



Transit Board Meeting  
**AGENDA**

**AMES TRANSIT AGENCY  
BOARD OF TRUSTEES**

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

**ZOOM MEETING ID: 883 9386 7053**

**VIDEO PARTICIPATION: <https://us02web.zoom.us/j/88393867053>**

**CYRIDE CONFERENCE ROOM – September 15, 2021**

1. CALL TO ORDER: 4:30 p.m.
2. Approval of August 11, 2021, Minutes
3. Public Comments
4. Memorandum of Understanding with IUOE Local 234 for CyRide Shift Premium for Moonlight Express
5. Federal Section 5307 Grant Application – FFY 2022 STBG Funding
6. 2022 HVAC Improvements Project Award of Contract
7. FY 2021 Operations Fund Closing Balance Transfer to Capital Fund
8. Sustainable Transit for a Healthy Planet Challenge
9. Monthly Report
10. Summer and Fall Meeting Dates / Times
  - October 13, 2021, 4:30 p.m.
  - November 10, 2021, 4:30 p.m.
  - December 8, 2021, 4:30 p.m.
11. Adjourn

**August 11, 2021**

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on August 11, 2021, at 4:30 p.m. in the CyRide Conference room. President Jeffrey called the meeting to order at 4:29 p.m. with Trustees Beatty-Hansen, Cain, Jeffrey, Ludwig, and Ríos Martínez present.

**APPROVAL OF JUNE 17, 2021 AND JULY 29, 2021 MINUTES:** Trustee Ludwig made a motion to adopt the June 17, 2021 and July 29, 2021, Transit Board minutes as presented and Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**PUBLIC COMMENTS:** None.

**AGENCY SAFETY PLAN ANNUAL REVISION AND CERTIFICATION:** Director Neal explained that the Federal Transit Administration (FTA) requires agencies receiving Urbanized Formula funding to have an agency safety plan (ASP) that is reviewed and certified each year. She said that the changes are listed in the board packet and a copy of the full proposed plan was available at the meeting. Trustee Cain inquired about whether the risk matrices had been approved by the board. Transit Chief Safety Officer, Kevin Gries, explained that the risk matrices were part of the plan that was previously approved by the board in October. He added that the updates would provide a more thorough categorization of the severity of the accidents according to injuries and financial and environmental impact.

The Transit Director recommended approval of Alternative #1. Adopting these revisions will continue to reinforce CyRide's existing safety culture, ensure compliance with FTA regulations, and maintain the organization's eligibility to receive federal funding.

Trustee Cain made a motion to approve Alternative #1 and adopt CyRide's Agency Safety Plan as presented, to be effective on August 11, 2021. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**2021 ICAAP GRANT APPLICATIONS:** Director Neal reviewed the Iowa Clean Air Attainment Program (ICAAP) that is available through the Iowa Department of Transportation (Iowa DOT) to fund transportation projects that reduce congestion and improve air quality. She explained that three years of service can be funded at 80% of actual costs, including capital and operating expenses, during the first five years of a new service's operation. Director Neal said the application for reimbursement would include anticipated expenses of \$89,697 for the third year of night and midday service for the #6 Brown, #11 Cherry and #12 Lilac for FY 2023. Applications are due to the Ames Area Metropolitan Planning Organization by October 1, 2021, who will submit the application to the Iowa DOT.

The Transit Director recommended approval of Alternative #1, to submit three ICAAP grant applications to support the operating expenses of added night and midday services. If approved, this grant would reduce the local funding required to support current service on these routes during the next federal fiscal year (October 2022–September 2023), allowing previously committed local dollars to be used for other operating needs.

Trustee Beatty-Hansen made a motion to approve Alternative # 1, to submit three operating ICAAP grant applications: #11 Cherry for \$31,609, #12 Lilac for \$29,830, and #6 Brown for \$28,258, for a total of \$89,697 in operating expenses on three night and midday services. Trustee Cain seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**CRRSAA AND ARP ACT GRANT APPLICATIONS:** Director Neal said that last December the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) provided \$14 billion in funding to transit agencies through the FTA for their response to the COVID-19 pandemic. She reviewed a second source of funding available via the American Rescue Plan Act (ARP) that provided \$30.5 billion for transit in March; both CRRSAA and ARP funding are provided at a 100% federal share with no local match requirement.

Director Neal said that CyRide will receive \$1,081,492 in CRRSAA and \$6,163,516 in ARP funds, for a total of \$7,245,008. She explained that two grant applications must be filed to receive this funding. Director Neal reviewed the obligation deadlines, stating that CRRSAA funding has no end date, but ARP funding must be obligated in a grant by September 30, 2024. She added that both grants will be applied to payroll in FY 2022 and FY 2023 and fully exhausted by the first quarter of FY 2023.

The Transit Director recommended approval of Alternative #1, to submit two applications for federal operating assistance under CRRSAA and ARP. Approval of these applications will help CyRide continue to respond to the COVID-19 pandemic appropriately and will increase the number of options open to the Transit Board once the full financial impact of the pandemic becomes known.

Trustee Cain made a motion to approve Alternative #1, to authorize the Transit Director to execute and file two Section 5307 operating grant applications for \$1,081,492 under CRRSAA and \$6,163,516 under ARP for a total of \$7,245,008 to the Federal Transit Administration for FY 2022 and FY 2023 payroll operating expenses. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**SECTION 5307 FORMULA FUNDING CAPITAL GRANT APPLICATION:** Director Neal requested approval to file and execute CyRide’s annual Section 5307 Grant application to receive federal formula funding. She explained that Section 5307 funds are typically applied to fixed-route payroll in the operating budget, but to expedite use of the Coronavirus Aid Relief and Economic Security (CARES) funds the board approved using the FFY 2021 Section 5307 funding for the purchase of three additional battery electric buses in FY 2023.

Director Neal reviewed a table that compared the apportionment for both FFY 2020 and FFY 2021, stating that the FFY 2021 apportionment has increased by 0.3%. She added that the grant application to the FTA must detail the capital project that it is supporting. The purchase of three additional battery-electric buses have been identified and programmed in the Capital Improvements Program. Director Neal displayed a table detailing the anticipated budget for the 5307 Funding that was referenced in the board packet.

The Transit Director recommended approval of Alternative #1, to submit an application for federal capital assistance toward a battery-electric bus project. This would allow access to the Section 5307 formula funding to expand the sustainable vehicle fleet at CyRide and replace buses that have significantly exceeded their useful life.

