



**AMES TRANSIT AGENCY  
BOARD OF TRUSTEES**

**CYRIDE CONFERENCE ROOM – April 27, 2022**

1. CALL TO ORDER: 4:00 p.m.
2. Approval of March 23, 2022, Minutes
3. Public Comments
4. Recognition of Outgoing Board Member
5. Minibus Purchase
6. Ames Police Department Ames Intermodal Facility Lease
7. Executive Express Ames Intermodal Facility Contract Amendment
8. FY 2021 State Grant Bus Approval
9. FY 2022 Statewide Bus & Bus Facilities Discretionary Grant Application
10. FY 2022 Low or No Emission Discretionary Grant Application
11. Fareless Analysis Scope of Work
12. Driver Shortage – Informational
13. Monthly Report
14. Spring Meeting Dates / Times
  - May 25, 2022, 4:00 p.m.
  - June 22, 2022, 4:00 p.m.
  - July 27, 2022, 4:00 p.m.
14. Adjourn

**March 23, 2022**

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on March 23, 2022, at 4:00 p.m. in the CyRide Conference room. President Jeffrey called the meeting to order at 4:00 p.m. with Trustees Beatty-Hansen, Clayburn, Ludwig, and Schainker present.

**APPROVAL OF FEBRUARY 23, 2022, MINUTES:** Trustee Ludwig made a motion to adopt the February 23, 2022, Transit Board minutes as presented, and Trustee Clayburn seconded the motion. (Ayes: 5 Nays: None) Motion carried. Trustee Cain joined the meeting at 4:01 p.m.

**PUBLIC COMMENTS:** None.

**BATTERY ELECTRIC BUS FACILITY IMPROVEMENTS – AWARD OF CONTRACT:**

Director Neal requested approval of the award of contract for the Battery Electric Bus (BEB) Facility Improvements project. In preparation for accommodating the BEBs scheduled to arrive this summer into CyRide's fleet, modifications need to be made to the facility, including installing a transformer pad for a 480-volt transformer, new facility switchgear, a charger platform, and installation of charging equipment. The bids were released on February 8, 2022, and due on March 9, 2022. Two bids were received, with Jaspering Electric Inc. submitting the low base bid of \$282,800. On their bid, Jaspering Electric Inc. noted they would not be able to meet the June 24, 2022, completion date due to supply chain issues and were expecting a 30-week delay, which aligns with information obtained from the Architecture and Engineering (A&E) firm and the City of Ames Electricity Department. CyRide has worked with the A&E firm to identify a temporary solution to allow the chargers and dispensers to function when the BEBs arrive until the permanent switchgear is installed, which will be addressed through a change order and is expected to be less than the difference between the two bids.

Director Neal recommended approving the base bid and rejecting bid alternate #1, for extending the charger platform, to leave contingency room for change orders. Trustee Beatty-Hansen inquired if CyRide would be able to manage without the extended concrete platform. Director Neal clarified that the cost of extending the concrete for future expansion of the charging equipment was unexpectedly high, and the funds would be best used as a contingency.

Trustee Ludwig made a motion to approve Alternative #1, to award the contract for the CyRide Electric Bus System Upgrades project to Jaspering Electric Inc. of Ames, Iowa, for the base bid amount of \$282,800, and reject bid alternate 1. Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: None) Motion carried.

## **HIRTA CONTRACT AND ANNUAL CUSTOMER SURVEY:**

Director Neal requested approval to continue subcontracting with Heart of Iowa Regional Transit Agency (HIRTA) for FY 2023 for paratransit service. CyRide is required to provide a complementary paratransit service, also known as Dial-A-Ride (DAR), for passengers who cannot use fixed route services. Since 2012, we have contracted DAR service to HIRTA, and we currently have a three-year contract with two options to extend the contract. FY 2023 will represent the fifth year of this agreement. Annual DAR survey results, performance measures, and the proposed renewal rates were presented to assist the board in determining whether they would like to continue contracting the service.

DAR customers are surveyed annually to gain input on overall customer impressions and to gather information to improve services. For the 2021 survey, we only contacted DAR passengers who had ridden in 2021, so we could focus on those riders with experience using the service. Customers indicated they were satisfied with the service HIRTA was providing. In reviewing the DAR performance goals compared to HIRTA's actual performance, it was found that HIRTA had met most of the performance goals and the ones not met were due to low ridership as a result of the pandemic. HIRTA has indicated an interest in continuing the contract, and their letter of intent was provided to the board. HIRTA's proposed rate increase is 7.06% for weekday trips. Due to this percentage being higher than last year, the increase was compared to several urban and regional systems in Iowa. It was determined that the increase was within industry standards. If the service is contracted, 80% of the \$370,000 anticipated to be received in Section 5310 "Elderly and Disabled" federal funding may be applied to operating costs for DAR. CyRide would need to fully fund it with local dollars if we internally handled the service.

The Transit Director recommended approval of Alternative #1, approving HIRTA's contract for a fifth year. The contract has proven to be a cost-effective approach to serving individuals in the community needing specialized transportation.

Trustee Schainker made a motion to approve Alternative #1, to approve HIRTA's contract for the next fiscal year. Trustee Ludwig seconded the motion. (Ayes: 6 Nays: None) Motion carried.

## **STATE GRANT AND PUBLIC TRANSIT INFRASTRUCTURE GRANT (PTIG) APPLICATIONS:**

Director Neal requested approval of the State Grant and Public Transit Infrastructure Grant (PTIG) applications. CyRide annually submits grant applications to the Iowa Department of Transportation (Iowa DOT) to support operating and capital needs. These applications are due May 1, and if approved, this funding will be available for the FY 2023 budget year. State Transit Assistance (STA) funding is estimated to be \$894,378. It is assured funding with no local match requirement. Elderly and Disabled Section 5310 funding is estimated to be \$370,000. It will be utilized for DAR and non-traditional projects, such as infotainment bus signage and annual service fees for Automatic Vehicle Locators (AVL) and Automatic Vehicle Annunciators (AVA). Section 5339 or Public Transit Management System (PTMS)/ICAAP funding is received by the State of Iowa for bus replacements and is competitively selected. CyRide will not be informed if its buses are selected until later in the FY 2023 budget. Public Transit Infrastructure Grants (PTIG) funding is also competitively selected at the state level. CyRide is requesting funding for the Shop Rehabilitation Project, which will improve workflow, pollution control, and safety features in the shop area. A public hearing will be held on April 25, 2022, at 10:00 a.m. to discuss this application with the community. Any written or oral comments received during the public meeting will be shared with the Transit Board at a subsequent meeting and will be included in the final submission to the Iowa DOT.

The Transit Director recommended approval of Alternative #1, approving the FY 2023 State Grant and Public Transit Infrastructure Grant (PTIG) applications as presented. These applications support transit services in the Ames community and lowers the overall local funding commitment from the funding partners.

Trustee Beatty-Hansen made a motion to approve Alternative #1, to approve the FY 2023 State Grant and PTIG applications. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

### **SYSTEMWIDE FARE FREE ANALYSIS:**

Director Neal requested board direction on investigating the feasibility of a future fareless system. The elimination of fares is a complex issue that must be carefully considered. Three components were presented to the board to assist in understanding the history of fare free at CyRide and the potential impacts of fare changes.

The first component was an analysis that overviewed the two fareless initiatives taken at CyRide. In 2001, the universal pass agreement with the ISU Student Government was initiated, which allowed ISU students to ride the bus for free by showing a valid ISU card. ISU students voted to pay their portion of CyRide services through their student fees. ISU fare free was phased in over two years due to the magnitude of this change on CyRide operations. ISU fare free was a transformative change for CyRide and has impacted all areas of the organization. Before going fare free, ridership was approximately 3 million passengers. Since its full implementation in 2003, ridership has increased by over 30%. The increased ridership has subsequently increased CyRide's state and federal funding tied to high ridership levels, such as the Small Transit Intensive Cities (STIC) funding. ISU students account for over 93% of our riders, and ridership has always mirrored what is happening at ISU. The Student Government percentage of yearly revenue increases was 20.1% and 54.7% for the first and second years, while the City of Ames was 7.5% for both years and ISU Administration was 7.5% and 4.1%. The annual increase between 2002-2022 has averaged 8% for the Student Government, 5.2% for the City of Ames, and 5.0% for ISU Administration.

The second fareless initiative implemented at CyRide was a summer fare free pilot project in 2009. The Ames City Council funded the pilot project with a budget of \$93,000. Ridership increased by 26.7%. After the summer pilot program, a survey was conducted, and we learned that CyRide gained new riders and increased usage from existing riders. There were also indications that the community would support a fareless system. However, it is difficult to determine the ongoing costs of a fareless system based on the summer pilot program because we believe there would likely be a demand for more frequent service or expansion of service to underserved areas if implemented. Trustee Beatty-Hansen inquired why there was no additional activity with fareless implementation after the pilot program finished. Director Neal and Trustee Schainker answered that the city council members had changed, and their goals differed from the previous council.

Director Neal then discussed the second component, an analysis of three transit agencies with large university populations that had implemented fareless systems. Chapel Hill, NC showed its ridership doubled during its first year. Logan, UT had a goal of increasing the mobility of university students, K-12 students, and senior citizens. Its ridership increased by 85% in the first year. Austin, TX implemented a fareless system in 1989 and ended it in 1990. Ridership increased by 75%, but the program also faced issues with passengers and needed to hire security staff to address it.

The final component in the high-level preliminary estimate was costs associated with moving to a fareless system. As part of the scope of work for the system redesign, the consultants, Nelson\Nygaard, provided a Fare Free Analysis. They reviewed existing conditions before CyRide 2.0, best practices from other agencies, ongoing costs associated with fare collection, and evaluated the ridership and revenue implication of three different fare scenarios. Fare Pricing Rollback was scenario #1, which rolled back fares from \$1.25 to \$1.00. The board adopted this scenario during the system redesign. Ridership was expected to increase by 0.3%, but it is difficult to determine if this happened due to the pandemic. Scenario #2 was Systemwide Fare Free, which was anticipated to increase ridership by 2.3%. Scenario #3 was a Tiered ISU Fare Zone, which had a two-tiered system of on and off-campus zones for ISU students and was anticipated to keep ridership the same. The consultant analyzed only each option's ridership and revenue implications and not capital or operating expenses. CyRide 2.0 was intentionally designed not to increase the operating budget and to limit the increase to the local funding partners to 5% per year.

The farebox accounts for approximately 1% of revenues and eliminating fares would likely increase ridership. It would also help advance equity within the community by reducing the cost of transportation for those least able to afford it. However, it would likely increase the community's expectation for additional bus frequency and the expansion of routes. If ridership rebounds to pre-pandemic values, it is anticipated to increase by 2.3% or 140,000 passengers. Trustee Schainker inquired about the cost to add new routes. Director Neal said the estimated cost to add a bus on a route or a new route depends on the frequency and length of the route, but a good estimate is approximately \$250,000 per bus. Trustee Schainker and Trustee Beatty-Hansen inquired about reducing the carbon footprint if we were to look at this as an investment in the reduction of carbon. Chief Safety Officer Kevin Gries explained that the carbon savings from transit use are from direct and indirect effects. In the direct effect, people choose to take the bus over their vehicle, and carbon is saved from the vehicle. However, as more people do that, you must add additional services. As a result, the buses emit more carbon than the vehicles they replace. The net gain comes from efficient land use. Reducing the length of trips, limiting parking lot use, and creating better space for pedestrian traffic will lead to a greater indirect effect on our carbon footprint. Trustee Jeffrey suggested we need to look at equity to our citizens and how to provide service to Ames' new development and business areas. Director Neal went on to explain that staff has estimated operational costs by adding 12,400 revenue hours to our current fixed route service for a cost of approximately \$1,011,557. CyRide would also need to invest additional funds in DAR services because if regular transit is free, paratransit must also be free. It is estimated that DAR would increase by 20% and have an additional cost of approximately \$42,000. We would also need to add additional staff, such as mechanics, full-time drivers, and part-time dispatchers. The initial estimate of costs for a fareless system is \$1,471,257.

Director Neal summarized that moving to a fareless system is a very complex issue, and should the board want to pursue a systemwide fareless model, a thorough understanding of the financial implications is necessary, including potential ridership gains, losses in passenger fare revenue, and the estimated cost from a capital and operational perspective. There would also be difficulty re-imposing fares if the system moved away from a fareless model after implementation. Working with a consultant would assist us in getting a better quantitative financial analysis of the impacts on CyRide today and in the future.

Director Neal recommended board approval of Alternative #1, directing staff to develop a scope of work and budget for hiring a consultant to investigate the feasibility of a future fareless system of CyRide. A discussion was held among the board members regarding their concerns and priorities with a fareless system. Trustee Schainker requested additional information on expansion costs and timeline. Trustee Jeffrey commented that CyRide could potentially change ridership by incorporating the greater Ames community and focusing on a different ridership group than the ISU student population. Trustee Beatty-Hansen spoke about the feasibility of phasing fareless in as a system and had concerns about how it can be incorporated into the Climate Action Plan. Trustees Jeffrey and Ludwig suggested the board come back with priorities at future meetings.

Trustee Ludwig motioned to approve Alternative #1 to direct staff to develop a budget and scope of work for hiring a consultant to investigate the feasibility of a future fareless system for CyRide. Trustee Clayburn seconded the motion. (Ayes: 6 Nays: None) Motion carried.

