



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
JUNE 4, 2019 – 12:00 PM

1.	CALL TO ORDER	
2.	ROLL CALL AND ESTABLISHMENT OF QUORUM	
3.	NOTICE OF MEETING	
4.	APPROVAL OF JUNE 4, 2019 AGENDA	
5.	PUBLIC COMMENT (Limit 3 minutes)	
6.	TRANSIT RIDERS ADVISORY COMMITTEE UPDATE	
7.	CONSENT ITEMS	
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13.	NEXT MEETING: Regular DART Meeting - Tuesday, July 9, 2019 – 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
MAY 7, 2019**



ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey (left at 1:37 p.m.), Gary Lorenz, Doug Elrod, Frank Cownie (arrived at 12:02 p.m., left at 1:49 p.m.), Jeremy Hamp (left at 1:46 p.m.), Paula Dierenfeld, Sara Kurovski, Angela Connolly (arrived at 12:04 p.m.), Tom Gayman, Russ Trimble (arrived at 12:02 p.m.), Zac Bales-Henry (left at 1:45 p.m.)

Commissioners Absent:

Arlene Sampson, Michael McCoy, Mike Backous

Other Commissioners/Alternates Present:

Josh Mandelbaum, Ross Grooters

CALL TO ORDER

Tom Gayman, Chair called the meeting to order at 12:00 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Tom Gayman, Chair requested a motion to approve the agenda as presented.

It was moved by Jeremy Hamp and seconded by Vern Willey to approve the May 7, 2019 agenda. The motion carried unanimously.

PUBLIC COMMENT

Bill from Passage Ways requested more bus service during the day along Grand Ave.

Joyce Hannaman, Des Moines resident, requested more bus benches at the bus stops. Currently not all stops have a bench to sit on and it would be nice to have them available for the elderly and those who have a hard time standing for long periods of time.

Desiree, Des Moines resident in the Drake neighborhood, provided a commendation to all DART operators on their hard work and excellent customer service.

Thomas Washington, Des Moines resident, shared a recent story about his bus ride on route 52. The bus broke down and had to be pulled off to the side of the road until repaired. He commended operator Gerald Washington on his outstanding customer service and communication to get the riders through the incident and back on the road.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – MAY 7, 2019**



CONSENT ITEMS

7A – Commission Meeting Minutes – April 2, 2019

7B – Annual Health Insurance Renewal

7C – Annual Workers Compensation Insurance Renewal

It was moved by Vern Willy and seconded by Sara Kurovski to approve the consent items as presented. The motion carried unanimously.

ACTION ITEMS

8A – DART Service Standard Guidelines

Luis Montoya, Planning and Development Manager, presented the DART Service Standard Guidelines which are a set of goals and metrics for monitoring the efficiency and effectiveness of its fixed route service, as well as a description of processes for addressing areas in need of improvement.

It was moved by Angela Connolly and seconded by Frank Cownie to approve the DART Service Standard Guidelines. The motion carried unanimously.

8B – DART Title VI Program Update

Luis Montoya, Planning and Development Manager, presented the DART Title VI Program, which is required to be updated and submitted to the Federal Transit Administration (FTA) every three years. The update is a comprehensive document, including demonstrating compliance with Title VI requirements and reporting Title VI complaints, demographic analysis, language assistance plan and Title VI related policies.

It was moved by Frank Cownie and seconded by Jeremy Hamp to approve the DART Title VI Program Update. The motion carried unanimously.

8C – March 2019 Financials

Amber Dakan, Finance Manager provided a presentation on the March 2019 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue year to date is at 6.8% below budget projections. Operations expenses are 0.68% below budget projections year to date.

Paratransit Operating revenue is 36.95% lower than budget expectations. Operating expenses are 9.54% under budget.

Rideshare revenues were 4.29% below budget. Operating expenses has a budget savings of 9.82% year to date.

It was moved by Frank Cownie and seconded by Vern Willey to approve the March 2019 Financials. The motion carried unanimously.

DISCUSSION ITEMS

9A – Fleet Analysis

Jamie Schug, Interim Chief Operating Officer, presented results of a fleet analysis to the commission. DART staff was tasked with identifying if using smaller vehicles would improve service efficiency. Through this, several routes were identified that could incorporate 30-foot buses, based on ridership and how the routes interact with other routes and service types. The Commission discussed moving forward with plans to try to incorporate some smaller buses into the fleet.

9B – 2019 Major Service Change

Luis Montoya, Planning and Development Manager, shared an update and overview of the planned Fall Service Change, which will focus on DART routes in the following member communities: Ankeny, Clive, Des Moines, Grimes, Pleasant Hill, Urbandale and West Des Moines. DART will be holding a second round of public meetings in the communities impacted by the fall 2019 service change.

9C – Art Shelter Update

Matthew Harris, Business and Community Relationships Manager, presented and updated on DART's Art Shelter project. DART is working to add more shelters throughout its service area in order to improve the experience for riders. To accomplish this, DART is working with several key partners on projects in communities across the region to identify ways to fund additional shelters by incorporating public art into the shelter design. Staff is continuing to work on finalizing plans for the overall vision and project principles, and will present the plan to the Commission for approval in an upcoming meeting.

9D – DART Advertising Policy

Paul Drey, DART Legal Counsel, presented the DART Advertising Policy. He reviewed options as well as advantages and disadvantages of potential changes to DART's advertising policy. The Commission discussed moving forward with removing political and religious ads.

9E – Performance Report

The Performance Report was tabled for review at a future commission meeting.

MONTHLY REPORTS

10A – Operations

No Update.

10B – Engagement

Amanda Wanke, Chief External Affairs Officer, will email the commission the Partnership Trip Video for them to view.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – MAY 7, 2019**



10C – Procurement

No Update.

10D – Chief Executive Officer

Elizabeth Presutti, Chief Executive Office, invited the Commission on a tour of the bus garage. She will send more information via email and work on getting it scheduled for those interested.

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

None

Tom Gayman, Chair adjourned the meeting at 1:52 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 June 4, 2019 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



CONSENT ITEM



7B: Quarterly Investment Report
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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 third quarter of FY2019 (January 1, 2019 – March 31, 2019) ended with \$2,769,831 in our investment portfolio.
- The current quarterly statement recognized \$32,431 in accrued income and appreciation.
- Portfolio assets are invested in money market funds, CDs, and US Treasury notes maturing in the next three months. Rates vary but the combined yield was 2.57%. This is down just slightly from a combined rate of 2.60% during the prior quarter.
- As of March 31, 2019, DART has recognized \$93,881 in interest income this fiscal year.
- Attached within the packet is DART's Quarterly Investment Report.

Recommendation:

- Approve the recommended quarterly investment report for the third quarter of Fiscal Year 2019 (January 1, 2019 – March 31, 2019).



MILES *Capital*

Investment Review

Des Moines Area Regional Transit Authority

Period: January 1, 2019 – March 31, 2019

1415 28th St., Suite 200 | West Des Moines, IA 50266 | 800.343.7084

Des Moines Area Regional Transit Authority

As of: March 31, 2019

Economic & Market Commentary:

The economy showed continued strength through the first quarter of 2019. Corporate earnings and sales remained strong, labor markets remained tight, home sales still increased (albeit at a slower rate), and consumer spending remained strong. The Institute of Supply Management, a leading economic indicator, remains positive. After raising rates nine times since December 2015, the Federal Reserve (Fed) is now adopting a more patient stance towards rates and the balance sheet reduction, indicating that they will pause in 2019 as they assess ongoing economic conditions.

As a result of this strength, the pause in rate increases, and positive momentum in global trade discussions, the financial markets rebounded from their drop in the last quarter of 2018. The risks to the financial markets include tariffs, inflation, any unexpected Fed outlook changes or moves, future growth expectations and global uncertainty.

Strategy & Market Drivers:

After the Fed raised rates four times during 2018, fixed income markets were influenced during the first quarter of 2019 by the Fed developing a more patient posture towards raising rates. This change in commentary and tone were viewed by the financial markets as accommodative. Interest rates changed very little on the short end of the curve but intermediate and long term interest rates continued to drop strongly from the 1 year part of the treasury curve to the 30 year part of the curve. The ten year Treasury yield decreased 23 basis points to 2.26 percent, and the thirty year Treasury yield decreased 20 basis points to 2.81 percent. The treasury curve continued to flatten, but it also had "points of inversion" including the three month part of the curve being higher in rates than the ten year part of the curve.

Outlook:

While the U.S. economy has so far been undeterred by the global slowdown and trade disputes, economic data and first quarter earnings will be at the forefront as analysts try to determine how much the market has left in the tank. The yield curve inverted from 3 months to 10 years during the quarter, but this does not mean a recession or market drawdown is imminent. For the last four similar curve inversions, the S&P 500 was positive every time with gains of at least 9 percent. Thanks to lower treasury yields, the relative attractiveness of stocks has improved. The S&P 500's earnings yield is about 3 percent higher than the yield on 10 year treasuries, and when the gap is more than 3 percent, the index is positive over 90 percent of the time. Miles Capital's base case for 2019 is that the equity markets have room to appreciate, although risks around trade, a hard Brexit, or unexpected activity by the Fed are potential risks to our forecast.

Des Moines Area Regional Transit Authority

As of: March 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	14,172	FEDERATED GOVT OBLI FD-IS	NR	2.360		1.00	14,172	1.00	14,172	0.5	334	2.32
SA0004000	1,747,490	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	NR	2.618		100.00	1,747,490	100.00	1,747,490	63.3	45,741	2.65
TOTAL Cash/Cash Equivalents							1,761,662		1,761,662	63.8	46,075	2.64
Fixed Income												
912828ST8	1,000,000	US TREASURY N/B	AAA	1.250	4/30/2019	98.98	989,805	99.90	998,950	36.2	12,500	2.43
TOTAL Fixed Income							989,805		998,950	36.2	12,500	2.43
TOTAL PORTFOLIO							2,751,467		2,760,612			2.57
TOTAL ACCRUED INCOME									9,219			
TOTAL PORTFOLIO + ACCRUED INCOME									2,769,831			

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." DART Commission Agenda Packet - June 4, 2019

Des Moines Area Regional Transit Authority

As of: March 31, 2019

Portfolio Performance

TOTAL RETURN (%)	QTD	YTD	1-year	3-year	5-year	Since Inception*
(periods greater than 12 months annualized)						
Client Portfolio (Gross)	0.60	0.60	2.12	1.36	—	1.36
Client Portfolio (Net)	0.60	0.60	2.06	1.29	—	1.29

*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: March 31, 2019

Account Activity Summary

Portfolio Value on 1/1/2019	\$5,740,959
Deposits/Withdrawals	(\$3,000,381)
Management Fees	\$0
Income	\$29,379
Appreciation	\$3,052
Change In Accrued Income	(\$3,178)
Portfolio Value on 3/31/2019	\$2,769,831

Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
Short Term Liquidity							
Purchase							
01/01/2019	01/01/2019	10,469	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$10,468.58	
01/02/2019	01/02/2019	26	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$25.90	
02/01/2019	02/01/2019	28	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$27.86	
02/01/2019	02/01/2019	10,554	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$10,554.19	
03/01/2019	03/01/2019	25	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$25.00	
03/01/2019	03/01/2019	8,277	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$8,277.25	
TOTAL Purchases						\$29,378.78	
Sell							
01/28/2019	01/28/2019	143	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$143.21	
02/19/2019	02/19/2019	2,000,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$2,000,000.00	
02/25/2019	02/25/2019	144	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$143.50	
03/26/2019	03/26/2019	94	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$93.78	
03/27/2019	03/27/2019	1,000,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$1,000,000.00	
TOTAL Sales						\$3,000,380.49	

Des Moines Area Regional Transit Authority

As of: March 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



7C: Participating Community Status of Withdrawal Cities

Action: Approve the withdrawal of the Cities of Alleman and Granger as participating communities of DART effective July 1, 2019.

