

NOTICE OF COMMISSION ANNUAL MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET/[ZOOM](#)
DIAL IN - +1-312-626-6799/ACCESS CODE – 846 7580 6649/PASSCODE - 497246
JANUARY 28, 2025 – 12:00 PM



	<u>PAGE #</u>
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JANUARY 28, 2025, AGENDA	
5. DART COMMISSION OFFICER ELECTION	2
6. RECOGNITION OF OUTGOING COMMISSIONERS	
7. PUBLIC COMMENT (Limit 3 minutes)	
8. TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE	3
9. CONSENT ITEMS	
A. Commission Meeting Minutes – December 3, 2024	4
B. Audited FY24 Financials Approval	8
C. CIRPTA Staff Representative for DART	9
D. Approval for O&M Facility Phase I Construction Contract for BP13 Equipment	10
E. Authorizing Resolution for Federal Transportation Assistance	12
F. November Consolidated Financials	15
10. ACTION ITEMS	
A. Grimes Withdrawal	17
B. Public Transportation Agency Safety Plan Approval	18
11. DISCUSSION ITEMS	
A. Reimagine DART Update	21
B. FY 2026 DART Budget Update	22
C. Bus Procurement Update	23
12. MONTHLY REPORTS (BY EXCEPTION)	
A. Operations	24
I. Operations and Maintenance Facility Monthly Update	26
B. Planning	38
C. External Affairs	39
D. Finance/IT/Procurement	44
E. Human Resources/Training/Safety/Customer Service	46
F. Chief Executive Officer (to include listed written reports)	49
G. Performance Report – November and December 2024	51
13. FUTURE AGENDA ITEMS	57
14. COMMISSIONER ITEMS	
A. FY 2026 Commission Budget Workshop – Thursday, February 20 – 11:00 A.M.	
B. Special DART Commission Meeting (Reimagine) – Monday, May 19, 2025 – 12:00 P.M.	
C. Special DART Commission Meeting (Reimagine) – Monday, Sept 22, 2025 – 12:00 P.M.	
15. NEXT MEETING: Regular DART Meeting - Tuesday, March 4, 2025 – 12:00 P.M.	
16. STAFF REPORT ON CBA WITH AMALGAMATED TRANSIT UNION LOCAL 441	
17. OPTIONAL EXEMPT SESSION (Pursuant to Iowa Code §20.17(3))	58
18. ACTION – CBA Contract Approval	59
19. 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.

ACTION ITEM



5: DART Commission Officer Election
--

Staff Resource: *Vicky Barr, DART Executive Manager and Commission Clerk*

Rules Governing Commission Officer Elections:

- Based on the Substituted and Restated DART 28E agreement that commenced on October 1, 2017 and the Restated Bylaws the officer elections should be conducted based on the following:
 - The Nominating Committee should nominate for the Chair, Vice Chair, Secretary/Treasurer and two At-Large positions.
 - Each officer must be from a different member community.
 - Each officer is elected to serve until the next annual meeting (January 2026).
 - Each office shall be elected for a one (1) year term, with a possible second term available.
 - Commission alternates are not eligible to serve as officers.
 - The Nominating Committee shall offer nominations for each office at the meeting.
 - Nominations for each office shall also be accepted from any Commissioner present at the meeting.
 - All nominees, including those offered by the Nominating Committee, must receive a second in order to be considered a candidate and voted on for office.

Nominations Received and Seconded:

- The Nominating Committee, which consisted of Commissioner Trimble (Committee Chair), Commissioner Connolly and Commissioner Cox, shared the following proposed executive committee slate at the December 2024 meeting:
 - Chair: Mayor Connie Boesen, Des Moines
 - Vice Chair: Councilwoman Bridget Carberry-Montgomery, Urbandale
 - Secretary/Treasurer: Councilman Joseph Jones, Windsor Heights
 - At-Large: Mayor Dean O'Connor, Altoona
 - At-Large: Councilman Todd Shafer, Ankeny
- Nominations shall also be accepted from the Commissioners present at the meeting.
- Once all nominations have been received, the Commission Chair will ask for the nominations to be seconded.

Vote:

- The Commissioners present shall vote on the Executive slate.
- The newly elected officers will assume their roles upon being elected.

8: Transit Riders Advisory Committee (TRAC) Update

Resource: *Brandon Paulson, TRAC Chair*

A hybrid meeting of the Transit Riders Advisory Committee was held on Wednesday, January 22, 2025, and a quorum was met. Included are key highlights from the meeting's discussion.

- **Reimagine DART Update:** Chief Strategy Officer, Erin Hockman, provided a summary of the Reimagine DART Workshop and Design Retreat which happened with DART's consultant team at Jarrett Walker + Associates (JWA). Senior Associate with JWA, Ricky Angueira, presented to TRAC a summary of the work in progress with Reimagine DART and previewed the system design concepts that would go out for public input later this spring.
- **TRAC Chair Election:** TRAC Liaison Catlin Curry presented and collected the ballot for electing a new TRAC Chair. At a previous meeting, nominations were accepted as the current chair, Brandon Paulson's two-year term is ended. With a majority of the votes, Leola (Lee) Jasinski was elected as the new TRAC Chair with her term starting immediately. Lee is a mobility services rider living in Ankeny who utilizes DART on Demand and Paratransit services.

The next hybrid TRAC meeting is currently scheduled for Wednesday, February 26, 2025.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED IN-PERSON AND VIRTUALLY
620 CHERRY STREET, DES MOINES IA 50309
December 3, 2024**



(Meeting was held in a hybrid format)

Commissioners/Alternates Present and Voting:

Dean O'Connor, Todd Shafer, Tara Cox, (arrived at 12.10pm), Chris Coleman (left at 1.22pm), Paula Dierenfeld, Ross Grooters, Steve Van Oort, Bridget Montgomery, Russ Trimble and Joseph Jones

Commissioners Absent:

Srikant Mikkilineni, Connie Boesen, Andrew Borcharding and Angela Connolly

CALL TO ORDER

Chair Russ Trimble 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

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

It was moved by Todd Shafer and seconded by Tara Cox to approve the December 3, 2024, agenda. The motion carried unanimously.

PUBLIC COMMENT:

Garland Armstrong from Des Moines asked that as DART considers the FY26 budget, to consider sidewalk and shelter cleaning, especially in the winter months.

Heather Armstrong from Des Moines, shared his experience from PACE, Chicago and encouraged DART staff and commission to review their budget materials for educational purposes.

Alec Davis, Founder of Momentum Des Moines, invited the DART Commission and staff to attend the annual DART Holiday Crawl on December 14th, which supports and celebrates public transportation.

TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE

TRAC Chair Brandon Paulsen provided an update to the Commission on the last meeting which occurred on Wednesday, November 20, 2024, that the Committee heard from DART staff on Reimagine DART, which helped TRAC understand and assist, through their experiences, with input that may help as DART moves forward with the project.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – DECEMBER 3, 2024**



CONSENT ITEMS

7A – Commission Meeting Minutes – November 5, 2024

7B – FY 2025 CEO Goals Approval

7C – Med Occupational RFP Approval

7D – Des Moines area MPO Staff Representation for DART

7E – Weighted Vote Approval

7F – New TRAC Members Approval

7G – Van Donation Approval

7H – October Consolidated Financials

It was moved by Ross Grooters and seconded by Todd Shafer to approve the consent items. The motion carried unanimously.

ACTION ITEMS

8A - Reimagine DART Budget Approval for Phase 1

Erin Hockman, Chief Strategy Officer, provided a background on DART reimagining how it serves Greater Des Moines to establish a sustainable 10-year vision for public transit, focusing on selecting clear goals for transit service, ensuring ADA compliance, and addressing the evolving needs of the region. As part of the process, the DART Commission will need to determine what level of service DART member communities are able to fund. Staff have developed two budget scenarios for the Commission to consider for the first phase of the work which were outlined along with the budget trends and assumptions. A smaller Network Budget and Status Quo Budget were also shared.

It was moved by Todd Shafer and seconded by Bridget Montgomery to approve the Status Quo budget for phase 1 of Reimagine DART. The motion carried unanimously.

DISCUSSION ITEMS:

9A – FY 2026 DART Budget Update

Dan Washburn, Chief Financial Officer, provided an update regarding DART's upcoming FY 2026 budget projections and development.

9B – Grimes Public Input Update

Tony Filippini, Planning and Development Manager, provided an update regarding public engagement period for the City of Grimes withdrawal as well as an update on the Commission vote regarding the withdrawal.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – DECEMBER 3, 2024**



DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

Chair Trimble asked the Commission to refer to their packets to review the monthly department reports, except for the CEO report.

12A – Operations

None

12B – Planning

None

12C - External Affairs

None

12D – Finance/IT/Procurement

None

12E – Human Resources

None

12F – Chief Executive Officer

Amanda Wanke shared a couple of recent stories highlighting the importance of our service especially as it relates to the Community, including:

- On November 11 DART was notified by DMPD of a missing student. Five days later, one of our Operators identified the individual, worked with DMPD and assisted in reuniting them back with their family.
- On November 25, DART staff received a call from DMPD asking us to assist in transporting a passenger to Mercy Medical Center as a regular ambulance was not able to assist. Our Paratransit service was able to assist and get the passenger to the airport.

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

Chair Russ Trimble provided a brief verbal update and reminder to Commissioners on the Nominating Committee's recommendations for the 2025 Officer Slate and thanked the Committee for their time and commitment.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – DECEMBER 3, 2024**



NEXT MEETING

Regular DART Meeting - Tuesday, January 28, 2025 – 12:00 P.M. (Annual Meeting)

EXEMPT SESSION:

At 1.00 pm, Chair, Russ Trimble asked for a motion to recess the meeting and reconvene in exempt session to discuss strategy regarding employment conditions.

It was moved by Todd Shafer and seconded by Tara Cox to go into exempt session, approving the correct language to enter into the exempt session, amending it to "Under Iowa Code §20.17(3) for negotiating sessions and strategy meetings to discuss the authority for mandatory subjects of bargaining for the union".

The motion carried unanimously.

No action was taken during the exempt session.

At 1.54 p.m. Chair, Russ Trimble asked for a motion for the exempt session to be adjourned and the regular session be reconvened.

It was moved by Tara Cox and seconded by Todd Shafer to open the exempt session. The motion carried unanimously.

ADJOURN

Chair Russ Trimble adjourned the meeting at 1.55 p.m.

Chair

Clerk

Date

CONSENT ITEM



9B: FY 2024 Audited Financial Statements

Action: Approve the FY 2024 Audited Financial Statements

Staff Resource: Amber Dakan, Finance Director

Background:

- The audit report was discussed with the DART Executive Committee at their December 18, 2024 meeting.
- The 28M Agreement creating the Regional Transit Authority requires such an annual audit to be conducted per Iowa State Law. Additionally, the Federal Transit Administration requires such an audit.
- The FY 2024 Audited Financial Statements can be found in the attached PDFs: "DART Audit Financial Statements" and "DART Audit Reporting and Insights."
- Jodi Dobson, Principal with Baker Tilly, will be available via zoom at the meeting if there are any questions.

Recommendation:

- Approve the FY 2024 Audited Financial Statements.

CONSENT ITEM



9C: Des Moines CIRTPA Staff Representation for DART

Action: Appoint DART Staff representatives to serve at CIRTPA meetings

Staff Resource: Vicky Barr, Executive Manager and Commission Clerk

Background:

- The Central Iowa Regional Transportation Planning Alliance (CIRTPA) require annual approval of staff representatives serving as:

CIRTPA

- An advisory member on the Policy Committee
- A voting member on the Technical Committee

Recommendation:

- Appoint the following DART staff members to serve in 2025 on the CIRTPA Committee:

CIRTPA:

- Advisory Member on Policy Committee
Representative: Luis Montoya, Chief Planning Officer
Alternate: Tony Filippini, Planning and Development Manager
- Voting Member on Technical Committee
Voting Member: Tony Filippini, Planning and Development Manager
Alternate: Keegan Haines, Transit Planner

CONSENT ITEM



9D:	Operations and Maintenance Facility Phase I Construction Contract for BP13 Equipment
Action:	Approve Operations and Maintenance Facility Phase I Construction Contract for BP13 Equipment

Staff Resource: *Michael Gulick, Interim Finance Lead/Senior Manager, Procurement & Compliance*

Background:

- On September 5, 2023, the DART Commission approved staff to proceed with Design and Construction of Phase I of a new Operations and Maintenance Facility.
- Public Construction Bidding
 - Sealed Bids were received and publicly opened August 8, 2024
 - BP13 – Equipment did not receive any bids
 - Rebid BP13 Publicly Advertised November 6, 2024.
 - Rebid BP13 received two bids and publicly opened them December 4, 2024.
 - Seneca Companies Inc \$2,123,975 / Baker Group \$2,486,351
- Both Bids for Rebid BP13 came in higher than Cost Estimate of \$1,537,000.
- An Analysis of Variance Between Engineer's Estimate and Bids for BP13 was performed.
 - After performing the analysis, the conclusion is that the Bids received reflect reasonable pricing.

