Safety Performance Target

FY 22 Safety Performance Targets:

- Based on all targets being met in FY 21, staff recommend lower targets for FY 22.
- The table below contains the FY 21 safety targets, FY 21 year-and actual numbers, and the Proposed FY 22 Safety Performance Targets.
- The FY 22 proposed safety targets below, were determined based on FY 21's actual numbers and, where possible, adjusted lower than FY 21's targets while taking into account the uniqueness of FY 21's service and external factors.

ACTION ITEM
9B: FY 2022 Safety Performance Target Approval



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
Fixed Route							
FY 21 Target	0	0	13.0	2.0	15.0	3.0	8,500
FY 21 Actual	0	0	2.0	.10	10.0	0.52	16,984
FY 22 Target	0	0	10.0	1.25	12.0	1.5	10,500
Paratransit							
FY 21 Target	0	0	2.0	1.0	3.00	1.0	21,000
FY 21 Actual	0	0	0.0	0.0	0.0	0.0	0.00
FY22 Target	0	0	2.0	1.0	2.0	0.5	400,000
Rideshare							
FY 21 Target	0	0	1.0	1.0	1.0	1.0	138,000
FY 21 Actual	0	0	0.0	0.0	1.0	.15	0.00
FY 22 Target	0	0	1.0	1.0	1.0	.25	138,000
Taxi							
FY 21 Target	0	0	1.0	1.0	1.0	1.0	7,400
FY 21 Actual	0	0	0.0	0.0	0.0	0.0	0.00
FY 22 Target	0	0	1.0	1.0	1.0	.25	7,400

Recommendation:

- Approve DART's FY 2022 Safety Performance Targets as required by the Public Transportation Agency Safety Plan guidelines.



DISCUSSION ITEM



10A: Transit Optimization Study Update

Staff Resource: *Luis Montoya, Chief Planning Officer*

- Staff will provide additional information about the draft recommendations for the Transit Optimization Study that were shared with the Commission at the workshop in June as well as an overview of upcoming public outreach activities.



DISCUSSION ITEM



10B: Paratransit Service Analysis Next Steps

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

- Staff will provide an update on DART's efforts to make improvements identified through a Paratransit Service Analysis.



DISCUSSION ITEM



10C: Electric Bus Update

Staff Resource: Amanda Wanke, Chief Operations Officer and Deputy CEO

- Staff will provide a six-month update on the operations and performance of the Electric Bus Pilot.



DISCUSSION ITEM



10D: 2021 Iowa State Fair Update

Staff Resource: Amanda Wanke, Chief Operations Officer and Deputy CEO

- Staff will provide an update on DART's Park and Ride service for the 2021 Iowa State Fair.



11A: Monthly Performance Report - June 2021
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Staff Resource: *Luis Montoya, Chief Planning Officer*

Summary of June 2021 Monthly Performance:

- Total fixed route ridership decreased 6.7% in June compared to May, likely due to school being out for summer. Total June ridership was up 6.9% compared to June 2020. Fixed route was up 3.83%, Paratransit was up 110.3%, and RideShare was up 34.8% compared to June 2020.
- In total for the fiscal year, preventable accidents occurred at a rate of 0.72 per 100,000 miles, meeting our goal of less than 1 preventable accident per 100,000 miles. Non-preventable accidents occurred at .49 per 100,000 miles in June and are at 1.05 per 100,000 miles for the fiscal year.
- On-Time Performance has continued to exceed internal benchmarks and previous performance, with a performance of 87.09% this month. This performance is 88.08% for the fiscal year which also meets our target of 85%.
- The farebox recovery ratio has continued to steadily grow and was 16.66% in June and is 13.11% for the fiscal year.
- Road Calls per 100,000 miles, where our buses need service while in operation, were down 32.3% this fiscal year compared to last year.



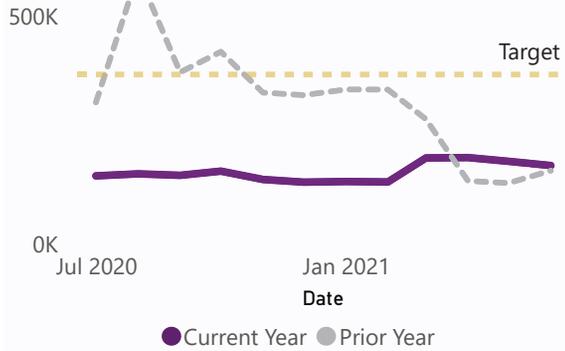
Performance Summary - June 2021

7/1/2020

6/30/2021

Ridership

Monthly **172,919** YTD **1,905,640**
 FY20: 161,758 (+6.9%) FY20: 3,753,839 (-49.23%)



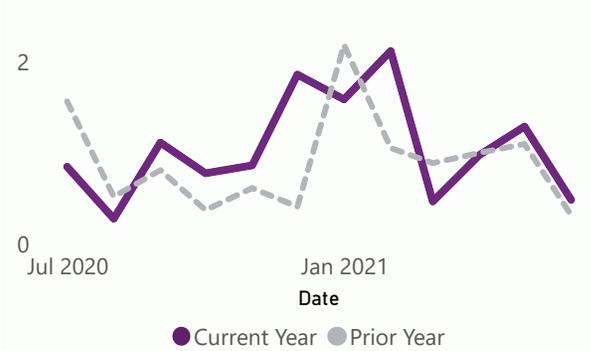
Preventable Accidents/100k Miles

Monthly **0.49** YTD **0.72**
 FY20: 0.64 (+23.95%) FY20: 0.69 (-5.32%)



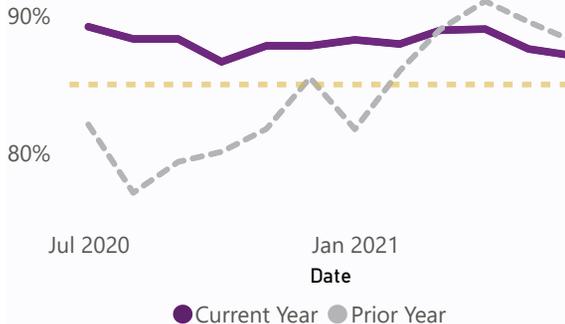
Non-Preventable Accidents/100k

Monthly **0.49** YTD **1.05**
 FY20: 0.32 (-52.09%) FY20: 0.91 (-15.68%)



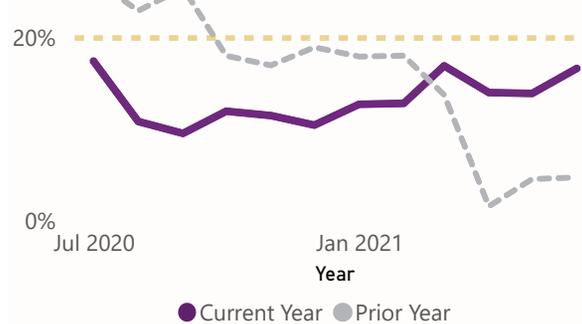
On-Time Performance

Monthly **87.09%** YTD **88.08%**
 FY20: 88.15% (-1.2%) FY20: 83.80% (+5.1%)



