



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – December 21, 2022

1. CALL TO ORDER: 4:00 p.m.
2. Approval of November 30, 2022, Minutes
3. Public Comments
4. 2023 HVAC Improvements Project
5. Memorandum of Understanding Renewal with Story County Medical Center
6. Fiscal Year 2024 Budget
7. Monthly Report
8. Spring Meeting Dates / Times
 - January 26, 5:00 p.m.
 - February 23, 5:00 p.m.
 - March 23, 5:00 p.m.
 - April 27, 5:00 p.m.
 - May 25, 5:00 p.m.
9. Adjourn



November 30, 2022

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on November 30, 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, Ludwig, Norton, and Schainker present.

APPROVAL OF OCTOBER 26, 2022, MINUTES:

Trustee Beatty-Hansen made a motion to adopt the October 26, 2022, Transit Board minutes as presented; Trustee Ludwig seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

FREE RIDES ON ELECTION DAY:

Director Neal requested formal approval of allowing all passengers to ride fare-free on both fixed routes and Dial-A-Ride services on Election Day 2022. The board members had previously informally approved the measure via email communication. The total cost for the day was \$589.

Director Neal recommended approval of Alternative #1. Allowing all passengers to board for free on Election Day helped expand access to voting and generates goodwill with the public at a minimal financial cost.

Trustee Beatty-Hansen made a motion to approve Alternative #1 for 2022 and all future election dates; Trustee Ludwig seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

RATE SETTING RESOLUTION – FY 2024 BUDGET:

Director Neal requested approval of the Rate Setting Resolution for the FY 2024 budget year. There were no changes to the fare or rate structure other than the dates that passes are sold.

Director Neal recommended approval of Alternative #1. Adopting the proposed rates would fulfill the ordinance requirements and maintain last year's fare structure for the upcoming budget year.

Trustee Schainker made a motion to approve Alternative #1; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

MEMORANDUM OF AGREEMENT WITH IOWA DEPARTMENT OF TRANSPORTATION FOR SHARED SPACE:

Director Neal requested approval of the Memorandum of Agreement with the Iowa Department of Transportation to share its CDL skills testing site. CyRide has been working to become a third-party CDL tester for the State of Iowa, and part of the agreement requires CyRide to have a CDL skills testing site approved by the IDOT. The IDOT agreed to allow CyRide to share its space once both parties signed the agreement.

Director Neal recommended approval of Alternative #1. Approving the MOA will allow CyRide to share the IDOT CDL skills testing site, reducing administrative costs.

Trustee Ludwig made a motion to approve Alternative #; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

MEMORANDUM OF UNDERSTANDING RENEWAL WITH STORY COUNTY MEDICAL CENTER:

Director Neal requested approval of a Memorandum of Understanding with the Story County Medical Center to provide transportation services if Story County declared an emergency proclamation. The agreement was last executed on January 9, 2020, and is similar to other emergency service MOUs for fire and police services to support the area.

Trustee Schainker and Trustee Norton had some concerns about the language of the MOU and requested CyRide consult with the Legal Department.

Trustee Ludwig made a motion to table this item, pending consultation by the Legal Department; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

FACILITY EXPANSION - DISCUSSION:

Director Neal presented information on a possible facility expansion option. Recent legislation has substantially increased the Federal Bus and Bus Facilities competitive grant program, Section 5339(b), with the Infrastructure Investment and Jobs Act providing nearly \$2 billion over the next five years to this program. As a result, CyRide worked with the on-call architecture and engineering firm to develop a preliminary design for an on-site expansion of the garage and administrative space, which is needed to prepare for a facility grant application.

ISU Campus Planner Sarah Lawrence was present for the discussion and presented some concerns Facilities Planning & Management had about the initial rendering to the group. Transit Board members discussed Iowa State University's concerns with the preliminary design plan. Trustee Norton said these issues would need to be addressed before moving forward on an expansion. Board members also acknowledged the fiscal benefit of the increased funding available in a potential grant.

Trustee Schainker made a motion to develop a plan to expand the CyRide facility in its current location, with the first step being to work with Iowa State University to get an approved site development plan and then move ahead with an expansion grant as quickly as possible; Trustee Ludwig seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

MONTHLY REPORT:

Battery Electric Bus Update: NOVA Bus has informed CyRide that the delivery of the two battery electric buses has been delayed until February due to supply chain disruption.

Winter Season Preparation: Maintenance staff has begun preparations for the winter operational season. The training staff has also been reviewing materials with drivers for techniques on winter driving.

Theodore and Mr. Gobbles on the Buses: Both turkeys were on routes before Thanksgiving to bring cheer to passengers and the community.

Restoration of Weekend Service: Due to staffing improvements, CyRide will fully restore the #1 Red and #3 Blue routes on December 3.

Quarterly Report: The Quarterly Report shows our ridership levels continuing to slowly increase.

Spring meeting dates: Due to the availability of the board members, the Spring Meeting dates will be the 4th Thursday of the month at 5:00 p.m.

- January 26, 5:00 p.m.
- February 23, 5:00 p.m.
- March 23, 5:00 p.m.
- April 27, 5:00 p.m.
- May 25, 5:00 p.m.

Adjourn: Trustee Ludwig made a motion to approve adjourning at 4:50 p.m.; Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Liz Jeffrey, President

Cheryl Spencer, Recording Secretary

December 21, 2022
2023 HVAC Improvements Project
CyRide Resource: James Rendall

On November 8, 2022, CyRide, in coordination with the Purchasing division, released the 2023 HVAC Improvements Project (Bid No. 2023-074). Plans and specifications called for replacing obsolete HVAC equipment for the area of the facility that serves the paint booth, body bay, and tire area, along with replacing the vehicle exhaust system in the body bay. There was also a single alternate to incorporate the new equipment into the facility’s existing control software.

The following budget was established for this project:

Funds Available	Dollars
State PTIG Funds	\$331,548
Local Grant Match	\$82,887
Total Grant Funds Available	\$414,435
Carry Over from the 2022 HVAC Improvement Project	\$38,335
Total Project Budget	\$452,770

Bids were due on December 14, 2022. No bids were received in response to the invitation to bid. CyRide staff contacted potential bidders and the on-call Architecture and Engineering firm to determine why there were no responses to the invitation to bid. Following those discussions, staff believes there was a timing problem due to the significant number of other projects that prospective contractors were pursuing. Re-issuing the project again would allow contractors another opportunity to bid the project without requiring changes to the overall project scope or budget.

ALTERNATIVES:

1. Accept the report of no bids and direct staff to prepare to rebid the project.
2. Direct staff to work with the A&E consultant and refine the project plans in accordance with Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Approving the project for rebidding would allow CyRide to replace obsolete equipment and improve the working environment for employees without requiring an additional financial commitment from the funding partners.



December 21, 2022
Memorandum of Understanding Renewal with
Story County Medical Center
CyRide Resource: Barbara Neal

BACKGROUND:

CyRide has had a Memorandum of Understanding (MOU) with the Story County Medical Center (SCMC), located in Nevada, Iowa, to provide transportation services if Story County declares an emergency proclamation. The MOU between SCMC and CyRide was last executed on January 9, 2020. In the past, CyRide has entered into similar agreements with Mary Greeley Medical Center (MGMC) in Ames; however, CyRide does not have an agreement with MGMC at this time.

The SCMC request for renewal is similar to other emergency service MOUs for fire and police services to support the area. At the November 30 board meeting, board members requested the Legal Department review the language under the Terms and Conditions section. Legal has reviewed this document and modified the Terms and Conditions. SCMC found the requested change acceptable. The MOU is attached to the board packet for review.