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- DART received notification from the cities of Alleman and Granger, requesting to withdraw from DART.
- Letters to all of DART's participating communities notifying them the cities of Alleman and Granger requests as well as letters to the cities of Alleman and Granger outlining DART's next steps were sent out in December, 2018.
- The table below illustrates each withdrawing communities pro rata share of the debt service due on the 2010 Limited Tax General Obligation Bonds and 2016 Bus Lease assuming a June 30, 2019 withdrawal date.

Community	Amount Due
Alleman	\$7,154
Granger	\$19,345
TOTAL	\$26,499

- The total debt service reserve for future debt obligations for the cities of Alleman and Granger is \$26,499.
 - The payments for Alleman and Granger totaling \$26,499 were levied as property tax in the FY 2020 budget.
- The Commission approved the withdrawal of the cities of Alleman and Granger as participating communities of DART at the March 5, 2019 DART Commission meeting with the provision that the Cities of Alleman and Granger pay their share of outstanding DART liabilities.
- Due to the withdrawal of the Cities of Alleman and Granger, effective June 30, 2019, removal of DART's on-call services was approved by the DART Commission on April 2, 2019.

Recommendation:

- Approve the withdrawal of the Cities of Alleman and Granger as participating communities of DART effective July 1, 2019.



ACTION ITEM



8A: August 2019 Service Changes

Action: Approve the proposed August 2019 Service Changes.

Staff Resource: Luis Montoya, Planning and Development Manager

Background:

- Each August, DART implements a service change in order to make any necessary route and/or schedule changes to continue to improve service for its customers. All service changes are brought to the Commission for approval.
- The biggest proposed change is to add back Des Moines Public Schools service after it was discontinued for summer break.
- Other minor changes will be to adjust schedules for routes that serve Merle Hay Mall to help alleviate issues with buses stacking outside of the designated pick-up and drop-off area.
- Additionally, DART will reduce evening service on Route 50—Euclid Douglas Crosstown. This route was initiated in August 2018 using ICAAP grant funds. While ridership has been steadily growing on this new route, utilization of the service in the evenings has been very low. Therefore, DART will end the service at 8:00 pm instead of at 11:00pm.
- All other major changes to service will be implemented in October to minimize disruption or confusion for customers.

Recommendation:

- Approve the proposed August 2019 Service Changes.



ACTION ITEM



8B: Community Foundation 28E Agreement

Action: Approve 28E Agreement to Establish Community Foundation Project Fund

Staff Resource: Matt Harris, Business and Community Partnerships Manager

Background:

- DART is in the planning stages for funding new bus shelters, many of which could incorporate public art.
- Staff is working to leverage additional funding from sources outside of DART in order to increase the number of shelters in the community.
- DART currently does not have an established 501(c)(3) and thus the ability to accept private sector charitable funding.

Proposal:

- Establish an art shelter project fund with the Community Foundation of Greater Des Moines, enabling DART to:
 - accept private-sector, charitable contributions to support the installation of art shelters;
 - temporarily hold project-specific dollars raised to support art shelter-related expenses;
 - pursue non-profit grant opportunities as needed using the Community Foundation as a fiscal agent;
 - utilize Community Foundation administrative capacity to facilitate donor tracking, gift receipting, and grant reporting.
- A \$2,500 initial deposit from DART is required to establish the fund.

Recommendation:

- Approve 28E agreement to establish a Fiscal Sponsor Community Betterment Fund with the Community Foundation of Greater Des Moines to facilitate and accept private charitable funding in support of art shelter projects.

**COMMUNITY FOUNDATION OF GREATER DES MOINES
COMMUNITY BETTERMENT FISCAL SPONSORSHIP FUND AGREEMENT**

THIS AGREEMENT is made by and between the Community Foundation of Greater Des Moines (the "Community Foundation") and Des Moines Area Regional Transit Authority (DART) (the "Project Representative").

WHEREAS, the Community Foundation is an Iowa nonprofit corporation organized and operated as a "publicly supported community trust" within the meaning of Treasury Regulation §170A-9(f)(11), and is a publicly supported charity described in Sections 501(c)(3), 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code;

WHEREAS, the Project Representative desires that the Community Foundation act as their fiscal sponsor during the period that the Community Betterment Project (the "Project") is active; and

WHEREAS, the Community Foundation desires to create a new component fund, to be established with an initial contribution to be held and administered pursuant to the provisions of this Agreement. The very nature of fiscal sponsorship funds is that they are short-term, temporary funds and therefore will be reviewed for viability on an annual basis;

NOW, THEREFORE, the Community Foundation and the Project Representative hereby agree as follows:

- 1. ESTABLISHMENT OF A CHARITABLE FUND:** A component charitable fund of the Community Foundation is hereby created and shall be known as the "DART Art Shelter Project Fund" (the "Fund"). The Fund shall be a community betterment fiscal sponsorship fund and shall support the Project as defined in the Project's submitted documentation. Project Representative must provide to the Community Foundation documents including project description, project timeline, project budget and advisory committee. Project Representative shall notify the Community Foundation immediately of any change in the Project description, timeline, budget or advisory committee. Unless anonymity is requested by the Project, the Fund will be listed in any Community Foundation published fund lists.
- 2. CONTRIBUTIONS TO THE FUND:** All donors to the Fund and the Project Representative hereby irrevocably assign, convey, transfer and deliver to the Community Foundation all rights, titles and interests in any assets given as contributions to the Fund; an initial minimum contribution of \$2,500 is required to establish the Fund. The Fund Property shall be comprised of the initial contribution to the Fund, any income to arise from the Fund, and any additional contributions, subject to the provisions of this Agreement.

Project Representative may solicit gifts, contributions and grants to the Community Foundation, designated for the Fund. Project Representative will adhere to the Community Foundation's Donor-Initiated Fundraising Policy. Project Representative's choice of funding sources to be approached and the text of Project's fundraising and marketing materials are subject to the Community Foundation's prior approval. All grant agreements, pledges, or other commitments with funding sources to support this Fund must be executed by the Community Foundation. The Project Representative will be responsible for completing all funding reporting as required; the cost of any reports or other compliance measures required by such funding sources shall be borne by the Project.

3. FUND A COMPONENT PART OF THE COMMUNITY FOUNDATION: The Community Foundation will maintain the Fund as a component part of the Community Foundation, subject to the terms of this Agreement and governed by the Community Foundation's articles and bylaws and the Community Foundation's then-current policies and procedures. Control over the administration, investment and distribution of Fund Property shall be exercised exclusively by the Community Foundation, and no provision herein shall be administered or construed to constitute a material restriction or condition.

4. PROVISIONS RELATED TO FUND ADVISORS: The Fund Advisor(s) shall be: Jamie Schug, DART Chief Financial Officer and Matthew Harris, DART Business & Community Partnerships Manager. Upon the occurrence of a vacancy in the Fund Advisors, a replacement Fund Advisor will be named by the Project Representative. The Advisory Period shall expire upon the death, resignation or incapacity of the Fund Advisors.

During the Advisory Period, the Fund Advisor(s) shall provide nonbinding advice to the Community Foundation regarding Fund distributions and shall have the authority, with the Community Foundation, to amend this Agreement as set forth in the section entitled Amendments.

5. DISTRIBUTIONS FROM THE FUND: The Project Representative desires that the Fund Property shall be available for distribution to support the Project. Project Representative will ensure the distributions support the Project as defined in the Project's submitted documentation and solely for the purposes provided in the supporting documents requesting the distribution. Requests for distributions to pay expenses, vendors, etc. must be accompanied by the appropriate receipts or invoices. Distributions will adhere to the Community Foundation's Donor-Initiated Fundraising Policy. If the fund has not been fully expended upon completion of the Project, the Fund Property will be transferred to a new endowed Designated Fund and shall be held for maintenance purposes related to preservation of art shelter projects.

Project Representative shall repay to the Community Foundation any portion of the amount distributed which is not used for the stated mission. Any changes in the purposes for which distributed funds are spent must be approved in writing by the Community Foundation before implementation. If Project Representative breaches this Agreement, or if Project Representative's conduct jeopardizes the Community Foundation's legal or tax status, the Community Foundation may withhold, withdraw, or demand immediate return of distributed funds. Any tangible or intangible property, including copyrights, obtained or created by Project Representative as part of this project shall remain the property of Project Representative.

Distributed funds are not to be used in any attempt to influence legislation within the meaning of Internal Revenue Code (IRC) Section 501(c)(3). Project Representative shall not use any portion of the funds to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with IRC Section 501(c)(3).

6. VARIANCE POWER: In accordance with the Community Foundation's legal variance power, its Board of Directors has the power to modify any restriction or condition on the distribution of funds for any specified charitable purpose or to any specified charitable organization if, in the sole judgment of the governing body, the restriction or condition becomes in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community.

In addition, if any administrative provision outlined in this Agreement becomes impractical or impairs the effective administration of the Fund, the Community Foundation may modify such provision.

7. FUND INVESTMENT: The Fund Property shall be held and invested by the Community Foundation pursuant to its then-current investment policy. Due to the short-term nature of the Fund, the investment selection for the Fund Property shall be cash or cash equivalent.

The Fund Property may be segregated by the Community Foundation or held with other Community Foundation assets as a single fund for joint investment and management without physical segregation allocating a proportionate share of income, gain and/or loss and fees to the Fund.

8. FUND ADMINISTRATION AND REPORTING: The Community Foundation shall assess a fee for administering this Fund based on the Community Foundation's Donor-Initiated Fundraising Policy. This Fund will be defined as Type 1A for fee purposes. The administrative fee will be deducted from the Fund Property quarterly. Notice of an increase in the administrative fee shall be provided to the Fund Advisor(s) no later than thirty (30) days prior to implementation of such change.

All actions of the Community Foundation with respect to the Fund shall be taken either directly by its Board of Directors, or by its employees, subject to the oversight of the Community Foundation's Board of Directors. Nothing in this Agreement shall constitute the naming of Project Representative or Fund Advisor(s) as an agent or legal representative of the Community Foundation for any purpose whatsoever except as specifically and to the extent set forth herein. This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto, and Project Representative and/or Fund Advisor(s) shall make no such representation to anyone.

The Community Foundation may retain attorneys, accountants, custodians, investment managers, consultants and such other agents whose services may be necessary for the administration of the Fund. Expenses of such agents shall be deducted from the Fund Property. Notice regarding extraordinary services, such as attorney, CPA, and/or consultant fees, will be provided prior to being incurred.

The Community Foundation will furnish to the Fund Advisor(s) a written statement of performance and activity of the Fund quarterly no later than thirty (30) days after the end of each quarter.

Project Representative agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Community Foundation, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' fees) to the extent directly caused by any act or omission of the Project Representative, its employees or agents, in applying for or accepting the distributions, in expending or applying the funds furnished pursuant to the distributions or in carrying out the Project to be funded or financed by the Fund, except to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of the Community Foundation, its officers, directors, trustees, employees or agents.

9. AMENDMENTS: This Agreement shall be governed by Iowa law and represents the complete understanding between the parties relating to the subject matter hereof, and may not be amended except by writing by the Community Foundation and the Project Representative.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the Project Representative and on behalf of the Community Foundation on the day and year written below.