Trustee Ludwig made a motion to approve Alternative #1, authorizing the Transit Director to execute and file a Section 5307 grant application for capital assistance in the amount of \$2,502,489 to the Federal Transit Administration for a battery-electric bus project. Trustee Ríos Martínez seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**PART-TIME TRANSIT DRIVER HIRING WAGE INCENTIVE:** Director Neal requested board approval to create a part-time transit driver hiring wage incentive due to difficulty hiring and retaining drivers. She explained efforts to address the situation are ongoing, but only 73% shifts are filled for the fall schedule when 86% are typically filled at this time. The five-year average number of drivers hired is 42; 31 drivers were hired this past year, of which 3 did not complete training and 3 resigned within the first year.

Director Neal stated the current starting wage for a part-time driver is \$16.96 per hour with a \$250 hiring bonus that is split into two payments. She reviewed a list of area employers that offer sign-on bonuses above \$250 and starting wages that start at or above \$15 per hour, saying CyRide no longer has a competitive advantage. Director Neal said that wages are set through the collective bargaining agreement in section 22.7 of the Union Contract and does allow for new employees to be recruited with a hiring wage incentive for difficult-to-fill positions.

Director Neal requested board approval of a hiring incentive to be temporarily used in FY 2022 to attract new employees. She displayed a table that contained the different amounts and the budgetary impacts based on hiring 42 people, the average number of drivers hired each year. Director Neal said that she is recommending approval of Alternative #1, offering a temporary part-time driver hiring wage incentive of \$750, in addition to the current wage and the existing hiring bonus. She said that the incentive would be advertised as a \$1,000 hiring bonus to simplify the posting.

Trustee Cain asked if the amount would be split up over time. Director Neal said she would work with the Union and the Human Resource Director to appropriately implement the incentive and would like to see it split into two or three payments. Trustee Ludwig inquired how many drivers were still needed. Director Neal said that we are short about 30 part-time drivers. President Jeffrey asked if the total amount offered in the incentive should be capped for budget purposes. Trustee Beatty-Hansen said that the numbers did not propose a significant risk and did not think a cap was necessary. Further discussion was had about challenges of hiring for the position, current efforts, and long-term solutions, including restructuring the hiring process to train people to obtain their Commercial Driver's License Permit and possibly paying for the cost of the permit.

The Transit Director recommended approval of Alternative #1. Offering a temporary part-time driver incentive wage would improve CyRide's ability to attract new applicants at a cost less than covering shifts with overtime pay.

Trustee Cain made a motion to approve Alternative #1, to offer a temporary part-time transit driver hiring wage incentive of \$750 for FY 2022, and direct CyRide staff to work with the Human Resources Director and the Union to follow the steps detailed in section 22.7 of the Union contract. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**VOLKSWAGEN SETTLEMENT ENVIRONMENTAL MITIGATION TRUST AWARD-INFORMATIONAL:**

Director Neal reviewed the timing and the terms of the application that was submitted under the Volkswagen Settlement Environmental Mitigation Trust (VW) this past January. In July, CyRide was notified that the request for \$500,000 in funding for the purchase of seven 40-foot buses was approved by the Iowa DOT. Director Neal said that a fourth round of VW Settlement funding will be offered and when the details of the application submission are learned, possible projects will be brought back to the Transit Board for consideration.

**PURCHASE OF NEW BUSES:** Director Neal requested approval of the award of contract for the purchase of eight 40-foot buses to Gillig Corporation. She explained the formula and discretionary funding sources that will cover 97% of the cost, with local funding amounting to \$121,138. Director Neal said that the board previously approved local funding for the purchase of three 40-foot buses in the FY 2022 CIP, totaling \$229,894. VW funding needs to be requested in a lump sum of \$500,000 and would reduce the amount of local funding to \$121,138 for all eight 40-foot buses.

Director Neal reviewed the replacement schedule and preliminary pricing using the approved Iowa DOT statewide heavy duty bus bid with Gillig Corporation. She explained that the price per bus is \$470,000, without technology such as automatic vehicle annunciators, automatic passenger counters and other technological features. Director Neal said that the award to Gillig Corporation would be for a not-to-exceed amount of \$4,104,257, considering each bus at an approximate cost of \$513,032, which takes the budget for the technology features into account. Trustee Ludwig asked for clarification about if the buses were already planned to be purchased and if this is just adjusting the funding to use the VW funding. Director Neal said that seven 40-foot buses were originally being discussed and that by purchasing eight buses, the VW funding would be fully exhausted. Trustee Beatty-Hansen inquired about the difference in purchasing battery-electric buses versus diesel buses. Assistant Director Rendall said that the battery-electric buses are approximately twice the cost.

The Transit Director recommended approval of Alternative #1. This would allow for the replacement of eight obsolete buses at a low cost to the local funding partners, move CyRide closer to meeting its federal Transit Asset Management (TAM) plan goals, and reduce overall fleet emissions with newer, cleaner-burning engines.

Trustee Ludwig made a motion to approve Alternative #1 to award to Gillig Corporation of Livermore, California in the not-to-exceed amount of \$4,104,257 for the purchase of eight new 40-foot heavy duty diesel buses. Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: None) Motion carried.

**FY 2021 PRELIMINARY OPERATIONS FUND CLOSING BALANCE- DISCUSSION:** Director Neal stated that it is board policy to have between 7-10% in the operations fund closing balance. She explained that funds in excess of the maximum percentage can be reprogrammed for unmet capital needs. The final closing balance for FY 2021 is typically available in December, after the audit process, and is currently estimated at \$10,848,227. She reviewed the amounts allocated for cash flow requirements, closing balance, and projects that had previously been committed to by the board, leaving an anticipated unaudited closing balance of \$6,000,106 that has not been committed.

Director Neal reviewed several options that the board could consider for future capital projects using some of the funds that are available for reallocation. Options included setting aside approximately \$1 million for a battery-electric bus fund for future Low or No Emission discretionary grant opportunities, reallocating \$2.5 million for the purchase of new 40-foot buses and \$1 million to a facility expansion fund. Director Neal said that the total of these three proposals would be \$4.5 million; specific purposes or projects do not have to be identified to transfer the funds from operations to capital and could be decided later.

Trustee Beatty-Hansen departed at 5:16 p.m.

