



**NOTICE OF COMMISSION MEETING AND AGENDA**  
**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**  
**DART MULTIMODAL ROOM, 620 CHERRY STREET**  
**SEPTEMBER 4, 2018 – 12:00 PM**

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2.	ROLL CALL AND ESTABLISHMENT OF QUORUM	
3.	NOTICE OF MEETING	
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15.	NEXT MEETING: Regular DART Meeting - <b>Tuesday, October 2, 2018 – 12:00 P.M.</b>	
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.*



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
620 CHERRY STREET – DES MOINES, IOWA 50309  
AUGUST 7, 2018**



**ROLL CALL**

**Commissioners/Alternates Present and Voting:**

Vern Willey, Gary Lorenz, Doug Elrod, , Tom Gayman, Paula Dierenfeld (departed, 1.06 pm) Sara Kurovski, Tom Hadden , Josh Mandelbaum, Angela Connolly and Zac Bales-Henry

**Commissioners Absent:**

Michael McCoy, Jeremy Hamp, John Hathaway and Mike Backous

**Other Commissioners/Alternates Present:**

Frank Cownie, Ross Grooters

**CALL TO ORDER**

Tom Gayman, Chair, called the meeting to order at 12:01 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 requested a motion to approve the agenda as presented.

It was moved by Vern Willey and seconded by Angela Connolly to approve the August 8, 2018 agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No Comments

**TRANSIT RIDERS ADVISORY COMMITTEE**

Teresa Volcheck, Vice Chair of the Transit Riders Advisory Committee, gave an update of the July TRAC Meeting to the Commission and gave an update on the new committee structure and bi-laws, which will provide a broader representation and good voice to the DART Commission. The committee discussed the proposed plans for the Walmart/Windsor Heights bus stop and agreed this will bring a positive impact to our riders, especially those with mobility devices. Updates were given on the August service changes and the cross-town route 50.

**CONSENT ITEMS**

7A – Transit Riders Advisory Committee Approval (TRAC)

7B - FY2020 Iowa Clear Air Attainment Program (ICAAP)

7C - Quarterly Investment Report

7D - Commission Meeting Minutes – July 10, 2018

DART Commission Agenda Packet - September 4, 2018

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – AUGUST 7, 2018**



It was moved by Sara Kurovski and seconded by Angela Connolly to approve of consent items as presented. The motion carried unanimously.

**DISCUSSION ITEMS**

**8A – 1100 DART Way Update**

Elizabeth Presutti, Chief Executive Officer, provided an update on the appraisal process for the stormwater and retention pond parcels and advised that we should receive a revised appraisal amount within the next few days along with the second review appraisal. Todd Garner, with Substance Architecture gave an update on the site selection for potential new operations and a maintenance facility. Staff are working on providing estimated costs for the Commission at the September meeting. Tim Sanderson, Chief Operating Officer, provided an update on the current projects in CIP relating to improvements at 1100 DART Way.

**ACTION ITEMS**

**9A - Disposition of Real Estate**

Pat Burk, DART Legal Counsel and Elizabeth Presutti, Chief Executive Officer noted that per the 28E Agreement, the Des Moines Regional Transit Authority must hold a public hearing on the sale of real property and allow any member community or the public to provide information to the Commission prior to its approval. It was recommended that a public hearing would be scheduled for Tuesday, September 4, 2018 at 12:00 P.M. (DART Offices – 620 Cherry Street, Des Moines, Iowa 50309). The hearing at the regular DART Commission meeting where the Commission will consider approval of the sale of the real estate.

It was moved by Vern Willey and seconded by Zac Bales-Henry to 1) approve a Public Hearing Date for the Disposition of Real Estate and 2) authorize DART staff to negotiate with the City of Des Moines on the disposition of real estate related to the DART stormwater retention pond, contingent on the appraisal and upon FTA's approval to dispose of the property. The motion carried unanimously. Josh Mandelbaum abstained from voting.

**9B – Windsor Heights Transit Boarding Islands Construction Contract**

Luis Montoya, Planning and Development Manager, provided a brief update on the background so far on the project, sharing that Walmart and the City of Windsor Heights is collaborating with DART on the project. Mike Tiedens, Procurement Manger, provided an update on the bidding results and the funding for the project, which will come through an Iowa Clean Air Attainment Program grant.

It was moved by Doug Elrod and seconded by Tom Hadden to 1) Conditionally approve an easement agreement to allow DART to construct transit boarding islands at the Windsor Heights Wal-Mart given no material changes to the easement from what was presented and 2) approve a construction contract with TK Concrete, Inc for the Windsor Heights Transit Boarding Islands for the amount Not to Exceed \$286,000. This amount includes the total lump sum for demolition, construction, and 20% for any contingencies. The motion carried unanimously.



**DISCUSSION ITEMS**

10A – Transit Service Planning Update

Luis Montoya, Planning and Development Manager provided an update on short- and medium-term transit service planning activities, as well as request input from the commission on how best to structure public outreach and commission involvement in planning activities. Elizabeth Presutti, Chief Executive Officer, shared that since the reconstitution of the 28E agreement, there is an ability to have a committee structure made up of DART Commissioners. For DART staff to ensure that future transit service plans are working in a coordinated manner with the Commission and our member communities DART recommended establishing a planning committee of the Commission to provide input and recommendations to the Commission on the process.

10B –DART Shelter Plan

Luis Montoya, Planning and Development Manager provided an update Staff will provide an update on the bus shelter program, as well as share plans for growing the program and pursuing new revenue and public art opportunities. Amanda Wanke, Chief External Affairs Officer, reviewed the costs and budget for the future shelters, sharing plans for future funding opportunities and partnerships.

10C – Iowa State Fair Service

Tim Sanderson, Chief Operating Officer provided an update on DART's 2018 Iowa State Fair Service.

10D – Quarterly Safety Report

Pat Daly, Safety Manager, provided a safety report on the 4<sup>th</sup> quarter of FY2018.

10E – Performance Report – June 2018

Elizabeth Presutti, Chief Executive Officer, gave a brief update on the Farebox recovery ratio and shared that it was on target at 20%. Ridership was flat YTD even with one less weekday in June and Ridership was down on all services at 1.5% overall YTD. Rideshare was up 20% YTD and we look forward to the upcoming August service changes.

**MONTHLY REPORTS**

10A – Operations

No Update

10B – Engagement

Amanda Wanke, Chief External Affairs Officer, introduced Matt Harris, the Business and Community Partnerships Manager, provided brief information on the August 19 service changes and reminded the Commissioners of our Route 50 inaugural ride on August 17. Update on the recent tornadoes and the impact to some DART Rideshare services

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – AUGUST 7, 2018**



10C – Procurement

No Update

10D - Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer, reminded the Commission of the upcoming Funding Workshop on Friday, August 31 at 7.30am at the Robert D, Ray Center, Drake University.

**FUTURE AGENDA ITEMS**

None

**CLOSED SESSION**

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

Roll Call: Gayman – Yea, Hathaway - Absent, Willey – Yea, Lorenz – Yea, Elrod – Yea, McCoy – Absent, Mandelbaum – Yea, Bakous – Absent, Hamp – Absent, Dierenfeld - Absent, Kurovski - Yea, Connolly – Yea, Hadden – Yea, Zac Bales-Henry - Yea. The motion carried unanimously.

Chair, Tom Gayman recessed the meeting at 1.23pm

Chair, Tom Gayman moved that the Commissioners of the Des Moines Area Regional Transit Authority adjourn and reconvene in closed session pursuant to Section 21.5, Subsection I of the Iowa code to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

No action was taken during the closed session.

At 1:40 pm, it was moved by Angela Connolly and seconded by Tom Haden that the closed session be adjourned. The motion carried unanimously.

**MEETING RECONVENED IN OPEN SESSION**

At 1:41 pm it was moved Angela Connolly and seconded by Vern Willey that the regular Commission meeting reconvene. It was moved by Tom Hadden and seconded by Vern Willey that the commission approve the performance review and the recommended compensation adjustment for the DART Chief Executive Officer, Elizabeth Presutti. The motion was carried unanimously.

Roll Call: Connolly – Yea, Gayman – Absent, Hathaway - Yea, Willey – Yea, Lorenz – Yea, Elrod – Absent, McCoy – Yea, Mandelbaum – Absent, Bakous – Absent, Hamp – Absent, Dierenfeld - Absent, Kurovski - Yea, Connolly – Yea, Hadden – Yea, Zac Bales-Henry - Yea. The motion carried unanimously.

DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – AUGUST 7, 2018



COMMISSION ITEMS

None

Tom Gayman, Chair adjourned the meeting at 1.42pm

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Chair

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Clerk

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Date

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

The next regular DART monthly Commission Meeting is scheduled for September 4, 2018 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
620 CHERRY STREET – DES MOINES, IOWA 50309  
JUNE 5, 2018**



**ROLL CALL**

Commissioners/Alternates Present and Voting:

Scott Henry, Gary Lorenz, Doug Elrod, John Edwards, Frank Cownie, Jeremy Hamp, Paula Dierenfeld, Sara Kurovski, Tom Hadden, Angela Connolly, Tom Gayman and Zac Bales-Henry. Josh Mandelbaum was also present.

Commissioners Absent:

John Hathaway, Drew Merrifield, Michael Just, Mike Backous, Jon Woods, Jason Morse and Gerald Lane

**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 remove item 10A from the agenda.

It was moved by Frank Cownie and seconded by Sara Kurovski to remove item 10A from the June 5, 2018 agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No Comments

**TRANSIT RIDERS ADVISORY COMMITTEE UPDATE**

Teresa Volcheck, Vice Chair of the Transit Riders Advisory Committee, gave an update of the May TRAC Meeting to the Commission. She shared the new farebox project, which will help riders pay for services by being able to use their phones and bringing DART up to speed with technology. Mini fleet testing will start on June 18, 2018. TRAC will be assisting with this and looking for new riders to test. Working on 2019 goals after Commission input.

**RETIREMENT RECOGNITION – TONEY JENKINS - 20 YEARS OF SERVICE**

Toney Jenkins was recognized by the DART Commission for his 20 years of service and presented with an award of appreciation.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JUNE 5, 2018**



**PRESENTATION**

8A – Greater Des Moines Leadership Institute Project on Transportation for New Iowans and Refugees

Amanda Wanke, Chief External Affairs Officer shared that DART partnered with the U.S. Committee for Refugees and Immigrants (USCRI) for approximately one year to work on a project to create solutions especially as it relates to refugees and new Iowans riding the bus.

The research was completed through collaborating with the Greater Des Moines Leadership Institute (GDMLI) community program. Amanda Wanke introduced Jaclyn Wulfekuhle and Breann Bye from GDMLI. They gave a brief presentation and Amy Jennings shared a brief overview of the overall GDMLI program.

**CONSENT ITEMS**

9A – Commission Meeting Minutes – May 1, 2018

9B – ICAP FY19 Renewal

9C – Participating Community Status of Withdrawal Cities

It was moved by Sara Kurovski and seconded by John Edwards to approve of consent items as presented. The motion carried unanimously.

