



## Transit Board Meeting **AGENDA**

### **AMES TRANSIT AGENCY BOARD OF TRUSTEES**

#### **ELECTRONIC MEETING**

**PHONE: US: 1-312-626-6799**

**ZOOM MEETING ID: 819 7479 5926**

**VIDEO PARTICIPATION: <https://us02web.zoom.us/j/81974795926>**

#### **CYRIDE CONFERENCE ROOM – April 16, 2021**

1. CALL TO ORDER: 2:00 P.M.

*Electronic Meeting Declaration Reading*

This meeting is being held electronically because of the COVID-19 pandemic, and the Governor of Iowa's Public Health Disaster Emergency Declaration which included limits on public gatherings; therefore, it is impractical to hold an in-person meeting. (§21.8(1)(c) and §21.3)

2. Approval of March 19, 2021 Minutes

3. Public Comments

4. Recognition of Outgoing Board Members

5. State Grant and Public Transit Infrastructure Grant (PTIG) Applications

6. Bus and Bus Facilities Grant Application

7. Transit Advertising Contract Extension

8. Ames Intermodal Facility Contract Amendments

9. Community Project Appropriation Request

10. Monthly Report

11. Spring Meeting Dates / Times

- May 21, 2021, 2:00pm

12. Adjourn



**March 19, 2021**

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on March 19, 2021, at 2:00 p.m. via video conference. President Schrader called the meeting to order at 2:07 p.m. with Trustees Beatty-Hansen, Jeffrey, Ludwig and Schainker present via video conference.

**ELECTRONIC MEETING DECLARATION:** This meeting is being held electronically because of the COVID-19 pandemic, and the Governor of Iowa’s Public Health Disaster Emergency Declaration which included limits on public gatherings; therefore, it is impractical to hold an in-person meeting. (§21.8(1)(c) and §21.3)

**APPROVAL OF FEBRUARY 19, 2021 MINUTES:** Trustee Beatty-Hansen made a motion to adopt the February 19, 2021 transit board minutes as presented and Trustee Jeffrey seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**PUBLIC COMMENTS:** None.

**ARTICULATED BUS PURCHASE:** Director Neal stated that the Alternatives Analysis Study and System Redesign Study found that all articulated buses should be operated on the #23 Orange Route. CyRide has been working to increase the number of these buses in the fleet and CyRide currently has six NOVA articulated buses. She said that four upgrades from 40-foot to 60-foot buses have been programmed into the Capital Improvements Plan (CIP) over the next four years, with one upgrade per year, bringing the articulated bus fleet to ten.

Director Neal reviewed the FY 21 budget that was included in the CIP for the purchase of an articulated bus. She shared that it has been determined the most cost-effective method for purchasing an articulated bus is to utilize the State of Washington’s contract for procurement. The contract offers NOVA as a manufacturer and the preliminary pricing of \$764,740 has been determined. Director Neal stated that finalized pricing will be available approximately six months prior to the bus being built; technology additions are still being considered but would be within the overall project budget.

Trustee Jeffrey questioned whether the bigger buses would have a problem fitting in the facility. Director Neal said that space would be tight, but they would fit inside the garage. James Rendall, Assistant Director – Fleet and Facilities shared that lanes three through seven would be able to accommodate the larger buses because they are longer.

The Transit Director recommended approval of Alternative #1 to move CyRide closer to the goal of operating only articulated buses on the #23 Orange routes. This new bus will also help CyRide achieve its Transit Asset Management (TAM) plan goals and increase the overall sustainability of the fleet.

Trustee Jeffrey made a motion to adopt Alternative #1, to approve the award of contract for one 60-foot articulated bus to NOVA Bus of Plattsburg, New York, for a total not-to-exceed amount of \$860,903. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**TEN-YEAR AGREEMENT FOR TRANSIT SERVICES:** Director Neal stated that the Transit Board has oversight of a joint agreement for transit services between the City of Ames, Iowa State University, and Iowa State University Student Government. She provided a brief overview of the contents of the agreement, stating that it addresses the budgeting process, liability responsibility, disposition of property, and other concerns. Director Neal explained the current agreement expires on June 30, 2021; a continued agreement is being proposed with a ten-year term and updated references to Iowa State University Student Government. She said that approval is contingent on the approval of Iowa State University, Iowa State Board of Regents, the City of Ames, and Iowa State University Student Government.

The Transit Director recommended approval of Alternative #1, to enter into an updated agreement for transit services. She said that the arrangement has allowed CyRide to provide a higher level of service and reduced duplication of services.

Trustee Ludwig made a motion to approve a new transit agreement entitled, “An Agreement for Joint Action in Support of Transit Services in the City of Ames” covering a ten-year period beginning July 1, 2021 and distribute the document to the signatory agencies for their review and consideration. Trustee Jeffrey seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**HIRTA CONTRACT AND ANNUAL CUSTOMER SURVEY:** Director Neal stated that CyRide is required to provide complementary paratransit services for those unable to use the fixed route buses. CyRide has contracted this service, known as Dial-A-Ride (DAR), since 2003. She said that Heart of Iowa Regional Transit Agency (HIRTA) has been the contractor since 2012. The current contract with HIRTA expires June 30, 2021 and has the option of extending for an additional two-years.

Director Neal reviewed the three areas of the service that CyRide monitors, including annual DAR customer survey results, performance measures, and proposed renewal rates. She stated that this year the survey had a larger response rate of 30.2% because volunteers from Central Iowa RSVP contacted customers via telephone to complete the survey. Results showed that customers were more satisfied and believed services improved since 2020. Director Neal reviewed performance measures for the previous two fiscal years, stating that the measures for 2020 were affected by lower ridership during the pandemic. HIRTA has expressed interest in continuing as a sub-contractor for the paratransit service; a 3% contract increase has been proposed by HIRTA.

Director Neal explained that sub-contracting the service allows CyRide to use Section 5310 “Elderly and Disabled” federal funding at a rate of 80% for the operating costs. She said that we receive approximately \$284,000 in Section 5310 fund each year to support services that benefit seniors and individuals with disabilities. If the service is not sub-contracted, local funding partners are responsible for the cost.

The Transit Director recommended approval of Alternative #1, to continue the contract with HIRTA to provide DAR service for the next fiscal year. Continuing this contract supports the federally required complementary paratransit system for the Ames community, keeps service consistent for passengers, and avoids the high cost of CyRide directly operating the DAR service.

Trustee Jeffrey made a motion to approve continuing the contract with Heart of Iowa Regional Transit Agency (HIRTA) for FY 2022 at a 3.0% increase for weekday trips. Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: None) Motion carried.

## **MONTHLY REPORT:**

**Intermodal Leases:** Three tenants occupy the Ames Intermodal Facility: Executive Express, Jefferson Lines, and the Ames Police Department Safe Neighborhood Team. The leases state that each year the rates are evaluated based on the Producer Price Index, with a maximum increase of 3%. Board member feedback was requested regarding keeping the rates the same due to the unique economic conditions created by the pandemic. President Schrader said he felt it was fair to keep the same rate. Trustee Schainker commented that the budget was reviewed by Trustee Cain and himself and it would still create an excess to fund future maintenance. Director Neal will have the Legal Department review the contracts, prepare any necessary contract amendments, and bring the items back to the board for formal consideration.

**Houck Contract:** CyRide is in the fourth year of a contract for advertising services on the interior and exterior of buses that expires on June 30, 2021. Last year the board approved a one-year extension of the contract and removed the minimum annual payment guarantee. If the contract is not extended, a request for proposal (RFP) will need to be done. Comments from the board were requested. Trustee Ludwig said he agreed with no minimum payment guarantee. Director Neal will work with Legal and bring the contract extension back to the board for formal consideration.

**ICAAP FFY 2022:** In January CyRide was notified that up to \$415,555 was awarded by the Iowa Department of Transportation under the Iowa Clean Air Attainment Program (ICAAP) grant. Actual costs and revenues will affect the exact amount received and will be put in the operations closing balance.

