



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – December 8, 2021

1. CALL TO ORDER: 4:30 p.m.
2. Anticipated Closed Session Regarding Litigation

Motion to hold Closed Session as provided by Section 21.5(1)c, Code of Iowa, to discuss matters presently in or threatened to be in litigation
3. Approval of November 10, 2021, Minutes
4. Public Comments
5. Bus Camera System Award of Contract
6. Reconditioned Replacement Engine Award of Contract
7. Fiscal Year 2023 Budget
8. Monthly Report
9. Spring Meeting Dates / Times
 - January 26, 2022, 4:00 p.m.
 - February 23, 2022, 4:00 p.m.
 - March 23, 2022, 4:00 p.m.
 - April 27, 2022, 4:00 p.m.
 - May 25, 2022, 4:00 p.m.

10. Adjourn



November 10, 2021

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on November 10, 2021, at 4:30 p.m. in the CyRide Conference room. President Jeffrey called the meeting to order at 4:31 p.m. with Trustees Beatty-Hansen, Cain, Ludwig, and Schainker present.

APPROVAL OF OCTOBER 13, 2021 MINUTES: Trustee Ludwig made a motion to adopt the October 13, 2021, Transit Board minutes as presented, and Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: None) Motion carried.

PUBLIC COMMENTS: None.

DRUG & ALCOHOL POLICY UPDATE AND ADOPTION: Director Neal requested approval of an updated drug and alcohol policy. She explained the change requested is a clerical update to include the Chief Safety Officer as a covered position within the policy. The person in this position, Kevin Gries, was already covered in the policy due to his former position as an operations manager.

The Transit Director recommended approval of Alternative #1 to adopt the Drug and Alcohol Testing Policy changes as presented, which will help keep CyRide in compliance with federal regulations and maintain the organization's eligibility to receive federal funding.

Trustee Schainker made a motion to approve Alternative #1, approving the revisions to CyRide's Drug and Alcohol Testing Policy to reflect the addition of Transit Chief Safety Officer under covered positions. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

2022/23 RATE SETTING RESOLUTIONS: Director Neal requested approval of the 2022/2023 fare structure; city ordinances require that the Board establish fares annually. She said the sale dates for the passes are the only updates to the resolutions compared to the prior year, and no fare changes are being recommended.

Trustee Beatty-Hansen asked if a fare-free structure could be analyzed, as the non-student ridership is low and would not significantly impact the budget. Trustee Schainker said the cost of a fare-free system would have to be covered by a funding partner. Director Neal noted approximately \$200,000 received from farebox revenue would have to be considered. She added that the Ames City Council funded a fare-free summer as a pilot project in the past. Additional discussion about the fare-free structure and what would be needed to review further such an initiative, including statistics from the last fare-free summer pilot project and potential funding sources.

Trustee Beatty-Hansen made a motion to have CyRide staff further review a fare-free rate structure and report findings back to the Board. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

Trustee Ríos Martínez joined the meeting at 4:42 p.m.

Trustee Cain inquired about the average cost per ride and requested that staff provide an estimate of what students pay versus the public, with the Orange #23 route not included in the calculation. Transit Scheduler/Administrative Analyst Rob Jennings said that the average cost per ride is approximately \$0.75, as passes offer unlimited rides. He confirmed that the requested information would be prepared for the board's review.

The Transit Director recommended approval of Alternative #1, adopting the proposed 2022/23 rates, which will fulfill ordinance requirements and maintain last year's fare structures for the upcoming budget year.

Trustee Ludwig made a motion to approve Alternative #1, approve the Rate Setting Resolution 2022-1 and Rate Setting Resolution 2022-2 for 2022/23. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried

ARTICULATED BUS PURCHASE: Director Neal requested board approval for the award of contract to purchase a 60' articulated bus. She stated that six articulated buses are currently in the fleet, and a seventh was approved for purchase by the board in March 2021. The goal is to operate all articulated buses on the #23 Orange Route and purchase a bus each year through FY 2024 for a total of ten articulated buses in the fleet.

Director Neal explained that the most cost-effective method for purchasing buses is to use the State of Washington's contract, which is allowed under the Fixing America's Surface Transportation (FAST) Act. CyRide's entire articulated bus fleet is manufactured by Nova Bus, an approved manufacturer in the State of Washington's contract. She stated our specifications will be continually refined until six months prior to the build. Director Neal said that the preliminary pricing of \$796,333 does not include additional technology components such as the automatic vehicle location system, automatic vehicle annunciators or automatic passenger counters. Therefore, a not-to-exceed amount of \$850,000 is being requested to allow for changes. She confirmed this bus purchase is programmed in the Capital Improvements Plan (CIP) and will support the Transit Asset Management Plan (TAM) goals.

The Transit Director recommended approval of Alternative #1. The purchase of this new articulated bus will move CyRide closer to the goal of operating the #23 Orange route exclusively with articulated buses. This new bus will also help CyRide achieve its TAM plan goals and increase the overall sustainability of the fleet.

Trustee Beatty-Hansen made a motion to approve Alternative #1, to approve the award of contract for one 60' articulated bus to NOVA Bus of Plattsburg, New York, for a total not-to-exceed amount of \$850,000. Trustee Ludwig seconded the motion. (Ayes: 6 Nays: None) Motion carried.

BATTERY ELECTRIC BUS CHARGER AWARD: Director Neal requested approval of the award of contract for the battery electric bus dispensers and chargers. She explained specific infrastructure is required to operate battery electric buses, including plug-in chargers to connect the bus to the power source and power cabinets for managing the charging cycle. A request for proposal (RFP) was issued on September 27, 2021, with responses due on October 19, 2021. Director Neal referred to a table included in the board packet that listed the response scores for the three firms that responded: Siemens, ChargePoint, and WESTCO. She said that Siemens was deemed the best overall value.

The Transit Director recommended approval of Alternative #1. Approving the award of contract of charging equipment to Siemens will enable CyRide to proceed with the battery electric bus project's facility construction and equipment phases at the best value for the organization and its funding partners.

Trustee Cain made a motion to approve Alternative #1, to approve the award of contract to Siemens Industry Inc. of Buffalo Grove, IL, at a total not-to-exceed amount of \$140,000. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

MONTHLY REPORT:

Ames Resident Satisfaction Survey: The 39th annual Resident Satisfaction Survey that collects feedback on city services recently released its results. Overall satisfaction with CyRide has increased from 93.9% to 94.4%, and 166 comments were specific to CyRide. President Jeffrey inquired if the dissatisfied comments were new topics or similar to past years. Assistant Director of Operations Chris Crippen said the comments were comparable to prior years, and some were directly related to ridership during the pandemic and perception of empty buses.

Winter Season Preparation: The maintenance staff has begun preparing sand, salt, and snowplows for winter weather. Operations is ensuring drivers are educated on proper driving techniques for winter driving. President Jeffrey inquired about who clears the snow at the bus stops. Assistant Director of Fleet and Facilities, James Rendall, explained that snow removal at 130 bus stops is contracted for any event over one inch or ice event. Iowa State clears stops on campus, the city clears stops at City Hall, and some homeowners help with stops near their homes. Drivers may also notify staff of stops that need to be cleared, and the maintenance staff will assist.

Quarterly Report: Key performance measures were reviewed with comparisons to the prior year and pre-pandemic levels. Ridership is up 75% from the 1st Quarter of 2020, but still 40% lower when compared to pre-pandemic ridership for the 1st Quarter. The pandemic has affected the perceptions of what a full bus looks like, as passengers don't like to be close to one another on the bus. Other noted statistics in comparing 1st Quarter FY 2021 with 1st Quarter FY 2022 are that total miles driven are down 2%, Moonlight Express is up 71.6%, Dial-A-Ride is up 132.6%, driving hours are down 4.5% due to the driver shortage, and preventable accidents are down 54%. Maintenance has seen a decrease in road calls by 7.7% compared to the same timeframe last year. The cost of gasoline is up 43.2%, and diesel is up 93.7% from the 1st Quarter of FY 2021.

Director Neal said that fuel prices would continue to be monitored as staff prepares the budget for next year. She explained that the amount would likely be left at an estimate of \$2.75 per gallon, with any overages covered by the above 10% closing balance. Trustee Beatty-Hansen inquired if futures were purchased for fuel. Director Neal replied that fuel is purchased on contract.

Trustee Ludwig asked about the progress in hiring drivers. Assistant Director of Operations Chris Crippen said that training is still catching up, and a notable impact would not be realized until the next semester because training takes about 120 hours. She added that progress has been slow because of the unavailability of drivers that can work over 30 hours per week. Assistant Director Crippen added that the hiring incentive has helped with applicant flow.