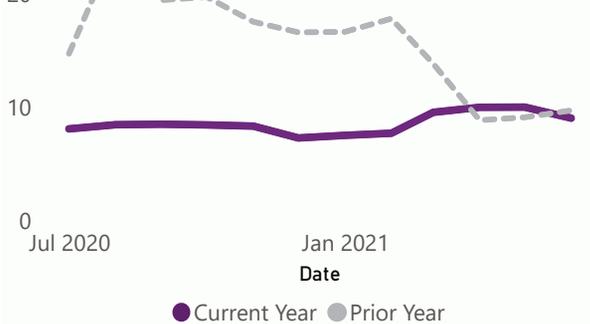
Farebox Recovery Ratio

Monthly **16.66%** YTD **13.11%**
 FY20: 4.72% (+252.66%) FY20: 15.67% (-16.28%)



FR Passengers / Revenue Hour

Monthly **9.02** YTD **8.57**
 FY20: 9.69 (-6.98%) FY20: 16.18 (-47.02%)





Fixed Route Performance

12/1/2020

6/30/2021

Ridership

Monthly

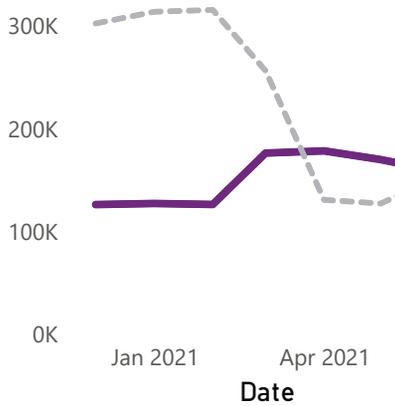
158,657

FY20: 152,803 (+3.83%)

YTD

1,774,421

FY20: 3,504,203 (-49.36%)



● Current Year ● Prior Year

On-Time Performance

Monthly

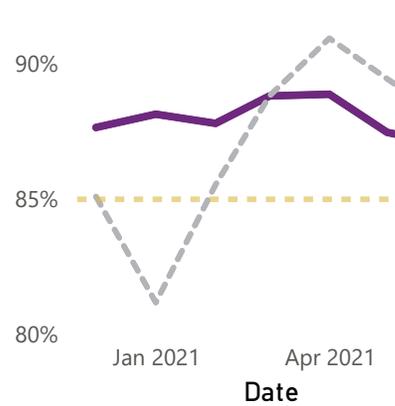
87.02%

FY20: 87.95% (-1.06%)

YTD

87.94%

FY20: 83.41% (+5.43%)



● Current Year ● Prior Year

Operating Cost/Rev. Hour*

Monthly

\$0.00

FY20: \$216.59 (+100%)

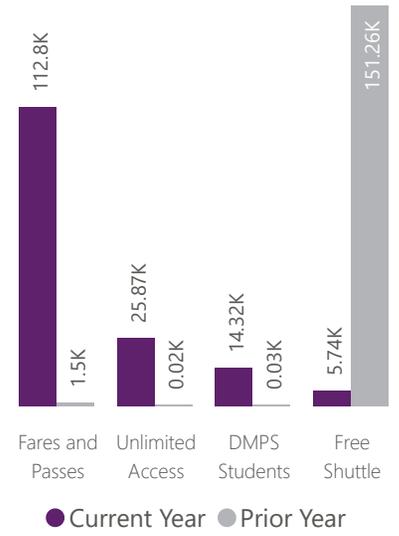
YTD

\$0.00

FY20: \$130.02 (+100%)

* June 2021 Financial data is currently pending the month and fiscal year close

Monthly Ridership by Fare Group



● Current Year ● Prior Year

Preventable Acc./100k

Monthly

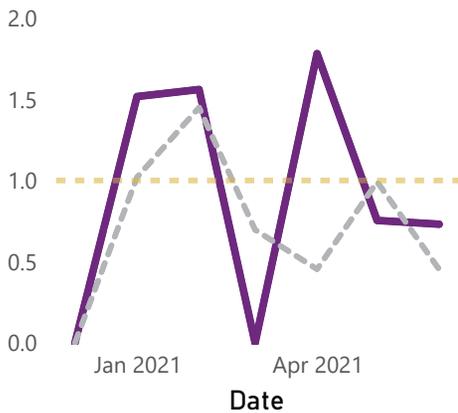
0.73

FY20: 0.45 (-61.51%)

YTD

0.98

FY20: 0.94 (-4.23%)



● Current Year ● Prior Year

Non-Preventable Acc./100k

Monthly

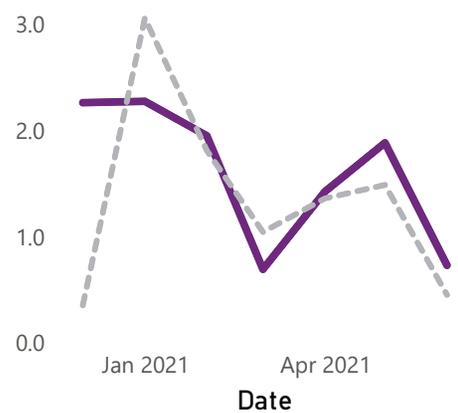
0.73

FY20: 0.45 (-61.51%)

YTD

1.33

FY20: 1.24 (-6.78%)



● Current Year ● Prior Year

Road Calls/100k Miles

Monthly

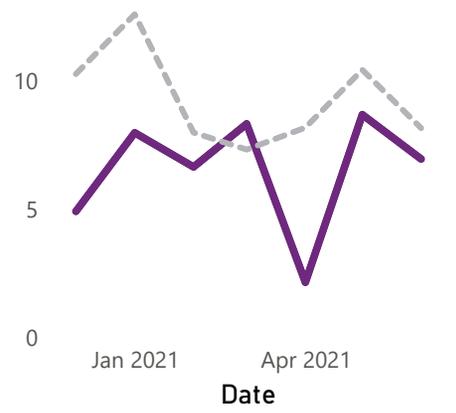
6.94

FY20: 8.14 (+14.76%)

YTD

7.14

FY20: 10.55 (+32.31%)



● Current Year ● Prior Year

Complaints/100k Passengers

Monthly

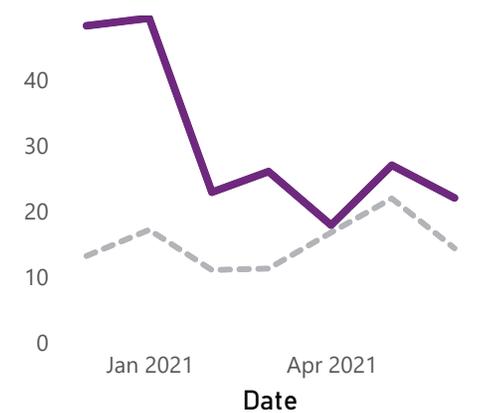
22.06

FY20: 14.40 (-53.22%)

YTD

27.05

FY20: 13.16 (-105.62%)



● Current Year ● Prior Year



Paratransit Performance

12/1/2020

6/30/2021

Ridership

Monthly

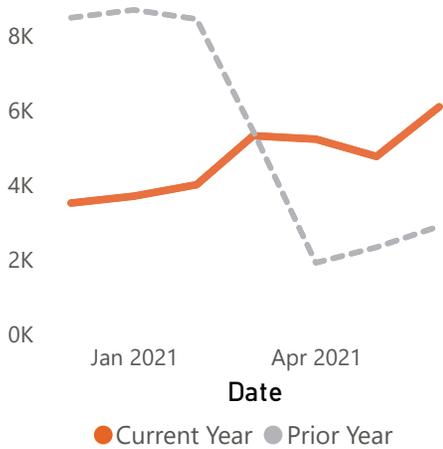
6,092

FY20: 2,897 (+110.29%)