**Upcoming Federal Reporting Mandate:** The Federal Transit Administration has requested approval of a COVID-19 employee information reporting mandate from the Office of Management and Budget. Rob Jennings, Transit Scheduler/Administrative Analyst, will be working with Human Resources to provide data on a monthly basis.

**Federal Triennial Review:** On March 15, 2021, a four-hour review of the Coronavirus Aid, Relief and Economic Security Act (CARES) and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funding was completed. On March 29, 2021, a pre-review will be held before the Triennial Review scheduled for April 12, 2021. Information will be reported to the board following the review.

**American Rescue Plan Act of 2021 (ARP):** \$30.5 billion was included for public transit when it was signed into law on March 11, 2021. The funds will provide relief to transit agencies by supporting operating revenues. Webinar trainings are being attended to determine the details and eligibility requirements for utilizing the funds. Any relevant items will be brought to the board for consideration.

**Assistant Director of Fleet and Facilities:** James Rendall was named the Assistant Director of Fleet and Facilities. James has been at CyRide for 14 years and has been serving in the capacity since last April.

**Spring Meeting Dates/Times:**

- April 16, 2021 at 2:00pm
- May 21, 2021 at 2:00pm

**Adjourn:** Trustee Ludwig made a motion to approve adjourning at 2:30pm. Trustee Jeffrey seconded the motion. (Ayes: 5 Nays: None) Motion carried.

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Jacob Schrader, President

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Julie Brouard, Recording Secretary

April 16, 2021

**State Grant & Public Transit Infrastructure Grant (PTIG) Applications**

CyRide Resource: Shari Atwood

**BACKGROUND:**

CyRide annually submits grant applications to the Iowa Department of Transportation (Iowa DOT) to support operating and capital needs for the transit system. The following summarizes the proposed applications to be submitted by May 1, 2021 for funding during the 2021-2022 budget year, subject to Transit Board approval.

<b>OPERATING</b>	<b>Funding Type</b>	<b>State / Fed %</b>	<b>Total</b>	<b>State / Federal</b>	<b>Local</b>
State Transit Assistance – Estimate based on 5.35% of available funding for fixed route operations	STA	-	\$869,019	\$869,019	\$0
Assistance for Vehicle Annunciator Annual Service Fees	5310	80%	\$142,116	\$113,693	\$28,423
<b>Subtotal Operating</b>			<b>\$1,011,136</b>	<b>\$982,712</b>	<b>\$28,423</b>

<b>CAPITAL</b>	<b>Funding Type</b>	<b>State / Fed %</b>	<b>Total</b>	<b>State / Federal</b>	<b>Local</b>
Signage (Infotainment) in Buses for Annunciators	5310	80%	\$44,634	\$35,707	\$8,927
One LD Low-Floor Transit Minibus w/surveillance cameras - HIRTA	5310	85%	\$96,000	\$81,600	\$14,400
One Ford Transit Conversion Van w/surveillance cameras - HIRTA	5310	85%	\$63,261	\$53,772	\$9,489
8 - 40' Heavy-duty Replacement Buses w/cameras	5339	85%	\$4,101,680	\$3,486,428	\$615,252
Tire Shop HVAC Improvements	PTIG	80%	\$122,285	\$97,828	\$24,457
Paint Booth & Body Shop HVAC Improvements	PTIG	80%	\$292,150	\$233,720	\$58,430
Bus Vehicle Exhaust Modifications	PTIG	80%	\$192,222	\$153,778	\$38,444
<b>Subtotal Capital</b>			<b>\$4,912,232</b>	<b>\$4,142,833</b>	<b>\$769,399</b>

<b>Total State Grant Application</b>	<b>\$5,923,368</b>	<b>\$5,125,545</b>	<b>\$797,822</b>
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**State Transit Assistance (STA):** The State Transit Assistance (STA) funding of \$869,019 is assured funding with no local match requirement. This formula funding is provided by vehicle registration fees and is available to all transit systems in the state. The FY 2022 budget estimated \$800,000 in revenues from this source, as this figure can fluctuate throughout the year based on car sales.

**Elderly and Disabled Section 5310 Funding:** CyRide received \$332,656 in Section 5310 federal funding between its normal allocation (\$284,772) and Coronavirus Response and Relief Supplemental

Appropriations Act (CRRSAA) allocation (\$47,884). The latter source was expedited by the Iowa DOT, who requested that CRRSAA funds be directed solely to operating services. Therefore, CyRide applied this funding to Assistance for Vehicle Annunciator Annual Service Fees.

Overall, Section 5310 funding increased by 25% from what CyRide typically receives. As a result of this additional funding, CyRide was able to expedite projects in FY 2022 that were identified in outlying years of the Capital Improvements Plan. This funding typically supports an annual request for Dial-A-Ride funding which will not be requested this year. The previous years' contract was extended through FY 2022, which has sufficient federal funding for remaining months in FY 2021 as well as all of FY 2022.

Staff worked to utilize the entire Section 5310 allocation of \$332,656, while at the same time reducing the overall local match commitment by a total of \$61,687 in FY 2022. In order to maximize the federal funding apportionment levels, the Transit Board would need to move \$23,889 in savings from the operating budget to the capital plan to purchase the vehicles CyRide leases to HIRTA. Specific modifications are shown below.

The requests for 5310 funding are as follows:

- **Automatic Vehicle Locator/Automatic Vehicle Annunciator Annual Service Fees:** CyRide will continue to request annual automatic vehicle annunciator and annunciator licensing fees as a “non-traditional” project for the Section 5310 funding. CyRide will be requesting two-years of this funding for FY 2022 & FY 2023 within this application, so invoices can be directly applied to the grant. The overall costs for these service fees are currently contained in the operating budget at \$95,000 per year, but can now utilize the 80% federal funding through Section 5310. Note that the \$142,116 total (\$113,693 federal) in the normal 5310 allocation will be combined with the \$47,884 100% CRRSAA levels for a total budget of \$190,000 total; \$161,577 federal; \$28,423 local. **Local match savings of \$85,576 in FY 2022; \$76,000 in FY 2023.**
- **Signage Added to Bus Interiors (Infotainment) Displaying Arrival Predictions:** This larger signage will be added to the articulated buses to provide a visual display of the approaching stop, combined with the existing automatic voice annunciators. This will allow all passengers to better navigate the system. This equipment will also allow periodic advertising on equipped buses. This technology project is currently programmed in the FY 2022 Capital Improvement Plan (CIP) at 100% local match. **Local match savings of \$8,927.**
- **HIRTA Minibus:** CyRide currently leases one minibus to Heart of Iowa Regional Transit Agency (HIRTA) to operate our Dial-A-Ride service in Ames. This vehicle is a 2017 Glaval. By the time the grant is approved, this bus will be 5 years of age and past its useful life. A replacement vehicle is currently programmed in the FY 2023 year of the CIP. However, due to the additional Section 5310 funding allocated, CyRide can replace this bus sooner for the comfort of our passengers. **Local match increase of \$14,400.**
- **HIRTA Minivan Replacement Upgraded to a Conversion Van:** CyRide currently leases one minivan to HIRTA to operate Dial-A-Ride service. This vehicle is a 2014 MV1, which is currently 7 years of age and well past its useful life of 4 years. The MV1 is no longer manufactured and HIRTA has stated that the smaller minivans do not work well in their operation. HIRTA has requested a conversion van upgrade with nine passenger seats and three wheelchair positions. HIRTA's cost for this vehicle will be \$63,261. This vehicle replacement is currently programmed in the FY 2024 year of the CIP. With additional Section 5310 funding, CyRide can replace this obsolete vehicle sooner than planned with a vehicle that better matches HIRTA's needs. **Local match increase of \$9,489.**

**Section 5339 or Public Transit Management System (PTMS)/ICAAP Funding:** Section 5339 funding for eight forty-foot heavy-duty buses is only partially included in the CIP, as funding received from the State of Iowa for bus replacements is competitively awarded. CyRide will not be informed if its buses are selected until later into FY 2022. Buses can be federally funded at 80% (ICAAP) or 85% (Section 5339) depending on the type of funds available at the time. Requesting replacement of CyRide's oldest and most utilized buses is anticipated to provide two or three buses for replacement through this process.