BY: _____

DATE: _____

BY: _____
Community Foundation Officer

DATE: _____

Staff:

↑ *Approved (initial & date)* _____

↑ *Approved (initial & date)* _____

I have received and understand the Fiscal Sponsorship Policy. _____
(initial)

I have received and understand the Donor-Initiated Fundraising Policy. _____
(initial)



**DONOR-INITIATED FUNDRAISING POLICY
FOR COMPONENT FUNDS OF THE COMMUNITY FOUNDATION OF GREATER DES MOINES**

Thank you for expressing your confidence in the Community Foundation of Greater Des Moines by establishing a fund with us. We are pleased to work with you and strive to provide you with the best possible service. Core to the Community Foundation mission is promoting charitable giving. While we provide the charitable tools and fund administration to promote giving, the Community Foundation does not have the capacity to operate fundraising events for its component funds.

In establishing a Fund at the Community Foundation, we recognize there may be times when you would like to organize a fundraising opportunity to benefit the Fund. The IRS has developed strict requirements that impact any fundraising. We have developed this policy to ensure that your fundraising efforts (1) comply with IRS and other governmental regulations, (2) ensure that donors receive the appropriate acknowledgement, and (3) protect the integrity of the Community Foundation's nonprofit status and brand identity. This policy, which applies to all current and future Funds, is very important, and we are happy to assist you in assuring your fundraising complies with the guidelines stated herein. We reserve the right to refuse any assets that have been raised in violation of this policy.

Fundraising Options (see below for details)

Fundraising can occur in a variety of forms. These guidelines cover, but are not limited to, the following fundraising scenarios:

- 1) Independent fundraising by an individual or group (not a 501(c)(3)) conducted on behalf of a Fund where the event and budget are approved by the Community Foundation prior to the event and the possibility of a tax deduction for the donor exists**
- 2) Independent fundraising by an individual or group (not a 501(c)(3)) for which donors are not offered a tax deduction**
- 3) Independent fundraising event or solicitation by a 501(c)(3) organization with proceeds to benefit a Fund at the Community Foundation**
- 4) Direct, tax deductible gifts to a Fund at the Community Foundation**

The following guidelines have been developed to help guide those planning fundraising events and solicitations (referred to as Fundraising Groups).

- 1) Independent fundraising by an individual or group (not a 501(c)(3)) conducted on behalf of a Fund where the event and budget are approved by the Community Foundation prior to the event and the possibility of a tax deduction for the donor exists**

When Fundraising Groups conduct fundraising activities and solicitations on behalf of a Fund at the Community Foundation, fundraising is being done *on behalf of* the Community Foundation, and a number of significant tax and accounting issues arise. For example, it is important that these activities be conducted under the observation and fiscal guidance of the Community Foundation to ensure that donors to the Fund are entitled to the appropriate tax deductions, to protect the Fundraising Groups from unintended tax consequences to themselves, and to ensure that the Community Foundation is not exposed to penalties for failing to make proper solicitation disclosures.

Before undertaking fundraising events, the Fundraising Group must submit a written proposal (**Exhibit A**), and obtain advance approval from the Community Foundation. The proposal must be submitted and approved a minimum of 30 days prior to the event.

The proposal will define each program, event or other effort to raise money for the Fund. The Fundraising Group will then proceed according to the Community Foundation's guidelines. All fundraising materials should make clear, where applicable, that funds are being raised *on behalf of* the Fund at the Community Foundation rather than *by* the Community Foundation. An administrative fee may be charged if extra services will need to be expended by the Community Foundation.

The responsibility of the Community Foundation will be for:

- 1) the management of such money and property as it may accept into the Fund from donors, other contributors and sources;
- 2) payment of all submitted costs and expenses to vendors to the extent funds have been raised;
- 3) the application of income and principal to charitable uses, all in accordance with the governing documents of the Community Foundation; and
- 4) the provision of appropriate acknowledgements to donors.

The Fundraising Group will retain responsibility for all fundraising events and matters related to them including:

- 1) presentation of a plan to the Community Foundation prior to the event for pre-approval and adherence to the plan to implement the event;
- 2) ensuring all fundraising expenses are submitted to the Community Foundation for payment;
- 3) maintaining appropriate financial controls and records related to fundraising expenses;
- 4) adherence to all relevant local, state and federal laws;
- 5) assessment of the need for liability insurance coverage (see G);
- 6) reporting to the Community Foundation, as required by the approved proposal.

Payment of Expenses

The Fundraising Group will establish a budget for submission to the Community Foundation prior to all events. In accordance with IRS regulations, the Community Foundation is prohibited from reimbursing expenses to a donor, advisor, or related party from a donor advised fund. The Community Foundation requires that invoices for goods and services be submitted to the Community Foundation within 30 days of the event and will then pay expenses directly from the Fund. If the Fundraising Group pays for expenses directly, the Community Foundation is not able to provide an in-kind acknowledgement to the Fundraising Group (or donor) for those expenses incurred but not reimbursed.

Designation of Checks and Receipt of Cash

Incoming checks related to the event must be made payable to the Community Foundation of Greater Des Moines with the name of the Fund in the memo line. Cash receipts are to be sent to the Community Foundation intact and any cash received may not be used to pay expenses by the Fundraising Group. All proceeds, checks and cash must be delivered to the Community Foundation, along with an accounting of all monies received within one week of receipt.

Tax Requirements and Acknowledgments

The IRS has imposed strict requirements which impact any fundraising. If the steps outlined below are not taken, donors will be denied a tax deduction; the Fundraising Group might find themselves unexpectedly subjected to tax on the funds they raise; and/or either the Community Foundation or the Fundraising Group might be subjected to penalties. Any tax and/or penalties assessed on the Community Foundation due to the fundraising will be the responsibility of the Fundraising Group.

Donors who contribute \$250 or more will need a written acknowledgement from the Community Foundation in order to claim a tax deduction for the contribution. The Community Foundation will provide the appropriate

acknowledgement to the donors, but will require certain detailed information in order to do so. Specifically, the Fundraising Group will need to provide the Community Foundation with:

- 1) The donor's complete name and address;
- 2) The date and amount of the contribution;
- 3) Whether the contribution was in cash or property;
- 4) If property, a description of the type of property and a good faith estimate of the fair market value; and
- 5) A detailed description of any goods and services provided in exchange for the contribution.

Contributions of services, while appreciated, are generally not deductible. If the Fundraising Group provides goods or services in exchange for a donation, certain disclosures are required to be made upon solicitation. For example, if the Fundraising Group is sponsoring a dinner, the donor can only deduct the excess of the ticket price above the fair market value of the dinner. This limitation on the deduction, known as a "quid pro quo disclosure", must be disclosed at the time of solicitation. Disclosure on the ticket to the event is a typical method for making this disclosure.

The Community Foundation will assist the Fundraising Group in determining the fair market value amounts and the appropriate disclosure language for the event. In order to do this, the Community Foundation will have to work with the group prior to the solicitation activity and will need information pertaining to the event, such as the ticket prices and the value of the goods or services donors are to receive. *The Fundraising Group is responsible for providing the required quid pro quo disclosure information to the Community Foundation.*

The Community Foundation will not facilitate raffles. Rummage sale purchases are not tax-deductible. The Community Foundation will not assist with determining the value of items for an auction and will not provide acknowledgments for items valued under \$250 donated for an auction.

Liability Insurance and Liability for Losses

The Fundraising Group will contact the Community Foundation prior to having a fundraising event to assess the need to secure liability insurance for the event and the Community Foundation. Insurance coverage must be reviewed and approved by the Community Foundation. The Fundraising Group will provide the Community Foundation a certificate of insurance and the Community Foundation will be listed as an additional insured.

The Fundraising Group will be responsible for all losses incurred by events. The Community Foundation will not be held responsible for such losses. The Community Foundation may require the Fundraising Group to purchase a line of credit or provide a written personal guarantee.

Fees (Type 1 on Fee Schedule on page 5)

- a. The Fundraising Group conducts a short-term charitable outreach where **no event** is planned and only direct solicitations are being conducted. Donor advised funds cannot be used for this purpose. The fee will be 2% on receipt of gifts, or a \$250 minimum annually, plus the credit card and stock transaction fees, in addition to the standard administrative fee on the Fund. Maximum number of transactions for this fee is 50.
- b. The Fundraising Group conducts a **fundraising event** (may include an auction, golf tournament, dinner, direct mail solicitation, etc.) with the **proceeds contributed to a Fiscal Sponsorship Fund**. Donor advised funds cannot be used for this purpose. The fee will be 5% of gifts received, or a \$250 minimum annually, plus the credit card and stock transaction fees. Maximum number of transactions for this fee is 150.
- c. The Fundraising Group conducts a **fundraising event** (may include an auction, golf tournament, dinner, direct mail solicitation, etc.) with the **proceeds contributed to an endowed fund**. Donor advised funds cannot be used for this purpose. The fee will be 2% of gifts received, or a \$250 minimum annually, plus the credit card and stock transaction fees, in addition to standard administrative fees on the Fund. Maximum number of transactions for this fee is 150.

2) Independent fundraising by an individual or group (not a 501(c)(3)) for which donors are not offered a tax deduction

You may make a gift to the Fund from the proceeds of an event/solicitation for which donors were not offered a charitable tax deduction.

Fundraising may be conducted by an individual, a group of people, or an organization for the benefit of a Fund at the Community Foundation. Generally, the person or group that plans and executes the fundraiser (for example: dinner; golf tournaments; walk-a-thons; auctions; sales of products or services; requests for money from individuals or organizations through mailings, advertisements, or oral solicitations) makes one lump sum donation (net of expenses) to the Fund. Unless the event is sponsored by a qualified charitable organization which accepts and acknowledges the contributions, the donor may not take a charitable tax deduction for the contribution. The Community Foundation will not acknowledge the individual contributors.

Guidelines applicable to non-tax-deductible fundraising

- An individual or group that plans and executes a fundraising event may state that the net proceeds will benefit the general purpose of the Fund.
- The individual or group may not use the Community Foundation's tax exempt number in connection with the event. Individual contributions made as a result of an event/solicitation will not qualify as a tax deductible charitable gift to the Community Foundation.
- Event organizers are responsible for obtaining and paying for any necessary insurance, permits, licenses, approvals, etc. Events or activities that include raffles or other games of chance are regulated by state and local governments and must be specifically reviewed and authorized by the appropriate branch of government.
- Fundraising events often require certificates of insurance or signed contracts. When events are sponsored independently of the Community Foundation, the name of the Community Foundation or the Fund name must not appear on any contract or agreement.
- Individual participants in the event (ticket purchasers, sponsors, golf players, etc.) make their payments to the organizing individual or group, not to the Community Foundation or the Fund. The organizers may record the contributors' names and addresses, and provide a courtesy acknowledgement. The acknowledgement letter may not include any language stating that the letter serves as an official receipt for IRS purposes or include any reference to tax deductibility.
- Event organizers will pay all expenses and send the net proceeds of the fundraiser to the Community Foundation for the benefit of the Fund. The Community Foundation will record the gift as coming from unnamed third-party donors. Please note that the Community Foundation is prohibited by law from reimbursing the event organizers for its expenses, therefore, the group must deduct its expenses before sending the net proceeds to the Community Foundation.

Fees (Type 2 Fee Schedule on page 5)

Fundraising individual or group **contributes proceeds** of an event/solicitation to the Fund at the Community Foundation. Donors were not offered a charitable tax deduction. No additional fee is added to the standard administrative fee if proceeds contributed to a Designated Fund; 1% of incoming gifts if proceeds contributed to a Fiscal Sponsorship Fund.