Attachments:

- 9D1- BP13 Detailed Bid Tabulation

Recommendation:

- Award the recommended construction contract for BP13 Equipment to Seneca Companies Inc for \$2,123,975.



BID PACKAGE 13 (12/04) Re-Bid			
Equipment			
Budget: \$1,537,868.00			
Bidder Name:	Base Bid	ALT 04	ALT 05
Baker Group	\$2,486,351.00	\$161,298.00	\$ 227,965.00
Seneca Companies	\$2,123,975.00	\$143,665.00	\$ 167,595.00

CONSENT ITEM



9E: Authorizing Resolution for Federal Transportation Assistance

Action: Approve Authorizing Resolution

Staff Resource: Mike Tiedens, Grants Program Administrator

Background:

- DART is required to have an Authorizing Resolution when submitting applications for federal grants.
 - The Resolution authorizes DART to file applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code and other Federal statutes administered by the Federal Transit Administration.
- The referenced Authorizing Resolution has been reviewed and approved by DART's legal counsel, Brick Gentry.
 - DART's last approved Authorizing Resolution was from 2014; this approval will provide a current and updated resolution to be submitted with current and future federal grant applications.

Recommendation:

- Approved the referenced Authorizing Resolution.

DES MOINES REGIONAL TRANSIT AUTHORITY AUTHORIZING RESOLUTION



Upon MOTION MADE by _____ and SECONDED by _____ the following resolution was duly adopted.

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal Financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE DES MOINES REGIONAL TRANSIT AUTHORITY

1. The Chief Executive Officer OR Interim Chief Executive Officer or his/her designee is authorized to execute and file application for Federal assistance on behalf of Des Moines Regional Transit Authority with the Federal Transit Administration for Federal Assistance authorized by 49.U.S.C. chapter 53, and other Federal statutes authorizing a project administered by the Federal Transit Administration, and the Applicant is the Designated Recipient as defined by 49 U.S.C Section 5302(4).
2. The Chief Executive Officer OR Interim Chief Executive Officer or his/her designee is authorized to execute and file with its application the annual certification and assurances and other document the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. The Chief Executive Officer OR Interim Chief Executive Officer or his/her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Des Moines Regional Transit Authority.
4. The Chief Financial Officer OR Interim Chief Financial Officer or his/her designee has authority to draw against available grant funding using the ECHO web system.

DES MOINES REGIONAL TRANSIT AUTHORITY CERTIFICATE



The undersigned duly qualified and acting Secretary/Treasurer of the Des Moines Regional Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the DART Commission held on January 28, 2025.

ATTEST: _____, Secretary/Treasurer

_____, Chair

Date

CONSENT ITEM



9F:	November FY 2025 Consolidated Financial Report
Action:	Approve the November FY 2025 Consolidated Financial Report

Staff Resource: *Amber Dakan, Finance Director*

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route operating revenue exceeds the budget by 22.4% through the first five months of the fiscal year. Other contracted services is seeing the highest over budget levels due to the timing of some of our major contracts, including the Iowa State Fair and Operation Downtown.
- Fixed Route non-operating revenue is trending ahead of budget by 6.8%. Interest income is far outpacing budget projections due to favorable interest rates. We have also been receiving grant funds for shelters and Reimagine DART.
- Mobility Services operating revenue is exceeding budget by 9.1% year to date. Polk County funding is seeing the most significant level over budget so far for their contracted trips. In November we also began collecting fares on trips provided by our new TNC partner, UZURV, as well as taxi trips.
- Mobility Services non-operating revenue is exceeding budget by 3.3% year-to-date due to an increased allocation of our 5310 elderly/disabled funds to reimburse expenses from our overflow TNC and taxi services.
- Caravan revenues are under budget by 35.4%. Caravan is working to add additional business partners to the program in FY25 as well as looking into new models and concepts for revenue diversification.

Operating Expense:

- Fixed Route operating expenses are under budget by 3.5% so far in FY25. Services and insurance are the two categories seeing the most budget savings year-to-date. So far the amount we have paid out in claims is only 17.4% of the budgeted amount.
- Mobility Services operating expenses are under budget by 4.7% year-to-date. There are budget savings in quite a few areas, including salaries, wages, & fringes, and insurance. We have not had to pay out on any claims yet this fiscal year.
- Caravan has budget savings of 37.6% so far in FY25. Fuel and lubricants along with equipment repairs are seeing the most savings to date as a result of fewer vanpools in operation.

Recommendation:

- Approve the November FY2025 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of November FY2025 Year-to-Date as Compared to Budget:**

Fixed Route	\$ 1,865,144	Reserve for Accidents (See Balance Sheet):
Mobility Services	\$ 196,856	\$212,530
<u>Caravan</u>	<u>\$ 6,159</u>	
Total	\$ 2,068,159	

FY2025 Financials: November 2024

FIXED ROUTE	November 2024			Year-To-Date-(5) Months Ending 11/30/2024		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	313,195	375,766	(62,571)	2,299,653	1,878,831	420,822
Non-Operating Revenue	2,601,975	2,661,639	(59,664)	14,210,766	13,308,196	902,570
Subtotal	2,915,170	3,037,405	(122,235)	16,510,419	15,187,027	1,323,392
Operating Expenses	3,058,399	3,109,311	50,912	15,004,802	15,546,554	541,752
Gain/(Loss)	(143,229)	(71,905)	(71,324)	1,505,617	(359,527)	1,865,144

MOBILITY SERVICES	November 2024			Year-To-Date-(5) Months Ending 11/30/2024		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	54,263	55,583	(1,320)	303,092	277,917	25,175
Non-Operating Revenue	396,517	397,767	(1,250)	2,054,616	1,988,833	65,783
Subtotal	450,780	453,350	(2,570)	2,357,708	2,266,750	90,958
Operating Expenses	430,818	453,350	22,532	2,160,852	2,266,750	105,898
Gain/(Loss)	19,962	-	19,962	196,856	-	196,856

CARAVAN	November 2024			Year-To-Date-(5) Months Ending 11/30/2024		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	13,712	39,939	(26,227)	94,216	199,696	(105,480)
Non-Operating Revenue	48,658	14,992	33,666	83,292	74,958	8,334
Subtotal	62,370	54,931	7,439	177,508	274,654	(97,146)
Operating Expenses	24,027	54,931	30,904	171,349	274,654	103,305
Gain/(Loss)	38,343	-	38,343	6,159	-	6,159

SUMMARY	November 2024			Year-To-Date-(5) Months Ending 11/30/2024		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	381,170	471,289	(90,119)	2,696,961	2,356,444	340,517
Non-Operating Revenue	3,047,150	3,074,398	(27,247)	16,348,674	15,371,988	976,687
Subtotal	3,428,320	3,545,686	(117,366)	19,045,635	17,728,431	1,317,204
Operating Expenses	3,513,244	3,617,592	104,348	17,337,003	18,087,958	750,955
Gain/(Loss)	(84,924)	(71,905)	(13,019)	1,708,632	(359,527)	2,068,159

ACTION ITEM



10A:	City of Grimes Participating Community Status
Action:	Approve the withdrawal of the City of Grimes as a participating community of DART with services ending June 15, 2025

Staff Resource: *Tony Filippini, AICP, Planning & Development Manager*

Background:

- DART received notification prior to December 31, 2023, from the City of Grimes, requesting to withdraw from DART effective June 30, 2025.
- Information to DART's Commission was shared frequently throughout this process, and the City of Grimes shared official withdrawal letters with all DART member communities.
- The total debt service reserve for future debt obligations for the City of Grimes is \$62,306.97.
 - The payment for Grimes totaling \$62,306.97 will be invoiced following this action.
- Due to the withdrawal of the City of Grimes, effective June 30, 2025, removal of DART's on-call services, paratransit services and fixed-route services will take place on June 15, 2025. This date aligns with other service changes that need to take affect in mid-June.
- This affects residents of Grimes as well as residents of other DART member communities who use DART services to travel into Grimes. DART will be communicating this change with known passengers in the months to come.

Recommendation:

- Approve the withdrawal of the City of Grimes as a participating community of DART effective June 30, 2025, with service ending on June 15, 2025.

ACTION ITEM



10B:	Approval of the Public Transportation Agency Safety Plan
Action:	Approve DART's FY 2025 Public Agency Transportation Safety Plan update.

Staff Resource: *Pat Daly, Safety Manager*

Background:

- On December 1, 2020, the DART Commission approved its Public Transportation Agency Safety Plan (ASP), as required by the FTA.
- A requirement of the ASP is an annual review, update and governing body approval.
- Within the ASP, DART is required to establish and monitor 14 Safety Performance Targets and seven Safety Risk Reduction Program Targets for each mode of service provided.
 - The final rule for the ASP - 49 CFR 673 was published in April, The final rule:
 - Added seven Safety Performance Targets to the previous seven.
 - Added seven Safety Risk Reduction Targets.
 - Consolidated modes of service into two – Fixed Route and Non-Fixed Route.
 - Requires all targets in the seven Safety Risk Reduction Program Targets to be set using a 3-year rolling average. DART may lower a target but may not increase one.
 - Established a process to address missed Safety Risk Reduction Program Targets.
 - There 22 event types within five major event thresholds that comprise the Safety Performance and Safety Risk Reduction Program measures.
 - A detailed chart of those Major Event thresholds and Event Types can be found in Appendix B of Public Transportation Agency Safety Plan update in your packet.
 - More detailed descriptions and information regarding the Safety Performance and Safety Risk Reduction Target measures, DART's 3-year rolling average of those measures, and the process for establishing those measures and addressing missed targets may be found in Appendix B of the Public Transportation Agency Safety Plan, which is attached to the Commission Packet and titled "FY 2025 Agency Safety Plan Update."

Changes and Additions to the ASP:

- The changes and additions to the ASP are:
 - Updated Dates
 - "Safety Events" are now titled "Major Events"
 - Added Safety Performance Target and Risk Reduction Target measure criteria (NTD Safety and Security Quick Reference Guide) to Appendix A.

ACTION ITEM

10B: Approval of the Public Transportation Agency Safety Plan



- Moved detailed Safety Performance Target and Safety Risk Reduction Target measure explanations to Appendix A.
- Moved summary of FY 2024 Safety Performance Targets to Appendix A.
- Moved tables for FY 2025 Safety Performance Targets and Safety Risk Reduction Targets to Appendix A.
- Moved Safety Committee Charter from Appendix A to B
- Moved DART Organization Chart from Appendix B to C

***DART FY 2025 Safety Performance Targets**

Mode	Fatalities	Fatalities per 100/K Miles	Injuries	Injuries per 100/K Miles	Major Events	Major Events per 100/K Miles	System Reliability (Major Road Calls)
Fixed Route							
3-Yr Avg	0	0	11	0.57	13.67	0.66	12,019
FY 25 Target	≤0	≤0	≤11	≤0.57	≤14	≤0.75	≤12,019
Non-Fixed Route							
3-Yr Avg	0	0	2	0.43	3	2.33	48,169
FY 25 Target	0	0	≤2	≤0.43	3	2.33	≤48,169
Mode	Collisions per 100/K	Vehicle Collisions per 100/K Miles	Pedestrian Collisions per 100/K Miles	Transit Worker Fatalities per 100/K Miles	Transit Worker Injuries per 100/K Miles	**Assaults on Transit Workers	Assaults on Transit Workers per 100/K Miles
Fixed Route							
3-Yr Avg	----	----	----	0	----	9.33	----
FY 25 Target	----	----	----	≤0	----	≤10	----
Non-Fixed Route							
3-Yr Avg	----	----	----	0	----	2.67	----
FY 25 Target	----	----	----	≤0	----	≤3.0	----

ACTION ITEM

10B: Approval of the Public Transportation Agency Safety Plan



*DART FY 2025 RISK Reduction Targets							
Mode	Collisions	Collisions per 100/K Miles	Major Events	Major Events per 100/K Miles	Injuries per 100/K Miles	**Assaults on Transit Workers	Assaults on Transit Workers per 100/K Miles
Fixed Route							
3-Yr Avg	10	----	13.67	0.66	≤0.57	9.33	----
FY 25 Target	≤10	----	≤14	≤0.75	≤0.57	≤10	----
Non-Fixed Route							
3-Yr Avg	2.67	----	3	2.33	0.43	2.67	----
FY 25 Target	≤3	----	≤3	≤2.50	≤0.43	≤3.0	----

*Certain rates per 100/K miles were not previously tracked as separate categories and have been left blank. Those measures will be tracked separately starting in FY 25. A 3-year rolling average will not be available until FY 28.