ALTERNATIVES:

1. Approve the Memorandum of Understanding with the Story County Medical Center for emergency transportation services.
2. Do not approve the Memorandum of Understanding and direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Approving the MOU will support emergency preparedness for the Story County Medical Center if an emergency proclamation is declared.

EMERGENCY SERVICES AGREEMENT

This Emergency Services Agreement is entered into on the 1st day of January 2023 between the Ames Transit Agency d/b/a City of Ames (CyRide) located at 601 N. University Blvd., Ames, Iowa, 50010, and Story County Medical Center (SCMC) located 640 South 19th Street, Nevada, Iowa, 50201.

STATEMENT OF THE PARTIES INTENTIONS

CyRide and SCMC desire to enter into an Emergency Services Agreement where CyRide shall provide emergency transportation services as allowed by Federal Transit Administration regulations if an emergency proclamation is declared by Story County.

TERMS AND CONDITIONS

- 1. **Product:** CyRide agrees to provide bus transportation to SCMC at a high priority to the hospital as determined by the agency’s Transit Director. These services will be made to the hospital and/or any other available site designated by SCMC. These services will be provided as quickly as possible and no later than 2 hours after official notification. Transportation will be provided within a 30-miles radius of Ames.
- 2. **Pricing:** SCMC is purchasing the above services at CyRide’s standard published rate each year for additional services.
- 3. **Billing:** SCMC will require an itemized invoice consistent with its established purchasing procedures.
- 4. **Ordering:** CyRide has provided the following names and phone numbers to be called in the event of an emergency:
 - a. Ames Transit Agency (CyRide) Dispatch: 239-5560
Office Hours:
Monday - Thursday: 5:30am-12:30am
Friday: 5:30am-12:30am (non-ISU school days) and 2:30am (ISU school days)
Saturday: 7:00am-12:30am (non-ISU school days) and 2:30am (ISU school days)
Sunday: 8:00am-11:30pm
 - b. Christine Crippen, Assistant Director of Operations: (cell) 515-460-5276
- a) **Term and Termination:** The term of this agreement shall begin on January 1, 2023, and shall expire on December 31, 2025. This agreement may be terminated by either party with a sixty (60) day written notification.

IN WITNESS WHEREOF, the parties to this agreement have executed this agreement as of the date first written above.

Ames Transit Agency
By: _____
Title: _____
Date: _____

Story County Medical Center
By: _____
Title: _____
Date: _____



December 21, 2022

FY 2024 Budget

CyRide Resource: Rob Jennings, Barbara Neal

BACKGROUND:

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

This budget and the presented capital plan support CyRide's goal of connecting people to their community with safe and efficient transportation while exceeding customer expectations. It also supports efforts to reduce carbon emissions and provide a sustainable community in which to live.

Ridership has continued to shift due to changes in work patterns and educational opportunities. These fluctuations are not unique to CyRide and are a trend seen nationwide by transit agencies. Currently, ridership is around 70% of pre-pandemic levels, but it is projected to continue to rise. While increased ridership is a positive development, challenges remain with staffing levels, supply chain reliability, and overall economic uncertainty. In this type of environment, CyRide is pleased to present a budget with minimal increases to the local funding partners while including major initiatives designed to improve the quality and efficiency of CyRide services.

Attracting and retaining frontline employees will be critical to ensure we can meet the service demands of our customers. Like many businesses across the country, but particularly in the transportation industry, CyRide continues to face ongoing workforce challenges. Due to this, CyRide will maintain existing efforts to recruit and retain employees and look for creative opportunities to expand the workforce.

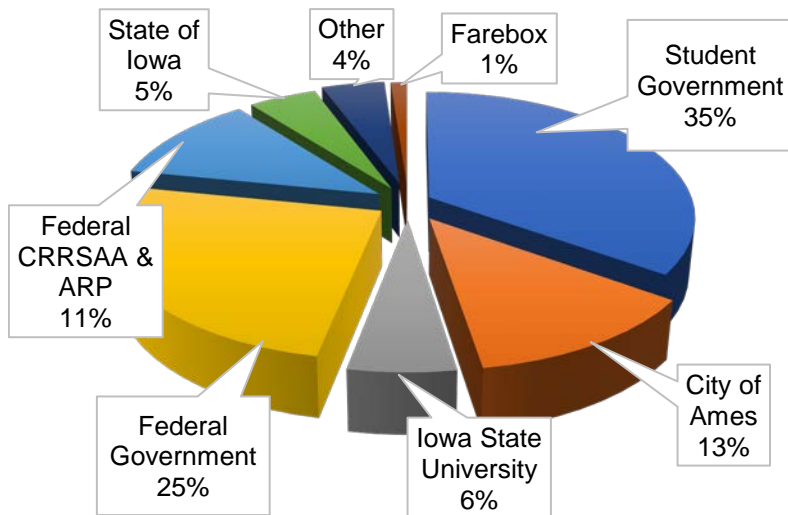
Training will be vital to support employees at all levels. CyRide plans to continue developing employees to reach organizational objectives. Investing in our employees will help create new leaders, increase retention, and improve CyRide's ability to adapt to the emerging challenges of transit post-pandemic.

The role of technology will be important this next budget year. Broadening the amount of data collected will identify areas where CyRide can improve system efficiency. Expanding the use of the existing automatic passenger counting hardware in the buses will help gather information for future service planning.

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

Current Year (FY 2023) Amended Budgeted Revenues

CyRide's amended revenue sources for the current fiscal year are shown below. The Transit Board approved revenue contributions by the three local funding partners in December 2021. In addition, at the August 2022 board meeting, the Transit Board approved an increase in the Federal Government revenue allocation based on CyRide's new apportionment.



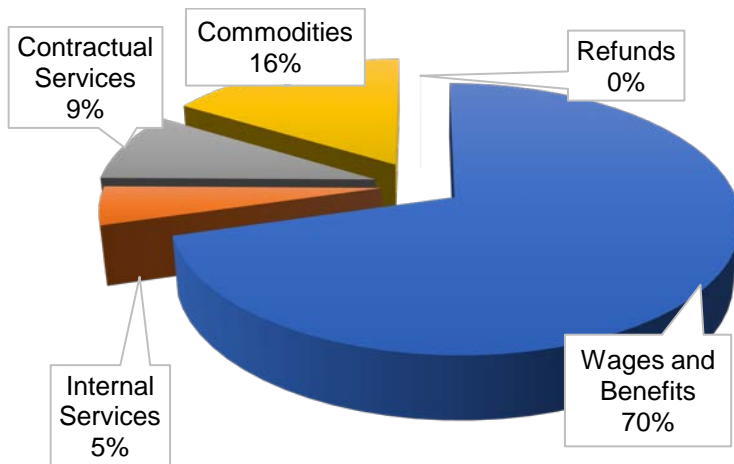
Funding Partner	Revenues
Student Government	\$ 5,741,486
City of Ames	\$ 2,078,474
Iowa State University	\$ 911,493
Federal Government	\$ 4,135,821
Federal CRRSAA and ARP Acts	\$ 1,865,971
State of Iowa	\$ 800,000
Other	\$ 738,803
Farebox	\$ 189,400
Total Revenues	\$16,461,448

- Federal** – CyRide annually receives Section 5307 funds, which are directed toward employee wages and fuel. These funds were initially set in the FY 2023 budget at \$2,225,971. The Infrastructure Investment and Jobs Act included a substantial investment in transit that increased federal funding for CyRide. The amended FY 2023 budget increased this revenue source to \$4,135,821.
- Federal CRRSAA and ARP** – CyRide received one-time supplemental federal funding to support transit operations during the pandemic. The remainder of the CRRSAA and ARP Acts funding was allocated to employee wages. These funds required no local match requirement and were fully utilized in December.
- State of Iowa** – The State of Iowa contribution is budgeted at \$800,000. This funding is State Transit Assistance (STA), which comes from new car sales. The final funding amount for this revenue source is expected to be similar to the prior year's allocation.
- Other Revenue** – This category includes advertising, transit contracts, reimbursements, interest income, and similar revenues. It was budgeted at \$780,804 and amended to \$738,803 to better reflect advertising revenues and interest income changes.
- Farebox Revenue** – For the current year, farebox revenue is budgeted at \$189,400, which reflects an initial projection of lower fare revenues based on longer-term declines in ridership.

