



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET



ZOOM

DIAL IN - +1-312-626-6799/ACCESS CODE – 826 0521 3616 PASSCODE - 156359
JANUARY 23, 2024 – 12:00 PM

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1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF DECEMBER 5, 2023, AGENDA	
5. DART COMMISSION OFFICER ELECTION	2
6. RECOGNITION OF OUTGOING DART COMMISSIONERS	
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A. FY 2025 Commission Budget Workshop – Week of February 19, 2024 - Date to be confirmed	
15. NEXT MEETING: Regular DART Meeting - Tuesday, March 5, 2024 – 12:00 P.M.	
16. ADJOURN	

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



ACTION ITEM



5: DART Commission Officer Election

Staff Resource: Vicky Barr, DART Executive Coordinator 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 2024).
 - 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 Dierenfeld, Commissioner Mikkilineni and Commissioner Willey, will share the proposed executive committee slate at the January 2024 meeting.
- 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.



TRAC REPORT



:	Transit Riders Advisor Committee TRAC	date
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Resource: Brandon Paulsen, TRAC Chair

A hybrid meeting of the Transit Riders Advisory Committee was held on Wednesday, December 20, 2023, and a quorum was met. Included are key highlights from the meeting's discussion.

- TRAC Vice Chair Announcement:** Community Mobility Coordinator and TRAC Liaison, Catlin Curry, announced the nomination of Jeremy Guenther to the position of Vice Chair as voted by the committee. Jeremy's position will begin in January of 2024.
- DCS Platform Signage:** Director of Information Technology, Kyle Foster, shared with the committee a plan to update the platform signage at DART Central Station as most of it is currently inoperable. In this discussion, TRAC members were asked about some accessibility features and potential costs. TRAC members expressed concerns about the cost of the project but were informed that it would be covered by grant funding.
- Senior Service Change:** Planning and Development Manager, Tony Filippini, updated the committee on the next service change taking effect in February. Tony shared details of the new Route 2 that will travel between DART Central Station and Wemin Industries in southeast Des Moines. The new route will be funded through an Unlimited Access partnership with Wemin. TRAC members expressed interest in learning more about how DART partners with private businesses like Wemin to fund service. This update also included information about rerouting on Route 10 due to an upcoming bridge closure.

The next hybrid TRAC meeting is currently scheduled for Wednesday, January 10, 2024.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED IN PERSON AND VIRTUAL
COURTNEY STREET DES MOINES IOWA 5
December 5**



Meeting was held in a hybrid format

Commissioners Alternates Present and Voting:

Vern Willey, Tara Cox (arrived at 12.11p.m.), Srikant Mikkilineni, Josh Mandelbaum, Andrew Borcharding, Paula Dierenfeld, Ross Rooters, Steve Van Oort, Bridget Montgomery, Russ Trimble, and Joseph Jones

Commissioners Absent:

Elly Stearns

Other Non Voting Present:

Todd Shafer

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.

ADOPTION OF AGENDA

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

It was moved by Bridget Montgomery and seconded by Josh Mandelbaum to approve the December 5, 2023, agenda. The motion carried unanimously.

PUBLIC COMMENT:

Deborah Garland from Des Moines shared that the smaller buses width cause issues for riders in wheelchairs and ask when new buses are purchased in the future that DART considers this issue for patrons in mobility devices.

Thomas Washington from Des Moines had some concerns about the number of bus stops on the south side and wondered if they could be consolidated. Luis Montoya, Chief Planning Officer, was asked to follow up with Mr. Wahington after the meeting.

Garland Armstrong from Des Moines shared his disappointment that Trimes was withdrawing from DART and asked if there will be a backup plan for those in this community that rely on public transportation. Amanda Wanke, Chief Executive Officer, shared the timeline of the withdrawal and further conversations will occur as it relates to service and the City of Trimes.

Laylynn Strain shared she served on TRAC and received some Arabic copies of the recent DART survey and placed them in her mosque for people to complete.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES DECEMBER 5**



Alec Davis from Des Moines and the founder and Chair of Momentum DSM shared his concerns about the possible DART service cuts and future of transit in the community. When speaking to their constituents and other elected officials, he asked the DART Commission to share the importance of transit and how our communities have become exclusionary and car dependent, which makes transit so important for those that rely on it every day.

Patie Das from Des Moines and a Drake student shared that DART has afforded her mobility and connection to the Des Moines community, giving her access to places and events in the Metro. Due to the flexibility DART provides she has chosen to stay in Des Moines after graduation. She shared how important safe public transportation is to our community and encouraged future investment in transit to continue so that DART can continue the service people rely on.

Anna Snyder from Des Moines and a Drake shared her advocacy for DART, including that it keeps young people in Iowa, sharing statistics that more young people rely on transportation than they did 10 years ago. DART has provided her options and access to the community, and she believes it is essential to Des Moines, Drake, and other organizations in the metro.

Trae Ensell from Des Moines and a Drake student reminded the DART Commission that 10% of riders have no driver's license and rely on the service to go to work. DART is an investment for our area and community. Robust transportation is also an attraction for those that visit and decide to live in our communities cutting the service will cause issues to potential residents and those that currently rely on DART services.

Dian Nustikasani from Ankeny and a professor at Drake University, teaches a sustainable transportation class. She shared the importance of DART and the access it provides, especially to those most vulnerable in the community.