President Jeffrey shared that she would like to see the battery-electric buses as a priority. Trustee Ludwig asked what the level of concern was for funding in upcoming years and how declining enrollment, or other issues might be addressed. Director Neal said that increases to the funding partners are planned to be kept as minimal as possible. CyRide 2.0 accounted a 5% increase each year to the funding partners for the foreseeable future, which is not a sustainable model. She said that impacts from COVID-19 have not all been realized, so the system recalibration will need to occur when ridership has returned to a more normal level. Director Neal reminded the board that capital purchase always come before the board and could be moved back into the operating budget if necessary. She confirmed that the board was comfortable with her presenting proformas reallocating \$4.5 million from the operating to the capital budget at the September meeting.

#### **MONTHLY REPORT:**

**IPTA Annual Conference:** IPTA Annual conference was held virtually in June. Staff had training opportunities to collaborate with their peers about current challenges, including strategies for hiring. Director Neal gave a presentation about Iowa Developmental Disabilities Council Grant that funded the Automated Passenger Counter project.

**Camera System Procurement:** A request for proposal (RFP) will be issued in the coming months for a mobile security system with onboard video recording. The contract with the current provider, Seon, is now five years old. The results of the RFP will be brought to the Transit Board for consideration.

**National Night Out:** CyRide staff participated in the community event sponsored by the Ames Police Department. A 40-foot bus was available to the public and a family with a child using a wheelchair received a loading demonstration. Over 300 CyRide bags with promotional information about hiring were distributed.

**Fourth Quarter Report:** Details about the fixed route, Dial-A-Ride and Moonlight Express are provided in the report. Ridership is down about 66.4% when comparing FY 2021 to FY 2020. Numbers are skewed due to COVID-19 pandemic. Trustee Ludwig asked if numbers have increased as things have opened up. Director Neal said that ridership has not rebounded and that peer systems share the same circumstances. Trustee Ludwig asked if FY 2019 would be used for grant funding. Director Neal said that using FY 2019 is being advocated but has not been confirmed.

**Adjourn:** Trustee Ludwig made a motion to approve adjourning at 5:34 p.m. Trustee Cain seconded the motion. (Ayes: 5 Nays: None) Motion carried.

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Liz Jeffrey, President

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Julie Brouard, Recording Secretary

**September 15, 2021**

**Memorandum of Understanding with IUOE**

**Local 234 for CyRide Shift Premium for Moonlight Express**

**CyRide Resource: Barbara Neal**

**BACKGROUND:** Wages and benefits for CyRide drivers are governed by a collective bargaining agreement with the International Union of Operating Engineers (IUOE) Local 234. The current agreement is in effect until June 30, 2022. Transit driver wages are set and paid based on this contract.

Along with many businesses in Ames, CyRide is struggling to hire and retain an adequate number of part-time drivers necessary to operate the full academic school year schedule. A particular area of concern are the shifts operating late at night as part of the Moonlight Express (MLX) service, which runs on Friday and Saturday nights from 10:30pm – 2:30am when ISU is in session. MLX service is utilized by a broad spectrum of individuals needing a safe, free, and easily accessible ride at night.

CyRide currently has 50% of the shifts for the MLX service covered by drivers. These shifts are difficult to fill, in large part due to the late hours of operation. The union contract currently has a shift premium of \$0.50 per hour for MLX shifts. With an average MLX shift length of fewer than five hours, the total additional pay is not significant. To help incentivize drivers to choose these shifts, CyRide believes increasing the shift premium by \$1.50 per hour would help enhance the shift benefit to a point where drivers would find these shifts more attractive. This policy change would effectively set the premium at \$2.00 per hour for the remainder of the current contract.

CyRide sought and received informal guidance from the Transit Board to move forward with increasing the shift premium. Due to the timing of the relevant meetings, this item will be presented to the Ames City Council on September 14 before formal Transit Board approval. Representatives of the IUOE have been consulted and approve of the attached MOU. The City Attorney's office has also reviewed the MOU in preparation for City Council and Transit Board approval. With City Council approval, subject to final Transit Board approval, this new shift premium would begin on September 16. The financial impact of the proposed change is estimated to be \$2,500.

**ALTERNATIVES:**

1. Approve the Memorandum of Understanding with the International Union of Operating Engineers Local 234, authorizing an additional shift premium in the amount of \$1.50 per hour for CyRide Moonlight Express shifts.
2. Do not approve the Memorandum of Understanding.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. Increasing the shift premium for this late-night service is more likely to incentivize drivers to cover these shifts at a very low cost to the organization.



**Memorandum of Understanding  
City of Ames  
and  
International Union of Operating Engineers, Local 234  
Blue Collar Unit**

September 16, 2021

Article 11.1 (a)(7) of the July 1, 2019 through June 30, 2022 collective bargaining agreement between the parties contains a shift premium for Transit Drivers working Moonlight Express shifts. The current premium provides for a fifty cents (\$0.50) per hour shift premium to Transit Drivers working Moonlight Express shifts. The City of Ames proposes a temporary increase in this shift premium. CyRide has had difficulties attracting drivers to fill these shifts and in order to make these shifts more appealing to Transit Drivers, the parties have agreed to increase the shift premium to two dollars (\$2.00) per hour for the remainder of the contract, ending on June 30, 2022.

This agreement does not affect shift premiums of other classifications or wages. Their premiums will remain as previously agreed upon during contract negotiations. The changes are detailed below:

**ARTICLE 11  
HOURS OF WORK, PAY RATE AND LEAVES  
Effective 9/16/21 – 6/30/22**

- (7) A shift premium of two dollars (\$2.00) per hour shall be paid to Transit Drivers working Moonlight Express shifts.

This provision is added to the agreement effective September 16, 2021, shall be on a trial basis, and will not be included in future bargaining agreements unless agreed to by both parties.

For the mutual benefit of the City of Ames and IUOE, both parties agree to incorporate the above-stated change to the terms agreed to in the collective bargaining agreement effective September 16, 2021.

\_\_\_\_\_  
Brian Phillips, Assistant City Manager  
City of Ames

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chad Carter  
IUOE Local 234 (Blue Collar)

\_\_\_\_\_  
Date

**September 15, 2021**  
**Federal Section 5307 Grant Application –**  
**FFY 2022 STBG Funding**  
**CyRide Resource: Shari Atwood**

**BACKGROUND:** The Surface Transportation Block Grant (STBG) program provides flexible funding from the Federal Highway Administration (FHWA) for use in transportation projects. Each year, approximately \$1.6-1.7 million is available in STBG funding for the Ames metropolitan area, which is dispersed through the Ames Area Metropolitan Planning Organization (AAMPO).