YTD

50,761

FY20: 82,857 (-38.74%)



On-Time Performance

Monthly

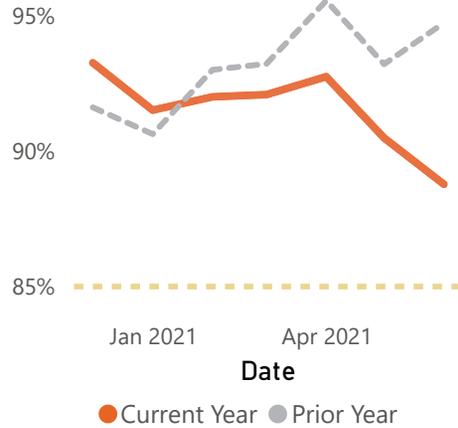
88.78%

FY20: 94.74% (-6.29%)

YTD

92.09%

FY20: 90.52% (+1.73%)



Operating Cost/Passenger*

Monthly

\$0.00

FY20: \$131.78 (+100%)

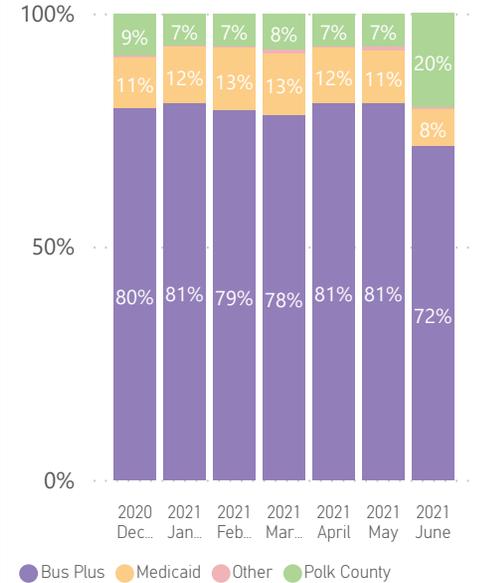
YTD

\$0.00

FY20: \$43.50 (+100%)



Paratransit Customer Type Breakdown



Preventable Acc./100k

Monthly

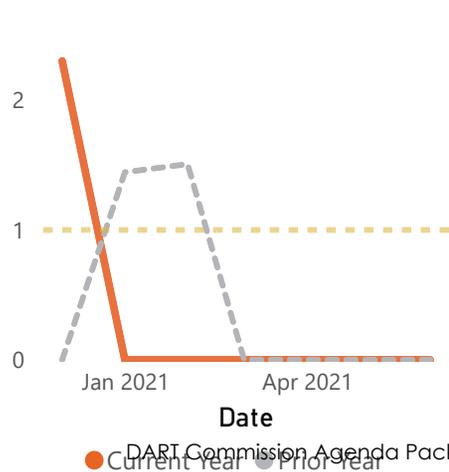
0.00

FY20: 0.00

YTD

0.17

FY20: 0.72 (+75.81%)



Non-Preventable Acc./100k

Monthly

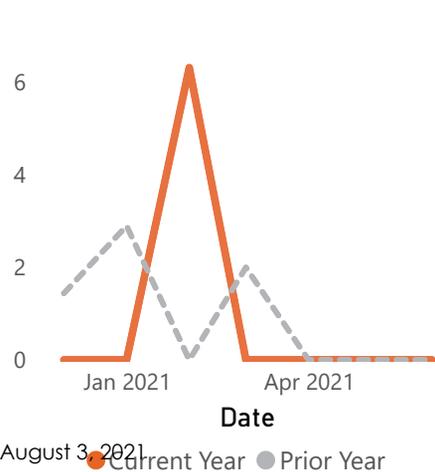
0.00

FY20: 0.00

YTD

0.69

FY20: 1.15 (+39.52%)



RideShare - Ridership

Monthly

8,170

FY20: 6,058 (+34.86%)

YTD

80,458

FY20: 166,779 (-51.76%)



RideShare - Op. Cost/Passenger*

Monthly

\$0.00

FY20: \$10.04 (+100%)

YTD

\$0.00

FY20: \$7.37 (+100%)





Route Details

Month

June 2021

Program	Route	Month Ridership	Month Last Year	YTD Ridership	Last Year YTD Ridership	YTD Change	YTD Change %	YTD Passengers/ Revenue Hour	YTD On-Time Performance
1. Local	#1 - Fairgrounds	7,073	6,152	78,786	412,306	-333,520	-80.9%	8.09	85.52%
	#3 - University	18,925	24,162	219,767	357,205	-137,438	-38.5%	11.38	85.23%
	#4 - E. 14th	7,901	8,476	80,498	156,458	-75,960	-48.5%	8.19	89.34%
	#5 - Franklin Ave/Johnston	4,378	4,038	50,805	101,666	-50,861	-50.0%	5.62	87.45%
	#6 - Indianola	10,932	10,643	121,841	269,527	-147,686	-54.8%	11.18	88.48%
	#7 - SW 9th St.	17,827	14,910	202,060	335,916	-133,856	-39.8%	15.03	92.28%
	#8 - Fleur Dr.	1,018	780	13,470	27,666	-14,196	-51.3%	7.21	83.49%
	#10 - East University	570	471	6,772	19,265	-12,493	-64.8%	3.93	89.18%
	#11 - Ingersoll/Valley Junction	1,110	1,025	11,258	17,909	-6,651	-37.1%	5.61	86.08%
	#13 - Evergreen	620		11,216	38,561	-27,345	-70.9%	12.03	81.97%
	#14 - Beaver Ave.	8,100	7,176	97,403	166,887	-69,484	-41.6%	9.63	89.17%
	#15 - 6th Ave.	10,266	10,222	117,426	229,776	-112,350	-48.9%	11.37	86.73%
	#16 - Douglas Ave.	17,252	19,401	202,436	332,522	-130,086	-39.1%	10.80	89.33%
	#17 - Hubbell Ave.	13,165	12,992	141,662	219,058	-77,396	-35.3%	8.82	89.14%
	#50 - Euclid	3,374	4,734	38,600	56,495	-17,895	-31.7%	4.85	94.78%
	#52 - Valley West/Jordan Creek	7,918	5,151	77,509	121,713	-44,204	-36.3%	6.35	89.90%
	#60 - Ingersoll/University	16,102	13,023	182,022	309,170	-127,148	-41.1%	10.24	90.16%
#72 - West Des Moines Loop	2,648	2,958	32,813	41,545	-8,732	-21.0%	3.30	82.05%	
#74 - NW Urbandale	320	19	2,863	5,307	-2,444	-46.1%	1.81	88.30%	
2. Shuttle	Link Shuttle	642		4,320	5,716	-1,396	-24.4%	1.51	84.32%
	Downtown Shuttle	4,927	4,302	49,800	136,726	-86,926	-63.6%	7.39	89.93%
3. Express	#92 - Hickman	331	262	3,963	19,026	-15,063	-79.2%	1.64	76.72%
	#93 - NW 86th	533	313	4,005	24,212	-20,207	-83.5%	1.86	84.98%
	#94 - Westtown	309	243	3,109	8,536	-5,427	-63.6%	3.30	84.15%
	#95 - Vista	188	141	1,744	7,162	-5,418	-75.6%	2.11	82.52%
	#96 - E.P. True	462	309	3,757	21,696	-17,939	-82.7%	2.41	82.96%
	#98 - Ankeny	1,239	583	10,116	48,539	-38,423	-79.2%	2.64	85.04%
	#99 - Altoona	359	256	3,171	11,168	-7,997	-71.6%	1.76	83.03%
4. Flex	#73 - Flex: Urbandale / Windsor Heights				640	-640	-100.0%		
5. On Call	#76 - Deer Ridge Shuttle				30	-30	-100.0%		
	Ankeny	110	49	1,121	1,322	-201	-15.2%	3.19	79.19%
	NW Johnston / Grimes				400	-400	-100.0%		
	Regional	65	12	120	84	36	42.9%	5.47	71.94%
Cab	Paratransit: Taxi	599	166	2,946	6,859	-3,913	-57.0%	3.90	
Paratransit	Paratransit: Bus/Van	5,422	2,747	47,744	76,392	-28,648	-37.5%	1.60	92.09%
RideShare	RideShare	8,170	6,058	80,458	166,779	-86,321	-51.8%	4.42	
Total		172,855	161,774	1,905,581	3,754,239	-1,848,658	-49.2%	7.45	88.08%