3) Independent fundraising event or solicitation by a 501(c)(3) organization with proceeds to benefit a Fund at the Community Foundation

You may make a gift of the proceeds from the event or solicitation that is sponsored by a 501(c)(3) organization which has a Fund at the Community Foundation for the benefit of that organization.

Organizations with their own 501(c)(3) status may sponsor a fundraising event or solicitation promoting their organization and deposit the net proceeds into the organization's Fund at the Community Foundation. The organization will issue its own acknowledgement letters to donors because the organization has its own charitable tax-exempt status and accepted the gift from the donor. In cases where gifts are sent directly to the Community

Foundation, the Community Foundation will send a gift acknowledgement from the Community Foundation indicating the gift is tax deductible, minus the any quid pro quo benefit to the donor. All fund activity can be viewed online through Manage My Fund.

Organizations should ensure they are in compliance with all applicable IRS and State of Iowa laws and regulations regarding solicitation, acknowledgement, and tax deductibility of gifts.

Fees (Type 3 on Fee Schedule on page 5)

No additional fee is added to the standard administrative fee.

4) Direct, tax deductible gifts to a Fund at the Community Foundation

You may promote your Fund through various forms of passive marketing including brochures, website, information sessions, or a request of money through an appeal letter.

In response to those marketing efforts, a donor may make a gift directly to the Fund. In that case, he/she should make their check payable to the Community Foundation of Greater Des Moines with the name of the Fund in the memo line and send it directly to the Community Foundation. The Community Foundation can also accept gifts of cash, online credit card donations, securities and complex gifts. The donor will receive a gift acknowledgement letter from the Community Foundation indicating that the gift is tax deductible. All fund activity can be viewed online through Manage My Fund.

Fees (Type 4 on Fee Schedule on page 5)

No additional fee is added to the standard administrative fee. The number of transactions is limited to 50 or less annually.

Fee Schedule	Type 1a	Type 1b	Type 1c	Type 2	Type 3	Type 4
Fund Agreement Required	Y	Y	Y	Y	Y	Y
Type of Fund	Any except Donor Advised	Fiscal Sponsorship	Endowed	Fiscal Sponsorship or Designated	Agency Fund	Agency Fund
Budget Required	Y	Y	Y	N	N	N
Meeting to discuss process required	Y	Y	Y	N	N	N
Written proposal/approval required	N	Y	Y	N	N	N
Proceeds received by CF	Gross	Gross	Gross	Net	Net	Gross
Use of Online Donations	Y	Y	Y	N	Y	Y
CF pays vendors	Y	Y	Y	N	N	N
Event registration is done through CF	N	Maybe	Maybe	N	NA	NA
Fee	2% on receipt of gifts, \$250 minimum annually	5% on receipt of gifts, \$250 minimum annually	2% on receipt of gifts; \$250 minimum annually	1% of gifts for P/T; Standard Admin Fee for Designated	Standard Admin Fee for Agency Funds	Standard Admin Fee for Agency Funds

Fee for transactions above the minimum - \$3 per transaction

Registration managed by the Community Foundation - \$250 plus \$75/hour above 2 hours of work

**Thank you for your interest in supporting your Fund.
If you have any questions about this policy, please contact the
Community Foundation of Greater Des Moines at 515.883.2626**



ACTION ITEM



8C:	FY 2019 FTA Buses and Bus Facilities Infrastructure Investment Program Grant Application
Action:	Approve staff to submit a grant application for Phase 1 construction of a new Bus Operations and Maintenance Facility.

Staff Resource: *Deb Meyer, Financial Analyst*

Background:

- The Federal Transit Administration (FTA) announced the opportunity to apply for approximately \$423.3 million under the Grants for Buses and Bus Facilities Infrastructure Investment Program on May 15, 2019. Grant applications are due June 21, 2019.
- As required by federal transit law and subject to funding availability, funds will be awarded competitively to assist in the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities.
- Staff is requesting permission to submit a grant application for the first phase of construction on a new Bus Operations and Maintenance Facility based on direction from the DART Executive Committee.

Recommendation:

- Approve staff to submit a grant application for the first phase construction of a new Bus Operations and Maintenance Facility.



ACTION ITEM



8D: April FY2019 Consolidated Financial Report

Action: Approve the April 2019 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue year to date is 5.87% below budget projections. Cash Fares and Monthly Passes are driving the underbudget levels but are offset by Mobile Ticketing and Other Contracted Revenue performing above budget.
- Fixed Route Non-Operating revenue is higher than budget projections by 2.66%. This is resulting from higher performing interest income as well as higher than budgeted State Operating Assistance revenue as well as Federal Leasing Funds.
- Paratransit Operating revenue is under budget by 36.27%. Other Contracted Services trips account for the shortfall in revenue.
- Paratransit Non-Operating revenue is 2.56% under budget due to the timing of our 5310 federal funds.
- Rideshare revenues are 4.87% below budget. Rideshare revenue does cover the year to date expenses.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 0.5% below budget projections. Fuel and Insurance hold the largest savings year to date.
- Paratransit Budget Summary – Operating expenses are 9.67% under budget. Salaries, Wages, and Fringes, Fuel & Lubricants, and Insurance expenses are seeing the largest savings.
- Rideshare Budget Summary – Rideshare has a budget savings of 9.35% year to date. Salaries, Wages, and Fringes and Insurance Expense are the primary categories seeing savings.

Recommendation:

- Approve the April 2019 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of April FY2019 Year to Date as Compared to Budget:**

Fixed Route	\$	363,170	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(259,626)	\$261,275.36
Rideshare	\$	<u>31,897</u>	
Total	\$	135,441	

FY2019 Financials:

April 2019

FIXED ROUTE	April 2019			Year-To-Date-(10) Months Ending 04/30/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	487,974	470,500	17,474	4,428,990	4,705,000	(276,010)
Non-Operating Revenue	2,188,660	1,952,302	236,358	20,042,691	19,523,023	519,668
Subtotal	2,676,635	2,422,802	253,833	24,471,681	24,228,023	243,658
Operating Expenses	2,424,445	2,409,538	(14,907)	23,975,871	24,095,383	119,512
Gain/(Loss)	252,190	13,264	238,926	495,810	132,640	363,170

PARATRANSIT	April 2019			Year-To-Date-(10) Months Ending 04/30/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	97,567	133,333	(35,766)	849,678	1,333,333	(483,655)
Non-Operating Revenue	132,872	133,872	(1,000)	1,304,414	1,338,718	(34,304)
Subtotal	230,439	267,205	(36,766)	2,154,092	2,672,051	(517,959)
Operating Expenses	237,871	267,205	29,334	2,413,718	2,672,051	258,333
Gain/(Loss)	(7,432)	-	(7,432)	(259,626)	-	(259,626)

RIDESHARE	April 2019			Year-To-Date-(10) Months Ending 04/30/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	68,680	71,283	(2,603)	678,116	712,833	(34,718)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	68,680	71,283	(2,603)	678,116	712,833	(34,718)
Operating Expenses	67,694	71,283	3,590	646,219	712,833	66,615
Gain/(Loss)	986	-	986	31,897	-	31,897

Summary	April 2019			Year-To-Date-(10) Months Ending 04/30/2019		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	654,221	675,117	(20,895)	5,956,784	6,751,167	(794,383)
Non-Operating Revenue	2,321,532	2,086,174	235,358	21,347,104	20,861,740	485,364
Subtotal	2,975,754	2,761,291	214,463	27,303,888	27,612,907	(309,018)
Operating Expenses	2,730,010	2,748,027	18,017	27,035,807	27,480,267	444,459
Gain/(Loss)	245,744	13,264	232,480	268,081	132,640	135,441



DISCUSSION ITEM



9A: October Service Changes

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

Background:

- DART regularly evaluates its services and implements any necessary route and/or schedule changes to continue to improve the efficiency and effectiveness of its fixed-route bus service.
- Under direction from the Commission's Planning Committee, staff are proposing a number of major, budget-neutral service changes for October 2019. The goal of these changes is to improve the efficiency and effectiveness of bus service in many of DART's suburban member communities. To accomplish this, staff propose to shift resources—eliminating or changing underperforming routes and trips in order to improve and add service where demand warrants.
- This follows up on similar budget-neutral changes that were implemented in August 2018 to improve efficiency and effectiveness of routes that serve the Des Moines core.
- Information about the proposed changes has been shared online (www.ridedart.com/2019), on board affected routes, on social media, and through two rounds of public meetings in each of the following member communities: Ankeny, Clive, Des Moines, Grimes, Urbandale, and West Des Moines.
- Public feedback has been mostly supportive of the proposed changes, however some customers have expressed concerns about reductions to services that they rely on, or that DART is not going far enough to improve services in some areas.



DISCUSSION ITEM



9B: Transit Optimization Study

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

Background:

- Staff will provide an update on the process to select a consultant for the Transit Optimization Study and contract negotiations.



DISCUSSION ITEM



9C: Quarterly Safety Report

Staff Resource: Patrick Daly, Operations Manager - Safety

Analysis of accidents for the 3rd Quarter of FY2019:

ACCIDENTS BY ROUTE:	FY 19 3rd QTR	FY 18 3rd QTR	FY 19 YTD	FY 18 YTD
#1 – FAIRGROUNDS	2	3	6	5
#3 – UNIVERSITY	3	4	7	11
#4 – 14TH	4	1	7	3
#5 – FRANKLIN AVE/JOHNSTON	2	2	7	2
#6 – INDIANOLA AVE	3	0	5	2
#7 – SW 9 th ST	4	3	6	4
#8 – FLEUR DR	0	0	1	2
#9 – EXPRESSES	10	3	15	10
#10 – EAST UNIVERSITY	0	0	0	0
#11 – INGERSOLL/VALLEY JCT	0	0	1	1
#12 – ON PROPETY	4	3	12	18
#13 – PARK AVE	2	0	3	0
#14 – BEAVER AVE.	6	1	9	2
#15 – 6 th AVE.	3	1	6	6
#16 – DOUGLAS AVE	3	2	6	5
#17 – HUBBELL AVE/ALTOONA	2	3	8	6
#50 – EUCLID/DOUGLAS	2	0	3	0
#52 – VALLEY WEST/JORDAN CR	1	1	3	3
#60 – INGERSOLL/UNIVERSITY	0	1	5	3
#72 – WDM/CLIVE FLEX	0	2	0	5
#73 – URBAN DALE/WHTS FLEX	0	0	0	0
#74 – NW URBAN DALE FLEW	0	0	0	1
#75 – GRIMES ON-CALL	0	0	0	0
#40 - LINK	0	0	1	1
#42 - STATE CAPITAL/D-LINE	3	1	10	4
#SS - SCHOOL ROUTES	0	3	1	4
#20 - PARATRANSIT	11	8	21	16
SP - Specials	0	0	1	0
R - RIDESHARE	4	0	4	2
A - ADMIN	0	3	0	4
M – MAINTENANCE	0	0	0	0
SF – STATE FAIR	0	0	3	1
DEADHEAD	0	0	1	0
TRAINING	0	2	1	3
TAXI	0	0	0	1
TOTALS	69	47	153	125

DISCUSSION ITEM
9C: Quarterly Safety Report



ACCIDENTS BY TYPE:	3 rd QTR	3 rd QTR	YTD	YTD
	<u>FY19</u>	<u>FY18</u>	<u>FY19</u>	<u>FY18</u>
BUS INTO FIXED OBJECT	17	20	37	59
PERSONAL INJURY	1	0	2	0
BUS INTO VEHICLE	14	7	32	16
VEHICLE INTO BUS	33	20	78	48
OTHER	3	0	3	2
STRUCK ANIMAL	1	0	1	0
MAINTENANCE	0	0	0	0
VANDALISM	0	0	0	0
TOTALS	69	47	153	125