CyRide will continue to monitor revenue sources for significant deviations and bring information to the Transit Board if conditions change.

Current Year (FY 2023) Amended Budgeted Operating Expenses

CyRide’s amended operating expenses for the current fiscal year are shown below, excluding transfers to support the capital improvement plan. The amended budget was approved by the Transit Board in September 2022, reallocating funds to increase the operating budget to offset potential expenditure shortfalls.



Category	Expenses
Wages and Benefits	\$10,163,609
Commodities	\$ 2,344,350
Contractual Services	\$ 1,228,760
Internal Services	\$ 675,896
Refunds	\$ 600
Total Expenses	\$14,413,215

- **Wages and Benefits** – This category is the largest expense in the CyRide budget. To address the challenging labor shortage, CyRide expanded the Transit

Driver position by two full-time equivalents (FTEs), and the hourly wage rates for part-time drivers and lane workers were increased. The FY 2023 budget was amended by allocating an additional \$500,000 to this line item, increasing wages and benefits to \$10,163,609.

- **Commodities** – Fuel, parts, and lubricants are the largest portion of this expenditure. Fuel prices have seen extreme volatility this year, which is anticipated to continue through the rest of the budget year and beyond. Fuel is currently budgeted at \$2.75 per gallon. CyRide has paid an average of \$3.75 per gallon for fuel this fiscal year. Consequently, the Transit Board authorized the transfer of an additional \$500,000 to this line item to offset any budget shortfalls. CyRide will continue to monitor this item carefully and report significant changes to the Transit Board.
- **Contractual Services** – For the current year, contractual items were budgeted at \$1,056,760 but amended to \$1,228,760 to better reflect actual expenditures in this category. A large portion of the increase is due to increased ridership and costs of Dial-A-Ride services.
- **Internal Services** – For the current year, Internal Services was budgeted at \$693,072. However, this expense was lowered to \$675,896 to reflect actual costs better.

Reserve Fund Balances

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

Transit Operations Fund – CyRide maintains a closing balance in this fund to address unanticipated needs, satisfy the City’s reserve requirements for cash-flow purposes, and meet local match requirements for grant opportunities. Transit Board policy is to have a closing balance between 7.5% and 10% of total expenditures. At the meeting on September 28, 2022, the Transit Board authorized CyRide to reallocate \$3,000,000 of the FY 2022 operations fund closing balance to additional operating expenditures in the FY 2023 budget and the capital reserve fund for a future facility expansion project and 40’ bus replacement fund. After the reallocation, the uncommitted closing balance is anticipated to be \$2,770,605. The Operations Fund closing balance preserves the Transit Board’s minimum balance goal with a final balance above the 10% threshold.

Operations Fund Activity	Dollars
Preliminary Operations Fund Closing Balance	\$10,810,254
FY 2022 Federal Funds*	(\$2,400,000)
10% Closing Balance for FY 2022	(\$1,155,056)
System Recalibration	(\$250,000)
Local Match Transfer to Capital Reserve Fund for BEB in FY2023	(\$600,000)
FY 2021 Bus & Bus Facilities Discretionary Grant Local Match	(\$562,125)
FY 2022 HVAC Local Match	(\$103,804)
Low Floor Cutaway	(\$22,468)
Fareless Analysis	(\$50,000)
Uncommitted Closing Balance before Reallocation	\$5,770,605
FY 2023 Wages/Benefits and Fuel	(\$1,000,000)
Local Match 40’ Bus Purchases	(\$1,000,000)
Local Match Facility Expansion/Building	(\$1,000,000)
Anticipated Uncommitted Closing Balance after Reallocation	\$2,770,605

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

Transit Capital Reserve Fund – This fund is used for grant and capital activities. The balance remaining in the Capital Reserve Fund at the end of the current fiscal year is anticipated to be \$1,329,883, which will be carried over as the beginning balance for the next fiscal year to fund the purchase of rolling stock and next year’s facility improvement projects. This number does not include additional reserves reallocated by the Transit Board for facility and bus replacements.

Transit Student Government Trust Fund – This fund is used to stabilize contributions from the Student Government (SG) to CyRide’s operating budget. The fund balance fluctuates based on ISU enrollment, SG approved fees, and service levels. The fund has a target goal of 10% of the SG budget commitment to CyRide. Based on the anticipated operations funding closing balance and the 5-year pro forma, CyRide does not believe it is necessary to draw the remaining \$242,327 from the SG Trust Fund. The SG Trust Fund balance is projected to end the fiscal year with \$311,520 above the minimum reserve. Refer to the attached SG Trust Fund data for additional details.

FY 2024 Operating Budget Revenue Discussion

REVENUES	City Year-End Actuals		CyRide				
	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2023 Amended	FY 2024 Requested	Change FY 2023 Adopted to FY 2024	Change FY 2023 Amended to FY 2024
Local Funding Partner Contributions							
Student Government (SG)	\$ 5,130,052	\$ 5,499,160	\$ 5,741,486	\$ 5,741,486	\$ 5,856,316	2.0%	2.0%
SG Trust Fund Transfer	\$ 0	\$ 0					
City of Ames	\$ 2,041,384	\$ 2,032,842	\$ 2,078,474	\$ 2,078,474	\$ 2,120,043	2.0%	2.0%
Iowa State University	\$ 893,621	\$ 893,621	\$ 911,493	\$ 911,493	\$ 929,723	2.0%	2.0%
Federal, State, Fares, and Other Revenue							
Federal Government	\$ 0	\$ 0	\$ 2,225,971	\$ 4,135,821	\$ 4,135,821	85.8%	0.0%
CRRSSA and ARP	\$ 6,126,089	\$ 6,281,345	\$ 2,047,216	\$ 1,865,971			
State of Iowa	\$ 880,957	\$ 993,353	\$ 800,000	\$ 800,000	\$ 800,000	0.0%	0.0%
Fares	\$ 99,737	\$ 148,583	\$ 189,400	\$ 189,400	\$ 166,400	-12.1%	-12.1%
Other	\$ 1,174,541	\$ 1,067,426	\$ 780,804	\$ 738,803	\$ 751,442	-3.8%	1.7%
Total Revenues	\$16,346,381	\$16,916,330	\$14,774,844	\$16,461,448	\$14,759,745	-0.1%	-10.3%

The baseline budget for the local funding partners shows a request of 2%. These funding levels will be discussed later in the overall budget consideration. However, the following revenue assumptions have been made for revenue sources other than those provided by the local funding partners.

- **Federal Government Funding** – This revenue represents Federal Transit Administration (FTA) funding sources such as Section 5307, Section 5310, and Small Transit Intensive Cities (STIC). The amount of assistance provided by the federal government is being budgeted at \$4,135,821.
- **State of Iowa Funding** – This revenue source comes from the State Transit Assistance (STA) funding. The State of Iowa’s assistance is expected to remain unchanged at \$800,000 for the FY 2024 budget year.
- **Fare Revenue** – This revenue source is being set at \$166,400 in the FY 2024 budget, which is a reduction of \$23,000 from the current budget year to account for declining ridership.
- **Other Revenue** – This revenue source is being budgeted at \$751,442.