Spring Meeting Times and Dates: Meetings will be held on the fourth Wednesday of each month at 4:00 p.m. Dates of the meetings will be January 26, February 23, March 23, April 27, and May 25, 2022.

Adjourn: Trustee Ludwig made a motion to approve adjourning at 5:06 p.m. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

Liz Jeffrey, President

Julie Brousard, Secretary

December 8, 2021
Bus Camera System Award of Contract
CyRide Resource: James Rendall, Keith Wilbur

BACKGROUND:

All CyRide fixed route vehicles are equipped with a camera system that records multiple areas inside and outside the vehicle. These systems provide safety verification, liability protection, and help ensure a positive passenger experience while riding the bus.

CyRide last issued a request for proposals (RFP) for bus camera systems in 2016. At the August 2021 meeting, the Transit Board was notified that CyRide was working to execute a new RFP for this type of equipment. On October 13, 2021, CyRide staff, in coordination with the Purchasing Department, issued RFP No. 2022-041 with an initial response deadline of November 2. After vendor questions were answered, the due date of the RFP was amended to November 9 to allow time for a thorough response from prospective partners.

Four bids were received and were ranked based on proposal costs, references, and an overall evaluation of system functionality for CyRide. The results of that evaluation are shown below.

Category	Weighted Percentage	Angel Trax	Luminator	Safe Fleet	Safety Vision
Overall System Evaluation	40%	2.81	2.82	3.33	3.61
Total System Cost	30%	3.00	1.08	2.01	2.85
Installation Costs	10%	0.92	0.80	0.94	1.00
References	20%	1.38	1.65	1.85	1.80
Total Score	100%	8.11	6.35	8.13	9.26

To ensure the final product would be a good match for the organization, a group of CyRide staff met with the two highest-scored vendors to clarify details on hardware and software offerings. No significant concerns were raised by staff about the top-scored proposer, and as a result, the recommendation is to award the contract to Safety Vision. The proposal from Safety Vision was determined to have the best overall value for CyRide, including well-integrated hardware, a demonstrated ability to work with CyRide’s current intelligent transportation system, and excellent video review software. The Safety Vision system also has no ongoing licensing costs.

The RFP specified an initial purchase of twelve camera systems and the associated installation services to equip new buses expected to arrive within the current fiscal year. Funding for the initial purchase will come from a combination of bus grant utilization and the \$150,000 programmed for bus technology in the FY 2022 Capital Improvements Plan (CIP). The contract period specified within the RFP is for one year, with the option to renew the contract for up to three additional one-year periods. This was chosen to allow CyRide to purchase additional bus camera systems as new buses are acquired or existing equipment fails. Any additional equipment bought under the contract beyond the twelve camera systems would be in coordination with the Purchasing Department and within CIP approved amounts.

ALTERNATIVES:

1. Approve award of contract to Safety Vision of Houston, Texas for an initial purchase of \$52,381.80, with the option to purchase additional equipment during the contract period with relevant approvals.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Award of the contract will allow CyRide to continue equipping vehicles with needed camera systems at the best possible cost for the organization.

December 8, 2021
Reconditioned Replacement Engine Award of Contract
CyRide Resource: James Rendall

BACKGROUND:

CyRide purchased fifteen 40' heavy-duty buses in 2010 equipped with Cummins ISL engines. These vehicles are now 11 years old with an average mileage of over 270,000 miles. The engines in buses 419, 420, 421, and 422 are experiencing excessive crankcase pressure due to cylinder wear and these buses have been removed from regular daily service. After evaluating repair options maintenance personnel have determined these engines need to be replaced and that purchasing reconditioned engines will provide the best value for CyRide. Reconditioned engines are remanufactured by the original equipment manufacturer and provide a like-new engine with a two-year warranty. CyRide's mechanics would provide the labor to install the reconditioned engines.

On November 24, 2021, CyRide staff, in coordination with the Purchasing Department, issued a request for quotation (RFQ) No. 2022-065. Bids were due on December 3, 2021. The RFQ required respondents to provide the cost of the base engine, shipping, and "core costs" that will be returned to CyRide when the used engine is returned to the successful bidder. CyRide received three bids in response to the RFQ. After evaluating responses, MHC Kenworth of Des Moines, Iowa was identified as the lowest bidder. The bids received are summarized in the table below, with a complete bid tabulation attached to the board packet.

Bidder	Reconditioned Engine Cost	Engine Core Cost	Shipping Cost	Total Bid Cost
Cummins Inc.	\$ 122,046.04	\$ 22,500.00	\$ 0.00	\$ 144,546.04
MHC Kenworth	\$ 108,643.64	\$ 20,700.04	\$ 0.00	\$ 129,343.68
O'Halloran International	\$ 112,256.48	\$ 26,910.00	\$ 0.00	\$ 139,166.48

CyRide currently has budgeted four reconditioned engines within the annual parts budget. Staff has evaluated the parts budget and determined that the purchase of all four reconditioned engines will not exceed the budgeted amount.

ALTERNATIVES:

1. Approve award of contract for the purchase of four reconditioned engines to MHC Kenworth of Des Moines, Iowa for a total cost of \$ 129,343.68.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

It is the recommendation of the Transit Director to approve Alternative #1. This option would enable CyRide to make needed repairs to the four buses mentioned above and return them to regular in-service usage.

CITY OF AMES, IOWA	Reconditioned Engine Cost: Vehicle 419, 420, 421, 422	Core Cost Per Engine	TOTAL COST:	LEAD TIME:
mike.adair@cityofames.org				
RFQ No. 2022-065				
BIDDERS				
MHC Kenworth - Des Moines	\$27,160.91	\$5,175.01	\$129,343.68	10 Days
O'Halloran International, Inc.	\$28,064.12	\$6,727.50	\$139,166.48	10 Days
Cummins Inc.	\$30,511.51	\$5,625.00	\$144,546.04	7-10 Days



December 8, 2021

FY 2023 Budget

CyRide Resource: Barbara Neal and Rob Jennings

BACKGROUND: CyRide annually develops and presents a budget for consideration by the Transit Board of Trustees, reflecting anticipated revenues and expenses for the next budget year. Under the Intergovernmental Agreement between Iowa State University, Student Government, and the City of Ames, the Transit Board of Trustees must approve a budget by January 21 of each year.

This budget, along with the presented capital plan, supports the agency's goal of connecting people to their community with safe and efficient transportation that exceeds customer expectations. It also supports the goal of reducing carbon emissions and providing a sustainable community in which to live.

There will continue to be ridership volatility and economic uncertainty over the next year and beyond. In this environment, CyRide is pleased to present a budget with minimal increases to the local funding partners while still including major initiatives designed to improve the quality and efficiency of CyRide services.

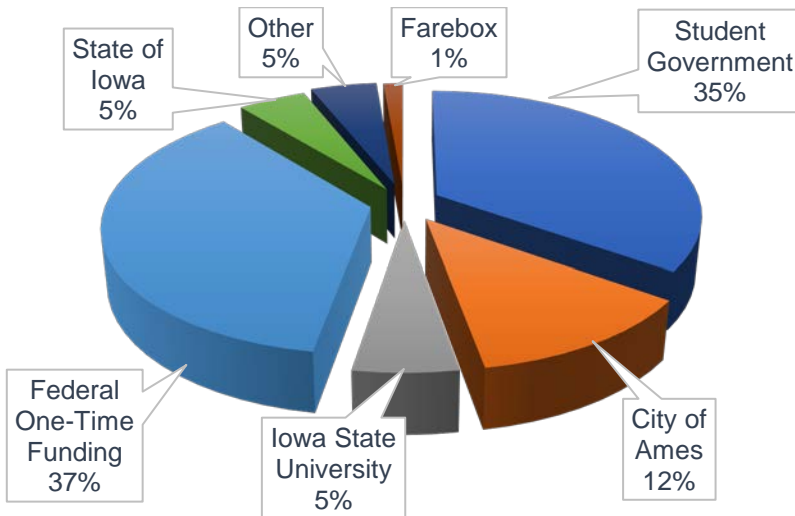
The role of technology will continue to be critical over this next budget year. CyRide plans to increase the amount of data collected by leveraging existing and emerging technologies to identify areas where system efficiency can be improved. For example, CyRide recently installed automatic passenger counting hardware in its large bus fleet. This technology will allow CyRide to gather important information for future service planning and provide passengers with a real-time view of the number of people on board a bus. CyRide will also look to add demand-response management software to improve customer service on existing flexible services and support expansion to areas in the community that are not currently well served by existing fixed route buses.