** The Assaults on Transit Workers measure is comprised of two groups - Operators and Other Transit Workers - and three categories - Major Physical Assaults, Non-Major Physical Assaults, and Non-physical Assaults.

We believe our rate of non-physical assaults and extremely minor on-Major Physical Assaults (i.e. bumping and pushing) at our DART Central Station are under reported. We think two factors are responsible for that. First, our contracted private security and the off-duty police officers we employ as part-time security have a high threshold for what they consider assault. They take into consideration its intent, is it truly a threat, attempt at intimidation, or harm or is it a youth showing off in front of friends or possibly someone with an impairment.

The second reason is that an assault may not get reported. Our contracted private security has their tracking system, the DMPD has theirs, and we have ours. Unless a road supervisor is present or dispatch is contacted, we may not learn of a non-major physical or non-physical assault. We are working on correcting that. It would not be surprising to see the number of overall assaults increase as we encourage DART staff to report them and work with our contracted staff to make sure incidents are reported to DART.

DISCUSSION ITEM



11A: Reimagine DART Update

Staff Resource: Erin Hockman, Chief Strategy Officer

Staff will provide an update on the progress and next steps for Reimagine DART.

DISCUSSION ITEM



11B:	FY 2026 DART Budget Update
-------------	-----------------------------------

Staff Resource: Amber Dakan, Finance Director

Staff will provide an update regarding the FY 2026 budget developments to date.

DISCUSSION ITEM



11C: Heavy Duty Bus Procurement

Staff Resource: Luis Montoya, Chief Operating and Planning Officer

Staff will provide an update regarding procurement of heavy-duty buses for fixed route service.

MONTHLY REPORT



12A: Operations Team Report – January 2025

Staff Resources: Luis Montoya, Chief Operating and Planning Officer

Maintenance – Keith Welch, Fleet Manager



December weather events: With the weather events in December, one being on a Saturday, DART only operated our newer Frontrunner buses for Para Transit, resulting in no incidents or stuck buses due to the weather.



Bus Wash: With temperatures below 20 degrees starting the week of January 6 the bus wash has been shut down and drained to ensure no damage occurs due to freezing. Until temperatures get above the 20-degrees mark, we will be unable to wash vehicles.

Transportation – Joy Crutcher, Fixed Route Manager; Skip Herbold, Mobility Services Manager

On-Time Performance: The Transportation department continues to monitor and communicate with operators regarding route issues and behaviors impacting the overall on-time performance of the service. Route as well as individual operator performance is monitored, and operators are being coached on how to improve their performance or bus schedules are reviewed for potential changes.

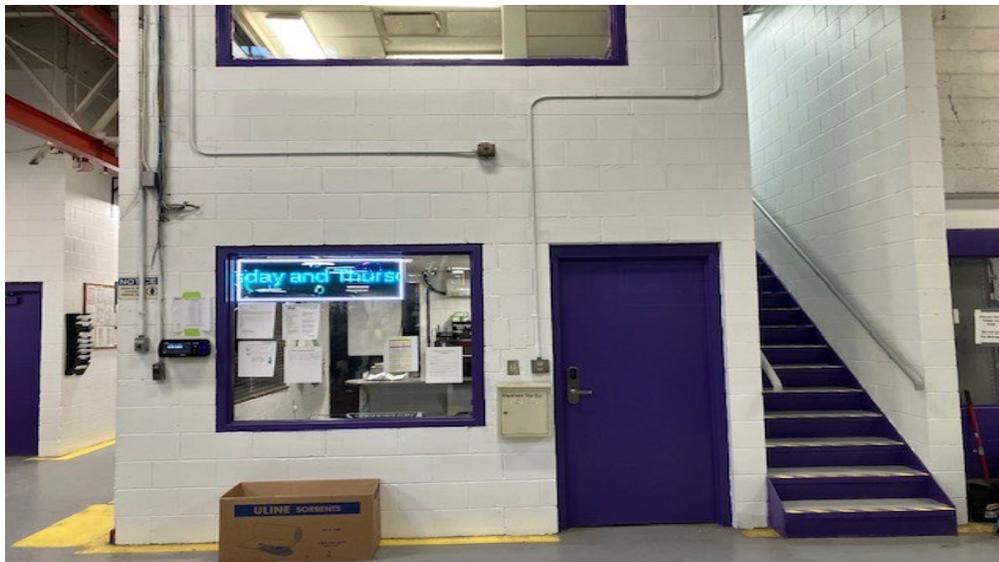
MONTHLY REPORT
12A: Operations Team Report



Mobility Services Update: UZURV began in November as a backup to DART's paratransit ADA service. They are operating at expected levels of trips per day and have been nearly 100% on time performance. A more thorough update will be provided to the Commission in the coming months.

Facilities – Ben Cross, Facilities Manager

Dart Way Painting: The DART Maintenance shop has not been completely re-painted since 2003. Facilities staff have been working on painting the maintenance shop in between routine work. All the walls are being redone as well as doors. The doors and doorways are being painted as close as possible to the new DART purple that is being used on new buses. Below is a picture of the maintenance office.



MONTHLY REPORT



**12A1: Phase I Operations and Maintenance Facility Report
3500 Vandalia Road, Des Moines, Iowa 50309**

Staff Resources: *Mike Gulick, Senior Manager, Procurement and Compliance
Luis Montaya, Chief Operating and Planning Officer*

Construction Activities

- **Progress Update Last 30 days:**
 - **Contracting:** Prime Contracts executed.
 - Equipment bid package rebid January 28, 2025, Commission.
 - **Permitting:** Limited up to Vertical Construction permit granted. The general building permit is pending additional information for Fire Department related to EV vehicles. This is expected to be addressed by early February. There is no impact to schedule now, however if there is any additional delays beyond mid-February, it could have an impact.
 - **Site Mobilization:** Complete except waiting on Mid-American for Temporary service, currently using a generator.
 - **Site Work:** Majority of earthmoving and deep underground work within the building pad is complete including:
 - Install storm sewer 5' from building
 - Install rammed aggregate piers
 - Excavation for footings
 - MEP deep underground rough ins
 - Install temporary rock – work surface / laydown
 - FPS trench footings



MONTHLY REPORT

12A1: Phase I Operations and Maintenance Facility Report

- **Upcoming Activities:**

- Foundation Installations (expected to be complete at the end of January)
- Steel/Precast deliveries Mid-February
- Vertical setting of Precast, Steel Columns, Beams, and Joist to begin right after deliveries.

Financial Management Update

- **Budget Status:** On-track; expended \$9,530,321 of approved \$34,789,700. See *Phase I Budget attachment in the packet for details.*
 - See the *November and December construction progress payments attachment for details.*
- **Change Orders:**
 - October 2024: None.
 - November 2024: None
 - December 2024: Three (3) See the *Change Orders attachment for details.*
 - BP01 Elder Corporation Change Order 1 for \$18,200
 - BP02 Absolute Group Change Order 1 for \$2,591.30
 - BP05 Core Construction Change Order 1 for \$14,282.27
 - January 2025: Three (3) to Five (5) pending including some that will reduce costs.
- **Funding Plan:** On-Track. See *Phase I Funding Plan attachment in the packet for details.*

Issues & Risk Management

- **Site Break-In** – Intruders cut through the side of a contractor’s trailer to gain access and stole small tools. Temporary fencing and remote security cameras have been installed as preventative measures.
- **Full Building Permit** – If not received by mid-February could affect project schedule (Structural Steel / Precast). Closely monitoring Fire Department approval related to EV for full permit.

Operations and Maintenance Facility Phase I Construction Budget (as of 1/17/2025)

Project Overview:

Project Name	Phase I Maintenance & Parts
Project Location	3500 Vandalia Road, Des Moines, IA 50319
Project Description	Building 76,848 sqft / Driveway & Parking 102,500 sqft
Occupancy Date	May 2026

		Original Budget	Adjusted Budget 1.17.2024	Expenditures to Date*
Land Acquisition Costs:		\$3,918,362.00	\$3,918,362.00	\$3,871,685.00
Land Acquisition Costs		\$3,910,000.00	\$3,910,000.00	\$3,861,078.00
Land Assessment Costs		\$7,500.00	\$7,500.00	\$9,900.00
Permitting Fees		\$862.00	\$862.00	\$707.00
Architect & Engineering / Constuction Manger Costs:		\$5,665,653.61	\$5,665,653.61	\$3,304,946.23
Owner's Representation:	Sidekick Development LLC	\$380,000.00	\$380,000.00	\$182,000.00
Project Management Fees		\$380,000.00	\$380,000.00	\$182,000.00
Reimbursable Expenses				
Architect:	Substance, LLC	\$2,618,837.61	\$2,618,837.61	\$2,429,807.89
Architectural & Engineering Design Fees		\$2,618,837.61	\$2,618,837.61	\$2,429,057.51
Reimbursable Expenses				\$750.38
Construction Manager (as Agent):	DCI Group Inc	\$2,666,816.00	\$2,666,816.00	\$693,138.34
Construction Management Fixed Fee		\$810,000.00	\$810,000.00	\$138,712.50
General Conditions Costs		\$1,856,816.00	\$1,856,816.00	\$554,425.84
Construction Costs:	Prime Contractor	\$22,048,536.24	\$22,697,252.51	\$2,307,961.49
Tree Clearing	Wright Outdoor Solutions	\$4,896.49	\$4,896.49	\$4,896.49
Special Testing	Terracon	\$0.00	\$29,259.00	\$6,545.00
BP01 - Site demolition, Earthwork, Utilities & Landscaping	Elder Corporation	\$2,073,700.00	\$2,091,900.00	\$1,216,292.00
BP02 - Concrete & paving	Absolute Group	\$2,669,844.75	\$2,669,844.75	\$60,169.00
BP03 - Masonry	Forrest & Associate Inc	\$516,210.00	\$516,210.00	\$4,573.00
BP04 - Steel and precast Total	PDM Precast Inc	\$3,563,092.00	\$3,563,092.00	\$370,162.00
BP05 - General carpentry & finishes	Core Construction Services LLC	\$892,000.00	\$906,282.27	\$7,471.00
BP06 - Roofing	T&K Roofing Company	\$940,000.00	\$940,000.00	\$9,683.00
BP07 - Overhead & coiling doors	Adams Door Company	\$318,713.00	\$318,713.00	
BP09 - Exterior fencing	Des Moines Steet Fence Co Inc	\$224,900.00	\$224,900.00	
BP10 - Fire suppression	Elite Fire	\$296,880.00	\$296,880.00	\$20,000.00
BP11 - Electrical	Kline Electric	\$3,411,300.00	\$3,411,300.00	\$48,420.00
BP12 - Mechanical and plumbing	Baker Mechancial Inc	\$5,600,000.00	\$5,600,000.00	\$559,750.00
BP13 - Equipment	Seneca Companines	\$1,537,000.00	\$2,123,975.00	
Allocated Contingency and Escalation:		\$1,718,838.63	\$1,550,000.00	\$0.00
Construction Contingency		\$1,218,838.63	\$1,200,000.00	
Design Contingency		\$500,000.00	\$350,000.00	
Project Soft Costs:		\$987,000.00	\$555,000.00	\$0.00
Furniture, Fixtures, and Equipment (FFE) OFOI		\$732,000.00	\$400,000.00	
Moving and Relocation Costs		\$20,000.00	\$20,000.00	
IT Infrastructure		\$200,000.00	\$100,000.00	
Training Costs/Commissoning		\$35,000.00	\$35,000.00	
Legal and Insurance:		\$60,000.00	\$50,000.00	\$45,558.90
Legal Fees		\$10,000.00	\$10,000.00	\$13,515.90
Insurance Premiums		\$50,000.00	\$40,000.00	\$32,043.00
Non-Allocated Contingency and Escalation:		\$400,341.52	\$362,464.00	\$170.25
Reserved fund for unexpected costs		\$400,341.52	\$362,464.00	\$170.25
Grand Total Construction Budget:				
Sum of all the above categories		\$34,798,732.00	\$34,798,732.12	\$9,530,321.87