In March 2018, CyRide submitted a STBG application to the AAMPO to receive \$225,000 in funding for a partial bus, which is approximately 14% of Ames’s total annual allocation. CyRide’s STBG project was approved by the AAMPO along with the Transportation Improvement Program in July 2018. CyRide has already requested the AAMPO begin the process to transfer the federal funds from the FHWA to the Federal Transit Administration (FTA) beginning in October 2021, after which CyRide may formally apply for a grant. There is typically a three to six-month waiting period for the transference of funds to the FTA before CyRide may formally submit the grant, and the FTA’s review may take up to three additional months prior to award. The Transit Board of Trustees is required to formally authorize any grant application request prior to the Transit Director submitting the grant to the FTA.

CyRide plans to replace a 40-foot heavy-duty bus that is currently 21 years old with a new 60-foot heavy-duty articulated bus. All federal and local funding identified in the table below was approved in the 2021-2022 Capital Improvements Plan to support purchasing an articulated bus for up to \$850,000. The STBG funding indicated below is the last funding component needed before beginning this purchase. Once all funding is in place, this purchase will increase CyRide’s articulated bus fleet size to nine vehicles.

	<b>Funding Type</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Total Cost</b>
Base 40’ HD Bus* (85%)	5339	\$439,973	\$77,642	\$517,615
Articulated Upgrade** (80%)	STBG/5307	\$225,000	\$56,250	\$281,250
Local Funding			\$51,135	\$51,135
<b>Total Available</b>		<b>\$664,973</b>	<b>\$185,027</b>	<b>\$850,000</b>

\*The base bus funding is currently in the process of being approved within an Iowa DOT contract at 85% federal.

\*\*AAMPO approved STBG funding in 2018 at 80% federal.

CyRide’s grant application would request the STBG funding of \$225,000 once the funding is formally transferred into the FTA’s Section 5307 account to support the purchase of one articulated bus.

**ALTERNATIVES:**

1. Approve the Transit Director to execute and file a Section 5307 Surface Transportation Block Grant application in the amount of \$225,000 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. Proceeding with this application would allow CyRide to continue expanding its articulated bus fleet toward the goal of ten articulated buses to operate the #23 Orange Route with these vehicles fully.

**September 15, 2021**  
**2022 HVAC Improvements Project –**  
**Award of Contract**  
**CyRide Resource: James Rendall**

**BACKGROUND:** The CyRide 2022 HVAC Improvement Project (Bid No. 2022-012) was released on August 11, 2021. Plans and specifications called for replacing aging heating, ventilation, and air conditioning (HVAC) equipment that serves the maintenance repair bays and the southwest bus storage area. The project would combine existing HVAC units and reduce the total number of units on the roof by two. Bid alternative #1 called for the reutilization of two existing roof openings created by the reduction of HVAC units to install skylights, improving natural light in the shop space. Bid alternative #2 called for integrating the HVAC equipment into the building mechanical controls system to permit automatic control of equipment through a single computer interface.

The following budget has been reserved for this project and is listed in the Capital Improvements Plan:

<b>Funds Available</b>	<b>Dollars</b>
State PTIG Funds	\$ 378,219
Local Funds	\$ 198,358
<b>Total Available</b>	<b>\$ 576,577</b>

Bids were due on September 8, 2021. Three bids were received for the project, summarized below, with the complete bid tabulation attached to the board packet.

<b>Bidder</b>	<b>Base Bid</b>	<b>Alternative #1</b>	<b>Alternative #2</b>
Stein Heating and Cooling Inc.	\$ 453,300	\$ 18,000	\$ 46,300
Mechanical Comfort, Inc.	\$ 485,275	\$ 11,450	\$ 34,975
ACI Mechanical, Inc.	\$ 595,000	\$ 43,300	\$ 63,800

The low bid on this project was from Stein Heating and Cooling Inc. of Webster City, Iowa. After evaluating the cost of bid alternatives with CyRide’s A&E firm, ASK Studios, staff believes selecting bid alternative #2 and rejecting bid alternative #1 would provide the best overall value to CyRide. The analysis of the A&E firm is also attached to the board packet. The final award amount, including bid alternative #2, is \$499,600, leaving \$76,977 available in the project budget for contingency.

Final award of contract will be subject to approval by the Iowa Department of Transportation Office of Public Transit.

**ALTERNATIVES:**

1. Approve award of contract to Stein Heating and Cooling Inc. of Webster City, Iowa, for the base bid and alternative #2, at a total cost of \$499,600.
2. Reject all bids and direct staff to modify the project to reflect Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to accept the base bid and bid alternative #2 from Stein Heating and Cooling Inc. of Webster City Iowa, for a total contract award of \$499,600. Approval of the base bid with bid alternative #2 would allow CyRide to replace obsolete HVAC equipment in the facility and permit integration of the new equipment into the existing facility control system.

CITY OF AMES, IOWA	5% Bid Bond	Bidders Status Form	Addendum #1	Addendum #2	BASE BID	Add Alternate #1	Add Alternate #2
mike.adair@cityofames.org							
BID NO. 2022-012							
CyRide 2022 HVAC Improvements Project							
BIDDERS							
Stein Heating & Cooling Inc.	Yes	Yes	Yes	Yes	\$453,300.00	\$18,000.00	\$46,300.00
Mechanical Comfort, Inc.	Yes	Yes	Yes	Yes	\$485,275.00	\$11,450.00	\$34,975.00
ACI Mechanical, Inc.	Yes	Yes	Yes	Yes	\$595,000.00	\$43,300.00	\$63,800.00



September 9, 2021

Ms. Barbara Neal, Director of Transit  
CyRide  
601 N. University Boulevard  
Ames, IA 50010

Ms. Neal,

There were three responsible bidders which submitted proposals for the 2022 HVAC Improvements Project. All of the bids for base bid scope of work came in above the estimate performed by Twin Rivers and ASK Studio, with the lowest bid being within \$2,589.00 of the opinion of probable cost.

We recommend the acceptance of the bid proposal from Stein Heating and Cooling to complete work associated with the base bid as described in the project specifications for \$453,300. This cost is reasonable due to the increase in material costs industry wide.

Additionally, we recommend the acceptance of add alternate two, which Stein priced at \$46,300. Although this was additional scope not included in the original cost opinion, it is reasonable for the work as outlined in the specification and plans.