Training will also be vital during this time. CyRide plans to continue developing employees at all levels to reach organizational objectives. A well-rounded staff will help develop new leaders and increase CyRide's ability to adapt to the emerging challenges of the post-pandemic transit future.

Overall, budgeted expenditures are expected to be balanced by anticipated revenues and reserves. Moving forward, CyRide staff will continue developing and implementing strategies to stabilize ridership cost-effectively.

Current Year (FY 2022) Amended Budgeted Revenues

CyRide's amended revenue sources for the current fiscal year are shown below. The amended budget, approved by the Transit Board in October 2020 and August 2021, uses one-time federal funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, and the American Rescue Plan Act (ARP) of 2021.



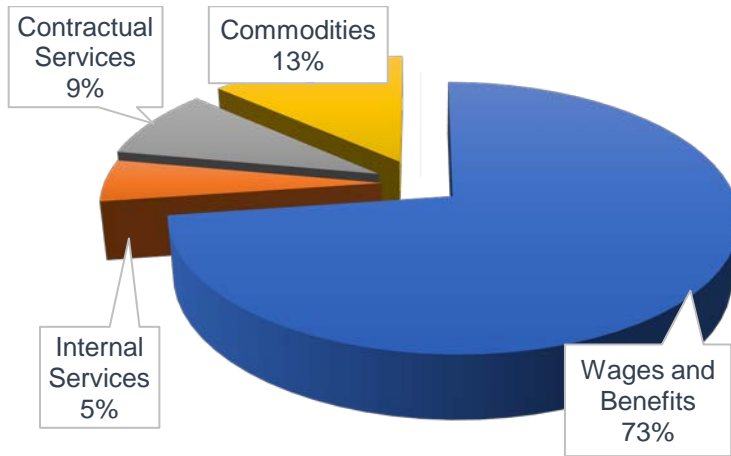
Funding Partner	Revenues
Student Government	\$ 5,741,486
City of Ames	\$ 2,037,720
Iowa State University	\$ 893,621
Federal Government	\$ 0
Federal CARES, CRRSAA, and ARP Acts	\$ 6,100,000
State of Iowa	\$ 800,000
Other	\$ 766,173
Farebox	\$ 201,500
Total Revenues	\$16,540,500

- **Federal** – CyRide annually receives Section 5307 funds typically directed toward employee wages. These funds were transferred to the capital reserve fund to purchase three additional battery electric buses.
- **Federal CARES, CRRSAA, and ARP** – CyRide received timely and significant supplemental federal funding to support transit operations during the pandemic. CARES, CRRSAA, and ARP Act funding were allocated to employee wages to preserve financial stability. Typically, federal funding for operating assistance is available at a 50% local match. However, CARES, CRRSAA, and ARP Act funding may support transit operations at 100% federal funding with no local match requirement.
- **State of Iowa** – The State of Iowa contribution is budgeted at \$800,000. This funding is State Transit Assistance (STA) which comes from new car sales. While the pandemic impacted this revenue source, we anticipate the final funding amount will be similar to the prior year's allocation.
- **Other Revenue** – This includes advertising, transit contracts, reimbursements, interest income, etc. Other revenue is currently budgeted at \$766,173.
- **Farebox Revenue** – For the current year, farebox revenue is budgeted at \$201,500, which reflects an initial projection of lower fare revenues based on longer-term declines in ridership.

Including CARES, CCRSAA, and ARP Act funding in the operating budget has provided CyRide with crucial protection during a year of uncertainty. As the year progresses, CyRide will continue to monitor revenue sources for significant deviations and bring information to the Transit Board if conditions change.

Current Year (FY 2022) Amended Budgeted Operating Expenses

CyRide’s amended operating expenses for the current fiscal year are shown below, excluding transfers to support the capital plan.



Category	Expenses
Wages and Benefits	\$ 9,136,882
Commodities	\$ 1,665,450
Contractual Services	\$ 1,079,586
Internal Services	\$ 647,609
Other	\$ 600
Total Expenses	\$12,530,127

- **Wages and Benefits** – This is the largest expense in the CyRide budget. For the current budget year, wages and benefits are budgeted at \$9,136,882.

- **Commodities** – Fuel, parts, lubricants, and other commodities account for \$1,665,450 of expenses for the current year. Fuel is currently budgeted at \$2.75 per gallon. CyRide has recently experienced increases in gasoline and diesel prices. Prolonged volatility in the fuel markets is anticipated as the economy continues to adjust. CyRide will monitor this item carefully and report significant changes to the Transit Board.
- **Contractual Services** – For the current year, contractual items account for \$1,079,586 of expenses.
- **Internal Services** – For the current year, Internal Services account for \$647,609 of expenses.

CyRide continues to adjust to the new normal and is working to recapture our ridership base. Lower ridership than pre-pandemic levels is anticipated to extend into the near future. CyRide will continue to evaluate and adjust service levels to accommodate changing demand. If ridership patterns continue as is, fewer buses may be necessary to cover busy trips, and consequently, there may be a reduction in overall expenses incurred.

Reserve Fund Balances

CyRide maintains reserve funds in three separate accounts to provide financial stability to the organization. Reserves are kept in the Transit Operations Fund (Closing Balance), Capital Reserve Fund, and Student Government Trust Fund.

Transit Operations Fund (Closing Balance) – CyRide maintains a 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 7.5% – 10%. The FY 2021 Operations Fund Closing Balance preserves the Transit Board’s minimum balance goal with a final balance above the 10% threshold. At the September 15, 2021, meeting, the Transit Board authorized 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’ bus replacement fund. After the reallocation, the closing balance is anticipated to be as follows.

Operations Fund Activity	Dollars
Preliminary Operations Fund Closing Balance	\$6,382,010
FY2021 Federal Funds*	(\$2,400,000)
10% Closing Balance for FY 2021	(\$1,069,779)
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)
Anticipated Uncommitted Closing Balance	\$1,500,106

* These funds are needed for cash-flow purposes because federal funds are received after the budget year has been completed.

Transit Capital Reserve Fund – This fund is used for grant and capital activities. The balance remaining in the Capital Reserve Fund at the end of the current fiscal year is anticipated to be \$227,632, which will be carried over as the beginning balance for the next fiscal year to fund the purchase of rolling stock and next year’s facility improvement projects. This number does not include reserves reallocated by the Transit Board for facility and bus replacements.

Transit Student Government Trust Fund – This fund is used to stabilize contributions from the Student Government (SG) to CyRide’s operating budget. The fund balance fluctuates based on ISU enrollment, SG approved fees, and service levels. Five straight years of significant enrollment declines combined with an activity fee suspension and a zero percent increase in activity fees for the 2020/2021 academic year have dramatically impacted the fund balance. The SG Trust Fund balance was projected to end with a shortfall of \$165,544 for this fiscal year. Per previous discussions with the Transit Board, CyRide will not draw \$611,435 from the SG Trust Fund, which is reflected in the above Transit Operations Fund (Closing Balance) table. To ensure the stability of the Trust Fund in future years, the students, CyRide, and the Transit Board will need to look at a variety of options to determine the best path forward. CyRide is also working with the Special Student Fee Committee to return the trust fund to a sustainable level slowly and steadily. Refer to the attached SG Trust Fund data for additional details.

FY 2023 Operating Budget Revenue Discussion

REVENUES	City Year-End Actuals		CyRide		
	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended	FY 2023 Requested	Change FY 2022 to FY 2023
Local Funding Partner Contributions					
Student Government (SG)	\$ 5,151,404	\$ 5,130,052	\$ 5,741,486	\$ 5,741,486	0.0%
SG Trust Fund Transfer	\$ 297,097	\$ 0	\$ 0		
City of Ames	\$ 1,977,672	\$ 2,041,384	\$ 2,037,720	\$ 2,078,474	2.0%
Iowa State University	\$ 874,804	\$ 893,621	\$ 893,621	\$ 911,493	2.0%
Federal, State, Fares, and Other Revenues					
Federal Government	\$ 2,494,129			\$ 2,225,971	
CRRSSA, ARP Acts		\$ 6,126,089	\$ 6,100,000	\$ 2,047,216	
State of Iowa	\$ 861,901	\$ 880,957	\$ 800,000	\$ 800,000	0.0%
Fares	\$ 173,650	\$ 99,737	\$ 201,500	\$ 189,400	-6.0%
Other	\$ 1,141,337	\$ 1,177,875	\$ 766,173	\$ 780,803	1.9%
Total Revenues	\$12,971,994	\$16,349,715	\$16,540,500	\$14,774,843	-10.7%

The baseline budget for the local funding partners shows a request of 2% for the City of Ames and Iowa State University and 0% for the Student Government. These funding levels will be discussed as part of the overall budget consideration. However, the following revenue assumptions have been made for revenue sources other than those provided by the local funding partners.