TRANSIT RIDERS ADVISORY COMMITTEE TRAC DATE

Catlin Curry, Mobility Coordinator, shared that the last Transit Riders Advisory Committee was held on Wednesday, November 2 and a quorum was met. Highlights from the meeting included presenting the slate of nominated and confirmed TRAC members to the committee to cast their ballot. The new Vice Chair would be announced at the December TRAC meeting. Communications Manager Sarah Welch shared an update with TRAC about the current efforts to get feedback from riders and stakeholders related to the potential service cuts and funding challenges. Opportunities for TRAC members to participate were discussed including participating in the various public meetings, completing a survey, contacting elected officials, and sharing information through social media. The recent news about the Ames City Council voting to withdraw from DART was also shared. In addition, it was shared that surveys will be going out to DART riders, operators, and maintenance staff to get feedback on their experience with the variety of sized buses that DART is currently using in the fleet.

The next hybrid TRAC meeting is currently scheduled for Wednesday, December 20, 2023.

CONSENT ITEMS

- 7A Commission Meeting Minutes November 7, 2023
- 7B Des Moines Area Metro and CRTA Staff Representation for DART
- 7C 2028 Transportation Alternatives Program (TAP) Grant
- 7D New TRAC Members

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES - DECEMBER 5**



7E - October 2024 Consolidated Financials

It was moved by Ross Rooters and seconded by Srikant Mikkilineni to approve the consent items. The motion carried unanimously.

DISCUSSION ITEMS:

8A - 2024 DART Development Budget Update

Amanda Wanke, Chief Executive Officer, provided an update regarding DART's upcoming 2024 budget development.

8B - Operations and Maintenance Facility Update

Luis Montoya, Chief Planning Officer, provided an update on progress toward designing and building a new operations and maintenance facility.

8C - February Service Change

Tony Ilippini, Planning and Development Manager, and Matt Harris, Business and Community Partnerships Manager, provided an overview of the proposed new services and fixed-route changes planned for the February Service Change, which include a proposed new local route from DART Central Station serving employers along the East ML Parkway corridor in Des Moines that would be fully funded through a new \$1,000 Unlimited Access partnership with local industries. Also included as part of the February Service Change are routine schedule adjustments and a realignment of Route 10 East University to accommodate the upcoming closure of the Walnut Street bridge downtown.

8D - Caravan (Rideshare) Partnership with Wells Enterprise

Erin Lockman, Chief External Affairs Officer, provided an update on an opportunity for Caravan (Rideshare) to help meet workforce transportation needs for Wells Enterprise located in Le Mars, Iowa.

8E - DART On Demand Update

Luis Montoya, Chief Planning Officer, provided an update on DART On Demand, including findings from two years of operating DART On Demand in Ankeny and an overview of what we have learned so far about the new River Bend and Jordan Creek pilots.

8 - Performance Report - October 2024

Due to time, Chair, Russ Trimble asked the Commission to refer to their packets to review the performance report.

DEPARTMENTAL MONTHLY REPORTS PRESENTATION

11A - Operations

None

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES DECEMBER 5**



None

11C - External Affairs

None

11D Finance/T/Procurement

None

11E Human Resources

None

11 Chief Executive Officer

Amanda Wanke, Chief Executive Officer, shared that the official primes withdrawal notice is in the Commission packet for review and the email she sent out. There are still some decisions that need to be determined regarding next steps and when the DART Commission will vote on the withdrawal. The Executive Committee will be discussing this in their December meeting so we may bring back a recommendation to the full Commission in early 2024.

COMMISSIONER ITEMS

Bridget Montgomery encouraged Commissioners to attend the remaining DART public input meetings.

NEXT MEETING:

Regular DART Meeting - Tuesday, January 23 12:00 .M.

ADORN

Chair Russ Trimble adjourned the meeting at 1:44 p.m.

Chair

Clerk

Date



CONSENT ITEM



	November	Consolidated Financial Report
Action:	Approve the November	Consolidated Financial Report

Resource: Administration, Finance Director

Year to Date Budget Highlights:

Revenue:

- Fixed Route operating revenue is exceeding budget by 1.1% year-to-date. This is a result of higher revenues in Other Contracted Services and from our unlimited Access partnerships.
- Fixed Route non-operating revenue is exceeding budget by 20.7% primarily due to the drawdown of pandemic funds as well as higher performance in interest income.
- Mobility Services operating revenue is exceeding budget by 4.0% so far in 2024. Folk County funding and Mobile Ticketing passes are both ahead of budget projections.
- Mobility Services non-operating revenue is 21.1% under budget year-to-date resulting from the timing of grant funding.
- Caravan revenues are under budget by 1.1% year-to-date due to lower than anticipated passenger fares. Caravan (formerly Rideshare) continues to work through implementation of a new rider platform as part of an effort to revamp the program and attract new customers.

Operating Expense:

- Fixed Route operating expenses are seeing a 4.0% savings from projections. Services and Insurance are the two categories seeing the most savings so far this fiscal year.
- Mobility Services operating expenses are over budget by 2.0% year-to-date. Purchased Transportation Services and Fuel and Lubricants are seeing the highest over budget levels.
- Caravan has budget savings of 21.1% year-to-date for operating expenses. Services and Fuel and Lubricants are seeing the largest savings to date.

Recommendation:

- Approve the November 2024 Consolidated Financial Report.