FY 2024 Budget Operating Expense Assumptions

EXPENDITURES	City Year-End Actuals		CyRide				
	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2023 Amended	FY 2024 Requested	Change FY 2023 Adopted to FY 2024	Change FY 2023 Amended to FY 2024
Wages and Benefits	\$ 8,046,185	\$ 8,474,143	\$ 9,497,110	\$10,163,609	\$10,612,941	11.7%	4.4%
Commodities	\$ 1,061,648	\$ 1,638,849	\$ 1,719,050	\$ 2,344,350	\$ 2,425,176	41.1%	3.4%
Contractual Services	\$ 632,382	\$ 817,108	\$ 1,056,760	\$ 1,228,760	\$ 1,176,999	11.4%	-4.2%
Internal Services	\$ 597,823	\$ 620,220	\$ 693,072	\$ 675,896	\$ 733,968	5.9%	8.6%
Refunds	\$ 6	\$ 246	\$ 600	\$ 600	\$ 600	0.0%	0.0%
Total Expenditures	\$10,338,044	\$11,550,566	\$12,966,592	\$14,413,215	\$14,949,684	15.3%	3.7%

The FY 2024 budget operating expenses assumptions represent an increase of 15.3% compared to the FY 2023 adopted budget and a 3.7% increase compared to the FY 2023 amended budget. The following information shows the proposed operating expenses by category compared to the amended FY 2023 budget authorized by the Transit Board in September.

- **Wages and Benefits** – This expenditure is being increased by 4.4% overall for FY 2024. It includes increases due to contractual and noncontractual wages and benefits. It also includes two staffing changes for an overall increase of .75 FTE. Due to increased needs in the maintenance division, the Maintenance Principal Clerk position would be expanded from a half-time to a three-quarter-time position. The Transit Technology Coordinator/Dispatcher position would be separated into two positions, expanding the Transit Technology Coordinator position to a full-time position to reflect the expanding workload and CyRide’s technology needs while retaining the half-time position in the dispatch workgroup.
- **Commodities** – Fuel, parts, and lubricants are the largest portion of this expenditure. The overall budget for commodities is being increased by 3.4% for FY 2024 from the amended budget.
 - **Fuel** – The FY 2024 budget has not increased from FY 2023 amended budget. Volatility in the fuel markets is expected to continue over the next budget year. If the cost of fuel is estimated to exceed the budgeted value, staff will bring an action item to the Transit Board with options for resolving the situation.
 - **Parts** – The FY 2024 budget has increased by 13.6% to \$659,000 to allow for the overall price increases due to disruptions in the supply chain. These parts are common items purchased for the repair and maintenance of the buses. Issues with supply chains and parts availability are expected to affect pricing through this next year.
- **Contractual Services** – Contractual expenditures include payments for services performed by outside professionals, contractors, and vendors for repairs and maintenance. This category also includes utilities paid by CyRide. Contractual expenses for FY 2024 are projected to decrease by 4.2% overall.

- **Internal Services** – This category includes payments for services performed internally by other City of Ames departments, such as human resource services, data services, messenger services, etc. Internal services for FY 2024 will increase by 8.6% from the amended FY 2023 expenses, mainly due to insurance rates.

Capital Improvements Plan

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

If approved as part of the overall budget, CyRide would begin to purchase items contained in the first year of the CIP beginning July 1, 2023. The remaining years are more fluid due to annual funding increases and decreases. The information below details the CIP’s first-year purchases.

FY 2024 Capital Request Summary

CAPITAL	City Year-End Actuals		CyRide	
	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Requested
Beginning Balance	\$ 2,101,470	\$ 2,627,314	\$ 2,600,354	\$ 1,329,883
Capital Revenues				
Federal/State Funding (Grants)	\$ 1,906,637	\$ 3,694,236	\$10,915,731	\$ 7,302,040
ISU Parking	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest Revenue	\$ 9,609	\$ (30,018)	\$ 7,000	\$ 7,000
Transfer from Transit Operations	\$ 1,057,193	\$ 5,401,961	\$ 3,400,000	\$ 1,362,125
Total Capital Revenues	\$ 2,990,439	\$ 9,083,179	\$14,339,731	\$ 8,688,165
Total Capital Available	\$ 5,091,909	\$11,710,493	\$16,940,085	\$10,018,048
Capital Expenditures				
Vehicle Replacement & Rehabilitation	\$ 1,520,141	\$ 3,409,244	\$11,937,698	\$ 8,067,143
Facility Improvements & Expansion	\$ 865,909	\$ 540,010	\$ 660,941	\$ 890,000
Technology	\$ 7,450	\$ 654,568	\$ 845,945	\$ 70,000
Bus Stop Improvements	\$ 0	\$ 0	\$ 0	\$ 60,000
Shop and Office Equipment	\$ 71,095	\$ 52,716	\$ 165,618	\$ 114,400
Total Capital Expenditures	\$ 2,464,595	\$ 4,656,538	\$13,610,202	\$ 9,201,543
Ending Balance	\$ 2,627,314	\$ 2,600,354*	\$ 1,329,883*	\$ 816,505

*Does not include transfers to reserve funds

The FY 2024 budget reflects a transfer of \$1,362,125 to the capital fund to purchase buses and support facility improvements, which is an increase from typical years due to a local match transfer for the FY 2021 Bus & Bus Facilities Discretionary Grant. In addition, a variety of capital projects are planned for the upcoming fiscal year:

- **Three Battery Electric Buses** – The plan includes the replacement of three 40' diesel buses with three battery electric buses. CyRide received a Bus and Bus Facilities discretionary grant to support these vehicles. Funding for this project is at 85% federal share. These buses will increase the number of zero-emission buses in CyRide's fleet to eight, moving toward a more environmentally sustainable future.
- **Seven New 40' Heavy-Duty Buses** – CyRide received grant funding for seven new 40' buses. CyRide will receive between 80% and 85% state funding for these buses. These buses will replace existing 40' buses and assist CyRide in meeting its federal TAM plan goals. However, some of these vehicles may be delayed until the following capital year due to substantial increases in vehicle costs.
- **Two New 60' Articulated Bus** – The Ames Area Metropolitan Planning Organization (AAMPO) awarded CyRide \$225,000 per bus to purchase two articulated buses. Combined with the Bus and Bus Facilities discretionary grant, these funds will be used to upgrade two 40' buses to 60' buses, allowing CyRide to operate the #23 Orange route exclusively with articulated buses.
- **One Support Vehicle** – The plan includes the replacement of one CyRide support vehicle. These vehicles are used to support operations.
- **Shop Rehabilitation** – The shop rehabilitation project includes extensive renovations in the maintenance area to improve safety, increase air quality, isolate task areas, and increase the amount of space within the building for CyRide maintenance employees and equipment storage. CyRide received Public Transit Infrastructure Grant (PTIG) funding to support the project. This work will improve areas of the facility that are 40 years old and assist with CyRide's State of Good Repair and TAM plan requirements.
- **Cooling Tower Loop** – Large portions of the facility use heat pumps that exchange energy with the Iowa State University power plant. This system is highly efficient and has a low ongoing cost to CyRide. However, if an issue arises, the building is left without heating or cooling. The plan contains funding for backup system to provide supplemental heating/cooling in an emergency until the system can be repaired.
- **Bus Stops and Shelters** – CyRide will update the bus stop improvement plan this year to ensure improvements enhance the passenger experience for the greatest number of riders. Automatic passenger counters (APCs) will allow CyRide to measure the precise number of passengers boarding and alighting from buses at each stop and help determine the appropriate amenities needed at each location. Additionally, the Iowa DOT has issued a report with recommended bus stop improvements along their roadways. Recommendations from the report will also be incorporated into the updated bus stop improvement plan.