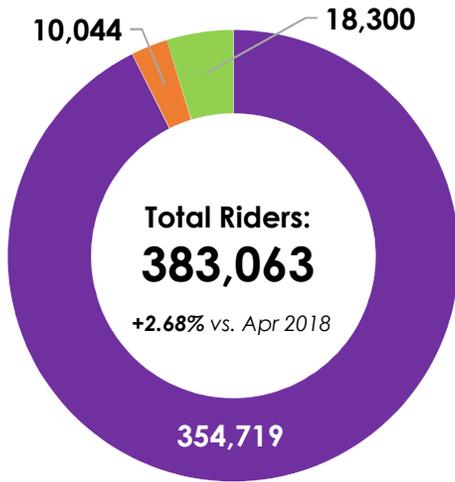
ACCIDENTS BY CHARGEABILITY CODE:	3 rd QTR	3 rd QTR	YTD	YTD
	<u>FY19</u>	<u>FY18</u>	<u>FY19</u>	<u>FY18</u>
NON PREVENTABLE	37	22	83	54
PREVENTABLE - OPERATOR	27	19	56	47
PREVENTABLE – ON PROPERTY	4	3	11	18
PREVENTABLE - SYSTEM	0	3	1	4
UNDETERMINED	1	0	2	2
TOTALS	69	47	153	125

ACCIDENTS BY SERVICE	3 rd QTR	3 rd QTR	YTD	YTD
	<u>FY19</u>	<u>FY18</u>	<u>FY19</u>	<u>FY18</u>
FIXED ROUTE	52	35	119	95
PARATRANSIT	11	8	22	15
RIDESHARE	4	0	4	2
ADMINISTRATION	0	3	0	4
MAINTENANCE/SERVICE	2	0	4	5
STATE FAIR	0	0	3	1
TRAINING	0	1	1	2
TAXI	0	0	0	1
TOTALS	69	47	153	125



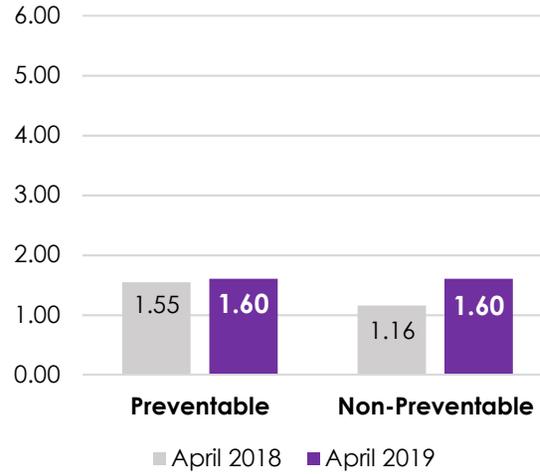
Performance Summary – April 2019

Ridership

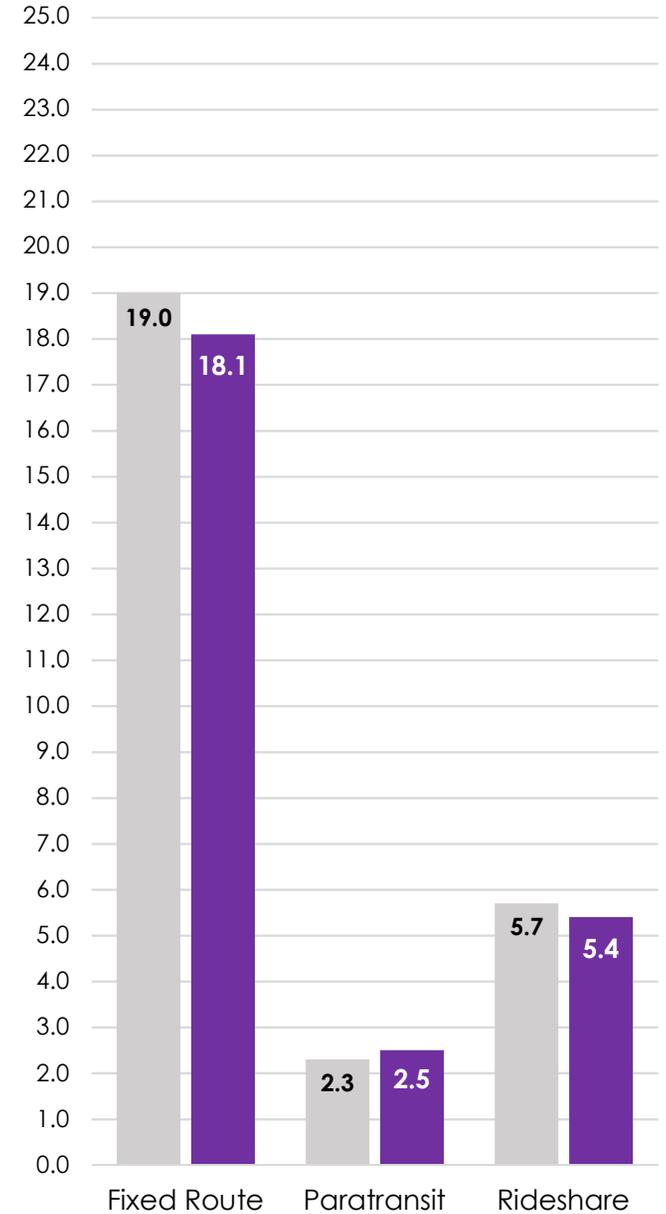


■ Fixed Route ■ Paratransit ■ Rideshare

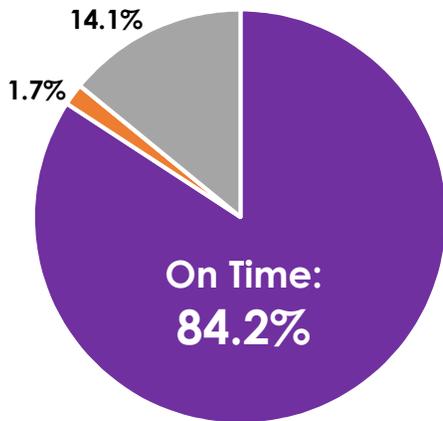
Accidents / 100K Miles



Passengers Per Revenue Hour

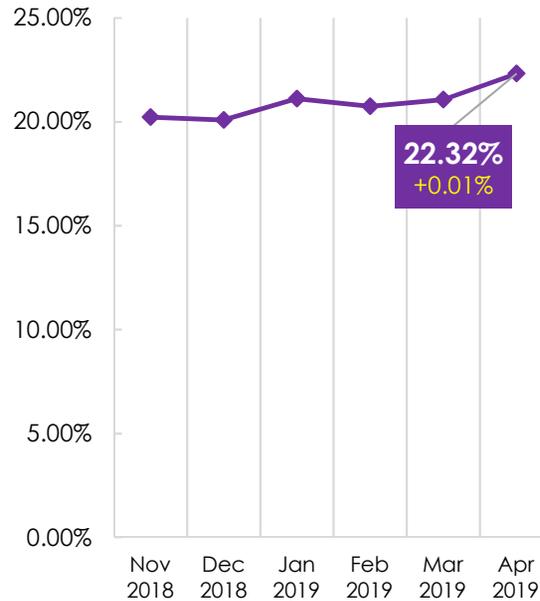


On Time Performance



■ On Time ■ Early ■ Late

Cost Recovery Ratio



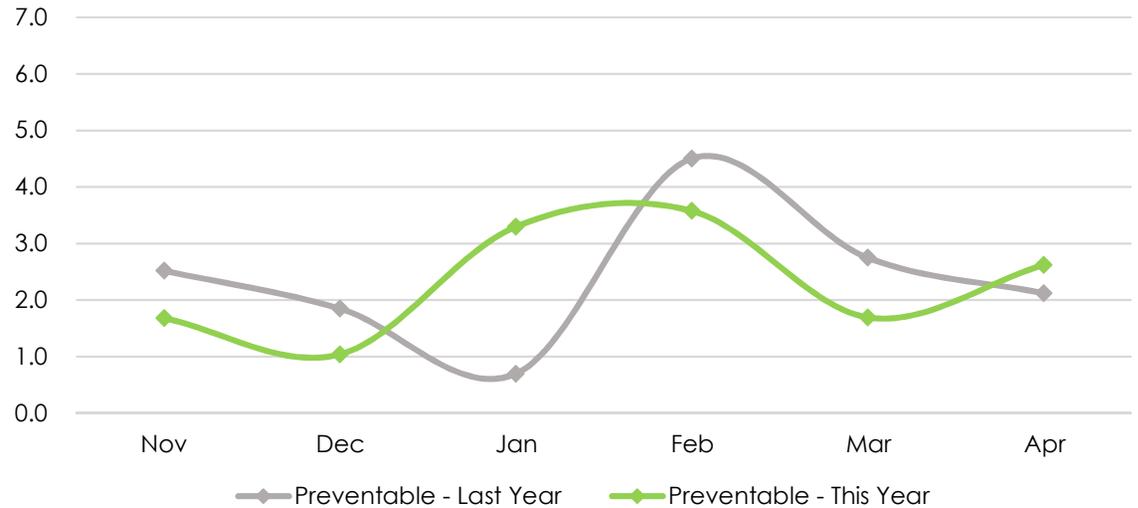


Safety Performance – April 2019

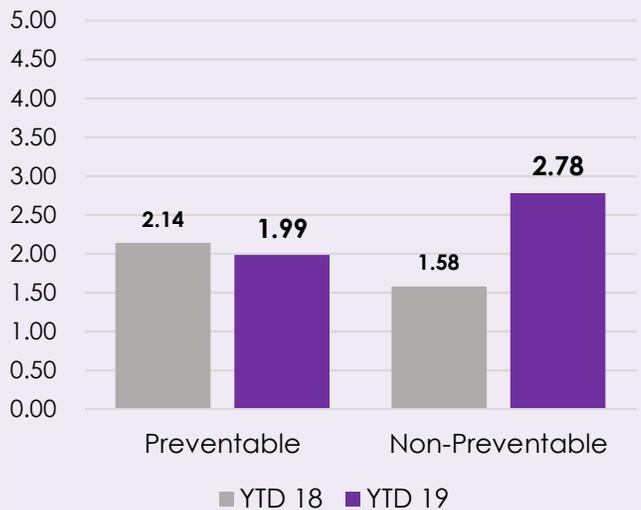
Preventable Accident Report April 2019

	Accidents	Per 100,000 Miles
Nov 2018	6	1.18
Dec 2018	5	1.04
Jan 2019	11	2.15
Feb 2019	11	2.28
Mar 2019	9	1.73
Apr 2019	9	1.60
YTD 2019	77	1.49
YTD 2018	78	1.51
YTD Change	-1	-1.76%