Commission Approved Budget (September 5, 2023) \$34,789,700.00

*includes retainage for Prime Contractors Construction Costs

\$114,341.85

Phase I Funding Plan as of 1/9/2025

Grant Award Number/Description	Federal	Local	Current Spend (Federal + Local)	Grant Year	Status
IA-2023-036	\$ 17,275,000.00	\$ 4,318,750.00	\$ 4,153,261.54	2019	programmed
2021 (IA-2022-007) (5307)	\$ 1,889,200.00	\$ 472,300.00	\$ 1,649,670.11	2021	to be programmed
IA-2024-025	\$ 791,157.00	\$ 197,789.25	\$ 248,073.00	2021	programmed
IA-2024-028	\$ 5,110,580.00	\$ 1,265,605.00		Multiple	programmed
IA-2020-037	\$ 221,608.00	\$ 55,402.00	\$ 277,010.00	2020	programmed
IA-2020-034	\$ 274,892.80	\$ 68,723.20	\$ 343,616.00	2020	programmed
Local Match - Extra		\$ 2,288,492.75	\$ 112,040.00		
Pond Proceeds	\$ 560,200.00		\$ 560,200.00		
	<u>\$ 26,122,637.80</u>	<u>\$ 8,667,062.20</u>	<u>\$ 7,343,870.65</u>		
Budget Approved by Commission Sept 5, 2023		\$34,789,700.00			

Grant Award Number/Description	Federal	Local	Current Spend (Federal + Local)	Grant Year	Status
IA-2024-028	\$ 48,160.00	\$ 12,040.00		2023	programmed
2023 (IA-2024-001) (5307)	\$ 42,534.00	\$ 10,634.00		2023	apportioned, not programmed
	<u>\$ 90,694.00</u>	<u>\$ 22,674.00</u>			
Total Additional Available Funding Pending Commission Approval		\$113,368.00			
Grand Total Available Funding		\$34,903,068.00			



DCI Group, Inc.
 Job #: 23005 DART O&M Facility
 3500 Vandalia Road
 Des Moines, Iowa 50317

Contractor Monthly Invoice Summary

Report of Invoices for The Current Billing Period

Subcontractor Invoices

Group	Contract Number	Company Name	Original Contract Amount	Net Change By Change Orders	Revised Contract Amount	Billing Period End Date	Total Completed And Stored This Period	Total Completed And Stored To Date	Total Completed And Stored Percent
Project Name: DART O&M Facility									
	02-Testing	Terracon - Des Moines	\$29,259.00	\$0.00	\$29,259.00	11/30/2024	\$6,545.00	\$6,545.00	22.37%
	BP01_23-005	Elder Corporation	\$2,073,700.00	\$0.00	\$2,073,700.00	11/30/2024	\$393,495.00	\$776,145.00	37.43%
	BP03_23-005	Forrest & Associates, Inc.	\$516,210.00	\$0.00	\$516,210.00	11/30/2024	\$4,573.00	\$4,573.00	0.89%
	BP05_23-005	Core Structural Services LLC	\$892,000.00	\$0.00	\$892,000.00	11/30/2024	\$7,471.00	\$7,471.00	0.84%
	BP10_23-005	Elite Fire Sprinkler Systems, Inc	\$296,880.00	\$0.00	\$296,880.00	11/30/2024	\$10,000.00	\$10,000.00	3.37%
	BP12_23-005	Baker Group	\$5,600,000.00	\$0.00	\$5,600,000.00	11/30/2024	\$209,200.00	\$267,450.00	4.78%

Contractor Monthly Invoice Summary

Report of Invoices for The Current Billing Period

Subcontractor Invoices

Group	Contract Number	Company Name	Original Contract Amount	Net Change By Change Orders	Revised Contract Amount	Billing Period End Date	Total Completed And Stored This Period	Total Completed And Stored To Date	Total Completed And Stored Percent
Project Name: DART O&M Facility									
	BP01_23-005	Elder Corporation	\$2,073,700.00	\$0.00	\$2,073,700.00	12/31/2024	\$440,147.00	\$1,216,292.00	58.65%
	BP02_23-005	Absolute Group	\$2,669,844.75	\$2,591.30	\$2,672,436.05	12/31/2024	\$60,169.00	\$60,169.00	2.25%
	BP04_23-005	PDM	\$3,563,092.00	\$0.00	\$3,563,092.00	12/31/2024	\$370,162.00	\$370,162.00	10.39%
	BP05_23-005	Core Structural Services LLC	\$892,000.00	\$14,282.27	\$906,282.27	12/31/2024	\$2,212.00	\$9,683.00	1.07%
	BP10_23-005	Elite Fire Sprinkler Systems, Inc	\$296,880.00	\$0.00	\$296,880.00	12/31/2024	\$10,000.00	\$20,000.00	6.74%
	BP11_23-005	Kline Electric	\$3,411,300.00	\$0.00	\$3,411,300.00	12/31/2024	\$25,300.00	\$48,420.00	1.42%
	BP12_23-005	Baker Group	\$5,600,000.00	\$0.00	\$5,600,000.00	12/31/2024	\$292,300.00	\$559,750.00	10.00%



DART Phase I Construction Change Order Cover Sheet

Date: 11/22/2024

Contract Number: Bid Package 02 **Change Order Number:** 01

Contractor: Absolute Group

Original Contract Value: \$2,669,844.75

Current Contract Value: \$2,669,844.75

Change Order Amount: \$2,591.30

New Contract Value: \$2,672,436.05

Description of Change:

Additional concrete stoop for an exterior door that was added in ASI 01.

Reason for Change:

- Unforeseen Site Conditions
- Design Modification
- Regulatory Requirement
- Other: [Specify]

Impact on Project Schedule:

- No Impact
- Schedule Adjustment: [Specify adjustment]

Supporting Documentation:

- Contractor Proposal
- Independent Cost Estimate
- Schedule Adjustment Report
- Other: [Specify]

DCI Group Inc:

Name: Adam Byrne Date: November 22, 2024 | 11:42 AM CST

Title: Project Manager *Adam Byrne*

Substance, LLC:

Name: Matt Rodekamp Date: November 24, 2024 | 8:59 AM CST

Title: Principal *Matt Rodekamp*



DART Phase I Construction Change Order Cover Sheet

Sidekick Development:

Name: Angie Pfannkuch Date: November 24, 2024 | 7:35 AM PST

Title: Owner's Rep Angie Pfannkuch

-----Completed by DART-----

Price Fair and Reasonableness Determination:

- Cost Analysis - contractor's proposal was reviewed in detail (e.g., labor hours, material costs, equipment usage, indirect costs, and profit)
- Price Analysis - overall proposed price is compared with similar work, independent cost estimate, published price lists, historical costs, or market rates

Impact on Project Budget:

- Within Approved Budget
- Requires Additional Commission Approval

Approval Authority:

- CEO/COPO (Change Order ≤ 5% of contract value or ≤ \$200,000)
- Commission Approval Required (Change Order > 5% or > \$200,000)

DART Project Manager:

Name: Michael Gulick Date: December 3, 2024 | 4:05 PM CST

Title: Procurement & Contract Manager MG

CEO/COPO Approved By:

Name: Luis Montoya Date: 12/10/24

Title: Chief Planning + Operns officer Luis Montoya

Commission Approval Date:

[Insert date of Commission ratification or approval]

Commission ratification date January 28, ~~2024~~ 2025 MG



DART Phase I Construction Change Order Cover Sheet

Date: 12/09/2024

Contract Number: Bid Package 01 **Change Order Number:** 01

Contractor: Elder Corporation

Original Contract Value: \$2,073,700.00

Current Contract Value: \$2,073,700.00

Change Order Amount: \$18,200.00

New Contract Value: \$2,091,900.00

Description of Change:

Updated erosion control measures that consist of the addition of a temporary sediment basin in one of the retention areas, this temporary sediment basin required the addition of a 30" temporary riser. Pricing also includes restoring the grading in the area upon removal of the temporary controls once they are no longer required. This was mandated to be updated during the permit review process.

Reason for Change:

- Unforeseen Site Conditions
- Design Modification
- Regulatory Requirement
- Other: [Specify]

Impact on Project Schedule:

- No Impact
- Schedule Adjustment: [Specify adjustment]

Supporting Documentation:

- Contractor Proposal
- Independent Cost Estimate
- Schedule Adjustment Report
- Other: [Specify]

DCI Group Inc:

Name: Adam Byrne Date: December 9, 2024 | 11:07 AM CST

Title: Project Manager *Adam Byrne*



DART Phase I Construction Change Order Cover Sheet

Substance, LLC:

Name: Matt Rodekamp Date: December 9, 2024 | 3:06 PM PST

Title: Principal
Matt Rodekamp

Sidekick Development:

Name: Angie Pfannkuch Date: December 9, 2024 | 4:06 PM PST

Title: Owner's Rep
Angie Pfannkuch

-----Completed by DART-----

Price Fair and Reasonableness Determination:

- Cost Analysis - contractor's proposal was reviewed in detail (e.g., labor hours, material costs, equipment usage, indirect costs, and profit)
- Price Analysis - overall proposed price is compared with similar work, independent cost estimate, published price lists, historical costs, or market rates

Impact on Project Budget:

- Within Approved Budget
- Requires Additional Commission Approval

Approval Authority:

- CEO/COPO (Change Order ≤ 5% of contract value or ≤ \$200,000)
- Commission Approval Required (Change Order > 5% or > \$200,000)

DART Project Manager:

Name: Mike Gulick Date: December 10, 2024 | 8:14 AM CST

Title: Procurement & Contract Manager
[Signature]

CEO/COPO Approved By:

Name: Luis Montoya Date: 12/10/24

Title: Chief Operating + Planning officer
[Signature]

Commission Approval Date:

[Insert date of Commission ratification or approval]
Commission Ratification Date January 28, 2025



DART Phase I Construction Change Order Cover Sheet

Date: 11/22/2024

Contract Number: Bid Package 05 **Change Order Number:** 01

Contractor: Core Construction

Original Contract Value: \$892,000.00

Current Contract Value: \$892,000.00

Change Order Amount: \$14,282.27

New Contract Value: \$906,282.27

Description of Change:

Additional door, frame and hardware, interior signage, and bathroom specialties/accessories as required during the permitting process per ASI 01.

Reason for Change:

- Unforeseen Site Conditions
- Design Modification
- Regulatory Requirement
- Other: [Specify]

Impact on Project Schedule:

- No Impact
- Schedule Adjustment: [Specify adjustment]

Supporting Documentation:

- Contractor Proposal
- Independent Cost Estimate
- Schedule Adjustment Report
- Other: [Specify]

DCI Group Inc:

Name: Adam Byrne Date: December 6, 2024 | 3:18 PM CST

Title: Project Manager *Adam Byrne*

Substance, LLC:

Name: Matt Rodekamp Date: December 9, 2024 | 2:54 PM PST



DART Phase I Construction Change Order Cover Sheet

Title: Principal Matt Rodenkamp

Sidekick Development:

Name: Angie Pfannkuch Date: December 9, 2024 | 4:07 PM PST

Title: Owner's Rep Angie Pfannkuch

-----Completed by DART-----

Price Fair and Reasonableness Determination:

- Cost Analysis - contractor's proposal was reviewed in detail (e.g., labor hours, material costs, equipment usage, indirect costs, and profit)
- Price Analysis - overall proposed price is compared with similar work, independent cost estimate, published price lists, historical costs, or market rates

Impact on Project Budget:

- Within Approved Budget
- Requires Additional Commission Approval

Approval Authority:

- CEO/COPO (Change Order ≤ 5% of contract value or ≤ \$200,000)
- Commission Approval Required (Change Order > 5% or > \$200,000)

DART Project Manager:

Name: Mike Gulick Date: December 10, 2024 | 8:16 AM CST

Title: Procurement & Contract Manager MAG

CEO/COPO Approved By:

Name: US Montoya Date: 12/10/24

Title: Chief Operating + Planning officer US Montoya

Commission Approval Date:

[Insert date of Commission ratification or approval]

Commission Ratification Date January 28, 2025



12B	Planning Team Report
-----	----------------------

Staff Resources: Tony Filippini, AICP – Planning & Development Manager

Department Projects

- **February General Bid:** No service changes were made in February; however, the scheduling team prepared a new bid for operators. This provides an opportunity to select a new bid assignment prior to the next service change scheduled for June 2025. This will not impact customer schedules.
- **Reimagine DART Network Redesign Update:** On January 14-16, planning staff, along with other DART staff, and regional planning staff, participated in a three-day design retreat. The resulting concepts will be used for the first phase of public outreach later this spring to get feedback on the community's goals for transit.

12C	External Affairs Team Report
-----	------------------------------

Staff Resources: Erin Hockman, Chief Strategy Officer

- **Reimagine DART:** Consultants from Jarrett Walker and Associates (JWA) were on-site the week of January 13, holding a Commission workshop and interactive stakeholder workshop Monday, January 13, followed by three days of design retreats developing two concepts—one that focuses on ridership and one that focuses on coverage. The JWA team will be analyzing both concepts over the coming weeks and will present their analysis at the April 1 Commission meeting, following which DART staff will begin collecting public input on the concepts.
- **Marketing and Communications Team Update:** With the departure of the Marketing Manager in November, DART has decided to bring the Marketing and Communications teams back together under the leadership of Sarah Welch as the Senior Marketing & Communications Manager. After assessing the needs of the organization as we go through Reimagine DART, the department is in the process of hiring a Creative Project Manager who will provide creative direction and oversee DART's brand and visual projects, as well as marketing campaigns. This position will report to the Senior Marketing & Communications Manager.