**ACTION ITEMS**

10B – Architecture and Engineering Services Contract

Mike Tiedens, Procurement Manager presented the procurement process and explained that Architecture and Engineering services must be conducted using the Brooks Act and awarded based on qualifications only and not price. Five proposals were received and DART conducted three onsite interviews during the week of May 13, 2018. Based on evaluation and experience, Substance Architecture was the preferred.

It was moved by John Edwards and seconded by Sara Kurovski to approve a five (5) year contract with Substance Architecture for Architectural and Engineering Consulting Services for the amount Not to Exceed \$2,500,000. DART staff will negotiate rates.

10D – April 2018 Financials

Amber Dakan, Finance Manager, provided a presentation on the April 2018 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue is 9.93% under budget projections. Operations expenses are 7.41% below budget projections year to date.

Paratransit Operating revenue is 24.64% lower than budget expectations. Operating expenses are currently showing budget savings of 8.31%.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JUNE 5, 2018**



Rideshare revenues were 4.39% below budget. Operating expenses are below budgetary expectations by 4.35%.

It was moved by John Edwards and seconded by Sara Kurovski to approve the April, 2018 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

11A – Quarterly Investment Report

Amber Dakan, Finance Manager provided an investment performance update from January 1, 2018 – March 31, 2018. The Investment Report was provided in the packets for review.

11B – DART Vision Statement

Elizabeth Presutti, Chief Executive Officer, shared that staff has been working to formulate a vision statement based on the feedback received during the DART Commission Vision Workshop held on May 18, 2018. Three draft options were presented to the Executive Committee at their meeting on May 25, 2018 and based on their feedback; staff has continued to refine the vision statement. The updated draft vision statement was shared.

11C – Mobility Coordinator Update and TRAC Recommendation

Amanda Wanke, Chief External Affairs Officer introduced Catlin Curry, Mobility Coordinator who provided an update on the recent community outreach programs, the training DART has completed and participated in. An update and proposal of changes of the Transit Riders Advisory Committee (TRAC) was shared. A memo, already shared with the Executive Committee, highlighted these proposed changes was provided in the packs.

11D - Performance Report – April, 2018

Elizabeth Presutti, CEO shared that our on time performance for the month of April was 2% over last year. This number reflects our Operations department focusing and targeting on early departures Road calls remain steady and lower than last year with a 50% reduction. Fixed Route ridership is up 2%, we gained a weekday that we lost earlier in the year, which helped with this increase. Year to date we are down on Fixed Route ridership by 2.3% but overall down by 1.4%. Overall ridership is up by 25% mainly due to Rideshare ridership increasing.

**MONTHLY REPORTS**

10A – Operations

Tim Sanderson, Chief Operating Officer gave a brief update on the 1100 DART Way facility assessment and updated the Commission on DART's recent Roadeo.

10B – Engagement

Amanda Wanke, Chief Engagement Officer gave an update on recent promotions and partnerships including free rides to Veterans. We are working on a long-term program for the future. An update was provided on the consolidation of DART's call center and Walmart/City of Windsor Heights project.

DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JUNE 5, 2018



10C – Procurement

No Update

10D - Chief Executive Officer

No Update

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

Chair, Tom Gayman adjourned the meeting at 1:07 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

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

The next regular DART monthly Commission Meeting has been scheduled for July 10, 2018 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
620 CHERRY STREET – DES MOINES, IOWA 50309  
July 10, 2018**



**ROLL CALL**

Commissioners/Alternates Present and Voting:

Vern Willey, Gary Lorenz, Doug Elrod, Michael McCoy (12:08 p.m.), Frank Cownie (12:02 p.m.), Jeremy Hamp, Paula Dierenfeld, Sara Kurovski, Angela Connolly (12:06 p.m.), Bob Andeweg, Tom Hadden and Zac Bales-Henry. Josh Mandelbaum was also present and voted prior to Mayor Frank Cownie arrived.

Commissioners Absent:

Tom Gayman, John Hathaway and Mike Backous

**CALL TO ORDER**

Paula Dierenfeld, Vice Chair, called the meeting to order at 12.01 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Paula Dierenfeld, Vice Chair requested a motion requested a motion to approve the agenda as presented.

It was moved by Sara Kurovski and seconded by Josh Mandelbaum to approve the July 10, 2018 agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No Comments

**CONSENT ITEMS**

6A – Commission Meeting Minutes – June 5, 2018

It was moved by Tom Hadden and seconded by Sara Kurovski to approve of consent items as presented. The motion carried unanimously.

**PRESENTATION AND DISCUSSION ITEMS**

7A – Gray's Station Development

Elizabeth Presutti, CEO introduced Rita Connor and Erin Olson-Douglas from the City of Des Moines. They provided a presentation on the Gray's Station and other surrounding developments that are adjacent to DART's 1100 DART Way Operations and Maintenance facility.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JULY 10, 2018**



**7B – 1100 DART Way Stormwater Retention Pond Offer to Purchase**

Elizabeth Presutti, CEO shared that The City of Des Moines has made a request to DART to sell the associated parcels to the 1100 DART Way stormwater retention pond in order to create a regional stormwater retention system. Updates on the appraisal and review appraisal were provided to the Commission and it was determined that there was a need to seek a third appraisal.

**7C – 1100 DART Way Facility Assessment**

Todd Garner with Substance Architecture gave an update on the current Maintenance and Operations Facility located at 1100 DART Way. In an effort to ensure we maintain the facility in a state of good repair, DART has undertaken a facility assessment to identify and estimate upcoming infrastructure requirements that will be required to ensure the operational capability of the facility. These findings and progress made since presenting at the May Commission meeting were presented.

Tim Sanderson, COO shared possible decision points for future consideration of relocating 1100 DART Way.

**ACTION ITEMS**

**8A – FTA Bus and Bus Facilities Grant Application**

Elizabeth Presutti, CEO shared that DART has an opportunity to apply for a grant under the Federal Transit Administration Buses and Bus Facilities Infrastructure Investment Program on June 25, 2018. Grant applications are due August 6, 2018.

It was moved by Frank Cownie and seconded by Paula Dierenfeld to approve for DART staff to submit a grant application for the construction of a new Bus Operations and Maintenance Facility. The motion carried unanimously.

**8B - Housekeeping Services Contract**

Mike Tiedens, Procurement Manager shared the procurement processes that have been taken for housekeeping and cleaning services at DART Central Station and 1100 DART Way. The RFP was published on February 7 and two (2) proposals were received, and both were deemed responsive: Marsden Bldg. Maintenance and Nationwide Office Care.

It was moved by Angela Connolly and seconded by Sara Kurovski to approve a two (2) year contract with Marsden Building Maintenance for Housekeeping Services for the amount Not to Exceed \$576,000.00. The motion carried unanimously.

**8C - Des Moines Public Schools Contract**

Tim Sanderson, COO provided history between DART and Des Moines Public Schools including the costs incurred to provide the bus service to Des Moines Public School students. The proposed contract structure was provided in the packets.

It was moved by Angela Connolly and seconded by Jeremy Hamp to approve a five-year contract and the one-year 2018-2019 school year contract between DART and Des Moines Public Schools, value not to exceed \$ 776,208.42. The motion carried unanimously.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JULY 10, 2018**



8D - Paratransit Policies

Tim Sanderson, COO, shared the updated Paratransit policies needed to be updated or created based on recommendations from the Federal Transit Administration's (FTA) Triennial Review that was completed earlier this year. The Paratransit Policies that were established and/or updated to address FTA concerns are: Scheduling and Reservations Policy, Cancellation and No Show Policy, Visitor Policy as well as Service Area and Hours Policy. Also, a new Paratransit map was presented to the Commission that would expand the service area beyond the FTA requirement.

It was moved by Vern Willey and seconded by Tom Hadden to approve the Paratransit Service Policies and Bus Plus Service Map with putting the Paratransit Service Policies into effect immediately and making the new map effective in accordance with the August service change. The motion carried unanimously.

8E – May 2018 Financials

Amber Dakan, Finance Manager, provided a presentation on the May, 2018 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue is 10.59% under budget projections. Operations expenses are 5.33% below budget projections year to date.

Paratransit Operating revenue is 25.67% lower than budget expectations. Operating expenses are currently showing budget savings of 6.83%.

Rideshare revenues were 4% below budget. Operating expenses are below budgetary expectations by 3.29%.

It was moved by Angela Connolly and seconded by Bob Andeweg to approve the May, 2018 Financials. The motion carried unanimously. The motion carried unanimously.

**DISCUSSION ITEMS**

9A – Fare Collection System Upgrade Update

Luke Lester, IT Manager provided an update on the new fare collection system upgrade. Currently, there are 17 buses with the new fareboxes installed on them as part of mini-fleet. Assuming no major issues arise, all of the buses will be installed by the end of September 2018.

9C - Windsor Heights Bus Stop Improvements

Luis Montoya, Planning and Development Manager updated the Commission on the Windsor Heights bus stop improvements. DART was awarded an ICAPP grant and is collaborating with Walmart and the City of Windsor Heights to create a better customer experience at the Walmart bus stop. We will bring the construction contract forward to the Commission in August for approval.

9D - New Member Community Policy Investment Report was provided in the packets for review.

Patrick Burk, DART Legal Counsel, outlined the purpose of the New Member Policy, which was provided in the packets for review. It was determined further information needed to be included in the policy specifically to communities jumping in and out of DART membership. Legal will bring back an updated draft policy for Commission review and approvals at a future meeting.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – JULY 10, 2018**



9E - Performance Report – May, 2018

Elizabeth Presutti, CEO gave a brief overview from May, 2018 which identified that Fixed Route is slightly down year to date by about 2% and overall ridership is down over 1%.

**MONTHLY REPORTS**

10A – Operations

Tim Sanderson, Chief Operating Officer gave a brief update on the recent flooding in Des Moines and the impacts to DART operations. He shared that Cesar Chavez, one of our Fixed Route drivers placed first State Roadeo, which was held at Okoboji in June.

10B – Engagement

Amanda Wanke, Chief Engagement Officer shared that due to the recent flooding, DART has partnered with Hy-Vee to provide shuttles from their Harding Hills location to the East Euclid location and reminded the Commission that our August service changes are coming and staff are finalizing schedules and the operators that will be needed. Commissioners were invited to the August 17 new Route 50 event. Invitations will be sent soon.

10C – Procurement

No Update

10D - Chief Executive Officer

Elizabeth Presutti, CEO shared that DART staff recently met with Medicaid regarding the issues with the transition of Medicaid to our Bus Plus Program. They will be working with the MCO's in the upcoming weeks to find solutions.

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

None

Paula Dierenfeld, Vice Chair adjourned the meeting at 2.02 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

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

**The next regular DART monthly Commission Meeting is scheduled for August 7, 2018 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.**



## PUBLIC HEARING



**8A: Public Hearing on Sale of DART's Stormwater Retention Pond**

*Staff Resource: Mike Tiedens, Procurement Manager*

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### **Background:**

- Per Chapters 28M and 331.361 of the Iowa Code, the Regional Transit Authority must hold a public hearing on the disposal of an interest in real property.
- Any written correspondence received prior to the meeting will be available for review.