DISCUSSION ITEM



11B: Quarterly Safety Report – Q4 FY 2021

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 for each mode of service DART delivers that are tracked. Goals for each area are the average of the actual performance from the years FY 2016 to FY 2020.

As the following table illustrates, DART met or exceeded our Safety Performance Targets in every category.

FY 2021 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
Fixed Route							
FY 21 Target	0	0	13.0	2.0	15.0	3.0	8,500
FY 21 Actual	0	0	2.0	0.10	10.0	0.52	16,984
Paratransit							
FY 21 Target	0	0	2.0	1.0	3.00	1.0	21,000
FY 21 Actual	0	0	0.0	0.0	0.0	0.0	0.00
Rideshare							
FY 21 Target	0	0	1.0	1.0	1.0	1.0	138,000
FY 21 Actual	0	0	0.0	0.0	1.0	0.15	0.00
Taxi							
FY 21 Target	0	0	1.0	1.0	1.0	1.0	7,400
FY 21 Actual	0	0	0.0	0.0	0.0	0.0	0.00

DISCUSSION ITEM

11B: Quarterly Safety Report – Q4 FY 2021



Preventable Vehicle Accidents

The FY 21 goal for preventable accident was 1.00 per 100/K miles of revenue service. DART performed better than the goal at 0.69 preventable accidents per 100/K miles.

There was a spike in preventable accidents during the months of December, January, and February. Five (5) of the 14 accidents were weather related and none of those accidents were due operators compensating for snow narrowed streets. This suggests that our mitigation efforts to address those types of accidents during the winter of FY 21 were successful.

Preventable Events by Tenure

Tenure	% Workforce	% Events
0 - 1 Years	3.45%	20.80%
1 - 2 Years	5.26%	20.88%
2 - 5 Years	22.20%	27.23%
5 - 10 Years	29.36%	17.88%
10 - 20 Years	33.31%	11.39%
Over 20 Years	6.41%	1.82%
Total	100.00%	100.00%

In FY 21, operators with less than two years of experience made up just 8.71% of the workforce and were responsible for 41.68% of all preventable events.

The disproportionate number of preventable events for operators with less than two years of experience as compared to their percentage of the workforce continues to be an area of focus for both the operations road supervisors and training.

Continuing efforts to address the trend include our behind-the-wheel trainers continually emphasizing the behaviors and mindsets that help operators stay accident free. Our operations road supervisors are increasing the number of operator evaluations conducted with a concentration on evaluations of the operators with less than two years of experience.

Finally, trends contributing to preventable events that emerge through observations and actual incidents are reviewed with the training department to ensure they are being properly addressed during training.



MONTHLY REPORT



12A: Operations Team Report

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

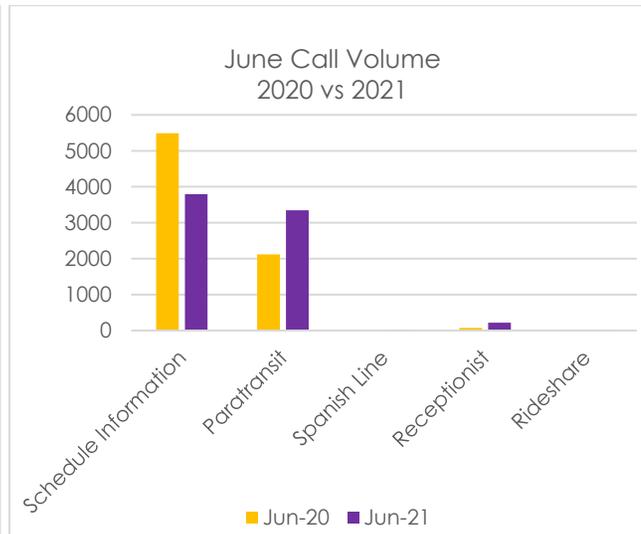
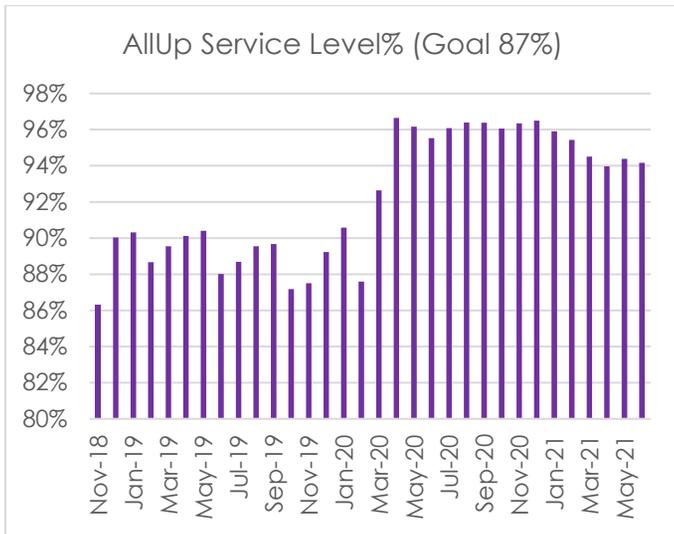
In the month of August, the Operations team is primarily focused on the 2021 Iowa State Fair and the August Service Change, which includes the resumption of school service for DMPS. The following are a few details on each:

- **Iowa State Fair:** While DART's State Fair Park and Ride service will run very similar to the last fair in 2019, there are a few key differences to improve the customer experience and ensure the safety of our staff and riders. These include:
 1. Availability of credit card readers at each of our ticket booths to offer customers the option to pay via credit card in addition to cash.
 2. The federal mask mandate is still in place. Masks will be available on all of our buses, and there are extensive communication efforts to ensure that riders are aware of the requirement. While we will offer and ask that riders wear a mask, for the safety of our staff and other passengers, we will not confront people refusing to wear a mask. We want to avoid disputes that could result in a safety risk.
 3. Buses will be able to hold near full capacities, with full seating available and approximately 80% of standing capacity.
- **August Service Change/DMPS School Service:** The August Service Change will take effect on August 22 with Des Moines Public School (DMPS) school service beginning on August 25. DART staff are continuing to work with DMPS staff to ensure students, parents and staff know how to utilize DART's transportation services and behavior expectations.