Marketing & Communications – Sarah Welch, Senior Marketing & Communications Manager

- **Reimagine DART Communications:** Staff has developed a communications plan for the Choices & Concepts phase of Reimagine DART. The plan identifies strategies for communicating about the project with different audiences and a timeline for key communications activities. In January, DART is focused on communicating the network design process and key findings from the Choices Report with the Reimagine DART email list (those who have signed up for updates on the project), staff, elected leaders and the Reimagine DART Cabinet, as well as select journalists. In February and March, staff will focus on educating select stakeholder groups on the choices and tradeoffs we have in designing a transit network, ahead of the first round of public input in April.
- **Public Participation Plan:** Staff recently updated DART's Public Participation Plan to explain how customers prefer to receive communications from DART and provide feedback on major service and fare changes. Updates to the plan also include a description of how DART conducted public outreach for various campaigns and service changes since 2022. The Public Participation Plan will be submitted to the FTA this spring as part of a Title VI policy review that is required every three years.
- **Rosa Parks Day 2025:** DART will celebrate the birthday of civil rights figure Rosa Parks, in recognition of her impact on public transportation. On Tuesday, February 4, signs with information about Mrs. Parks will be installed in the first forward-facing seat on each fixed-route bus. There will also be social media and email recognition of the public figure on that day.

MONTHLY REPORT
12C: External Affairs Team Report



- **DART Blog:** The Communications team published more content on the Making Moves blog in December, including an article explaining [how DART is a solution for Anawim Housing's transportation needs](#). Another article published in December offers riders a variety of tips for [riding DART safely during winter weather](#). Staff will continue to share blogs featuring riders and the value of public transit in our community in the next few months.
- **Benefits of Public Transportation Advertising Campaign:** The Marketing Team is deploying a non-rider, community-focused campaign this month to share the benefits of investing in DART. This effort includes digital ads displayed on websites, social media ads, and audio ads served through music/podcast streaming platforms. We've also partnered with Iowa Public Radio and Des Moines Business Record to build awareness. These strategies were selected because they are cost effective and can be more targeted to our audience. Ads will begin in mid-January and run through the end of March.



DART in the News

[Frigid weather causes Polk County to activate extreme temperature plan](#)
WHO-TV, 01/13/25

[Ankeny residents start petition to expand DART on-demand services](#)
WOI-TV, 01/06/25

MONTHLY REPORT
12C: External Affairs Team Report



[Polk County allocates \\$100K for DART's transit redesign](#)
Axios, 12/04/24

Marketing Analytics Report

Metric	July 2024	August 2024	Sept. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Nov. 2023	Vs. Year Prior
MyDART App Accounts	75,289	84,487	85,470	86,426	88,977	89,723	67,216	32%
Website Unique Visitors	24,981	46,573	19,686	19,197	18,939	22,030	15,688	21%
Facebook Followers	6,549	6,574	6,582	6,604	6,623	6,638	6,387	4%
X Followers	2,592	2,595	2,592	2,561	2,541	2,541	2,580	-2%
Instagram Followers	1,851	1,861	1,873	1,887	1,899	1,910	1,772	7%
LinkedIn Followers	1,195	1,211	1,220	1,224	1,232	1,252	1,064	16%
Email Subscribers	6,585	6,643	6,644	6,715	6,732	6,744	6,362	6%
Trip Plans	56,306	75,279	66,253	68,388	59,961	57,570	49,333	22%
Real-time Map	37,166	52,690	45,656	46,141	40,368	37,601	31,736	27%
Next DART Bus	577,852	607,319	597,272	625,682	569,295	577,179	487,102	17%
SMS Text Messaging	67,337	76,504	77,522	74,421	66,782	67,423	56,901	17%

MyDART App Report

Metric	July 2024	August 2024	Sept. 2024	Oct. 2024	Nov. 2024	Dec. 2024	TOTAL FY 2025
Downloads	1,302	6,978	1,554	1,484	1,273	1,449	14,040
iOS	395	3,442	592	493	409	471	5,802
Android	907	3,563	962	991	864	978	8,265
Accounts Created	962	9,198	983	956	752	746	13,597
Orders Placed	7,354	21,751	7,204	7,585	6,564	6,592	57,050
Passes Purchased	10,155	45,389	9,734	10,272	8,913	8,946	93,409
Revenue	\$38,504	\$71,152	\$37,566	\$39,736	\$34,209	\$35,729	\$ 256,896

Caravan – Victoria Henderson Weber, Caravan Supervisor

- **Caravan Recovery & Data:** The External Affairs team is actively engaged in revitalizing DART's vanpool program. Our comprehensive recovery strategy includes the implementation of an enhanced technology platform, the refinement of our fare policy, a rebranding initiative, and increased outreach efforts to attract both new participants and vanpool partners.

Our target is to ensure each vanpool has a minimum of seven passengers, which is a measure of program efficiency. The program has consistently met or exceeded this goal.

MONTHLY REPORT
12C: External Affairs Team Report



FY	Vanpools	Ave. Pass Per Van	Pass Miles
FY19	88	7.24	8,467,267
FY20	49	4.29	6,197,708
FY21	48	4.96	3,074,463
FY22	32	6.53	3,318,638
FY23	27	5.86	3,347,794
FY24	22	8.41	2,688,773
July 20234	22	9.18	188,288
August 2024	23	8.43	204,820
September 2024	23	7.78	204,041
October 2024	23	8.35	241,492
November 2024	23	8.13	196,393
December 2024	24	7.71	157,737
FY26 EOY Target	46	7.69	7,383,192

Staff is committed to expanding the number of operational vanpools, with a goal of reaching 46 vanpools in service by the end of FY26. Based on ongoing conversations with several large employers, staff are on track to achieve this key metric.

Caravan Marketing Initiatives: Staff is preparing to launch a targeted campaign to boost ridership on underutilized routes, developed in collaboration with marketing. The campaign will focus on two main strategies:

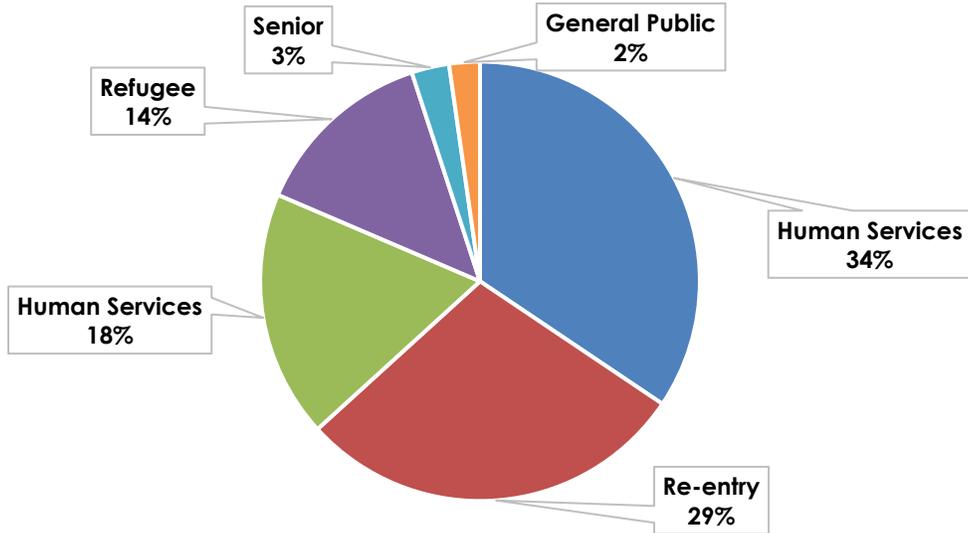
1. **Route Awareness:** Increase awareness through rural communities using physical ads and handouts, highlighting specific low-ridership routes.
2. **Referral Program:** Implement a referral campaign for existing riders to encourage new users, offering incentives for successful referrals.

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

- **Reimagine DART Fundraising:** \$545,000 has been raised to date from outside funders to support costs associated with the Reimagine DART planning process. This includes support from the Principal Foundation, Polk County Betterment Grant Programs, Mid-Iowa Health Foundation, Delta Dental of Iowa, and EMC Insurance Company.
- **Unlimited Access Partners:** Contract renewals are completed or pending with Nationwide Insurance and EMC Insurance.
- **Ride to Thrive Program:** As of December 2024, more than 1,700 individuals have enrolled in the Ride to Thrive program, with Food Assistance (44%) as the top form of qualification, followed closely by Housing Assistance (37%).
- **Mobility Coordination:** YTD mobility outreach training and participation through December 2024 is shown in the chart below. Highlights include engagement with staff members from North High School to explore strategies for educating ELL students on how to access DART services.

FY25 Mobility Outreach Participants

1,374 Total Participants as of December 2024



12D: Finance/Procurement/IT Team Report
--

Staff Resources: Amber Dakan, Mike Gulick, and Kyle Foster

Finance Department – Amber Dakan, Finance Director

- **HRIS System Implementation:** The DART team continues to focus on finalizing multiple integrations between UKG and third-party providers as well as further alignment of information between the system and our ERP.
- **FY2026 Budget Preparation:** The team is currently working on the preparation of the FY2026 budget which kicked off in December. The Finance team has met with each department head to review budget requests and are working to align expenses with planned revenues.
- **Calendar Year End:** The payroll team prepared for the year-end filing of W-2's within the new HRIS system as well as the related processes of year-end reporting for payroll and 1099's. There was a mapping issue discovered as part of the transition of data from legacy system for two employee benefit types that has resulted in the need to issue corrected W-2's in the coming days.

Procurement Department – Mike Gulick, Senior Manager, Procurement and Compliance

- **Heavy Duty Bus Procurement:** Four 30-foot and ten 40-foot heavy duty buses approved by the Commission on May 7, 2024. Estimated delivery is May/June 2025.
- **Light Duty Bus Procurement:** Five light duty buses approved by the Commission on May 7, 2024. Estimated delivery is early 2025.
- **Zero-Emission Fleet Planning Services Procurement:** Given federal requirements to have a zero-emission transition plan to apply for certain federal grants, as well as changing technology in the zero-emission space, DART is seeking services from a well-qualified contractor for zero emission fleet planning services and implementation strategy. The deliverables will include a propulsion technology overview, recommended fleet fuel and propulsion technologies specifically for DART, and implementation strategy.
 - Firm-Fixed Price Contract for \$44,862 in process.
- **Bus Inspection Services:** DART is seeking services from a well-qualified contractor to conduct transit bus line inspection and secondary in-plant quality assurance services. The overall goal for these services is to ensure that each of the vehicles being procured is manufactured in compliance with 49 CFR Part 663 Pre-Award and Post Delivery Audits of Rolling Stock purchases regulations and 49 CFR 661 Buy America requirements as amended by the FAST Act. These inspections also ensure that the vehicles comply fully with the specifications of the order and ensure that each vehicle is free from defects.
 - In contracting phase with an estimated cost savings of 16% on light duty bus and 50% on Heavy Duty Bus inspections (savings are in comparison to the current, expiring contract).

MONTHLY REPORT

12D: Finance/Procurement/IT Team Report

- **Computerized Wheel Alignment System:** DART is seeking to purchase a computerized wheel alignment system with 35,000-pound capacity. Currently DART is not able to have buses aligned and is experiencing excessive tire wear, pulling/drifts, vibrations, reduced fuel efficiency, increased stress on suspension and steering components and underperforming steering.
 - Solicitation is open with quotes due February 19, 2025.

IT Department – Kyle Foster, Chief Information Officer

- **Technology Roadmap:** A technology audit performed a couple of years ago highlighted two key areas: underutilization of existing software/solutions and aging infrastructure.
 - **Network Equipment:** Network hardware remains the only component not fully upgraded or replaced in the last two years. A plan is being developed to address this, including integration with the new O&M facility.
 - **Software Upgrades:** All major software systems have been updated within the past year, except for the Interactive Voice Response (IVR) phone system. This upgrade is scheduled for summer.
 - **Upgrade Roadmap:** A structured roadmap is being designed to establish a recurring schedule for major hardware and software upgrades.
- **Disaster Recovery/Incident Response:** The IT team has completed a comprehensive update and rewrite of the Disaster Recovery (DR) and Incident Response Plan. This includes preparing for cyber threats, power outages, facility disruptions, and individual system failures to meet critical recovery time objectives.
 - A tabletop exercise is being developed to test the plan and refine procedures.
 - Collaboration with all departments will ensure their DR plans align with restoring operations as systems come back online.
- **Document Management:** Historically, DART has used various solutions for document storage, leading to inefficiencies and difficulty in accessing historical records. To address this, DART has identified its hosted SharePoint environment as the single solution for document management moving forward.
 - **FY25 Goal:** Conduct interviews with all departments to build a framework tailored to their document management needs.
 - **Progress:**
 - A main landing page has been created.
 - Departmental meetings have started, with initial libraries set up for immediate needs.
 - A standardized plan and framework have been developed as a template for each department.
 - IT, Procurement, HR, Grants, and Accounting are among the departments already engaged in the process.