### **Public Hearing Procedures:**

- Any participants wishing to speak on the proposed subject should sign up in advance on the appropriate speakers list.
- If necessary, DART staff will make a brief presentation regarding the subject of the hearing prior to receiving comment.
- Speakers will be asked to state their:
  - Name
  - Address
  - Affiliation (if any)
- Speakers will be asked to limit their remarks to 3 minutes.
- Written comments/emails received to date will be made available to anyone wishing to review them.



## ACTION ITEM



<b>8A:</b>	<b>Approve the Sale of DART's Stormwater Retention Pond</b>
<b>Action:</b>	<b>Approve the Sale of DART's Stormwater Retention Pond to the City of Des Moines for the price of \$346,000.00 contingent upon the Federal Transit Administration's approval to dispose of the property.</b>

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

### Background:

- In the Fall of 2017, the City of Des Moines approached DART inquiring about the availability of purchasing 3 parcels of DART property where the stormwater retention pond is currently situated.
  - The real estate is adjacent to 1100 DART Way and consists of approximately 8.4 acres of land
- DART's stormwater pond currently provides stormwater retention for not only 1100 DART Way but also for several of the developments to the north of the property.
- The City of Des Moines would like to purchase the parcels in order to create a regional stormwater retention system that not only relieves our property and the parcels to the north but also the Gray's Station development that is under construction.
- Staff presented the sale to the DART Executive Committee earlier this year and they requested staff to get an appraisal for the property.
- An appraisal was conducted for the parcels associated with the stormwater retention pond.
  - After the initial appraisal, the appraised value for the parcels was \$1,165,000.
  - A review appraisal was conducted which adjusted the value to \$346,000.
  - An independent review was conducted on the appraisal due to the disparity between the original appraisal and the appraisal review. The conclusion of the independent review was that the final appraisal report and analysis is reasonable.
- The sale is contingent upon Federal Transit Administration's (FTA) approval to dispose of the property.
- Sale price will be for no less than the appraised value.
- The draft Purchase agreement is attached.

### Purchase Agreement Highlights:

- The City hereby agrees to engage in good faith negotiations to sell the City-owned property located at 2501 Maury Street for \$1.00 as a relocated DART site, which price reflects DART assuming all responsibility for demolition on said property, subject to all legal requirements.
  - In the event DART does not relocate to 2501 Maury Street, the City hereby agrees to work with DART to identify alternative City-owned property for a relocated DART site and engage in good faith negotiations to sell such City-owned property, subject to all legal requirements.



**ACTION ITEM**

**8A: Approve the Sale of DART's Stormwater Retention Pond**

- The city acknowledges and agrees that the Gray's Station Detention Basin Project is designed to satisfy DART's current stormwater management plan.

**Recommendation:**

- Approve the Sale of DART's Stormwater Retention Pond to the City of Des Moines for the price of \$346,000.00 contingent upon FTA approval to dispose of the property.

## **VOLUNTARY OFFER TO PURCHASE REAL ESTATE AND ACCEPTANCE**

TO: Des Moines Area Regional Transit Authority a/k/a DM Metro Transit Authority (hereinafter referred to as "DART" or "Seller"), a political entity organized and operating under Chapters 28E and 28M of the Iowa Code, Titleholder

The City of Des Moines, a municipal corporation of the State of Iowa (hereinafter referred to as the "City") acting by and through its authorized agent who is the undersigned, hereby offers to purchase real estate situated in Polk County, Iowa, which is legally described as:

A PART OF PARCEL 'A' OF LOT 81 AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 13646, PAGE 937 AND PART OF LOT 80, ALL BEING IN FACTORY ADDITION, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF DES MOINES, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHERLY CORNER OF LOT 'L', FACTORY ADDITION PLAT NO. 3, AN OFFICIAL PLAT; THENCE SOUTH 39°(DEGREES) 15'(MINUTES) 32"(SECONDS) WEST, 7.81 FEET TO THE NORTHERLY CORNER OF PARCEL 'F', OF SAID FACTORY ADDITION PLAT 3, AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12787, PAGE 858; THENCE SOUTH 7°52'42" EAST ALONG THE EASTERLY LINE OF SAID PARCEL 'F', 648.38 FEET; THENCE SOUTH 67°33'52" WEST, 364.35 FEET THE NORTHEAST CORNER OF SAID PARCEL 'A' AND THE POINT OF BEGINNING; THENCE SOUTHEASTERLY ALONG THE EASTERLY LINE OF SAID PARCEL 'A' AND A CURVE CONCAVE NORTHEASTERLY WHOSE RADIUS IS 716.25 FEET, WHOSE ARC LENGTH IS 96.58 FEET AND WHOSE CHORD BEARS SOUTH 26°17'39" EAST, 96.51 FEET; THENCE SOUTH 30°06'28" EAST ALONG SAID EASTERLY LINE, 598.81 FEET TO THE NORTHWEST CORNER OF THE PROPERTY CONVEYED TO THE CITY OF DES MOINES BY ACQUISITION PLAT RECORDED IN BOOK 14918, PAGE 295; THENCE CONTINUING SOUTH 30°06'28" EAST ALONG THE WEST LINE OF SAID CONVEYED PROPERTY, 20.99 FEET TO THE SOUTHWEST CORNER OF SAID CONVEYED PROPERTY. THENCE NORTH 59°53'32" EAST ALONG THE SOUTH LINE OF SAID CONVEYED PROPERTY, 50.00 FEET TO THE SOUTHEAST CORNER OF SAID CONVEYED PROPERTY AND THE EASTERLY LINE OF SAID PARCEL 'A'; THENCE SOUTH 30°06'28" EAST ALONG SAID EASTERLY LINE, 17.31 FEET TO THE NORTHEAST CORNER OF THE PROPERTY CONVEYED TO CITY OF DES MOINES BY ACQUISITION PLAT RECORDED IN BOOK 13810, PAGE 382; THENCE SOUTH 74°11'16" WEST ALONG THE NORTHERLY LINE OF SAID CONVEYED PROPERTY, 44.52 FEET; THENCE WESTERLY CONTINUING ALONG SAID NORTHERLY LINE AND A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 785.00 FEET, WHOSE ARC LENGTH IS 59.40 FEET AND

WHOSE CHORD BEARS SOUTH 76°40'22" WEST, 59.39 FEET TO THE NORTHWEST CORNER OF SAID CONVEYED PROPERTY AND THE WESTERLY LINE OF SAID PARCEL 'A'; THENCE SOUTH 30°06'28" EAST ALONG THE WESTERLY LINE OF SAID CONVEYED PROPERTY, 74.78 FEET TO THE SOUTHWEST CORNER OF SAID CONVEYED PROPERTY; THENCE NORTH 74°10'10" EAST ALONG THE SOUTHERLY LINE OF SAID CONVEYED PROPERTY, 103.19 FEET TO THE SOUTHEAST CORNER OF SAID CONVEYED PROPERTY AND SAID EASTERLY LINE OF PARCEL 'A'; THENCE SOUTH 30°06'28" EAST ALONG SAID EASTERLY LINE, 48.48 FEET; THENCE SOUTHERLY ALONG SAID EASTERLY LINE AND A CURVE CONCAVE WESTERLY WHOSE RADIUS IS 790.65 FEET, WHOSE ARC LENGTH IS 731.96 FEET AND WHOSE CHORD BEARS SOUTH 2°54'15" EAST, 706.10 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 'A'; THENCE NORTH 66°22'58" WEST ALONG THE SOUTHERLY LINE OF SAID PARCEL 'A', 50.00 FEET; THENCE NORTHERLY ALONG SAID SOUTHERLY LINE AND A CURVE CONCAVE WESTERLY WHOSE RADIUS IS 740.65 FEET, WHOSE ARC LENGTH IS 125.16 FEET AND WHOSE CHORD BEARS NORTH 18°46'34" EAST, 125.01 FEET; THENCE NORTH 76°09'28" WEST ALONG SAID SOUTHERLY LINE, 50.01 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 'A'; THENCE NORTH 45°36'19" WEST, 692.69 FEET TO THE EAST LINE OF THE WEST 100 FEET OF SAID LOT 80; THENCE NORTH 0°00'30" EAST ALONG SAID EAST LINE, 767.69 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 'A'; THENCE NORTH 67°33'52" EAST ALONG THE NORTHERLY LINE OF SAID PARCEL 'A', 50.97 FEET TO THE POINT OF BEGINNING AND CONTAINING 8.99 ACRES (391,514 SQUARE FEET).

which property is also described and depicted on the plat attached hereto as Exhibit "A" (hereinafter referred to as the "Property"), together with any easements and servient estates appurtenant thereto, buildings and improvements.

**1. PURCHASE PRICE.**

City offers to buy said Property for the total purchase price of \$346,000.00, payable in full immediately after delivery of the Deed to the City and acceptance thereof by the Des Moines City Council. This offer is voluntary and shall expire on September 14, 2018, unless extended at the sole discretion of the City. Seller hereby agrees the purchase price constitutes full and adequate consideration for the Property.

**2. TITLE AND POSSESSION.**

The Seller shall deliver marketable title for the Property by Warranty Deed prior to full payment by the City of the purchase price. The Warranty Deed shall not be recorded until such time as Seller receives full payment based upon a mutually agreeable settlement statement. The Seller shall surrender possession of the property no later than the date of closing, and as provided in Paragraph 12. Closing on this offer shall occur on a date that is mutually agreed-upon by the Seller and City, which shall occur within ninety (90) days of the date of this Offer, unless extended by the City in the City's sole discretion. However, said

closing will not occur until the Seller provides marketable title to the Property to the City's satisfaction. If Seller is unable to provide marketable title within ninety (90) days of the date of this Offer, this Offer shall terminate unless extended by the City in writing in the City's sole discretion.

**3. DEED.**

The Seller shall convey title by Warranty Deed, with terms and provisions as per form approved by the City of Des Moines, free and clear of liens and encumbrances, including leasehold interests and leasehold claims, reservations or modifications except as in this instrument otherwise expressly provided. All warranties shall extend to time of closing, with special warranties as to acts of the Seller up to time of delivery of deed. The Seller agrees that amounts payable by the Seller for real estate taxes, special assessments, mortgage payoffs, liens, or judgments shall be deducted at closing from the Purchase Price.

**4. ABSTRACT AND TITLE.**

Seller shall promptly provide Seller's abstract of title to the City for continuation and examination at the City's expense. Seller's abstract of title shall show marketable title in conformity with this agreement, the land title law of the State of Iowa, the Iowa Land Title Standards of the Iowa State Bar Association and to the satisfaction of the City in the City's sole discretion. In addition, the City may have an abstract created for the portion of the property being purchased by the City, at its expense, which shall become the property of the City when the purchase price is paid in full. The Seller shall pay costs of additional abstracting and/or title work due to act or omission of the Seller, including transfer upon death of the Seller or assigns. An abstract of title for the remainder of the property shall be returned to the Seller at the City's expense.