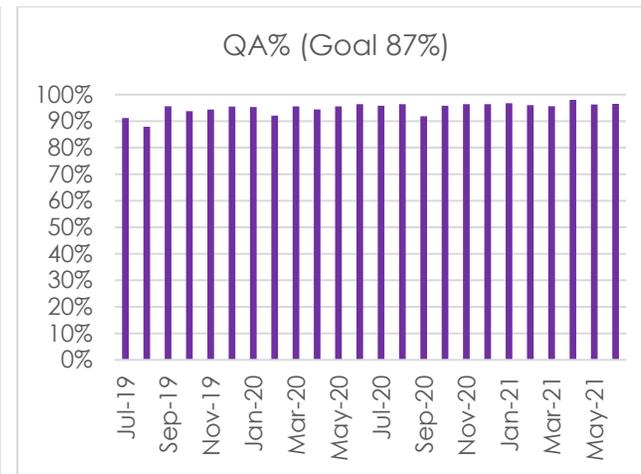
MONTHLY REPORT
12A: Operations Team Report



Customer Experience – Ashley Lara, Customer Experience Manager



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



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



MONTHLY REPORT



12B:	Planning Team Report
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Staff Resources: *Luis Montoya, Chief Planning Officer*

- **August Service Change:** A service change will go into effect on August 22 in which DART will resume DMPS school tripper service as well as restore D-Line service to its normal 10-minute frequency. It has been operating at 15-minute frequency since the start of the pandemic. One additional trip of Route 98—Ankeny Express will also be added back.
- **Transit Optimization Study:** Staff are preparing to share the draft TOS recommendations with the public in September and October. Outreach methods will include in-person engagement, as well as an interactive project website, virtual public meetings, on-board rider communications, and various social and traditional media spotlights.
- **Ankeny Microtransit Pilot:** DART is moving forward with a microtransit pilot in Ankeny that will utilize DART vehicles and operators but be enabled with third party mobility on demand technology. After an open solicitation and careful review of nine proposals, Via Mobility Solutions was selected to provide a microtransit technology platform for this pilot, which is planned to launch in the fall.



12C: External Affairs Team Report

Staff Resources: Erin Hockman, Chief External Affairs Officer

Marketing and Communications – Rick Pallister, Marketing and Communications Manager

- **Website conversion:** The ridedart.com website will be updated with the most current version of the Drupal content management system, along with a few other small enhancements, during the first week of August. DART's version of the content management system is being retired and will not be supported any longer. This was also an opportunity to make a few enhancements to the website: simplified the top navigational structure, combined content on the Fares and Services pages into one page, updated the content on the Fares page, added a link to the fares page on each route page, and added alerts to each route page
- **August service change:** DART Marketing staff used several communication channels to promote changes for the August service change on August 22. This included bus audio playing on impacted routes, signage at DART Central Station, emails, social media posts, a website article on ridedart.com and a notification in the MyDART app.
- **Mobile Passes for University Partners:** Marketing is providing support to the Business Partnerships team to launch mobile unlimited access passes to Grandview and Des Moines University students. This is based upon a successful mobile pass rollout with DMACC during the 2020-21 academic year.
- **Special event promotions:** Staff are implementing marketing plans that promote DART service for several summer events:
 - **Iowa State Fair:** DART will provide Park & Ride shuttle service to the Iowa State Fair August 12-22 from 3 locations to the Fairgrounds and will again be offering half-priced tickets in the MyDART app.
 - **MidAmerican Sustainability Day:** In partnership with MidAmerican Energy, DART will have an electric bus at the Iowa State Fair on Friday, August 20. As part of MidAmerican's Sustainability Day, Fairgoers can tour the bus, participate in bus themed coloring activities, and get a mini replica bus (while supplies last). Sustainability Day activities are from 9 a.m. to 8 p.m.
 - **Riverview Music Festival:** DART will be extending Local Route 15 service on Saturday, September 4 for the Riverview Music Festival at Riverview Park. Festival goers are encouraged to take transit to the event including from the Center Street parking lot and the North High School lot. DART will be recognized as an event sponsor.



MONTHLY REPORT
12C: External Affairs Team Report



Marketing Analytics Report

Metric	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	June 2020	Year Prior
MyDART App Accounts	24,257	24,686	25,077	25,502	25,964	26,541	21,419	19%
Website Unique Visitors	13,675	14,231	14,514	14,034	13,563	16,345	13,495	17%
Facebook Likes	4,837	4,870	4,919	4,954	4,972	4,991	4,700	6%
Twitter Followers	2,410	2,424	2,433	2,441	2,442	2,446	2,348	4%
Instagram Followers	1,387	1,395	1,405	1,413	1,417	1,425	1,332	7%
LinkedIn Followers	533	535	541	549	560	565	455	19%
Email Subscribers	14,329	14,248	14,240	14,153	13,131	13,130	16,470	-25%
Trip Plans	12,652	18,398	20,925	18,212	19,648	21,315	15,223	29%
Real-time Map	8,208	13,232	14,451	14,817	14,661	18,023	10,125	44%
Next DART Bus	65,080	112,493	144,277	140,119	118,819	136,369	127,362	7%
SMS Text Messaging	99,724	90,851	108,298	110,499	112,445	107,720	122,291	-14%
IVR Phone Calls	4,399	4,007	5,359	5,093	4,919	5,844	3,845	34%

MyDART App Report

Metric	Jan. 2021	Feb. 2021	Mar. 2021	April 2021	May 2021	June 2021	TOTAL
Downloads	681	655	740	661	676	800	34,946
iOS	187	159	189	164	180	224	10,533
Android	494	496	551	497	496	576	24,378
Accounts Created	407	429	391	425	462	577	26,541
Orders Placed	2,179	2,215	2,782	2,491	2,514	2,197	109,206
Passes Purchased	2,974	3,070	3,920	3,506	3,516	3,922	160,600
Revenue	\$15,172	\$14,664	\$18,129	\$16,762	\$16,811	\$18,415	\$81,538

DART in the NEWS

Top Stories

[The Iowa State Fair is back next month: Here's what you need to know about dates, tickets, parking and more](#)
[State, Local Leaders Call for Iowa Investing in Electric Vehicle Infrastructure](#)