With additional federal spending due to the COVID-19 pandemic, there is a possibility that more buses will be funded by the Iowa DOT than in previous years. Requesting more buses than what is included in the CIP will not obligate CyRide to accept more vehicles than planned. If the awarded funding exceeds the amount programmed in the CIP, CyRide will bring a subsequent item to the Transit Board for formal consideration.

**Public Transit Infrastructure Grants (PTIG) Funding:** Public Transit Infrastructure Grant (PTIG) projects are competitively selected at the state level and CyRide will be notified of selection decisions during FY 2022, with any work beginning in summer 2022. Typically, public transit receives approximately \$1.5 million for PTIG projects and each agency may receive up to 40% of the overall allocation. The PTIG funding is supported by the Rebuild Iowa Infrastructure Fund (RIIF), which comes primarily from gaming revenues. CyRide is requesting funding for its third phase of HVAC projects. PTIG funding is currently included in CyRide's FY 2023 CIP at \$750,000 total (\$600,000 federal; \$150,000 local). The FY 2022 PTIG request contains three separate HVAC project areas for \$606,657 total (\$485,325 federal; \$121,332 local), described below.

The **Tire Shop Improvement** project (\$122,285 total; \$97,828 federal) includes improving the quality of the air in the tire area by supporting space temperature, increasing ventilation, and upgrading controls. The scope is anticipated to include:

- Removal and replacement of the existing rooftop equipment (MUA-1)
- Gas detection sensors and controls for purging vehicle maintenance spaces if high levels of carbon monoxide or nitrogen dioxide are present
- All associated work including ductwork modifications, detectors, electrical connections, and roof modifications to accommodate new/replacement equipment.

The **Bus Vehicle Exhaust Modifications** project (\$192,222 total; \$153,778 federal) includes work to improve the air quality of the interior environment of the vehicle bays by upgrading and supplementing the vehicle exhaust system that removes pollutants from the shop area during maintenance operations. The scope is anticipated to include:

- Replacement of the existing vehicle exhaust rail system with individual motorized reels
- Removal and replacement of the existing makeup air equipment (MUA-5)
- Gas detection sensors and controls for purging vehicle maintenance spaces if high levels of carbon monoxide or nitrogen dioxide are present
- New vehicle exhaust fans, control modifications, ductwork, electrical connections as needed, and roof work to accommodate new/replacement equipment.



The **Paint Booth and Body Shop HVAC** project (\$292,150 total; \$233,720 federal) includes improving the quality of the air in the paint and body shop by upgrading and supplementing the exhaust system that removes pollutants from the shop area during maintenance operations and improving space temperature and humidity control with the replacement of air conditioning equipment. The scope is anticipated to include:

- New vehicle exhaust motorized reel, exhaust fan and ductwork in body shop
- Removal and replacement of the existing makeup air equipment (MUA-3) serving paint booth and the existing rooftop air conditioning equipment (ACU-4)
- Gas detection sensors and controls for purging vehicle maintenance spaces if high levels of carbon monoxide or nitrogen dioxide are present.
- All associated work including ductwork modifications, detectors, electrical connections, and roof modifications to accommodate new/replacement equipment.

A public hearing will be held on April 29, 2021 at 10:00 a.m. to discuss this application with the community. Any written or oral comments received during the public meeting, if any, will be shared with the Transit Board at a subsequent meeting and communicated in the final submission to the Iowa DOT.

**ALTERNATIVES:**

1. Approve the FY 2022 State Grant and PTIG applications as presented.
2. Modify the FY 2022 State Grant Application based upon Transit Board priorities.
3. Reject the grant application and do not submit a state funding request for the 2021-2022 budget year.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to submit operating and capital applications to the Iowa DOT. These applications support transit services in the Ames community and lowers the overall local commitment to projects identified in operating and capital budgets with minor revisions to the City of Ames Capital Improvement Plan.



**April 16, 2021**

**Bus & Bus Facilities Discretionary Grant Application**

**CyRide Resource: Shari Atwood, Rob Jennings, Barbara Neal, and Christine Crippen**

**BACKGROUND:**

The Federal Transit Administration (FTA) will soon be releasing a Bus & Bus Facilities Notice of Funding Opportunity (NOFO). This part of Section 5339 funding is allocated via a competitive process, which is different than the formula funding discussed in the prior Transit Board item.

In a typical year, several months are available to submit a grant application under this section. However, this year grant applications are expected to be due shortly after the NOFO is released. This agenda item is being brought in advance of the NOFO to ensure the Transit Board has time to evaluate if a grant application should be sought.

Using this source, buses can be federally funded at 85%. This is higher than the State of Iowa’s Public Transit Management System (PTMS) process using Congestion Mitigation and Air Quality (CMAQ) funding at 80%. CyRide was previously awarded \$2,180,385 from the FY 2020 Section 5339 discretionary funding for five heavy-duty transit buses through the State of Iowa’s 2020 grant submission at that 85% level. Saving CyRide \$25,651 per bus, for a total of \$128,255. CyRide would like to maximize federal funding again and submit a discretionary grant directly to FTA.

CyRide is proposing requesting a discretionary grant for \$3,747,500 total (\$3,185,375 federal and \$563,125 local) for the purchase of two articulated buses and three battery electric buses. This request would allow CyRide to operate the #23 Orange route exclusively with articulated buses. Additionally, it would add additional zero-emission buses desired by the Ames community. These five vehicles would replace buses that are 20 years of age and well past their useful life.

Partial federal funding for upgrading a standard 40-foot bus to an articulated bus has already been approved by the Ames Area Metropolitan Planning Organization for Surface Transportation Block Grant (STBG) program funding in FY 2022 & FY 2023. CyRide has secured and programmed in the CIP the local match of \$112,500 for the STBG funding. If approved, CyRide would submit a Section 5339 discretionary grant for federal funding of \$3,185,375, with a required 15% match of \$562,125 not identified in the CIP. Information is provided below to support this request:

	<b>Section 5339 Federal Funding</b>	<b>STBG Funding (in the CIP)</b>	<b>STBG Local Funding (in the CIP)</b>	<b>Local Funding</b>	<b>Total</b>
60-foot Articulated Bus	\$483,438	\$225,000	\$56,250	\$85,313	\$850,000
60-foot Articulated Bus	\$483,438	\$225,000	\$56,250	\$85,313	\$850,000
Battery Electric Bus	\$739,500	\$0	\$0	\$130,500	\$870,000
Battery Electric Bus	\$739,500	\$0	\$0	\$130,500	\$870,000
Battery Electric Bus	\$739,500	\$0	\$0	\$130,500	\$870,000
<b>Total</b>	<b>\$3,185,375</b>	<b>\$450,000</b>	<b>\$112,500</b>	<b>\$562,125</b>	<b>\$4,310,000</b>

To fund the \$562,125 of local match, CyRide could use a portion of the Transit Operations Fund closing balance. CyRide maintains this closing balance to address unanticipated needs, satisfy the City’s reserve requirements for cash flow purposes, and meet local match requirements for grant opportunities. Transit Board policy is to have a closing balance between 7%–10%.

The closing balance above 10% for FY 2020 is \$1,378,683 as shown in the following table and the attached document.

Operations Fund Activity	Dollars
<b>FY 2020 Operations Fund Closing Balance</b>	<b>\$5,924,576</b>
FY 2021 Federal Funds*	(\$2,400,000)
10% Reserved for Operating Expenses for FY 2020	(\$1,052,273)
Board Commitment to Low No Grant BEB Local Match	(\$243,620)
System Recalibration	(\$250,000)
Local Match Transfer to Capital Reserve Fund for BEB in FY 2023	(\$600,000)
<b>Uncommitted Closing Balance</b>	<b>\$1,378,683</b>

*\* These funds are needed for cash flow purposes, as federal funds are received after the budget year has been completed*

CyRide could use \$562,125 of these uncommitted closing balance funds toward a Bus and Bus Facilities discretionary grant application. This would leave \$816,558 in uncommitted dollars above the 10% balance threshold.