12E: Human Resources/Training/Safety Team/Customer Service Report

Staff Resources: *Kelley Burgess – Chief People Officer*

Employee Engagement

- **Employee of the Month Recognition:**

The winner of DART's Employee of the Month award for November is **Lance Hatfield**. The winners of DART's Employee of the Month award for December is **Elaine German** and **Kimberly Esquibel-Jones**. Lance was recognized for his outstanding customer service skills and how he handles the many different phone calls he receives from DART riders. Elaine and Kimberly were recognized for going above and beyond when we had two short payroll weeks. They worked hard in a shortened amount of time, and everyone was paid accurately.



Kimberly Esquibel-Jones



Lance Hatfield



Elaine German

Human Resources – Alaina Severino, Human Resources Manager

- **Recruitment Update:**

The HR department is currently interviewing for the following openings:

- Bus Operator (Para & Fixed)
- Safety and Training Specialist
- Creative Project Manager
- Admin Assistant
- Service Person
- Technician

- **Recent Hires:**

- 2 – Fixed Route Operators
- 1 – Service Person
- 3 – Mobility Services Operator
- 1 – Mobility Services Eligibility Coordinator
- 1 – Human Resources Business Partner

MONTHLY REPORT

12E: Human Resources/Training/Safety/Customer Service Team Report

- 1 – Transit Police Officer

Training – Matt Johnson, Training Manager

- **Fixed Route New Hire Trainees:** Training continues for three Fixed Route operators.
- **Mobility Services New Hire Trainees:** Training continues for three Mobility Services operators.
- **Fixed Route Training Graduates:** Three new operators completed all training requirements and graduated to Part-Time Fixed Route Operator.
- **Safety and Customer Service Training:** Monthly safety meetings were held for all operators. A focus of this month was providing an excellent customer experience through practicing empathy in challenging situations. Safety also addresses trends in safety and how to avoid situations that could lead to increased accident risk. Human Resources also provided a refresher on DART's Drug Free Workplace guidelines and resources available to employees.
- **Operations People Leader De-escalation Training:** Training conducted a de-escalation session as part of a regular Operations People Leader Meeting. Focus was placed on practical techniques for managing our responses and understanding how others respond in stressful or escalated situations.
- **EEOC Training:** Staff development sessions were held focused on Respect in the Workplace, and Leading with Respect in the Workplace. These sessions were conducted through the EEOC Training Institute virtually. Thirty-eight staff were able to participate in the live virtual sessions with the remainder staff working to complete within thirty days. This training focused on maintaining a respectful and compliant workplace that supports our employees.
- **Drug and Alcohol Reasonable Suspicion Training:** Reasonable suspicion for drug and alcohol training for supervisors was conducted on-site. Employee and Family Resources conducted initial and refresher sessions for forty staff. This training ensures that staff are equipped to prioritize safety and staff support by appropriately identifying the signs and symptoms of drug or alcohol use in the workplace.

Safety – Pat Daly, Safety Manager

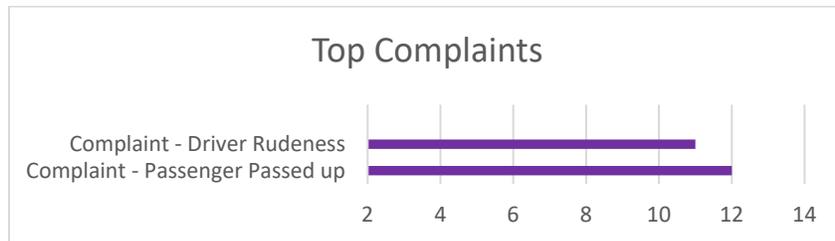
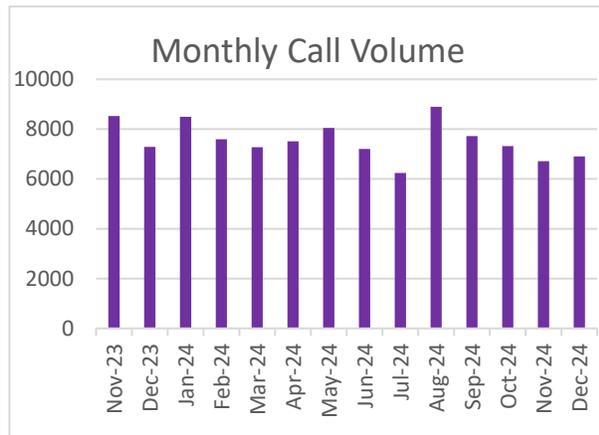
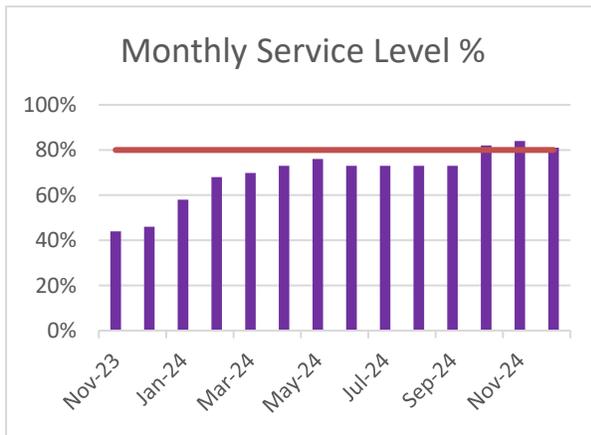
- **Emergency Response:** Coordinated DART's response to three activations of Polk County's Extreme Weather Plan. DART provided a total of 28 free rides to a warming center.
- **Training and Education:** Jake Comstock attended the APTA Mid-Year Safety and Risk Management seminar.
- **Operator Assault Prevention:** Completed and submitted DART's response to the FTA's General Directive 24-1 - Required Actions Regarding Assaults on Transit Workers issued on September 25, 2024.

MONTHLY REPORT

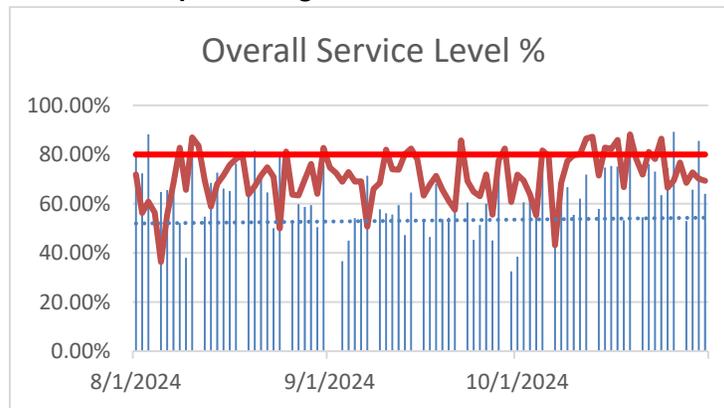
12E: Human Resources/Training/Safety/Customer Service Team Report

Customer Experience – Alyson Reimers, Customer Service Supervisor:

- **Service Levels:** We ended November with a service level of 84% and December was 81%. The amount of work the team has put in to achieve our service level goal is amazing. You can see November of 23', we were only at 44%.
- **Call Trends:** We have continued to see normal call trends: schedule questions, Paratransit questions/reservations, etc.



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



MONTHLY REPORT



12F:	Chief Executive Officer
-------------	--------------------------------

Staff Resource: *Amanda Wanke, Chief Executive Officer*

- **DART Executive Committee:** The DART Executive Committee met on Tuesday, January 21, 2025. The discussion items presented during the meeting included:
 - CBA Contract
 - Grimes Update
 - Reimagine DART
 - FY26 Budget Update
 - Iowa State Fair Update
 - WSP/Zero Emissions Plan

- **Leadership Updates:** Given that we have had an interim leadership structure in place and the resignation of our CFO, below are details on how we're proceeding with our executive leadership team at DART. The goal of this structure is to provide as much stability as possible for staff, use the skills of our existing people, stay budget neutral, and help bring together a diverse group of perspectives and skills to lead us through the next 18 months of change through Reimagine DART.

Here's what's not changing:

- Luis Montoya, Chief Operations and Planning Officer, with the functions of transportation, planning, facilities and fleet/maintenance
- Erin Hockman, Chief Strategy Officer, with the functions of communications and marketing, business and community relations, Caravan, government relations and strategy
- Kelley Burgess, Chief People Officer, with the functions of human resources, safety, training and customer service
- Vicky Barr, Executive Manager and Commission Clerk, with responsibility for helping coordinate and lead our admin team

What's new:

- Kyle Foster will step into the role of Chief Information Officer, with responsibilities for the functions of IT, business intelligence and process improvement
- Mike Gulick will step into the role of Interim Finance Lead/Senior Manager for Procurement and compliance, with responsibilities for the functions of finance, procurement and compliance, as well as his continued work on the operations and maintenance facility.

- **FTA Triennial Review:** We have received notice that our FTA Triennial Review will be beginning shortly. The process starts with a lengthy information request and ends with an on-site visit. We will share more information when we get specifics.

MONTHLY REPORT

11F: Chief Executive Report

- **Des Moines Airport:** On January 9, me and Luis Montoya (Chief Operating and Planning Officer) had an opportunity to meet with Brian Mulcahy, the Assistant Director of the airport. This was an opportunity for us to discuss more about the future of the airport and Reimagine DART and ways we may partner together more in the future. We plan to continue these conversations and will continue to keep the DART Commission updated if anything specifically evolves.
- **Member City Budget Meetings:** As DART works and plans for the FY26 budget we have found it important to better learn and understand how our member cities are approaching the property tax levy cap and make sure we understand the impacts to our member cities as well as how each are approaching expense cuts and possible additional revenue streams. I would like to thank the Cities of West Des Moines and Clive for giving us an opportunity to meet with them during the month of January.

12G:	Performance Report – November & December 2024
-------------	--

Staff Resource: *Nate Bleadorn, Business Intelligence Manager*

Summary of November & December 2024 Monthly Performance:

- Total November ridership was up 4.96% compared to last November, and up 5.91% YTD.
 - Fixed Route ridership was up 5.87% compared to November of last year.
 - Paratransit ridership was 8.8% lower compared to prior year.
 - DART On Demand ridership was up 1.11% compared to prior year.
 - Caravan ridership for November was down 17.14% from November of 2023, and down 8.9% YTD.
- Total December ridership was up 0.84% compared to last December, and up 5.22% YTD.
 - Fixed Route ridership was up 1.22% compared to December of last year.
 - Paratransit ridership was 3.94% lower compared to prior year.
 - DART On Demand ridership was down 2.8% compared to prior year.
 - Caravan ridership for December was down 10.24% from December of 2023, and down 9.08% YTD.
- Both months of ridership reflect a slower ridership season for DART. This time of year, is impacted by fewer school days for DMPS, holidays and no service days, and cooler temperatures.
- Preventable accidents were 0.54 per 100,000 miles in November and 1.43 in December. We are at 1.09 preventable accidents YTD, just over our goal of 1. Our monthly non-preventable accidents were 1.62. per 100,000 miles in November and 1.15 in December.
- On-Time Performance (OTP) was 74.03% in November and 76.15% in December. We discovered an issue with our OTP tracking that has caused us to under report our performance. As we work through a fix, a manual calculation shows our fixed route OTP YTD at 77.7%. This is as we aim for our goal of 85%. DART made schedule changes to several routes in the November service change to try and improve reliability and DART bus operators are being coached on best practices to manage their time to minimize delays.
- Road calls per 100,000 miles, when buses need service while in operation, were 6.89 for fixed route in November and 8.36 in December. Each of these are near our goal of 7.