## **MONTHLY REPORT:**

### **State Legislative Conference:**

On March 7, 2022, Transit Planner Shari Atwood, Assistant Director of Operations Christine Crippen, and Transit Director Barbara Neal attended the annual Iowa Public Transit Association (IPTA) legislative conference. Director Neal and Assistant Director Crippen also attended the Lobby Day at the capital. They had an opportunity to discuss the state's 2022 legislative priorities, including fully funding Iowa's Rebuild Iowa Infrastructure Fund (RIFF), which supports the Iowa DOT's PTIG program. There was also an opportunity to discuss legislation for additional third-party CDL testers, including public transit agencies, with the legislation's floor manager, Representative Bush. We are pleased to report that the legislation passed and is waiting for approval from the governor. Before implementation, the Iowa DOT will need to modify the Administrative Rules, but we are hopeful this legislation will resolve some of the difficulties experienced with the CDL testing process.

### **Bus and Bus Facilities Grant Award:**

On March 14, 2022, CyRide received official notice from the FTA our Bus and Bus Facilities Program discretionary grant request for three BEBs and two 60' articulated buses were fully funded at \$3,185,374. There were over 300 grant submissions, and CyRide was one of 70 projects awarded. Staff will begin evaluating the specifics of the funding and bring items requesting authorization for bus purchases to the Transit Board at a future meeting. Unfortunately, the Iowa DOT submission was not included in the awards, so CyRide's request for eight 40' diesel buses will not be funded.

**Fuel Update:**

There were some questions about fuel costs in the last board meeting, so staff prepared some additional information for the board. A table was presented, which showed the Iowa DOT price of #2 diesel fuel since the beginning of the calendar year. After analyzing past data, current fuel usage, and recent fuel market volatility, staff has determined CyRide will end the year below the budgeted amount for fuel. The fuel contract will be rebid in the upcoming months. If unusual volatility continues or if the cost of fuel rises higher than can be supported by the current budget, it will be brought back to the board for consideration.

**Mask Mandate:**

On March 10, 2022, the TSA extended the mask mandate to April 18, 2022. CyRide will continue to offer masks for passengers if they do not have one.

**Spring meeting dates:**

- April 27, 2022, 4:00 p.m.
- May 25, 2022, 4:00 p.m.

**Adjourn:** Trustee Ludwig made a motion to approve adjourning at 4:13 p.m. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

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Liz Jeffrey, President

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Cheryl Spencer, Recording Secretary

**April 27, 2022**

**Minibus Purchase**

**CyRide Resource: James Rendall**

**BACKGROUND:**

CyRide was awarded Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) funding for two low-floor minibuses through the Iowa Department of Transportation. This discretionary award was at an 80% federal share. The budget for this purchase is as follows:

| <b>Funding Source</b>        | <b>Amount</b>    |
|------------------------------|------------------|
| Section 5310 Funding (80%)   | \$249,917        |
| Local Funding (20%)          | \$62,479         |
| <b>Total Funds Available</b> | <b>\$312,396</b> |

Local funding for this grant was included in the FY 2022 Capital Improvements Plan, approved by the Transit Board of Trustees in December 2021.

The Iowa Department of Transportation (IDOT) completed a statewide invitation for bid (IFB #PTS2021LDB) for ADA accessible low-floor light duty 176" wheelbase buses in the fall of 2021. Transit agencies in the State of Iowa can use the resulting contracts to purchase buses, saving agencies administrative time and money.

The two buses planned for replacement are now ten years old, well past the Transit Asset Management (TAM) plan's useful life benchmark of eight years. Replacing these buses would lower CyRide's operating costs, provide a more comfortable ride for our customers, and move us closer to our TAM plan performance targets.

The low-floor minibus bus design would be new to CyRide's fleet. CyRide has historically purchased high-floor minibuses with steps and a powered wheelchair lift. A low-floor minibus allows stepless boarding for all passengers and provides a quicker and more dependable wheelchair loading experience for CyRide's ADA passengers by using a manually deployable ramp.

CyRide has evaluated the two successful bidders on the Iowa DOT contract and identified New England Wheel's Frontrunner model as the best option for CyRide's fleet. The design considerations that set the Frontrunner apart are a true flat floor between the passenger entrance door and the rear axle, bonded and screwed panels, and a manually deployable ramp with gas spring assist. The bus has a lower gross vehicle weight rating which allows it to utilize a smaller engine, improving fuel economy. The vehicle also has a fully composite body with a dip-galvanized chassis, providing longevity against corrosion.



CyRide has worked with the New England Wheel dealer, Hogle Bus of Marshalltown, Iowa, to determine pricing for the specifications required to meet CyRide's standards. The price of each bus has been quoted at \$167,432, which results in a shortfall of \$11,234 per bus, for a total of \$22,468. The higher-than-planned cost results from industry-wide price increases that developed between the time CyRide submitted its grant application and when funding was awarded.

To support the purchase of these buses, the Transit Board could direct staff to draw additional local funding from the operations fund closing balance. The City of Ames audit process is ongoing, and a final closing balance amount is not yet available. However, the closing balance is currently estimated to be approximately \$1,398,563 above the Transit Board's directed 10% reserve amount. A summary of the operations fund, including the closing balance, is shown on the attached document. The following table shows the new proposed budget.

| Funding Source               | Amount           |
|------------------------------|------------------|
| Section 5310 Funding (73%)   | \$249,917        |
| Local Funding (27%)          | \$91,666         |
| <b>Total Funds Available</b> | <b>\$341,583</b> |

The anticipated delivery timeline would be six to eight months after a purchase order is issued.

If the Transit Board prefers to keep the purchase of the two new minibuses within the original budget of \$312,396, the board could direct staff to purchase two new 176" wheelbase high-floor minibuses instead of low-floor minibuses. Staff have evaluated the options available on the Iowa DOT contract and believe Glaval Bus's Universal model, sold through Hogle Bus of Marshalltown, Iowa, is the best value for CyRide. CyRide recently took delivery of six 176" wheelbase Glaval Universal buses in October 2021. Staff have reviewed pricing for the Glaval Universal buses, which is estimated at \$125,672 per bus for a total of \$251,344. CyRide was notified by Hogle Bus that pricing is currently volatile and cannot be finalized until a purchase order is ready to be issued. The estimated total leaves a significant amount of contingency within the project budget and should not require additional funding from the local partners. The current lead times for high-floor buses are 18-24 months.

The costs for both low-floor and high-floor buses above reflect a white bus being delivered. Additionally, New England Wheel does not offer paint or vehicle wrap services. The anticipated cost of adding paint or a vehicle wrap would be approximately \$10,000 per bus and is budgeted in the operating budget.

**ALTERNATIVES:**

1. Approve award of a contract to Hogle Bus Company of Marshalltown, Iowa, in the amount of \$341,583 for the purchase of two new 176" wheelbase low-floor minibuses.
2. Approve award of a contract to Hogle Bus Company of Marshalltown, Iowa, for a cost not to exceed \$312,396 for the purchase of two new 176" wheelbase high-floor minibuses.
3. Do not approve the contract award for the purchase of new minibuses and direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to purchase two low-floor minibuses from Hogle Bus Company for \$341,583. While a low-floor minibus does have a higher up-front cost than a high-floor minibus, these vehicles will serve for many years in CyRide's fleet and deliver a superior customer service experience for passengers with mobility concerns. They will also reduce the need for ongoing maintenance of powered wheelchair lifts. Purchasing these low-floor minibuses will ultimately support CyRide's goal of connecting people by increasing mobility and improving accessibility.

**CyRide Capital - FY21 to FY27**

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|  |        | FY21   | FY22  | FY23   | FY24   | FY25  | FY26                                       | FY27  |
|--|--------|--|---|--|--|---|--|---|
| <b>Capital</b>   |        | <b>Actual</b>                                      |   |  |  |   |  |   |
| <b>Beginning Balance</b>                                 |        | \$ 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                                  |
| <b>Capital Revenues</b>                                  |        | <b>\$ 2,991,740</b>                                | <b>\$ 16,028,383</b>  | <b>\$ 5,345,604</b>  | <b>\$ 2,986,763</b>                          | <b>\$ 3,877,967</b>                           | <b>\$ 3,468,710</b>                        | <b>\$ 3,495,356</b>                         |
| <b>Total Available</b>                                   |        | <b>\$ 5,103,186</b>                                | <b>\$ 18,708,621</b>  | <b>\$ 5,573,236</b>  | <b>\$ 3,501,368</b>                          | <b>\$ 4,407,828</b>                           | <b>\$ 3,780,242</b>                        | <b>\$ 3,656,912</b>                         |
|  | 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   |  |  |   |  |   |
| <b>Capital Expenses</b>                                  |        | <b>\$ 2,422,948</b>                                | <b>\$ 13,265,823</b>  | <b>\$ 5,058,631</b>  | <b>\$ 2,971,507</b>                          | <b>\$ 4,096,296</b>                           | <b>\$ 3,618,686</b>                        | <b>\$ 3,651,992</b>                         |
| <b>Ending Balance</b>                                    |        | <b>\$ 2,680,238</b>                                | <b>\$ 5,442,798</b>   | <b>\$ 514,605</b>  | <b>\$ 529,861</b>                            | <b>\$ 311,532</b>                             | <b>\$ 161,556</b>                          | <b>\$ 4,920</b>                             |
| <b>Facility Expansion Local Match</b>                    |        |  | \$ 1,715,166  |  |  |   |  |   |
| <b>BEB Local Match (10 Vehicles)</b>                     |        |  | \$ 1,000,000  |  |  |   |  |   |
| <b>40' Bus Local Match</b>                               |        |  | \$ 2,500,000  |  |  |   |  |   |
| <b>Balance without Bus Replacement and Building Fund</b> |        | <b>\$ 2,680,238</b>                                | <b>\$ 227,632</b>   | <b>\$ 514,605</b>  | <b>\$ 529,861</b>                            | <b>\$ 311,532</b>                             | <b>\$ 161,556</b>                          | <b>\$ 4,920</b>                             |

# 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

| 04/22/22                        | 2:29 PM         | 17-18               | 18-19               | 19-20               | 20-21               | 20-21               | 20-21               | 21-22               | 21-22               | 22-23               |
|---------------------------------|-----------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                 |                 | Actual              | Actual              | Actual              | Adopted             | Amended             | Actual              | Adopted             | Amended             | Requested           |
| <b>FIXED ROUTE</b>              |                 |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| 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         |
| <b>FIXED ROUTE TOTAL</b>        |                 | <b>\$8,690,785</b>  | <b>\$8,806,064</b>  | <b>\$8,434,471</b>  | <b>\$9,658,394</b>  | <b>\$9,671,538</b>  | <b>\$8,308,845</b>  | <b>\$9,997,912</b>  | <b>\$9,973,724</b>  | <b>\$10,308,809</b> |
| <b>DIAL-A-RIDE</b>              |                 |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| 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                 |
| <b>DIAL-A-RIDE TOTAL</b>        |                 | <b>\$179,851</b>    | <b>\$160,679</b>    | <b>\$154,967</b>    | <b>\$183,691</b>    | <b>\$183,691</b>    | <b>\$129,217</b>    | <b>\$184,315</b>    | <b>\$184,393</b>    | <b>\$184,773</b>    |
| <b>ADMINISTRATION/SUPPORT</b>   |                 |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| 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           |
| <b>ADMIN/SUPPORT TOTAL</b>      |                 | <b>\$1,954,835</b>  | <b>\$2,161,204</b>  | <b>\$1,933,291</b>  | <b>\$2,240,821</b>  | <b>\$2,238,834</b>  | <b>\$1,899,980</b>  | <b>\$2,357,778</b>  | <b>\$2,372,010</b>  | <b>\$2,429,260</b>  |
| <b>TOTAL OPERATING EXPENSES</b> |                 | <b>\$10,825,472</b> | <b>\$11,127,947</b> | <b>\$10,522,729</b> | <b>\$12,082,906</b> | <b>\$12,094,063</b> | <b>\$10,338,042</b> | <b>\$12,540,004</b> | <b>\$12,530,127</b> | <b>\$12,922,842</b> |
| TRANSFER TO SG TRUST            |                 | \$74,755            | \$226,455           | \$464,178           |                     |                     |                     |                     |                     |                     |
| TRANSFER TO CAPITAL FUND        |                 | \$460,000           | \$800,000           | \$902,520           | \$800,000           | \$800,000           | \$1,057,193         | \$800,000           | \$800,000           | \$1,400,000         |
| <b>TOTAL USED</b>               |                 | <b>\$11,360,227</b> | <b>\$12,154,402</b> | <b>\$11,889,427</b> | <b>\$12,882,906</b> | <b>\$12,894,063</b> | <b>\$11,395,235</b> | <b>\$13,340,004</b> | <b>\$13,330,127</b> | <b>\$14,322,842</b> |
| OPENING BALANCE                 |                 | \$3,569,931         | \$4,306,970         | \$4,842,009         | \$5,924,576         | \$5,924,576         | \$5,895,307         | \$2,432,367         | \$2,432,367         | \$5,642,840         |
| OPERATING REVENUE               |                 | \$12,107,961        | \$12,716,242        | \$12,971,994        | \$12,725,850        | \$16,475,850        | \$16,346,381        | \$11,468,797        | \$16,540,600        | \$14,774,844        |
| <b>TOTAL AVAILABLE</b>          |                 | <b>\$15,677,892</b> | <b>\$16,996,411</b> | <b>\$17,814,003</b> | <b>\$18,650,426</b> | <b>\$22,400,426</b> | <b>\$22,241,688</b> | <b>\$13,901,164</b> | <b>\$18,972,967</b> | <b>\$20,417,683</b> |
| Committed Funds                 |                 |                     |                     |                     |                     |                     | \$8,414,086         |                     |                     |                     |
| Closing Balance Excess of 10%   |                 |                     |                     |                     |                     |                     | \$1,398,563         |                     |                     |                     |
| <b>CLOSING BALANCE</b>          |                 | <b>\$4,317,665</b>  | <b>\$4,842,009</b>  | <b>\$5,924,576</b>  | <b>\$5,767,520</b>  | <b>\$9,506,363</b>  | <b>\$1,033,804</b>  | <b>\$561,160</b>    | <b>\$5,642,840</b>  | <b>\$6,094,841</b>  |
| Closing/Operating Total         |                 | 39.9%               | 43.5%               | 56.3%               | 47.7%               | 78.6%               | 10.0%               | 4.5%                | 45.0%               | 47.2%               |
| REVENUE/EXPENSE RATIO           |                 | 111.8%              | 114.3%              | 123.3%              | 105.3%              | 136.2%              | 158.1%              | 91.5%               | 132.0%              | 114.3%              |