**5. INSURANCE.**

The Seller shall maintain fire, windstorm and extended coverage insurance in an amount not less than the full insurable replacement value of all buildings and personal property included in the portion of the property to be conveyed until date of possession and shall forthwith secure endorsement on the policies of insurance in such amount with loss payable to the parties as their interest may appear.

**6. SELLER'S REPRESENTATION AS TO TENANTS.**

The Seller states and warrant that there are no tenants on the Property, except as listed below:

Tenant Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Furthermore, Seller shall convey the Property free and clear of leasehold interests and leasehold claims and shall indemnify City against any such claims as a result of this project, unless the claim is due to City's gross negligence.

**7. STATUS QUO MAINTAINED.**

The Seller will preserve the Property in its present condition as of the date of this Offer and will deliver it intact at the time possession is given; in case of loss or destruction of part or all of said premises from causes covered by insurance, the City agrees to accept such insurance recovery (proceeds to be applied as the interests of the parties appear) in lieu of that part of the damaged or destroyed improvements and the Seller shall not be required to repair or replace same.

**8. SPECIAL ASSESSMENTS AND UTILITIES.**

The Seller shall pay all special assessments which are a lien on the date of closing, including but not limited to water, sewer rental and solid waste charges which were incurred prior to the closing date.

**9. TAXES.**

The parties hereby acknowledge and agree that the Property is currently tax exempt. To the extent that any real estate taxes are due and payable as of the date of closing, if any, Seller shall be responsible for paying said taxes. The City shall be responsible for all subsequent real estate taxes.

**10. ENVIRONMENTAL REPRESENTATIONS AND WARRANTIES.**

A. For Purposes of this Agreement.

- 1) The term "Environmental Laws" shall mean and include (i) the Resource Conservation and Recovery Act of 1976, 42 U.S.C. § 6901-6987, as amended by the Hazardous and Solid Waste Amendments of 1984; (ii) the Comprehensive Environmental Response, Compensation and Liability Act, as amended by the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. § 9601-9657; (iii) the Hazardous Materials Transportation Act of 1975, 49 U.S.C. § 1801-1812; (iv) the Toxic Substances Control Act, 15 U.S.C. § 2601, *et. seq.*; (v) the Clear Air Act, 42 U.S.C. § 7401, *et. seq.*; (vi) the Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. § 136, *et. seq.*; (vii) Chapters 455B and 455E of Iowa Code; and all similar federal, state, or local environmental laws, ordinances, rules, codes and regulations, and any other federal, state and local laws, ordinances, rules, codes and regulations, as any of the foregoing may have been from time to time amended, supplemented or supplanted and any other federal, state or local laws, ordinances, rules, codes and regulations now existing relating to the environment or the regulation or control or imposing liability or standards of conduct concerning toxic or hazardous waste, substances or materials; and
- 2) The term "Hazardous Substances" shall mean and include any, each and all substances or materials regulated pursuant to any Environmental Laws, including, but not limited to, any such substance, emission or material now defined as or deemed to be a regulated substance, hazardous substance, toxic substance, pesticide, explosives, radioactive materials, hazardous waste or any similar or like classification or categorization thereunder, provided, however, that Hazardous Substances shall not include materials used or stored in connection with the operation or maintenance of

the Property and in compliance in all material respects with all Environmental Laws, including petroleum products and any waste products generated therefrom.

B. The Seller and Tenant hereby represent and warrant to the City, to their best knowledge and belief, as follows:

- 1) No notices, complaints or orders of violation or noncompliance with Environmental Laws have been received by the Seller, by any tenant of the Property, and no federal, state or local environmental investigation is pending or has been threatened against the Seller, or against any tenants of the Property with regard to (i) the Property or any use thereof; (ii) any alleged violation of Environmental Laws with regard to the Property; (iii) any failure by the Seller or any tenant of the Property to have any environmental permit, certificate, approval, registration or authorization required to the conduct of its business; or (iv) the generation, treatment, storage, recycling, transportation, disposal or Release (each a "Regulated Activity") of any Hazardous Substances on, at or under the Property. For purposes hereof, "Release" shall have the meaning given to that term in 42 U.S. C. § 9601(22).
- 2) The Property has not been used by the Seller or by any prior owner for the conduct of any Regulated Activity other than in compliance in all material respects with Environmental Laws.
- 3) That it has not done, caused or allowed any of the following to occur, and has no knowledge that any other person has done, caused or allowed any of the following to occur on the Property (except as stated below):
  - a) The erection and existence of any wells;
  - b) The existence of any underground storage tanks as defined in Iowa Code Section 455B.471;
  - c) The location of any disposal sites for solid waste, as defined by Iowa Code Section 455B.301;
  - d) Disposal or location of hazardous wastes as defined by Iowa Code Section 455B.411 or as listed by the Iowa Department of Natural Resources pursuant to Iowa Code Section 455B.412(2) or 455B.464;
  - e) Activity which has or would cause (A) a release or threat of release of any Hazardous Substance or waste from the property within the meaning of, or otherwise bring any portion of the property within the ambit of any Environmental Law; (B) the Property to be deemed a hazardous waste treatment storage or disposal facility within the meaning of, or otherwise bring any of its Parcels within the purview of the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. § 6901 et. seq., as amended, or any similar state law or local ordinance.
- 4) There exists no petroleum contamination to the Property in violation of applicable Environmental Laws which originated on or off the Property, and there exist no

underground storage tanks, surface impoundments, or solid waste disposal sites, active or abandoned, at, on or under the Property in violation of applicable Environmental Laws.

- 5) Neither the Seller, Tenant, nor any third party has, to the best of the Seller's and Tenant's knowledge and belief, caused a release of any Hazardous Substance, nor is there any friable asbestos, polychlorinated biphenyls, formaldehyde or lead at, on or under the Property, the removal of which is required by an Environmental Law or the maintenance of which constitutes a violation of any Environmental Law.

C. The foregoing representations and warranties with respect to the Property shall survive the closing. In addition, the foregoing representations and warranties shall not be affected by any study, investigation, or inspection of the Property by the City.

#### **11. ENVIRONMENTAL INDEMNIFICATION.**

The Seller and Tenant agree to indemnify, defend, and hold harmless the City from and against any and all claims, demands, fines, penalties, causes of action, losses, damages, liabilities, expenses and costs, including court costs and reasonable attorney fees, (including costs and fees incurred to enforce this provision) incurred by the City or asserted against the City by any third party by reason of or arising out of the breach of any representation, warranty, or agreement of the Seller and Tenant as set forth above in Paragraphs 11, or arising out of any contamination of the Property.

Nothing in this agreement shall be deemed to be or constitute a waiver by the City of any defense available to it as a governmental entity pursuant to 42 U.S.C. §§ 9601(35)(A)(ii) and 9607(b)(3).

#### **12. RIGHT OF ENTRY**

The Seller and Tenant hereby grant the City, its officers, agents, employees and independent contractors, the right to enter upon and access the Property at reasonable times upon reasonable notice, oral or written, from time to time after the date the City submitted its offer to the Seller and Tenant for the purposes of inspecting and testing the Property, to begin construction of the public improvements and for other purposes consistent with the City's interest under this Agreement. The City agrees to defend, indemnify and hold harmless the Seller and Tenant, their officers, directors, agents and employees, from any liability and expense, including reasonable attorney's fees that result from the exercise by the City of its right of entry onto the Property prior to Closing.

#### **13. TIME IS OF THE ESSENCE.**

Time is of the essence of this Agreement.

#### **14. APPROVAL OF COURT.**

If this Property is an asset of any estate, trust or guardianship, this contract shall be subject to Court approval, unless declared unnecessary by the City's attorney. If necessary, the

appropriate fiduciary shall proceed promptly and diligently to bring the matter on for hearing for Court approval.

**15. INSTALLMENT CONTRACTS.**

Where the Property is being purchased on an installment contract, the Contract Purchaser and Titleholder shall, before closing, provide the City with a written statement of agreement on the total amount required to pay off the installment contract, including interest, to the day of closing. Said statement of agreement shall also include any amounts paid by the Contract Purchaser into any real estate tax and insurance escrow accounts which amounts have not been paid by the Titleholder to the County Treasurer or to the insurer. Any funds paid by the Contract Purchaser to the Titleholder for said purpose shall be deducted from the Titleholder's share of proceeds and credited to the Contract Purchaser at the time of closing, or the parties may agree to deduct the amount in escrow from the principal balance of the contract.

**16. COUNCIL APPROVAL.**

This contract is subject to the approval of the Des Moines City Council and neither the City nor its representatives in this matter shall be bound by the contract until said approval is given and is public record.

**17. PURPOSE OF ACQUISITION.**

The Property is being acquired for the Gray's Station Detention Basin Project. This offer is not made under the threat of eminent domain, and that the Seller is under no duress or coercive action by the City to accept this Offer. Seller acknowledges and agrees the City will not pursue acquisition of this Property by eminent domain or other means if the Seller declines to accept this Offer and this transaction is not governed by Chapters 6A and 6B of the Iowa Code. The Seller further acknowledges and agrees that if Seller accepts this Offer, Seller is required to move permanently from the Property prior to Closing, and the City will not provide any relocation assistance to the Seller.

**18. SPECIAL PROVISIONS.**

A. DART shall continue all operation and maintenance responsibilities of the storm water pond located on the Property and all appurtenances thereto until such time as the Gray's Station Detention Basin Project has been completed and accepted by the City.

B. As part of the Gray's Station Detention Basin Project, a portion of the existing fence will be removed by the City, which removal is further depicted within the red area in the Demolition Plan attached hereto as Exhibit "B". The City hereby agrees to replace said fence with a chain link fence within ten (10) to (20) feet of the existing fence line. The right for DART to maintain said fence shall survive closing and shall be specifically set forth in the Warranty Deed.

C. The City hereby acknowledges and agrees the Gray's Station Detention Basin Project is designed to satisfy DART's current storm water management plan.

D. The City hereby agrees to engage in good faith negotiations to sell the City-owned property located at 2501 Maury Street for \$1.00 as a relocated DART site, which price reflects DART assuming all responsibility for demolition on said property and is in accordance with Iowa Code §364.7(3), subject to all legal requirements. In the event DART does not relocate to 2501 Maury Street, the City hereby agrees to work with DART to identify alternative City-owned property for a relocated DART site and engage in good faith negotiations to sell such City-owned property, subject to all legal requirements.

E. As further consideration for the sale of the Property, the City hereby acknowledges and agrees DART's current storm water management plan, which is based on DART's current site configuration at 1100 DART Way, shall not shall not require additional modifications as a result of the Gray's Station Detention Basin Project.