We believe the total cost of \$499,600 will bring a good value to CyRide.

Regards,

A handwritten signature in black ink, appearing to read 'Ryan M. Carter'.

Ryan M. Carter, AIA, NCARB

**September 15, 2021**  
**FY 2021 Preliminary Operations Fund**  
**Closing Balance Transfer to Capital Fund**  
**CyRide Resources: Rob Jennings, Barbara Neal**

**BACKGROUND:** The Transit Board has an established policy that the operations fund closing balance should be between 7.5% and 10% of operating expenses. Funds in excess of the maximum percentage may be considered for reprogramming to meet additional operating or capital needs. During the August meeting, the Transit Board discussed the potential reallocation of these funds to the capital project fund.

Final operating expenses and the audited operations fund closing balance will be available at the close of the City of Ames audit process, anticipated in December 2021. The following preliminary estimates are currently available. CyRide and the Finance Department are estimating the FY 2021 operations fund closing balance will be approximately \$10,848,227. The board has existing commitments for a portion of these fund dollars, as reflected in the table below.

<b>Operations Fund Activity</b>	<b>Dollars</b>
<b>Preliminary Operations Fund Closing Balance</b>	<b>\$10,848,227</b>
FY2021 Federal Funds*	(\$2,400,000)
10% Closing Balance for FY 2021	(\$1,035,996)
System Recalibration	(\$250,000)
Local Match Transfer to Capital Reserve Fund for BEB in FY2023	(\$600,000)
FY 2021 Bus & Bus Facilities Discretionary Grant Local Match	(\$562,125)
<b>Anticipated Uncommitted Closing Balance</b>	<b>\$6,000,106</b>

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

With the FY 2021 closing balance expected to exceed the 10% goal, the Transit Board directed staff to prepare an option addressing CyRide’s three most critical unfunded capital needs. Listed below are the three areas staff has developed based on the priorities discussed at the prior Transit Board meeting.

- Move \$1,000,000 to the capital project fund for the local match to support ten battery-electric buses.
- Move \$2,500,000 to the capital project fund for the local match to purchase 40-foot buses.
- Move \$1,000,000 to the capital project fund for a facility expansion/second building local match.

CyRide has also prepared the attached 5-year pro forma financial statement detailing both operating and capital funds to provide a longer-term look at the revenues and expenses necessary to fund CyRide. The pro forma assumes local funding partners can meet their current financial commitments. Staff is currently preparing FY 2023 anticipated revenues and expenses through the budgeting process; capital and operating expenses were projected forward for FY 2024 through 2027.



To provide sufficient funding for both vehicles and infrastructure in future years, CyRide recommends transferring funds from the operations fund to the capital project fund to ensure sufficient local funding is available if grant opportunities become available. In addition, capital project fund purchases identified in future years will be brought to the Transit Board for formal approval before moving forward with any grant opportunities, allowing the board to decide capital priorities before formally committing local funding.

**ALTERNATIVES:**

1. Authorize CyRide to reallocate \$4,500,000 of the FY 2021 operations fund closing balance to the capital project fund for a battery-electric bus project, a facility expansion project, and a 40-foot bus replacement fund.
2. Direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. Reallocating funds as identified from the operations fund closing balance to capital programming will meet the fund balance policy and enable CyRide to have the local match needed to proceed with future grant opportunities.

**CyRide 5 Year Pro Forma FY2022 & FY2023 2.0% Increase (\$4.5 Mil Capital Transfer)**

CARES Funds (\$6.1M in FY2021, \$6.1M in FY2022, \$2.1M in FY2023, 5307 Funds to Capital in FY2021 & FY2022)