**April 27, 2022**

**Ames Police Department Tenant Lease Agreement  
for the Ames Intermodal Facility  
CyRide Resource: Barbara Neal**

**BACKGROUND:**

The Ames Intermodal Facility (AIF) currently has three tenants: Executive Express, Jefferson Lines, and the Ames Police Department (APD). The APD has had a no-cost lease in this facility since 2012 and shares space of the facility's management office with the Iowa State University (ISU) Parking Division. Currently, the APD has a five-year lease for occupancy that will expire on June 30, 2022.

Occupancy of the management office by the APD has strengthened security at the facility and minimized incidents of vandalism to the property. In addition, sharing the management office at the AIF has been a successful utilization of resources and space for both the APD and the ISU Parking Division. At the Transit Board meeting on February 23, 2022, CyRide staff received informal guidance to prepare a new five-year lease agreement with the APD.

CyRide has worked with the APD and the Legal Department to prepare the new lease agreement. No significant changes have been made to the previous agreement. The attached lease reflects the following changes from the previous agreement:

- Contract term dates
- Updates to contact information for the Chief of Police, Mayor, and Transit Director
- Updates to CyRide's address

This agreement has been reviewed and approved by the APD and the Legal Department.

**ALTERNATIVES:**

1. Approve a five-year, no-cost contract between Ames Transit Agency and the City of Ames Police Department for shared use of the Ames Intermodal Facility management office.
2. Do not approve the contract and direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to approve a five-year, no-cost contract with the APD. This contract provides enhanced safety at the facility and lowers the possibility of vandalism of the building.

# Ames Intermodal Facility License Agreement for Incidental Use of Premises By the Ames Police Department

Witnesseth

## 1. BASIC PROVISIONS

1.1 Parties: This license agreement dated July 1, 2022, is made by and between the City of Ames, Iowa, d/b/a Ames Transit (hereinafter referred to as “Licensor”) and the City of Ames, Iowa, d/b/a Ames Police Department (hereinafter referred to as “Licensee”) (collectively the “Parties” or individually a “Party”) for the property located at 129 Hayward Avenue (hereinafter referred to as “Intermodal Facility”).

1.2 Premises:

(a) Common Areas: Licensor shall make available for the common use of Licensee up to 50% of certain real property consisting of approximately 548 square feet of floor space in the Management office area, including all improvements therein, and more particularly described on Exhibit “A-1” (hereinafter referred to as “Premises”). This office area will be shared with the management firm overseeing daily operations of the facility and will coordinate with its representative.

Licensor shall also make available for the common use of the Licensee and tenants of Licensor certain real property consisting of approximately 705 square feet of lobby area adjacent to Licensee’s office, 1,042 square feet of floor space in the central entry vestibule/men’s and women’s restrooms/shower area, and approximately 1,000 square feet of Bus Lane, including all improvements therein or to be provided by Licensor under the terms of this License Agreement, and more particularly illustrated in Exhibit “A-2” (herein referred to as “Common Areas”).

(b) Address: The legal address of the premises is as follows:

129 Hayward Avenue, Suite 102  
Ames, Iowa 50014

(c) Hours of Operation: Premises and common areas will be available for use by the Licensee seven (7) days a week, typically between the hours of 3:30 p.m. and 5:00 a.m., with accommodations made for incidental use of the space at other times. Licensee will have a representative on site during times when the Premises are utilized by Licensee.

1.3 Term: The term of this License Agreement commences on July 1, 2022, (hereinafter referred to as “Commencement Date”) and ends June 30, 2027 (hereinafter referred to as “Expiration Date”). Any License Agreement must be approved by the Federal Transit Administration prior to execution of an extension of the agreement. Notwithstanding any term or condition to the contrary, Licensor reserves the right to terminate and revoke this License Agreement, without cause, by providing written notice of termination to Licensee.

1.4 License:

a) Security Services: Licensee shall have license to occupy and utilize Premises for police substation functions and in exchange will provide security services for the Ames Intermodal Facility during the evening/early morning hours. Security services for the facility will include, but not be limited to:

- Providing random patrol through parking lot and ramp.
- Providing walking patrol of parking area and administration facility as time permits.
- Providing immediate law enforcement response from administration area when in the building.
- Assisting patrons and facility administration with law enforcement and security related concerns in and around the facility.

1.5 Permitted Incidental Use: Operation of police substation functions by the Licensee may include routine report writing and conducting interviews, telephone calls, planning, briefings, and other administrative activities. The Licensee's use of all Common Areas shall be nonexclusive, and the Common Area may be used by Licensor for such other purposes it deems appropriate at times of the day not utilized by Licensee under this agreement.

1.6 Parking Spaces: Included in the license for use of the Premises is use of the bus lane west of the bus bays. This space will be identified in writing by the Representative annually and will be subject to change upon written notification by the Representative.

**2. PREMISES**

2.1 License for Use of Premises: Licensor hereby licenses to Licensee the incidental use of Premises, for the term, under the conditions set forth in this License Agreement. Unless otherwise provided herein, any statement of square footage set forth in this License Agreement is an approximation which Licensor and Licensee agree is reasonable and the agreement based thereon is not subject to whether the actual footage is.

2.2 Condition: Licensor shall deliver the Premises to Licensee with all improvements described in the construction plans and specifications dated December 14, 2010. Licensee shall provide all remaining furnishings and fixtures to be utilized by Licensee in the Licensee's office area. Any alteration of the Premises must be approved by Licensor's Representative in writing prior to said alteration.

2.3 Compliance: Licensor represents and warrants to Licensee that the Premises complies with all applicable zoning requirements, ordinances, regulations, and all applicable law affecting Premises and/or required in Licensee's use of the Premises or common areas appurtenant to the Premises, including the Americans with Disabilities Act (or other laws affecting handicapped access) and any environmental impact or traffic studies or requirements.

**3. TERM**

3.1 Term: The Commencement Date, Expiration Date and Original Term of this License Agreement are as specified in paragraph 1.3.

#### 4. USE

4.1 Use: Licensee shall use and occupy the Premises only for the purposes set forth in paragraph 1.5 or any other use which is incidental thereto including, but not limited to, the supplying of services customarily provided to ensure public safety. Licensee shall not use or permit the use of the Premises in a manner that creates waste or a nuisance. Licensor acknowledges that Licensee's proposed use of the premises for its public policing operations does not constitute a nuisance.

#### 4.2 Hazardous Substances:

- (a) Licensee will comply with all environmental laws during the term of the License Agreement and agrees to indemnify, defend, and hold harmless the Licensor from and against all loss, damage, liability, and expense (including reasonable attorney's fees) that the Licensor may incur as a result of any claim, demand or action related to environmental conditions because of Licensee's use of the Premises.
- (b) Licensor represents and warrants to Licensee that the Premises do not contain any asbestos or Hazardous Materials (as defined below) and Licensor is not in violation of any federal, state, or local law, ordinance or regulation relating to industrial hygiene or to the environmental conditions on, under or about the premises including, but not limited to, soil and groundwater condition.
- (c) The term "Hazardous Material" as used herein shall include, but not be limited to, asbestos, flammable explosives, dangerous substances, pollutants, contaminants, hazardous wastes, toxic substances and any other chemical, material or related substance, exposure to which is prohibited or regulated by any governmental authority having jurisdiction over the Premises, any substances defined as "hazardous substances," "hazardous materials" or "toxic substances" in the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, by the Superfund Amendments and Reauthorization Act 42 U.S.C. § 9601, *et seq.*; the Hazardous Material Transportation Act, 49 U.S.C. § 1801, *et seq.*; Clean Air Act 42 U.S.C. § 7901, *et seq.*; Toxic Substances Control Act, 15 U.S.C. § 2601, *et seq.*; Clean Water Act, 33 U. S. C. § 1251, *et seq.*; the laws, regulations or rulings of the state in which the Premises is located or any local ordinance affecting the Premises, or the regulations adopted in publication promulgated pursuant to any of such laws and ordinances.

4.3 Ingress and Egress: Licensee shall have the non-exclusive right of ingress and egress to and from the Premises and shall not be unreasonably restricted in the operation of its vehicles to and from the Premises. Licensee shall ingress the Premises from Sheldon Avenue and egress the Premises on Hayward Avenue.

#### 5. MAINTENANCE AND REPAIRS; IMPROVEMENTS, ADDITIONS & ALTERATIONS

Licensee shall maintain the Premises in a clean and orderly condition. Licensee shall, at Licensee's sole cost and expense, repair all damage done to the Premises or Common Areas, or the Licensor's adjoining premises by Licensee's employees, agents, contractors, business invitees, customers, and patrons. Licensor shall maintain and promptly make all common area and exterior repairs (including landscaping, snow removal and common area maintenance), all repairs, replacements or retro-fitting of a permanent character (including, but not limited to, components in the air conditioning, boiler and heating systems, HVAC systems, sprinkler systems, gas lines, electrical and plumbing fixtures and hot water systems, including heaters), and all floors and floor surfaces, driveways, parking lots, bus docks, wall, roof (including water



tightness), foundation, footings, Building Systems (as herein defined) and structural repairs, support systems, strengthening, alternations, reconstructions or additions necessitated by reason of lapse of time, weakness or decay, insect infestation or damage to or destruction of the Premises, or to any part thereof, or which may, at any time, be required by any governmental or public authority, except for any damage caused solely by Licensee's negligence. The "Building Systems" shall be construed as the building utility elements essential for Licensee's use and occupancy of the Premises including, but not limited to, such systems as are not readily accessible to Licensee, such as underground water, sewer, electric and other utility lines, and all trash removal related to the Premises. Licensee shall surrender the Premises in as good order, repair, and condition as the same were at the commencement of the Term, damage by fire and items covered by extended coverage, insurance, unavoidable casualty, reasonable wear and tear, alternations, improvements, and additions made by Licensee and Licensor's failure to repair excepted.

**6. NO ASSIGNMENT**

Licensee shall not have the right to assign any rights under this License Agreement.

**7. SEVERABILITY**

The invalidity of any provision of this License Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

Time is of the essence with respect to the performance of all obligations to be performed or observed by the Parties under this License Agreement.

**8. NO PRIOR OR OTHER AGREEMENTS**

This License Agreement contains all agreements between the parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective.

**9. NOTICES**

9.1 All notices required or permitted by the License Agreement shall be in writing and may be delivered in person (by hand or by messenger or courier service) or may be by certified or registered mail or U.S. Postal Service Express Mail, with postage prepaid, or by a nationally recognized overnight courier (next day delivery) and shall be deemed sufficiently given if served in a manner specified in this section 9. Timely delivery of notices as specified in this License Agreement to the individuals and addresses noted below shall constitute the Party's sufficient delivery of notice. Either Party may, by written notice to the other, specify a different address or individual for notice purposes. A copy of all notices required or permitted to be given to Licensor hereunder shall be concurrently transmitted to such party or parties at such addresses as Licensor may from time-to-time hereafter designate by written notice to Licensee.

| <b>Licensor</b>         | <b>Representative</b> | <b>Licensee</b>  |
|-------------------------|-----------------------|------------------|
| Barbara Neal            | Mark Miller           | Geoff Huff       |
| Transit Director        | Program Manager I     | Police Chief     |
| Ames Transit Agency     | Iowa State University | City of Ames     |
| 600 N. University Blvd. | Room 27, Armory Bldg. | 515 Clark Ave.   |
| Ames, IA 50010          | Ames, IA 50011        | Ames, Iowa 50010 |

9.2 Any notice sent by registered or certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, the postmark thereon. Notices delivered by United States Express Mail or overnight courier that guarantees next day delivery shall be deemed given twenty-four (24) hours after delivery of the same to the United States Postal Service or courier. If notice is received on a Sunday or legal holiday, it shall be deemed received on the next business day.