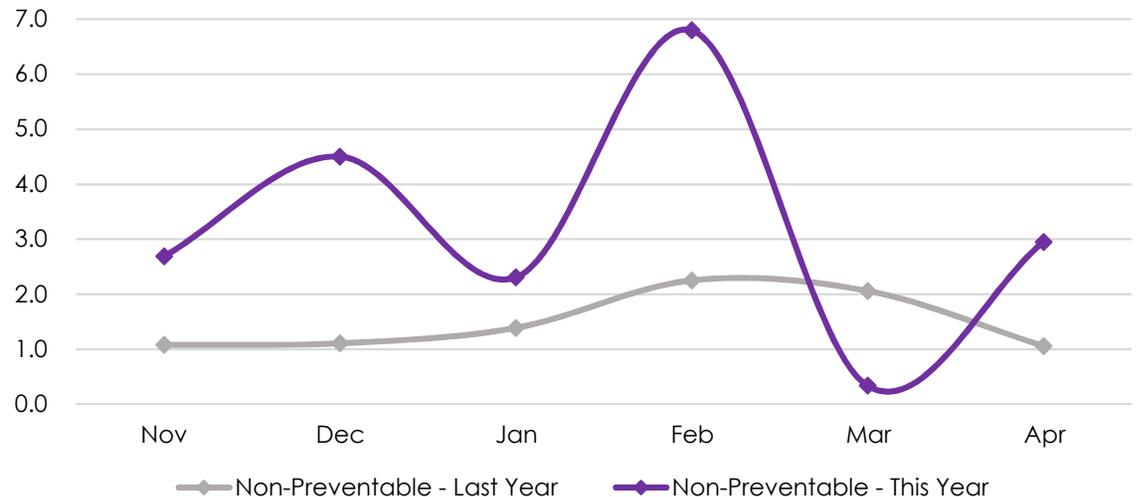
Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



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



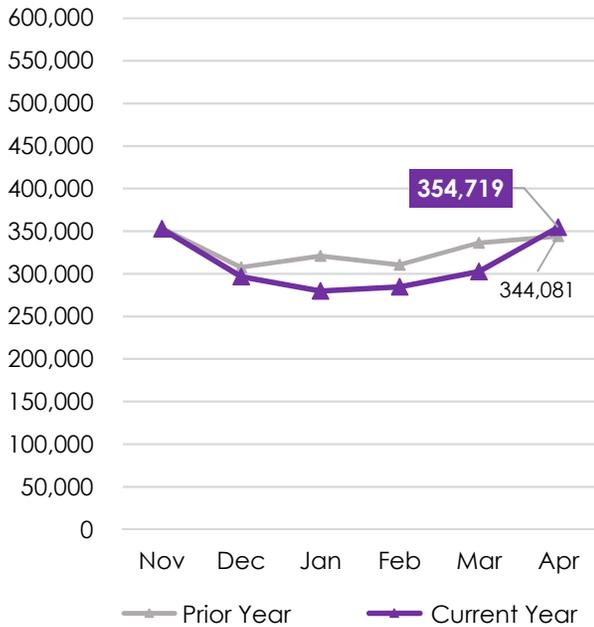
Non-Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



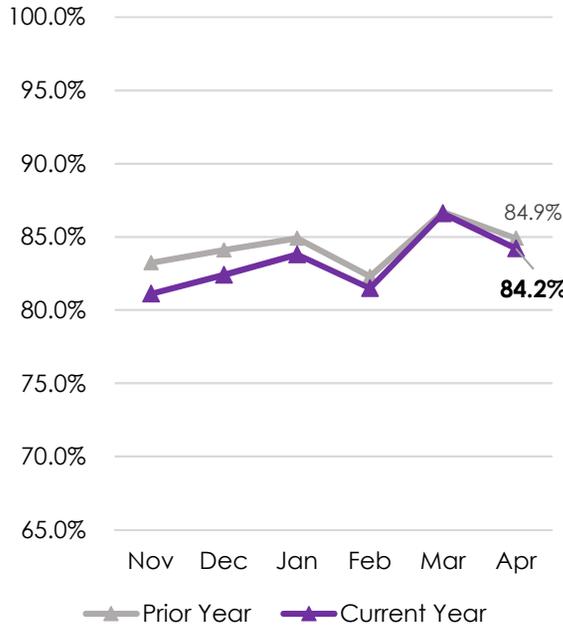


Fixed Route Performance – April 2019

Total Ridership



On Time Performance



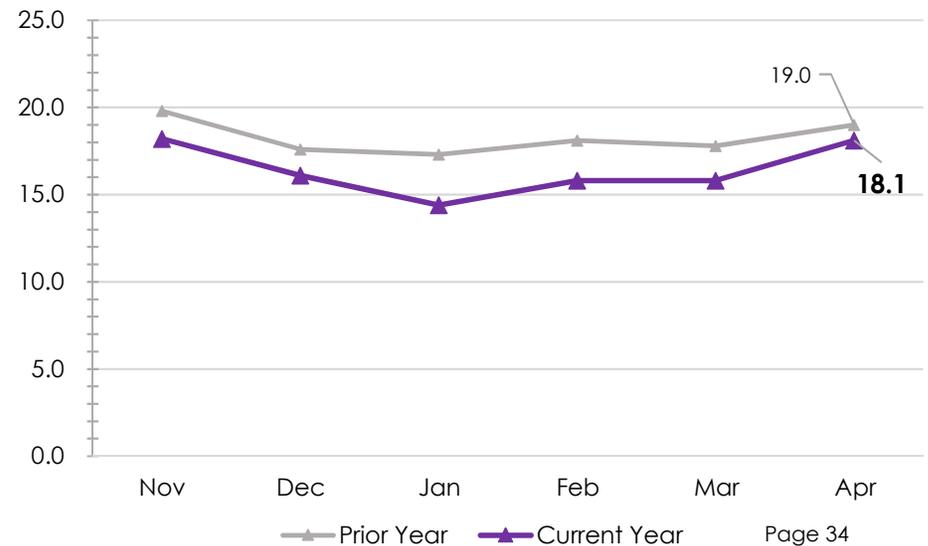
Operating Cost Per Revenue Hour



YTD Report – Fixed Route

Metrics	FY18	FY19	% Change
Customer Service			
On Time Performance	82.32%	81.47%	-1.03%
Complaints p/100K Cust.	14.20	18.10	27.49%
Roadcalls p/100K Miles	22.84	16.32	-28.57%
Passengers Per Revenue Hour	19.2	17.9	-7.12%
Financial			
Operating Cost/Rev. Hour	\$105.85	\$112.13	5.93%
Ridership			
Fixed Route Ridership	3,543,235	3,448,005	-2.69%

Passengers Per Revenue Hour

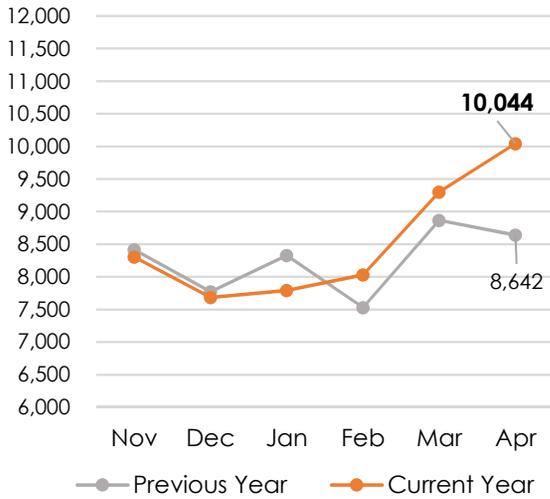




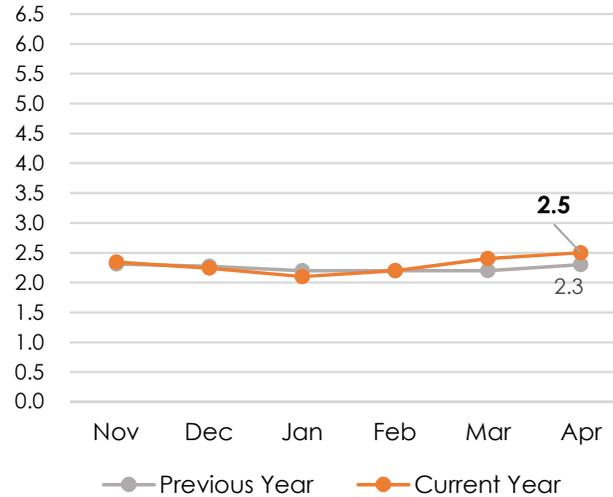
Paratransit & Rideshare Performance – Apr 2019

Paratransit

Total Ridership



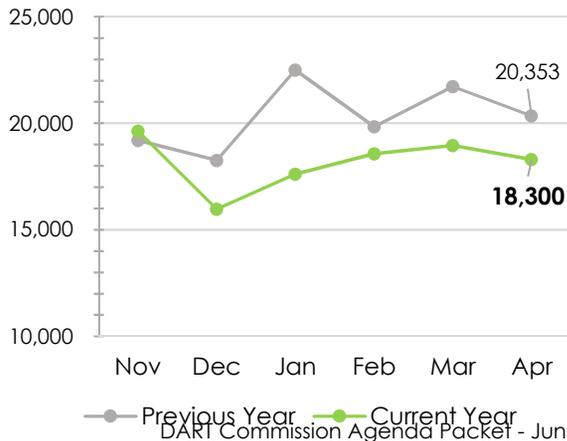
Passengers Per Revenue Hour



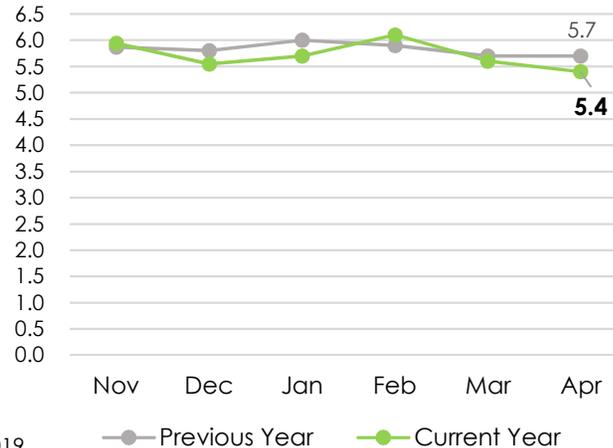
YTD Report	FY18	FY19	% Change
Customer Service			
On Time Performance	83.38%	83.68%	0.37%
Complaints p/100K Cust.	113.08	136.43	20.65%
Roadcalls p/100K Miles	7.76	5.89	-24.14%
Passengers Per Revenue Hour	2.3	2.3	1.29%
Financial			
Operating Cost Per Run	\$392.71	366.04	-6.79%
Ridership			
Total Passengers	85,779	85,027	-0.88%

Rideshare

Total Ridership



Passengers Per Revenue Hour



YTD Report	FY18	FY19	% Change
Customer Service			
Passengers Per Revenue Hour	5.7	5.7	0.81%
Financial			
Operating Cost Per Passenger	\$5.63	\$5.91	4.97%
Ridership			
Total Passengers	194,531	185,404	-4.69%