- **Bus Technology** – CyRide will continue to invest in bus technology to improve system efficiency and the riding experience for passengers with disabilities. There will also be an investment in bus display monitors to display the upcoming stops along routes to assist passengers with disabilities. The same monitors may also be used for advertising.
- **Electric Vehicle (EV) Level 2 Charger** – CyRide will invest in installing EV charging stations to encourage personal electric vehicles and support future electric relief vehicles.
- **Computers/Office Equipment** – The FY 2024 office equipment expenditures include replacing computers, laptops, printers, office chairs, and stand-up-style desks at an estimated cost of \$14,400. Except for stand-up desks, these expenditures are used for replacing old and obsolete equipment.
- **Shop Equipment** – The CyRide Maintenance Division owns several pieces of specialized equipment used to maintain buses in compliance with FTA regulations regarding vehicle maintenance. The specialized equipment includes parts washers, refrigerant recovery machines, lifts, and electronic diagnostic equipment. In FY 2024, CyRide plans to replace ultrasonic cleaning equipment and a tire balancing machine. Both pieces of equipment are used in the routine maintenance of heavy-duty vehicles and will replace equipment that does not meet the required specifications.
- **Auxiliary Heaters** – The plan includes the installation of auxiliary heaters on several buses. These auxiliary heaters are used to help maintain the passenger area and engine temperatures during severely cold weather.

Remaining Four Years (FY 2025 - FY 2028)

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

- **40' and 60' Buses** – One to three buses are scheduled each year of the four remaining years of the CIP. These buses would replace 40' buses and assist CyRide in meeting its federal TAM plan goals.
- **Battery Electric Buses (BEB)** – Beginning in FY 2026 CyRide will replace one 40' diesel bus with a BEB. In 2019, CyRide worked with the Center for Transportation and the Environment (CTE) to conduct a “Zero Emission Roadmap” to deploy electric bus technology through 2030. As a result, it was determined that seventeen BEBs could operate within the current route structure. In addition, CyRide will keep looking for grant opportunities to continue moving toward more sustainable transportation.
- **Support Vehicles** – Administrative vehicles are replaced every four to six years, depending on conditions and fiscal constraints.

- **Bus Stop Improvements** – CyRide will continue using APCs to measure the number of passengers boarding and alighting at bus stops, ensuring bus stop amenities improve and enhance the passenger experience for the greatest number of riders. CyRide also added local funding for small concrete replacement projects in FY 2025 and FY 2028.
- **Building Improvement and Expansion** – This plan assumes the following:
 - **Building Fire Suppression Upgrades** – With the expansion of battery electric buses to the fleet, a building fire suppression system will be necessary to mitigate battery fire risks within the facility. This upgrade would likely be funded with the assistance of a state grant.
 - **Fueling System Upgrade** – CyRide would replace its fuel dispensing system with a spill-free fueling system that is faster, has less waste, and is more environmentally sustainable. CyRide will look for state grant opportunities to assist with funding this project.
 - **Facility Expansion** – CyRide has budgeted funds to explore improvements and a possible facility expansion.
 - **Concrete** – Funds for concrete replacement are budgeted annually based on the amount of concrete expected to degrade each year.

FY 2024 Budget Summary

The CIP budget for FY 2024 includes funding for three battery electric buses, seven 40' buses, and two 60' articulated buses. In addition, a State of Iowa Public Transportation Infrastructure Grant (PTIG) will allow CyRide to complete a much-needed shop rehabilitation project.

The proposed FY 2024 operating budget totals \$14,949,684 and represents an increase of 15.3% from the adopted FY 2023 budget and a 3.7% increase from the amended budget. In September, the Transit Board informally concurred with three recommended items in the FY 2024 baseline budget. These were a service change eliminating the #7 Purple route during ISU breaks and operating the #11 Cherry route to provide better service to this area of town, and two staffing changes, expanding the Maintenance Principal Clerk position and separating the Technology Coordinator/Dispatcher position. **These changes were included in the baseline budget and will require a 2.0% increase from local funding partners.**

CyRide is seeking board input on the recommended budget and if any modifications should be included. The Transit Board may vote on a final budget at the December meeting or defer action until a special January meeting. If action is deferred, the board will also need to determine a January board meeting date to meet the required Intergovernmental Agreement deadline of January 21.

ALTERNATIVES:

1. Approve the FY 2024 budget as proposed, with a 2% increase to the local funding partners.
2. Defer approval, direct staff to modify the FY 2024 budget according to Transit Board priorities, and set a January Transit Board meeting date to meet the Intergovernmental Agreement deadline of January 21.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to approve the FY 2024 budget as presented. This budget allows CyRide to continue offering the high level of transit services the community relies upon at minimal additional costs to the funding partners.

BUDGET ANALYSIS - 2022 Actual, 2023 Amended, 2024 Requested

10/18/2022

12/13/22	4:59 PM	18-19	19-20	20-21	21-22	22-23	22-23	23-24	% Chg.	% Chg.	% Chg.	% Chg.
		Actual	Actual	Actual	Actual	Adopted	Amended	Requested	Am/Ad	Am/Act	Req./Ad.	Req./Am.
FIXED ROUTE												
550-1221	Operations	\$6,436,100	\$6,238,368	\$6,186,971	\$6,406,224	\$7,353,077	\$8,103,699	\$8,391,890	10.2%	26.5%	14.1%	3.6%
550-1222	Maintenance	\$2,369,916	\$2,196,103	\$2,121,874	\$2,644,451	\$2,955,732	\$3,582,232	\$3,724,173	21.2%	35.5%	26.0%	4.0%
FIXED ROUTE TOTAL		\$8,806,016	\$8,434,471	\$8,308,845	\$9,050,675	\$10,308,809	\$11,685,931	\$12,116,063	13.4%	29.1%	17.5%	3.7%
DIAL-A-RIDE												
550-1341	Operations	\$160,672	\$154,967	\$129,217	\$243,104	\$184,773	\$259,774	\$260,284	40.6%	6.9%	40.9%	0.2%
550-1342	Maintenance		\$0	\$0	\$0	\$0	\$0	\$0				
DIAL-A-RIDE TOTAL		\$160,672	\$154,967	\$129,217	\$243,104	\$184,773	\$259,774	\$260,284	40.6%	6.9%	40.9%	0.2%
ADMINISTRATION/SUPPORT												
550-1101	Administration	\$1,405,819	\$1,167,463	\$1,086,923	\$1,287,424	\$1,412,243	\$1,398,148	\$1,457,614	-1.0%	8.6%	3.2%	4.3%
550-1102	Safety/Training	\$366,487	\$397,887	\$444,302	\$561,533	\$588,870	\$588,870	\$614,755	0.0%	4.9%	4.4%	4.4%
550-1103	Promotion	\$2,565	\$1,741	\$751	\$4,203	\$10,300	\$10,300	\$10,350	0.0%	145.0%	0.5%	0.5%
550-1105	Bldg/Grounds	\$386,302	\$366,200	\$368,006	\$403,627	\$461,596	\$470,193	\$490,618	1.9%	16.5%	6.3%	4.3%
ADMIN/SUPPORT TOTAL		\$2,161,174	\$1,933,291	\$1,899,982	\$2,256,788	\$2,473,010	\$2,467,511	\$2,573,337	-0.2%	9.3%	4.1%	4.3%
TOTAL OPERATING EXPENSES		\$11,127,863	\$10,522,729	\$10,338,044	\$11,550,566	\$12,966,592	\$14,413,216	\$14,949,684	11.2%	24.8%	15.3%	3.7%
TRANSFER TO SG TRUST		\$226,455	\$464,178									
TRANSFER TO CAPITAL FUND		\$800,000	\$902,520	\$1,057,193	\$5,401,961	\$1,400,000	\$3,400,000	\$1,362,125	142.9%	-37.1%	-2.7%	-59.9%
TOTAL USED		\$12,154,318	\$11,889,427	\$11,395,237	\$16,952,527	\$14,366,592	\$17,813,216	\$16,311,809	24.0%	5.1%	13.5%	-8.4%
OPENING BALANCE		\$4,306,970	\$4,842,009	\$5,895,307	\$10,846,451	\$5,642,838	\$10,810,254	\$5,470,090	91.6%	-0.3%	-3.1%	-49.4%
OPERATING REVENUE		\$12,689,357	\$12,942,725	\$16,346,381	\$16,916,330	\$14,774,844	\$16,461,448	\$14,759,745	11.4%	-2.7%	-0.1%	-10.3%
TOTAL AVAILABLE		\$16,996,327	\$17,784,734	\$22,241,688	\$27,762,782	\$20,417,681	\$27,271,703	\$20,229,835	33.6%	-1.8%	-0.9%	-25.8%
Committed Funds					\$3,884,593		\$3,988,397					
Closing Balance Excess of 10%					\$5,770,605							
CLOSING BALANCE		\$4,842,009	\$5,895,307	\$10,846,451	\$1,155,056	\$6,051,089	\$5,470,090	\$3,918,026				
Closing/Operating Total		43.5%	56.0%	104.9%	10.0%	46.7%	38.0%	26.2%				
REVENUE/EXPENSE RATIO		114.3%	123.0%	158.1%	146.5%	113.9%	114.2%	98.7%				