**10. WAIVERS**

No waiver by Licensor of the Default or Breach of any term, covenant, or condition hereof by Licensee shall be deemed a waiver of any other term, covenant, or condition hereof, or of any subsequent Default or Breach by Licensee of the same or of any other term, covenant, or condition hereof. Licensor's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of Licensor's consent to, or approval of, any subsequent or similar act by Licensee, or be construed as the basis of an estoppel to enforce the provision or provisions of this License Agreement requiring such consent. Regardless of Licensor's knowledge of a Default or Breach at the time of accepting rent, the acceptance of rent by Licensor shall not be a waiver of any preceding Default or Breach by Licensee of any provision hereof, other than the failure of Licensee to pay the rent so accepted. Any payment given Licensor by Licensee may be accepted by Licensor on account of monies or damages due Licensor, notwithstanding any qualifying statements or conditions made by Licensee in connection therewith, which such statements and/or conditions shall be of no force or effect whatsoever unless specifically agreed to in writing by Licensor at or before the time of deposit of such payment.

**11. SIGNS**

Under this License Agreement, vinyl letters will be added (at no cost to the Licensee) to the entrance of the shared management/Executive Express lobby, indicating the presence of the Safe Neighborhoods Team in the management office. Additionally, a sign in the same style and format as other office signage will indicate the "Safe Neighborhoods Team" next to the sign indicating "Management Office" at the door to this shared office when entering from the lobby. No additional signage will be permitted indicating the presence of the policing function as the facility is intended as a transportation facility.

**12. AMENDMENTS**

This License Agreement may be modified only in writing, signed by the Parties in interest at the time of the modification.

[ S I G N A T U R E S O N N E X T P A G E ]

**LICENSOR AND LICENSEE HAVE CAREFULLY READ AND REVIEWED THIS LICENSE AGREEMENT AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THE LICENSE AGREEMENT SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.**

The parties hereto have executed this License Agreement at the place on the dates specified above to their respective signatures.

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

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

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

**For City of Ames  
d/b/a Ames Police Department:**

\_\_\_\_\_  
John A. Haila, Mayor

\_\_\_\_\_  
John A. Haila, Mayor

\_\_\_\_\_  
Barbara Neal, Transit Director  
Ames Transit Agency (CyRide)

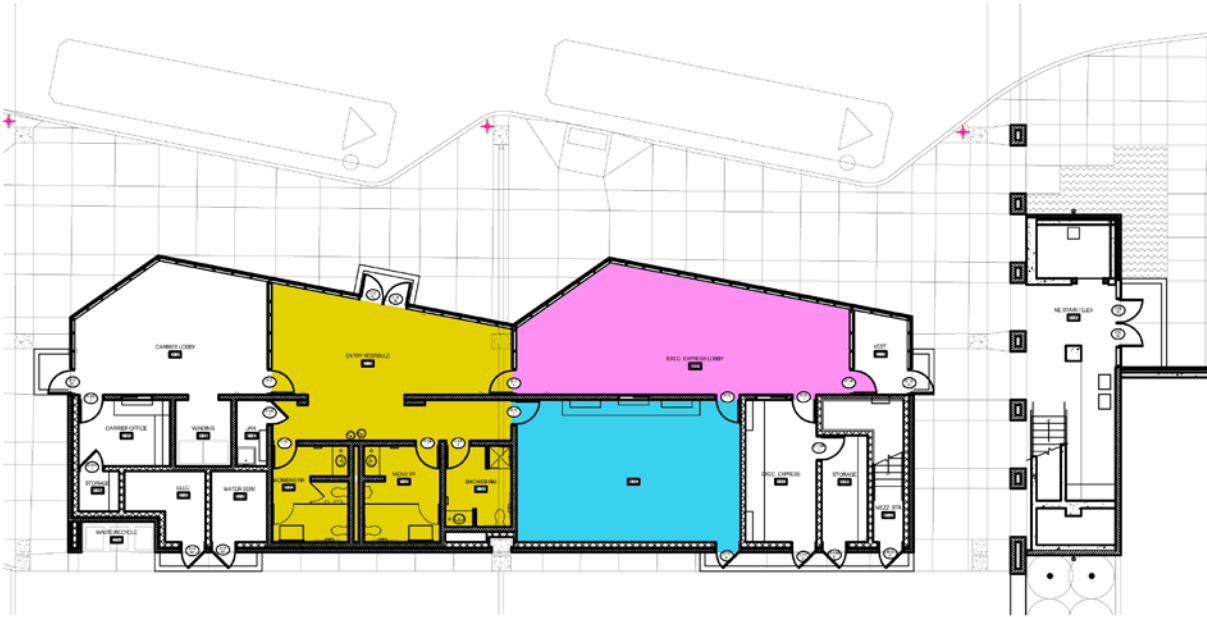
\_\_\_\_\_  
Geoff Huff, Chief of Police  
City of Ames

EXHIBIT A-1

Exhibit A-1

Key

- Management Office
- Management Lobby
- Entry Vestibule/Restrooms/Showers



TRANSIT TERMINAL - MAIN LEVEL PLAN

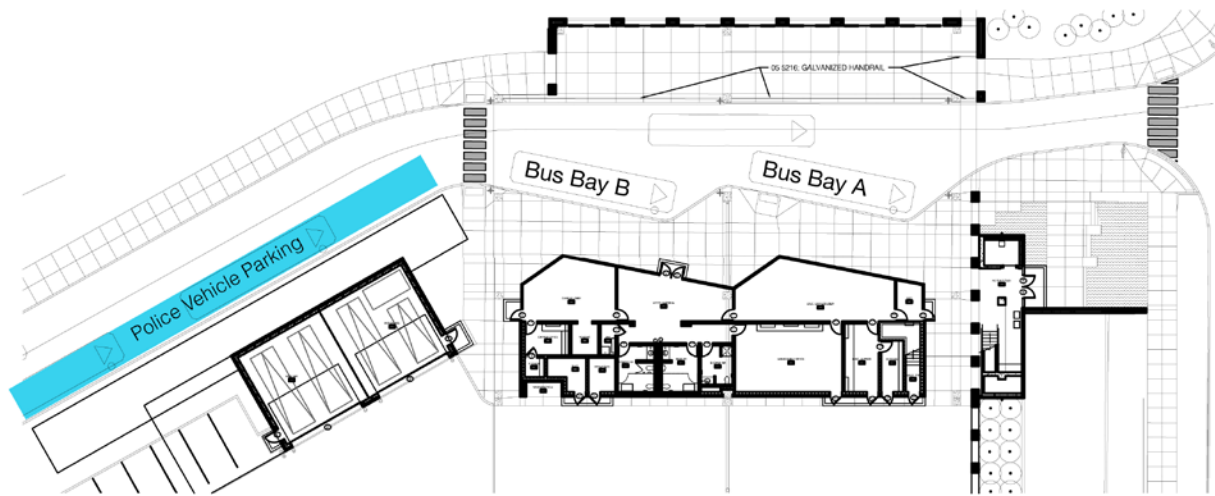
1/16" = 1'-0"

EXHIBIT A-2

Exhibit A-2

Key

Police Vehicle Parking



BUS GARAGE

1/32" = 1'-0"

**April 27, 2022**  
**Executive Express Ames Intermodal Facility**  
**Contract Amendment**  
**CyRide Resource: Barbara Neal**

**BACKGROUND:**

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

Executive Express sought relief from some contract terms to support their business against the immediate impact of the COVID-19 pandemic. Following discussions with the Transit Board, Executive Express was granted rent forbearance and a temporary modification of their rent payment to \$750 monthly in a special July 2020 Transit Board meeting. The Transit Board approved an extension of this contract amendment in April 2021.

At the Transit Board meeting on February 23, 2022, staff reported that Executive Express continues to face economic uncertainty and would like to extend the contract amendment for another year. To retain this critical transportation in the community, CyRide staff believes it is in the best interests of all parties to maintain the current amended rental arrangement for another year. The proposed FY 2023 monthly contract amendment to the lease was included in the projected FY 2023 budget provided by Mark Miller, ISU's Project Manager for the Ames Intermodal Facility. The proposed FY 2023 budget is attached.

Following informal Transit Board guidance, CyRide sought a contract amendment from the Legal Department to preserve the current payments made by Executive Express through June 30, 2023. The proposed contract amendment is attached.

**ALTERNATIVES:**

1. Approve the contract amendment for Executive Express for the FY 2023 lease year.
2. Do not approve the proposed contract amendments and direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. The ongoing impact of COVID-19 has heavily disrupted public transportation. This contract amendment will allow for Executive Express to continue adjusting its services for the future and help preserve important transportation links in the Ames community.

## **Third Amendment to the Ames Intermodal Facility Commercial Tenant Lease**

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

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

WHEREAS, the parties amended the February 1, 2019, a second occasion for the period July 1, 2021, until June 30, 2022; and

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

1. Paragraph 1.4 (“Rental”) is deleted, and the following language is substituted in lieu thereof:

For the fiscal year beginning July 1, 2022, and ending on June 30, 2023, the base rent for this period shall be \$750 per month. There shall be no PPI Adjustment or other increase to the base rent during the fiscal year ending June 30, 2023. After June 30, 2023, the parties shall renegotiate the base rent and any adjustments thereto, including PPI adjustments.

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

Dated \_\_\_\_\_, 2022.

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

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

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

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

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

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TITLE OF AUTHORIZED SIGNER

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TITLE OF AUTHORIZED SIGNER

Ames Intermodal Facility -  
FY23

| Revenue   | Jul               | Aug                | Sep              | Oct               | Nov               | Dec               | Jan                | Feb               | Mar               | Apr               | May               | Jun               | Total               |
|---|-------------------|--------------------|------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Sales & services of Auxiliary Enterprises - Parking Permits   | 110,000.00        | 1,500.00           | 11,000.00        | 1,775.00          | 4,000.00          | 500.00            | 150.00             | 1,500.00          | 1,200.00          | 400.00            | 0.00              | 0.00              | 132,025.00          |
| Intramural Income & Other Revenues - Meters/Parkmobile  | 700.00            | 1,500.00           | 3,200.00         | 2,500.00          | 1,250.00          | 500.00            | 500.00             | 1,000.00          | 1,000.00          | 1,000.00          | 900.00            | 1,000.00          | 15,050.00           |
| Miscellaneous Revenue - Jefferson Parterner   | 1,370.83          | 1,370.83           | 1,370.83         | 1,370.83          | 1,370.83          | 1,370.83          | 1,370.83           | 1,370.83          | 1,370.83          | 1,370.83          | 1,370.83          | 1,370.83          | 16,449.96           |
| Miscellaneous Revenue - Executive Express Bus Lines   | 750.00            | 750.00             | 750.00           | 750.00            | 750.00            | 750.00            | 750.00             | 750.00            | 750.00            | 750.00            | 750.00            | 750.00            | 9,000.00            |
| <b>Total Revenue</b>  | <b>112,820.83</b> | <b>5,120.83</b>    | <b>16,320.83</b> | <b>6,395.83</b>   | <b>7,370.83</b>   | <b>3,120.83</b>   | <b>2,770.83</b>    | <b>4,620.83</b>   | <b>4,320.83</b>   | <b>3,520.83</b>   | <b>3,020.83</b>   | <b>3,120.83</b>   | <b>172,524.96</b>   |
| <b>Expenses</b>   |                   |                    |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| IT Services   | 496.00            | 496.00             | 496.00           | 496.00            | 496.00            | 496.00            | 496.00             | 496.00            | 496.00            | 496.00            | 496.00            | 496.00            | 5,952.00            |
| Software - Perpetual Licenses & Maintenance   | 230.00            | 2,720.00           | 230.00           | 0.00              | 230.00            | 230.00            | 230.00             | 230.00            | 230.00            | 230.00            | 230.00            | 230.00            | 5,020.00            |
| Telecommunications - Cellular Telephones & Telecommunications & Printing/Duplication/Copying & Misc. Services | 464.36            | 464.36             | 464.36           | 464.36            | 464.36            | 464.36            | 464.36             | 464.36            | 464.36            | 464.36            | 464.36            | 464.36            | 5,572.32            |
| Utilities-Electricity/water/sewage  | 1,575.00          | 1,575.00           | 1,575.00         | 1,575.00          | 1,800.00          | 1,800.00          | 1,800.00           | 1,800.00          | 1,575.00          | 1,575.00          | 1,575.00          | 1,575.00          | 19,800.00           |
| Insurance   | 0.00              | 0.00               | 0.00             | 0.00              | 0.00              | 0.00              | 10,500.00          | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 10,500.00           |
| Professional Services - Misc. Credit Card Fees  | 2,000.00          | 2,000.00           | 2,000.00         | 2,000.00          | 2,000.00          | 2,000.00          | 2,000.00           | 2,000.00          | 2,000.00          | 2,000.00          | 2,000.00          | 2,000.00          | 24,000.00           |
| Miscellaneous Repair and Maintenance - Custodial/General Lot Maintenance and Repair                           | 34.68             | 2,889.80           | 93.62            | 100.39            | 86.30             | 25.00             | 25.00              | 25.00             | 25.00             | 25.00             | 25.00             | 25.00             | 3,379.79            |
| Miscellaneous Repair and Maintenance - Custodial/General Lot Maintenance and Repair                           | 5,000.00          | 5,000.00           | 5,000.00         | 5,000.00          | 5,000.00          | 6,000.00          | 6,000.00           | 5,000.00          | 5,000.00          | 5,000.00          | 5,000.00          | 5,000.00          | 62,000.00           |
| <b>Total Expenses</b>   | <b>9,800.04</b>   | <b>15,145.16</b>   | <b>9,858.98</b>  | <b>9,635.75</b>   | <b>10,076.66</b>  | <b>11,015.36</b>  | <b>21,515.36</b>   | <b>10,015.36</b>  | <b>9,790.36</b>   | <b>9,790.36</b>   | <b>9,790.36</b>   | <b>9,790.36</b>   | <b>136,224.11</b>   |
| <b>Net Profit/Loss</b>  | <b>103,020.79</b> | <b>(10,024.33)</b> | <b>6,461.85</b>  | <b>(3,239.92)</b> | <b>(2,705.83)</b> | <b>(7,894.53)</b> | <b>(18,744.53)</b> | <b>(5,394.53)</b> | <b>(5,469.53)</b> | <b>(6,269.53)</b> | <b>(6,769.53)</b> | <b>(6,669.53)</b> | <b>\$ 36,300.85</b> |
| AIF System Fund at FY13   | \$ (27,973.00)    |                    |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY14   | \$ (2,312.00)     |                    |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY15   | \$ 14,376.00      | \$ 14,376.00       |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY16   | \$ 56,662.00      | \$ 71,038.00       |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY17   | \$ 32,394.00      | \$ 103,432.00      |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY18   | \$ 18,369.00      | \$ 121,801.00      |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY19   | \$ 27,793.00      | \$ 149,594.00      |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY20   | \$ 35,058.00      | \$ 184,652.00      |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY21   | \$ 14,642.00      | \$ 199,294.00      |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY22   | \$ 36,125.00      | \$ 235,419.00      |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |
| AIF System Fund at FY23   | \$ 36,300.85      | \$ 271,719.85      |                  |                   |                   |                   |                    |                   |                   |                   |                   |                   |                     |