- Federal Government Funding** – This revenue represents Federal Transit Administration (FTA) funding sources such as Section 5307, Section 5310, and Small Transit Intensive Cities (STIC). The amount of assistance provided by the federal government is being budgeted at \$2,225,971. The recently approved Infrastructure Investment and Jobs Act includes a substantial investment in transit that has the potential to increase the quantity of federal funding for CyRide. As the FTA develops specific funding levels and hosts workshops for staff, CyRide will bring more specific funding details to the Transit Board for review.
- Federal Government CRRSAA and ARP Acts Funding**– This revenue represents the remainder of the one-time CRRSAA and ARP Acts funding, to be used for wages, budgeted at \$2,047,216. These funds may be utilized with no requirement for local match funding.
- State of Iowa Funding** – This revenue source comes from the State Transit Assistance (STA) funding. The State of Iowa's assistance is expected to remain unchanged at \$800,000 for the FY 2023 budget year. Requests for STA funding increases will likely be introduced in the Iowa Legislature, but the likelihood of passage is unknown at this time.
- Fare Revenue** – This revenue source is set at \$189,400 in the FY 2023 budget, which is a reduction of \$12,100 from the current budget year to account for declining ridership.
- Other Revenue** – This revenue source is budgeted at \$780,803, which is an increase of \$14,630 from the current budget year. This increase is primarily due to increases in interest earned.

FY 2023 Budget Operating Expense Assumptions

EXPENDITURES	City Year-End Actuals		CyRide		
	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended	FY 2023 Requested	Change FY 2022 to FY 2023
Wages and Benefits	\$ 8,168,468	\$ 8,062,325	\$ 9,136,882	\$ 9,463,360	3.6%
Commodities	\$ 1,103,075	\$ 1,061,648	\$ 1,665,450	\$ 1,719,050	3.2%
Contractual Services	\$ 660,084	\$ 632,382	\$ 1,079,586	\$ 1,046,760	-3.0%
Internal Services	\$ 590,763	\$ 597,824	\$ 647,609	\$ 693,072	7.0%
Other	\$ 205	\$ 5	\$ 600	\$ 600	0.0%
Total Expenditures	\$10,522,595	\$10,354,184	\$12,530,127	\$12,922,842	3.1%

The FY 2023 budget operating expenses proposal represents an increase of 3.1% compared to operating expenses in the FY 2022 amended budget. The following information shows proposed operating expenses by category.

- **Wages and Benefits** – This expenditure is being increased by 3.6% overall for FY 2023. This increase is due to contractual and noncontractual wage and benefit increases.
- **Commodities** – Fuel, parts, and lubricants are the largest portion of this expenditure. The overall budget for commodities is being increased by 3.2% for FY 2023 from the amended budget.
 - **Fuel** – The FY 2023 budget for fuel has not increased from FY 2022 and has been set at \$2.75 per gallon. Volatility in the fuel markets is expected to continue over the next budget year. If the price of fuel begins to approach the budgeted value, staff will bring an action item to the Transit Board with options for resolving the situation.
 - **Parts** – The FY 2023 budget for parts has increased by 11.8% to \$475,000 to reflect the advanced age of CyRide’s fleet and possible engine failures. Newer diesel engines with additional emissions equipment have unique maintenance issues and typically require earlier engine replacements. CyRide was fortunate to purchase fifteen new buses twelve years ago and these buses are now at a point where it may be necessary to perform engine replacements.
- **Contractual Services** – Contractual expenditures include payments for services performed by outside professionals, contractors, and vendors for repairs and maintenance. This category also includes utilities paid by CyRide. Contractual expenses for FY 2023 are projected to decrease by 3.0% overall.
- **Internal Services** – This category includes payments for services performed internally by other City of Ames departments, such as human resource services, data services, messenger services, etc. Internal services for FY 2023 will increase by 7.0% from amended FY 2022 expenses. This increase is mainly due to insurance rates.

Capital Improvement Plan

CyRide’s annual capital budget provides funding for transit vehicles, facility improvements, bus stop renovations, and transit technology projects, along with shop and office equipment. CyRide annually develops a five-year Capital Improvements Plan (CIP) to align available resources with programmed capital projects to achieve and maintain a State of Good Repair (SGR) throughout its vehicle fleet, facilities, and other capital equipment. The FTA requires CyRide to have a Transit Asset Management (TAM) plan to manage capital assets and prioritize funding to maintain our facility and fleet in an SGR. Implementation of the CIP is dependent on the availability of federal, state, and local funding. Effective planning helps provide a framework for capital improvements based on conditions and the availability of financial resources. After approval by the Transit Board of Trustees, the CIP is incorporated into the City of Ames Capital Improvements Plan yearly in January.

If approved as part of the overall budget, CyRide would begin to purchase items contained in the first year of the CIP beginning July 1, 2022. The remaining years are more fluid in nature due to annual funding increases and decreases. The information below details the CIP’s first-year purchases.

FY 2023 Capital Request Summary

CAPITAL	City Year-End Actuals		CyRide	
	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended	FY 2023 Requested
Beginning Balance	\$ 1,985,631	\$ 2,111,446	\$ 2,680,238	\$ 5,442,798
Capital Revenues				
Federal/State Funding (Grants)	\$ 1,136,072	\$ 1,897,383	\$ 10,704,383	\$ 3,921,604
ISU Parking	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest Revenue	\$ 34,970	\$ 20,164	\$ 7,000	\$ 7,000
Transfer from Transit Operations	\$ 902,520	\$ 1,057,193	\$ 5,300,000	\$ 1,400,000
Total Capital Revenues	\$ 2,090,562	\$ 2,991,740	\$ 16,028,383	\$ 5,345,604
Total Capital Available	\$ 4,076,193	\$ 5,103,186	\$ 18,708,621	\$ 10,788,402
Capital Expenditures				
Vehicle Replacement & Rehabilitation	\$ 29,263	\$ 1,520,141	\$ 11,055,499	\$ 4,199,477
Facility Improvements & Expansion	\$ 712,266	\$ 831,421	\$ 675,932	\$ 554,435
Technology	\$ 1,209,327	\$ 7,450	\$ 1,279,267	\$ 240,319
Bus Stop Improvements	\$ 0	\$ 0	\$ 65,000	\$ 0
Shop and Office Equipment	\$ 13,891	\$ 63,936	\$ 190,125	\$ 64,400
Total Capital Expenditures	\$ 1,964,747	\$ 2,422,948	\$ 13,265,823	\$ 5,058,631
Ending Balance	\$ 2,111,446	\$ 2,680,238	\$ 5,442,798	\$ 5,729,771

The FY 2023 budget reflects a transfer of \$1,400,000 to the capital fund to purchase buses and support facility improvements, which is an increase from typical years due to the presence of one-time federal funding in the budget. In addition, a variety of capital projects are planned for the upcoming fiscal year:

- **Three Battery Electric Buses** – The plan includes the replacement of three 40' diesel buses with three battery-electric buses. The FY 2021 one-time transfer of annual Section 5307 funds will be used to support this purchase. Funding for this project is at 85% federal share. These buses will assist CyRide in moving toward a more environmentally sustainable future.
- **Two New 40' Heavy-Duty Buses** – CyRide received grant funding for two new 40' buses. CyRide will receive 85% state funding for these buses. These buses will replace existing 40' buses and assist CyRide in meeting its federal TAM plan goals.
- **Dial-A-Ride Bus and Van** – In FY 2016, CyRide purchased vehicles leased to HIRTA to operate CyRide's Dial-A-Ride service. These vehicles are planned for replacement in FY 2023 at the cost of \$96,000 and \$63,261, respectively. CyRide will receive 85% funding for these vehicles.
- **One Support Vehicle** - The plan includes the replacement of one CyRide support vehicle. These vehicles are used to support operations.
- **Heating, Ventilation, and Air Conditioning (HVAC) Improvements** – This includes replacing HVAC equipment ranging from 20 to 30 years old, which will assist with CyRide's SGR and TAM plan requirements. All the equipment being replaced is past its useful life.
- **Interior Facility Improvements** – CyRide's administrative building was built in 2008, and the first floor of the facility needs work due to general wear and tear. Improvement plans include painting, carpet replacement, and upgrading lighting fixtures to LEDs to increase energy efficiency.
- **Bus Technology** – CyRide will continue investments in bus technology to improve system efficiency and the riding experience for passengers with disabilities. There will also be an investment in bus display monitors for newly purchased vehicles to display the upcoming stops along a route to help passengers with disabilities. The same monitors may also be used for advertising.
- **Maintenance Software** - CyRide Maintenance personnel uses specialized software to track work hours, inventory, and parts ordering. This software is planned to be replaced in the upcoming year to increase employee productivity.
- **Demand Response Management Software** - CyRide will pursue investing in software to help manage existing and future demand response service offerings. This purchase is planned to include both internal management tools and a passenger-facing app for scheduling rides. Flexible transit services are vital for expanding transit access in community areas not well served by the existing fixed route bus lines.
- **Computers/Office Equipment** – The FY 2023 office equipment expenditures include the replacement of computers, laptops, printers, office chairs, and stand-up style desks at an estimated cost of \$14,400. Except for stand-up desks, these expenditures are used for replacing old and obsolete equipment.