Total Annual Audited Performance compared to Budget:

Fixed Route	\$ 7,8	Reserve for Accidents (See Balance Sheet):
Mobility Services	(407,788)	2,247,777
Caravan	(21,8)	
Total	\$ 20,88	

Financials: November

I EDRO TE	November			Year To Date 5 Months Ending		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	28,11	402,217	(112,0)	2,27,	2,011,08	22,72
Non-Operating Revenue	2,820,448	2,74,281	14,17	1,1,008	1,7,21	2,72,087
Subtotal	10,7	7,48	2,1	18,40,	1,8,004	24,
Operating Expenses	2,8,8	7,48	242,42	14,72,804	1,8,004	200
Gain/(Loss)	27,0	-	27,0	7,8	-	7,8

MO I IT SERVICES	November			Year To Date 5 Months Ending		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	47,82	0,4	(,22)	27,88	2,271	11,17
Non-Operating Revenue	2,11	4,2	(108,812)	1,	1,717,108	(1,12)
Subtotal	282,42	7	(114,07)	1,2,184	1,82,7	(0,1)
Operating Expenses	427,	7	(0,0)	2,0,72	1,82,7	(7,)
Gain/(Loss)	(144,7)	-	(144,7)	(407,788)	-	(407,788)

CARAVAN	November			Year To Date 5 Months Ending		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	18,11	,	(14,822)	10,2	1,7	(0,1)
Non-Operating Revenue	-	4,8	(,48)	41,000	47,8	(,8)
Subtotal	18,11	42,801	(24,20)	147,2	214,004	(,472)
Operating Expenses	277	42,801	24	18,1	214,004	4,08
Gain/(Loss)	(20,7)	-	(20,7)	(21,8)	-	(21,8)

SUMMAR	November			Year To Date 5 Months Ending		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	,1	488,04	(12,)	2,77	2,44,021	21,74
Non-Operating Revenue	0,1	27,7	27,888	17,2,04	1,18,7	2,42,7
Subtotal	411,212	1,278	(10,0)	20,18,7	17,81,88	2,07,2
Operating Expenses	1,01,072	1,278	21,20	1,8,1	17,81,88	42,7
Gain/(Loss)	110,140	-	110,140	20,88	-	20,88



ACTION ITEM



A:	February	Service Change
Action:	Approved	Title VI Service Evaluation Analysis for the February Service Change
	Approved	service changes to select fixed routes effective February

Resource: Toni Imani, ACP, Plannin and Delon Anderson

Background:

- Over the past several years, employers and stakeholders along the SE Martin Luther King Jr. Parkway have expressed a need for transit service, a need reinforced by the Transit Optimization Study, which identified the area as a gap in DART's service network. In response to employer interest, DART proposed the addition of a new, limited-service local route to help meet employer needs if an employer was willing to fund the cost to add the service.
- Walmart Industries stepped up and has signed a Letter of Intent to enter into an unlimited Access partnership with DART to not only fund the proposed local route but also offer free access to DART service for their 100 employees.
- The Walmart partnership will fund two roundtrips primarily aligned to Walmart Industries shift times. Staff will evaluate the performance of the route using Shuttle service metrics. Additional trips could be added with additional partnerships to cover more times of day. Staff will continue to evaluate use and other potential markets along the route to recommend changes as warranted.
- The planning staff also prepare periodic updates to the fixed-route service in response to changes in travel conditions. Two routes have proposed changes in response to construction and changes in traffic patterns.

Proposed Changes:

Route 2 - Maur St

- New route to operate between DART Central Station and E 10th/E University (near Iowa State airgrounds)
- Two daily roundtrips, 7-days a week
 - One trip from 7:11 a.m. to 8:41 a.m. and one trip from 3:11 p.m. to 4:41 p.m.
 - On weekdays, Routes 1, 4, 7, 14, 15 and 20 will have an inbound trip to DART Central Station available to transfer to Route 2.
 - Connections will be limited on weekends.

There is no Sunday morning outbound trip from DART Central Station due to it being outside of normal operating hours.

ACTION ITEM

A: e rear Service C ange



Route 2

Maury St

Monday – Sunday Service

Platform L

Effective February 2024



Route E niversit

- The Walnut Street bridge is anticipated to begin construction in spring 2024 and is planned to last through 202 . Route 10 operates for approximately 8 blocks on Walnut Street.
- Staff propose realigning the route to remove the Walnut Street segment due to the impending closure.
- The proposed routing will utilize e rand Avenue from 2nd Street to e nnsylvania Avenue.

Route 10

East University

Monday – Friday Service

Platform M

Effective February 2024





ACTION ITEM

A: February Service Change

Schedule Adjustments

Route 2 Jordan Creek

- Due to long travel times, particularly in the late afternoon, trips will be shifted later to improve on-time performance. These changes update timepoint arrival and departure times. These updates do not change the number of trips or the span of service.

Title VI:

- As required by federal regulations and consistent with DART's adopted Title V program, staff determined the proposed changes do meet the threshold of a major service change.
- Route 2 Maury St is a new route and the additional service hit the threshold for the analysis. Based on the analysis, DART concludes that the proposed improvements did not create any disproportionate burdens or disparate impacts.

Impacts:

- Paratransit: Paratransit service areas and span will not be impacted by changes proposed in the June service package.
- Property Tax Formula: The proposed changes do not change any tier service levels for any community.

Recommendation:

Approve the following actions related to the February 2024 Service Change:

- Approve the Title V Service Equity Analysis for the February 2024 Service Change
- Approve service changes to select fixed routes effective February 18, 2024



Title VI Service Equity Analysis for February 2024 Service Changes

Prepared January 2024

Purpose

In compliance with Title VI of the Civil Rights Act of 1964, the Federal Transit Administration (FTA) requires all transit agencies receiving federal funding to monitor the performance of their systems, ensuring services are made available and/or distributed equitably. Each transit agency must develop a Title VI Program to document its policies and procedures for meeting FTA requirements. The DART Title VI Program (last updated in May 2019) stipulates that any major service change must be evaluated to determine its impact on minority (race, ethnicity or national origin) and low-income populations.

The Des Moines Area Regional Transit Authority (DART) is the primary fixed-route transit operator serving the Des Moines Metropolitan Area and the largest public transit agency in Iowa. The agency serves 11 cities and other parts of Polk County. Member communities include: Altoona, Ankeny, Bondurant, Clive, Des Moines, Grimes, Johnston, Pleasant Hill, Urbandale, West Des Moines, and Windsor Heights. DART operates Local, Express, Shuttle, and On-Call services.