<b>Operations</b>	<b>FY 21</b>	<b>Incr.</b>	<b>FY 22</b>	<b>Incr.</b>	<b>FY 23</b>	<b>Incr.</b>	<b>FY 24</b>	<b>Incr.</b>	<b>FY 25</b>	<b>Incr.</b>	<b>FY 26</b>	<b>Incr.</b>	<b>FY 27</b>
<b>Beginning Balance</b>	<b>\$ 5,924,576</b>		<b>\$ 2,536,157</b>		<b>\$ 5,760,153</b>		<b>\$ 6,369,358</b>		<b>\$ 5,345,056</b>		<b>\$ 4,214,113</b>		<b>\$ 2,971,963</b>
State Operating	\$ 880,957	2.0%	\$ 800,000	2.2%	\$ 817,600	2.2%	\$ 835,587	2.2%	\$ 853,970	2.2%	\$ 872,757	2.2%	\$ 891,958
FTA Operating	\$ -	0.0%	\$ -	1.0%	\$ 2,250,000	1.0%	\$ 2,400,000	1.0%	\$ 2,424,000	1.0%	\$ 2,448,240	1.0%	\$ 2,472,722
CARES Monies	\$ 6,126,089		\$ 1,028,297										
CRRSSA / ARP Monies			\$ 5,071,703		\$ 2,173,305								
ISU Administration	\$ 893,621	0.0%	\$ 893,621	2.0%	\$ 911,493	2.0%	\$ 929,723	3.0%	\$ 957,615	3.0%	\$ 986,343	3.0%	\$ 1,015,934
City	\$ 2,041,384	0.0%	\$ 2,037,720	2.0%	\$ 2,078,474	2.0%	\$ 2,120,044	3.0%	\$ 2,183,645	3.0%	\$ 2,249,155	3.0%	\$ 2,316,629
Student Government	\$ 5,130,052	0.0%	\$ 5,741,486	0.0%	\$ 5,741,486	2.0%	\$ 5,856,316	3.0%	\$ 6,032,005	3.0%	\$ 6,212,965	3.0%	\$ 6,399,354
SG Trust Fund Transfer	\$ -												
Transit Contracts	\$ 263,341	3.0%	\$ 288,173	2.2%	\$ 294,513	0.0%	\$ 294,513	0.0%	\$ 294,513	0.0%	\$ 294,513	0.0%	\$ 294,513
Farebox	\$ 99,737	0.0%	\$ 201,500	-2.0%	\$ 197,470	-2.0%	\$ 193,521	-2.0%	\$ 189,650	-2.0%	\$ 185,857	-2.0%	\$ 182,140
Advertising	\$ 130,768	0.0%	\$ 250,000	0.0%	\$ 250,000	0.0%	\$ 250,000	0.0%	\$ 250,000	0.0%	\$ 250,000	0.0%	\$ 250,000
DOT/MPO/Int./Misc/Other Fed.	\$ 774,859	0.0%	\$ 228,000	1.0%	\$ 230,280	1.0%	\$ 232,583	1.0%	\$ 234,909	1.0%	\$ 237,258	1.0%	\$ 239,630
<b>Operating Revenues</b>	<b>\$ 16,340,808</b>	<b>1.2%</b>	<b>\$ 16,540,500</b>	<b>-9.6%</b>	<b>\$ 14,944,622</b>	<b>-12.3%</b>	<b>\$ 13,112,286</b>	<b>2.3%</b>	<b>\$ 13,420,307</b>	<b>2.4%</b>	<b>\$ 13,737,089</b>	<b>2.4%</b>	<b>\$ 14,062,881</b>
Wages	\$ 6,056,514	2.8%	\$ 6,867,768	3.3%	\$ 7,090,970	3.0%	\$ 7,303,700	3.0%	\$ 7,522,811	3.0%	\$ 7,748,495	3.0%	\$ 7,980,950
Normal Growth	\$ -	2.8%	\$ -	2.8%	\$ -	2.8%	\$ -	2.8%	\$ -	2.8%	\$ -	2.8%	\$ -
Benefits (no Health Ins.)	\$ 1,207,802	2.8%	\$ 1,413,331	2.8%	\$ 1,452,904	3.0%	\$ 1,496,491	3.0%	\$ 1,541,386	3.0%	\$ 1,587,628	3.0%	\$ 1,635,257
Health Insurance	\$ 794,819	8.0%	\$ 823,903	7.0%	\$ 881,576	5.0%	\$ 925,655	5.0%	\$ 971,938	5.0%	\$ 1,020,535	5.0%	\$ 1,071,561
<b>Payroll</b>	<b>\$ 8,059,135</b>	<b>13.0%</b>	<b>\$ 9,105,002</b>	<b>3.5%</b>	<b>\$ 9,425,451</b>	<b>3.2%</b>	<b>\$ 9,725,846</b>	<b>3.2%</b>	<b>\$ 10,036,134</b>	<b>3.2%</b>	<b>\$ 10,356,657</b>	<b>3.2%</b>	<b>\$ 10,687,768</b>
Internal Services	\$ 303,472	2.4%	\$ 378,212	3.0%	\$ 389,558	3.0%	\$ 401,245	3.0%	\$ 413,282	3.0%	\$ 425,681	3.0%	\$ 438,451
Insurance	\$ 273,366	5.0%	\$ 308,360	3.0%	\$ 317,611	3.0%	\$ 327,139	3.0%	\$ 336,953	3.0%	\$ 347,062	3.0%	\$ 357,474
Contractual	\$ 654,461	4.4%	\$ 1,059,530	2.3%	\$ 1,083,899	2.3%	\$ 1,108,829	2.3%	\$ 1,134,332	2.3%	\$ 1,160,422	2.3%	\$ 1,187,111
Commodities (no fuel)	\$ 523,442	3.0%	\$ 592,300	3.6%	\$ 613,623	3.6%	\$ 635,713	3.6%	\$ 658,599	3.6%	\$ 682,308	3.6%	\$ 706,872
Fuel	\$ 546,087	5.0%	\$ 1,072,500	3.0%	\$ 1,104,675	3.0%	\$ 1,137,815	3.0%	\$ 1,171,950	3.0%	\$ 1,207,108	3.0%	\$ 1,243,321
<b>Services/Commodities</b>	<b>\$ 2,300,828</b>	<b>48.3%</b>	<b>\$ 3,411,502</b>	<b>2.9%</b>	<b>\$ 3,509,966</b>	<b>2.9%</b>	<b>\$ 3,610,742</b>	<b>2.9%</b>	<b>\$ 3,715,116</b>	<b>2.9%</b>	<b>\$ 3,822,581</b>	<b>2.9%</b>	<b>\$ 3,933,229</b>
<b>Operating Expenses</b>	<b>\$ 10,359,963</b>	<b>20.8%</b>	<b>\$ 12,516,504</b>	<b>3.3%</b>	<b>\$ 12,935,417</b>	<b>3.1%</b>	<b>\$ 13,336,588</b>	<b>3.1%</b>	<b>\$ 13,751,251</b>	<b>3.1%</b>	<b>\$ 14,179,238</b>	<b>3.1%</b>	<b>\$ 14,620,997</b>
Capital Transfer	\$ 5,557,139		\$ 800,000		\$ 1,400,000		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000
SG Trust Fund Transfer	\$ -												
Committed Funds	\$ 3,812,125												
Above 10% Closing Balance	\$ 1,500,106												
<b>Ending Balance</b>	<b>\$ 1,036,051</b>		<b>\$ 5,760,153</b>		<b>\$ 6,369,358</b>		<b>\$ 5,345,056</b>		<b>\$ 4,214,113</b>		<b>\$ 2,971,963</b>		<b>\$ 1,613,847</b>
	10.0%		46.0%		49.2%		40.1%		30.6%		21.0%		11.0%
<b>Capital</b>													
<b>Beginning Balance</b>	<b>\$ 2,111,446</b>		<b>\$ 1,965,072</b>		<b>\$ 227,632</b>		<b>\$ 532,675</b>		<b>\$ 559,931</b>		<b>\$ 331,602</b>		<b>\$ 171,626</b>
State/Federal	\$ 1,897,383		\$ 10,704,383		\$ 3,849,355		\$ 2,114,763		\$ 3,053,967		\$ 2,644,710		\$ 2,671,356
ISU Parking	\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000		\$ 17,000
Interest	\$ 20,164		\$ 7,000		\$ 7,000		\$ 7,000		\$ 7,000		\$ 7,000		\$ 7,000
Capital Transfer	\$ 1,057,193		\$ 800,000		\$ 1,400,000		\$ 800,000		\$ 800,000		\$ 800,000		\$ 800,000
GSB Transfer													
<b>Capital Revenues</b>	<b>\$ 2,991,740</b>		<b>\$ 11,528,383</b>		<b>\$ 5,273,355</b>		<b>\$ 2,938,763</b>		<b>\$ 3,877,967</b>		<b>\$ 3,468,710</b>		<b>\$ 3,495,356</b>
Building	\$ 642,550		\$ 550,932		\$ 414,435		\$ 750,000		\$ 750,000		\$ 750,000		\$ 750,000
HIRTA Van													
HIRTA Bus													
Buses (Grants)	\$ 1,437,164		\$ 11,025,499		\$ 4,159,477		\$ 1,917,107		\$ 3,026,896		\$ 2,574,286		\$ 2,607,592
Buses (Local)													
Bus Stop Shelters								\$ 60,000		\$ 60,000		\$ 60,000	
Annunciators / AVL			\$ 126,700		\$ -								
LED Signage - Infotainment			\$ 44,634										
AVL (Local)			\$ 100,000										
APC Project			\$ 525,383										
Facility Improvements - Exterior			\$ 75,000										
Facility Improvements - Interior					\$ 50,000								
Shop Equipment	\$ 16,042		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000
Shop Truck	\$ 27,158												
Computers/ Office Equipment	\$ 14,808		\$ 40,125		\$ 14,400		\$ 14,400		\$ 14,400		\$ 14,400		\$ 14,400
Support Vehicle	\$ 55,819		\$ 30,000		\$ 40,000		\$ 40,000		\$ 40,000		\$ 40,000		\$ 40,000
Bus Technology			\$ 150,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000
A&E Services	\$ 46,531		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000
Concrete	\$ 142,340		\$ 40,000		\$ 40,000		\$ 40,000		\$ 40,000		\$ 40,000		\$ 40,000
Concrete (Shelters)			\$ 25,000				\$ -		\$ 25,000		\$ -		
Bus Stop Signs													
Flood Pumps													
HR Software													
Electric Hoist													
Security System (Building)			\$ 200,000										
Radios													
Maint. Software			\$ 50,000		\$ 50,000								
Facility Technology	\$ 7,450		\$ 62,550										
Demand Response Software					\$ 50,000								
Safety Software			\$ 20,000										
Protection Rails (Artic Buses)			\$ 75,000										
Air Compressor (Shop)			\$ 25,000										
Forklift	\$ 33,086												
<b>Capital Expenses</b>	<b>\$ 2,422,948</b>		<b>\$ 13,265,823</b>		<b>\$ 4,968,312</b>		<b>\$ 2,911,507</b>		<b>\$ 4,106,296</b>		<b>\$ 3,628,686</b>		<b>\$ 3,661,992</b>
Building Reserve	\$ 715,166												