**April 27, 2022**  
**FY 2021 State Grant Bus Approval**  
**CyRide Resource: Shari Atwood**

**BACKGROUND:**

CyRide submitted a state grant application to the Iowa Department of Transportation (Iowa DOT) on May 1, 2021, including eight 40' heavy-duty buses that are 20 years of age. At that time, staff informed the Transit Board that the funding for these buses would be selected later in FY 2022 and that buses could be federally funded at 80% (CMAQ) or 85% (Section 5339), depending on the type of funds available.

The Iowa DOT notified CyRide on April 25, 2022, that the following buses have been awarded funding. The Transit Board may choose to accept or decline this award. If accepted, the Transit Board would need to commit the local funds indicated in the following table.

| Buses                                      | Unit # | Funding Type | State / Fed | Total              | State / Federal    | Local            |
|--|--------|--------------|-------------|--------------------|--------------------|------------------|
| 40' Heavy-duty Replacement Buses w/cameras | 9072   | 5339         | 85%         | \$512,709          | \$435,803          | \$76,906         |
| 40' Heavy-duty Replacement Buses w/cameras | 9074   | 5339         | 85%         | \$512,709          | \$435,803          | \$76,906         |
| 40' Heavy-duty Replacement Buses w/cameras | 9077   | 5339         | 85%         | \$242,289          | \$205,946          | \$36,343         |
| 40' Heavy-duty Replacement Buses w/cameras | 9077   | CMAQ         | 80%         | \$270,420          | \$216,336          | \$54,084         |
| 40' Heavy-duty Replacement Buses w/cameras | 9071   | CMAQ         | 80%         | \$544,754          | \$435,803          | \$108,951        |
| 40' Heavy-duty Replacement Buses w/cameras | 9075   | CMAQ         | 80%         | \$544,754          | \$435,803          | \$108,951        |
| 40' Heavy-duty Replacement Buses w/cameras | 9073   | CMAQ         | 80%         | \$544,754          | \$435,803          | \$108,951        |
| 40' Heavy-duty Replacement Buses w/cameras | 9076   | CMAQ         | 80%         | \$544,754          | \$435,803          | \$108,951        |
| <b>Subtotal</b>                            |        |              |             | <b>\$3,717,143</b> | <b>\$3,037,100</b> | <b>\$680,043</b> |

Funding for two 40' heavy-duty diesel buses was included in the FY 2023 Capital Improvements Plan. The Transit Board has also set aside \$2,500,000 in local match to pursue 40' bus procurements, approved at the meeting on September 15, 2021. These funds could be used to support the local match for this project.

If all seven buses are approved as presented, five vehicles would be funded at less than an 85% federal share. A different grant opportunity would potentially allow funding at 85%, as detailed in the following Transit Board item. However, that alternative source is not guaranteed, and thus there is a risk that buses submitted would not be funded. Approving all seven buses would ensure that buses are funded at the 80-85% federal share detailed in the above table.

**ALTERNATIVES:**

1. Approve the FY 2021 State Grant and local match requirement as presented for seven 40' heavy-duty diesel buses.
2. Approve the FY 2021 State Grant and local match requirement as presented for two 40' heavy-duty diesel buses funded at an 85% federal share.
3. Modify the FY 2021 State Grant and local match requirement based upon Transit Board priorities.
4. Reject the FY 2021 State Grant and do not accept buses from the IDOT.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to accept the guaranteed funding for all seven buses and commit to the local match requirement. The buses to be replaced are 20 years old and are well past their useful service life. Approving this alternative guarantees that CyRide will be able to replace these obsolete buses with newer, cleaner-burning vehicles that have a lower operational cost per mile.

## FY2022 PTMS Replacement Vehicle List

@ 85% 5339 Non-urban allocation \$4,000,000  
 @ 85% 5339 Urban allocation \$1,077,552

@ 80% CMAQ funding \$3,000,000

FFY22 Federal Funds:  
**\$8,077,552**

VSS = Video Surveillance System  
 UFRC = Urban Fixed Route Configuration

### FY2022 Section 5339 Non-Urban Allocation \$3,500,000

| Sponsor   | Transit # | VIN #              | Unit # | Mileage | Year | Current Vehicle Description | Replacement Vehicle Description | Add Ons         | Total Cost | FY19 Federal Portion 85% | Local Match (15%) | PTMS Points |
|---|-----------|--------------------|--------|---------|------|-----------------------------|---------------------------------|-----------------|------------|--------------------------|-------------------|-------------|
| Southwest Iowa Transit Agency                         | 6386      | 2D4RN4DE2AR164530  | 1014   | 175264  | 2010 | Minivan                     | Minivan                         |                 | \$55,689   | \$47,336                 | \$8,353           | 113.63      |
| Southwest Iowa Transit Agency                         | 6371      | 1FDFE45SX9DA88425  | 1009   | 230775  | 2010 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        |                 | \$96,000   | \$81,600                 | \$14,400          | 105.13      |
| Southwest Iowa Transit Agency                         | 6376      | 1FDFE4519DA91519   | 1016   | 221000  | 2010 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        |                 | \$96,000   | \$81,600                 | \$14,400          | 99.3        |
| Heart of Iowa Regional Transit Agency                 | 4463      | 1GB6G2AG0A1124119  | 8727   | 194100  | 2010 | Light Duty Bus (138" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 88.83       |
| Heart of Iowa Regional Transit Agency                 | 5992      | 2D4RN4DE3AR165797  | 6526   | 153645  | 2010 | Minivan                     | Conversion Van                  | VSS             | \$60,420   | \$51,357                 | \$9,063           | 83.16       |
| Southern Iowa Trolley                                 | 2750      | 1FDFE45549DA72348  | 5-18   | 145134  | 2010 | Light Duty Bus (176" wb)    | Light Duty Bus (158" wb)        | VSS             | \$96,280   | \$81,838                 | \$14,442          | 81.7        |
| SEIBUS  | 6181      | 1FDFE4F58BDA79999  | 111    | 200674  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 77.36       |
| SEIBUS  | 6179      | 1FDFE4F5XCD830243  | 121    | 236781  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 71.82       |
| Burlington Urban Service                              | 6176      | 1GBJ5V1999F41310   | 731    | 261029  | 2010 | Medium Duty Bus (29-32 ft.) | Medium Duty Bus (29-32 ft.)     | UFRC,VSS        | \$210,920  | \$179,282                | \$31,638          | 65.92       |
| Region Six Planning Commission (PeoplesRides)         | 5077      | 1N6AF0L1Y1CN106739 | 412    | 122214  | 2012 | Conversion Van              | Conversion Van                  |                 | \$57,920   | \$49,232                 | \$8,688           | 65.79       |
| Burlington Urban Service                              | 6173      | 1FDFE4F57CDA13560  | 732    | 186924  | 2012 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | UFRC,VSS        | \$109,000  | \$92,650                 | \$16,350          | 65.19       |
| SEIBUS  | 6180      | 1FDFE4F51CD830244  | 122    | 213428  | 2013 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 65.15       |
| Southern Iowa Trolley                                 | 3245      | 1FDFE4F59BDA63147  | 22-5   | 135948  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (158" wb)        | VSS             | \$96,280   | \$81,838                 | \$14,442          | 59.07       |
| Southern Iowa Trolley                                 | 2746      | 1FDFE4F58BDA63145  | 21-5   | 123128  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (158" wb)        | VSS             | \$96,280   | \$81,838                 | \$14,442          | 56.66       |
| Region Six Planning Commission (PeoplesRides)         | 5505      | 1FDFE4F5XCD413328  | 312    | 146682  | 2012 | Light Duty Bus (158" wb)    | Light Duty Bus (158" wb)        |                 | \$90,280   | \$76,738                 | \$13,542          | 56          |
| Burlington Urban Service                              | 6201      | 1GBJ5V1959F413160  | 730    | 222537  | 2010 | Medium Duty Bus (29-32 ft.) | Medium Duty Bus (29-32 ft.)     | UFRC,VSS        | \$210,920  | \$179,282                | \$31,638          | 54.93       |
| Northeast Iowa Community Action Corporation - Transit | 6556      | 2C7W0DGBG9ER473221 | 14056  | 155176  | 2014 | Minivan                     | Minivan                         | Low Floor       | \$55,689   | \$47,336                 | \$8,353           | 49.29       |
| Iowa Northland Regional Transit Commission            | 6200      | 1FDFE4F52CDA95889  | 1201   | 147277  | 2012 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$100,000  | \$85,000                 | \$15,000          | 48.45       |
| River Bend Transit                                    | 4908      | 1FDFE4F54DDA62801  | 901    | 134760  | 2013 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 35.75       |
| CorridorRides   | 6261      | 1FDXE45571HB16330  | 47L    | 113019  | 2001 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 23.51       |
| Iowa Northland Regional Transit Commission            | 3860      | 1FDFE4F50FDA12030  | 1401   | 155212  | 2015 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$100,000  | \$85,000                 | \$15,000          | 19.73       |
| Iowa Northland Regional Transit Commission            | 3861      | 1FDFE4F52FDA12031  | 1402   | 148638  | 2015 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$100,000  | \$85,000                 | \$15,000          | 17.72       |
| Southern Iowa Trolley                                 | 6198      | 1FDFE4F57AD803555  | 25-B   | 166449  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (158" wb)        | VSS             | \$96,280   | \$81,838                 | \$14,442          | 15.84       |
| Siouxland Regional Transit System                     | 6274      | 1FDFE4F54FDA08417  | 7550A  | 132379  | 2015 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 4.78        |
| Fort Dodge (DART)                                     | 6398      | 5WEASAAM9CJ685794  | FD60   | 106987  | 2012 | Medium Duty Bus (29-32 ft.) | Medium Duty Bus (29-32 ft.)     | Diesel,UFRC,VSS | \$210,920  | \$179,282                | \$31,638          | 4.02        |
| Siouxland Regional Transit System                     | 6276      | 1FDFE4F51GDC41141  | 7556   | 140421  | 2016 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 0.55        |
| Southwest Iowa Transit Agency                         | 6385      | 2D4RN4DE6AR164529  | 1013   | 232560  | 2010 | Minivan                     | Minivan                         |                 | \$55,689   | \$47,336                 | \$8,353           | 130         |
| Southwest Iowa Transit Agency                         | 6379      | 1FDFE4F56BDB09615  | 1203   | 264714  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$96,000   | \$81,600                 | \$14,400          | 92.85       |
| Heart of Iowa Regional Transit Agency                 | 5980      | 1FDFE4F59ADA24228  | 1147   | 173143  | 2010 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 84.75       |
| MIDAS Transit   | 6462      | 1FDFE4F5P09DA83293 | 44811  | 154805  | 2009 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$106,080  | \$90,168                 | \$15,912          | 84.68       |
| MIDAS Transit   | 6463      | 1FDFE4F579DA83291  | 44808  | 151445  | 2009 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$106,080  | \$90,168                 | \$15,912          | 83.79       |
| Southwest Iowa Transit Agency                         | 6377      | 1FDFE4F52BDB09613  | 1201   | 225941  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$96,000   | \$81,600                 | \$14,400          | 81.81       |
| Regional Transit Authority (RIDES)                    | 4885      | 1FDFE4F51ADA37916  | 917    | 159874  | 2010 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$103,500  | \$87,975                 | \$15,525          | 80.47       |
| Southwest Iowa Transit Agency                         | 6378      | 1FDFE4F548DB09614  | 1202   | 221241  | 2011 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$96,000   | \$81,600                 | \$14,400          | 80.44       |
| Heart of Iowa Regional Transit Agency                 | 5989      | 1FDFE4F59ADA55487  | 5521   | 167170  | 2010 | Light Duty Bus (138" wb)    | Light Duty Bus (138" wb)        | VSS             | \$94,049   | \$79,942                 | \$14,107          | 80.17       |
| Regional Transit Authority (RIDES)                    | 4887      | 2C4RDG8G2CR243589  | 1201   | 151144  | 2012 | Minivan                     | Minivan                         | VSS             | \$58,000   | \$49,300                 | \$8,700           | 79          |
| Western Iowa Transit                                  | 5365      | 1FDFE4F53CD830245  | 1301   | 249263  | 2013 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 75.12       |
| Regional Transit Authority (RIDES)                    | 4884      | 1FDFE4F50ADA52603  | 926    | 142250  | 2010 | Light Duty Bus (158" wb)    | Light Duty Bus (158" wb)        | VSS             | \$96,500   | \$82,025                 | \$14,475          | 74.2        |
| Western Iowa Transit                                  | 5885      | 57WMD1A64E1M100614 | 1504   | 232618  | 2014 | Minivan                     | Conversion Van                  | VSS             | \$60,420   | \$51,357                 | \$9,063           | 72.92       |
| Regional Transit Authority (RIDES)                    | 4886      | 1FDFE4F5XADA52608  | 931    | 135997  | 2010 | Light Duty Bus (158" wb)    | Light Duty Bus (158" wb)        | VSS             | \$96,500   | \$82,025                 | \$14,475          | 72.38       |
| Western Iowa Transit                                  | 5361      | 1FD4E4558DB47841   | 901    | 111317  | 2008 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 72.36       |
| Regional Transit Authority (RIDES)                    | 4888      | 1FDFE4F58ADA37914  | 915    | 128104  | 2010 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$103,500  | \$87,975                 | \$15,525          | 72.18       |
| Southwest Iowa Transit Agency                         | 6381      | 1FDFE4F59CDB04788  | 1302   | 235788  | 2012 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$96,000   | \$81,600                 | \$14,400          | 71.1        |
| Western Iowa Transit                                  | 5886      | 2C4RDG8G4ER105331  | 1402   | 201303  | 2014 | Conversion Van              | Conversion Van                  | VSS             | \$60,420   | \$51,357                 | \$9,063           | 71.04       |
| Southwest Iowa Transit Agency                         | 6383      | 1FDFE4F52CDB18958  | 1304   | 235541  | 2012 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$96,000   | \$81,600                 | \$14,400          | 71.03       |
| Western Iowa Transit                                  | 5366      | 1FDFE4F57CDB030247 | 1302   | 233301  | 2013 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 70.34       |
| Western Iowa Transit                                  | 5363      | 1GAHG39KX91168328  | 102    | 124288  | 2009 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS             | \$102,000  | \$86,700                 | \$15,300          | 70.33       |
| Southwest Iowa Transit Agency                         | 6382      | 1FDFE4F59CDB04786  | 1303   | 223780  | 2012 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        |                 | \$20,265   | \$17,225                 | \$3,040           | 67.67       |