This Title VI analysis will perform the following functions:

- Describe the proposed February 2024 service changes,
- Determine whether the changes constitute a “major service change” or not,
- Evaluate how the changes may impact low-income and minority populations, and
- Identify strategies to avoid, minimize, or mitigate any disproportionate burdens, disparate impacts or any potentially negative outcomes.

Relevant Policies

DART’s Service and Fare Equity Policy (approved by the Commission in March 2019 and included in DART’s 2022 Title VI Program Update) outlines how Title VI analysis should be performed for any major service change. The following definitions apply to this service change Title VI analysis:

- *Major Service Change*: A major service change is when 25 percent or more of a route’s revenue hours or revenue miles is added or reduced, or when the total revenue hours for the system are expanded or reduced by 10 or more percent. (DART 2019 Title VI Program Update, Service and Fare Equity Policy)
- *Disparate Impact*: DART will consider a proposed major service change to have a disparate impact if the affected route’s minority population is more than 5 percentage points greater than the system average.
- *Disproportionate Burden*: DART will consider a proposed major service change to have a disproportionate burden if the affected route has a low-income population more than 5 percentage points greater than the system average.

Proposed Route Changes for February 2024

The scope of the February 2024 service changes are to modify a route in response to uncoming construction and introduce a new route. Table 1 lists the changes in service levels proposed for February 2024.

Table 1 Service Changes for February 2024

Route	Proposed Service Changes
2 – Maury St	<ul style="list-style-type: none"> New route to operate primarily on Maury Street on the East side of Des Moines. Route will operate two daily round-trips.
10 – East University	<ul style="list-style-type: none"> Realign approximately 6 blocks of the route from Walnut Street to Grand Avenue, located two blocks north of the existing route.

Impact of Service Changes

DART policy requires that all major service changes be evaluated for any potential disproportionate burden or disparate impact. The impacts of proposed changes must be calculated to determine whether or not the change is a “major service change.” Route-by-route changes in revenue hours and miles is summarized in Table 3 located in the appendix.

Result: DART defines a “major service change” as when 25 percent or more of a route’s revenue hours or revenue miles is added or reduced, or when the total revenue hours for the system are expanded or reduced by 10 percent”. Analysis found the following changes meet the criteria of a major service change: Route 2 (See Appendix Table 3). Thus, changes to these routes will be the focus for the remainder of the report. Changes to remaining impacted routes are not considered a major service change by DART’s policy.

Table 2 Major Service Changes for February 2024

Route	Major Service Change
2 – Maury St.	<ul style="list-style-type: none"> New route with two daily round-trips.

Route 2

Maury St

Monday – Sunday Service

Platform L

Effective February 2024



Route 2 – Maury St, is determined to be a major service change due to the increase in both revenue miles and revenue hours. This route serves the East side of Des Moines from DART Central Station to E University/E 30th St by way of Maury Street. As a new route, this area will have new access to the DART fixed-route service, connecting to both DART Central Station and to multiple routes at E University and E 30th Street.

Summary of Findings

The area served by the Route 2 – Maury Street, does not exceed the regional average of minority and low-income populations by 5% or greater, therefore, no disparate impact or disproportionate impacts are present. (See Appendix Table 4).



APPENDIX

Methodology and Analysis

Assessment of Service Proposal for Major Service Change Determination

A major service change is when 25 percent or more of a route’s revenue hours or revenue miles is added or reduced, or when the total revenue hours for the system are expanded or reduced by 10 or more percent.” (DART 2022 Title VI Program Update, Service and Fare Equity Policy). Table 3 below shows the magnitude of the proposed change by each affected route. Highlighted routes are identified as major service changes.

Table 3 Service Change Hours and Miles Comparison

Proposed Service Changes Revenue Hours and Miles Comparison							
		Current		Proposed			
Route	Route Description	Revenue Hours	Revenue Miles	Revenue Hours	Revenue Miles	% change in Revenue Hours	% change in Revenue Miles
2	MAURY ST	0	0	1.2	20.3	+ 100%	+ 100%
10	EAST UNIVERSITY	5.58	104.18	5.40	101.45	- 3%	- 3%
	FULL NETWORK	513.30	9,456.19	514.70	9,475.52	0%	0%

Geographic Concentrations of Minority and Low-Income Populations

Data Sources and Definitions

Data from the American Community Survey (ACS), DART ridership reporting, and customer surveys were used to perform the Title VI analysis.

2020 ACS five-year estimates provided block-group-level population data for the existing network demographic analysis. For purposes of this analysis, the following origin by race categories were defined as minority:

- Black or African American alone
- American Indian or Alaska Native alone
- Asian alone
- Native Hawaiian or Other Pacific Islander alone
- Hispanic or Latino alone
- “Other” race alone
- Two or more races

Individuals who reported in the ACS that their income over the previous 12 months fell below the federal poverty line were defined as low-income for the geographic analysis.

Population Analysis

Methodology: To evaluate which demographic groups would be impacted by the proposed service changes, geographic concentrations of minority and low-income populations were identified using Geographic Information Systems (GIS) analysis. All Census block groups were joined with 2020 Decennial Census data for demographic data by race and ACS 5-Year Estimate 2016-2020 for poverty. All people living within a half-mile of the DART network were included in the analysis. The percentage of minority and low-income riders for each route were compared to the percentages for the total system, per DART policy. A route with a major service change that serves a population that is 5 percentage points or more above the system average minority population or low-income population would indicate a disparate impact or disproportionate burden, respectively.