**ALTERNATIVES:**

1. Approve submission of a FY 2021 Bus & Bus Facilities discretionary grant application for the purchase of new buses, committing up to \$562,125 in local match for the grant.
2. Approve submission of a FY 2021 Bus & Bus Facilities discretionary grant application for a Transit Board specified bus option.
3. Do not submit a FY 2020 Bus & Bus Facilities discretionary grant application for additional new buses.

**RECOMMENDATION:**

The Transit Director recommends the approval of Alternative #1. Applying for this grant would allow CyRide to potentially replace up to five obsolete buses, using funding that requires a lower local investment compared to the standard Iowa DOT process. If awarded, these new buses would offer a significant improvement in CyRide’s fleet in both reduced operating costs and improved sustainability.

# BUDGET ANALYSIS - 2020 Actual, 2021 Amended, 2022 Requested

CyRide Baseline Budget - CARES FY2021 \$6,000,000 FY2022 \$1,028,297

04/09/21	10:44 AM	16-17	17-18	18-19	19-20	19-20	19-20	19-20	20-21	20-21	20-21	21-22
		Actual	Actual	Actual	Adopted	Amended	Final	Actual	Adopted	Amended	Estimated	Requested
<b>FIXED ROUTE</b>												
550-1221	Operations	\$6,167,454	\$6,455,736	\$6,436,100	\$6,997,287	\$6,683,060	\$6,757,495	\$6,238,368	\$6,889,232	\$6,906,376	\$6,906,376	\$7,155,896
550-1222	Maintenance	\$2,100,140	\$2,235,050	\$2,369,916	\$2,725,726	\$2,751,020	\$2,751,020	\$2,196,103	\$2,769,162	\$2,769,162	\$2,769,162	\$2,842,016
550-1207	COVID19 Response											
<b>FIXED ROUTE TOTAL</b>		<b>\$8,267,596</b>	<b>\$8,690,785</b>	<b>\$8,806,064</b>	<b>\$9,723,013</b>	<b>\$9,434,080</b>	<b>\$9,508,515</b>	<b>\$8,434,471</b>	<b>\$9,658,394</b>	<b>\$9,675,538</b>	<b>\$9,675,538</b>	<b>\$9,997,912</b>
<b>DIAL-A-RIDE</b>												
550-1341	Operations	\$163,968	\$179,851	\$160,672	\$182,139	\$182,139	\$182,139	\$154,967	\$183,691	\$183,691	\$183,691	\$184,315
550-1342	Maintenance	\$0	\$0					\$0		\$0	\$0	\$0
<b>DIAL-A-RIDE TOTAL</b>		<b>\$163,969</b>	<b>\$179,851</b>	<b>\$160,679</b>	<b>\$182,139</b>	<b>\$182,139</b>	<b>\$182,139</b>	<b>\$154,967</b>	<b>\$183,691</b>	<b>\$183,691</b>	<b>\$183,691</b>	<b>\$184,315</b>
<b>ADMINISTRATION/SUPPORT</b>												
550-1101	Administration	\$1,135,853	\$1,147,601	\$1,405,819	\$1,369,642	\$1,304,676	\$1,304,676	\$1,167,463	\$1,354,796	\$1,348,461	\$1,348,461	\$1,427,492
550-1102	Safety/Training	\$342,835	\$363,673	\$366,487	\$447,863	\$450,152	\$450,152	\$397,887	\$465,160	\$465,160	\$465,160	\$482,105
550-1103	Promotion	\$4,392	\$6,613	\$2,565	\$10,150	\$10,150	\$10,150	\$1,741	\$10,250	\$10,250	\$10,250	\$10,250
550-1105	Bldg/Grounds	\$404,547	\$436,948	\$386,302	\$386,064	\$389,684	\$389,684	\$366,200	\$410,615	\$414,963	\$414,963	\$437,931
550-1107	COVID19 Response											
<b>ADMIN/SUPPORT TOTAL</b>		<b>\$2,012,630</b>	<b>\$1,954,835</b>	<b>\$2,161,204</b>	<b>\$2,213,719</b>	<b>\$2,154,662</b>	<b>\$2,154,662</b>	<b>\$1,933,291</b>	<b>\$2,240,821</b>	<b>\$2,238,834</b>	<b>\$2,238,834</b>	<b>\$2,357,778</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$10,444,195</b>	<b>\$10,825,472</b>	<b>\$11,127,947</b>	<b>\$12,118,870</b>	<b>\$11,770,881</b>	<b>\$11,845,316</b>	<b>\$10,522,729</b>	<b>\$12,082,906</b>	<b>\$12,098,063</b>	<b>\$12,098,063</b>	<b>\$12,540,004</b>
<b>TRANSFER TO SG TRUST</b>		\$83,579	\$74,755	\$226,455				\$464,178				
<b>TRANSFER TO CAPITAL FUND</b>		\$1,315,166	\$460,000	\$800,000	\$800,000	\$800,000	\$800,000	\$902,520	\$800,000	\$800,000	\$800,000	\$800,000
<b>TOTAL USED</b>		<b>\$11,842,940</b>	<b>\$11,360,227</b>	<b>\$12,154,402</b>	<b>\$12,918,870</b>	<b>\$12,570,881</b>	<b>\$12,645,316</b>	<b>\$11,889,427</b>	<b>\$12,882,906</b>	<b>\$12,898,063</b>	<b>\$12,898,063</b>	<b>\$13,340,004</b>
<b>OPENING BALANCE</b>		\$1,570,232	\$3,569,931	\$4,306,970	\$4,842,009	\$4,842,009	\$4,842,009	\$4,842,009	\$1,052,273	\$1,052,273	\$1,052,273	\$4,630,060
<b>OPERATING REVENUE</b>		\$13,868,574	\$12,107,961	\$12,716,242	\$12,860,173	\$12,780,173	\$12,780,173	\$12,971,994	\$12,725,850	\$16,475,850	\$15,341,717	\$13,718,797
<b>TOTAL AVAILABLE</b>		<b>\$15,438,806</b>	<b>\$15,677,892</b>	<b>\$16,996,411</b>	<b>\$17,702,182</b>	<b>\$17,622,182</b>	<b>\$17,622,182</b>	<b>\$17,814,003</b>	<b>\$13,778,123</b>	<b>\$17,528,123</b>	<b>\$16,393,990</b>	<b>\$18,348,857</b>
<b>Committed Funds</b>								\$3,493,620				
<b>Closing Balance Excess of 10%</b>								\$1,378,683			\$2,300,000	
<b>CLOSING BALANCE</b>		<b>\$3,569,931</b>	<b>\$4,317,665</b>	<b>\$4,842,009</b>	<b>\$4,783,311</b>	<b>\$5,051,301</b>	<b>\$4,976,866</b>	<b>\$1,052,273</b>	<b>\$895,216</b>	<b>\$4,630,060</b>	<b>\$1,195,927</b>	<b>\$5,008,853</b>
<b>Closing/Operating Total</b>		34.2%	39.9%	43.5%	39.5%	42.9%	42.0%	10.0%	7.4%	38.3%	9.9%	39.9%
<b>REVENUE/EXPENSE RATIO</b>		132.8%	111.8%	114.3%	106.1%	108.6%	107.9%	123.3%	105.3%	136.2%	126.8%	109.4%

**April 16, 2021**  
**Transit Advertising Contract Extension**  
**CyRide Resource: Barbara Neal and Christine Crippen**

**BACKGROUND:**

At the March 2017 Transit Board of Trustees meeting, the Board approved a three-year contract with Houck Transit Advertising to sell advertising space on the interior and exterior of the buses. This included the option to extend the contract for two additional years. FY 2022 would represent the fifth year of this agreement if the Transit Board approves a contract extension.

Last June, in addition to authorizing a one-year extension of this agreement, the Transit Board approved a contract amendment removing the minimum annual payment guarantee originally specified in the contract. This was done in consideration of the severe impact the pandemic was having on transit advertising. The contract, as modified, will expire on June 30, 2021 unless the option to extend the contract for a fifth and final year is exercised.