PRESENTED ON BEHALF OF THE CITY OF DES MOINES ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_

Sara Henry  
Real Estate Coordinator  
for the City of Des Moines, Iowa



**BUYER:** APPROVED AND ACCEPTED BY THE CITY OF DES MOINES ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Attest: \_\_\_\_\_  
Diane Rauh, City Clerk

By: \_\_\_\_\_  
T. M. Franklin Cownie, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Lisa A. Wieland, Assistant City Attorney

STATE OF IOWA        )  
                                  ) ss.  
COUNTY OF POLK     )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared T. M. Franklin Cownie and Diane Rauh, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Des Moines, Iowa; that the instrument was signed on behalf of the corporation, by authority of its City Council, as contained in Roll Call No. \_\_\_\_\_ passed and approved by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that T. M. Franklin Cownie and Diane Rauh acknowledged the execution of the instrument to be the voluntary act and deed of said City by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## DISCUSSION ITEM



**9A: 1100 DART Way Update**

*Elizabeth Presutti, Chief Executive Officer*  
**Staff Resource:** *Jamie Schug, Chief Financial Officer*  
*Tim Sanderson, Chief Operating Officer*

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Updates will be provided on the following activities:

- 1) A draft plan for how DART would fund a new facility.
- 2) A plan for current projects in grants relating to improvements at 1100 DART Way and a recommendation on how they could be reallocated if the Commission decides to pursue a new facility.



## ACTION ITEM



**10A: 2019 State Legislative Priorities**

**Action: Authorize staff and lobbyists to discuss the proposed legislative agenda with partners and other stakeholders.**

**Staff Resource:** *Amanda Wanke, Chief External Affairs Officer and Elizabeth Presutti, Chief Executive Officer*

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### Background:

As DART staff and Commissioners have sought to address long-term funding needs for transit in the region, they have undertaken the following efforts and made the following changes:

- The DART Commission was reconstituted to have a new and more representative governance structure.
- The Transit Future Work Group, in collaboration with Des Moines Area Regional Transit Authority (DART), released the comprehensive Greater Des Moines Transit Funding Study to provide a long-term investment strategy for the region's public transportation system. The Transit Future Work Group is managed by the Greater Des Moines Partnership and made up of business and community leaders.
- DART staff have had an increased focus on securing private and business financial support for DART in order to diversify funding.
- The DART Commission has held numerous workshops, including a funding workshop on August 31, in order to discuss future funding options.
- Staff consulted with DART lobbyists John Cacciatore and Christopher Rants in the development of the DART's 2019 State Legislative Priorities.

### Proposed Legislative Agenda:

- Commissioners want to seek an increase to the property tax cap to provide the Commission options to meet the changing transportation needs of the region.
  - Staff are recommending the cap be increased to \$1.95, from \$0.95, to allow for flexibility in the DART property tax rate structure to meet the needs of the region for many years into the future.
- Commissioners will bring the following legislative priorities back to their communities for feedback and will vote on the legislative priorities at their October 2 meeting.
  - **Long-term Funding:** Authorize staff and lobbyists to seek that the state legislature increase the property tax cap to \$1.95, from \$0.95, in order to allow for the DART Commission to have more options with the DART property tax rate structure, meet the changing transportation needs of the region, and exercise local control on options..
  - **Medicaid:** Any legislative fix to current Medicaid challenges should ensure that the cost of transportation for trips previously funded by Medicaid should not be transferred to local transit authorities, and thereby, local property taxpayers.



## ACTION ITEM

### 10A: 2019 State Legislative Priorities

- **Property Tax Backfill:** The elimination of the property tax backfill would mean a loss in revenue of more than \$600,000 annually for DART. Staff and lobbyists should encourage legislators to maintain the backfill.
- **Design-Build:** If Design-Build construction options are afforded to governmental entities, that DART be provided that opportunity for future construction projects.

#### Recommendation:

- Authorize staff and lobbyists to discuss the potential legislative priorities with partners and other stakeholders in order to assess the potential of including DART's legislative priorities in area advocacy agendas.



## ACTION ITEM



**10B: June FY2018 Consolidated Financial Report**

**Action: Approve the June FY2018 Consolidated Financial Report**

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

### Year-to-Date Budget Highlights:

#### Revenue:

- Fixed Route Operating revenue ended the year at 11.63% under budget projections. School Funding, Advertising, Unlimited Access, and OTT Passes are meeting or exceeding budget while Cash Fares and fare pass media are under budget.
- Fixed Route Non-Operating revenue exceed budget by 3.28% with outperformance being in Interest Income, Miscellaneous Income, State Contracts, CMAQ Funds and Lease Funds.
- Paratransit Operating revenue is 32.72% lower than budget expectations. All three categories are lower than expected. Other Contracted Services trips makes up the largest variance which is attributed to the ongoing changes with the Iowa Medicaid program.
- Paratransit Non-Operating revenue is 0.18% above budget.
- Rideshare revenues are 4% below budget. Rideshare revenue has continued to increase throughout the fiscal year.

#### Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 2% below budget projections. Fuel and Lubricants, Salaries, Wages & Fringes, and Insurance were the areas with the largest savings.
- Paratransit Budget Summary – Operating expenses ended with 2.92% budget savings. Fuel and Lubricants, Salaries, Wages & Fringes, and Equipment Repair Parts are the categories seeing the most savings.
- Rideshare Budget Summary – Rideshare expenses exceeded budgetary expectations by 19.9%. This is largely attributed to \$84,263 in disposition of assets, \$30,566 in accident repairs, and latter end of the year vehicle repair parts totaling \$51,925. The deficit balance will be offset by the FY17 positive equity balance at year end.

### Recommendation:

- Approve the June 2018 Consolidated Financial Report.

### **\*\* TOTAL Un-Audited Performance of June FY2018 Year to Date as Compared to Budget:**

Fixed Route	\$	635,982	Reserve for Accidents (See Balance Sheet):	
Paratransit	\$	(497,766)		\$322,459.00
Rideshare	\$	<u>(124,981)</u>		
Total	\$	13,235		

**FY2018 Financials:**

**June 2018**

FIXED ROUTE	June 2018			Year-To-Date-(12) Months Ending 06/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	367,211	463,642	(96,431)	4,916,425	5,563,700	(647,275)
Non-Operating Revenue	1,888,709	1,848,126	40,583	22,904,749	22,177,508	727,241
Subtotal	2,255,920	2,311,767	(55,847)	27,821,174	27,741,208	79,966
Operating Expenses	3,099,357	2,311,767	(787,590)	27,185,192	27,741,208	556,016
Gain/(Loss)	(843,437)	-	(843,437)	635,982	-	635,982

PARATRANSIT	June 2018			Year-To-Date-(12) Months Ending 06/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	86,090	150,983	(64,893)	1,218,928	1,811,800	(592,872)
Non-Operating Revenue	108,899	113,417	(4,517)	1,363,384	1,361,001	2,383
Subtotal	194,990	264,400	(69,410)	2,582,312	3,172,801	(590,489)
Operating Expenses	369,283	264,400	(104,883)	3,080,078	3,172,801	92,723
Gain/(Loss)	(174,293)	-	(174,293)	(497,766)	-	(497,766)

RIDESHARE	June 2018			Year-To-Date-(12) Months Ending 06/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	69,107	68,792	316	782,388	825,500	(43,112)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	69,107	68,792	316	782,388	825,500	(43,112)
Operating Expenses	162,233	68,792	(93,441)	907,370	825,500	(81,870)
Gain/(Loss)	(93,126)	-	(93,126)	(124,981)	-	(124,981)

SUMMARY	June 2018			Year-To-Date-(12) Months Ending 06/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	522,408	683,417	(161,008)	6,917,741	8,201,000	(1,283,259)
Non-Operating Revenue	1,997,609	1,961,542	36,066	24,268,133	23,538,509	729,624
Subtotal	2,520,017	2,644,959	(124,942)	31,185,875	31,739,509	(553,634)
Operating Expenses	3,630,873	2,644,959	(985,914)	31,172,640	31,739,509	566,869
Gain/(Loss)	(1,110,856)	-	(1,110,856)	13,235	-	13,235



## ACTION ITEM



**10C: July FY2019 Consolidated Financial Report**

**Action: Approve the July 2018 Consolidated Financial Report**

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

### Year-to-Date Budget Highlights:

#### Revenue:

- Fixed Route Operating revenue ended the year at 15.59% ahead of budget projections. This is primarily due Other Contracted Services contributions received in July to support the DLine for FY19.
- Fixed Route Non-Operating revenue is currently 3.67% under budget due to being early in the year.
- Paratransit Operating revenue is 36.55% lower than budget expectations. Other Contracted Services trips accounts for the shortfall to revenue.
- Paratransit Non-Operating revenue is 0.75% above budget.
- Rideshare revenues are 6.61% below budget. It is important to note Fiscal Year 19 has an increased annual budget for revenues by nearly \$30,000.

#### Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 4.60% below budget projections. Services, Salaries, Wages, & Fringes, and Insurance Expense are the categories seeing the most savings this month.
- Paratransit Budget Summary – Operating expenses are 13.76% under budget. All categories are seeing savings with the exception of Local Match, Misc. Departmental Expenses, and Supplies and Materials.
- Rideshare Budget Summary – Rideshare has a budget savings of 13.78% for the month of July. Equipment Repair Parts, Insurance Expense, and Fuel & Lubricants are the three categories with the most savings.

### Recommendation:

- Approve the July 2018 Consolidated Financial Report.

**\*\* TOTAL Un-Audited Performance of July FY2018 Year to Date as Compared to Budget:**

Fixed Route	\$	112,659	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(12,966)	\$322,459.00
Rideshare	\$	<u>5,108</u>	
Total	\$	104,802	

**FY2019 Financials:**

**July 2018**

FIXED ROUTE	July 2018			Year-To-Date-(1) Months Ending 07/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	543,861	470,500	73,361	543,861	470,500	73,361
Non-Operating Revenue	1,880,659	1,952,302	(71,643)	1,880,659	1,952,302	(71,643)
Subtotal	2,424,520	2,422,802	1,718	2,424,520	2,422,802	1,718
Operating Expenses	2,298,597	2,409,538	110,941	2,298,597	2,409,538	110,941
Gain/(Loss)	125,923	13,264	112,659	125,923	13,264	112,659

PARATRANSIT	July 2018			Year-To-Date-(1) Months Ending 07/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	84,604	133,333	(48,729)	84,604	133,333	(48,729)
Non-Operating Revenue	132,872	133,872	(1,000)	132,872	133,872	(1,000)
Subtotal	217,476	267,205	(49,729)	217,476	267,205	(49,729)
Operating Expenses	230,441	267,205	36,764	230,441	267,205	36,764
Gain/(Loss)	(12,966)	-	(12,966)	(12,966)	-	(12,966)

RIDESHARE	July 2018			Year-To-Date-(1) Months Ending 07/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	66,571	71,283	(4,713)	66,571	71,283	(4,713)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	66,571	71,283	(4,713)	66,571	71,283	(4,713)
Operating Expenses	61,462	71,283	9,821	61,462	71,283	9,821
Gain/(Loss)	5,108	-	5,108	5,108	-	5,108

SUMMARY	July 2018			Year-To-Date-(1) Months Ending 07/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	695,035	675,117	19,918	695,035	675,117	19,919
Non-Operating Revenue	2,013,531	2,086,174	(72,643)	2,013,531	2,086,174	(72,643)
Subtotal	2,708,566	2,761,291	(52,724)	2,708,566	2,761,291	(52,724)
Operating Expenses	2,590,501	2,748,027	157,526	2,590,501	2,748,027	157,526
Gain/(Loss)	118,066	13,264	104,802	118,066	13,264	104,802



## DISCUSSION ITEM



11A: Service Planning Update

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

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**Background:**

- At the August DART Commission meeting staff presented a proposal to examine potential service changes to address changing travel patterns and improve productivity in West Des Moines, Urbandale, Clive, Grimes and Ankeny. The Commission also discussed a potential planning committee, which is being formed and will begin meeting this fall, to give Commission input throughout the process.
- The next step will be for staff to analyze ridership and demographic data, as well as gather input, to better understand how existing service is used and how it could be improved within the constraints of DART's existing resources.
- Staff will present findings to the DART Commission Planning Committee throughout the process.