Result: Table 4 includes the population and minority and low-income percentages for each route with above-average routes highlighted. Above-average block groups are also identified in Figure 1 and Figure 2.

Table 4 DART Network Demographics, 2020 Decennial Census and ACS 2020 5-Year Average

Minority and Low-Income Population by Route					
Route	Total Population	Low-Income Population	Low-Income Percentage	Minority Population	Minority Percentage
1	30,964	5,791	18.70%	11,759	37.98%
2	13,244	1,961	14.81%	4,661	35.19%
3	36,111	7,805	21.61%	13,827	38.29%
4	41,426	7,039	16.99%	18,363	44.33%
5	46,831	6,504	13.89%	13,058	27.88%
6	24,903	3,823	15.35%	10,382	41.69%
7	25,733	3,521	13.68%	8,507	33.06%
8	23,086	2,766	11.98%	6,530	28.29%
10	27,672	4,958	17.92%	11,826	42.74%
11	26,181	3,451	13.18%	6,377	24.36%
13	10,201	2,339	22.93%	5,613	54.04%
14	39,600	7,135	18.02%	16,157	40.8%
15	22,684	4,946	21.80%	11,022	48.59%
16	39,318	7,641	19.43%	18,209	46.31%
17	39,373	8,135	20.66%	16,992	43.16%
50	36,660	4,922	13.43%	14,090	38.43%
52	51,259	6,758	13.18%	16,122	31.45%
60	35,334	8,078	22.86%	13,215	37.40%
72	39,897	2,529	6.34%	9,392	23.54%
74	15,900	1,160	7.30%	4,070	25.60%
92	65,455	8,585	13.12%	19,549	29.87%
93	62,761	7,978	12.71%	18,508	29.49%
94	46,596	6,802	14.60%	14,952	32.09%
95	47,579	6,075	12.77%	14,901	31.32%
96	65,573	7,467	11.39%	18,440	28.12%
98	42,560	5,919	13.91%	13,275	31.19%
99	34,401	6,097	17.72%	12,462	36.23%
D-LINE	11,383	2,336	20.52%	4,305	37.82%
LINK	7,417	1,529	20.61%	2,845	38.36%
System Average	34,831	5,312	15.25%	12,020	34.51%
Finding Threshold			20.25%		39.51%