CyRide has contacted Houck Transit Advertising and they are willing to extend the contract under the current terms for an additional year, per the attached letter of interest. Following informal discussions in the March 2021 Transit Board meeting, CyRide requested that the Legal Department draft relevant amendment language to extend the contract, which is also attached to the Board packet.

**ALTERNATIVES:**

1. Approve a one-year contract extension with a contract amendment to Houck Transit Advertising of St. Paul, Minnesota, to expire June 30, 2022.
2. Direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. Modifying and extending the existing contract preserves terms that are generally beneficial to CyRide and avoids the need to rebid the contract during a period of significant instability in the advertising market.

**SECOND AMENDMENT TO AMES TRANSIT AGENCY TRANSIT ADVERTISING CONTRACT**

RECITALS: On May 23, 2017, the City of Ames, d/b/a Ames Transit Agency (referred to as CyRide) and Houck Transit Advertising entered into an agreement for Houck to be the Advertising Contractor for selling advertising on the interior and exterior of the CyRide buses; and

The May 23, 2017 agreement (the "Original Contract") was for a term ending July 30, 2020, with an option to renew the agreement for up to two additional years with mutual consent of the parties, and the parties have previously renewed and extended the agreement for one (1) additional year; and

The parties now desire to extend the agreement for one (1) additional year in a manner that is fair and equitable to both parties.

THEREFORE, the parties hereby agree:

1. The May 23, 2017 Original Contract is extended for an additional year, with the term now ending on July 30, 2022.
2. Section 3 (Compensation of the Contract) of the Original Contract is amended as follows:
  - a. The language in Section 3.1 is stricken and replaced by the following language: "In accordance with the terms and conditions of this contract, Advertising Contractor must pay CyRide monthly 60% of its collected revenue for interior and exterior advertising space sold."
  - b. Section 3.2 is amended by striking the word "greater."
3. Section 8 of the Original Contract (Communications) is amended to reflect that Barbara Neal is the Transit Director of CyRide and its designated person to receive any notices or communications.
4. The remaining terms of the Original Contract shall remain in full force and effect.

**For City of Ames  
d/b/a Ames Transit Agency**

**For Houck Transit Advertising**

\_\_\_\_\_  
Ames Transit Agency, President

\_\_\_\_\_  
Justin Houck, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



March 3, 2021  
Ms. Barbara Neal  
CyRide  
601 N University Blvd  
Ames, IA 50010

Good Afternoon Barb,

I appreciate you giving us the opportunity to submit our thoughts on the status of the advertising program and renewal term.

Houck Transit Advertising would like to formally request to continue the current revenue share agreement of 60% of collected revenue to CyRide and 40% to Houck. We feel that due to the lingering economic impact of the COVID-19 pandemic reverting back to a minimum annual guarantee at this time would be extremely difficult on our company.

I would be happy to explain in depth detail of the negative implications that COVID-19 has impacted on advertising and marketing but to give you a high level idea of below are some statistics we have specific to Houck Transit Advertising as a company and the Ames market.

- In 2020 as a company Houck's revenue was down 20% from 2019.
- Gross sales for Ames in 2020 were down 25% from 2019.
- Our average contract value decreased 7% from 2019.
- The number of contracts written decreased 15% from 2019.
- January and February 2021 company-wide revenue was down 23% from the same period in 2020.

We do see positive indicators that businesses are beginning to open back up and beginning to think about their marketing plans and budget. We also believe that throughout 2021 the economy will continue to recover and head in a positive direction. However, we do not believe we will see marketing spending at pre-Covid levels until well into 2022. Therefore we would like to request to continue the % revenue split to allow us more financial flexibility while we rebuild the program.



We continue to be 100% committed to the success of the advertising program for CyRide. If given the opportunity Houck will continue to invest resources and capital into serving the community and CyRide!

Once again, we very much appreciate the opportunity for a dialogue and please let me know what questions you have and what further information I can provide.

Justin Houck

President – Houck Transit Advertising

800.777.7290

[justin@houckads.com](mailto:justin@houckads.com)



**April 16, 2021**  
**Ames Intermodal Facility Contract Amendments**  
**CyRide Resource: Barbara Neal and Christine Crippen**

**BACKGROUND:**

The Ames Intermodal Facility (AIF) has two private tenants that operate public transportation services in the Ames community. Both tenants, Jefferson Lines and Executive Express, began leasing space in the building starting in 2012. Each tenant is currently in a five-year lease agreement that started on July 1, 2019 and will end on June 30, 2024.

In April 2020, both tenants sought relief from some contract terms to support their business against the immediate impact of the COVID-19 pandemic. Following discussions with the Transit Board, Jefferson Lines received rent forbearance through June 2020. Executive Express also sought rent forbearance and a temporary modification of the rent payment, reducing it to \$750 monthly, which was approved during the special July 2020 Transit Board meeting.

Per the terms of the tenant agreement, the base rent of the AIF tenants is adjusted annually according to a Producer Price Index (PPI) based formula. For the 2021-2022 lease year, this formula would normally cause the base rent levels to rise by 3%. As reported to the Transit Board in the March 2021 meeting, there are continuing economic issues faced by both tenants, and CyRide staff believes it is in the best interests of all parties to maintain the current amended rental arrangement for another year.

Following informal Transit Board guidance, CyRide sought contract amendments from the Legal Department that would preserve the current payments being made by both tenants through June 30, 2022. The proposed contract amendments are attached.

**ALTERNATIVES:**

1. Approve the attached contract amendments for Jefferson Lines and Executive Express for the FY 2022 lease year.
2. Do not approve the proposed contract amendments and direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. The ongoing impact of COVID-19 has heavily disrupted public transportation. These contract amendments will provide time for the Ames Intermodal Facility tenants to adjust their services for the post-pandemic future and help preserve important transportation links in the Ames community.

**Amendment of Ames Intermodal Facility  
Commercial Tenant Lease**

---

THIS IS AN AMENDMENT to the February 1, 2019 lease agreement between the Landlord (City of Ames, d/b/a Ames Transit) and Tenant (Jefferson Partners, L.P., d/b/a Jefferson Lines):

1. For only the fiscal year beginning July 1, 2021 and ending on June 30, 2022, paragraph 1.4(c) "PPI Adjustments" will not be in effect. This will result in the monthly rent remaining the same as the prior year. After June 30, 2022, the PPI Adjustment will again be applied going forward and will not be applied retroactively.

IN WITNESS OF THIS AMENDMENT, Lessor and Lessee approve and agree to the terms of this Amendment as stated herein.

**CITY OF AMES, IOWA**  
(D/B/A AMES TRANSIT AGENCY)

**JEFFERSON PARTNERS, LP**  
(D/B/A JEFFERSON LINES)

By: \_\_\_\_\_  
SIGNATURE

By: \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_  
TITLE OF AUTHORIZED SIGNER

\_\_\_\_\_  
TITLE OF AUTHORIZED SIGNER

**Amendment of Ames Intermodal Facility  
Commercial Tenant Lease**

---

THIS IS AN AMENDMENT to the February 1, 2019 lease agreement between the Landlord (City of Ames, d/b/a Ames Transit) and Tenant (Loghouse Enterprises, Inc., d/b/a Executive Express):

WHEREAS, the parties had previously amended the February 1, 2019 lease agreement and, among other items, had set the base rent from July 1, 2020 to June 30, 2021 at \$750 per month because of economic impacts of the COVID-19 pandemic; and

WHEREAS, the economic impacts of the COVID-19 pandemic are ongoing, and the parties wish to continue to adjust the rent for the Tenant’s use of the Landlord’s facilities;

THEREFORE, the parties agree that the February 1, 2019 lease agreement is amended as follows:

1. For only the fiscal year beginning July 1, 2021 and ending on June 30, 2022, paragraph 1.4(c) “PPI Adjustments” will not be in effect. The base rent for this period shall be \$750 per month. After June 30, 2022, the base rent will return to the amount in the original lease agreement, and the PPI Adjustment will again be applied going forward and will not be applied retroactively.

IN WITNESS OF THIS AMENDMENT, Lessor and Lessee approve and agree to the terms of this Amendment as stated herein.