Performance Summary -

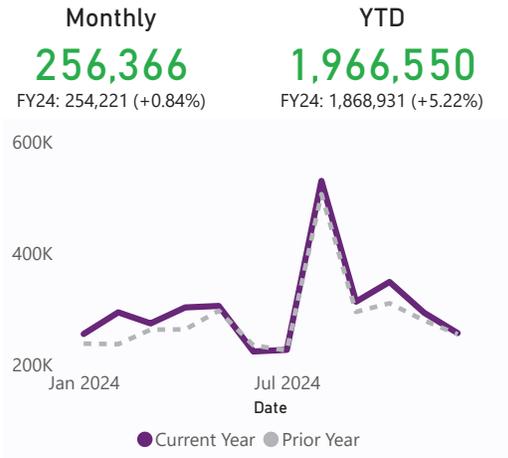
December 2024

1/1/2024 12/31/2024

Ridership

Preventable Accidents/100k Miles

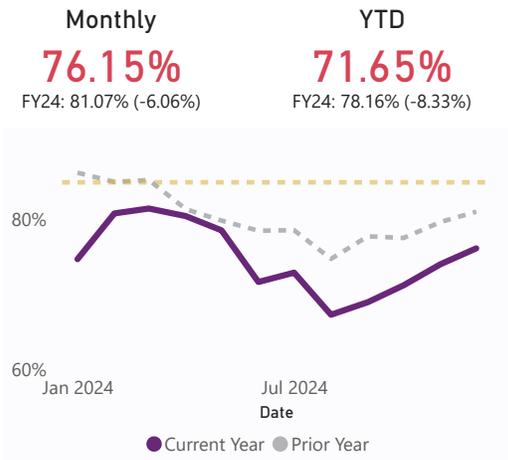
Non-Preventable Accidents/100k



On-Time Performance

Farebox Recovery Ratio

FR Passengers / Revenue Hour



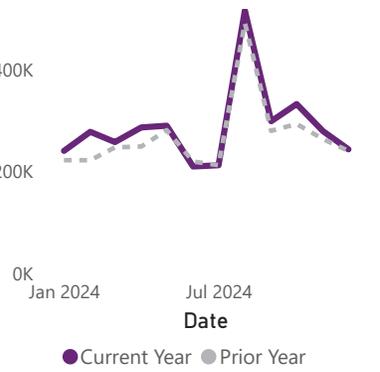


Fixed Route Performance

1/1/2024 12/31/2024

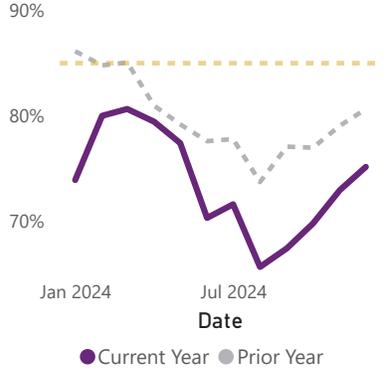
Ridership

Monthly: 243,353
YTD: 1,880,241
FY24: 240,428 (+1.22%)
FY24: 1,779,757 (+5.65%)



On-Time Performance

Monthly: 75.14%
YTD: 70.29%
FY24: 80.64% (-6.81%)
FY24: 77.45% (-9.24%)

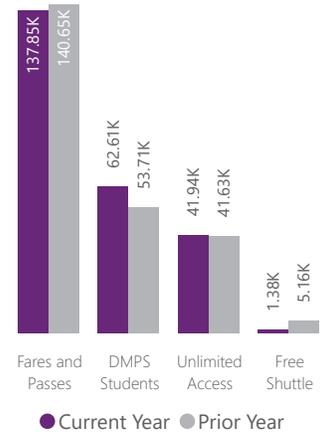


Operating Cost/Rev. Hour

Monthly: \$107.92
YTD: \$144.65
FY24: \$154.17 (+30%)
FY24: \$149.85 (+3.47%)

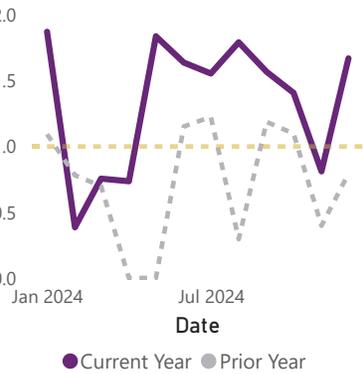


Monthly Ridership by Fare Group



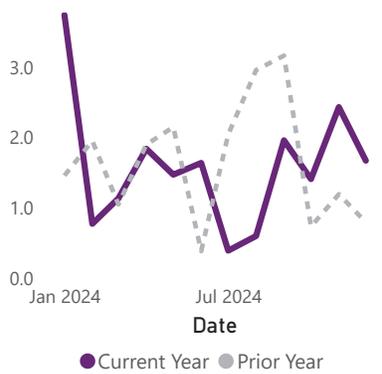
Preventable Acc./100k

Monthly: 1.67
YTD: 1.48
FY24: 0.79 (-110.38%)
FY24: 0.81 (-84.06%)



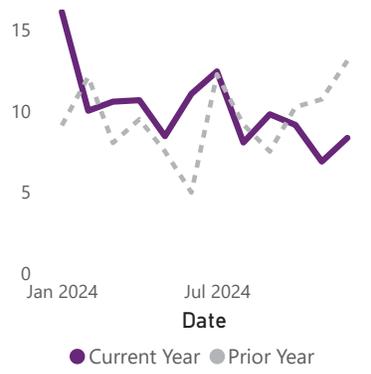
Non-Preventable Acc./100k

Monthly: 1.67
YTD: 1.36
FY24: 0.79 (-110.38%)
FY24: 1.86 (+26.89%)



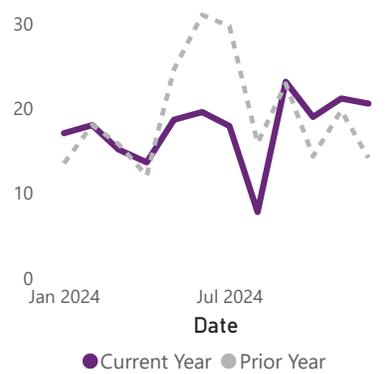
Road Calls/100k Miles

Monthly: 8.35
YTD: 9.09
FY24: 13.09 (+36.25%)
FY24: 10.42 (+12.76%)



Complaints/100k Passengers

Monthly: 20.55
YTD: 16.97
FY24: 14.14 (-45.29%)
FY24: 18.71 (+9.32%)



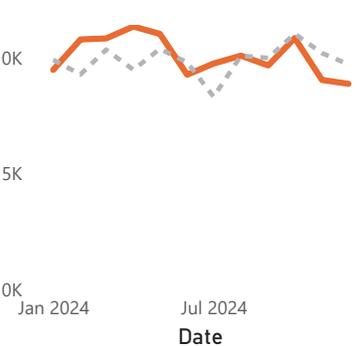


Paratransit Performance

1/1/2024 12/31/2024

Ridership

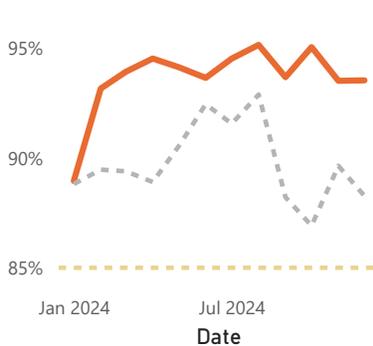
Monthly **7,614**
FY24: 7,926.00 (-3.94%)
YTD **48,955**
FY24: 49,094 (-.28%)



● Current Year ● Prior Year

On-Time Performance

Monthly **93.55%**
FY24: 88.27% (+5.98%)
YTD **94.30%**
FY24: 89.55% (+5.31%)



● Current Year ● Prior Year

Operating Cost/Passenger

Monthly **\$37.76**
FY24: \$63.23 (+40.29%)
YTD **\$52.16**
FY24: \$53.66 (+2.79%)



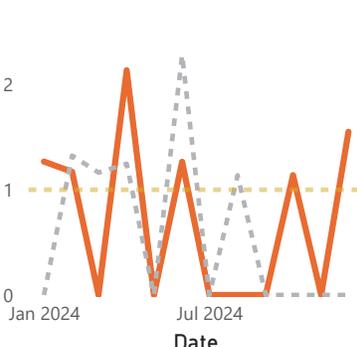
● Current Year ● Prior Year

Paratransit Customer Type Breakdown



Preventable Acc./100k

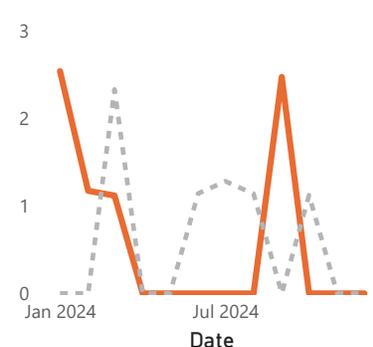
Monthly **1.55**
FY24: 0.00
YTD **0.42**
FY24: 0.20 (-111.51%)



● Current Year ● Prior Year

Non-Preventable Acc./100k

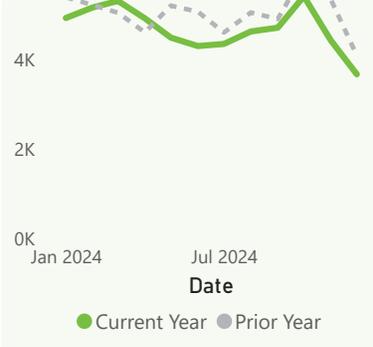
Monthly **0.00**
FY24: 0.00
YTD **0.42**
FY24: 0.60 (+29.5%)



● Current Year ● Prior Year

RideShare - Ridership

Monthly **3,664**
FY24: 4,082 (-10.24%)
YTD **27,157**
FY24: 29,870 (-9.08%)



● Current Year ● Prior Year

RideShare - Op. Cost/Passenger*

Monthly **\$15.34**
FY24: \$15.78 (+2.79%)
YTD **\$13.52**
FY24: \$12.72 (-6.27%)



● Current Year ● Prior Year



DART On Demand Performance

Request Zone

All

Booking Type

All

1/1/2024

12/31/2024

Completed Trips

Monthly

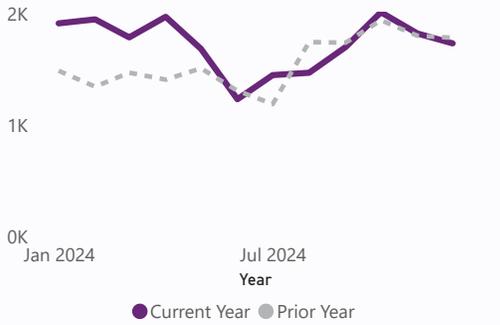
1735

FY24: 1785 (-2.8%)

YTD

10197

FY24: 10210 (-0.13%)



Avg. Wait Time (On Demand)

Monthly

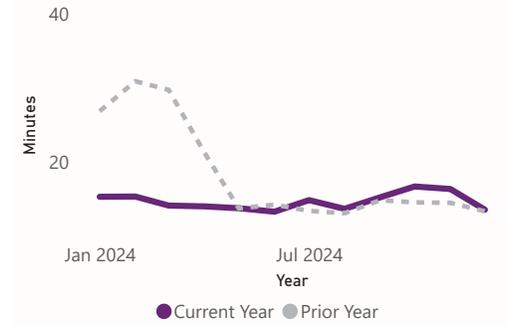
13.61

FY24: 13.41 (-1.55%)

YTD

15.07

FY24: 14.02 (-7.48%)



Mobile Booking Rate

Monthly

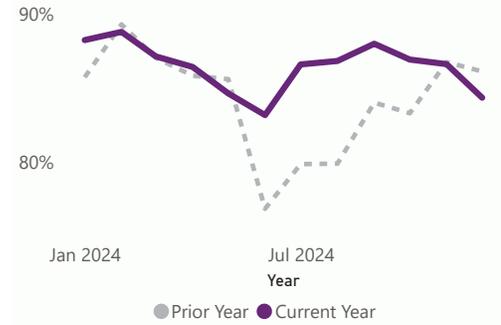
84.35%

FY24: 86.12% (-2.06%)

YTD

86.55%

FY24: 83.47% (+3.69%)



Unique Active Riders

Monthly

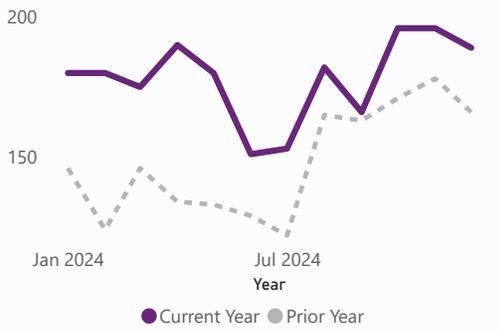
189

FY24: 166 (+13.86%)

YTD

372

FY24: 337 (+10.39%)