## DISCUSSION ITEM



### 11B: Transit Asset Management Plan Update

*Staff Resource: Jamie Schug, Chief Financial Officer*

#### Background:

- As part of the overall Transit Asset Management (TAM) initiative recently mandated by the Federal Transit Administration, State of Good Repair (SGR) pertains to the establishment of goals and metrics related to assessing and addressing the condition of transit assets.
- Transit Asset Management (TAM) is a model that uses asset condition to help prioritize funding to achieve or maintain transit networks in a state of good repair. Estimates from the National Repair Assessment identified an \$86 billion backlog in deferred maintenance and replacement needs, a backlog that continues to grow.
- In order to address this backlog, the FTA now requires that transit systems undertake certain asset management best practices and report progress on a regular basis.
- DART has previously established an asset management and capital program, with the result being that only minor modifications are required in order to comply with FTA Guidance.
- As part of the overall Transit Asset Management (TAM) initiative the DART Commission previously approved State of Good Repair (SGR) targets. The targets are shown below:

Category	Class	Performance Target
Rolling Stock	35' to 60' Heavy-Duty Buses	10% of fleet exceeds ULB of 13 years
	30' to 34' Heavy-Duty Buses	10% of fleet exceeds ULB of 11 years
	27' to 31' Medium-Duty Buses	10% of fleet exceeds ULB of 8 years
	25' Light-Duty Buses	10% of fleet exceeds ULB of 5 years
	Vans	10% of fleet exceeds ULB of 5 years
Equipment	Support Vehicles – Trucks and Autos	10% of fleet exceeds ULB of 7 years
Facilities	Administration & Passenger Facility - DCS	10% of facility rated under 3.0 on TERM Scale
	Maintenance & Operations Facility - DW	10% of facility rated under 3.0 on TERM Scale
	Parking Facility - N/A at this time	10% of facility rated under 3.0 on TERM Scale

- A presentation regarding DART's Transit Asset Management Plan progress will be provided at the DART Commission Meeting.



## DISCUSSION ITEM



11C: HIRTA Vanpool Procurement

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

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**Background:**

- HIRTA, the Heart of Iowa Regional Transit Agency, which offers door-to-door services in Boone, Dallas, Jasper, Madison, Marion, Story and Warren counties, has issued a Request for Proposals to operate vanpooling services in their service area.
- DART staff are considering this request and how it impacts vanpooling options in Central Iowa. Staff will share potential scenarios and options with the Commission.



# System Summary Performance Report

July 2018

	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	July 2017	July % Change FY19	FY19 July YTD	FY18 July YTD	YTD % Change FY19
<b>Fixed Route</b>												
Passengers	321,007	310,431	336,331	344,081	340,739	287,585	274,711	265,741	3.38%	274,711	265,741	3.38%
Mobile Ticketing Ridership	9,023	8,332	10,190	9,490	9,463	10,794	12,491	0	0.00%	12,491	0	0.00%
OTT Ridership	16,780	17,750	20,249	17,537	15,022	15,734	17,180	18,154	(5.37%)	17,180	18,154	(5.37%)
Unlimited Access Ridership	25,317	25,053	27,080	27,052	27,509	29,384	31,223	23,968	30.27%	31,223	23,968	30.27%
Bike Rack Usage	1,895	1,756	3,008	3,631	8,114	6,194	6,987	6,160	13.43%	6,987	6,160	13.43%
Passengers Per Revenue Hour	17.3	18.1	17.8	19.0	18.9	16.0	15.1	15.4	(1.64%)	15.1	15.4	(1.64%)
Average Passenger Trip Length	4.22	4.22	4.22	4.19	4.17	4.25	3.49	4.31	(18.93%)	3.49	4.31	(18.93%)
Complaints Per 100,000 Passengers	10.59	9.02	12.79	9.01	9.39	17.04	16.02	12.42	28.98%	16.02	12.42	28.98%
Commendations Per 100,000 Passengers	4.36	1.93	0.89	1.45	0.00	1.74	1.82	3.39	(46.26%)	1.82	3.39	(46.26%)
On-Time Performance	85.02%	82.49%	86.85%	85.07%	82.79%	83.60%	84.21%	81.99%	2.71%	84.21%	81.99%	2.71%
<b>Accident Frequency Rate by Service:</b>												
Preventable/100,000 Miles	0.35	3.75	2.75	2.12	1.07	0.73	0.36	0.38	(5.89%)	0.36	0.38	(5.89%)
Non-Preventable/100,000 Miles	1.39	3.00	2.06	1.06	2.49	1.46	1.81	2.30	(21.57%)	1.81	2.30	(21.57%)
<b>Maintenance:</b>												
Total Service Miles	288,119.7	266,477.3	291,030.2	282,658.0	281,143.1	273,710.7	276,675.6	260,394.5	6.25%	276,675.6	260,394.5	6.25%
Roadcalls/100,000 Miles	19.44	12.76	5.15	4.95	9.96	6.58	4.70	43.01	(89.08%)	4.70	43.01	(89.08%)
Active Vehicles In Fleet	123	123	123	123	123	124	124	126	(1.59%)	124	126	(1.59%)
<b>Paratransit</b>												
Passengers	8,329	7,530	8,867	8,642	8,787	8,111	7,757	8,330	(6.88%)	7,757	8,330	(6.88%)
Passengers Per Revenue Hour	2.2	2.2	2.2	2.3	2.2	2.2	2.3	2.4	(3.08%)	2.3	2.4	(3.08%)
Average Passenger Trip Length	8.89	8.93	8.82	8.80	8.79	8.68	7.65	8.73	(12.41%)	7.65	8.73	(12.41%)
Complaints Per 100,000 Passengers	180.09	159.36	90.22	57.86	56.90	49.32	77.35	120.05	(35.57%)	77.35	120.05	(35.57%)
Commendations Per 100,000 Passengers	12.01	26.56	22.56	0.00	0.00	49.32	0.00	24.01	(100.00%)	0.00	24.01	(100.00%)
On-Time Performance	81.54%	82.43%	87.39%	84.48%	84.81%	84.79%	86.83%	83.15%	4.42%	86.83%	83.15%	4.42%
<b>Maintenance:</b>												
Total Service Miles	72,001.1	65,686.2	74,734.9	71,672.5	73,796.8	67,950.3	59,419.0	74,398.9	(20.13%)	59,419.0	74,398.9	(20.13%)
Roadcalls/100,000 Miles	4.17	9.13	5.35	1.40	8.13	4.42	3.37	4.03	(16.53%)	3.37	4.03	(16.53%)
Active Vehicles In Fleet	22	22	22	26	26	26	24	25	(4.00%)	24	25	(4.00%)
<b>Rideshare</b>												
Passengers	22,503	19,845	21,725	20,353	21,897	19,288	16,806	16,083	4.50%	16,806	16,083	4.50%
Passengers Per Revenue Hour	6.0	5.9	5.7	5.7	5.9	5.5	4.7	5.1	(7.93%)	4.7	5.1	(7.93%)
Rideshare Customers	732	707	694	691	684	666	659	630	4.60%	659	630	4.60%
Average Passenger Trip Length	38.51	38.67	37.92	37.90	38.02	37.89	38.33	39.17	(2.15%)	38.33	39.17	(2.15%)
<b>Maintenance:</b>												
Total Service Miles	173,751.0	156,887.0	175,302.3	162,572.7	168,907.4	159,249.0	143,853.7	139,814.0	2.89%	143,853.7	139,814.0	2.89%
Active Vehicles In Fleet	107	106	106	106	111	111	111	109	1.83%	111	109	1.83%
<b>System Total</b>												
Farebox Recovery Ratio	19.10%	21.94%	19.79%	20.85%	16.56%	20.47%	16.57%	17.96%	(7.78%)	16.57%	17.96%	(7.78%)