**CITY OF AMES, IOWA**  
(D/B/A AMES TRANSIT AGENCY)

**LOGHOUSE ENTERPRISES, INC.**  
(D/B/A EXECUTIVE EXPRESS)

By: \_\_\_\_\_  
SIGNATURE

By: \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_  
TITLE OF AUTHORIZED SIGNER

\_\_\_\_\_  
TITLE OF AUTHORIZED SIGNER

April 16, 2021

**Community Project Appropriation Request**

**CyRide Resource: Shari Atwood, Barbara Neal, and Christine Crippen**

**BACKGROUND:**

The 117<sup>th</sup> Congress has begun to make changes that allow individual projects to be included in appropriation bills as a Community Project Funding item. On March 3, the House Committee on Transportation & Infrastructure announced that a process was being developed to allow Members of Congress to submit projects for potential inclusion in the next surface transportation reauthorization bill.

At the current CyRide site, a significant number of buses are often parked outside due to a lack of available spaces within the building. This results in additional wear and tear on the fleet and detracts from the appearance of the facility. Additionally, as CyRide continues to pursue sustainable vehicles, there is a need to add additional infrastructure to enable these buses to function correctly.

After reviewing the proposed process, CyRide believes that a facility expansion at the current location has a strong chance of being funded. In discussions with our on-call architecture and engineering firm, a preliminary opinion of cost has been created, with the proposed building expansion estimated to cost \$2.53 million. As part of this request, CyRide would include additional expansion to accommodate electric vehicles in the future. The details of the proposed expansion are attached to the board packet.

**The application would be for a total of \$3.5 million, with \$2.8 million in federal funding and \$700,000 in local funding, at an 80% federal share. These local funds are already programmed in the Capital Improvements Plan, which is attached to the board packet.** Because this type of application process has not occurred in recent history, and the fast-changing climate in Washington, preliminary discussions with our lobbyists indicate these applications could potentially receive 100% federal funding if Congress modifies the requirements.

Following informal direction from the Transit Board, CyRide has begun the process of seeking Community Project Funding for a facility expansion. Due to how new this process is, and the nature of the funding request, if formally approved by the Transit Board, CyRide would seek additional details and work to develop a suitable request to submit to our Member of Congress.

**ALTERNATIVES:**

1. Approve moving forward with a \$3.5 million request for Community Project Funding for a facility expansion.
2. Do not proceed with a Community Project Funding request and direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

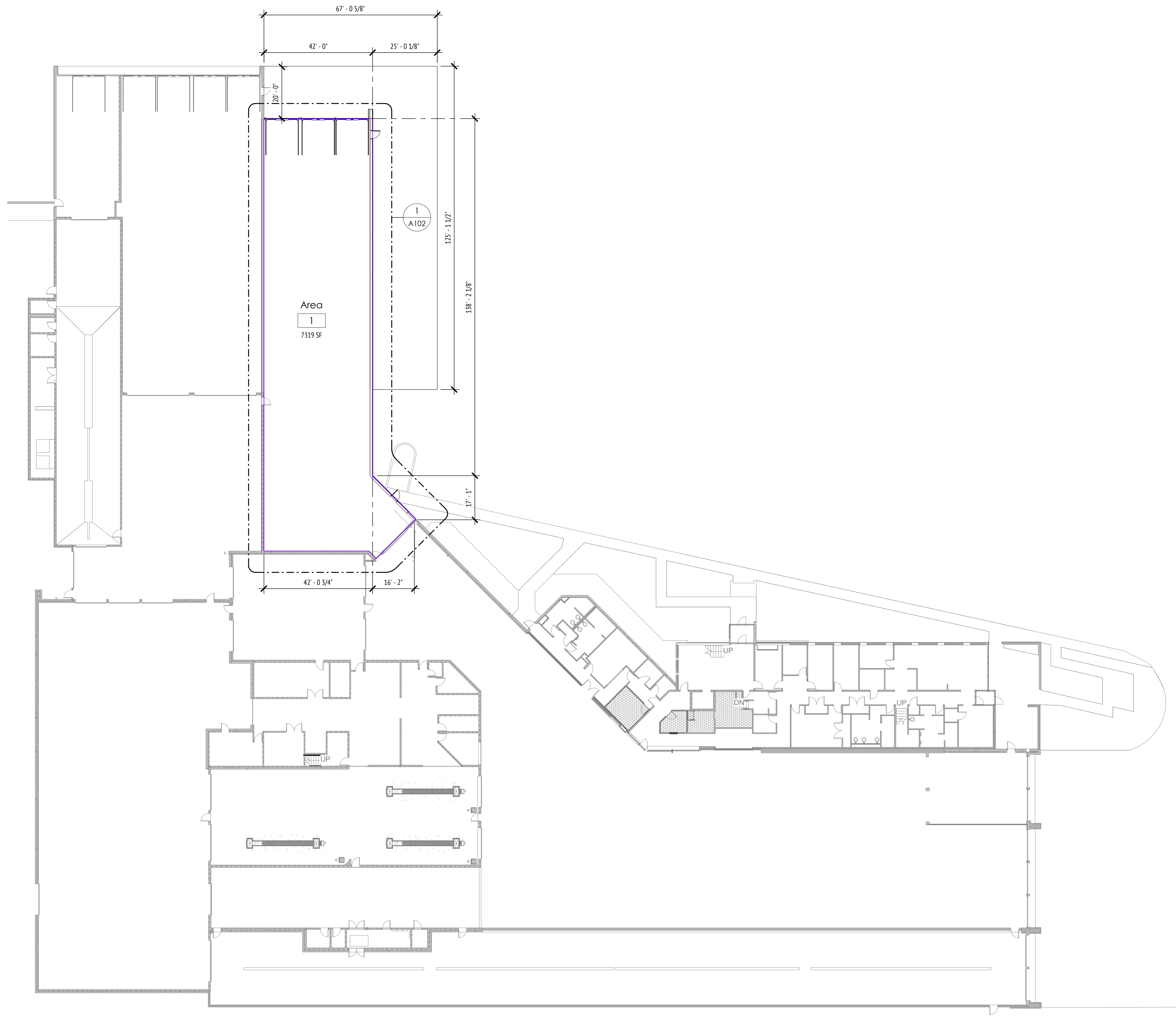
The Transit Director recommends approval of Alternative #1. CyRide has a strong need for a facility expansion to add additional coverage for the bus fleet and to support future expansion of sustainable vehicles. This process provides a step forward for potentially funding this important project.