## FY2022 PTMS Replacement Vehicle List

@ 85% 5339 Non-urban allocation \$4,000,000  
 @ 85% 5339 Urban allocation \$1,077,552

@ 80% CMAQ funding \$3,000,000

FY22 Federal Funds:  
**\$8,077,552**

VSS = Video Surveillance System  
 UFRC = Urban Fixed Route Configuration

### Section 5339 Urban Allocation \$1,077,552

| Sponsor                      | Transit # | VIN #             | Unit # | Mileage | Year | Current Vehicle Description | Replacement Vehicle Description | Add Ons                         | Total Cost | FY19 Federal Portion (85%) | Local Match (15%) | PTMS Points |                             |
|------------------------------|-----------|-------------------|--------|---------|------|-----------------------------|---------------------------------|---------------------------------|------------|----------------------------|-------------------|-------------|-----------------------------|
| Ames Transit Agency (CyRide) | 4665      | 1VHAH3H2526502009 | 9072   | 370465  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$512,709  | \$435,803                  | \$76,906          | 37.28       | \$435,803                   |
| Ames Transit Agency (CyRide) | 4666      | 1VHAH3H2526502012 | 9074   | 367924  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$512,709  | \$435,803                  | \$76,906          | 36.55       | \$871,606                   |
| Ames Transit Agency (CyRide) | 5099      | 1VHAH3H2026502015 | 9077   | 359802  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$242,289  | \$205,946                  | \$36,343          | 33.39       | \$1,077,552 Split with CMAQ |

### CMAQ Allocation \$3,000,000

| Sponsor  | Transit # | VIN #             | Unit # | Mileage | Year | Current Vehicle Description | Replacement Vehicle Description | Add Ons                         | Total Cost | FY19 Federal Portion (80%) | Local Match (20%) | PTMS Points |   |
|--|-----------|-------------------|--------|---------|------|-----------------------------|---------------------------------|---------------------------------|------------|----------------------------|-------------------|-------------|---|
| Southwest Iowa Transit Agency                                      | 6382      | 1FDFE4FS9CDB04786 | 1303   | 223780  | 2012 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        |                                 | \$61,335   | \$49,068                   | \$12,267          | 67.67       | \$49,068 Split with rural 5339 formula grant  |
| Ames Transit Agency (CyRide)                                       | 5099      | 1VHAH3H2026502015 | 9077   | 359802  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$270,420  | \$216,336.0                | \$54,084          | 33.39       | \$265,404 Split with urban 5339 formula grant |
| Ames Transit Agency (CyRide)                                       | 5098      | 1VHAH3H2326502008 | 9071   | 358137  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$544,754  | \$435,803                  | \$108,951         | 33.24       | \$701,207                                     |
| Sioux City Transit System  | 6551      | 1FDFE4FS6DD804837 | 1349   | 146819  | 2013 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | VSS                             | \$108,375  | \$86,700                   | \$21,675          | 33.11       | \$787,907                                     |
| Ames Transit Agency (CyRide)                                       | 4661      | 1VHAH3H2726502013 | 9075   | 350559  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$544,754  | \$435,803                  | \$108,951         | 31.59       | \$1,223,710                                   |
| Metropolitan Transit Authority of Black Hawk County (Waterloo MET) | 6328      | 15GGE2717A1092027 | 2100   | 419003  | 2010 | Heavy Duty Bus (30-34 ft.)  | Heavy Duty Bus (30-34 ft.)      | Diesel,UFRC,VSS,Low Floor       | \$519,881  | \$415,905                  | \$103,976         | 31.57       | \$1,639,615                                   |
| Metropolitan Transit Authority of Black Hawk County (Waterloo MET) | 6329      | 15GGE2719A1092028 | 3100   | 418669  | 2010 | Heavy Duty Bus (30-34 ft.)  | Heavy Duty Bus (30-34 ft.)      | Diesel,UFRC,VSS,Low Floor       | \$519,881  | \$415,905                  | \$103,976         | 31.24       | \$2,055,520                                   |
| Ames Transit Agency (CyRide)                                       | 5555      | 1VHAH3H2126502010 | 9073   | 345466  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$544,754  | \$435,803                  | \$108,951         | 30.14       | \$2,491,323                                   |
| Ames Transit Agency (CyRide)                                       | 5563      | 1VHAH3H2926502014 | 9076   | 341805  | 2002 | Heavy Duty Bus (40-42 ft.)  | Heavy Duty Bus (40-42 ft.)      | Diesel,UFRC,Low Floor,Biodiesel | \$544,754  | \$435,803                  | \$108,951         | 29.09       | \$2,927,126                                   |
| Metropolitan Transit Authority of Black Hawk County (Waterloo MET) | 6316      | 1GBG5CL2F1241994  | 515    | 127451  | 2016 | Light Duty Bus (176" wb)    | Light Duty Bus (176" wb)        | Diesel,VSS                      | \$91,093   | \$72,874                   | \$18,219          | 3.57        | \$3,000,000 Less than 80% match               |

**April 27, 2022**  
**FY 2022 Statewide Bus & Bus Facilities**  
**Discretionary Grant Application**  
**CyRide Resource: Shari Atwood, Barbara Neal**

**BACKGROUND:**

In October of 2021, the Transit Board approved including eight 40' heavy-duty diesel buses in Iowa's Statewide FY 2021 Bus & Bus Facilities Grant Application. If awarded, these vehicles would have been federally funded at 85% with a local match requirement of \$615,640.

In March of 2022, the Federal Transit Administration (FTA) released the list of awarded projects for the FY 2021 Bus & Bus Facilities Program. CyRide's separate direct grant submission of \$3,185,374 for three battery electric buses and two articulated buses was fully funded. Unfortunately, the consolidated statewide submission was not awarded; therefore, CyRide's request for the eight 40' heavy-duty diesel buses was not funded.

Also, in March of 2022, the FTA announced the FY 2022 grant funding opportunities under the Bus and Bus Facilities grant program. The Iowa DOT will again be developing a statewide consolidated bus replacement grant application on behalf of all Iowa transit systems throughout the state.

If the Transit Board wishes to participate in this grant submission, the Iowa DOT would need the number of buses CyRide would like included, the local funding commitment, and authorization for staff to develop a letter of support for inclusion in the grant application.

CyRide could include up to six 40' heavy-duty diesel buses in the State of Iowa's Statewide FY 2022 Bus & Bus Facilities Grant Application, which would have a slight cost increase to match FY 2023 programming guidance. Replacing buses with this funding source would maximize federal dollars and allow the replacement of vehicles that are 20 years of age and significantly beyond their useful life. If the state receives funding under this grant submission, the maximum local match requirement would be \$489,132. Local match funding for these buses is currently included in the capital fund under the 40' bus replacement fund. The federal and local costs would be as follows.

| # Buses | Federal Share | Local Share | Total       |
|---------|---------------|-------------|-------------|
| 6       | \$2,771,748   | \$489,132   | \$3,260,880 |
| 5       | \$2,309,790   | \$407,610   | \$2,717,400 |
| 4       | \$1,847,832   | \$326,088   | \$2,173,920 |
| 3       | \$1,385,874   | \$244,566   | \$1,630,440 |
| 2       | \$923,916     | \$163,044   | \$1,086,960 |
| 1       | \$461,958     | \$81,522    | \$543,480   |

## **ALTERNATIVES:**

1. Approve including one 40' heavy-duty diesel bus in the State of Iowa's Statewide FY 2022 Bus & Bus Facilities Grant Application, with a local match of \$81,522, and approve submission of a Letter of Support and Commitment to the Iowa DOT for this vehicle.
2. Approve including six 40' heavy-duty diesel buses in the State of Iowa's Statewide FY 2022 Bus & Bus Facilities Grant Application, with a local match of \$489,132, and approve submission of a Letter of Support and Commitment to the Iowa DOT for these vehicles.
3. Approve including a Transit Board directed number of buses in the State of Iowa's Statewide FY 2022 Bus & Bus Facilities Grant Application, the local match to support this bus purchase, and approve submission of a Letter of Support and Commitment to the Iowa DOT for these vehicles.
4. Do not participate in the State of Iowa's Statewide FY 2022 Bus & Bus Facilities Grant Application.

## **RECOMMENDATION:**

If the Transit Board elects to pursue guaranteed formula funding for seven 40' heavy-duty buses in the separate item, the Transit Director would recommend approval of Alternative #1, to approve the inclusion of one 40' heavy-duty diesel bus, with a Letter of Support and Commitment in the state's grant application.

If the Transit Board does not wish to pursue the guaranteed formula funding, the Transit Director would recommend Alternative #2, to approve the inclusion of six 40' heavy-duty diesel buses with a Letter of Support and Commitment in the state's grant application.

Either alternative would leverage federal dollars to replace buses that are 20 years old and would assist in managing CyRide's fleet age.



April 27, 2022

**FY 2022 Low or No Emission Discretionary Grant Application**

**CyRide Resource: Shari Atwood, James Rendall**

**BACKGROUND:**

The Federal Transit Administration (FTA) released the Notice of Funding Opportunity (NOFO) for the Low or No Emission and Bus & Bus Facilities programs on March 7, 2022. The Low or No Emission program has approximately \$1.1 billion available, and the Bus and Bus Facilities program has \$372 million. These FY 2022 opportunities involve a nationally competitive process with similar submission deadlines. Given that the Low or No Emission program has three times the funding available and CyRide recently received an FY 2021 Bus & Bus Facilities award (\$3.1 million for two articulated & three battery electric buses), staff recommends submitting a grant application for a battery electric bus project under the Low or No Emission funding for FY 2022. Applications for both opportunities are due May 31, 2022, with award announcements by mid-August 2022.