# System Performance Ridership Report

July 2018

	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	July 2017	July % Change FY19	FY19 July YTD	FY18 July YTD	YTD % Change FY19
<b>Fixed Route</b>	321,007	310,431	336,331	344,081	340,739	287,585	274,711	265,741	3.38%	274,711	265,741	3.38%
<b>1. Local:</b>												
#1 - Fairgrounds	15,441	16,967	18,903	19,587	18,575	14,000	12,907	13,061	(1.18%)	12,907	13,061	(1.18%)
#3 - University	28,315	26,607	29,749	28,679	28,837	29,729	28,449	28,515	(0.23%)	28,449	28,515	(0.23%)
#4 - E. 14th	15,122	14,432	15,806	16,780	16,851	17,047	15,574	14,049	10.85%	15,574	14,049	10.85%
#5 - Franklin Ave	9,937	9,880	9,495	11,336	11,551	8,448	9,129	5,090	79.35%	9,129	5,090	79.35%
#6 - Indianola Ave	26,405	26,297	28,313	29,440	28,240	20,393	19,957	19,925	0.16%	19,957	19,925	0.16%
#7 - SW 9th St	33,939	31,380	33,711	34,136	31,870	25,704	22,289	24,519	(9.09%)	22,289	24,519	(9.09%)
#8 - Fleur Dr	4,473	5,033	4,442	5,372	5,567	2,057	1,908	2,169	(12.03%)	1,908	2,169	(12.03%)
#10 - East University	2,867	2,704	3,358	3,815	3,688	2,429	2,470	1,933	27.78%	2,470	1,933	27.78%
#11 - Ingersoll Ave	1,677	1,579	1,807	1,592	1,787	2,017	1,861	1,594	16.75%	1,861	1,594	16.75%
#13 - Evergreen/SE Park Ave	7,095	7,360	6,112	7,692	7,835	548	583	623	(6.42%)	583	623	(6.42%)
#14 - Beaver Ave	19,348	18,523	18,987	20,193	20,213	15,163	13,474	13,847	(2.69%)	13,474	13,847	(2.69%)
#15 - 6th Ave	23,037	21,951	22,475	24,613	24,609	17,707	16,813	17,834	(5.73%)	16,813	17,834	(5.73%)
#16 - Douglas Ave	32,908	32,377	35,623	36,285	36,109	30,560	29,782	25,212	18.13%	29,782	25,212	18.13%
#17 - Hubbell Ave	22,071	21,339	23,502	23,665	24,120	24,711	23,844	20,920	13.98%	23,844	20,920	13.98%
#52 - Valley West/Jordan Creek	11,769	11,775	14,732	13,130	12,982	12,887	12,729	12,939	(1.62%)	12,729	12,939	(1.62%)
#60 - Ingersoll/University	31,378	29,860	32,811	33,039	32,996	28,590	27,062	26,097	3.70%	27,062	26,097	3.70%
<b>2. Shuttle:</b>												
Hy-Vee Shuttle	0	0	0	0	0	0	315	0	0.00%	315	0	0.00%
Dline	12,970	11,560	14,218	13,565	15,185	15,000	14,898	15,017	(0.79%)	14,898	15,017	(0.79%)
Link Shuttle	730	545	477	397	365	439	311	771	(59.66%)	311	771	(59.66%)
<b>3. Express:</b>												
#91 - Merle Hay Express	0	0	0	0	0	0	0	1,065	(100.00%)	0	1,065	(100.00%)
#92 - Hickman Express	2,502	2,572	2,582	2,553	2,373	2,292	2,193	1,673	31.08%	2,193	1,673	31.08%
#93 - NW 86th Express	3,059	2,698	2,796	2,805	2,682	2,601	2,755	2,595	6.17%	2,755	2,595	6.17%
#94 - Westtown	943	874	868	809	848	931	938	1,041	(9.89%)	938	1,041	(9.89%)
#95 - Vista	954	1,005	1,018	862	968	1,036	1,042	1,144	(8.92%)	1,042	1,144	(8.92%)
#96 - E.P. True	1,902	1,664	2,017	1,931	1,850	1,984	1,914	2,190	(12.60%)	1,914	2,190	(12.60%)
#98 - Ankeny	6,883	6,685	7,090	6,654	5,671	6,027	5,958	5,667	5.13%	5,958	5,667	5.13%
#99 - Altoona	1,419	1,306	1,414	1,228	1,160	1,229	1,276	1,430	(10.77%)	1,276	1,430	(10.77%)
<b>4. Flex:</b>												
#72 Flex: West Des Moines/Clive	2,776	2,456	3,099	2,972	2,761	3,163	3,154	3,864	(18.37%)	3,154	3,864	(18.37%)
#73 Flex: Urbandale/Windsor Heights	228	199	158	159	158	153	111	182	(39.01%)	111	182	(39.01%)
#74 Flex: NW Urbandale	552	493	422	474	591	453	735	538	36.62%	735	538	36.62%
<b>5. On Call:</b>												
Deer Ridge Shuttle	0	0	78	54	49	30	23	0	0.00%	23	0	0.00%
On-Call: Ankeny	127	102	96	98	100	107	96	77	24.68%	96	77	24.68%
On-Call: Johnston/Grimes	143	183	144	148	131	109	129	104	24.04%	129	104	24.04%
On-Call: Regional	37	25	28	18	17	41	32	56	(42.86%)	32	56	(42.86%)
<b>Paratransit</b>	8,329	7,530	8,867	8,642	8,787	8,111	7,757	8,330	(6.88%)	7,757	8,330	(6.88%)
Cab	1,221	1,227	1,082	940	918	558	566	717	(21.06%)	566	717	(21.06%)
Bus/Van	7,108	6,303	7,785	7,702	7,869	7,553	7,191	7,613	(5.54%)	7,191	7,613	(5.54%)
<b>Rideshare</b>	22,503	19,845	21,725	20,353	21,897	19,288	16,806	16,083	4.50%	16,806	16,083	4.50%
<b>Total Ridership</b>	351,839	337,806	366,923	373,076	371,423	314,984	299,274	290,154	3.14%	299,274	290,154	3.14%



# MONTHLY REPORT



**12A: Operations Team Report**

*Staff Resources: Tim Sanderson, Chief Operating Officer*

**2018 Iowa State Fair Service:**

- From August 9 – August 20, DART successfully provided 230,982 rides as part of our State Fair Service. This represents a 1% increase over the 2017 service and a 0.14% in our overall market share.

Location	FY18	FY19	Change
SE Polk	72,442	74,960	3.5%
Center Street	47,532	50,565	6.4%
State Capitol	108,800	105,460	-3.1%
<b>Total</b>	<b>228,774</b>	<b>230,984</b>	<b>1.0%</b>

- We recognized our goals of Safety, Service and Schedule with increased ridership, very few complaints and only two minor incidents that did not affect service.
- This year we consolidated our fair boarding and loading location to Gate 10 and eliminated the use of Gate 8. As a result, there were:
  - No major service disruptions.
  - Excellent frequency between buses
  - Overwhelmingly positive comments.

**First Day of School:**

- Coinciding with the first day of school on August 23, 2018 DART once again provided transportation to thousands of students. Despite numerous changes this year because of later bell times, minimal issues occurred.
  - Not all students received their student ID so at the request of DMPS, fare enforcement was relaxed for the first two days of school.
  - Less than 10 students boarded the wrong bus, but DART Supervisory staffed ensured that they made it to school on time.
- Some minor adjustments are being reviewed in order to better balance loading and on-time performance going forward.



# MONTHLY REPORT

**12B: External Affairs Team Report**

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

**External Affairs – All Team:**

- On August 19 staff implemented a major service change, including the addition of the Route 50 Euclid-Douglas Crosstown Route, frequency improvements on several local routes, earlier hours on several local routes and schedule changes to align with Des Moines Public Schools new bell times. This involved significant work and effort from many teams across the organization including planning, marketing, customer service, operations, IT, and more.

**Marketing and Communications – Erin Hockman, Marketing and Communications Manager**

- **Route 50 inaugural ride** – We had a full bus of community leaders participate in our Route 50 launch event on Friday, Aug. 17 in which we heard from several services and industries that will benefit from the route.
- **Iowa State Fair service** – DART received several positive comments about its 2018 service and the addition of mobile ticketing. We provided a total of 231,210 rides, and 16,242 of those used mobile ticketing. We saw 3,080 new MyDART accounts during the 11 days of the Fair.
- **Ridership marketing campaign** – Since the ridership marketing campaign was launched in late April, it has generated 10,340,590 impressions and 19,320 website sessions.
- **Community events** – DART staff participated in a number of events throughout the month of July. This included:
  - Amanda Wanke was the featured speaker for the Johnston Chamber luncheon on Thursday, July 26
  - Urbandale Mayor Bob Andeweg provided a brief update on behalf of DART as a sponsor of the Urbandale Chamber luncheon on Wednesday, Aug. 15.
  - Staff held farebox demonstrations in the lobby at DART Central Station twice in August.

### MyDART App Report

Metric	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	June 2018	July 2018	TOTAL
Downloads	319	354	606	628	733	716	5,696
iOS	141	153	267	310	215	180	2,256
Android	178	201	339	318	517	536	3,439
Accounts Created	222	230	324	361	550	582	3,852
Orders Placed	1,186	1,420	1,462	1,559	2,021	2,134	13,575
Passes Purchased	1,609	1,824	1,892	1,923	2,505	2,699	17,266
Revenue	\$11,794	\$12,846	\$13,017	\$13,456	\$14,355	\$14,864	\$117,125

**MONTHLY REPORT**  
**12B: External Affairs**



**Marketing Analytics Report**

Metric	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	June 2018	July 2018	July 2017	% Change Year Prior
MyDART App Accounts	1,805	2,035	2,359	2,720	3,270	3,852	n/a	n/a
Website Unique Visitors	38,319	37,000	36,952	40,261	38,698	35,799	30991	13.43%
Facebook Likes	3,130	3,143	3,223	3,258	3,351	3,441	2844	17.35%
Twitter Followers	2,028	2,046	2,076	2,129	2,143	2,157	1934	10.34%
Email Subscribers	5,750	5,760	7,780	7,870	8,640	8,690	4930	43.27%
Next DART Bus	4,211	3,487	29,304	55,846	95,996	257,746	2846	98.90%
Real-time Map	n/a	n/a	8,368	21,284	28,755	33,173	n/a	n/a
Trip Plans	6,612	5,944	8,274	11,322	15,435	18,666	6852	63.29%
SMS Text Messaging	88,738	98,368	94,161	96,165	81,301	92,841	55761	39.94%
IVR	7,634	7,549	8,103	7,809	8,466	8,938	8457	5.38%

**DART in the News**

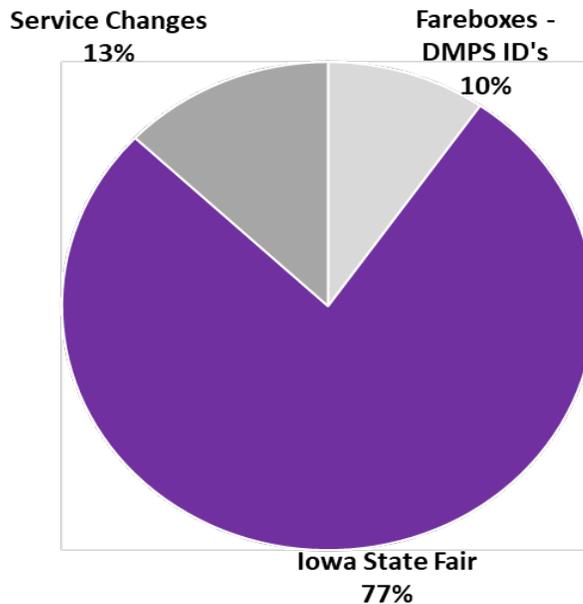
Date	Headline	Source	Medium	Reach	Sentiment	Topic
16-Aug-18	KCCI 8 News This Morning	KCCI-DM (CBS)	Broadcast	27,111	Positive	Iowa State Fair
8-Aug-18	Good Morning Iowa	WOI-DM (ABC)	Broadcast	3,129	Positive	Iowa State Fair
7-Aug-18	Local 5 News at Ten	WOI-DM (ABC)	Broadcast	3,201	Positive	Iowa State Fair
7-Aug-18	Local 5 News at Six	WOI-DM (ABC)	Broadcast	4,938	Positive	Iowa State Fair
7-Aug-18	Local 5 News at Five	WOI-DM (ABC)	Broadcast	5,842	Positive	Iowa State Fair
7-Aug-18	Channel 13 Live at 5	WHO-DM (NBC)	Broadcast	32,456	Neutral	
7-Aug-18	Channel 13 News at Noon	WHO-DM (NBC)	Broadcast	21,654	Neutral	Iowa State Fair
7-Aug-18	Local 5 News Midday	WOI-DM (ABC)	Broadcast	17,521	Positive	
7-Aug-18	Today in Iowa at 6	WHO-DM (NBC)	Broadcast	17,605	Neutral	Iowa State Fair
7-Aug-18	Today in Iowa at 5:30	WHO-DM (NBC)	Broadcast	13,852	Neutral	Iowa State Fair
7-Aug-18	Today in Iowa at 5	WHO-DM (NBC)	Broadcast	7,910	Neutral	Iowa State Fair
23-Aug-18	More Schedule Changes Likely for DMPS	WHOTV.com	Online	139,222	Neutral	Fareboxes - DMPS ID's
23-Aug-18	DMPS Students Begin School Year with New Start Times	WHOTV.com	Online	139,222	Neutral	Fareboxes - DMPS ID's
21-Aug-18	DART implements new ID cards for students	WeArelowa	Online	27,947	Positive	Fareboxes - DMPS ID's
21-Aug-18	Last minute reminders before first day of school	WeArelowa	Online	27,947	Neutral	Fareboxes - DMPS ID's
20-Aug-18	DART implements new IDs for students	WeArelowa	Online	27,947	Positive	Fareboxes - DMPS ID's
16-Aug-18	DART announces service changes beginning this Sunday	Iowa Patch.com	Online	4,595,378	Positive	Service Changes
15-Aug-18	New, "first ever" DART Route!	WHO Radio	Online	10,587	Positive	Service Changes
10-Aug-18	New DMPS student ID will be ticket for DART bus rides	WeArelowa	Online	27,947	Positive	Fareboxes - DMPS ID's
8-Aug-18	13 Iowa State Fair life hacks: How to save time, money and your sanity	The Des Moines Register	Online	585,762	Positive	Iowa State Fair