- **Shop Equipment** - The CyRide Maintenance Division owns several pieces of specialized equipment used to maintain buses so that CyRide complies with FTA regulations regarding vehicle maintenance. The specialized equipment includes parts washers, refrigerant recovery machines, lifts, and electronic diagnostic equipment. In FY 2023, CyRide plans to purchase sandblasting containment equipment and replace a fume extractor. Both pieces of equipment are safety systems to improve employees' air quality within the facility. Expenditures in this category are difficult to predict as some of the equipment is 38 years old and still reliable. Historically, CyRide has spent between \$45,000 and \$50,000 during a fiscal year for shop equipment.

Remaining Four Years (FY 2024 - FY 2027)

Additional capital projects are scheduled in the remaining four years of the CIP if sufficient federal and state funding is available. Refer to the attached FY 2022 Capital Improvements Plan for complete details. Capital items in this period include:

- **40' and 60' Buses** - Two to four buses are scheduled each year of the four remaining years of the CIP. These buses would replace 40' buses and assist CyRide in meeting its federal TAM plan goals.
- **Battery Electric Buses (BEB)** – The plan includes the replacement of two 40' diesel buses with battery-electric buses in FY 2026 and FY 2027. In 2019, CyRide worked with the Center for Transportation and the Environment (CTE) to conduct a “Zero Emission Roadmap” to deploy electric bus technology through 2030. As a result, it was determined seventeen BEBs could operate within our current route structure. In addition, CyRide recently submitted a new federal grant application in November 2021 to add three additional BEBs. If awarded the grant, CyRide could add additional electric buses to the fleet at a substantially reduced cost to the local funding partners.
- **Support Vehicles** – Administrative vehicles are replaced every four to six years, depending on condition and fiscal constraints.
- **Bus Stop Improvements** – CyRide 2.0 and the pandemic have created a significant shift in riding patterns, reducing the amount budgeted for bus stop improvements. CyRide will be updating the bus stop improvement plan in a more stable environment to determine ridership patterns and ensure bus stop upgrades are being implemented to enhance the passenger experience for the most substantial number of riders. The automatic passenger counters (APCs) recently added will allow CyRide to measure the precise number of passengers boarding and alighting from buses at each stop and help determine the appropriate amenities at each location.

- **Building Improvement and Expansion** – This plan assumes the following:
 - **Maintenance Expansion** – CyRide has budgeted funds to expand the maintenance area. Current plans include partitioning the welding and metalworking spaces for improved safety and increased ventilation and connecting mezzanine areas for more equipment storage. This expansion would likely be funded with the assistance of a state grant.
 - **Spill-Free Fueling System** – CyRide would replace its fuel dispensing system with a spill-free fueling system. The current system was installed in 2003 with used equipment at that time. The new system would allow for quicker, more efficient fueling and a significant reduction in fuel spillage due to a new design that couples with the fuel intake on the bus. This project is budgeted at \$262,500.
 - **Gasoline Fueling Station** – CyRide has transitioned its minibus fleet to gasoline vehicles due to emission requirements. However, these vehicles are currently fueled offsite, increasing operating costs. CyRide would construct a fueling station consisting of a dispenser, tanks, and a small shelter to help reduce operating costs. CyRide would look for state grant opportunities to assist with funding this project.
 - **Facility Expansion** – CyRide has budgeted funds to explore facility improvements and a possible facility expansion.
 - **Concrete** – Funds for concrete replacement are budgeted annually based on the amount of concrete expected to degrade each year.

FY 2023 Budget

The CIP budget for FY 2023 includes funding for three battery electric buses, two large heavy-duty buses, and the replacement of two Dial-A-Ride vehicles. In addition, a State of Iowa Public Transportation Infrastructure Grant (PTIG) will also allow CyRide to complete a much-needed facility HVAC improvement project.

The proposed FY 2023 operating budget totals \$12,922,842 and represents an increase of 3.1% compared to the FY 2022 amended budget. This budget preserves existing levels of service and requires only a limited additional commitment from the local partners.

CyRide is seeking board input on the recommended budget and if any modifications should be included. The Transit Board may vote on a final budget at the December meeting or defer action until a special January meeting. If action is deferred, the board will also need to determine a January board meeting date to meet the required Intergovernmental Agreement deadline of January 20.

ALTERNATIVES:

1. Approve the FY 2023 budget as proposed, with a 0% increase for the Student Government and a 2.0% increase for the City of Ames and ISU Administration.
2. Defer approval, direct staff to modify the FY 2023 budget according to Transit Board priorities and set a January Transit Board meeting date to meet the Intergovernmental Agreement deadline of January 21.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to approve the FY 2023 budget as presented. This budget allows CyRide to continue offering the transit services the community relies upon, preserves the SG Trust Fund, and minimizes additional costs to the funding partners during a challenging financial period.

BUDGET ANALYSIS - 2021 Actual, 2022 Amended, 2023 Requested

CyRide Baseline Budget - CARES FY2022 \$902,308, CRRSSA & APR FY2022 \$5,197,792, CRRSSA & ARP FY2023 \$2,047,216

11/30/21	3:24 PM	17-18	18-19	19-20	20-21	20-21	20-21	20-21	21-22	21-22	22-23
		Actual	Actual	Actual	Adopted	Amended	Actual	Adopted	Adopted	Amended	Requested
FIXED ROUTE											
550-1221	Operations	\$6,455,736	\$6,436,100	\$6,238,368	\$6,889,232	\$6,902,376	\$6,186,971	\$7,155,896	\$7,124,684	\$7,353,077	
550-1222	Maintenance	\$2,235,050	\$2,369,916	\$2,196,103	\$2,769,162	\$2,769,162	\$2,121,874	\$2,842,016	\$2,849,040	\$2,955,732	
	FIXED ROUTE TOTAL	\$8,690,785	\$8,806,016	\$8,434,471	\$9,658,394	\$9,671,538	\$8,308,845	\$9,997,912	\$9,973,724	\$10,308,809	
DIAL-A-RIDE											
550-1341	Operations	\$179,851	\$160,672	\$154,967	\$183,691	\$183,691	\$129,217	\$184,315	\$184,393	\$184,773	
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	DIAL-A-RIDE TOTAL	\$179,851	\$160,672	\$154,967	\$183,691	\$183,691	\$129,217	\$184,315	\$184,393	\$184,773	
ADMINISTRATION/SUPPORT											
550-1101	Administration	\$1,147,601	\$1,405,819	\$1,167,463	\$1,354,796	\$1,348,461	\$1,086,923	\$1,427,492	\$1,350,429	\$1,412,243	
550-1102	Safety/Training	\$363,673	\$366,487	\$397,887	\$465,160	\$465,160	\$444,302	\$482,105	\$565,138	\$555,120	
550-1103	Promotion	\$6,613	\$2,565	\$1,741	\$10,250	\$10,250	\$751	\$10,250	\$10,250	\$10,300	
550-1105	Bldg/Grounds	\$436,948	\$386,302	\$366,200	\$410,615	\$414,963	\$368,004	\$437,931	\$446,192	\$451,596	
	ADMIN/SUPPORT TOTAL	\$1,954,835	\$2,161,204	\$1,933,291	\$2,240,821	\$2,238,834	\$1,899,980	\$2,357,778	\$2,372,010	\$2,429,260	
	TOTAL OPERATING EXPENSES	\$10,825,472	\$11,127,947	\$10,522,729	\$12,082,906	\$12,094,063	\$10,338,042	\$12,540,004	\$12,530,127	\$12,922,821	
	TRANSFER TO SG TRUST	\$74,755	\$226,465	\$464,178							
	TRANSFER TO CAPITAL FUND	\$460,000	\$800,000	\$902,520	\$800,000	\$800,000	\$1,057,193	\$800,000	\$800,000	\$800,000	
	TOTAL USED	\$11,360,227	\$12,154,402	\$11,889,427	\$12,882,906	\$12,894,063	\$11,395,235	\$13,340,004	\$13,330,127	\$13,722,842	
	OPENING BALANCE	\$3,569,931	\$4,306,970	\$4,842,009	\$5,924,576	\$5,924,576	\$5,924,576	\$2,569,885	\$2,569,885	\$5,780,258	
	OPERATING REVENUE	\$12,107,961	\$12,716,242	\$12,971,994	\$12,725,850	\$16,475,850	\$16,352,669	\$11,468,797	\$16,540,500	\$14,774,844	
	TOTAL AVAILABLE	\$15,677,892	\$16,996,411	\$17,814,003	\$18,650,426	\$22,400,426	\$22,277,245	\$14,038,682	\$19,110,385	\$20,555,101	
	Committed Funds						\$8,312,125				
	Closing Balance Excess of 10%						\$1,500,106				
	CLOSING BALANCE	\$4,317,665	\$4,842,009	\$5,924,576	\$5,767,520	\$9,506,363	\$1,069,779	\$698,678	\$5,780,258	\$6,832,259	
	Closing/Operating Total	39.9%	43.5%	56.3%	47.7%	78.6%	10.3%	5.6%	46.1%	52.9%	
	REVENUE/EXPENSE RATIO	111.8%	114.3%	123.3%	105.3%	136.2%	158.2%	91.5%	132.0%	114.3%	