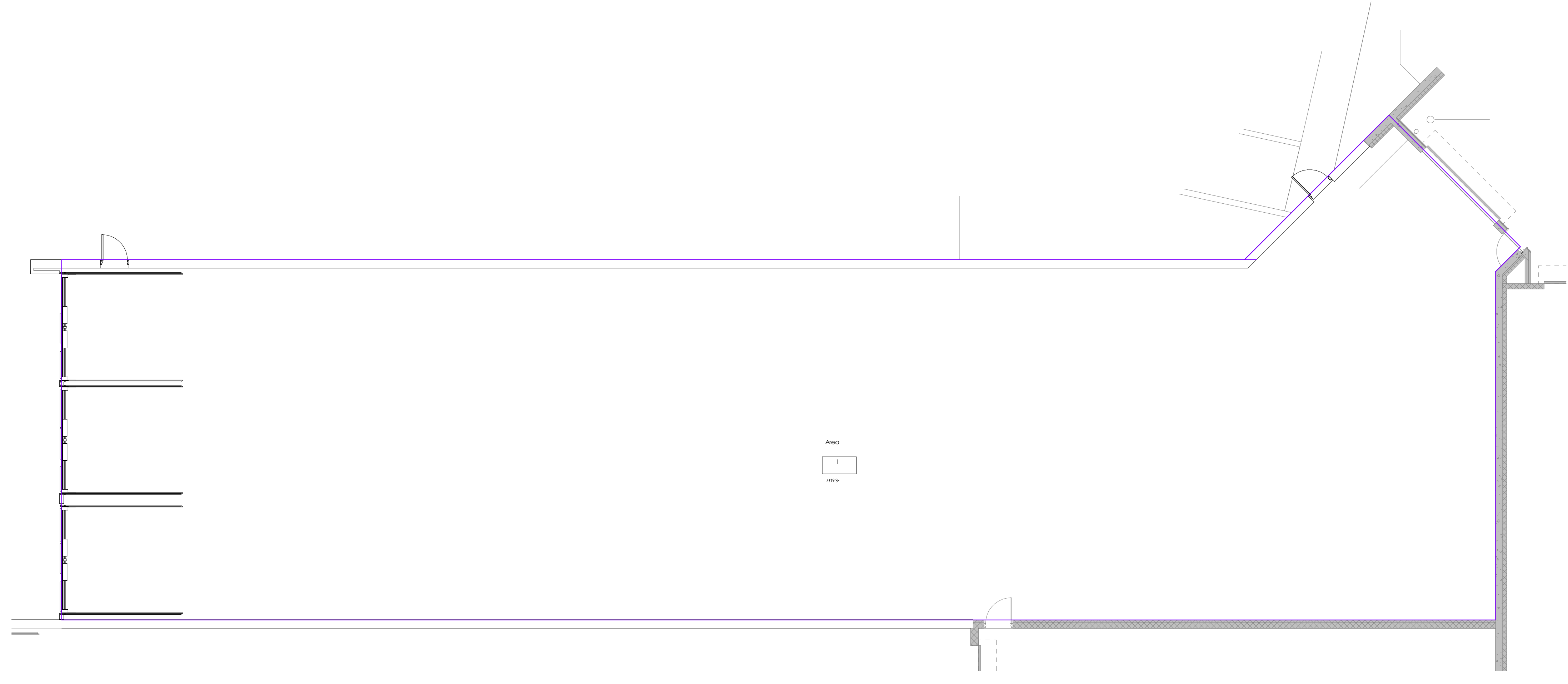
**City of Ames  
CyRide**

**2021 Bus Storage Addition  
Preliminary Opinion of Cost  
4/5/2021**

	Quantity	Unit	Unit cost	Cost	Remarks
<b>General Requirements</b>					
Percentage of Construction See Below					
<b>Site</b>					
Site Demolition	11,405.00	sf	\$ 3.00	\$ 34,215.00	
Site Landscaping and Security	-	sf	\$ 0.50	\$ -	
Parking Paving	4,086.00	sf	\$ 12.50	\$ 51,075.00	
Bus Parking paving and Circulation	-	sf	\$ 10.00	\$ -	
Special Site Construction	1.00	ls	\$ 10,000.00	\$ 10,000.00	Sitework around exit. Parking median
<b>Subtotal Site</b>				<b>\$ 95,290.00</b>	
<b>Building Areas</b>					
Vehicle Maintenance/Parts	-	sf	\$215.00	\$ -	
Interior Vehicle Storage	7,319.00	sf	\$195.00	\$ 1,427,205.00	Building and MEP
Vehicle Service Areas	-	sf	\$215.00	\$ -	
Moderate Remodeling Areas	-	sf	\$85.00	\$ -	
<b>FFE for Administration and Operations</b>	-	sf	\$25.00	\$ -	
<b>Maintenance Equipment</b>	-	sf	\$20.00	\$ -	
<b>Move Fueling Equipment</b>	1.00	ls	\$100,000.00	\$ 100,000.00	
<b>Subtotal Building and Equipment</b>				<b>\$ 1,527,205.00</b>	
<b>Subtotal Building Costs</b>				<b>\$ 1,622,495.00</b>	
Public Perimeter/Remodeling	8.0%			\$ 129,799.60	
Design Contingency	12.5%			\$ 202,811.88	
General Conditions	8.0%			\$ 129,799.60	
OH/P	4.0%			\$ 64,899.80	
Development Costs	9.0%			\$ 146,024.55	
<b>Total Costs</b>				<b>\$ 2,295,830.43</b>	
Year 1				\$ 2,376,184.49	
Year 2				\$ 2,459,350.95	
Year 3				\$ 2,545,428.23	
Year 4				\$ 2,634,518.22	
Year 5				\$ 2,726,726.36	
Based on escalation of 3.5% per year.					



**1** 1ST FLOOR - OVERALL  
SCALE: 3/64" = 1'-0"



1 1ST FLOOR - ADDITION  
SCALE: 1/8" = 1'-0"



**CyRide Capital Revised - FY20 to FY26**

4/9/21 1:36 PM

		FY20	FY21	FY22	FY23	FY24	FY25	FY26
<b>Capital</b>		<b>Actual</b>						
<b>Beginning Balance</b>		<b>\$ 1,985,631</b>	<b>\$ 1,396,280</b>	<b>\$ 474,814</b>	<b>\$ 79,300</b>	<b>\$ 2,382</b>	<b>\$ 3,397</b>	<b>\$ 3,907</b>
State/Federal Building	80%							
PTIG Building	80%	\$ 466,899	\$ 521,098	\$ 292,093	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
State/Federal Bus (60' Bus)	80% CO	\$ 463,722	\$ 463,722	\$ 410,426	\$ 436,077	\$ 453,520		
State/Federal Bus (40' Bus)	80%	\$ -	\$ 1,564,988	\$ 1,302,734	\$ 1,744,308	\$ 853,686	\$ 2,308,363	\$ 2,400,694
STBG Money			\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
State/Federal Bus	85% CO		\$ 1,221,960					
VW Award Money			\$ 560,640					
State/Federal BEB			\$ 1,660,180					
State/Federal Minibuses	83%		\$ 559,470	\$ 249,917	\$ 79,099	\$ 46,734		
State/Federal Bus Stops	80%	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ 48,000	\$ 48,000
State/Federal Bus Annunciators	80%	\$ 669,173	\$ -	\$ 101,360	\$ -	\$ -		
STIC Money			\$ 62,320					
Interior Improvement Project			\$ 94,767					
5307 CIP Funds (BEB)					\$ 2,400,000			
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 34,970	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
GSB								
Capital Transfer		\$ 902,520	\$ 905,620	\$ 800,000	\$ 1,400,000	\$ 800,000	\$ 800,000	\$ 800,000
<b>Capital Revenues</b>		<b>\$ 2,090,562</b>	<b>\$ 7,863,765</b>	<b>\$ 3,405,530</b>	<b>\$ 6,908,484</b>	<b>\$ 3,050,940</b>	<b>\$ 4,005,363</b>	<b>\$ 4,097,694</b>