CyRide is proposing a discretionary grant request for \$4,805,408 total (\$4,103,826 federal and \$701,582 local) for the purchase of four battery electric buses (BEBs), additional chargers and dispensers, facility construction improvements (electrical wiring and concrete work), engineering design work, workforce training, and consultant for the project. This request for additional BEBs would bring the total BEBs fleet to twelve. CyRide’s consultant previously recommended that CyRide could operate at least 17 BEBs without modifying current operations. The funding request is summarized below, with the majority of the “zero-emission elements” able to be requested at 85-90% federal share:

| Category                                     | Federal | Federal            | Local            | Total              |
|--|---------|--------------------|------------------|--------------------|
| Four 40' BEBs (\$1,019,000 ea.)              | 85%     | \$3,464,600        | \$611,400        | \$4,076,000        |
| Depot Charging Station and Dispensers        | 90%     | \$289,800          | \$32,200         | \$322,000          |
| Facility Construction                        | 90%     | \$211,500          | \$23,500         | \$235,000          |
| Architectural & Engineering (A&E) Design     | 80%     | \$18,800           | \$4,700          | \$23,500           |
| Mechanic/Driver Training (0.5% of award)     | 80%     | \$19,126           | \$4,782          | \$23,908           |
| Consultant – Modeling/Consultation/Reporting | 80%     | \$100,000          | \$25,000         | \$125,000          |
| <b>Total</b>                                 |         | <b>\$4,103,826</b> | <b>\$701,582</b> | <b>\$4,805,408</b> |

Below discusses the budget in more detail:

- **Four 40' BEBs (\$1,019,000 ea.):** CyRide is in the process of purchasing the first two Nova Bus BEBs for \$860,000 each. After conversations with Nova Bus, they envision the future costs for BEBs to increase by 15% due to part shortages associated with inflation and the pandemic. Additional technologies required, such as a vehicle location system, passenger counters, and automatic announcements were added, bringing the total estimated budget of the BEBs to \$1,019,000 per vehicle.
- **Depot Charging Station & Dispensers:** The chargers and dispensers for the initial deployment were recently purchased for \$96,000 for two buses. Based on an analysis of the bid results from the original project, CyRide established this funding request around the middle bidder's response to give CyRide the flexibility to select another manufacturer due to the continuously changing heavy-duty charging industry. The budget for this part of the grant submission has been set at \$322,000, reflecting the purchase of equipment to charge four buses.
- **Facility Construction:** CyRide's construction will entail the electrical wiring and concrete platforms for the chargers/dispensers. This project is much smaller than the initial BEB construction due to the transformer and switchgear not being required. As a result, \$235,000 is estimated as the price for this future construction.
- **A&E:** Architectural and Engineering design will be required to develop drawings to bid out the project, typically 10% of the overall project cost, which is \$23,500.
- **Training:** The Low or No Emission program requires that CyRide place 5% of the overall grant request in workforce development, which is \$239,080, or certify that this training is not required. While CyRide does not believe 5% of the overall grant is needed, some training will be required from the bus manufacturer, especially as battery electric technology advances. Therefore, CyRide recommends placing 0.5% of the overall request, \$23,908, for workforce training into the grant application while certifying the full 5% funding is not necessary.
- **Consultant:** CyRide will have at least two BEBs operating in the fleet, with another six buses in procurements underway in the next year. Staff envisions additional consultant work for bus and route modeling will be required, as well as help with technical evaluation of buses and chargers. Also, it is likely BEB technology will be improving, and CyRide will need the expertise of specialists to ensure CyRide is purchasing the ideal buses for deployment in Ames' future. Additionally, this funding could help update the zero-emission transition plan to determine if more than 17 BEBs could be operated in Ames. The budget includes \$125,000 toward consultant work. CyRide would like to name the Center for Transportation and the Environment (CTE) as its partner in this discretionary grant opportunity to keep consistency with past projects.

If funded, CyRide would replace four of the Gillig low-floor buses with BEBs. These Gillig "CyBrids" buses were purchased in 2010 with Voith hybrid transmissions and are now 12 years of age. Gillig only produced 26 hybrid buses with Voith technology, and CyRide has 12 (46%) of these buses in our fleet. Voith stopped supporting its hybrid program in 2016 and liquidated its remaining hybrid parts inventory by 2018. CyRide purchased many hybrid parts at substantial savings through this liquidation, but those parts are now unattainable, and our Cybrid fleet's hybrid systems are failing. CyRide can operate the hybrid buses utilizing only the diesel engine, but this is problematic on a bus with "Cybrid" on the side of the vehicle and has largely been avoided where possible.



Additionally, the state does not currently support the replacement of hybrid buses through its grant processes and will only replace hybrid buses with a standard diesel 40' heavy-duty bus. Replacing the hybrid buses with battery electric buses through discretionary grants would allow CyRide to maintain its low-emission fleet rather than replace buses with conventional diesel vehicles.

To fund the \$701,582 local match, CyRide would utilize a portion of the \$1,000,000 in local match committed to the capital projects funding for battery electric buses in the Transit Board meeting on September 15, 2021.

**ALTERNATIVES:**

1. Approve submission of an FY 2022 Low or No Emission discretionary grant application for a battery electric bus project, committing up to \$701,582 in local match for the grant.
2. Approve submission of an FY 2022 Low or No Emission discretionary grant application for a Transit Board specified bus option.
3. Do not submit an FY 2022 Low or No Emission discretionary grant application.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. Applying for this grant would allow CyRide to potentially replace up to four hybrid buses with battery electric buses. If awarded, these new battery electric buses will enable CyRide to continue its path towards a more sustainable and cleaner bus fleet.

**April 27, 2022**

**Fareless Analysis Scope of Work**

**CyRide Resource: James Rendall, Barbara Neal**

## **BACKGROUND:**

At the March Transit Board meeting, board members agreed to hire a consultant to assist staff in analyzing a systemwide fareless model for CyRide. The first step in the consultant selection process is to develop a Scope of Work that will be included in a Request for Proposal (RFP) document.

CyRide staff has drafted a preliminary Scope of Work based on Transit Board comments. This Scope of Work can be modified based on the Transit Board's direction. The attached document details an estimated three-month work proposal, including six tasks to be accomplished by a consultant.

## **Project Tasks**

### **Task 1: Kickoff Meeting, Refine Goals and Objectives, and Project Management**

Review the scope of work, project objectives, and timeline. Develop or refine project outcomes, approaches, and deliverables. Develop or refine a list of peer agencies to include in the analysis.

The consultant or their team will meet regularly with CyRide staff to review progress, identify challenges, and ensure that deliverables are met, which can be accomplished through phone calls, virtual, and in-person meetings.

The consultant will create up to two presentations to the CyRide Board of Trustees or other entities as part of this effort, which may be delivered virtually. One project invoice will be provided after delivering the final project materials.

### **Task 2: Evaluate Existing Conditions, Fare Structure, Policies, and Current Data**

Review the existing fare structure and policies, summarize ridership and revenue trends, fare media usage, other fare policies and practices, and rider demographics to determine opportunities for fare policies and structure changes.

The following data exist to analyze fares, key indicators, and trends for both fixed route and paratransit services, including:

- Average fare per passenger
- Farebox recovery ratio by mode and relationship to farebox recovery goals
- Fare policies
- Ridership and revenues by fare product
- Pass sales and pass usage
- APC fixed route data at a per-stop and per-route level

**Task 3: Peer Review and Best Practices**

Provide key lessons learned from at least three other transit agencies that have implemented a fareless policy (not temporarily due to the COVID-19 pandemic). Findings should include ridership changes, service increases, staffing needs, system policies, and funding sources for both fixed route and paratransit operations.

**Task 4: Systemwide Fareless Program Evaluation**

Summarize the implications of converting to a fareless policy, which should include key findings, existing fare costs, revenue impacts, equity implications, fixed route ridership, and paratransit ridership.

**Task 5: Fare Scenarios**

Evaluate ridership and revenue implications from different program alternatives. Revisit the key findings found from existing conditions, overview national best practices, and introduce a range of four to six alternatives for further analysis and review, including expected changes in revenue, ridership, staffing, and costs in operational and capital areas.

**Task 6: Fare Analysis Recommendation and Documentation Report**

A final report detailing findings. A draft report will be submitted for evaluation, including documentation, and recommendations for all tasks. Based on feedback from the draft document, a final report will be developed. These reports will include a concise Executive Summary and be a core component of the final presentation to the Transit Board.

**Project Budget**

CyRide staff has performed an independent cost analysis and believe this fareless analysis will cost approximately \$50,000. Funding for this could be secured by using \$50,000 from the Operations Fund closing balance. The City of Ames audit process has not yet concluded, but CyRide anticipates that the closing balance will have an uncommitted amount of \$1,398,563 above the Transit Board’s directed 10% reserve amount. A summary of the operations fund, including the closing balance, is shown on the attached document.

If approved by the Transit Board, CyRide staff would work with the Purchasing Division to release the RFP. Listed below is the proposed schedule for this project.

| Date          | Project Element                                      |
|---------------|--|
| May 6, 2022   | Scope of work developed/RFP                          |
| May 6, 2022   | Release of bids                                      |
| May 25, 2022  | Bids due   |
| June 22, 2022 | Report of bid and award of contract to Transit Board |
| June 28, 2022 | Award of contract to City Council                    |

**ALTERNATIVES:**

1. Approve the Scope of Work as presented for inclusion in a request for proposal to conduct a Fareless Analysis.
2. Approve the Scope of Work as presented, with Transit Board modifications, in a request for proposal to conduct a Fareless Analysis.
3. Do not approve the scope of work.
4. Direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 or #2 to include the scope of work as presented in the RFP to conduct a Fareless Analysis. Hiring a consultant to evaluate a fareless model would allow the Transit Board to evaluate and analysis the potential positive and negative impacts to CyRide and the local funding partners.

# CyRide Systemwide Fareless Operations Study

## Scope of Work

**Estimated Project Duration: Three months**

### **Project Background**

More than 90% of CyRide's transit trips are paid through a universal pass agreement with Iowa State University's (ISU) Student Government. CyRide is interested in evaluating the current fare structure and fare policies, including the potential for systemwide fareless operations across all aspects of the transit service. This decision could have far-reaching implications on the entire transportation system. The elimination of fares may remove some barriers to riding transit and could increase utilization of the transit system from non-ISU students, as well as increasing the number of transit trips taken by current customers. CyRide is a highly efficient transit system, and it is crucial to investigate all outcomes of a fareless transit system, including benefits and impacts, before any decision is made.

### **Project Timeline**

CyRide expects to award this contract by June 28, 2022, with work to be completed by September 30, 2022.

### **Project Objectives**

CyRide examined systemwide fareless options as part of a large scope of work in 2017. Usage of the transit system has significantly changed due to both the CyRide 2.0 redesign and the COVID-19 pandemic, requiring a new look at fare collection. This study seeks the answers to the following questions:

#### *Goals of Fares*

- What are the benefits and drawbacks of a fareless system?
- Why should we charge or not charge a fare?
- What are the benefits or impacts on diversity, equity, and inclusion?

#### *Service Levels*

- How can fare revenue be replaced so as not to affect service levels?
- Should service levels change if no fares are collected? Why and how?
- Does a fareless transit system increase access to essential community resources (e.g., healthcare, grocery, schools, work)?
- What are the implications on paratransit if a fareless system is implemented?
- Would a fareless transit system improve the community's air quality and environmental health?

### *Rider Profiles*

- What are CyRide's rider profiles in terms of how each would benefit or not from a fareless transit system?
- Could a fareless model be prioritized for marginalized peoples/communities?
- Could a fareless model advance transportation equity in the community?

### *Transit Agency Jobs and Operations*

- What impact does not collecting fares have on existing employment positions at CyRide?
- What are the fareless operations and maintenance implications amid bus operator shortages during pandemics and other emergencies/crises?
- How have other transit agencies accommodated, changed, or eliminated jobs and processes when fares and their collection were removed?

### *Ridership*

- Would eliminating fare collection on CyRide create a significant enough incentive to reduce single-occupant vehicle demand?
- If higher ridership is expected, how would this impact all levels of our organization, i.e., operations, maintenance, service levels, wear/tear, and the ability to fund the service?

## **Project Tasks**

### **Task 1: Kickoff Meeting, Refine Goals and Objectives, and Project Management**

Review the scope of work, project objectives, and timeline. Develop or refine project outcomes, approaches, and deliverables. Develop or refine a list of peer agencies to include in the analysis.

The consultant or their team will meet regularly with CyRide staff to review progress, identify challenges, and ensure that deliverables are met, which can be accomplished through phone calls, virtual, and in-person meetings.

The consultant will create up to two presentations to the CyRide Board of Trustees or other entities as part of this effort, which may be delivered virtually. One project invoice will be provided after delivering the final project materials.

## **Task 2: Evaluate Existing Conditions, Fare Structure, Policies, and Current Data**

Review the existing fare structure and policies, summarize ridership and revenue trends, fare media usage, other fare policies and practices, and rider demographics to determine opportunities for fare policies and structure changes.

The following data exist to analyze fares, key indicators, and trends for both fixed route and paratransit services, including:

- Average fare per passenger
- Farebox recovery ratio by mode and relationship to farebox recovery goals
- Fare policies
- Ridership and revenues by fare product
- Pass sales and pass usage
- APC fixed route data at a per-stop and per-route level

## **Task 3: Peer Review and Best Practices**

Provide key lessons learned from at least three other transit agencies that have implemented a fareless policy (not temporarily due to the COVID-19 pandemic). Findings should include ridership changes, service increases, staffing needs, system policies, and funding sources for both fixed route and paratransit operations.

## **Task 4: Systemwide Fare-Free Program Evaluation**

Summarize the implications of converting to a fareless policy, which should include key findings, existing fare costs, revenue impacts, equity implications, fixed route ridership, and paratransit ridership.