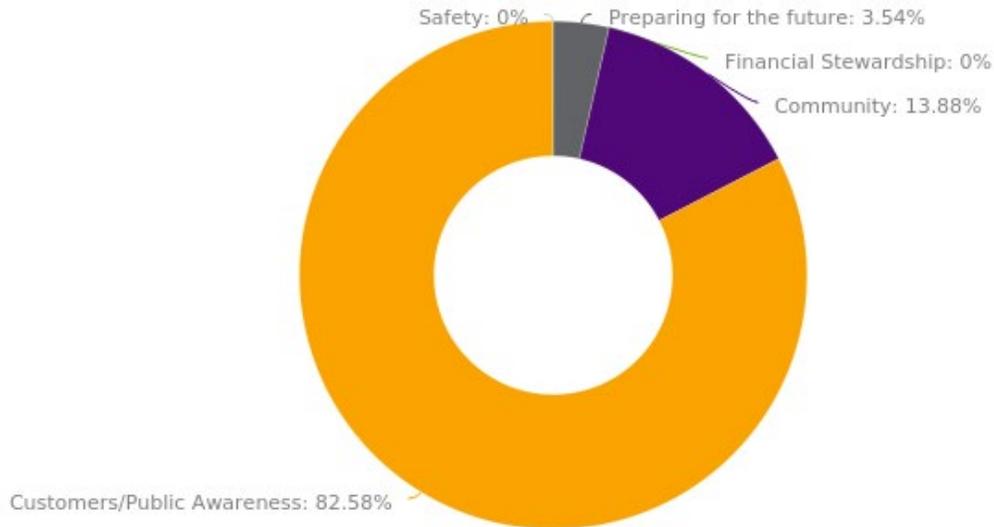
Reach

Broadcast	1,323,586
Online	566,818
Total Reach	1,890,404

MONTHLY REPORT
12C: External Affairs Team Report



DART News Coverage by Topic



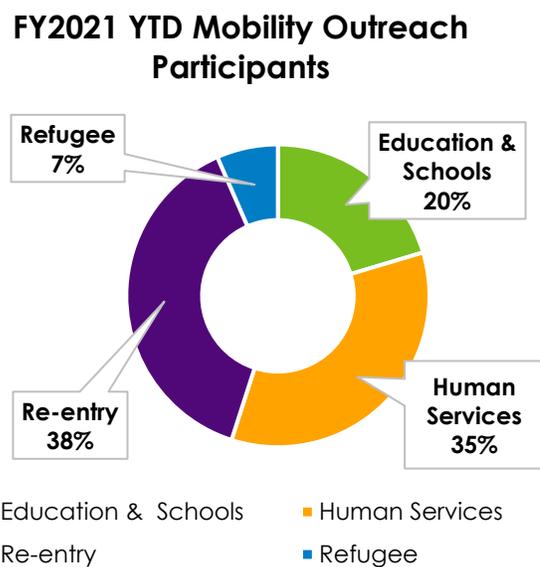
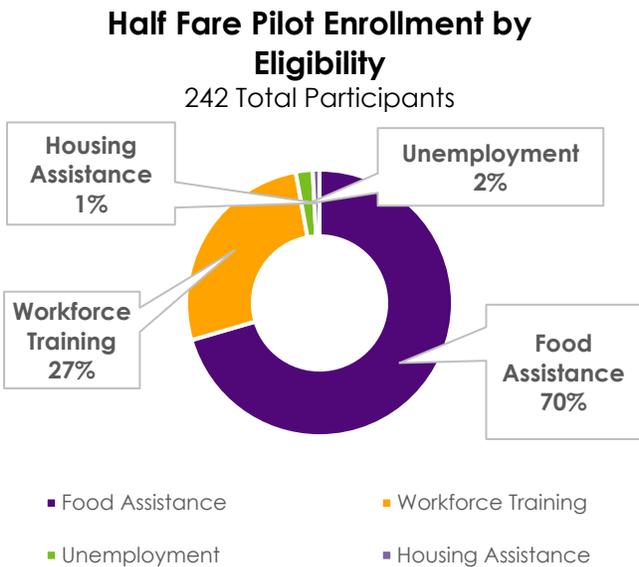
RideShare – Victoria Lundgren, RideShare Supervisor

- **New systems RFP:** A procurement process is underway for a new technology platform to manage RideShare customer and fleet information more efficiently.
- **New partnership opportunities:** Staff are continuing to field interest in RideShare from multiple businesses seeking to address workforce transportation needs, particularly in the food production and manufacturing sectors throughout central, southern, and eastern Iowa.
- **Marketing & Communications Projects:** A series of rider training video tutorials and new customer communications projects are underway to support the continued return of passengers to the RideShare program and onboarding of new vanpool partners.



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

- **Art Shelters:** Following a Call for Artists issued by the Iowa Arts Council, a regional jury of representatives from DART member communities have reviewed submitted artist qualifications to recommend for inclusion on a pre-qualified roster for upcoming art shelter projects. Rostered artists will be available for optional consideration by art shelter project stakeholders. DART’s first art shelter at **Drake University** is complete with a second slated for re-installation in early Fall 2021. Installation of the first five art shelters along the **6th Avenue Corridor** in Des Moines is also expected early Fall 2021. Art concepts are complete or in development for the **Roosevelt Cultural District** (2 shelters) and the **Johnston Town Center** (1 shelter). Follow up to all DART member communities and major project stakeholders to coordinate art shelter planning and artist selection is ongoing.
- **Unlimited Access Partnerships:** Unlimited Access partnership renewals recently completed or in progress include Nationwide Insurance, Polk County, and Principal Financial Group. Planning for enhanced marketing and communication to regain and attract ridership among Unlimited Access partners as they return to work is in progress. Planning is also underway for onboarding a new residential Unlimited Access partner. Unlimited Access MyDART mobile app passes are in development for select university partners.
- **Half Fare Pilot and Mobility Coordination Update:** Year-to-date half fare pilot enrollment and mobility outreach participation are shown below. A recommendation to extend the Half Fare Pilot through FY2022 was approved by the DART Commission and added housing assistance as a form of enrollment eligibility.



MONTHLY REPORT
12C: External Affairs Team Report



Public Affairs – Amy McCoy, Public Affairs Manager

● **Federal Initiatives:**

- DART staff monitored progress on the surface transportation reauthorization bill and federal infrastructure package. More details are included in the Cardinal Infrastructure report.
- DART staff worked with the American Public Transportation Association (APTA) and the Bus Coalition to conduct outreach to Iowa's Congressional delegation staff urging infrastructure investments.

● **State Initiatives:**

- DART staff held a workshop with PolicyWorks, DART's contracted lobbyists, to begin planning for the 2022 legislative session which will include a strong focus on funding diversification. The discussion included potential updates to the last year's proposed transit hotel/motel tax legislation as well as next steps for outreach to legislators during the interim. DART also began planning for work with the Iowa Public Transit Association in gaining support for the proposal.

● **Regional Initiatives:**

- Public affairs staff began preparing for September 2021 [Greater Des Moines Partnership's DMDC series](#) trip to Washington DC. DART will sponsor an event during the trip and began production of a video highlighting the value of DART and featuring DART Commissioners to show to the group. The trip provides an opportunity for DART to promote its work to area partners, Iowa's Congressional delegation and their staff, as well as staff from the Biden administration.

● **Other Initiatives:**

DART staff distributed a bi-monthly stakeholder newsletter that featured a message from CEO Elizabeth Presutti as well as updates on several other recent and upcoming initiatives. You [can read the full newsletter here](#).

- Public affairs staff attended Clive's Touch-a-Truck event where attendees got to tour a DART electric bus and learn fun facts about the zero-emissions vehicles.
- The ad shown to the right will be included in the Business Record's Iowa Stops Hunger campaign this fall, highlighting the expanding mobile pantry relationship between DMARC and DART and the critical connection between transportation and access to food.

Growing Partnership Expands Access to Food

Together, DART and DMARC have provided thousands of riders access to a mobile food pantry site at DART Central Station.

Now, we're looking at expanding the partnership with more details coming soon.

“There's a critical connection between transportation and access to food,” says DMARC Chief Executive Officer Matt Unger. “Growing our relationship with DART provides even more ways for central Iowans to get the food they need.”

dart Learn more about how DART is helping address food insecurity at ridedart.com/stophunger

The advertisement features a photograph of a purple and white DART electric bus with the number 1623. In the foreground, there is a blue and white sign that reads "DMARC dart Mobile Food Pantry THURSDAYS 4:00 PM - 6:00 PM". The background shows an urban setting with buildings.



**State Legislative Update for Des Moines Area Regional Transit Authority
Prepared by PolicyWorks on July 21, 2021**

- Counseled DART staff about proposing changes to the hotel/motel tax legislation. Encouraged tweaks not wholesale changes – maintain the legislative intention to reduce property taxes;
- Discussed with Sen. Dawson his commitment to pass the hotel/motel tax for public transit. Sen. Dawson wants to continue pushing for the hotel/motel tax change;
- Met with DART staff and Board Chair to discuss potential tweaks to the legislation as well as strategy and timing to bring it to legislators to earn their support.