Figure 1 DART Service Area: Areas of Above Average Minority Populations

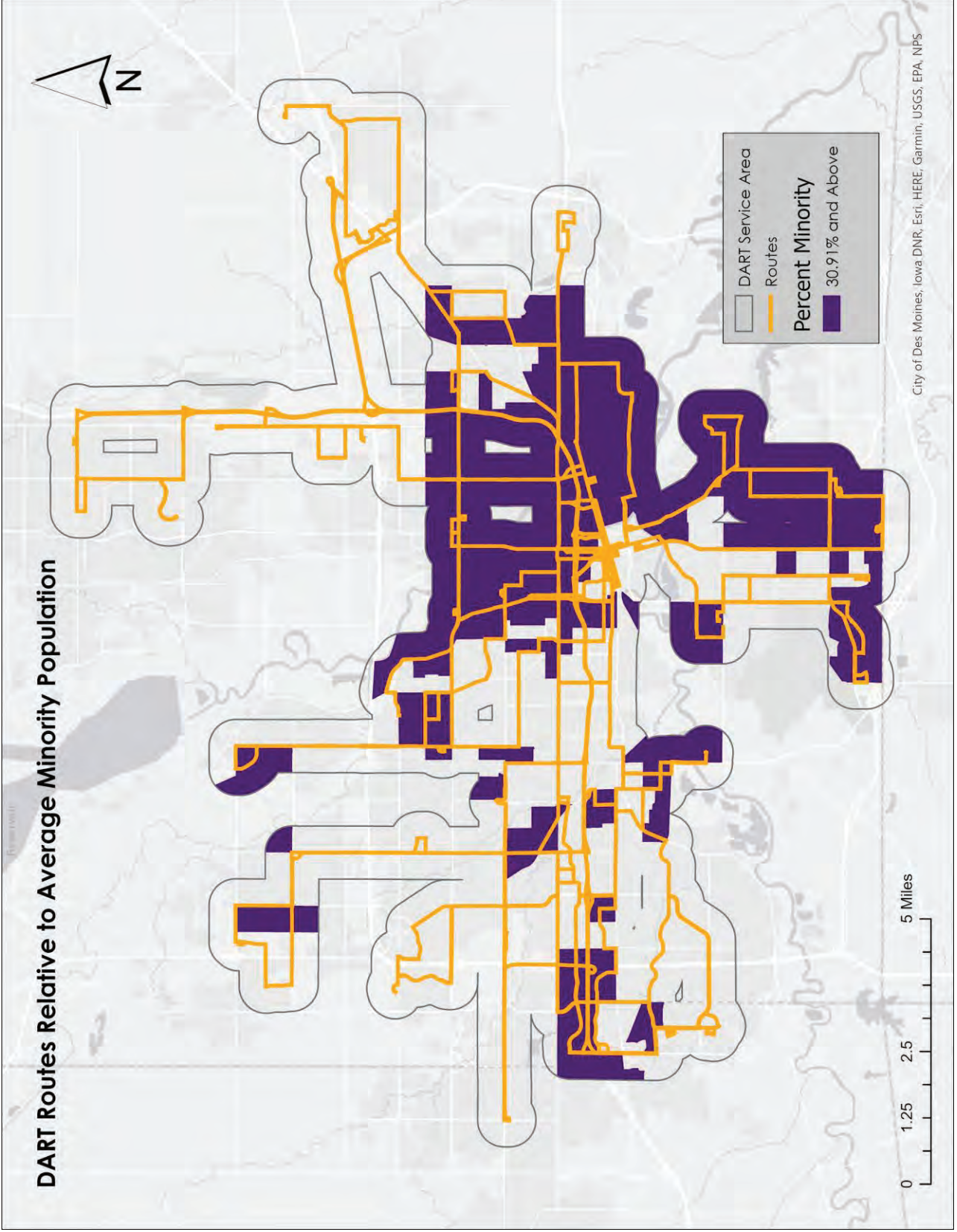
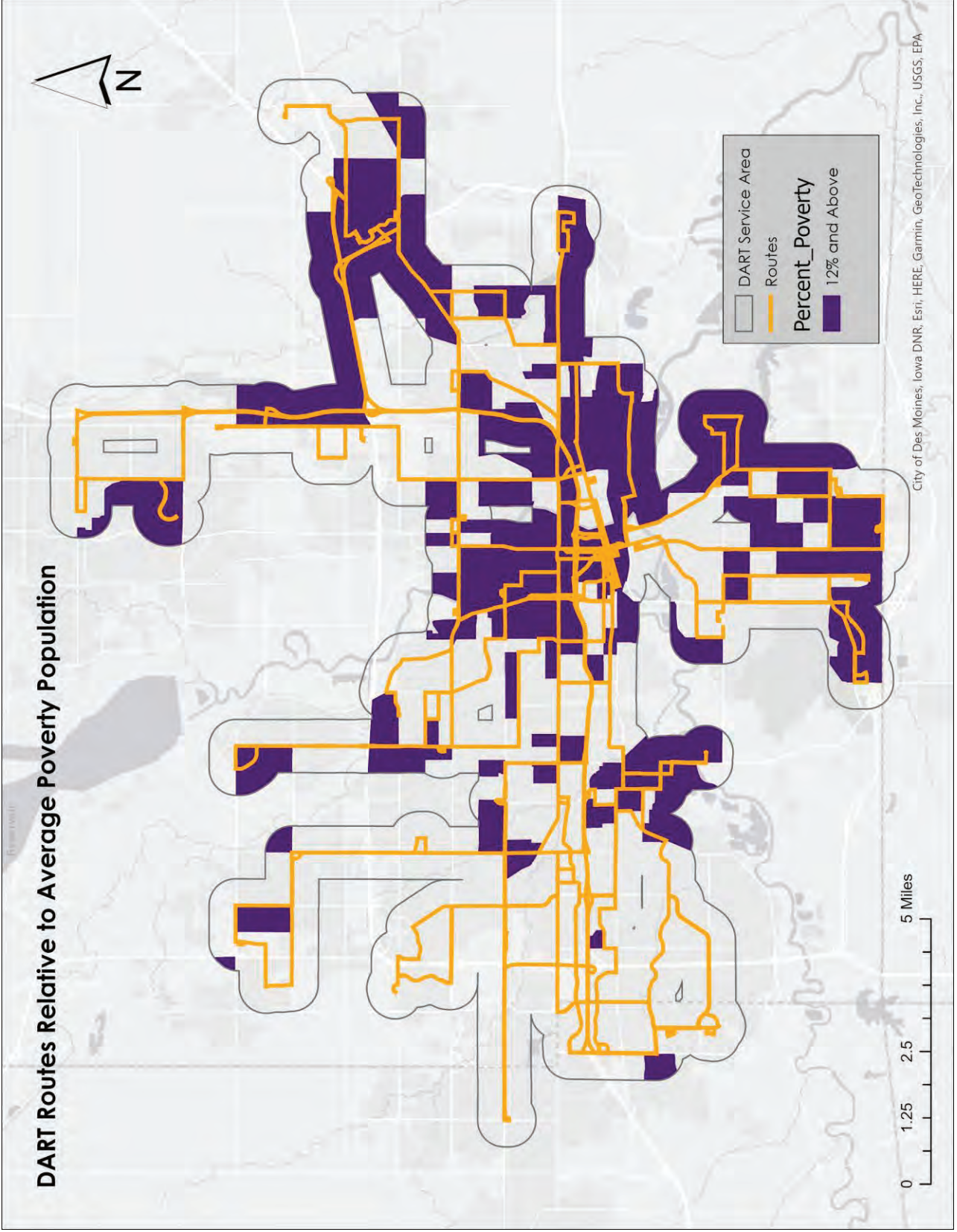


Figure 2 DART Service Area: Areas of Above Average Poverty





ACTION ITEM



	Lease Agreement for and for the new Operations and Maintenance Facility
Action:	Approval of a Lease Agreement with the City of Des Moines for the Lease of Property at 5 Vandalia Rd

Resource: Lisa Johnson, Chief Planner, Director

Background:

- On September 15, 2021 the DART Commission authorized staff to proceed with design and construction of phase 1 of a new Operations and Maintenance facility, which will include purchasing land for the entire project and constructing the vehicle maintenance garage.
- With the current facility at the end of its useful life, in poor condition, and landlocked, building a new facility will cost local taxpayers less and allow DART to operate more effectively long-term. DART plans to use primarily federal funding to build a new facility at 500 Vandalia Rd. in order to continue meeting the community's transit needs well into the future.
- The land is currently owned by the City of Des Moines, and DART staff and contractors have taken all appropriate steps to conduct preliminary investigations, obtain National Environmental Protection Act approval, and establish fair market value for the property.

Procurement:

- The process to purchase the land has followed all applicable aspects of the Federal Uniform Act and Regulations (41 CFR 24), as well as IA requirements for land purchase.
- DART contracted with a qualified real estate appraisal firm to conduct an appraisal of the land and another firm to conduct a review of the appraisal to establish fair market value for the property.
- An initial offer letter was reviewed by the Executive Committee and the IA and presented to City staff in December.
- Once approved by the DART Commission, the attached purchase agreement will be considered by the Des Moines City Council for approval, likely in March.