ISU Student Fees and Trust Fund Summary
Minimum Reserve Fund of 10%, with 3% Annual Budget Increase
Fall 2023 Enrollment Projections for 29,000 Students

CYRIDE BUDGET	Actual 20-21	Actual 21-22	Actual 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
Budgeted Commitment	\$5,741,487	\$5,741,487	\$5,741,487	\$5,913,731	\$6,091,143	\$6,273,878	\$6,462,094	\$6,655,957
Revenue Collected	\$5,130,052	\$5,499,160	\$5,858,582	\$5,965,824	\$6,046,546	\$6,219,897	\$6,501,222	\$6,659,228
Surplus/(Deficit)	(\$611,435)	(\$242,327)	\$117,095	\$52,092	(\$44,598)	(\$53,981)	\$39,128	\$3,271

TRUST FUND								
Opening Balance	\$774,057	\$778,284	\$763,574	\$885,669	\$942,762	\$903,164	\$854,184	\$898,313
Interest	\$4,227	(\$14,710)	\$5,000	\$5,000	\$5,000	\$5,001	\$5,001	\$5,001
CyRide Transfer to Trust Fund			\$117,095	\$52,092				\$3,271
Trust Fund Transfer to CyRide	\$0				(\$44,598)	(\$53,981)	\$39,128	
Ending Balance	\$778,284	\$763,574	\$885,669	\$942,762	\$903,164	\$854,184	\$898,313	\$906,585
Minimum Reserve Fund Balance Target	\$574,149	\$574,149	\$574,149	\$591,373	\$609,114	\$627,388	\$646,209	\$665,596
Balance after Minimum Reserve	\$204,135	\$189,425	\$311,520	\$351,388	\$294,050	\$226,796	\$252,104	\$240,989

ACTIVITY FEE								
Increase	\$0.00	\$9.50	\$10.50	\$5.50	\$5.50	\$5.50	\$5.50	\$5.50
Total Fees	\$85.10	\$94.60	\$105.10	\$110.60	\$116.10	\$121.60	\$127.10	\$132.60
ISU Enrollment	31,825	30,708	29,969	29,000	28,000	27,500	27,500	27,000

CyRide Capital - FY22 to FY28

12/15/22 10:58 AM

		FY22	FY23	FY24	FY25	FY26	FY27	FY28
		Actual	Budget w/ CO's					
Capital								
Beginning Balance		\$ 2,627,314	\$ 2,600,354	\$ 1,329,883	\$ 816,505	\$ 842,571	\$ 582,556	\$ 388,361
State/Federal Building	80%							
PTIG Building	80%	\$ 396,115	\$ 304,753	\$ 581,566	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
State/Federal Bus (60' Bus)(FY22)		\$ 463,723	\$ 410,426	\$ 966,874	\$ -			
State/Federal Bus (40' Bus)(FY22)			\$ 3,483,119					
State/Federal Bus (40' Bus)(FY23)	80%	\$ 1,556,893	\$ 879,946	\$ -	\$ 1,306,138	\$ 1,332,260	\$ 905,937	\$ 462,028
State/Federal Bus (40' Bus)(FY24)				\$ 3,037,100				
STBG Money		\$ 178,338	\$ 271,662	\$ 450,000	\$ -	\$ 225,000	\$ 225,000	
State/Federal Bus	85%							
VW Award Money		\$ -	\$ 890,000					
State/Federal BEB (FY21)		\$ 17,111	\$ 1,643,069					
State/Federal BEB (FY23)			\$ 2,502,489			\$ 439,450	\$ 439,450	\$ 439,450
State/Federal BEB (FY24)				\$ 2,218,500				
State/Federal Minibuses (FY22)	85%	\$ 548,659	\$ 249,917					
State/Federal Minibuses (FY23 HIRTA)	85%		\$ 135,372					
State/Federal Bus Stops	80%	\$ -	\$ -	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
State/Federal Annunciators - LED	80%	\$ 101,376	\$ -	\$ -				
State/Federal Annunciators - APC		\$ 432,021	\$ 37,016					
LED - Signage Infotainment		\$ -	\$ 72,255					
Infotainment (FY22)			\$ 35,707					
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ (30,018)	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Capital Transfer		\$ 5,401,961	\$ 3,400,000	\$ 1,362,125	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Capital Revenues		\$ 9,083,179	\$ 14,339,731	\$ 8,688,165	\$ 2,778,138	\$ 3,468,710	\$ 3,042,387	\$ 2,373,478