ISU Student Fees and Trust Fund Summary

Ending Balance goal of \$500,000, with 2%, 3% Annual Budget Increase

Fall 2022 Enrollment Projections Down 4%

CYRIDE BUDGET	Actual	Actual	Actual	Projected	Projected	Projected	Projected
	18-19	19-20	20-21	21-22	22-23	23-24	24-25
Budgeted Commitment	\$5,488,993	\$5,741,487	\$5,741,487	\$5,741,487	\$5,856,316	\$5,973,443	\$6,152,646
Revenue Collected	\$5,191,896	\$5,151,404	\$5,130,052	\$5,403,320	\$5,762,925	\$6,006,159	\$6,170,179
Surplus/(Deficit)	(\$297,097)	(\$590,083)	(\$611,435)	(\$338,167)	(\$93,391)	\$32,716	\$17,533

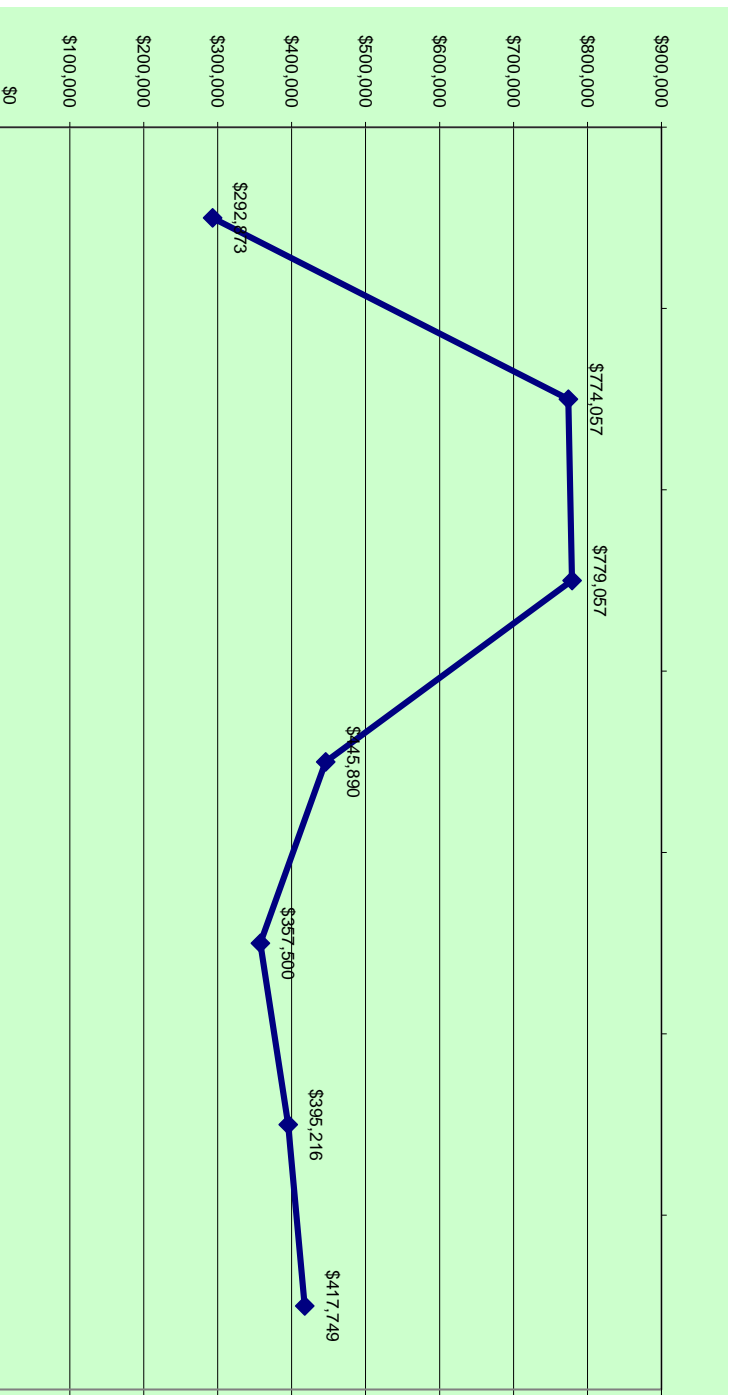
TRUST FUND

Opening Balance	\$373,981	\$292,873	\$774,057	\$779,057	\$445,890	\$357,500	\$395,216
Interest	\$16,179	\$17,006	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
CyRide Transfer to Trust Fund	\$142,057	\$464,178					
Trust Fund Transfer to CyRide	(\$297,097)	\$0		(\$338,167)	(\$93,391)	\$32,716	\$17,533
Ending Balance	\$292,873	\$774,057	\$779,057	\$445,890	\$357,500	\$395,216	\$417,749

ACTIVITY FEE

Increase	\$4.25	\$5.50	\$0.00	\$9.50	\$10.50	\$9.00	\$8.00
Total Fees	\$79,60	\$85,10	\$85,10	\$94,60	\$105,10	\$114,10	\$122,10
Official Enrollment	34,992	33,391	31,825	30,708	29,480	28,300	27,168