## **Task 5: Fare Scenarios**

Evaluate ridership and revenue implications from different program alternatives. Revisit the key findings found from existing conditions, overview national best practices, and introduce a range of four to six alternatives for further analysis and review, including expected changes in revenue, ridership, staffing, and costs in operational and capital areas.

## **Task 6: Fare Analysis Recommendation and Documentation Report**

A final report detailing findings. A draft report will be submitted for evaluation, including documentation and recommendations for all tasks. Based on feedback from the draft document, a final report will be developed. These reports will include a concise Executive Summary and be a core component of the final presentation to the Transit Board.

**April 27, 2022**

**Driver Shortage - Informational**

**CyRide Resource: Christine Crippen**

**BACKGROUND:**

CyRide has been struggling to hire and retain an adequate number of part-time drivers needed to operate the entire academic school year schedule. Transit agencies around the country have experienced a drastic drop in employment numbers since the COVID-19 pandemic started. With ridership slowly increasing back toward normal levels, employee shortages could begin to limit service, which is already being seen by many other transit systems. Efforts are being made to address this situation through a variety of approaches. However, hiring remains lower than normal. Staff believes it is vital to increase the number of applicants and decrease staff turnover to ensure CyRide can start the fall semester with an appropriate number of part-time employees to provide full service.

For historical context, CyRide currently has 74.6% of shifts filled, down from the previous five-year average of 89.8% filled. The schedule is considered filled when between 92% and 96% of shifts are assigned. When the pandemic started in 2020, CyRide had the lowest number of people leaving in a ten-year period, and we hired the same amount of people as in an average year. In 2021, CyRide experienced a record number of people leaving: 53 employees departed, which resulted in a reduction of 1,223.4 assigned hours, including the loss of 22 part-time employees who had ¾-time status and four full-time drivers quit or retired. CyRide hired 40 drivers that covered 885.3 hours; however, only seven of the 22 ¾-time employees were replaced. CyRide's most significant loss within its workforce is with ¾-time employees, and we are not getting enough applicants to replace them. The number of applicants looking for half-time status has also decreased. Other campus organizations that hire student workers have been affected as well. It is unknown if decreased ISU enrollment affects the number of students applying or if fewer students are looking for employment.

CyRide would need to hire more than 40 employees in half-time status to have enough employees for the fall. This number exceeds historical hiring performance over the summertime. Over the last seven years, we have hired, on average, 17 people between the months of May through August. In combination with the ongoing recruitment for one of the Transit Trainer positions, it is unlikely that 40 new employees can be onboarded this summer. However, if more of these hires could be at the ¾-time level, it would significantly improve CyRide's prospects for beginning fall service with necessary shifts filled.



To help attract more overall applicants, CyRide has increased the amount of advertising across the community and has tried different approaches to find part-time drivers. We have been attending events to answer questions in person, hand out fliers, and encourage applications directly. These events have included the July 4 parade, National Night Out, Destination Iowa State, and new student orientation, among other opportunities. We placed a large banner ad on ISU Daily's website at the beginning of the school year. We also purchased strategic advertising on iHeartRadio's streaming network, targeting four different radio stations with listenership in Story and Boone counties. CyRide's hiring ad is on the City of Ames' employment page, the ISU job board, and the city's recruiting websites, such as Indeed, Simply Hired, and Zip Recruiter. Advertising on buses was expanded with new exterior signage and rotating interior and exterior digital signs highlighting the \$1,000 hiring incentive. Finally, reminders have been distributed to current employees about the \$500 employee referral incentive CyRide offers.

A focus group meeting will be held on Tuesday, April 26, with drivers who have received the \$1,000 hiring incentive. We hope to collect driver perspectives on whether the hiring incentive has encouraged people to apply and stay at CyRide who would not have otherwise considered it a job option. We also hope to get some information about what things we could do to attract more drivers. The results of this focus group and internal analysis of the results will help determine whether to recommend continuing the incentive next year.

Hourly pay is another factor that may be affecting CyRide's ability to attract and retain employees. CyRide has historically enjoyed a solid competitive advantage in hourly pay for starting employees relative to similar opportunities in the community. This advantage has eroded in recent years, with many entry-level positions in Ames now having pay rates at or above \$15 an hour. The current wage for new drivers is \$16.96 an hour. Competition between employers looking for employees with CDLs is fierce, with starting bonuses in the thousands of dollars. CyRide has stringent hiring requirements above and beyond other CDL employers, and with a minimal pay gap, applicants may be choosing other employers instead of CyRide. Wages represent the largest share of CyRide's operating costs, and no changes to wages are being recommended at this time. However, staff will continue to monitor the compensation rates of other employers. If the pay rate at CyRide falls behind prevailing rates in the community, more information will be brought to the Transit Board for consideration.

CyRide estimates it will cost the organization approximately \$248,000 during the school year and approximately \$30,000 during the summer in overtime and extra wages to cover shifts until new drivers are hired and trained. Before the pandemic, CyRide did not need to offer overtime in the summer. In addition, administration and management staff have driven approximately 1,024 hours since August of 2021. Moreover, CyRide dispatchers have filled approximately 1,832 hours of service. The risk of having so much overtime for dispatch and drivers is that many employees are starting to experience burnout, and fewer people are willing to work additional hours.

## Potential Next Steps

It is unknown whether this hiring situation is temporary or reflective of a structural change in the labor force and represents a shift in how CyRide will need to recruit drivers in the future. Consequently, staff believes that any change to positions or compensation should be made incrementally and strongly focus on constraining future costs. With that in mind, several options are being considered for recommendation by staff at a future Transit Board meeting.

First, the compensation for on-call positions may need to be re-evaluated over the summer period. The vacancy rate for on-call shifts over the summer is very high, at 36% on weekdays, 88% on Saturdays, and 100% on Sundays, which was also a factor in the summer of 2021. Adjustments have been made to the processes that encourage and require drivers to sign up for less desirable shifts, including on-call shifts, but this ultimately negatively impacts other areas, including retention. On-call shifts are currently paid \$5.00 per hour during the school year. During the summer, on-call shifts are \$1.00 per hour. Staff estimates that increasing the compensation for all on-call shifts to \$10.00 per hour could result in an approximate cost of \$65,000. In addition, with the amount of open shift work still available, the on-call shifts will be used frequently, at which point drivers would be earning their regular pay.

Staff are also considering a permanent increase in the number of open work detail shifts (OWDs) and changing their compensation structure. Scheduling staff members use these positions to cover available shifts, vacation requests, special events, and other short-term vacancies. Each OWD shift has guaranteed  $\frac{3}{4}$ -time hours and offers step B pay as the minimum pay rate (\$20.24 per hour). More of these positions could be added to encourage more career-oriented employees, and the pay could be increased to step C at \$21.89 per hour, which is still significantly less than the full-time step C wage of \$27.57. Adding three of these positions is estimated to cost less than \$16,000. Increasing the pay from step B to step C would likely cost less than \$3,000 for each position. In addition, the OWD shifts could be added to cover shifts that are typically not filled, providing some stability to the schedule. Increasing the pay would be like a shift differential to cover the less desirable nights and weekends shifts.

Finally, additional full-time positions are an option to help address the retention of employees. When CyRide was a much smaller organization in the 1990s, there were as many as 30 full-time drivers versus the 24 full-time drivers we have currently. Increasing the full-time driver pool could also be used to help balance out areas in the schedule that are less preferable for drivers. At CyRide, full-time positions are assigned based on a combination of seniority hours and a minimum performance score. The significant driving hours required before achieving full-time status means that career employees almost universally fill these positions, and turnover at the full-time level is low. In most cases, when CyRide promotes a driver to a full-time position, they were already working nearly 40 hours per week, and thus there is no significant change in the number of open driving hours covered. Due to benefit changes, there are also costs associated with promoting a  $\frac{3}{4}$ -time employee to full-time, approximately \$21,000 per position. However, full-time positions are a powerful incentive for employees to continue down a long-term career path at CyRide. Having more of these spots could help encourage employees to treat the transit operator position as a career choice rather than a temporary job. More full-time positions could also decrease the 9.2 years it takes on average for a driver to be promoted to full-time status.

CyRide welcomes Transit Board input on this subject, which will help inform formal requests to improve hiring and retaining drivers at a later meeting.



**April 27, 2022**  
**Monthly Report**  
**CyRide Resource: Barbara Neal**

### **1. Conflict of Interest**

The City of Ames requests employees, members of city boards and commissions, council members, and the mayor annually submit a conflict of interest disclosure form or any time changes occur. The paperwork may be completed either electronically or using the form attached to the board packet. The city is requesting that forms be completed by May 31, 2022. Board members may give the forms to CyRide for processing, or you may complete the form online via a link sent to you through email.

### **2. Emergency Preparedness**

With severe weather season here, CyRide has been reviewing and updating emergency plans. CyRide's Tornado/Severe Weather Response Plan was significantly upgraded to include more detailed procedures and ready-made resources like maps, communication templates, and decision-making guidelines. The maintenance department also met to review flood equipment and supplies. The operations department has been updating CyRide's Flood Emergency Response Plan to ensure continuity of operations in the event of a flood. Contingency plans for other emergencies continue to be revised as time allows.

### **3. Mask Mandate**

On Thursday, April 14, 2022, the Transportation Security Administration (TSA) announced an extension to the mask mandate, moving the end date from April 18 to May 3, 2022. On Monday, April 18, a US District Judge struck down the mask mandate for travel. As a result, the TSA announced they would not be enforcing their security directive for masking late Monday evening. Both the CDC and TSA have made statements that their orders for masking are no longer being enforced, so we are allowing our passengers and employees to decide on their own if they want to wear masks on the bus or in the administration building. Staff will monitor masking rule changes and keep the Transit Board apprised of significant developments.

#### **4. State Grant Modifications – Section 5310**

At the meeting on March 23, 2022, the Transit Board approved the state grant application to the Iowa DOT, which included approximately \$370,000 in Section 5310 funding to support Dial-A-Ride service, automatic voice announcement system fees, and infotainment signage. However, at the time of approval, federal apportionments were not yet finalized, and thus the exact grant amount was subject to change.

On April 12, 2022, the Iowa DOT notified CyRide of final Section 5310 funding allocations. CyRide's Section 5310 funding was increased by \$44,513 (21.2%) due to a change in the overall transit appropriation. This additional funding can be used to support Dial-A-Ride at up to 80% federal share, reducing the financial cost of Dial-A-Ride services to the local funding partners.



### **Process to Report Any Potential Conflict of Interest for Related Parties**

All City Boards, Commissions, Council Members and Mayor are required to complete a conflict of interest disclosure form for related parties. A new form must be submitted annually and at the time of any changes. The City's conflict of interest policy change is only in the format in which you report and frequency in which you report it.

There are two ways to complete the required paperwork:

- Select the link in the email which was sent, complete the form & select "submit", <https://www.cityofames.org/government/departments-divisions-i-z/purchasing/conflict-of-interest-form>
- Or complete the form attached, print and submit to Accounting

The following attachments are provided for additional information regarding the City of Ames Purchasing conflict of interest policy:

- Current Conflict of Interest List
- Frequently Asked Questions (FAQs) on the City's Conflict of Interest Policy
- Chapter 13 – City of Ames Purchasing Conflict of Interest Policy and Code of Ethics
- Chapter 26 - City of Ames Purchasing Procedures Relating To Conflict of Interest & Code of Ethics

Forms are to be completed no later than May 27, 2022 to comply. Failure to comply will be reported to the liaison for further action.

Direct questions to your either your supervisor or Karen Server, Purchasing Manager (515-239-5125).



# CITY OF AMES CONFLICT OF INTEREST DISCLOSURE RELATED PARTIES

It is the intent of the City's Conflict of Interest Policy to comply with applicable statutory requirements and to avoid any appearance of a conflict of interest on the part of the City.

**Section 1. Complete the following.**

|            |             |                                |
|------------|-------------|--------------------------------|
| Last Name: | First Name: | Middle Name:                   |
| Position:  | Department: | Appointed Board or Commission: |

No business ownership or employment for you, your spouse, child, parent or sibling (go to Section 4 below, sign and submit).  
 Yes, one of the following applies (go to Section 2 below).  
 - Employee owns all or part of a business.  
 - Your spouse, child, parent, or sibling owns all or part of a business.  
 - You, your spouse, child, parent or sibling receive sales commission or any direct monetary gain as the result of a purchase by the City.

**Section 2. If answered Yes, complete the following.**

Enter the name of business and relationship: **Owner Employee**

Name of Business Name of owner/employee and relationship to City Employee

Name of Business Name of owner/employee and relationship to City Employee

Unsure if there is a conflict, complete Section 3.

**Section 3. Report employment of employee, spouse, child, parent, or sibling. Purchasing Manager will review and notify you of the findings.**

A new form must be submitted annually and at the time of any changes.

**Section 4. Acknowledgment of the Employee.**

I have read and understand the Conflict of Interest Policies and Code of Ethics in Chapter 13 of the Purchasing Policies and Procedures. I agree to report promptly any direct or indirect conflict of interest that arises during my employment at the City of Ames to comply with this policy and its procedures.

Printed Name

Date

Please direct questions to either your supervisor or the Purchasing Manager (515-239-5125)