		FY22	FY23	FY24	FY25	FY26	FY27	FY28
Total Available		\$ 11,710,493	\$ 16,940,085	\$ 10,018,048	\$ 3,594,643	\$ 4,311,281	\$ 3,624,943	\$ 2,761,839
	Grants							
Interior Improvement Project		\$ 8,203						
HVAC Replacement (Phase 1)	PTIG							
HVAC Replacement (Phase 2)	PTIG	\$ 495,144						
HVAC Replacement (Phase 3)	PTIG		\$ 380,941					
Shop Expansion	PTIG			\$ 750,000				
Building Fire Suppression (BEB)					\$ 750,000			
Fueling System Upgrade (Spill Free)	PTIG					\$ 750,000		
Facility Expansion	PTIG						\$ 750,000	\$ 750,000
Articulated Bus (Grants)		\$ 802,576	\$ 908,328	\$ 1,700,000	\$ -			
Bus (Grants) BEB (FY21)		\$ 21,706	\$ 2,354,055					
Bus (Grants) BEB (FY23)			\$ 2,964,986			\$ 1,019,000	\$ 1,059,760	\$ 1,102,150
Bus (Grants) BEB (FY24)				\$ 2,610,000				
Bus (Grants) 40' Buses (FY22)			\$ 4,104,256					
Bus (Grants) 40' Buses (FY23)		\$ 1,938,179	\$ 1,035,230	\$ -	\$ 1,632,672	\$ 1,665,326	\$ 1,132,421	\$ 577,535
Bus (Grants) 40' Buses (FY24)				\$ 3,717,143				
Bus (Grants) Minibuses (FY22)		\$ 646,783	\$ 341,582					
		5 Large Buses Tot. * 1 ARTIC (7130) *4-40' HD BUSES (7117, 7133, 7124 & 762/785 Lilac EXP) *6 Minibus (333-338)	16 Large Buses Tot. *5-40' BEB BUSES (778, 779, 501, 503, 504) *10- 40' HD BUSES (7132, 7123, 7125, 958, 956, 955, 957,1140,953, 954) *1-Artic (1141) *2-Minibuses (390,391)	12 Large Buses Tot. * 2 ARTIC's(952, 502) *7-40' HD BUSES(9072, 9074, 9077, 9071, 9075, 9073, 9076) *3 BEB BUSES (949, 950, 951)	3 Large Buses Tot. *3-40' HD BUSES (9070, ?, ?)	4 Large Buses Tot. * 1 BEB *3-40' HD BUSES	3 Large Buses Tot. * 1 BEB * 2-40' HD BUSES	2 Large Buses Tot. * 1 BEB * 1-40' HD BUSES
HIRTA Bus	5310		\$ 159,261					
Bus Stop Shelters	5310	\$ -		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Annunciators / AVL - LED Signage	5310	\$ 127,627						
LED Signage - Infotainment	5310	\$ -	\$ 90,319					
Infotainment (FY22)			\$ 44,634					
APC Project	5312	\$ 484,255	\$ 41,128					
Facility Improvements - Exterior		\$ -	\$ 75,000					
Facility Improvements - Interior			\$ 50,000					
AVL Replacement (Local)		\$ -	\$ 100,000					
Bus Technology		\$ 42,686	\$ 157,314	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Support Vehicle		\$ -	\$ 70,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
			Terrain (Red 2015)	Fusion (2016)	Escape (2017)			
Shop Trucks								
Shop Equipment		\$ 38,167	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Computers/Office Equip.		\$ 5,850	\$ 40,618	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400
Concrete		\$ -	\$ 80,000	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Concrete (Bus Stops)		\$ -	\$ 25,000		\$ 25,000			\$ 35,000
A&E Services		\$ 36,663	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Security System (Building)		\$ -	\$ 200,000					
Maint. Software		\$ -	\$ 100,000					
Safety Software		\$ 8,699						
Demand Response Mgmt Software			\$ 50,000					
Protection Rails (Articulated Buses)		\$ -	\$ 75,000					
Facility Technology		\$ -	\$ 62,550					
Cooling Tower Loop				\$ 50,000				
Auxiliary Heaters (buses)				\$ 50,000	\$ 50,000			
EV Level 10 Charger				\$ 20,000				
BEB Battery Replacement		\$ -						
Capital Expenses		\$ 4,656,538	\$ 13,610,202	\$ 9,201,543	\$ 2,752,072	\$ 3,728,726	\$ 3,236,581	\$ 2,759,085
Ending Balance		\$ 7,053,955	\$ 3,329,883	\$ 816,505	\$ 842,571	\$ 582,556	\$ 388,361	\$ 2,754
Facility Expansion Local Match		\$ 1,715,166	\$ 1,000,000					
BEB Local Match (Up to 10 Vehicles)		\$ 1,000,000						
40' Bus Local Match		\$ 1,738,435	\$ 1,000,000					
Balance without Bus Replacement and Building Fund		\$ 2,600,354	\$ 1,329,883	\$ 816,505	\$ 842,571	\$ 582,556	\$ 388,361	\$ 2,754

CYRIDE VEHICLE REPLACEMENT & REHABILITATION

PROJECT STATUS: Cost Change Advanced
Revenue Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide will replace buses in the fleet as grant funding opportunities arise to ensure vehicles are in a state of good repair, as required by the Federal Transit Administration. CyRide anticipates future state funding for new buses through the state's capital funding allocation process. CyRide will continue to look for grant opportunities to continue to move towards more sustainable transportation. CyRide's Zero-Emission roadmap, developed by the Center for Transportation and the Environment (CTE) and approved by the Transit Board, supports 17 battery electric buses in the current facility and on the existing routes. CyRide has five vehicles used for administrative support in the operations division for drivers to utilize when switching shifts. These vehicles are on a four to six-year replacement schedule. Dial-A-Ride vehicles are programmed to be replaced every four to six years.

In total, these purchases are programmed as follows:

- 2023/24 Replace three 40' buses with battery electric buses (\$2,610,000); replace seven 40' buses (\$3,717,143); replace two 40' buses with 60' articulated buses (\$1,700,000); replace one administrative vehicle
- 2024/25 Replace three 40' buses (\$1,632,672); replace one administrative vehicle
- 2025/26 Replace three 40' buses (\$1,665,326); replace one 40' bus with a battery electric bus (\$1,019,000); replace one administrative vehicle
- 2026/27 Replace two 40' buses (\$1,132,421); replace one 40' bus with a battery electric bus (\$1,059,760); replace one administrative vehicle
- 2027/28 Replace one 40' bus (\$577,535); replace one 40' bus with a battery electric bus (\$1,102,150); replace one administrative vehicle

COMMENTS

New buses will be funded with 80-85% federal funding, including the State of Iowa's Iowa Clean Air Attainment Program (ICAAP) funds, which are a distribution of federal dollars. For FY 2023/24, the Ames Area MPO approved \$450,000 to assist in funding the purchase of two new articulated buses.

	TOTAL	2023/24	2024/25	2025/26	2026/27	2027/28
COST:						
Large Buses - 40' New	14,516,007	6,327,143	1,632,672	2,684,326	2,192,181	1,679,685
Large Buses - 60' New	1,700,000	1,700,000				
Administrative Vehicles	200,000	40,000	40,000	40,000	40,000	40,000
Dial-A-Ride Bus/Van						
TOTAL	16,416,007	8,067,143	1,672,672	2,724,326	2,232,181	1,719,685
FINANCING:						
Transit Fund	3,968,820	1,394,669	366,534	727,616	661,794	818,207
PTMS Funds	11,547,187	6,222,474	1,306,138	1,771,710	1,345,387	901,478
STP Funds	900,000	450,000		225,000	225,000	
TOTAL	16,416,007	8,067,143	1,672,672	2,724,326	2,232,181	1,719,685

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439,
552-1169-439

CYRIDE FACILITY IMPROVEMENTS

PROJECT STATUS: Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

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

- 2023/24 Shop rehabilitation project (\$750,000); Cooling tower loop (\$50,000); concrete replacement; A & E Services
- 2024/25 Building fire suppression upgrades for battery electric buses (\$750,000); concrete replacement; A & E services
- 2025/26 Fueling System upgrade (\$750,000); concrete replacement; A & E services
- 2026/27 Construct an addition onto existing or new facility (\$750,000); concrete replacement; A & E services
- 2027/28 Construct an addition onto existing or new facility (\$750,000); concrete replacement; A & E services

COMMENTS

The shop rehabilitation project will improve safety and expand work areas for CyRide maintenance employees. This project will improve areas of the facility that are 40 years old. With the expansion of battery electric buses to the fleet, a building fire suppression system will be necessary to mitigate battery fire risks within the facility. Concrete replacement is budgeted each fiscal year to replace concrete around the facility as it fails. A fueling system upgrade will replace the existing fueling system with one that is faster, has less waste, and is more environmentally sustainable. A&E services would provide technical expertise during the various construction projects and assist with preparing bid documents. The CIP assumes a CyRide facility expansion as funding sources are identified. To date, CyRide has reserved \$2,715,166 in local match dollars for a grant to begin construction.