ISU Student Government Trust Fund Balance



CyRide Capital - FY21 to FY27

11/30/21 3:26 PM

		FY21	FY22	FY23	FY24	FY25	FY26	FY27
Capital		Actual						
Beginning Balance		\$ 2,111,446	\$ 2,680,238	\$ 227,632	\$ 514,605	\$ 529,861	\$ 311,532	\$ 161,556
State/Federal Building	80%							
PTIG Building	80%	\$ 410,015	\$ 353,537	\$ 331,548	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
State/Federal Bus (60' Bus)	80%	\$ -	\$ 874,148		\$ 436,077	\$ 439,450		
State/Federal Bus (40' Bus)	80%	\$ 1,221,960	\$ 5,061,027	\$ 879,946	\$ 853,686	\$ 1,741,517	\$ 1,332,260	\$ 1,358,906
STBG Money		\$ -	\$ 450,000		\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
State/Federal Bus	85%	\$ -						
VW Award Money		\$ 170,640	\$ 890,000					
State/Federal BEB		\$ -	\$ 1,660,180	\$ 2,502,489			\$ 439,450	\$ 439,450
State/Federal Minibuses	83%	\$ -	\$ 809,387	\$ 135,372				
State/Federal Bus Stops	80%	\$ -	\$ -	\$ -	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
State/Federal Annunciators - LED	80%	\$ -	\$ 101,360	\$ -	\$ -			
State/Federal Annunciators - APC			\$ 469,037					
LED - Signage Infotainment			\$ 35,707	\$ 72,249				
Interior Improvement Project		\$ 94,768						
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
GSB								
Capital Transfer		\$ 1,057,193	\$ 5,300,000	\$ 1,400,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Capital Revenues		\$ 2,991,740	\$ 16,028,383	\$ 5,345,604	\$ 2,986,763	\$ 3,877,967	\$ 3,468,710	\$ 3,495,356
Total Available		\$ 5,103,186	\$ 18,708,621	\$ 5,573,236	\$ 3,501,368	\$ 4,407,828	\$ 3,780,242	\$ 3,656,912
	Grants							
Interior Improvement Project		\$ 124,560	\$ 5,207					
HVAC Replacement (Phase 1)	PTIG	\$ 517,990	\$ 76,805					
HVAC Replacement (Phase 2)	PTIG		\$ 468,920					
HVAC Replacement (Phase 3)	PTIG			\$ 414,435				
Shop Expansion	PTIG				\$ 750,000			
Spill Free Fueling	PTIG					\$ 262,500		
Gasoline Fueling	PTIG					\$ 487,500		
Facility Expansion	PTIG						\$ 750,000	\$ 750,000
Articulated Bus (Grants)		\$ -	\$ 1,710,903		\$ 850,000	\$ 850,000		
Bus (Grants) BEB		\$ -	\$ 2,293,800	\$ 2,964,986			\$ 908,960	\$ 908,960
Bus (Grants) 40' Buses		\$ 1,437,164	\$ 6,050,200	\$ 1,035,230	\$ 1,067,107	\$ 2,176,896	\$ 1,665,326	\$ 1,698,632
Bus (Grants) Minibuses		\$ -	\$ 970,596					
		3 Large Buses Tot: *3-40' HD BUSES (711, 712, 716)	16 Large Buses Tot. * 2 BEB's (778, 779) * 2 ARTIC (7130, 1141) *12-40' HD BUSES (7132, 7123, 7125, 958, 956, 955, 957, 1140, 7117, 7133, 7124 & 762/785 Lilac EXP) *8 Minibus (333-338; 390-391)	5 Large Buses Tot: *3-40' BEB BUSES (501, 503, 504) *2-40' HD BUSES (953, 954)	3 Large Buses Tot. * 1 ARTIC *2-40' HD BUSES	5 Large Buses Tot. * 1 ARTIC * 4-40' HD BUSES	4 Large Buses Tot. * 1 BEB *3-40' HD BUSES	4 Large Buses Tot. * 1 BEB * 3-40' HD BUSES
HIRTA Bus	5310	\$ -		\$ 96,000				
HIRTA Van	5310		\$ -	\$ 63,261				
Bus Stop Shelters	5310		\$ -		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Annunciators / AVL - LED Signage	5310		\$ 126,700					
LED Signage - Infotainment	5310		\$ 44,634	\$ 90,319				
APC Project	5312		\$ 525,383					
Needs Analysis	5309							
AVL								
Facility Improvements - Exterior			\$ 75,000					
Facility Improvements - Interior		\$ -		\$ 50,000				
AVL (Local)		\$ -	\$ 100,000					
Bus Technology		\$ -	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Support Vehicle		\$ 55,819	\$ 30,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
		Terrain (White 2014)	Terrain (Red 2015)	Fusion (2016)	Escape (2017)			
Shop Trucks		\$ 27,158						
Shop Equipment		\$ 16,042	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Computers/Office Equip.		\$ 14,808	\$ 40,125	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400
Concrete		\$ 142,340	\$ 40,000	\$ 40,000	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000
Concrete (Shelters)		\$ -	\$ 25,000	\$ -		\$ 25,000		
A&E Services		\$ 46,531	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Security System (Building)		\$ -	\$ 200,000					
Forklift		\$ 33,086						
Maint. Software		\$ -	\$ 50,000	\$ 50,000				
Safety Software			\$ 20,000					
Demand Response Mgmt Software				\$ 50,000				
Protection Rails (Articulated Buses)			\$ 75,000					
Facility Technology		\$ 7,450	\$ 62,550					
Air Compressor (Shop)		\$ -	\$ 25,000					
Capital Expenses		\$ 2,422,948	\$ 13,265,823	\$ 5,058,631	\$ 2,971,507	\$ 4,096,296	\$ 3,618,686	\$ 3,651,992
Ending Balance		\$ 2,680,238	\$ 5,442,798	\$ 514,605	\$ 529,861	\$ 311,532	\$ 161,556	\$ 4,920
Facility Expansion Local Match			\$ 1,715,166					
BEB Local Match (10 Vehicles)			\$ 1,000,000					
40' Bus Local Match			\$ 2,500,000					
Balance without Bus Replacement and Building Fund		\$ 2,680,238	\$ 227,632	\$ 514,605	\$ 529,861	\$ 311,532	\$ 161,556	\$ 4,920

CYRIDE VEHICLE REPLACEMENT & REHABILITATION

PROJECT STATUS: Cost Change,
Revenue Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide will replace buses in the fleet as grant funding opportunities arise to ensure vehicles are in a state of good repair, as required by the Federal Transit Administration. CyRide anticipates future state funding for new buses through the state's capital funding allocation process. CyRide has five vehicles used for administrative support in the operations division for drivers to utilize when switching shifts. These vehicles are on a four to six-year replacement schedule. Dial-A-Ride vehicles are programmed to be replaced every four to six years.

In total, these purchases are programmed as follows:

- 2022/23 Replace three 40' buses with battery electric buses (\$2,964,986); replace two 40' buses (\$1,035,230); replace one administrative vehicle (\$40,000); replace the Dial-A-Ride bus and van (\$159,261)
- 2023/24 Replace two 40' buses (\$1,067,107); replace one 40' bus with a new articulated 60' bus (\$850,000); replace one administrative vehicle (\$40,000)
- 2024/25 Replace four 40' buses (\$2,176,896); replace one 40' bus with a new articulated 60' bus (\$850,000); replace one administrative vehicle (\$40,000)
- 2025/26 Replace one 40' buses with a battery electric bus (\$908,960); replace three 40' buses (\$1,665,326); replace one administrative vehicle (\$40,000)
- 2026/27 Replace one 40' buses with a battery electric bus (\$908,960); replace three 40' buses (\$1,698,632); replace one administrative vehicle (\$40,000)

COMMENTS

The new buses will be funded with 80-85% federal funding, including the State of Iowa's Iowa Clean Air Attainment Program (ICAAP) funds that are a distribution of federal dollars. In addition, for FY 2022/23, a one-time transfer of CyRide's annual 5307 funding will be used to support the purchase of three new battery electric buses. For FY 2023/24, the Ames Area MPO approved \$225,000 to assist in funding the purchase of a new articulated bus.

	TOTAL	2022/23	2023/24	2024/25	2025/26	2026/27
COST:						
Large Buses - 40' New	12,426,097	4,000,216	1,067,107	2,176,896	2,574,286	2,607,592
Large Buses - 60' New	1,700,000		850,000	850,000		
Administrative Vehicles	200,000	40,000	40,000	40,000	40,000	40,000
Dial-A-Ride Bus/Van	159,261	159,261				
TOTAL	14,485,358	4,199,477	1,957,107	3,066,896	2,614,286	2,647,592
FINANCING:						
Transit Fund	3,026,755	681,670	442,344	660,929	617,576	624,236
PTMS Funds	10,558,603	3,517,807	1,289,763	2,180,967	1,771,710	1,798,356
STP Funds	900,000		225,000	225,000	225,000	225,000
TOTAL	14,485,358	4,199,477	1,957,107	3,066,896	2,614,286	2,647,592

PROGRAM - ACTIVITY: Transportation - Transit **DEPARTMENT:** CyRide **ACCOUNT NO.** 552-1159-439, 552-1169-439

CYRIDE BUILDING IMPROVEMENTS & EXPANSION

PROJECT STATUS:

Cost Change

Revenue Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide's facility is 40 years old, and major components of the building are at the end of their useful life. Additionally, the facility is housing more vehicles than it was initially designed for, creating higher wear and tear on the facility and a need to explore expansion options in the future. As a result, this plan has been developed to keep the current facility in a state of good repair, as required by the Federal Transit Administration.

- 2022/23 Replace HVAC system phase III (\$414,435); interior facility improvements (\$50,000); concrete replacement (\$40,000); A&E services
- 2023/24 Shop Expansion (\$750,000); replace concrete (\$40,000); A&E services
- 2024/25 Replace fueling system with spill free fueling (\$262,500); construct a gasoline fueling station (\$487,500); concrete replacement (\$30,000); A&E services
- 2025/26 Construct an addition onto existing or new facility (\$750,000); concrete replacement (\$30,000); A&E services
- 2026/27 Construct an addition onto existing or new facility (\$750,000); concrete replacement (\$30,000); A&E services

COMMENTS

HVAC projects (phase III) will replace units 20 to 30 years old in fiscal year 2022/23. Interior facility improvements include painting, carpet, and upgrading lighting to LED fixtures. Concrete replacement is budgeted each fiscal year to replace concrete around the facility as it fails. Spill-free fueling replaces the existing system with one that is faster and has less waste. A gasoline fueling station will reduce operational costs associated with regular vehicle servicing. A&E services would provide technical expertise during the various construction projects and assist with the preparation of bid documents. The CIP assumes a CyRide facility expansion as funding sources are identified. To date, CyRide has reserved \$1,715,166 in local match dollars for a grant to begin construction.