Detailed Ridership Report – April 2019

	19-Jan	19-Feb	19-Mar	19-Apr	18-Apr	Apr % Change FY19	FY19 Apr YTD	FY18 Apr YTD	YTD % Change FY19
Fixed Route	279,757	284,673	302,662	354,719	344,081	3.09%	3,448,005	3,543,235	-2.69%
1. Local									
#1 - Fairgrounds	12,423	13,392	13,823	16,331	19,587	-16.62%	386,409	405,148	-4.63%
#3 - University	27,530	25,581	30,005	33,542	28,679	16.96%	308,017	300,372	2.55%
#4 - E. 14th	13,159	13,366	15,428	17,982	16,780	7.16%	155,148	154,551	0.39%
#5 - Franklin Ave/Johnston	8,351	8,981	8,398	10,944	11,336	-3.46%	94,770	93,766	1.07%
#6 - Indianola	22,494	23,320	24,162	29,322	29,440	-0.40%	260,269	273,906	-4.98%
#7 - SW 9th St	28,994	31,017	32,888	37,634	34,136	10.25%	325,233	338,925	-4.04%
#8 - Fleur Dr	3,137	3,629	3,136	4,205	5,372	-21.72%	39,577	47,031	-15.85%
#10 - East University	2,647	2,486	2,607	3,262	3,815	-14.50%	28,811	30,267	-4.81%
#11 - Ingersoll/Valley Junction	1,841	1,786	1,843	1,878	1,592	17.96%	19,122	17,479	9.40%
#13 - Evergreen	4,682	6,354	4,542	6,318	7,692	-17.86%	53,597	62,359	-14.05%
#14 - Beaver Ave	14,420	15,214	15,273	19,546	20,193	-3.20%	174,074	195,115	-10.78%
#15 - 6th Ave	20,499	21,623	20,895	26,308	24,613	6.89%	239,005	237,667	0.56%
#16 - Douglas Ave	27,692	27,708	30,110	34,920	36,285	-3.76%	323,725	337,308	-4.03%
#17 - Hubbell Ave/Altoona	18,476	17,636	20,077	23,462	23,665	-0.86%	224,223	230,550	-2.74%
#50 - Euclid	4,253	3,899	4,386	5,209	0	100.00%	34,364	0	100.00%
#52 - Valley West/Jordan Creek	10,793	10,529	12,368	12,597	13,130	-4.06%	125,795	135,541	-7.19%
#60 - Ingersoll/University	26,043	27,158	29,118	33,847	33,039	2.45%	302,954	318,481	-4.88%
2. Shuttle									
Hy-Vee Shuttle	0	0	0	0	0	0.00%	1,560	0	100.00%
D-Line	11,699	11,221	13,233	14,492	13,565	6.83%	137,403	139,120	-1.23%
Link Shuttle	388	594	591	1,708	397	330.23%	5,775	6,076	-4.95%
3. Express									
#91 - Merle	0	0	0	0	0	-100.00%	0	3,501	-100.00%
#92 - Hickman	2,527	2,462	2,250	2,525	2,553	-1.10%	23,523	23,113	1.77%
#93 - NW 86th	2,718	2,459	2,721	3,043	2,805	8.48%	27,942	27,257	2.51%
#94 - Westown	821	603	684	682	809	-15.70%	8,897	10,121	-12.09%
#95 - Vista	1,009	1,111	1,069	1,219	862	41.42%	10,555	10,171	3.78%
#96 - E.P. True	2,035	1,837	1,995	2,140	1,931	10.82%	20,120	20,307	-0.92%
#98 - Ankeny	6,112	5,781	5,660	6,030	6,654	-9.38%	61,030	65,185	-6.37%
#99 - Altoona	1,256	1,300	1,178	1,348	1,228	9.77%	13,035	14,250	-8.53%
4. Flex									
#72 - West Des Moines/Clive	2,767	2,703	3,259	3,229	2,972	8.65%	32,792	35,033	-6.40%
#73 - Urbandale/Windsor Heights	211	204	190	194	159	22.01%	1,800	1,960	-8.16%
#74 - NW Urbandale	586	498	515	573	474	20.89%	6,196	5,750	7.76%
5. On Call									
Deer Ridge	11	12	17	6	54	-88.89%	127	132	-3.79%
Ankeny	65	60	102	91	98	-7.14%	946	1,028	-7.98%
Johnston/Grimes	116	149	137	129	148	-12.84%	1,174	1,360	-13.68%
Regional	2	0	2	3	18	-83.33%	56	405	-86.17%
Paratransit	7,790	8,033	9,300	10,044	8,642	16.22%	85,027	85,779	-0.88%
Medicaid	1,024	998	1,095	1,210	1,443	-16.15%	11,960	23,200	-48.45%
ADA BusPlus	4,264	4,480	4,873	5,057	4,180	20.98%	44,287	32,717	35.36%
Rideshare DART Commission Agenda Packet 4, 2019	17,616	18,576	18,953	18,300	20,353	-10.09%	185,404	194,531	-4.69%
Total Ridership	305,163	311,282	330,915	383,063	373,076	2.68%	3,718,436	3,823,545	-2.75%



MONTHLY REPORT



10A: Operations Team Report

Staff Resources: *Jamie Schug, CFO/Interim Chief Operating Officer*

- Polk County Senior Fest:** The Polk County Senior Fest is held annually in the Varied Industries Building at the Iowa State Fairgrounds. The event is designed for adults aged 60 and older. Those who attended enjoyed health screenings, vendor booths, music, lunch and other fun activities. DART provided transportation for 251 individuals attending the event on May 15th.



- APTA International Bus Rodeo:** DART Bus Operator Cesar Chavez represented DART well at the American Public Transportation Association (APTA) International Bus Rodeo in Louisville, KY on May 19, 2019. Chavez placed 25th overall out of 78 operators.

Cesar earned the opportunity to represent DART and the State of Iowa, when he won first place in both the DART Rodeo in May 2018, and later the Iowa Public Transportation Association (IPTA) State Rodeo in June of 2018.



- DART Rodeo:** On June 22, 2019 DART will be holding its annual Bus Operator Rodeo at the Lincoln High School north student parking lot. We would love to see you there to cheer on our Operators, competition begins at 8:00am. The winners of the small and large bus competitions will have the opportunity to advance to the State Rodeo, which will be hosted at the Iowa Speedway on June 29th.



MONTHLY REPORT



10B: External Affairs Team Report

Staff Resources: *Amanda Wanke, Chief External Affairs Officer*

Marketing and Communications – Erin Hockman, Marketing and Communications Manager

- **Stakeholder communications** – DART sponsored a breakfast session during the Greater Des Moines Partnership's DMDC trip in early May. During the session, CEO Elizabeth Presutti and DART Chairman Gayman had the opportunity to address approximately 200 business, community and civic leaders from across the region. DART used this platform to share a new video highlighting the value of transit as it relates to meeting workforce needs, and the value of transit partnerships to employers. The video is available on DART's website at ridedart.com/unlimited-access-program.
- **Public input** – A communications plan was developed and deployed to solicit feedback on the proposed changes to DART's service for the fall 2019 service change. DART received feedback from more than 140 people through public meetings, social media and comments submitted via the website. Nearly 4,000 people saw DART's Facebook Live video, and 265 people watched it from start to finish.
- **Member community outreach** – DART staff had the opportunity to participate in several community events, including:
 - Celebrate the Parks in Oak Park and Highland Park, May 19
 - Johnston Chamber luncheon, May 23
- **MyDART app** – IT and marketing staff are in the process of testing an update to the MyDART app that will add additional features, including social sign-in and the ability for DART to offer discounts using promotional codes.
- **Special event promotions** – Staff is developing marketing plans to promote DART service for several upcoming events, including:
 - Yankee Doodle Pops – DART will extend D-Line service so concertgoers can park anywhere along the route and ride the D-Line to and from the Capitol for the concert on July 3.
 - 80/35 Music Festival – DART is extending Route 60 service to every 20 minutes through midnight on July 12-13 for festival attendees.
 - Iowa State Fair – DART will provide Park & Ride service to the Iowa State Fair August 8-18.
- **Route 50 marketing and outreach plan** – Staff developed a marketing and outreach plan to raise awareness of the Route 50 that will be implemented throughout the summer. The plan includes providing how-to-ride training at large employers and housing complexes along the route, distributing route information and promotional materials to organizations along the route, targeted digital advertising to residents living within ½ mile of the route and ongoing rider communication.

MONTHLY REPORT
10B: External Affairs



Marketing Analytics Report

Metric	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	March 2019	Apr. 2019	Apr. 2018	% Change Year Prior
MyDART App Accounts	8,503	8,859	9,317	9,751	10,159	10,601	2,327	78.05%
Website Unique Visitors	28,825	20,698	23,895	21,215	24,141	26,806	36,952	-37.85%
Facebook Likes	3,561	3,570	3,590	3,637	3,662	3,834	3,223	15.94%
Twitter Followers	2,155	2,150	2,177	2,181	2,201	2,206	2,076	5.89%
Email Subscribers	8,810	14,691	14,691	14,720	14,715	14,720	7,780	47.15%
Next DART Bus	133,539	115,312	165,613	194,468	169,534	149,736	29,304	80.43%
Real-time Map	31,807	28,580	38,748	38,580	38,128	29,977	8,368	72.09%
Trip Plans	20,671	19,704	26,742	26,209	26,280	26,104	8,274	68.30%
SMS Text Messaging	204,657	194,978	215,505	229,536	232,591	251,269	94,161	62.53%
IVR	7,381	8,121	7,692	7,064	7,758	8,421	8,103	3.78%

MyDART App Report

Metric	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	March 2019	April 2019	TOTAL
Downloads	555	487	620	614	565	569	13,124
iOS	146	114	161	168	158	168	4,482
Android	409	373	459	446	407	401	8,642
Accounts Created	439	356	458	434	408	442	10,601
Orders Placed	2,458	2,404	2,517	2,451	2,923	3,162	39,636
Passes Purchased	2,975	2,964	3,199	3,026	3,828	5,058	56,066
Revenue	\$18,294	\$17,928	\$19,015	\$18,166	\$21,686	\$21,948	\$291,282

DART in the News

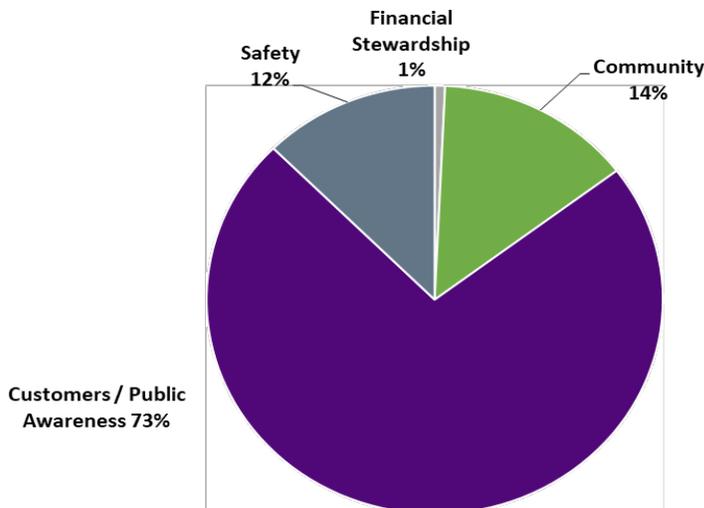
Date	Headline	Source	Medium	Reach	Sentiment	Strategic Priority
3-May-19	KCCI 8 News This Morning	KCCI-DM (CBS)	Broadcast	25,223	Positive	Safety
3-May-19	KCCI 8 News This Morning	KCCI-DM (CBS)	Broadcast	25,223	Negative	Safety
3-May-19	KCCI 8 News This Morning	KCCI-DM (CBS)	Broadcast	13,196	Negative	Safety
3-May-19	KCCI 8 News This Morning	KCCI-DM (CBS)	Broadcast	13,196	Negative	Safety
3-May-19	KCCI 8 News This Morning at 4:30am	KCCI-DM (CBS)	Broadcast	10,752	Negative	Safety
2-May-19	KCCI 8 News at Ten	KCCI-DM (CBS)	Broadcast	61,760	Negative	Safety
14-May-19	City scraps protected bike lanes in East Village	KCCI Channel 8	Broadcast	315,423	Neutral	Customers / Public Awareness