Financial Impact:

- The appraised value, and the amount of DART's offer to the City of Des Moines is \$10,000,000.
- The purchase of the land for the entire project is included in phase 1 (Maintenance Building) budget of \$4,787,700. Part of the federal funds awarded to the project will be used for this purpose.
- While the appraised value is higher than initial planning estimates, this roughly \$10,000 increased cost has been accounted for by decreasing construction and equipment costs as we further refine the design of the project.



ACTION ITEM

: Purchase Agreement for and for the new Operations and Maintenance facility

Recommendation:

- Approve the attached Purchase Agreement with the City of Des Moines for the purchase of property at 100 Vandalia Rd.

Prepared by: _____, City of Des Moines, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891 (515) 283-_____

Return to: Real Estate Division, City of Des Moines, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891

Project Name:

Parcel No:

Activity ID:

OFFER TO PURCHASE REAL ESTATE FROM THE CITY OF DES MOINES AND ACCEPTANCE

TO: The City of Des Moines, Iowa (“City”)

REAL ESTATE DESCRIPTION,

Des Moines Regional Transit Authority (DART), (“Buyer”) offers to the City to purchase the property (“Property”) locally known as 3500 Vandalia Road, Des Moines, Iowa, legally described as follows and further depicted on Exhibit A, attached hereto:

-EX S 150F- LT 74 & ALL LTS 67 THRU 73 & ALL LTS 75 THRU 102 & ALL VAC LTS A & B & -EX E 25F- VAC LT D VANDALIA ACRES PLAT 2

Subject to any and all easements, restrictions and covenants of record.

Subject to the reservation of an easement upon the Property for the continued use and maintenance of any utilities now in place, including utilities for the benefit and use of the City of Des Moines, with the right of entry for servicing same.

1. **INTENDED USE.** Buyer intends and agrees to use the Property for the following purpose(s): Operations and Maintenance Facility
2. **CONSIDERATION.** The Purchase Price is \$3,910,000.00, which is due prior to the date of hearing. Buyer will be notified of the date of hearing.
3. **INITIAL PAYMENT.** In addition to the Purchase Price, Buyer shall pay City an Initial Payment of \$113.00 to cover the estimated costs of publishing the notice of sale of the Property and the cost of recording the conveyance documents (including the deed, publication, and roll call approving the sale). The Initial Payment is due with Buyer’s delivery of this Offer.
4. **CLOSING.** Closing is subject to the approval of the rezone request to I2, by Planning and Zoning and City Council. Closing is also subject to Site Plan approval by the Planning and Zoning. Prior to closing but after Zoning Approval the buyer has the right to enter the property for inspections and remediation. Closing will occur no more than 45 days after the Zoning approval.
5. **POSSESSION.** Possession shall occur at the time of closing.
6. **DEED AND RECORDING.** Subsequent to payment of the Purchase Price and all other costs due the City associated with the sale of the Property, the City shall execute a quit claim deed conveying the Property to Buyer. The City shall then proceed to record the deed and a certified copy of the City Council conveyance proceedings, all at Buyer’s expense.

7. **ABSTRACT.** If Buyer requests an abstract, they may have an abstract of title created or updated at Buyer's expense. Buyer shall have ten (10) days from receipt of such updated or created abstract to deliver a copy of an attorney's title opinion to City stating any objections to title. If City is unable to convey merchantable title to the Property, it may cancel this Offer by refunding to Buyer the Initial Payment and Purchase Price, and this Offer will thereafter be null and void. The City may, if it chooses in its sole discretion, clear any title defects.
8. **TAXES.** All taxes on the Property have been paid in full or cancelled. Buyer shall be responsible for payment of taxes on the Property that become due and payable for the fiscal year the Property is conveyed to Buyer and all subsequent years.
9. **SPECIAL ASSESSMENTS.** All certified special assessments have been paid in full or cancelled. Buyer shall be responsible for payment of all future special assessments that become due on the Property following conveyance to the Buyer.
10. **SURVEY.** If Buyer elects, Buyer may have the Property surveyed at Buyer's sole expense. If the survey shows an encroachment on the Property or if any improvement located on the Property encroaches on lands of others, the encroachment shall be treated as a title defect as provided in Paragraph 7.
11. **RISK OF LOSS.** City shall bear risk of loss prior to Closing.
12. **TERMINATION AND REMEDIES OF THE PARTIES.** Effective upon written notice as set forth in paragraph 13, either party may terminate this Offer to Purchase in the event the other party fails to perform under the terms of this Offer to Purchase. In addition to all remedies available under law, if City fails to fulfill this Offer, it shall refund Buyer's Initial Payment and Purchase Price.
13. **NOTICES.** Notices to City pursuant to this Agreement shall be in writing and may be given by either party to the other by personal delivery, e-mail, regular mail, or overnight mail as follows:

CITY:

_____ (Name)

_____ (email)

Real Estate Division
 City of Des Moines
 400 Robert D. Ray Drive
 Des Moines, Iowa 50309-1891

BUYER:

_____ (Name)

_____ (email)

Amanda Wanke, CEO

Des Moines Regional Transit Authority (DART)
620 Cherry Street
Des Moines IA 50309