LOCATION

CyRide, 601 N. University Blvd.

	TOTAL	2022/23	2023/24	2024/25	2025/26	2026/27
COST:						
Architectural/Engineering	250,000	50,000	50,000	50,000	50,000	50,000
Concrete	170,000	40,000	40,000	30,000	30,000	30,000
Construction	3,464,435	464,435	750,000	750,000	750,000	750,000
TOTAL	3,884,435	554,435	840,000	830,000	830,000	830,000
FINANCING:						
Transit Fund	1,152,887	222,887	240,000	230,000	230,000	230,000
State of Iowa - PTIG	2,731,548	331,548	600,000	600,000	600,000	600,000
TOTAL	3,884,435	554,435	840,000	830,000	830,000	830,000

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439, 552-1169-439

CYRIDE TECHNOLOGY IMPROVEMENTS

PROJECT STATUS: No Change

DESCRIPTION/JUSTIFICATION

Advancements in technology have grown significantly over the past several years. As a result, CyRide will incorporate the following:

- **Bus Technology / Signage:** CyRide will continue investing in bus technology to improve system efficiency and the riding experience for passengers with disabilities. Interior signs listing upcoming stops will be expanded to additional vehicles, and obsolete advertising screens will be retrofitted with new equipment.
- **Maintenance Software:** Maintenance personnel use specialized software to track work hours, inventory, and parts ordering. This software is planned to be replaced in the upcoming year to increase employee productivity.
- **Demand Response Management Software:** CyRide intends to purchase software to help manage existing and future demand response service offerings. This purchase is planned to include both internal management tools and a passenger-facing app for scheduling rides. Flexible transit services are a vital tool to expand transit access in community areas not well served by the existing fixed route bus lines.

LOCATION

CyRide, 601 N. University Blvd.

	TOTAL	2022/23	2023/24	2024/25	2025/26	2026/27
COST:						
Bus Technology	250,000	50,000	50,000	50,000	50,000	50,000
LED Signage - Infotainment	90,319	90,319				
Maintenance Software	50,000	50,000				
Demand Response Mgmt. Software	50,000	50,000				
TOTAL	440,319	240,319	50,000	50,000	50,000	50,000
FINANCING:						
Transit Fund	368,070	168,070	50,000	50,000	50,000	50,000
5310 Funds	72,249	72,249				
TOTAL	440,319	240,319	50,000	50,000	50,000	50,000

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439, 552-1169-439

BUS STOP IMPROVEMENTS**PROJECT STATUS:** No Change**DESCRIPTION/JUSTIFICATION**

CyRide 2.0 and COVID-19 have created a significant shift in riding patterns, which has led to a reduction in the amount budgeted for bus stop improvements. CyRide will be updating the bus stop improvement plan in a more stable ridership environment to ensure bus stop upgrades are implemented to enhance the passenger experience for the greatest number of riders. CyRide will budget dollars for smaller projects in the CIP while the plan is updated.

The automatic passenger counters (APCs) recently added will allow CyRide to measure the precise number of passengers boarding and alighting from buses at each stop and help determine the appropriate amenities at each location. Additionally, the Iowa DOT has recently issued a report with recommended bus stop improvements along their roadways. Recommendations from the report will be incorporated into the updated bus stop improvement plan. After the plan has been updated, an increase in funding will be requested for subsequent years.

COMMENTS

Shelter improvements will resume in FY 2023/24 through FY 2026/27, with three shelters being added or replaced each year.

LOCATION

Various locations throughout Ames.

	TOTAL	2022/23	2023/24	2024/25	2025/26	2026/27
COST:						
Pads, Benches, Shelters	240,000	0	60,000	60,000	60,000	60,000
Concrete	25,000	0		25,000		
TOTAL	265,000	0	60,000	85,000	60,000	60,000
FINANCING:						
Transit Fund	73,000	0	12,000	37,000	12,000	12,000
Federal 5310 Grants	192,000	0	48,000	48,000	48,000	48,000
TOTAL	265,000	0	60,000	85,000	60,000	60,000

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439
552-1169-439

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: No Change

DESCRIPTION/JUSTIFICATION

The FY 2022/23 office equipment expenditures include the replacement of computers, laptops, and printers and the replacement of office chairs and stand-up style desks at an estimated cost of \$14,400. Except for stand-up desks, these expenditures will be used for replacing old and obsolete equipment.

The CyRide Maintenance Division owns specialized equipment used to maintain buses to keep CyRide in compliance with Federal Transit Administration regulations regarding vehicle maintenance, including parts washers, refrigerant recovery machines, lifts, and electronic diagnostic equipment. Expenditures in this category are difficult to predict as some of the equipment is up to 38 years old and is still reliable. Historically, CyRide has spent between \$45,000 and \$50,000 during a fiscal year on shop equipment.

COMMENTS

In addition to computers and related equipment, CyRide will invest in more stand-up desks as an element of employee wellness. Employees that have received these desks enjoy the ability to stand and sit throughout the workday alternately.

In FY 2022/23, CyRide Maintenance plans to purchase sandblasting containment equipment and replace a fume extractor. Both pieces of equipment are safety systems to improve air quality within the facility for employees.

LOCATION

CyRide, 601 N. University Blvd.

	TOTAL	2022/23	2023/24	2024/25	2025/26	2026/27
COST:						
Computers/Office Equipment	72,000	14,400	14,400	14,400	14,400	14,400
Shop Equipment	250,000	50,000	50,000	50,000	50,000	50,000
TOTAL	322,000	64,400	64,400	64,400	64,400	64,400
FINANCING:						
Transit Fund	322,000	64,400	64,400	64,400	64,400	64,000
TOTAL	322,000	64,400	64,400	64,400	64,400	64,000

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439



December 8, 2021
Monthly Report
CyRide Resource: Barbara Neal

1. Battery Electric Bus Exterior Designs

Two new battery electric buses (BEBs) are being delivered in 2022 and additional vehicles are planned in future years of the Capital Improvements Plan. As CyRide works through the “Zero Emission Roadmap” that the Center for Transportation and the Environment developed to guide our deployment of electric bus technology, it was determined that seventeen BEBs could be supported within our current route structure. These vehicles promise to have tremendous benefits for sustainability and the environment and will support the plans of CyRide, the City of Ames, and Iowa State University to reduce our carbon footprint.

To draw attention to these BEBs and make them stand out from the current diesel fleet, CyRide requested proposals from marketing/advertising businesses. The firm Trilix to develop a new design which would incorporate some of CyRide's current fleet design and emphasize the new technology. Trilix developed four designs which will be available for review at the Transit Board meeting.

The process to narrow down these designs to the final choice will begin with Transit Board input in narrowing the current designs to three final choices. CyRide will then ask employees and the public to vote for their favorite design. Gaining employee and public input will help create excitement about the new BEBs and get the community ready for the arrival of these buses in the summer

2. Theodore and Mr. Gobbles

In November CyRide had two turkeys riding the buses. Theodore came back out before Thanksgiving, and the shop also graciously created Mr. Gobbles, who has the same design but with brown legs. Mr. Gobbles seemed to have some bad luck, since the buses he was on had mechanical issues and he kept being moved between vehicles. Theodore and Mr. Gobbles have hopefully brought some Thanksgiving cheer to riders and the community.

Even with the unseasonably warm weather Rudolph should be making an appearance on the front of a bus soon.

3. Initiatives with ISU

CyRide has been coordinating with the ISU Office of Admissions for Admitted Student Day 2022. ISU is anticipating another large freshman class for the fall of 2022, and Admitted Student Day will also have a large number of attendees, plus any parents they bring with them.

CyRide also has been working with the Office of Student Health and Wellness and the Office of Student Affairs. They had been interested in having advertising placed on the buses after midterms

for student assistance with mental health and well-being. CyRide has put up A-frames with signs advertising assistance at bus stops with high ISU student ridership. As school continues into the spring CyRide will continue to partner with these offices.

4. Mask Mandate

On Friday, December 3, 2021, the Transportation Security Administration (TSA) announced an extension to the mask mandate, moving the end date from January 18, 2022, through March 18, 2022. CyRide will continue to offer masks for passengers should they not have one.