**September 15, 2021**

**Sustainable Transit for a Healthy Planet Challenge**

**CyRide Resource: Shari Atwood**

**BACKGROUND:** On July 29, 2021, the Transit Board approved participation in the Sustainable Transit for a Healthy Planet Challenge and directed CyRide staff to develop a climate action plan. This Federal Transit Administration (FTA) initiative encourages transit agencies to establish strategies with measurable goals for reducing greenhouse gas (GHG) emissions.

The FTA challenge would require that CyRide commits to the following items:

1. Develop a climate action or sustainability plan detailing GHG reduction strategies.
2. Submit the Transit Board approved plan to the FTA by April 15, 2022.
3. Support the FTA's initiative by participating in future challenge-related events.

To ensure the Transit Board is in agreement with all three of these requirements, CyRide staff is seeking additional clarification prior to committing the organization to the initiative. The FTA has moved the original deadline for the pledge to October 29, 2021, providing additional time to decide whether to participate.

**Commitment 1: Develop a climate action or sustainability plan detailing GHG reduction strategies.**

This commitment aligns with the Ames City Council goal to initiate and complete a Climate Action Plan by the end of 2021, which the Transit Board previously agreed to during the July meeting. It will also be a positive contributor to future federal discretionary grant applications.

**Commitment 2: Submit the Transit Board approved plan to the FTA by April 15, 2022.**

The FTA has presented this challenge as helping with the administration's goal to reduce 50-52 percent of net GHG pollution from 2005 levels by 2030 and reach a net-zero emission economy by 2050. Upon review of the FTA's climate action plan template, staff determined CyRide may set targets that are different than the administration-directed goals. **Consequently, the Transit Board would be free to set final plan commitments in line with board priorities and would not need to agree to higher capital spending as part of the plan unless desired.** Any final climate action plan would be brought to the Transit Board for approval before the April 15, 2022, deadline.

**Commitment 3: Support the FTA's initiative by participating in future challenge-related events.**

Based on the parameters of the current challenge, CyRide staff does not believe participation in future events would require additional operating or capital commitments from the funding partners.

**ALTERNATIVES:**

1. Approve participation in the Sustainable Transit for a Healthy Planet Challenge and commitment to:
  - Develop a climate action or sustainability plan detailing GHG reduction strategies,
  - Submit the Transit-Board approved plan to the FTA by April 15, 2022, and
  - Support the FTA’s initiative by participating in future Challenge-related events.
  
2. Direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

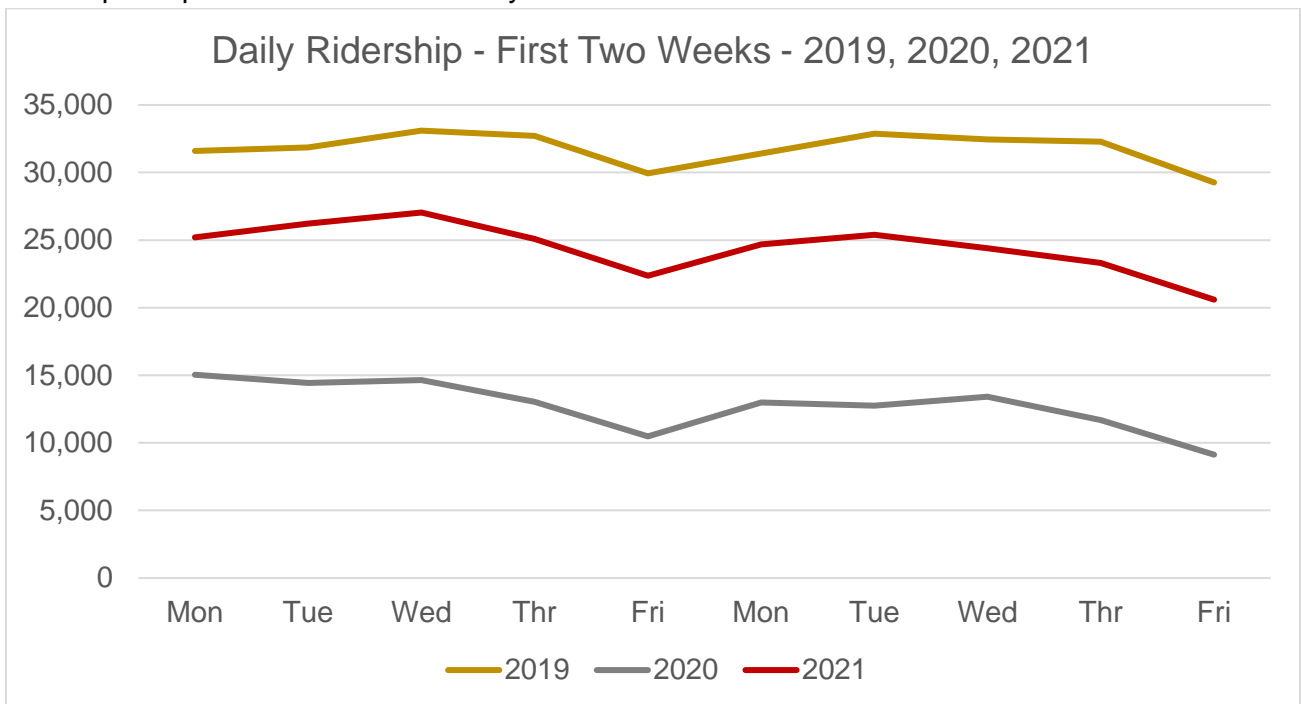
The Transit Director recommends approval of Alternative #1. Participating in the FTA’s Sustainable Transit for a Healthy Planet Challenge will demonstrate a commitment to sustainability efforts already in progress by the City of Ames and Iowa State University while allowing the Transit Board flexibility to set climate action goals in line with local priorities.



September 15, 2021  
Monthly Report  
CyRide Resource: Barbara Neal

### 1. Ridership Statistics – First Two Weeks of Fall Semester

The beginning of the fall semester has seen ridership increase markedly from the very low levels seen last year. While this is a welcome improvement, passenger counts are approximately 77% of the levels seen in 2019 during this same period. The graph below shows the first two weeks of daily ridership compared over the last three years.



Historically, ridership during the first two weeks of the semester does not follow any typical ridership patterns because passengers are new to the system and learning their schedules. After this time, passenger choices regarding routes and trips become more stable, and the data is more reflective of ridership patterns as the semester progresses. CyRide continues to monitor passenger counts carefully and will provide more detailed passenger statistics at an upcoming Transit Board meeting.

## **2. Destination Iowa State and WelcomeFest**

CyRide was at the Hilton Coliseum parking lot for Destination Iowa State to help welcome the largest incoming freshman class in the last few years. CyRide staff gave away stress buses, chip clips, and cups and helped students with information about riding the bus and the automatic passenger counter (APC) project. It was a great way to help familiarize students with CyRide and help make everyone comfortable about riding the bus this fall.

CyRide was also at WelcomeFest and helped at the City of Ames booth. This year the city had students talk to city representatives to earn tickets they could turn in for a T-shirt listing things to do around town: "Ride CyRide off campus" was the first item on the shirts.

## **3. Federal Mask Mandate**

The Transportation Security Administration (TSA) has extended the face mask requirement for individuals across all transportation networks throughout the United States, including public transit, through January 18, 2022. CyRide will continue to monitor evolving guidance in this area and update policies accordingly. For the most part, passengers have masks with them when they board the bus, and there will continue to be masks available for passengers who have forgotten one. ISU was also at some of the busier bus stops on campus handing out masks.

## **4. Part-Time Driver Hiring Wage Incentive**

With a slower than normal return to campus and fewer individuals looking for employment over the last year, the Transit Board approved a \$750 temporary increase in the hiring incentive to help attract part-time drivers. CyRide worked with the Human Resources department and the Legal department to approve the language and start offering the wage incentive. After internal discussions and in coordination with Human Resources, CyRide is paying the wage incentive in installments as follows:

- \$250 in the first paycheck,
- \$250 upon completion of training,
- \$500 after six months of employment.

Currently, CyRide is advertising in a variety of places that are linked to the city's job postings, including the Iowa State job board, Iowa Workforce Development, City of Ames, Indeed, Simply Hired, Zip Recruiter, Link Up, Glass Door, Monster, Jobs to Career, and What Jobs. There is also advertising in the ISU Daily, which now offers an online-only format.

CyRide retroactively started giving the incentive to those part-time drivers who started in May. There has been an increase in applicants and staff believes the incentive has been very helpful in attracting these prospective drivers to CyRide.

## 5. ISU Enrollment

Iowa State University has announced that total fall enrollment is 30,708 students, down slightly from last year, where enrollment was 31,825. However, there was a rise in new student enrollment this year, increasing to 6,741 students. Enrollment has a significant impact on CyRide operations and staff will be adjusting internal projections based on this new data.

## 6. 2021-2022 ISU Student Fees and Trust Fund Balance

CyRide has begun the budget process with an analysis to identify the 2022-2023 student fee rate necessary to operate service next year. CyRide plans to meet with the two student board members to discuss the preliminary Student Government (SG) Trust Fund balance and fee increase options. The Special Student Fee Committee, which recommends fee increases to the Iowa State President, is expected to meet in September and October.

To model the SG Trust Fund in future years, the following assumptions are being used:

- Baseline Inflation Rate – CyRide’s FY 2023 budget rate increase is still being considered, but projections will be a very low percentage increase for the SG, then an annual baseline inflation rate of 3.0% per year.
- Trust Fund Balance - Previous committees desired to maintain a \$500,000 balance in the Trust Fund to smooth out student fee rates at times when enrollment decreased. This amount is being increased at a more gradual rate to minimize SG fee increases.
- FY 2020 Budget Amendment – CARES funding allowed the Transit Board to amend CyRide’s budget and reduce the FY 2020 SG contribution by \$590,083, allowing the fund ending balance to remain positive.

An initial analysis of the Trust Fund shows a shortfall for the 2021/22 academic school year. Several factors negatively impact the SG Trust fund balance, including five years of enrollment declines, an activity fee suspension, and the zero percent increase in student fees for the 2020/21 academic school year. During the budgeting process, the Transit Board will need to look at options for the immediate SG revenue shortfalls and ways to address future instability in the fund balance. CyRide will have a better estimate of fee revenues following the Special Student Fee Committee meeting and will bring additional information to the Transit Board at a future meeting.