14. **ENVIRONMENTAL/INSPECTION/WARRANTY.** Buyer is purchasing the Property “as is.” However, Buyer may obtain City’s permission to access the Property to conduct such inspection of the Property as Buyer deems appropriate at Buyer’s expense. If any environmental contamination that requires remedial action is found on the Property prior to closing, Buyer may elect to cancel this Offer and City shall promptly refund to Buyer the Initial Payment and Purchase Price and this Offer will be null and void.
15. **NO WARRANTY OF FITNESS.** City makes no warranties of any kind regarding the Property including its fitness for any particular use. Buyer agrees to comply with any and all applicable laws, rules and regulations in its use of the Property.
16. **BINDING EFFECT.** This Offer shall be binding upon and inure to the benefit of the parties, their successors and assigns.
17. **ENTIRE AGREEMENT.** This Offer constitutes the entire agreement of the parties hereto and may be modified only in writing signed by the parties. The laws of the State of Iowa govern this Offer.
18. **TIME.** Time is of the essence in the performance of this Offer.
19. **COUNCIL APPROVAL.** This Offer is subject to the approval of the Des Moines City Council and neither the City nor its representatives in this matter shall be bound by the contract until said approval is given and is public record.
20. **SPECIAL PROVISIONS.** Buyer and City acknowledge and agree as follows:
 - (A) **RESERVATION OF UTILITY EASEMENTS.** The conveyance of this Property is subject to any and all easements, restrictions, and covenants of record on the Property. Further, this sale is subject to the reservation of an easement upon the Property which will be included in the Quit Claim Deed from City to Buyer for the continued use and maintenance of any and all utilities now in place, including but not limited to utilities for the benefit and use of the City of Des Moines, Iowa, with the right of entry for servicing same, until such time as said utilities are abandoned or relocated at Buyer’s sole expense following written approval of the City or applicable utility.
 - (B) **COMBINING TAX PARCELS.** This conveyance of this Property is subject to the Buyer combining the Property with his adjoining property to create a single parcel for tax purposes, if applicable. This can be done by calling the Polk County Auditor’s office at 515-286-3080.

This Offer to Purchase Real Estate and Acceptance is made by Buyer on this _____ day of _____ 20 ____.

BUYER

INSERT APPROPRIATE NOTARY BLOCK

This Offer to Purchase Real Estate and Acceptance is accepted by the City of Des Moines, Iowa, on the _____ day of _____, 20_____.

CITY OF DES MOINES

BY: _____
T. M. Franklin Cownie, Mayor

Attest: _____
Laura Baumgartner, City Clerk

APPROVED AS TO FORM:

BY: _____
Mackenzie L. Moreno, Assistant City Attorney

STATE OF IOWA)
) ss.
COUNTY OF POLK)

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

Notary Public in and for the State of Iowa



ACTION ITEM



C:	Passenger Information Display System (IDS) Contract Approval
Action:	Approve a contract for two years at a rate of \$1,000,000 per year and the amount not to exceed \$5,000,000

Resource: Michael Gulic, Procurement and Contract Administration Analyst
 Alex Osler, Information Technology Director

Background:

- DART is seeking a solution to replace a dysfunctional Passenger Information Display System (IDS) with a cloud solution including software and subscription, implementation, training, hardware, and other additional services. The existing system is no longer supported by the vendor, which has rendered all DART platform signs inoperable. The new solution will add platform signs for arrivals, as well as meet ADA requirements for visually impaired riders.
- DART regularly receives complaints about not having functional Passenger Information Display Systems including not providing visually impaired riders with accessible functionality on the platform.
- DART is recommending replacing our current content management system provided by Vontas as well as the 11 platform signs and push-to-talk equipment.

Procurement:

- A Request for Proposals (RFP) was published on May 1, 2022, with proposals due by June 1, 2022.
- Eleven (11) firms were actively solicited multiple times in addition to public posting. DART received seven (7) proposals.
- Five (5) firms were selected for interviews with demonstrations of products and system.
- Conducted Best and Final Offer with the one (1) firm.
- DART's evaluation committee is recommending MV Syncromatics Corp. for the new IDS system. MV Syncromatics Corp. has over 10 years experience working with US transit entities providing digital signage solutions providing proven at scale with agencies like the State of Delaware (100 signs), Los Angeles Metro (600 signs) and Houston Metro (1,000 signs) using a different technology vendor for CAD/AVL. In addition, MV Syncromatics Corp. has relative experience with fixed route CAD/AVL with familiar agencies like CyRide, University of Iowa, and Iowa City. This is advantageous to DART as it provides options to our current sole provider of CAD/AVL.
- CAD/AVL, which stands for Computer-Aided Dispatch and Automatic Vehicle Location, is a technology used in fixed-route transit operations. It integrates computer systems to facilitate efficient dispatching of vehicles and real-time tracking of their locations. This enables transit agencies to optimize routes, monitor vehicle performance, and provide accurate arrival information to passengers, improving overall operational efficiency and the quality of service.
- The proposed solution includes all elements of DART's required functionality in one system including real-time monitoring, multi-channel messaging, and open architecture. This solution also allows for future expansion to control passenger lobby displays as well as the ability to add displays at bus shelters and on buses themselves.

ACTION ITEM



C: Passenger Information Display System (IDS) Contract Approval

- The new system will cost \$248,470.

Funding:

- The hardware purchase, installation, and content management system licenses, totaling \$248,470, will be funded from DART's capital budget formula funds and the local match.
- Annual ongoing maintenance costs are \$7,800 and will be funded through the operating budget.
- DART is working to obtain additional grant funding to support additional improvements including future expansion to control passenger lobby displays, add displays at bus shelters and on buses.

Recommendation:

- Approve a contract with MV Syncromatics Corp. to provide a Passenger Information Display System (IDS) solution with a two-year initial term plus three (3) one (1) year optional renewals with a total not-to-exceed amount of \$300,000 subject. Any purchases above the current \$248,470 capital and \$7,800 annual operating costs planned are only to be spent if correlating grant revenues are obtained.