New Accounts Created

Monthly

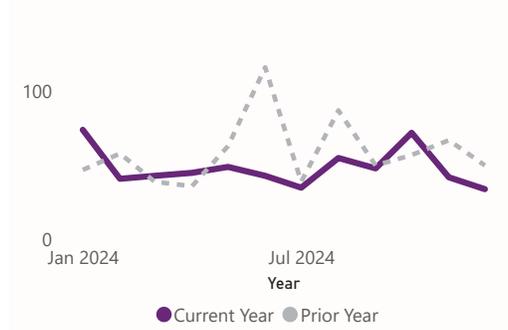
34

FY24: 50 (-32%)

YTD

286

FY24: 350 (-18.29%)



First Time Riders

Monthly

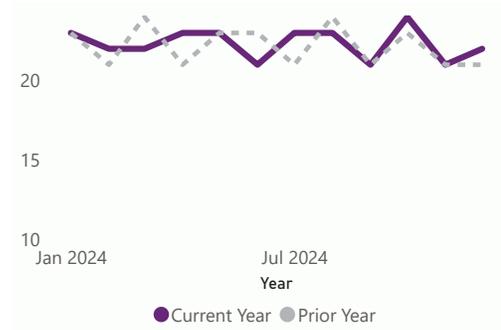
22

FY24: 21 (+4.76%)

YTD

129

FY24: 126 (+2.38%)





Route Details

Month

December 2024 ▼

Program	Route	Month Ridership	Month Last Year	YTD Ridership	Last Year YTD Ridership	YTD Change	YTD Change %	YTD Passengers/Revenue Hour	YTD On-Time Performance
1. Local	#1 - Fairgrounds	10,960	8,986	344,908	303,454	41,454	13.7%	42.03	46.58%
	#2 - Maury St	131		827		827	Infinity	4.62	77.54%
	#3 - University	24,052	23,750	165,217	153,279	11,938	7.8%	26.38	60.97%
	#4 - E. 14th	11,449	9,532	73,951	66,351	7,600	11.5%	21.66	73.71%
	#5 - Franklin Ave/Johnston	10,361	9,894	67,036	64,855	2,181	3.4%	17.56	68.51%
	#6 - Indianola	25,016	22,554	163,485	139,598	23,887	17.1%	38.21	85.79%
	#7 - SW 9th St.	27,185	26,629	176,153	162,080	14,073	8.7%	43.91	81.54%
	#8 - Fleur Dr.	2,150	2,189	14,588	16,872	-2,284	-13.5%	22.03	72.64%
	#10 - East University	1,123	1,157	7,753	6,908	845	12.2%	13.54	77.88%
	#11 - Ingersoll/Valley Junction	3,440	3,292	19,566	19,733	-167	-0.8%	27.76	54.80%
	#13 - Evergreen	4,608	4,382	27,368	24,875	2,493	10.0%	70.83	70.96%
	#14 - Beaver Ave.	14,032	13,068	82,748	80,132	2,616	3.3%	23.08	75.95%
	#15 - 6th Ave.	17,437	18,247	115,675	111,587	4,088	3.7%	33.85	68.69%
	#16 - Douglas Ave.	25,652	26,641	173,135	168,010	5,125	3.1%	28.58	65.11%
	#17 - Hubbell Ave.	17,997	20,138	127,770	126,987	783	0.6%	23.89	67.02%
	#50 - Euclid	4,808	5,481	33,413	36,822	-3,409	-9.3%	12.31	73.65%
	2. Shuttle	#52 - Valley West/Jordan Creek	11,157	11,001	77,352	68,806	8,546	12.4%	17.49
#60 - Ingersoll/University		23,356	21,618	140,282	135,771	4,511	3.3%	23.29	67.72%
#72 - West Des Moines Loop		2,584	2,559	17,576	16,863	713	4.2%	9.87	77.02%
#74 - NW Urbandale		257	293	2,395	2,381	14	0.6%	4.61	81.27%
Link Shuttle		789	492	5,029	4,988	41	0.8%	4.40	71.50%
Downtown Shuttle			4,452	20,847	33,124	-12,277	-37.1%	8.85	76.87%
3. Express		#92 - Hickman	436	574	2,456	3,417	-961	-28.1%	5.86
	#93 - NW 86th	1,372	613	5,290	5,304	-14	-0.3%	6.95	64.37%
	#94 - Westown	313	291	2,062	2,196	-134	-6.1%	7.39	75.89%
	#95 - Vista	145	171	1,222	1,196	26	2.2%	6.19	62.28%
	#96 - E.P. True	629	576	3,808	3,823	-15	-0.4%	9.19	75.22%
	#98 - Ankeny	1,592	1,611	11,942	10,976	966	8.8%	9.81	71.21%
	#99 - Altoona	322	237	2,492	1,622	870	53.6%	7.53	69.30%
5. On Call	Ankeny								
	NW Johnston / Grimes								
	Regional			25		25	Infinity	6.38	80.00%
6. DART On Demand	#31 - DART On Demand - Jordan Creek		1		17	-17	-100.0%		
	#32 - DART On Demand - River Bend		28		58	-58	-100.0%		
	DART On Demand - Ankeny	1,735	1,779	9,901	10,178	-277	-2.7%	4.88	
Cab	Paratransit: Taxi	602	1,015	4,707	6,028	-1,321	-21.9%	4.66	
Paratransit	Paratransit: Bus/Van	6,533	6,911	43,332	43,255	77	0.2%	2.64	94.63%
RideShare	RideShare		4,082	19,071	29,870	-10,799	-36.2%	5.30	
TNC	UZURV	479		484		484	Infinity	Infinity	
Total		252,702	254,244	1,963,866	1,861,416	102,450	5.5%	20.34	70.61%

FUTURE DART COMMISSION ITEMS



Future Agenda Items:

March 4, 2024 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> FY 2026 Set Budget Hearing Date FTA FY 2024 Buses and Bus Facilities Grants Program Application Bus Procurement Approval Privacy Policy 	<ul style="list-style-type: none"> Transit Riders Advisory Committee Update Signature Policy Approval June 2025 Service Change Quarterly Investment Report Quarterly Financial Update Quarterly Safety Report WSP-Zero Emissions
April 1, 2024 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> FY 2026 Budget Hearing DART General Reserve Fund June 2025 Service Change State Consolidated Grant Funding Application FY 2026 FY 2026 State PTIG Grant Application 	<ul style="list-style-type: none"> Transit Advisory Committee Update Reimagine DART Concepts
May 6, 2025 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> Des Moines Public Schools Services Contract Transportation Improvement Program (TIP) Approval FY2026 	<ul style="list-style-type: none"> Transit Advisory Committee Update August Service Change

Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee Meeting <i>(cadence of 2025 executive committee meetings determined after 2025 Officer Election)</i>	TBD	TBD	TBD
DART Commission and City Manager Budget Workshop	Thursday, February 20, 2025	11:00 A.M.	DART Central Station/Zoom
Special DART Commission Meeting	Monday, May 19, 2025	12:00 P.M.	DART Central Station/Zoom
Special DART Commission Meeting	Monday, September 22, 2025	12:00 P.M.	DART Central Station/Zoom

EXEMPT SESSION



17: Optional Exempt Session

Action: The DART Commission meeting be recessed and reconvened in exempt session pursuant to Section §20.17(3) of the Iowa Code.

Kelley Burgess, Chief People Officer

Staff Resource: *Luis Montoya, Chief Operating and Planning Officer*
Erin Clanton, DART Legal Counsel

Depending on the level of details and information that needs to be discussed in open session, the DART Commission may choose to go into Exempt session in order to discuss details as it relates to the CBA Contract.

Procedures for Exempt Session:

1. The Commission Chair asks for a motion to recess the meeting and reconvene in exempt session.
2. The Commission Chair announces that:
3. "The Des Moines Area Regional Transit Authority will go into exempt session pursuant to under Iowa Code §20.17(3) for negotiating sessions and strategy meetings to discuss the authority for mandatory subjects of bargaining for the union".
4. "All visitors leave the room (*except for all DART Executive Committee members, DART's Legal Counsel, DART's Executive Leadership Team*)".
5. No action may be taken in an exempt session. There shall be no conversation regarding individual employees, but rather employment conditions as a whole.
6. The Commission Chair asks for a motion to close the Exempt session and reconvene into open session.
7. If any action is necessary following the exempt session, it will be placed as an action item at a subsequent open meeting.

Exempt Session:

The Commission will hold an exempt session pursuant to the above.

Upon Reconvening in Open Session:

- Action will be taken.

ACTION ITEM



18: Collective Bargaining Agreement Approval

Action: Grant approval for the DART Chief Executive Officer to sign a three (3)-year Collective Bargaining Agreement with the Amalgamated Transit Union (ATU) Local 441

Staff Resource: *Luis Montoya, Chief Operating and Planning Officer*
Kelley Burgess, Chief People Officer

Background:

- The duration of the current DART and the Amalgamated Transit Union Local 441 (ATU) labor agreement extends until June 30, 2025.
- In preparation of contract negotiations, DART staff developed the following goals:
 - Cost containment
 - Employee attraction and retention
 - Simplification and process improvements
 - Flexibility for what comes out of Reimagine DART
- On December 12, 2024, DART and the ATU met in a public meeting to exchange proposals for requested changes to the labor agreement.
- DART and the ATU began negotiations later that day, and after several more days of negotiations, came to a tentative agreement on January 3, 2025.
- The new agreement, if approved by the Commission, will be for three years, extending until June 30, 2028.
- The new agreement, if approved by the Commission, includes provisions that increase costs in some areas and decrease costs in other areas, with a net budget impact that is within the stability plan previously shared with the Commission.

New Tentative Agreement:

The new tentative agreement includes the following changes to the existing labor agreement:

- **Wage Increases**
 - **Base Rate Increases**, including external market adjustments for some departments.
 - **New Hire Wage Step Plan for All New Mobility Services and Fixed Route Hires After July 1, 2025** – Upon graduation, the employee's rate of pay will be raised to the Year 1 CDL operator base rate of pay. On their second through sixth anniversary date, subsequent raises will occur. Future negotiations will determine increases to any of these steps.
 - **Increased Shift Differentials/Incentives for Trainers and Leads**

ACTION ITEM

18: Collective Bargaining Agreement Approval

- **Evening and Early Morning Shift Differential** – Increased to \$1.00/hour
- **Benefit Changes**
 - **Per Pay Period Health Care Contribution Percentage Increases**
 - **HSA Contribution Increase** – Increased dollars deposited into an employee's Health Savings Account to manage out-of-pocket costs:
 - \$1,000/year or \$250/quarter for employee-only enrollment
 - \$2,000/year or \$500/quarter for family enrollment level
 - **Paid Time Off (PTO) Accrual Plan** – Vacation Time and Float Time combine to form one Paid Time Off (PTO) bank. Equivalent of previous 24 hours float time will deposit on January 1st each year, and equivalent of previous vacation hours will deposit as an accrual on a per-pay-period basis. Each union employee will be allowed to go 40 hours negative in their PTO bank if they have not accrued sufficient PTO for their time off request.
 - **New Hire PTO Eligibility** – With the addition of accruals, new hires are eligible to earn paid time off with their first full paycheck.
 - **Paid Time Off (PTO) Timeframe** – January 1 through December 31, each year.
 - **Paid Time Off (PTO) Carry Over** – In year one (1), 80 hours of PTO carryover will be allowed. All subsequent years will allow up to 40 hours of carryover.
 - **Sick Time to All Employees** – All full-time union employees will receive 40 hours of paid sick leave each year. Part-time employees will receive 20 hours of paid sick leave each year. Balances as of 12/31 will be paid out.
 - **Eliminate H&A Insurance** – Replace with Sick Time and Short- and Long-Term Disability Insurance Coverage. (See one-pager for reference.)
- **Maintenance Tool Allowance Increase** – New allowance is \$800.
- **Mark-Up Communication Timeframe** – All requests to change the markup need to be made by 9 a.m. three (3) calendar days before the affected workday. For example, a request that impacts Wednesday's schedule must be made by Sunday at 9 a.m.
- **New Continuity Longevity Pay Incentive** – Employees can choose to reduce their work hours and transition to part-time rather than retiring entirely, called "continuity pay incentive." This allows employees to gradually step down from full-time work, maintaining some level of employment while enjoying more free time as they ease into their retirement. DART will support this approach by extending an employee's regular rate of pay to individuals who have worked for at least 15 years with DART, maintained an excellent performance and absence record, and had no preventable accidents within the last 24 months.



ACTION ITEM

18: Collective Bargaining Agreement Approval

- **New Non-CDL Operator Class** – DART will explore a potential new class of operators. Additional details will be discussed at later date.
- A copy of the redlined CBA (tentative agreement) can be found in the PDF titled ATU Contract 2025-28-redline TAs-final .

Recommendation:

- Grant approval for the DART Chief Executive Officer to sign the three (3)-year labor agreement and the memorandum of understanding with the Amalgamated Transit Union Local 441 that includes the outlined provisions provided above as part of this action item.