MONTHLY REPORT
10B: External Affairs



11-May-19	TPI Composites, Inc.'s (TPIC) CEO Steve Lockard on Q1 2019 Results - Earnings Call Transcript	Seeking Alpha	Online	4,486,678	Neutral	Community
9-May-19	TPI Composites, Inc. (TPIC) Q1 2019 Earnings Call Transcript	Fox Business	Online	3,204,744	Neutral	Community
9-May-19	TPI Composites, Inc. (TPIC) Q1 2019 Earnings Call Transcript	Fool.com	Online	6,976,920	Neutral	Community
6-May-19	Bike riders ride DART free in May	Business Record	Online	5,448	Positive	Customers / Public Awareness
6-May-19	TPI Composites : Iowa Officials Celebrate U.S. Manufacturing of Clean Transportation	Market Screener	Online	510,369	Positive	Preparing for the future
3-May-19	Iowa Officials Celebrate U.S. Manufacturing of Clean Transportation	NGT News	Online	3,803	Positive	Preparing for the future
3-May-19	DART mulls finances	Business Record	Online	5,448	Positive	Financial Stewardship
2-May-19	DSM businesses aim to curb vandalism, violence from youths	KCCI Channel 8	Online	315,423	Negative	Safety
2-May-19	'In the wrong place at the wrong time': Des Moines high school students hit by car while getting off bus	The Des Moines Register	Online	654,636	Negative	Safety
1-May-19	East Village in the Springtime	Cityview	Online	6,029	Positive	Customers / Public Awareness
Total Reach				16,634,271		

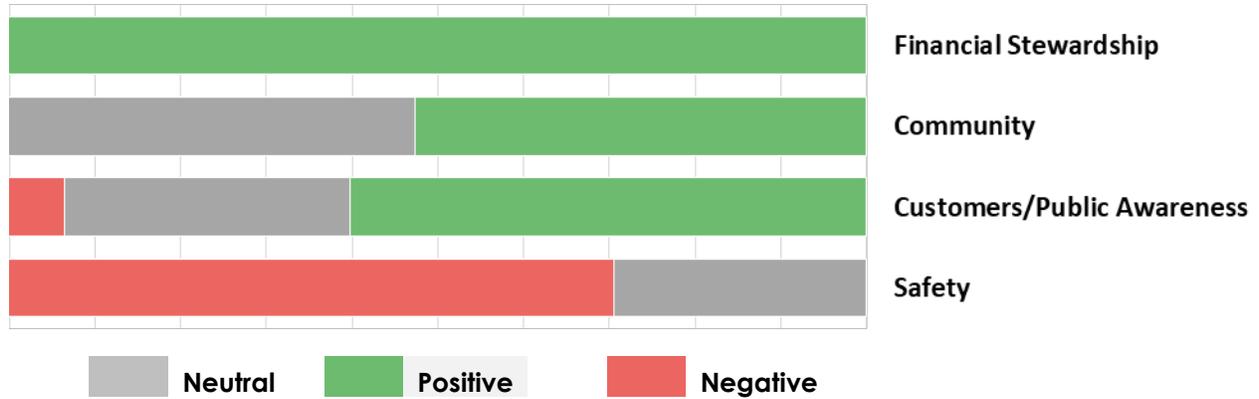
DART NEWS BY TOPIC



MONTHLY REPORT
10B: External Affairs



DART NEWS SENTIMENT BY TOPIC



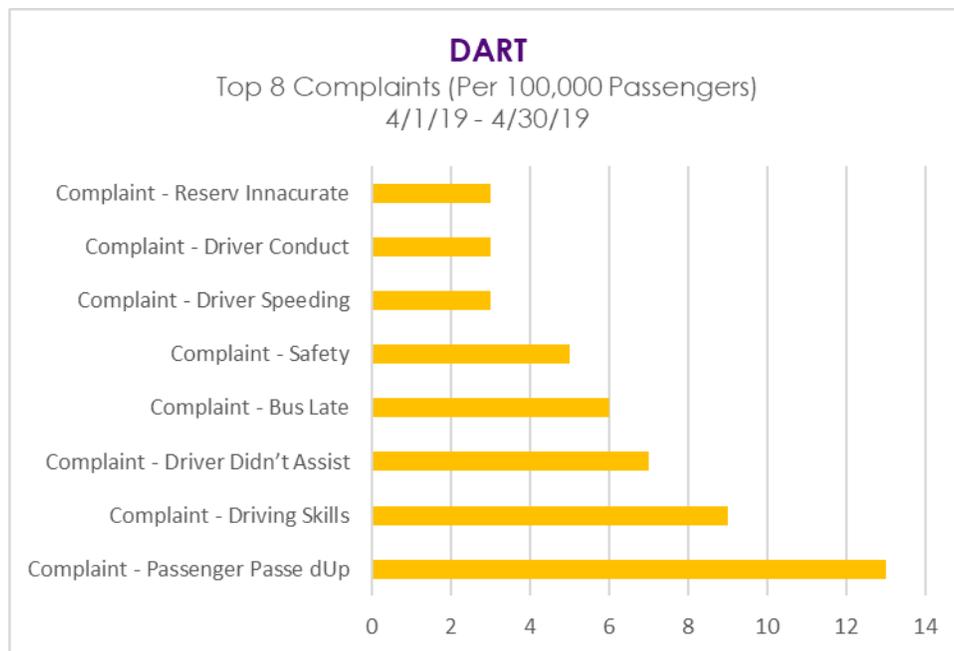
Customer Experience – Stephen Wright, Customer Experience Manager

Total Calls for April 2019

- Schedule Information – 4,776
- Paratransit – 3,998
- Spanish Line – 23
- Receptionist – 311
- RideShare – 166

Website Communication and Messages for April 2019

- Contact/Feedback Form = 134
- Voicemails = 98
 - Required response = 12 (12%)



MONTHLY REPORT
10B: External Affairs



Planning – Luis Montoya, Planning and Development Manager

- **2019 Transit Service Planning:** Public outreach events were held in Ankeny, Clive, Des Moines, Grimes, Urbandale and West Des Moines to share proposals and collect feedback on service changes for routes that serve most of our suburban member communities that could be implemented in the fall of 2019. More information can be found at www.ridedart.com/2019.
- **Mobility on Demand Pilot:** Staff have issued a Request for Proposals (RFP) for private transportation providers who can provide on-demand services to improve connections between a selected residential area and three popular DART bus stops. Staff hopes to partner with multiple companies such as taxis, Uber, or Lyft to provide options for customers and learn about the opportunities and challenges of this innovative transportation service model.
- **Title VI Program Update:** Staff completed the three-year update to DART's Title VI Program as required by the FTA.
- **Transit Optimization Study:** This study will explore how DART can adapt to the changing conditions in the industry and region to effectively and efficiently serve the mobility needs of member communities. After reviewing proposals from four consultant teams and conducting interviews with the three most qualified teams, staff will make a recommendation to the DART Commission to award a contract for this project at the June meeting.
- **Merle Hay Mall:** The DART bus stop at Haymarket will be moved to Merle Hay Mall starting June 2. The move was facilitated by the leadership and staff with the cities of Des Moines and Urbandale, as well as Polk County, as part of agreements that will allow the mall to redevelop vacant storefronts. This node serves four busy bus routes, and the relocated stop will provide much better service for DART customers.
- **August Service Change:** Staff are preparing a minor service change to be implemented in August, primarily to add back Des Moines Public Schools service for the summer and make adjustments to schedules to improve operations at Merle Hay Mall.

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

- **Art Shelters:** DART is seeking Commission approval to establish a Fiscal Sponsor Community Betterment Fund with the Community Foundation of Greater Des Moines to facilitate and accept private charitable funding in support of art shelter projects.
- **Funding Feasibility Study RFP:** DART has selected Amperage Marketing & Fundraising to conduct a feasibility study that will identify potential fundraising opportunities for art shelters and other DART programs.
- **Unlimited Access Program:** Des Moines Area Community College (DMACC) plans to enter into an Unlimited Access agreement with DART to reduce barriers to transportation for their employees and students with an anticipated launch of Fall 2019. Current Unlimited Access Partners coming up for renewal prior to the end of Fiscal Year 2019 include the City of Des Moines and Des Moines University.

April 2019 Mobility Outreach	
Education/Schools	62
General Public	3
Human Services	49
Re-Entry	103
Refugee	33
Total Participants	250
Total Organizations reached	11



MONTHLY REPORT



10C: Procurement

Staff Resource: *Mike Tiedens, Procurement Manager*

Upcoming Procurements:

Mobility on Demand Pilot – DART is soliciting proposals from qualified transportation providers to provide travel to and from select DART bus stops. DART will partner with the providers to meet the various needs of the customers, provide options, and better understand customer preferences and costs. The partnerships will make up a pilot program that will run for approximately twelve (12) months and DART will evaluate the pilot during this time.

- Request for Proposal published in May/June 2019

IT Consulting Services – DART is soliciting proposals from qualified Information Technology (IT) firms to provide on-call/as needed support and consulting to DART staff. The IT support will address all agency IT needs. This includes managing the agency's data and voice network infrastructure (and the associated security), and developing and supporting agency enterprise applications such as financials, human resources, payroll, parts inventory, vehicle and facilities maintenance, route and manpower scheduling, and many more.

- Request for Proposals to be published in May/June 2019

Electrical Infrastructure Upgrade (1100 DART Way) – DART is seeking formal bids from construction firms to provide the electrical upgrade to the Paratransit Building at 1100 DART Way. The electrical upgrade is required in order to properly install the bus chargers to charge the battery electric buses arriving in 2020. Work will include demolition, electrical upgrade installation, installation of bus chargers and other associated work.

- Invitation for Bid to be published in June/July 2019

Contracts and Task Orders Approved Recently:

Restroom Stall Partitions (DART Central Station) – DART is sought quotes for the replacement of stall partitions in the public restroom at DART Central Station. The partitions receive a lot of use and are show major signs of wear.

- The lowest bidder was Weitz and the winning bid was \$5,989 for materials and labor.

Future Procurements:

- Bus Wash
- Shop Drains
- Printing Services
- On Call Planning Consulting Services
- Compensation Study



MONTHLY REPORT



10D: Chief Executive Officer

Staff Resource: *Elizabeth Presutti, Chief Executive Officer*

- **DART Executive Committee** - The DART Executive Committee met on Friday, May 17, 2019. The discussion items presented during the meeting included:
 - Community Foundation 28E
 - Mobility On Demand Pilot
 - Transit Optimization Study Update
 - Operations & Maintenance Facility Update
 - Advertising Policy Update
- The next DART Executive Committee meeting is scheduled for Friday, June 21, 2019 at 7:30 a.m.
- **DMACC Unlimited Access:** We are very excited to share our new Unlimited Access partnership with DMACC to provide access to transportation for their students and employees. This will definitely work to reduce the transportation barriers to accessing DMACC educational opportunities.
 - **DC Partnership Trip:** Both myself and Matt Harris, Business and Community Partnerships Manager participated in the DC Partnership trip. DART also sponsored the Thursday lunch. At the lunch DART Chair, Tom Gayman presented the DART Transit Partnership with Dee Zee Manufacturing video, which was well received.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

July 9, 2019 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • October Service Change • Uniform Services • DMPS Contract • Transit Optimization Study Contract 	<ul style="list-style-type: none"> • Mobility Coordinator Update • Marketing Update
August 6, 2019 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • Electrical Infrastructure Upgrade 	<ul style="list-style-type: none"> • Transit Riders Advisory Committee Update
September 3, 2019 – 12:00 P.M.	
Action Items	Information Items

Other Future Agenda Items:

- Mobility on Demand Pilot Contract(s)
- Planning Consulting Services Contract

Upcoming DART Meetings:

- DART Planning Committee – the next meeting is scheduled for June 11, 2019 at 12:00 p.m.
 - Location - DART Central Station
- DART Executive Committee – the next meeting is scheduled for June 21, 2019 at 7:30 a.m.
 - Location - DART Central Station
- DART Transit Riders Advisory Committee – the next meeting is scheduled for July 10, 2019 at 12:00 p.m.
 - Location - DART Central Station