Federal Update for Des Moines Area Regional Transit Authority Prepared by Cardinal Infrastructure on July 27, 2021

Activities Conducted by Cardinal Infrastructure

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

We have been monitoring developments related to changes to the Centers for Disease Control and Prevention's order and the Transportation Security Administration's security directive to require the wearing of face masks on public transit.

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

Senate Bipartisan Infrastructure Proposal

According to reports, several items remain to be negotiated and fleshed out in legislative text, including transit and highway funding, along with broadband, national infrastructure bank, water infrastructure, and repurposing of COVID relief funding.

While it sounds like a lot of ground to cover to meet the Senate Majority Leader Schumer's timeline, Congress is known to produce quickly when they choose to do so. According to the Republican lead negotiator, Senator Portman (R-OH), "We're about 90% of the way there...we have one issue outstanding...it's about mass transit."

While there is momentum to get to the finish line, reports indicate the negotiations are being challenged by numerous issues and very well could fall apart. Timeline and strategy to develop and pass an infrastructure bill is still fluid at this point. The Senate recess could be delayed (staying passed August 9th) to get the infrastructure bill and \$3.5 trillion budget resolution passed. The situation is developing and changing rapidly.

The Senate is certainly the focus right now, but Speaker Pelosi's stance is certainly influencing the negotiations. The Speaker has continued to stress that both the infrastructure bill and budget reconciliation bill are to be passed before the House takes up the legislation. This will continue to cause issues as we near passage of a bill.

Chairman DeFazio, along with 30 Democratic members of the House Transportation and Infrastructure Committee, sent a letter to Speaker Pelosi and Majority Leader Schumer urging inclusion of the INVEST in America Act in any bicameral infrastructure legislation. The letter provides, "As the Senate continues work on an infrastructure bill, we urge you to ensure that any product from the Senate will be conferenced with the provisions of the INVEST in America Act."

Chairman DeFazio also sent a 'Dear Colleague' letter to House Members urging their support of including provisions of the INVEST in America Act in any infrastructure legislation. The letter provides a breakdown on the differences between the Senate's bipartisan infrastructure framework compared to the House bill.

Surface Transportation Reauthorization

On July 1, 2021, the House passed the INVEST in America Act by a vote of 221-201. This five-year reauthorization bill provides \$547 billion for surface transportation, as well as \$168.25 billion for drinking water and wastewater infrastructure. The transportation portion of the bill increased by 11% over last year's proposal to meet the investment goals of the President's American Jobs Plan.

Amended and new provisions in the bill include, but are not limited to:

- Amends the Commercial Driver's License provision to only apply to vehicles "designed or used as a stretch limousine" (eliminating its applicability to smaller transit vehicles).
- Expands the Innovation Workforce Standards provision to include mobility on demand services in addition to automated vehicle transit.
- Requires regulations be established to "repurpose, recycle, reuse, sell, or lease transit vehicle batteries that are beyond the useful service life of such batteries for the purpose of transit vehicle propulsion and component parts of such batteries."
- Establishes a \$1 billion All Stations Accessibility Program "to assist eligible entities in financing capital projects to upgrade accessibility for persons with disabilities..."
- Establishes the Reconnecting Neighborhoods Program, "to identify, remove, replace, retrofit, or remediate the effects from eligible facilities and restore or improve connectivity, mobility, and access in disadvantaged and underserved communities..."
- Establishes the Reduce Transit Deserts Program "to establish or enhance bus service with headways equal to or shorter than 20 minutes for at least 18 hours per day in neighborhoods lacking such service; or to establish or increase express lane transit service that connects communities to jobs and essential destinations..."
- Establishes set-asides for "low income communit[ies]" and "priority area[s]" under the Zero Emission Bus Grants Program.
- Requires that not less than 12.5 percent of funds under the Zero Emission Bus Grants Program be available for workforce development training.
- Applies apprenticeship utilization requirements on select grant programs.

House Appropriations

The House Appropriations Committee passed its FY 2022 Transportation-HUD appropriations bill. The House will vote the week of July 26th to pass a mini omnibus package of multiple appropriations bills, including transportation. The bill provides \$84.1 billion in funding, with an additional \$1.9 billion for U.S. DOT over FY 2021 levels, and \$1.4 billion above the Administration's budget request to Congress.

Funding for the Federal Transit Administration includes but is not limited to:

- \$1.2 billion - RAISE grants (formerly BUILD/TIGER)
- \$2.47 billion - Capital Investment Grant program
- \$464 million - Formula Bus and Bus Facilities (no increase from authorized levels)
- \$492 million - Discretionary Bus and Bus Facilities
- \$295 million - Low or No Emission Vehicle grants
- \$5 million - Zero-emission fleet transition planning grants
- \$25 million - Innovative mobility solutions demonstration and deployments
- \$50 million - Integrated smart mobility grants for planning and capital projects
- \$30 million - Climate resilience and adaptation grants

Funding for the Federal Highway Administration includes but is not limited to:

- \$12.1 billion - Surface Transportation Block Grant program
- \$2.5 billion - Congestion Mitigation and Air Quality Improvement program
- \$1 billion - Infrastructure for Rebuilding America grant program
- \$15 million - Grants to develop and expand the capacity to use and deploy Advanced Digital Construction Management Systems
- \$12 million - Regional infrastructure accelerator demonstration program
- \$145 million - Nationally significant federal lands and tribal projects program

FTA Personnel

Paul Kincaid will serve as the Federal Transit Administration's (FTA's) Associate Administrator for Communications and Congressional Affairs. Paul served on the Biden-Harris U.S. DOT transition team and had been Director of Congressional Outreach for the Association of Former Members Congress. Prior to that role, he was a freelance consultant for several years following his eight-month service as Associate Administrator at FTA under the Obama Administration.

Paul has significant Hill experience, working as press secretary and communications director for Congressman Mike Honda (D-CA), Congressman Antonio Cardenas (D-CA), and Congressman Russ Carnahan (D-MO), as well as communications director for Senator Bill Nelson's campaign.



12D: Finance, IT & Procurement Team Report

Staff Resources: *Kent Farver, Chief Financial Officer*

Finance Department – Amber Dakan, Finance Manager

- **Fiscal Year End Preparation-** As FY2021 concludes, the Finance Team have begun working on year end reconciliations in preparation for the annual Financial Audit and National Transit Database Reporting scheduled in September.
- **Fiscal Year 2022 Transportation Improvement Program (TIP) –** Finance staff have finalized the DART projects to be included in the compiled document listing surface transportation projects within the Des Moines MPO area. Any item that is to be funded with federal grant dollars must be listed in the TIP Plan.
- **Chart of Accounts Project –** The Chart of Accounts update project went live on July 9th. This project allows for the separation (and reporting) of local and federal dollars as well as more granular reporting of large projects. The project cutover has gone smoothly so far, and Finance staff is continuing to update and train other departments on the changes.
- **Credit Card Processing for the Iowa State Fair –** DART will be doing a soft launch offering of credit cards payments for the three Iowa State Fair Park and Ride locations. The Finance Team is working on programming and planning for this new offering as an extension of the Customer Service Department processing system.