**MONTHLY REPORT**  
**12B: External Affairs**



Date	Headline	Source	Medium	Reach	Sentiment	Topic
7-Aug-18	DART changing schedule for Iowa State Fair	WeAreIowa	Online	27,947	Positive	Iowa State Fair
7-Aug-18	It's almost fairtime	Morning Ag Clips	Online	9,512	Neutral	Iowa State Fair
7-Aug-18	DART offers half-price bus fares to the Iowa State Fair	Iowa Patch.com	Online	4,819,581	Positive	Iowa State Fair
7-Aug-18	DART adds mobile app tickets for State Fair route	The Des Moines Register	Online	585,762	Positive	Iowa State Fair
7-Aug-18	DART Makes Changes to State Fair Route	WHOTV.com	Online	139,222	Positive	Iowa State Fair
6-Aug-18	It's Almost Fairtime- How do you get to the Iowa State Fair?	ReadMedia Newswire	Online	5,194	Neutral	Iowa State Fair
27-Jul-18	NOTEBOOK: A look back at the first of 15 years at the Business Record - Business Record	Business Record	Online	8,351	Neutral	
				<b>Total Reach</b>	<b>11,332,747</b>	

**News by Topic**



**Customer Experience – Alison Walding, Customer Experience Manager**

**Total Calls for July 2018**

- Schedule Information – 4,898
- Paratransit – 3,015
- Spanish Line – 12
- Receptionist – 363
- RideShare – 145

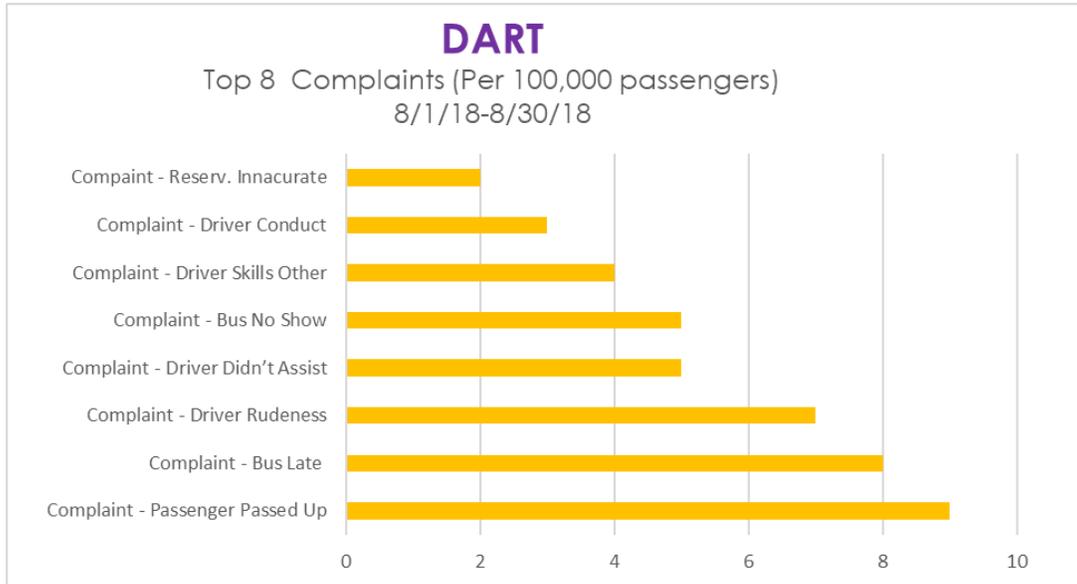
**MONTHLY REPORT**  
**12B: External Affairs**



**Website Communication and Messages for July 2018**

- Bus Stop/Shelter Requests = 0
- Contact/Feedback Form = 48
- Voicemails = 123

**Top 8 Valid Complaints (per 100,000 passengers) as of July 31, 2018**



**Mobility Coordination - July 2018**

Training Date	Location	Attendees
7/3, 7/17, 7/24, 7/31	Fort Des Moines	62
7/3/2018	Achieving Maximum Potential	6
7/9/2018	Iowa Vocational Rehab Services	5
7/16/2018	Catholic Charities	6
7/23/2018	Iowa Bureau of Refugee Services	8
7/24/2018	Epilepsy Foundation of Iowa	19
7/25/2018	Optimae Life Services	19
7/25/2018	House of Mercy	13
7/25, 7/27	Bridges of Iowa	9
7/25/2018	Prelude Behavioral Health	19
7/27/2018	Fresh Start Women's Center	5
7/31/2018	Beacon of Life	13

Total Connections: 184



**Planning – Luis Montoya, Planning and Development Manager**

- **August Service Change:** As mentioned above, planning staff worked to implement several major service changes that went into effect on August 19.
- **Hy-Vee Shuttle:** Hy-Vee will continue to contract with DART to provide shuttle service between their Harding Hills and East Euclid stores until the Harding Hills store's remodel is complete. The shuttle runs from 9 a.m. to 5 p.m. seven days a week.
- **Windsor Heights Wal-Mart Bus Stop Improvements:** Staff have finalized the design, major approvals, and easement agreements between all parties for improvements to the bus stops at the Walmart in Windsor Heights. DART received a federal grant for the improvements that expires at the end of this year, and expects construction to begin in mid-September.
- **Transit Service Planning:** After getting feedback from the Commission at its August meeting, staff have begun planning the analysis and initial public outreach phase of a project to implement service changes to provide better and more effective service to the Western suburbs and Ankeny.

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

- **Unlimited Access Renewals:** Nationwide Insurance has completed its renewal of an Unlimited Access Partnership with DART through 2021. Other Unlimited Access Partners coming up for renewal prior to the end of calendar year 2018 include Principal Financial Group, Voya, Cognizant, EMC Insurance Companies and the Greater Des Moines Partnership.
- **RideShare Program:** Staff are continuing to cultivate new business prospects for the RideShare Program while responding to interest from community organizations for a variety of service partnerships.
- **Shelter Funding:** Staff are also collaborating with the Planning Team to support long-term strategies for installation of new and additional DART shelters while exploring opportunities to attract outside revenue to the project through public-private partnerships.
- **Staff Award:** Business Partnership Coordinator, Nick Peterson, was recently named as a recipient of the Association of Commuter Transportation's 40 Under 40 Award.



# MONTHLY REPORT



12C:	Procurement
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*Staff Resource: Mike Tiedens, Procurement Manager*

**Upcoming Procurements:**

**Window Washing Services – DART Central Station** – DART is seeking a Contractor to provide window washing services at DART Central Station. Services will include but not be limited to cleaning all interior and exterior windows on a quarterly basis. Also included is the rinsing and wiping dry all surfaces, including frames and sills. Photovoltaic solar panels are also included for quarterly cleaning.

- Request for Quotes to be published in September 2018

**Contracts and Task Orders Approved Recently:**

**Transportation Management & Design, Inc. (TMD), On-Call Planning Services Contract**

- Financial Model Update – Provide an update of DART's 20 Year Financial Model:
  - Part 1: Update the baseline scenario that models ongoing financial capacity, building on current service levels and ridership, operating and capital costs, operating revenue and external funding levels.
  - Part 2: Develop scenarios for sustainable long-term funding for DART based on either maintaining existing service or expanding the system.
  - Task order was approved for the Amount Not to Exceed \$44,730

**Administrative Vehicle** – DART solicited quotes from certified automobile dealers to provide one plug in electric vehicle to be used by administrative staff. The vehicle will replace the 2009 Toyota Prius that is scheduled to come out of service due to meeting its useful life.

- The lowest bidder was Carousel Nissan in Iowa City and the winning bid was \$25,700

**Future Procurements:**

- |                                |                               |
|--------------------------------|-------------------------------|
| • Bus Wash                     | • Shop Drains                 |
| • Employment/Staffing Services | • Printing Services           |
| • Uniforms                     | • Financial Advisory Services |



## MONTHLY REPORT



12D: Chief Executive Officer

*Staff Resource: Elizabeth Presutti, Chief Executive Officer*

- **DART Executive Committee:** The DART Executive Committee met on Friday, August 17, 2018. The discussion items presented during the meeting included:
  - DART Funding Workshop Preparation
  - An update on the 1100 DART Way facility activities

The next DART Executive Committee meeting is scheduled for Friday, September 21, 2018 at 8:00 a.m.

- **Windsor Heights Walmart Bus Terminal** – After much negotiation and work from DART staff, particularly Amanda Wanke, Chief External Affairs Officer and Luis Montoya, Planning and Development Manager, we have come to an agreement with all parties to be able to move forward with construction of the new Windsor Heights Walmart bus terminal. Plans for construction have already begun. Thank you to the City of Windsor Heights, especially DART Commissioner Zac Bales-Henry and Commission Alternate Joseph Jones for supporting this project and helping to make it happen.
- **Iowa State Fair** – We had very successful year with increases in ridership and market share. On the Tuesday of the Fair, we hosted Congressman Young and several of his staff members on a bus ride to the Iowa State Fair. During our ride, we had the opportunity to discuss public transportation infrastructure needs and recent happenings at DART. We are very appreciative of his support of DART and public transportation as a co-chair of the Bus Caucus in Congress.





# FUTURE DART COMMISSION ITEMS



## FUTURE AGENDA ITEMS:

October 2, 2018 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Grant Amendments</li> <li>• Transit Asset Management Plan Policy</li> <li>• 2019 State Legislative Priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Mobility Coordinator Quarterly Update</li> </ul>
November 6, 2018 – 12:00 P.M.	
Action Items	Information Items
	<ul style="list-style-type: none"> <li>• FY 2020 DART Budget Calendar</li> <li>• Quarterly Investment Report</li> <li>• Quarterly Safety Report</li> </ul>
December 4, 2018 – 12:00 P.M. (Annual Meeting)	
Action Items	Information Items
	<ul style="list-style-type: none"> <li>• Procurement Policy and Procedures Manual</li> <li>• FY2020 DART Budget</li> </ul>

## Other Future Agenda Items:

- Safety Management System

## Upcoming DART Meetings:

- DART Executive Committee - Friday, September 21, 2018 at 8:00 am
  - Location - DART Central Station