LOCATION

CyRide, 601 N. University Blvd.

	TOTAL	2023/24	2024/25	2025/26	2026/27	2027/28
COST:						
Architectural/Engineering	250,000	50,000	50,000	50,000	50,000	50,000
Concrete	160,000	40,000	30,000	30,000	30,000	30,000
Construction	3,750,000	750,000	750,000	750,000	750,000	750,000
Cooling Tower Loop	50,000	50,000				
TOTAL	4,210,000	890,000	830,000	830,000	830,000	830,000
FINANCING:						
Transit Fund	1,228,434	308,434	230,000	230,000	230,000	230,000
State of Iowa - PTIG	2,981,566	581,566	600,000	600,000	600,000	600,000
TOTAL	4,210,000	890,000	830,000	830,000	830,000	830,000

PROGRAM - ACTIVITY:

DEPARTMENT:

ACCOUNT NO.

CYRIDE TECHNOLOGY IMPROVEMENTS

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

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

- **Bus Technology/Signage:** CyRide will continue investing in bus technology to improve system efficiency and ride experience for passengers with disabilities. Interior signs listing upcoming stops will be expanded to additional vehicles, and obsolete advertising screens will be retrofitted with new equipment.
- **Electric Vehicle (EV) Level 2 Chargers:** CyRide will be installing new EV charging stations to support and encourage personal electric vehicles and future replacement of electric relief vehicles.

COMMENTS

CyRide recently purchased demand response software to help manage existing and future demand response service offerings. This purchase includes internal management tools and a passenger-facing app for scheduling rides. Flexible transit services are vital to expanding transit access in community areas not well served by the existing fixed route bus lines.

LOCATION

CyRide, 601 North University Boulevard

	TOTAL	2023/24	2024/25	2025/26	2026/27	2027/28
COST:						
Bus Technology	250,000	50,000	50,000	50,000	50,000	50,000
EV Level 2 Charger	20,000	20,000				
TOTAL	270,000	70,000	50,000	50,000	50,000	50,000
FINANCING:						
Transit Fund	270,000	70,000	50,000	50,000	50,000	50,000
5310 Funds						
TOTAL	270,000	70,000	50,000	50,000	50,000	50,000

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

BUS STOP IMPROVEMENTS

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

Over the past two years, CyRide has seen a significant shift in riding patterns. CyRide will update the bus stop improvement plan in the coming year to ensure improvements enhance the passenger experience for the greatest number of riders.

CyRide will continue to use automatic passenger counters (APCs) to measure the number of passengers boarding and alighting at bus stops. Ensuring bus stop amenities improve and enhance the passenger experience for the greatest number of riders. Additionally, the Iowa DOT has issued a report with recommended bus stop improvements along their roadways. Recommendations from the report will be incorporated into the updated bus stop improvement plan. CyRide also added local funding for small concrete replacement projects in FY 2025 and FY 2028.

COMMENTS

Funding for shelter improvements is 80% federally funded from section 5310 funding.

LOCATION

Various locations throughout Ames.

	TOTAL	2023/24	2024/25	2025/26	2026/27	2027/28
COST:						
Pads, Benches, Shelters	300,000	60,000	60,000	60,000	60,000	60,000
Concrete	60,000		25,000			35,000
TOTAL	360,000	60,000	85,000	60,000	60,000	95,000
FINANCING:						
Transit Fund	120,000	12,000	37,000	12,000	12,000	47,000
Federal 5310 Grants	240,000	48,000	48,000	48,000	48,000	48,000
TOTAL	360,000	60,000	85,000	60,000	60,000	95,000

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

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

The FY 2023/24 office equipment expenditures include the replacement of computers, laptops, printers, office chairs, and stand-up style desks at an estimated cost of \$14,400. Except for stand-up desks, these expenditures will be used to replace old and obsolete equipment.

The CyRide Maintenance Division owns specialized equipment used to maintain buses to keep CyRide in compliance with Federal Transit Administration regulations regarding vehicle maintenance, including parts washers, refrigerant recovery machines, lifts, and electronic diagnostic equipment. Expenditures in this category are difficult to predict as some of the equipment is up to 40 years old and is still reliable. Historically, CyRide has spent between \$45,000 and \$50,000 during a fiscal year on shop equipment.

COMMENTS

CyRide will continue to invest in more stand-up desks as an element of employee wellness. Employees that have received these desks enjoy the option to stand and sit throughout the workday alternately.

In FY 2023/24, CyRide Maintenance plans to replace ultrasonic cleaning equipment and a tire balancing machine. Both pieces of equipment are used in the routine maintenance of heavy-duty vehicles and will replace equipment that does not meet the required specifications. CyRide Maintenance also plans to install auxiliary heaters on buses to help maintain passenger compartment and engine temperatures during cold weather.

LOCATION

CyRide, 601 North University Boulevard

	TOTAL	2023/24	2024/25	2025/26	2026/27	2027/28
COST:						
Computers/ Office Equipment	72,000	14,400	14,400	14,400	14,400	14,400
Shop Equipment	250,000	50,000	50,000	50,000	50,000	50,000
Auxiliary Heaters (buses)	100,000	50,000	50,000			
TOTAL	422,000	114,400	114,400	64,400	64,400	64,400
FINANCING:						
Transit Fund	422,000	114,400	114,400	64,400	64,400	64,400
TOTAL	422,000	114,400	114,400	64,400	64,400	64,400

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439



December 21, 2022

Monthly Report

CyRide Resource: Barbara Neal

1. Demand Response Software Update

At the meeting on September 28, 2022, the Transit Board awarded a contract to The Routing Company to provide demand response management software, which will help passengers self-schedule rides on the East Ames Service Extension (EASE) and Moonlight Express services. CyRide has been working with The Routing Company to train staff, develop marketing materials, and configure the software. The launch of the system's app, Pingo, has been set for January 16, giving staff time to develop familiarity with the software and perform validation testing. As that date approaches, the public can expect more information from CyRide announcing details about the new service.

2. Shop with a Cop

On Saturday, December 10, the Ames Police Department had its annual Shop with a Cop event. CyRide provided rides for the children and officers from the Boys & Girls Club to Target. Police officers from ISU Police and the Story County Sheriff's Department participated. As always, Shop with a Cop was highly successful, and providing transportation was an excellent way for CyRide to help be a part of this event.



3. Low Floor Cutaway Bus Update

At the meeting on April 27, 2022, the Transit Board awarded a contract to Hogle Bus Company of Marshalltown, Iowa, for two low-floor cutaway buses for a total cost of \$341,583. This award utilized the Iowa Department of Transportation (IDOT) light-duty bus procurement contract. Unfortunately, CyRide was notified that the bus purchase was cancelled due to the original equipment manufacturer (OEM) being unable to fulfill the order at the originally quoted price.

Due to severe supply chain issues, this situation has been occurring at multiple transit agencies in the state. The IDOT is allowing vendors to review and update their light-duty bus contract pricing so cutaway bus purchases can continue. The IDOT is also reallocating funding to help agencies absorb the resulting cost increases. CyRide is unsure what the new IDOT funding level will be, but agencies should be notified of the new funding level in early 2023.

In the interim, CyRide has received updated pricing for the two low-floor cutaway buses, which reflects a substantial cost increase. Once the updated IDOT funding contract has been received, a new award of contract will be brought back to the Transit Board for consideration.

4. Rudolph

Theodore and Mr. Gobbles left after Thanksgiving, which means it is time for Rudolph to make an appearance. Rudolph has been guiding his sleigh on various routes bringing some holiday cheer before winter break starts.