IT Department – Shane Galligan, IT Director

- **Radio System Assessment:** We have contracted with Macro (a division of Ross and Baruzzini) to perform an assessment of our current radio and CAD/AVL environments, and to evaluate alternative options in the region. Our kickoff meeting was completed on June 10th, and the initial site-visit and review was conducted by Macro June 29-30. We met with the communications and dispatch teams from Polk County and from WESTCOM (ISICS) to identify territory coverage, equipment needs, and lease requirements within those systems. Macro is scheduled to compile their findings and present their final assessment by 09/02/2021.
- **Technology Plan Development:** We have begun the initial documentation work with IBI to create our Technology Plan. The project kickoff has been completed with the Leadership Team and departmental interviews are underway. The initial Technology Summary has been provided by IBI. Next step is IBI to complete the industry scan of technology deployed to other similar transit agencies. Once the industry scan is complete, we will be scheduling the stakeholder vision and strategy sessions with the leadership team.
- **Multimodal Room Upgrade:** CTI has completed the installation of the new cameras, microphones, projectors and controller. With intelligent microphones and cameras, we can now have video conferences without the need for individual pedestal microphones and cameras will be able to respond to speakers for a more engaging video conference experience.



MONTHLY REPORT

12D: Finance/IT/Procurement

- **VMware, Storage and Firewall update:** Replacement hardware has been identified to update the network equipment for our VMware environment, Backup Storage and Firewalls. Once this equipment is delivered and implemented, our VMware will be upgraded to a flash environment to provide more stability for products and services accessed remotely. Additionally, we will have high availability (HA) pairs for our firewalls in both DART Way and DCS.
- **Zoom Phone System Transition:** Zoom Phone account has been set up and we are in the process of constructing the call queuing and call tree environments in the background in preparation for an initial cutover from Skype (Lumen) to Zoom Phone. A training and deployment schedule has been drafted, with the final cutover of the entire phone system to be complete by November 22.

Procurement Department – Mike Tiedens, Procurement Manager

Upcoming Projects and Procurements:

- **Professional Marketing Services** – DART is seeking proposals from qualified professional firms, freelancers and sole proprietors to provide various professional marketing services on an as-needed basis. Services will include but not be limited to: creative services (concepts/campaigns, strategy), graphic design, creative writing, photography, videography and media buying (digital and traditional).
 - Request for Proposals to be published in August 2021.

Contracts and Task Orders Approved Recently:

- **150,000 Masks** – DART solicited quotes for 3-ply masks to make available for DART customers when boarding the buses.
 - The winning bidder was ESTCO Enterprises, Inc. and the bid was \$6,000.00

Future Procurements:

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

Operations and Maintenance Facility Update – Kent Farver, CFO

- DART's work on the NEPA (National Environmental Policy Act) clearance for the proposed Operations and Maintenance Facility site at SE 25th and Maury Street is progressing. On July 21st, DART, FTA (Federal Transit Authority), and the SHPO (Iowa State Historic Preservation Office) met for a project consultation. Based on the feedback from the Iowa SHPO office, the above ground review and documentation is nearly complete, with further investigation needed for one of the buildings within our area of potential effects. Guidance was provided on additional below ground archeological survey work that is necessary. This work will begin in August and we hope to have it completed by the end of October. This survey will dictate the next steps that DART will need to take to complete the NEPA review and have the SHPO and FTA approve the site for the - project.

MONTHLY REPORT
12D: Finance/IT/Procurement



- As the NEPA clearance work continues, work on the 30% design criteria is well underway and scheduled to be completed by the end of September, with the cost estimating to be conducted in October 2021.



MONTHLY REPORT



12E: Human Resources, Training & Safety Team Report

Staff Resource: *Danie Gohr, Human Resources Manager*

Human Resources – Danie Gohr, HR Manager

- **Goal Workshops for Performance Management** Human Resources will be conducting training with teams throughout June and July on effective goal creation as it relates to business planning. We will also be working through self-appraisals and manager review as we wrap up our goals for FY21.
- **Recruitment Update:** Recruitment is a large focus area for DART right now. We are facing an operator shortage and getting creative on ways to attract talent. Some of the recruitment we are conducting includes, meeting with DMACC CDL classes to discuss our impact and roles, reaching out to over 40 of our community partners to get our openings in front of them as well as holding open onsite interviews at Dart Central Station. We are also promoting a competitive sign on bonus as well as an employee referral program.
 - Current Openings:
 - Facilities Manager
 - Part-time Fixed Route Operator
 - Part-time Paratransit Operator
 - Senior Staff Accountant
 - Business Intelligence Manager
 - Communications Intern
- **COVID-19 Update:** Since the beginning of 2021 we have had 14 positive tests and 35 negative tests. Notable statistics include that our total vaccination rate is 58%. We are continuing to showcase the benefit of getting vaccinated to our employees. We had zero positive tests from February to June. We have experienced a slight uptick in cases having 3 in the past two weeks.

Training – Matt Johnson, Training Manager

- **New Operator Training:** Three Fixed Route Operators completed all training requirements and graduated from training. Training continues for additional fixed route operators after they successfully completed CDL training and licensing.
- **State Fair Training:** Training is being held for operators to assist with State Fair work. These operators complete safety and route knowledge portions before working for DART during the Fair.
- **State Fair Administrative Staff Training:** Training prepared sessions for DART administrative staff who assist with State Fair service. This will include in-person, and for the first time virtual and pre-recorded training sessions.



MONTHLY REPORT

12E: Human Resources, Training and Safety Team Report

Safety – Pat Daly, Safety Manager

- **DART Safety Plan:**
 - Job Hazard Analyses training for maintenance, service, and buildings and grounds staff started.
 - Continued work on review and revision of DART's emergency preparedness plans.
- **Iowa State Fair:**
 - Reviewed safety related aspects of Iowa State Fair Service, including:
 - Routes
 - COVID-19 mitigations
 - Training



MONTHLY REPORT



12F: Chief Executive Officer

Staff Resource: Elizabeth Presutti, Chief Executive Officer

- **DART Executive Committee** - The DART Executive Committee met on Friday, July 13, 2021. The discussion items presented during the meeting included:
 - TOS Update
 - Hotel/Motel Tax Update
- **20 Year Service Award** – Marlon Paiz Lemus celebrated 20 years of service with DART on July 9. Kyle joined DART in 2001 in our maintenance department and we are all very proud of the work he does for us and for our customers.
- **DART Chief Human Resources Officer** - I am very excited to announce Todd Sadler as DART's new Chief Human Resources Officer. Todd comes to DART from the State of Iowa, Judicial Branch and previously worked at the Iowa DOT and Des Moines Water Works. Todd has extensive public sector experience in human resources, collective bargaining, and safety. His first day will be on August 23rd.





FUTURE DART COMMISSION ITEMS



Future Agenda Items:

September 7, 2021 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • Operations and Maintenance Facility Construction Approach • Privacy Policy • Paratransit Consulting Services Contract 	<ul style="list-style-type: none"> • Marketing Update • Iowa State Fair Update • Business Partnerships Update
October 5, 2021 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • Construction Management Services Contract • Rideshare Software Contract • Rideshare Van Purchase 	<ul style="list-style-type: none"> • Transit Riders Advisory Committee Update • Operations and Maintenance Facility Project Update
November 2, 2021 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • STBG Grant • Bus Shelter Fabrication Contract 	<ul style="list-style-type: none"> • FY 2022 DART Budget Update

Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee	Friday, August 20, 2021	7:30 a.m.	Zoom Meeting