<b>Total Available</b>		<b>\$ 4,076,193</b>	<b>\$ 9,260,045</b>	<b>\$ 3,880,344</b>	<b>\$ 6,987,784</b>	<b>\$ 3,053,322</b>	<b>\$ 4,008,761</b>	<b>\$ 4,101,601</b>
	Grants							
Bus Wash Rehab	PTIG	\$ 558,998						
Interior Improvement Project			\$ 129,767					
HVAC Replacement	PTIG	\$ 56,578	\$ 651,373	\$ 468,920	\$ 487,500			
Spill Free Fueling	PTIG				\$ 262,500			
Water Main Replacement	PTIG					\$ 750,000		
Facility Expansion	PTIG						\$ 750,000	\$ 750,000
Articulated Bus (Grants)	CO		\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000		
Bus (Grants) BEB			\$ 2,155,800		\$ 3,000,000			
Bus (Grants) 40' Buses			\$ 3,367,977	\$ 1,532,628	\$ 2,052,128	\$ 1,067,107	\$ 2,885,454	\$ 3,000,868
Bus (Grants) Minibuses			\$ 658,200	\$ 312,396				
			*10 Large Buses Tot: * 2 BEB's (778, 779) * 1 ARTIC - (7130) *7-40' HD BUSES (711, 712, 716, 7117, 7133, 7124 and 762/785 Lilac Exp2) * 6 minis (333)	4 Large Buses Tot. * 1 ARTIC (1141) *3-40' HD BUSES (7132, 7123, 7125) *2 Minibus (338,339)	5 Large Buses Tot: * 1 ARTIC - (1141) *4-40' HD BUSES (958, 956, 955, 957)	3 Large Buses Tot. * 1 ARTIC *2-40' HD BUSES	5-40' buses	5-40' buses
HIRTA Bus	5310		\$ -		\$ 98,874			
HIRTA Van	5310			\$ -		\$ 58,418		
Bus Stop Shelters	5310			\$ -		\$ 60,000	\$ 60,000	\$ 60,000
Annunciators / AVL	5310	\$ 836,466		\$ 126,700				
Facility Improvements - Exterior				\$ 75,000				
Facility Improvements - Interior		\$ -	\$ 20,000					
AVL (Local)		\$ 23,172	\$ 100,000					
Bus Mid-life Rehabilitation			\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 50,000	\$ 50,000
Bus Technology		\$ -	\$ 75,000	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Support Vehicle		\$ -	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	Escape (2012)		Terrain (White 2014)	Terrain (Red 2015)	Fusion (2016)	Escape (2017)		
Shop Trucks		\$ 29,263	\$ 22,791					
Shop Equipment		\$ 819	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Computers/Office Equip.		\$ 13,072	\$ 32,011	\$ 20,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400
Concrete		\$ 62,688	\$ 127,312	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Concrete (Shelters)		\$ -	\$ 25,000	\$ 25,000	\$ -		\$ 25,000	
A&E Services		\$ 34,002	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Security System (Building)		\$ -	\$ 200,000					
Forklift		\$ -	\$ 40,000					
Radios		\$ 341,010						
Maint. Software		\$ -	\$ 50,000					
Safety Software				\$ 20,000				
Protection Rails (Articulated Buses)				\$ 75,000				
Kronos		\$ 7,106						
Facility Technology		\$ 1,573	\$ 50,000	\$ 20,000				
Air Compressor (Shop)		\$ -	\$ 25,000					
<b>Capital Expenses</b>		<b>\$ 1,964,747</b>	<b>\$ 8,785,231</b>	<b>\$ 3,801,044</b>	<b>\$ 6,985,402</b>	<b>\$ 3,049,925</b>	<b>\$ 4,004,854</b>	<b>\$ 4,095,268</b>
<b>Ending Balance</b>		<b>\$ 2,111,446</b>	<b>\$ 474,814</b>	<b>\$ 79,300</b>	<b>\$ 2,382</b>	<b>\$ 3,397</b>	<b>\$ 3,907</b>	<b>\$ 6,333</b>
<b>Building Reserve</b>		<b>\$ 715,166</b>						
<b>Balance without Building</b>		<b>\$ 1,396,280</b>	<b>\$ 474,814</b>	<b>\$ 79,300</b>	<b>\$ 2,382</b>	<b>\$ 3,397</b>	<b>\$ 3,907</b>	<b>\$ 6,333</b>





**Organization Making the Request:**

Please include organization name and mailing address

Ames Transit Agency (CyRide)  
601 N. University Blvd.  
Ames, Iowa 50010

**Contact person:**

Name: Barbara Neal

Email: barbara.neal@cyride.com

Phone Number: (515)-239-5565

If this is a national organization, is there a connection to Iowa?  Y /  N

Type of Request:  Programmatic /  Language

**House Appropriations Subcommittee:**

Transportation, and Housing and Urban Development

**Agency:**

Ames Transit Agency

**Program/Language Title:**

FY22 Appropriations – Community Projects

**Level of Funding Requested for FY21 (if applicable)**

\$0

**Level of Funding Included in President's Budget (if applicable)**

\$0

**Description of the FY22 Program Request or Proposed Legislative Language:**

CyRide requests \$3.5 million for a FY22 Community Project to expand its transit facility by 7,400 sq. ft. to house additional buses. This expansion will also be constructed to accommodate electric vehicles.

**Impact on Iowa-04 or the U.S.:**

CyRide’s existing facility is currently undersized with 14+ transit vehicles being parking outside. This expansion would balance its infrastructure needs with its fleet size to serve a highly transit intensive community in a cost effective and reliable manner, while providing beneficial environmental impacts. A facility expansion will help keep CyRide’s fleet in a better state of good repair as ridership returns to pre-pandemic levels (6 million) by 2023.

**Your Priority Level (if submitting multiple requests):** \_\_\_\_\_



**April 16, 2021**

**Monthly Report**

**CyRide Resource: Barbara Neal and Christine Crippen**

### **1. Federal Triennial Review Results**

Every three years the Federal Transit Administration (FTA) conducts an oversight review of all grantees, including CyRide, in a process called the “Triennial Review.” This examines performance in key areas, including those that carry the highest risk potential for non-compliance such as Technical Capacity, Financial Capacity, Financial Management, Procurement, Disadvantaged Business Enterprise, Americans with Disabilities Act, Title VI of the Civil Rights Act, and Maintenance. The review determines whether CyRide is administering all FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions.

The Triennial Review was originally scheduled for May 2020, but due to COVID-19 it was postponed until April 12, 2021 and was held virtually. I am pleased to note that CyRide had “no deficiencies” found in performance or adherence to FTA requirements and policies. On average, transit agencies receive about seven to eight findings per review. Having no findings is rare and difficult to achieve.

CyRide will be issued a final written report of our FY 2017-2020 review by June 2, 2021 from FTA and will share this report with the board at a subsequent meeting. A ‘finding of no deficiencies’ by the FTA is a testament to our employees’ commitment to upholding these regulations, which ensure our agency is operating in the best interest of our customers.

### **2. American Rescue Plan Act of 2021 (ARP)**

As previously reported to the Transit Board, the American Rescue Plan Act of 2021 (ARP) was signed into law on March 11. As part of the \$30.5 billion allocated to public transit, CyRide has been allocated \$6,163,516 in supplemental funding, to be used primarily for payroll expenses and other COVID-19 related costs. CyRide staff have been attending webinars and learning more about this important source of additional revenue, and more information about the ARP funding will be presented in future Transit Board meetings.

### **3. Federal COVID-19 Reporting Mandate Update**

Beginning April 1, the FTA is requiring all recipients of Section 5307 funding to report the impacts of COVID-19. This will help determine FTA’s actions in supporting transit in response and recovery efforts, as well as review the implementation of the mask mandate. CyRide will report all COVID-19 cases starting from March 13, 2020, along with the number of affected drivers and other essential employees, employee recoveries, employee fatalities, and the number of vaccinated employees. After the initial report, CyRide will continue to provide FTA with COVID-19 statistics monthly in the National Transit Database information.

#### **4. ISU Vaccination Transportation**

ISU has reached out to help arrange transportation for a vaccine clinic. Governor Reynolds had announced on March 31 that she would be allowing vaccinations for all Iowans beginning April 5. One of her priorities was to get all Iowa college students vaccinated before they go home for the summer. University of Iowa, DMACC, and Dordt College would be receiving the Johnson and Johnson vaccine. ISU is beginning the planning phase for their own vaccine clinic for students. CyRide has been asked to help provide transportation for staff who will be working this clinic. We have also asked to have our remaining employees who have not been vaccinated to be vaccinated with this group. As soon as ISU is notified when they will receive vaccine, we will begin working on a plan for transportation.

#### **5. Custodial Services Contract**

Historically, CyRide has contracted with a third party to provide custodial services for the CyRide administrative facility. Since 2015 this contract has been with Nationwide Office Care of Clive, Iowa. This contract was originally planned to be rebid after five years in mid-2020. As this coincided with the pandemic, CyRide exercised the option to continue the contract on an ongoing basis temporarily. With the pandemic beginning to abate, CyRide staff will be working to issue a new request for proposals (RFP) for custodial services in the near future. Once a vendor is identified as offering the best value for the organization, CyRide will bring the proposed contract to the Transit Board for consideration.

#### **6. Fuel Contract**

CyRide has a fuel purchase contract based on the market rate of fuels, plus mark-up/deduction. This has proven to be a cost-effective way to purchase the quantities of fuel required to operate CyRide's vehicles. The current fuel contract is with Renewable Energy Group (REG) of Ames, Iowa, and will expire on June 30, 2021. A new RFP will be issued to re-bid the fuel contract in advance of the current contract expiration. CyRide staff will score the results of the RFP and bring a recommendation for award to the Transit Board at a future meeting.